

View Your Organization Plan

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This page explains how to locate organization plan information and confirm which service capabilities are available to you. Reviewing your plan helps you understand what your organization can use before you request access, begin a project, or contact your administrator.

Overview

Your organization plan determines the services and capabilities that are available to your organization. Depending on your organization's setup, plan information may include the plan name, enabled services, usage limits, billing status, renewal information, or access restrictions.

The available UI evidence does not identify a dedicated **Plan**, **Billing**, **Subscription**, or **Organization Settings** screen in the captured application screens. Because those screen names and controls have not been verified, this guide does not assume a specific menu path or button label for viewing plan details.

If your organization provides a plan page, use it to review the services that are currently enabled. If you cannot find plan information in your workspace, your organization administrator or billing contact may manage this information outside of the areas available to you.



Screenshot pending: The organization plan screen showing the current plan name, service capabilities, status, and any usage or billing information.

Prerequisites

Before you begin, make sure you have the following:

- Access to your organization's Atloria workspace.

- Permission to view organization-level information, if your organization restricts plan or billing details.
- The name of your organization, if you belong to more than one organization.
- Contact information for your organization administrator or billing owner.
- Access to internal guidance, such as  **User Manuals** or **User Guides**, if your organization publishes plan-management instructions there.

Step-by-Step Instructions

1. Sign in to Atloria using your organization account.
2. Open the organization workspace that you want to review.
3. Look for an organization-level area that contains plan, billing, subscription, account, or service information.
4. Select the plan-related option when it is available in your organization workspace.
5. Review the current plan name displayed on the plan screen.
6. Review the list of enabled services or capabilities displayed for the plan.
7. Check whether the plan screen shows any usage limits, renewal dates, billing status, or account restrictions.
8. Confirm that the capability you need is listed as available before attempting to use it.
9. Open  **User Manuals** if you need organization-specific instructions for a service capability.
10. Select **User Guides** to review available end-user guidance for enabled services.
11. Contact your organization administrator if the plan screen is unavailable or does not show the capability you expected.

 *Screenshot pending: A plan details view with the enabled service capabilities highlighted for review.*

Tips and Best Practices

- Review plan information before planning work that depends on a particular service. This can prevent delays caused by unavailable capabilities or

organization-level restrictions.

- Treat the displayed plan information as the current source of truth for your organization. Access can differ between organizations, even when individual users have similar roles.
- If you are comparing enabled capabilities with available guidance, use  **User Manuals** and **User Guides** to find instructions for the services your organization can access.
- Do not assume that a capability is available because another organization uses it. Plan availability may vary based on your organization's subscription and administrative configuration.
- If plan information is visible but you cannot use a listed capability, check whether your user account requires additional permission. Plan availability and individual user access are not always the same.
- Record the plan name and the capability you need when contacting support or an administrator. This helps them verify whether the issue is related to the organization plan, user permissions, or service configuration.

Related Pages

- [User Guides](#) — Find instructions for using available Atloria features.
- [User Manuals](#) — Review organization-provided manuals through  **User Manuals**.
- [View Your Documentation](#) — Use **View Your Documentation** → when documentation is available for your workspace.
- [View Published Docs](#) — Use  **View Published Docs** to review published documentation where available.
- [User Management](#) — Review user access when a service is available to the organization but unavailable to a specific user.

Troubleshooting

You cannot find a plan or billing option

Your workspace may not expose organization plan information to your account. Open  **User Manuals** or **User Guides** to check for local instructions, then contact your organization administrator to request the current plan details.

A capability is not listed on the plan screen

The capability may not be included in your organization's current plan, or it may require separate enablement. Note the capability name and ask your billing owner or administrator whether it can be added.

A capability appears available, but you cannot use it

Your organization plan may include the capability, while your individual account lacks permission to access it. Ask an administrator to verify your user access and any required role assignments.