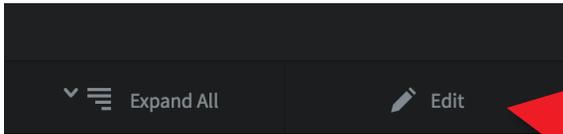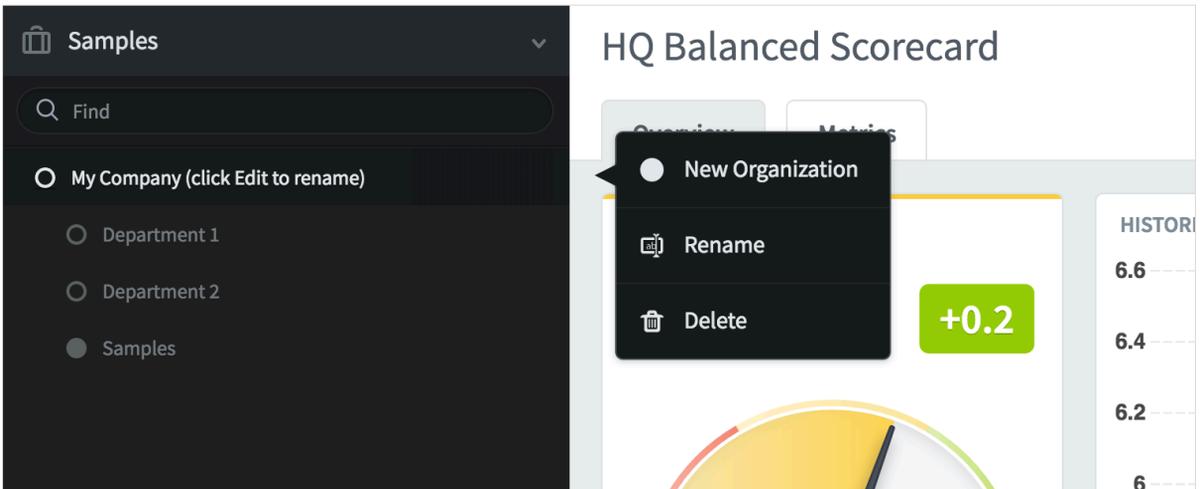First click on **Scorecards** and then on the **Briefcase** icon (top left) to revel the **Organisation** list. Highlight **My Company**:
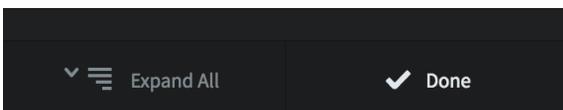

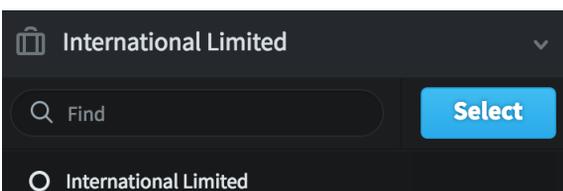Click on Edit at the bottom of the menu screen

A pop-out menu will appear inviting you to create a new **Organisation**, Rename the highlighted organisation or Delete the highlighted organisation:

Click on Rename and change the name from My Company to the name of your company or organisation. (In this example we will change the name to International Limited)

Click **Done** at the bottom of the screen and then immediately click the blue **Select** button at the top of the screen.
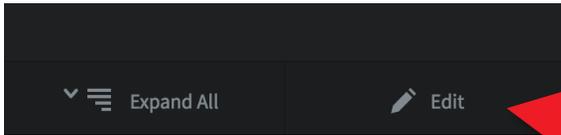
Your company name will appear and you will be asked to create a Scorecard

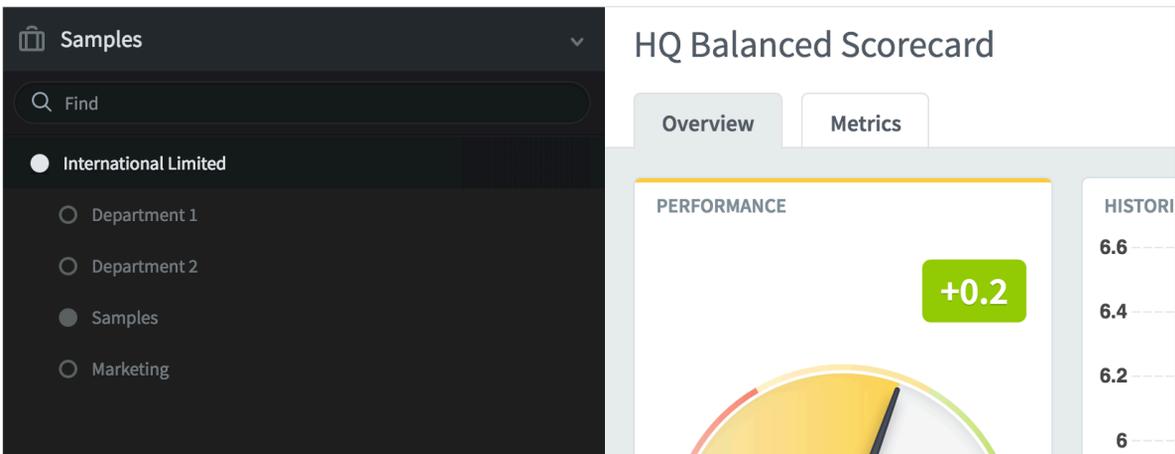intrafocus

If you have already renamed My Company to the name of your company or organisation, then do the following to add an **Organisation**:

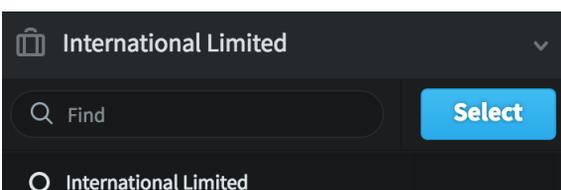Click on Edit at the bottom of the menu screen

A pop-out menu will appear inviting you to create a new **Organisation**, Rename the highlighted organisation or Delete the highlighted organisation:

Click on New Organisation and a dialogue box will appear, add the name of the new organisation and click Save. In the example above we have added the Marketing department

Click **Done** at the bottom of the screen and then immediately click the blue **Select** button at the top of the screen.

Your company name will appear and you will be asked to create a Scorecard

Read the **Create a Scorecard** Guide

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