

# Find Organisation

eden SUITE

Structure > Manage Organisations

u.org.melbournehealth.admin  
rg.melbournehealth.admin for  
su.org.melbournehealth

Search Q User Admin Help Logout

Dashboard

Data Management

My Tenancy

Manage Assets

Add Asset +

Manage Organisations

Add Organisation +

Manage Hierarchies

Reports

Admin

## Manage Organisations

Select search criteria to find organisations. Click on Options to select additional filtering options

Organisation  Organisation Type  Related Asset

Organisation Name (partial match)

Options v

Organisation Status  
 Active  Inactive  Retired

Sort by  
Organisation Name v Ascending v

Search Q Clear X

Select 'Manage Organisations' from the My Tenancy menu.

Complete as many fields as possible to refine the search

# Find Organisation

**Manage Organisations**

Select search criteria to find your organisations. Click on **Options** to select additional filtering options

Organisation  Organisation Type  Related Asset

Organisation Name (partial match)

**Options** ^

Search  Clear

1 organisation found

Showing 1 to 1 of 1 results

Organisation	Status	Organisation Type	Organisation Hierarchy
Example Organisation	Active (01/07/2005)	Facility	Melbourne Health 2 (0 sub organisations)

Showing 1 to 1 of 1 results

Select your Organisation from the list and click through for more details

# Organisation Profile

The screenshot displays the 'Organisation Profile' page in eden SUITE. The page is divided into several sections:

- Navigation:** A sidebar on the left contains menu items: Dashboard, Data Management, My Tenancy (highlighted), Manage Assets, Add Asset, Manage Organisations (highlighted), Add Organisation, Manage Hierarchies, Reports, and Admin.
- Page Header:** Shows the user's role as 'My Tenancy > Manage Organisations > Example Organisation' and the user 'au.org.melbournehealth.admin'.
- Organisation Profile:** The main section features a line chart titled 'CO<sub>2</sub>e (t) - Rolling 12 Month Comparison'. The chart compares two periods: 'Sep 18 - Aug 19' (blue line) and 'Sep 17 - Aug 18' (orange line). The y-axis represents CO<sub>2</sub>e (t) ranging from -19.23 to 211.53. The x-axis shows months from Sep to Aug. The orange line shows a significant spike in May, reaching approximately 211.53 t, while the blue line remains consistently near zero.
- Attributes:** A section on the right shows the organisation's status as 'Active' from '01/07/2005 to current'. It lists facility details and a table of attributes:

Label	Value
DIH Region	Eastern Metropolitan
Metro Or Rural	Metro
Operator ID	1234
- Organisation Hierarchy:** A section below attributes with a search bar and buttons for 'Add Child Organisation' and 'View Organisation Hierarchy'.
- Relationships:** A section at the bottom right showing a tree view of asset hierarchies, including 'RMH Royal Park - Jul-14 to current', 'Melbourne Health AIMS Asset Hierarchy', 'RMH Royal Park AIMS - Jul-05 to Jun-14', 'Orygen AIMS - Jul-05 to Jun-14', and 'Broadmeadows CCU Asset Hierarchy'.
- Activities:** A section at the bottom left titled 'Clinical waste' showing a table of activities for 'Sep 18 - Aug 19: 0 CO<sub>2</sub>e (t) -%':

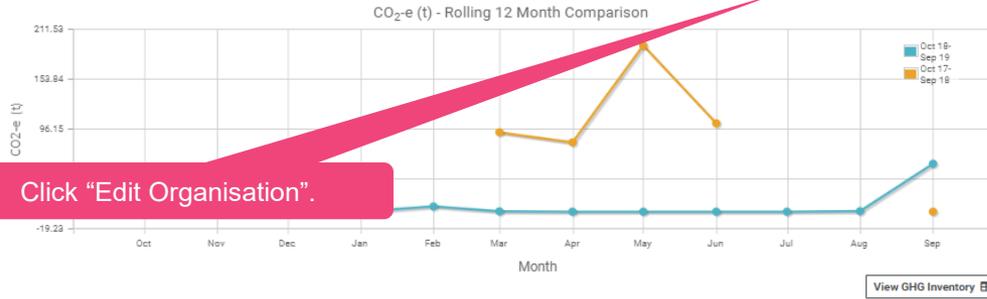
Activity	Sep 18 - Aug 19: 0 kg	Sep 17 - Aug 18: 0 kg
Clinical waste - incinerated	0 kg	0 kg
Clinical waste - incinerated - Test by Jo	0 kg	0 kg
Clinical waste - sharps	0 kg	0 kg
Clinical waste - treated	0 kg	0 kg
Jo Testing Clinical waste Activity	0 kg	0 kg

All Organisation related information is conveniently displayed on one screen, including hierarchies and relationships. You can click on an item to access further details.

# Edit organisation

## Organisation Profile

### Example Organisation



Click "Edit Organisation".

## Activities

Activity	Oct 18 - Sep 19: 0 CO <sub>2</sub> -e (t) -%
<b>Clinical waste</b>	
Clinical waste - incinerated	Oct 18 - Sep 19: 0 kg Oct 17 - Sep 18: 0 kg
Clinical waste - incinerated - Test by Jo	Oct 18 - Sep 19: 0 kg Oct 17 - Sep 18: 0 kg
Clinical waste - sharps	Oct 18 - Sep 19: 0 kg Oct 17 - Sep 18: 0 kg
Clinical waste - treated	Oct 18 - Sep 19: 0 kg Oct 17 - Sep 18: 0 kg
Jo Testing Clinical waste Activity	Oct 18 - Sep 19: 0 kg Oct 17 - Sep 18: 0 kg
<b>Corporate Transport</b>	Oct 18 - Sep 19: 0 CO <sub>2</sub> -e (t) -%
<b>General waste</b>	Oct 18 - Sep 19: 0 CO <sub>2</sub> -e (t) -%
<b>MG Test Activity Group</b>	Oct 18 - Sep 19: 0 CO <sub>2</sub> -e (t) -%

## Attributes

Status: Active 01/07/2005 to current  
Facility in the Melbourne Health 2 organisation hierarchy

Label	Value
DH Region	Eastern Metropolitan
Metro Or Rural	Metro
Operator ID	1234

## Organisation Hierarchy

Search Again

## Relationships

- Example Asset Hierarchy
    - RMH Royal Park - Jul-14 to current
  - Broadmeadows CCU Asset Hierarchy
    - Broadmeadows CCU - Broadmeadows CCU - Unit 3 - Jul-05 to current
  - Melbourne Health AIMS Asset Hierarchy
    - Orygen AIMS - Jul-05 to Jun-14
    - RMH Royal Park AIMS - Jul-05 to Jun-14
  - Orygen Asset Hierarchy
    - Orygen - Jul-14 to current
-

# Edit organisation

**Edit Organisation (Example Organisation)**

Organisation Details   Persons   Attributes   Hierarchy

Fill in the form below and click 'Next' to proceed.

Name *	Code	
<input type="text" value="Example Organisation"/>	<input type="text"/>	
Organisation Type *	Organisation Status *	Status Effective From *
<input type="text" value="Facility"/>	<input type="text" value="Active"/>	<input type="text" value="01/07/2005"/>

Next →

The Details tab lets you change:

- > the name of the organisation
- > the organisation type
- > the Status and status effective date

# Edit organisation

Success: The Organisation Person record was deleted successfully

## Edit Organisation (Example Organisation)

Organisation Details | **Persons** | Attributes | Hierarchy

**i** You can add a person to this organisation by clicking the add person button. Click Restore to restore the previously saved value.

Add Person +

Person Type *	Usage Value *	Month To	Month To	Source
No persons added.				

Next →

The "Persons" tab allows you to view/add/edit person records for the organisation.

## Edit Organisation (Example Organisation)

Organisation Details | Persons | **Attributes** | Hierarchy

**i** Fill in the form below and click 'Next' to proceed. All attributes with \* are mandatory. Click Restore to restore the previously saved value.

Label	Type	Value	
DH Region *	Option	Eastern Metropolitan	Restore ↻
Metro Or Rural *	Option	Metro	Restore ↻
Operator ID *	Text	1234	Restore ↻

Next →

The "Attributes" tab allows you to view/add/edit metadata records for the organisation.

# Edit organisation

**Edit Organisation (Example Organisation)**

Organisation Details Persons Attributes **Hierarchy**

Change the organisation hierarchy and/or the parent node, if required. Click Save to update the Organisation.

**Melbourne Health 2**

Change

- ✓ Melbourne Health 2
  - Aggregate Non-Residential Sites
  - Aggregate Residential Sites
  - Example Organisation
  - RMH City Campus (Parkville)

Parent Organisation Selection:  
Melbourne Health 2

Save

The "Hierarchy" tab allows you to change where in the organisation hierarchy the organisation appears

Click "change" to choose another hierarchy or to change the Parent Organisation