

# ACS Admin Quick Guide

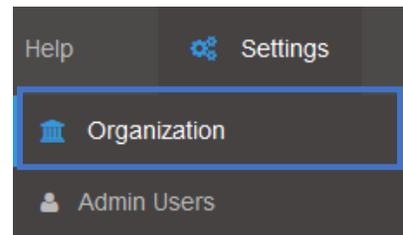


## How to update Organization ID

### IMPORTANT NOTE:

Only super admin user can update organization ID. Any changes made will affect all ACS users (within your company) when they attempt to login. Do informed all users the latest organization ID after you have updated the system.

1. Go to Settings > Organization



2. Click on the edit checkbox under Action column.

Organization List							Search: <input type="text" value="Enter Terms..."/>
Organization ID	Name	Country	Sites	Admin Name	Created Datetime	Updated Datetime	Actions
rnd	ANTlabs Pte Ltd	Singapore	10.65.1.194	R&D	31 Jan 2019 12:22 PM +08	14 Feb 2019 3:37 PM +08	<input type="checkbox"/>

3. Click on the Organization ID, enter new ID and save it.

### Edit Organization

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#### Organization Details

<input type="text" value="Organization ID"/>	<input type="text" value="ANTlabs Pte Ltd"/>
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