

## How to Switch Organisations

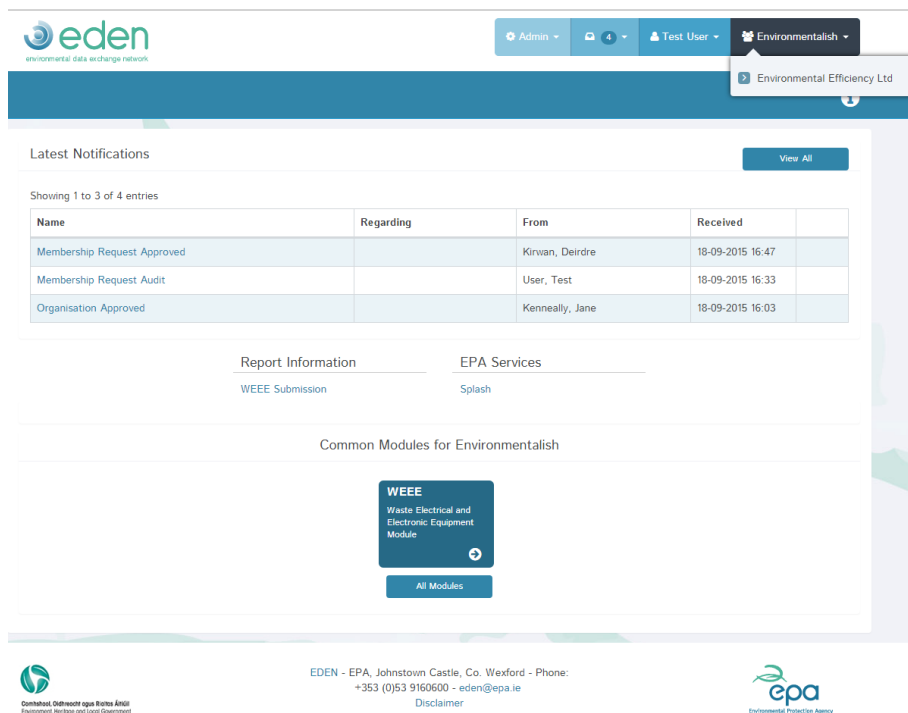
Log in to EDEN <https://www.edenireland.ie> with your normal username and password

On the home screen, click on the arrow beside your company name

If you have access to up to 10 other organisations, a list will be displayed. If you have access to more than 10, a popup box with a search screen will be shown. You can type the organisation name into the Search box to help narrow your selection options.

Select the Organisation you want to switch to either using the drop down or pop up box

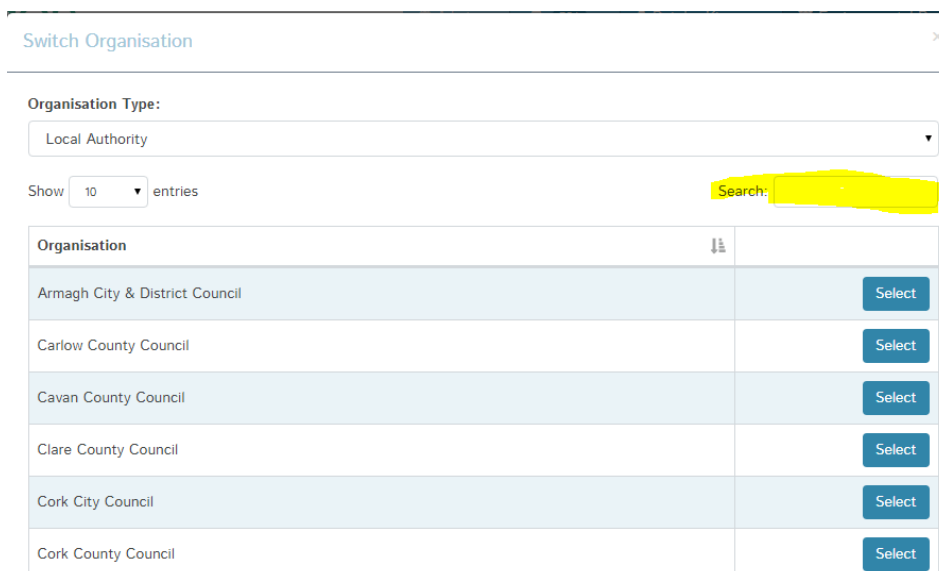
### Drop down screen:



The screenshot shows the EDEN home screen. At the top right, there is a navigation bar with 'Admin', 'Test User', and 'Environmentalish'. A dropdown menu is open under 'Environmentalish', showing 'Environmental Efficiency Ltd'. Below the navigation bar, there is a 'Latest Notifications' section with a table of notifications. The table has columns: Name, Regarding, From, Received, and an empty column. The notifications are: 'Membership Request Approved' (from Kirvan, Deirdre), 'Membership Request Audit' (from User, Test), and 'Organisation Approved' (from Kenneally, Jane). Below the notifications, there are links for 'Report Information' (WEEE Submission) and 'EPA Services' (Splash). At the bottom, there is a section for 'Common Modules for Environmentalish' with a 'WEEE' module card and an 'All Modules' button.

Name	Regarding	From	Received	
Membership Request Approved		Kirvan, Deirdre	18-09-2015 16:47	
Membership Request Audit		User, Test	18-09-2015 16:33	
Organisation Approved		Kenneally, Jane	18-09-2015 16:03	

### Pop up screen:



The screenshot shows a 'Switch Organisation' popup screen. It has a title bar with 'Switch Organisation' and a close button. Below the title bar, there is a section for 'Organisation Type:' with a dropdown menu set to 'Local Authority'. Below this, there is a 'Show' dropdown set to '10' and 'entries'. To the right of the 'Show' dropdown is a 'Search:' field. Below the search field is a table with columns 'Organisation' and 'Select'. The table lists several local authorities: Armagh City & District Council, Carlow County Council, Cavan County Council, Clare County Council, Cork City Council, and Cork County Council. Each row has a 'Select' button.

Organisation	Select
Armagh City & District Council	Select
Carlow County Council	Select
Cavan County Council	Select
Clare County Council	Select
Cork City Council	Select
Cork County Council	Select