



Organization Profile

Under the Organization Profile, you can view and edit various details, such as the organization name, time zone, and date format.

Organization Profile

Organization Name *

Time Zone *

(GMT +5:30) India Standard Time (Asia/Calcutta)

Date Format *

Choose Date Format

SAVE

Note:

- Only the **owner** or **admins** can edit the organization name.
- When you configure a schedule trigger or include a delay in your flows, the time zone of your organization is taken into consideration. The flow will execute based on your organization's time zone.

If you are part of multiple organizations, you can switch to another organization by clicking the organization name on the top bar. Alternatively, click your profile picture in the top-right corner. In *My Organizations*, click **Manage**. Here, you can view more details, such as all the organizations that you are part of, your role, organization ID, and created date. You can:

Access Organization

Click to access an organization that you are a part of.

Set as Default

When you set an organization as default, you will be directed to it every time you access Zoho RPA.

Leave Organization

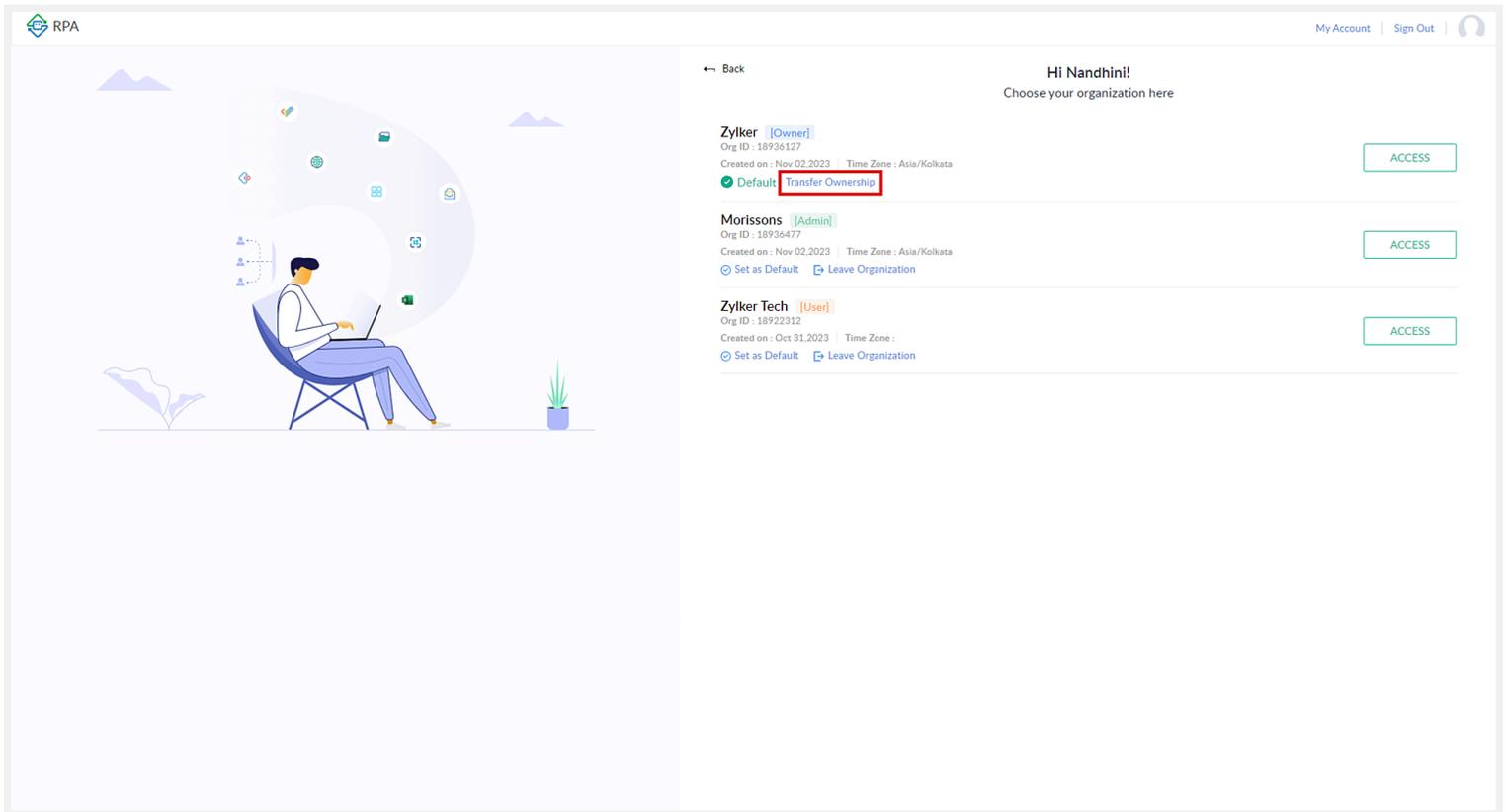
If you request to leave an organization, an email will be sent to the owner. Once they approve your exit request, you will no longer be able to access the organization. The connections and flows that you created will continue to be active.

Delete Organization

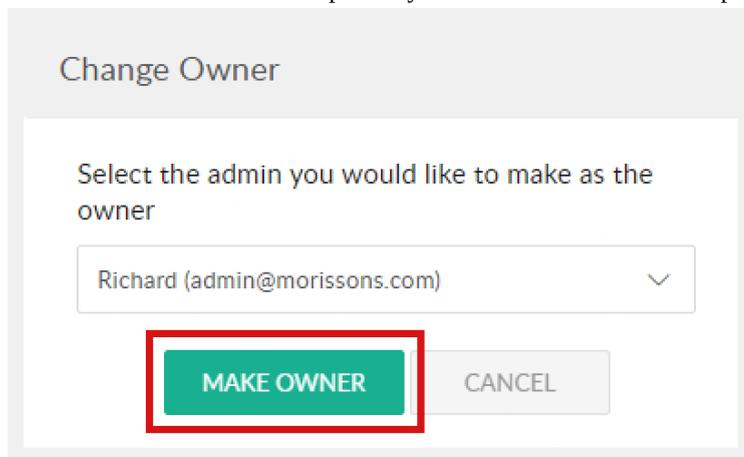
Hover on the organization name and click the trash icon that appears to delete the organization you own. If you choose to delete the organization, a request will be sent to the Zoho RPA Team. You can cancel the request before approval, or reactivate the organization within **30 days** of deletion. **After 30 days, all data, including flows, app connections, history, and audit trail, will be deleted.**

Transfer Ownership of Organization

If you are the owner of a Zoho RPA organization, you can transfer its ownership to an existing admin. To do so:



1. Click **Transfer Ownership**.
2. Choose an admin from the dropdown you wish to transfer ownership to. Click Make Owner.



3. Click **Make Owner**.

 You can only transfer the ownership of your organization to an existing admin who does not already own any other Zoho RPA organizations.
Only admins who do not already own any other organizations will be displayed in the dropdown.

