

Purpose: **Org Managers** can move organizations within their hierarchy context. The migration needs to be started from a parent organization that can see the migrating org and its new location.

Move an Organization within your hierarchy

1. From the left navigation menu, select **Org Management** and locate the specific organization you want to move.

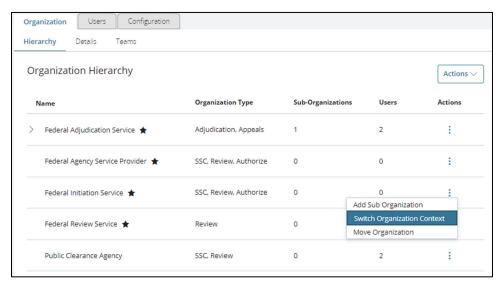


Figure 1: Move Organization Action

<u>Note</u>: Your organizational context determines your options for Org Migration. You can only migrate to orgs below your current context. If the org needs to move above your current hierarchy, a higher level Org Manager will need to perform the migration.

2. Under the **Actions** column for the specific organization, select the **ellipses**, and then select **Move Organization**.





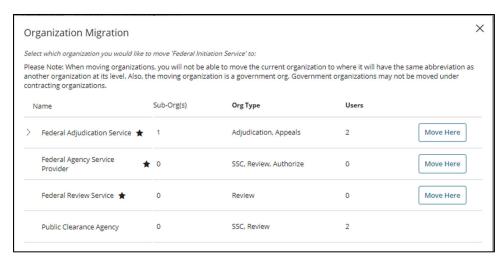


Figure 2: Org Migration - Location Selection

Choose the receiving org and select Move Here. You cannot move to the same parent org.
Note: You cannot move government organizations under contractor organizations.



Figure 3: Move Organization - Confirmation

4. The confirmation page displays the preview of the new hierarchy after confirming the organization migration. Select **Confirm** to proceed with the migration.

<u>Note:</u> If there are Warnings, please review the warnings and the relevant information in <u>Reference File 014</u>. You may need to resolve the User/Role warning before the migration can take place. If impacted workflows are the only warnings, you can Confirm the migration and the workflow will be disabled.