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

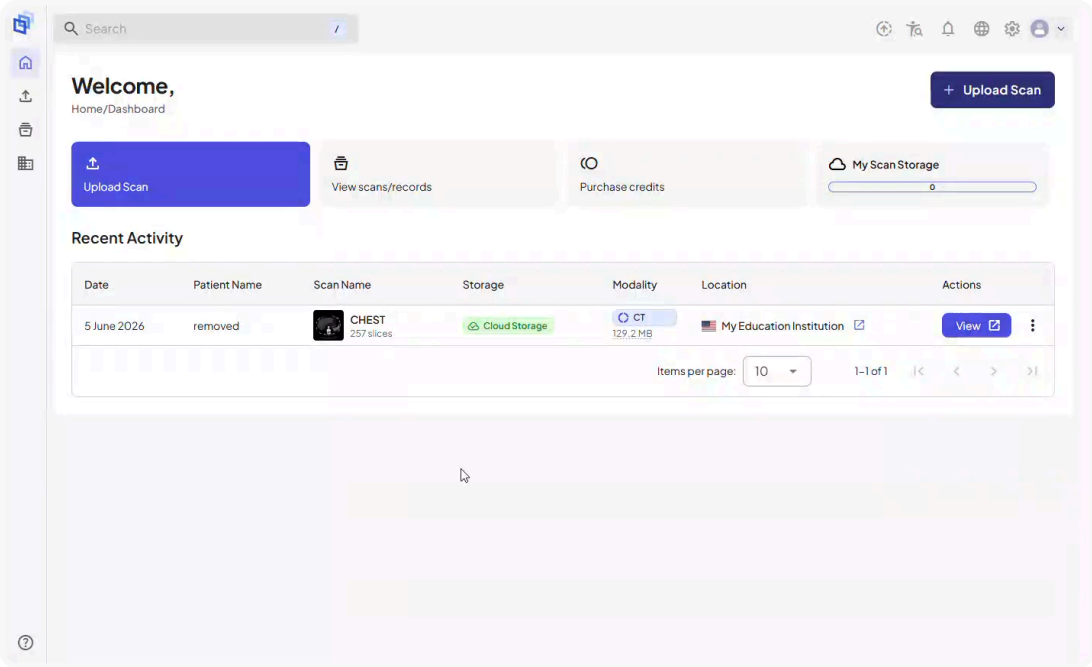
Overview

This guide shows how to find and manage your organization's tenant in the platform using the main dashboard. You'll learn how to navigate tenants, check your roles, favorite specific tenants, and get to the key administration area quickly.

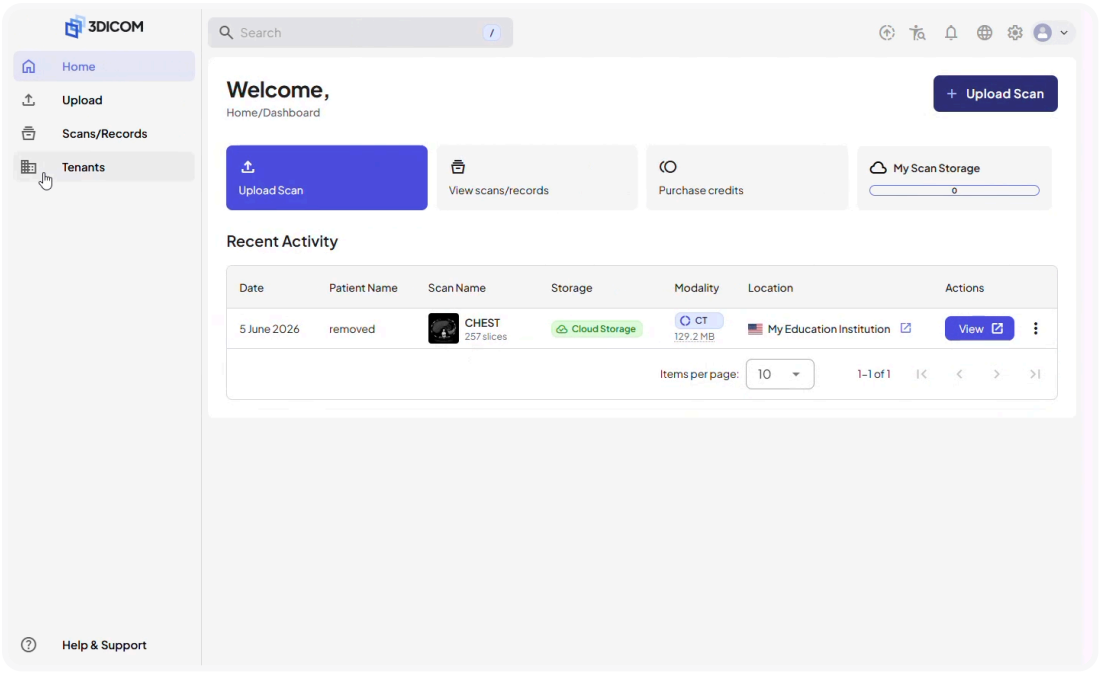
Step-by-step instructions

Open the tenant overview

Step 1. From the welcome page, locate the sidebar on the left.

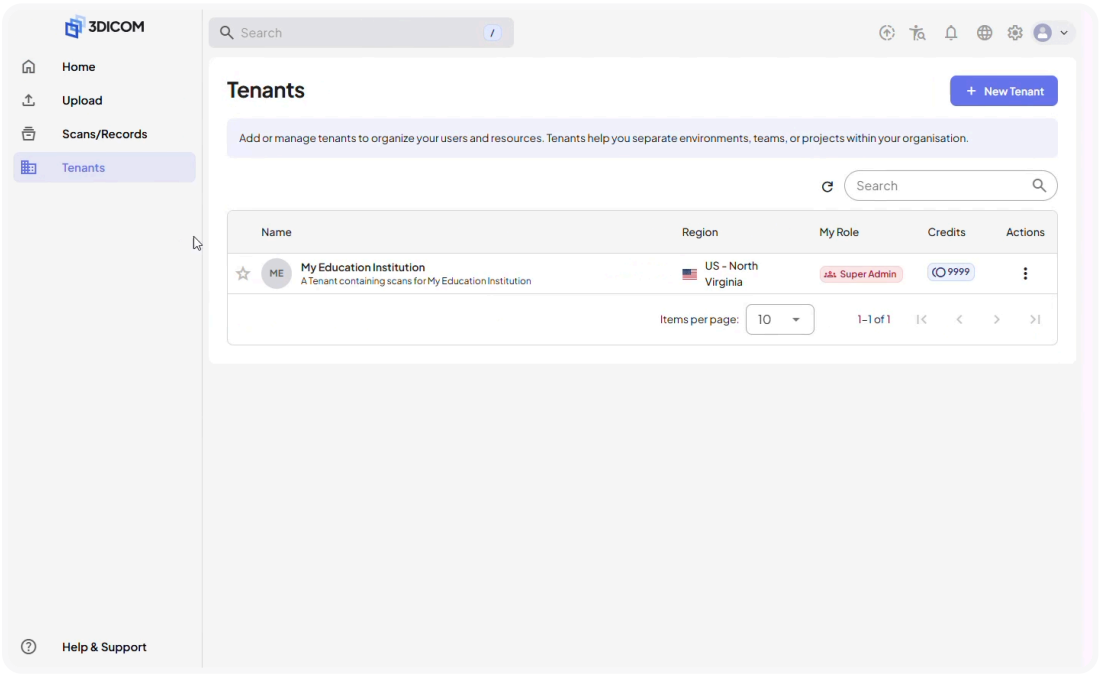


Step 2. Click **Tenants** in the sidebar. This section is represented by the building icon.



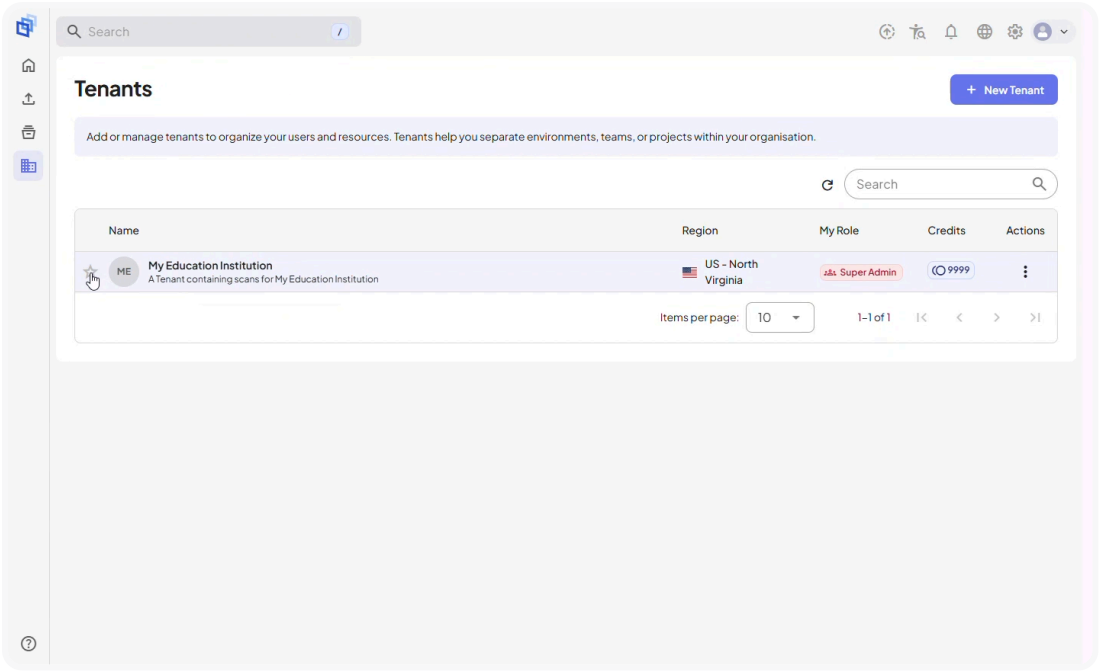
Review your tenants

Step 3. On the **Tenant Overview** page, view all tenants you belong to. You'll see your role in each tenant and the available credit balance for each one.



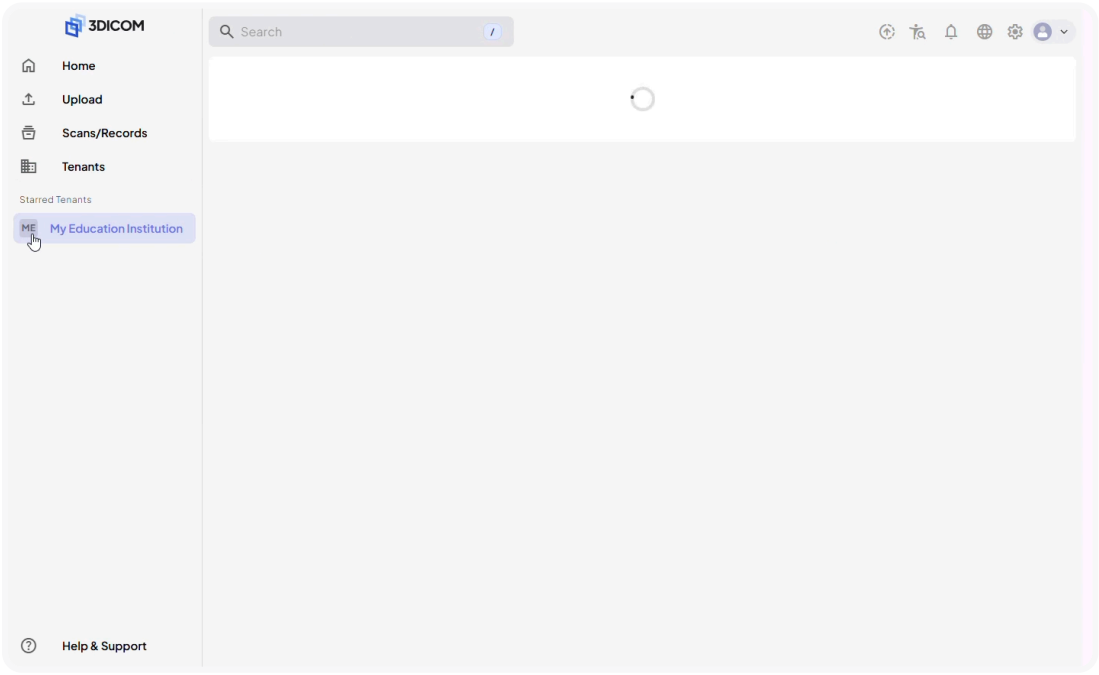
Create a sidebar shortcut for fast access

Step 4. Click the star icon beside your desired tenant. This creates a shortcut in the sidebar for quicker access in the future.



Enter the tenant management area

Step 5. Click your tenant's shortcut in the sidebar to open the **Tenant Management** area.

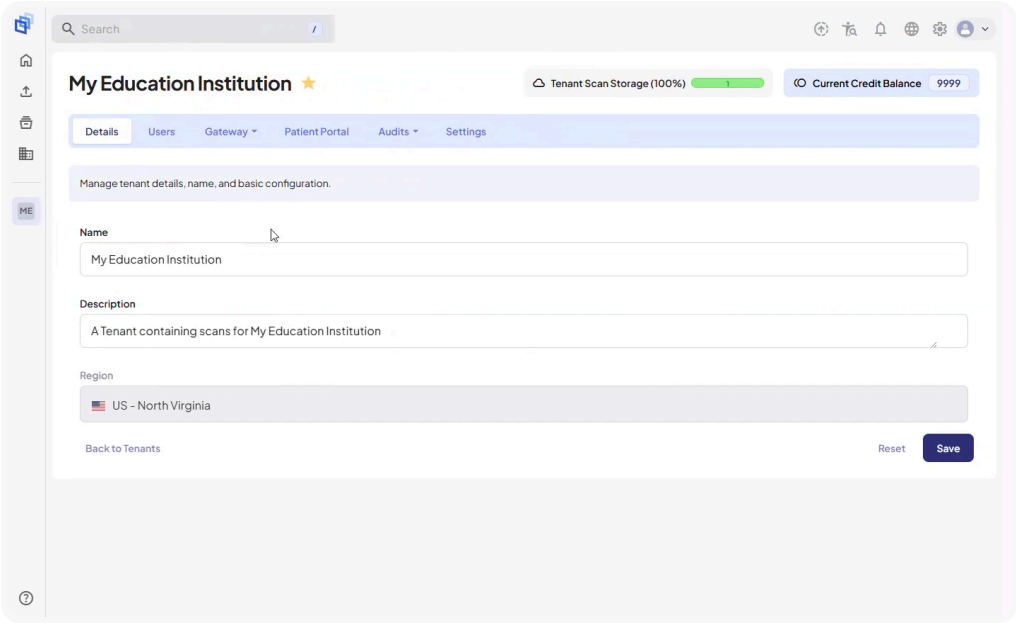


Manage tenant settings and access

Step 6. In the tenant management area, authorized users can:

- Manage user access and permissions

- Configure **Gateway** settings for connecting to your organization's PACS infrastructure
- View audit logs to track activity
- Update tenant settings as needed



Note: Medical images are uploaded and associated with the tenant from the Scans and Records area—not directly within the Tenants section.

Result

You now know how to locate your organization's tenant, set up a sidebar shortcut, and manage core tenant administration features. This setup ensures fast, reliable access to your organization's tenant and easy navigation across the platform.