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Edit an organization

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Edit an organization

This guide explains how to edit an existing organization in Stella Care's [Administration System](#). The function is used when details such as the name, parent organization, payer, or default geofence need to be updated.

How to edit an organization

1. Go to the **Organizations** menu on the left side of the Administration System.
2. Find the organization you want to edit in the overview.
3. Click the **edit icon** (□) next to the organization.
4. The "Edit Organization" form will open.
5. Update the necessary information:
 1. **Organization Name:** Update the name if the organization has changed name or function.
 2. **Parent Organization:** Select or change the parent organization the current one belongs to.
 3. **Customer:** Select or change the default payer for the organization.
 1. If you need to add new payers, please contact Stella Care Support using the form [here](#) or call +45 42 42 90 60.
 4. **Default Geofence:** Choose the geofence that should apply to citizens within the organization.
6. Click **Save** to confirm your changes, or **Cancel** to exit without saving.

When you edit an organization

- Changes take effect immediately in the Administration System.
- If you change the parent organization, the edited organization will automatically move under the new structure.
- Changing the default payer affects future invoices but not previously issued ones.

Tips

- Ensure the organization name is unique and follows the same naming convention as the others.
- Use a default geofence to maintain consistent safety settings for all citizens within the same organization.
- Only users with **administrator rights** can edit organizations.

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