

Switch Between Organizations

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You can switch between organizations when you have access to more than one workspace in Atloria. Changing organizations lets you view the projects, collaboration context, and resources that belong to the organization you select.

Overview

Organizations separate work for different teams, departments, customers, or business units. Each organization can contain its own set of projects, so switching organizations helps you keep your work focused on the correct workspace.

You may need to switch organizations when you cannot find an expected project in the current project list, when you work with multiple teams, or when you need to return to a project in another organization. Your access determines which organizations are available to you.

After you switch, Atloria updates the workspace context. The **Projects** area then shows the projects available in the organization you selected. If you open a project, the project dashboard and its related areas—such as changes, analytics, versions, and technical documentation—apply to that organization's project.



Screenshot pending: The Workspace area with the current organization selector and available organizations.

Prerequisites

Before you switch organizations, make sure that:

- You are signed in to Atloria.
- Your account has been granted access to at least two organizations.
- You know the organization you want to use.

- You have saved any unfinished work before changing to another organization.
- You can access the **Workspace** area or the **Projects** page.

Step-by-Step Instructions

1. Open the **Workspace** area from the main navigation.
2. Locate the control that displays your current organization in the workspace navigation.
3. Select the current organization control to open the list of organizations available to your account.
4. Select the organization you want to work in.
5. Wait for the workspace context to update.
6. Select **Projects** to review the projects available in the newly selected organization.
7. Use the **Search projects...** field to find a project within the selected organization.
8. Select a project from the list to open it.
9. Select **Open Project Dashboard** when you want to work from the project's main dashboard.



Screenshot pending: The organization list opened from the workspace navigation, with an organization ready to be selected.

Tips and Best Practices

- Confirm the active organization before you create or manage a project. A project created from **New Project** is associated with the organization that is active at the time you start.
- If you cannot find a project, switch organizations before assuming that the project was deleted or that you do not have access. Projects are organized by workspace context.
- Use **Search projects...** after switching organizations to narrow the current organization's project list.
- Use **Search across all projects...** when available if you need to look beyond the project list currently in view. Review the organization context before opening or updating a result.

- Return to **Projects** or use ← **Back to Projects** when you need to verify which organization's project list you are viewing.
- If you work in several organizations, pause briefly after switching and confirm that the expected projects appear before creating a new project or making changes.
- Organization switching changes the workspace you are viewing; it does not automatically grant access to organizations or projects that your account is not authorized to use.

Related Pages

- [View and Manage Projects](#)
- [Create a New Project](#)
- [Open a Project Dashboard](#)
- [Search Projects](#)
- [Project Access and Permissions](#)

Troubleshooting

The organization I need is not listed

Your account may not have access to that organization. Contact the organization administrator and ask them to confirm that you have been added to the correct organization.

I switched organizations, but I cannot find my project

Select **Projects** and check the project list for the active organization. Use **Search projects...** to search within that list. If the project still does not appear, switch to the other organizations available to you or confirm your project access with an administrator.

The workspace does not appear to change after I select an organization

Wait for the page to finish updating, then select **Projects** again. If the previous projects are still shown, refresh the page and repeat the switch. If the problem continues, sign out and sign back in before contacting support.