

# EPIC: Editing Organizations on Catalyst

Use this procedure to create or change an organization name on Catalyst: Everything DiSC reports for individuals or teams.

**Programs/websites needed:** EPIC

## **Editing Organization Names in EPIC:**

1. Log into EPIC
2. On the left-hand side, drop down the arrow for "Manage Reports."
3. Click "Edit Existing Reports."
4. You can search by the name of an individual person, or a team name.
5. Enter Product Family as "Everything DiSC."
6. Enter Product as "Catalyst: Everything DiSC."
7. Click Search.
8. Click the Edit button beside the report you want to edit.
9. In the organization line, first begin typing the organization you wish to use as it may exist, and you may find it in the drop-down menu. If you do not find the organization, enter that information and 'add company'.
10. Click the 'confirm' box at bottom of the screen.
11. Save Changes.