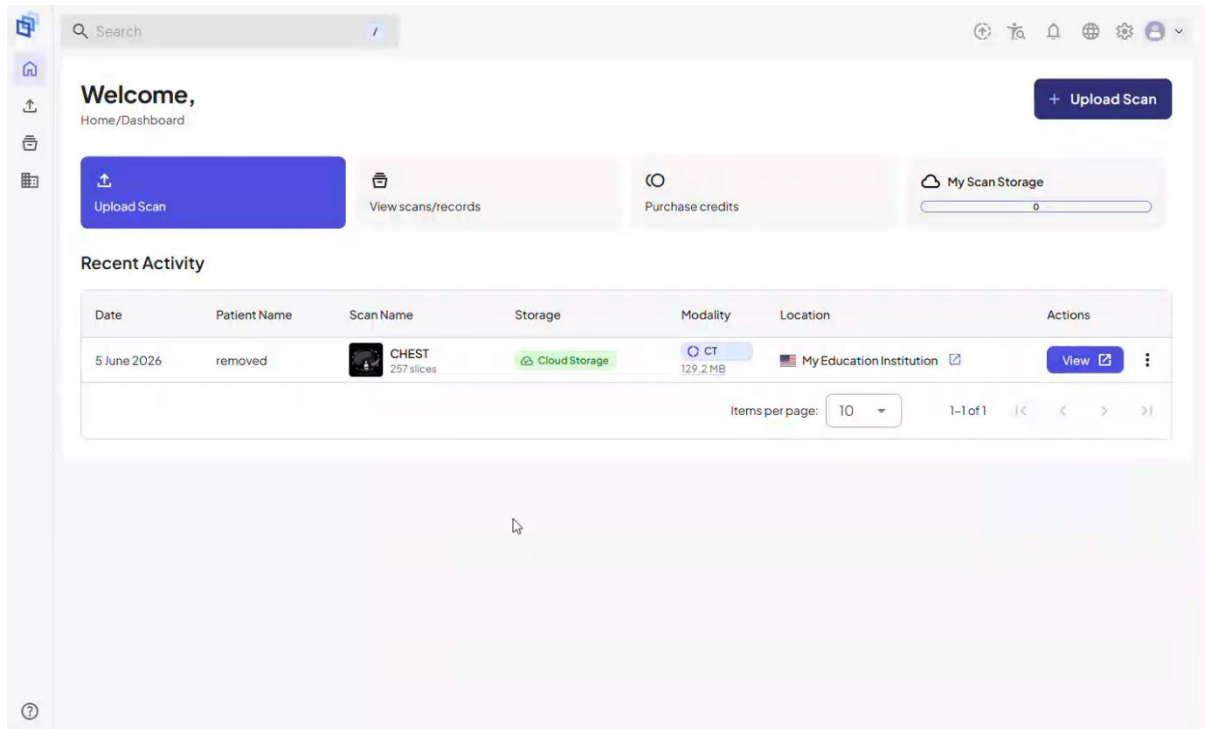




How to Locate and Manage Your Organization's Tenant in the Platform

The dashboard helps you easily find your organization's tenant and customize access from the main interface. Quickly switch between tenants, check your role, and star favorites for fast entry.

From the welcome page, look for the sidebar on the left.



Step 1: Click **Tenants** in the sidebar. You'll recognize it by the building icon.



Welcome,
Home/Dashboard

[+ Upload Scan](#)

[Upload Scan](#) | [View scans/records](#) | [Purchase credits](#) | [My Scan Storage](#)

Recent Activity

Date	Patient Name	Scan Name	Storage	Modality	Location	Actions
5 June 2026	removed	CHEST 257 slices	Cloud Storage	CT 129.2 MB	My Education Institution	View

Items per page: 10 | 1-1 of 1 | [<](#) [>](#)

Step 2: The Tenant Overview page lists all tenants you belong to. Here, you can see your role in each tenant and the available credit balance.

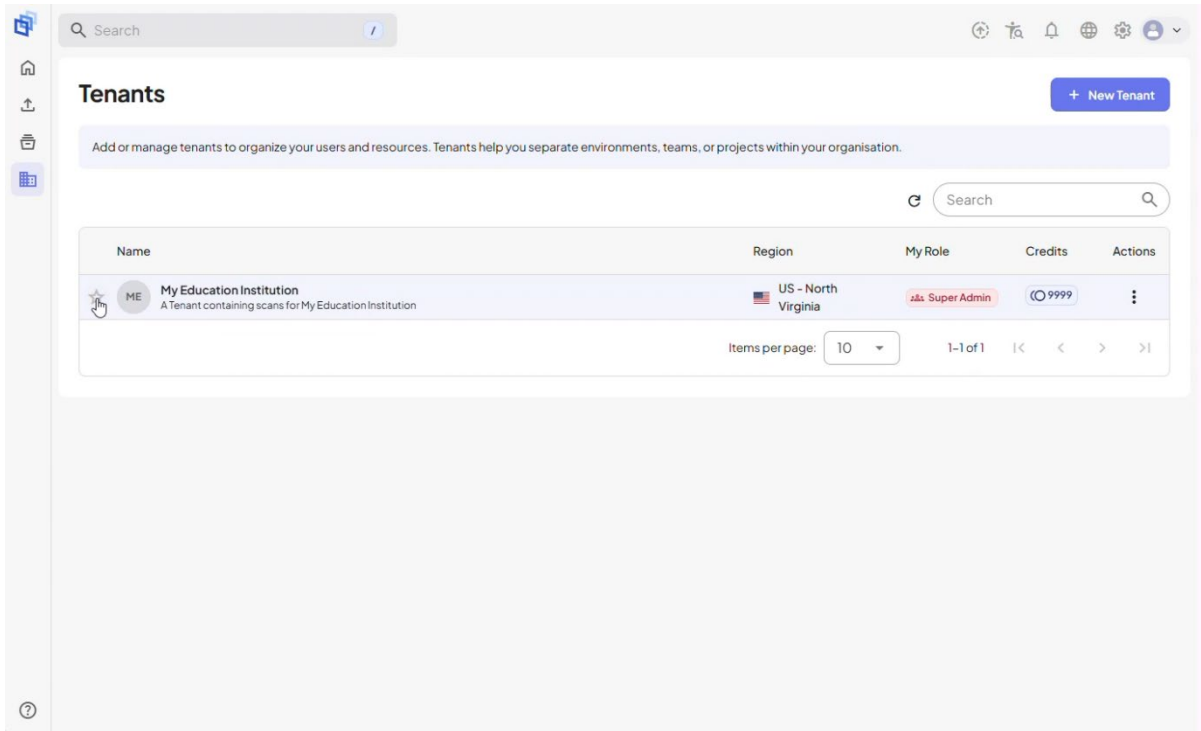
Tenants [+ New Tenant](#)

Add or manage tenants to organize your users and resources. Tenants help you separate environments, teams, or projects within your organisation.

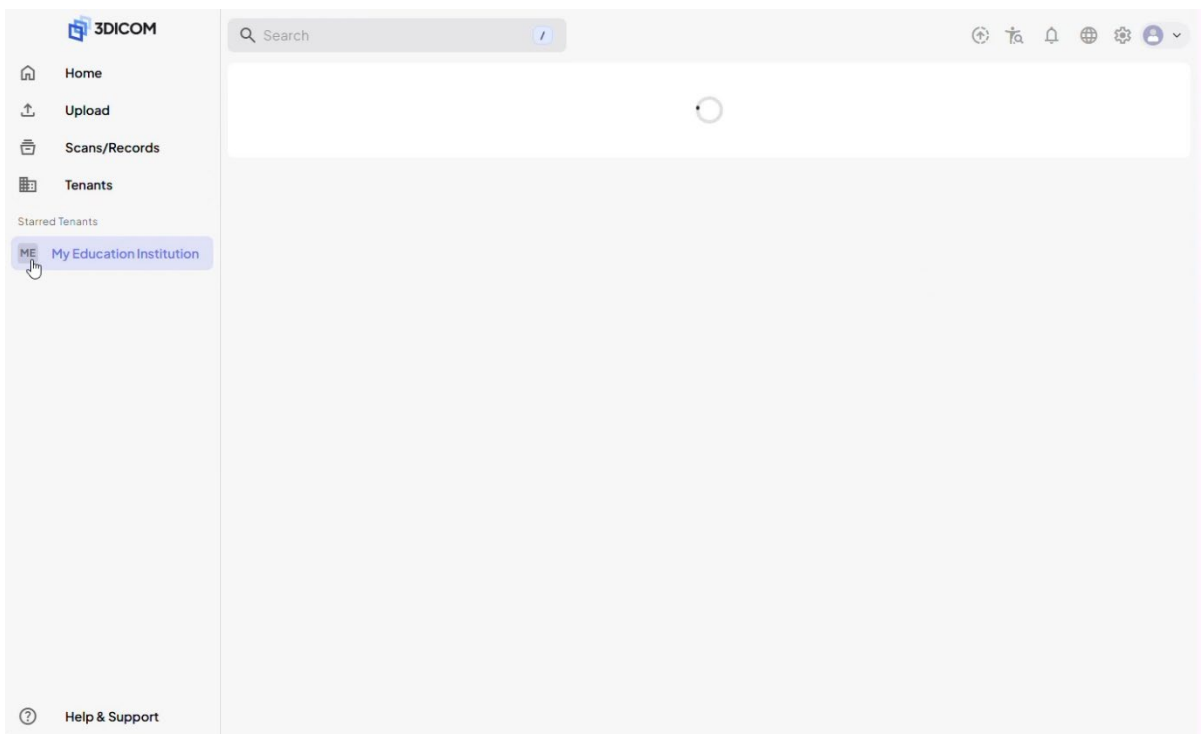
Name	Region	My Role	Credits	Actions
My Education Institution A Tenant containing scans for My Education Institution	US - North Virginia	Super Admin	9999	

Items per page: 10 | 1-1 of 1 | [<](#) [>](#)

Step 3: For quick future access, click the star icon next to the tenant name. This adds a shortcut to the sidebar.



Step 4: Click your tenant's shortcut in the sidebar to open the tenant management area.



Step 5: In the tenant management area, authorized users can:

Manage user access and permissions

Configure Gateway settings for connecting to your organization's PACS infrastructure

Click here to [view instruction video](#)



View audit logs to track tenant activity

Adjust tenant settings as needed

The screenshot displays the 'My Education Institution' tenant settings page. At the top, there is a search bar and navigation icons. The main header shows the tenant name 'My Education Institution' with a star icon, and two status indicators: 'Tenant Scan Storage (100%)' with a green progress bar and 'Current Credit Balance 9999'. Below the header is a navigation menu with tabs for 'Details', 'Users', 'Gateway', 'Patient Portal', 'Audits', and 'Settings'. The 'Details' tab is active, showing a description: 'Manage tenant details, name, and basic configuration.' The form contains three main sections: 'Name' with a text input field containing 'My Education Institution'; 'Description' with a text area containing 'A Tenant containing scans for My Education Institution'; and 'Region' with a dropdown menu showing 'US - North Virginia'. At the bottom of the form, there is a 'Back to Tenants' link, a 'Reset' button, and a 'Save' button.

Medical images can be uploaded and associated with the tenant. However, they're managed from the Scans and Records area of the platform—not directly within the Tenants section.

Now you know how to navigate to your organization's tenant area and set up a sidebar shortcut for fast access. Enjoy streamlined tenant management and easy navigation!