



User Guide: Tobacco Reporting Service - Manage organisation details

20 July 2026

This user guide explains how to manage organisation details.

Before you start

To manage your organisation you must:

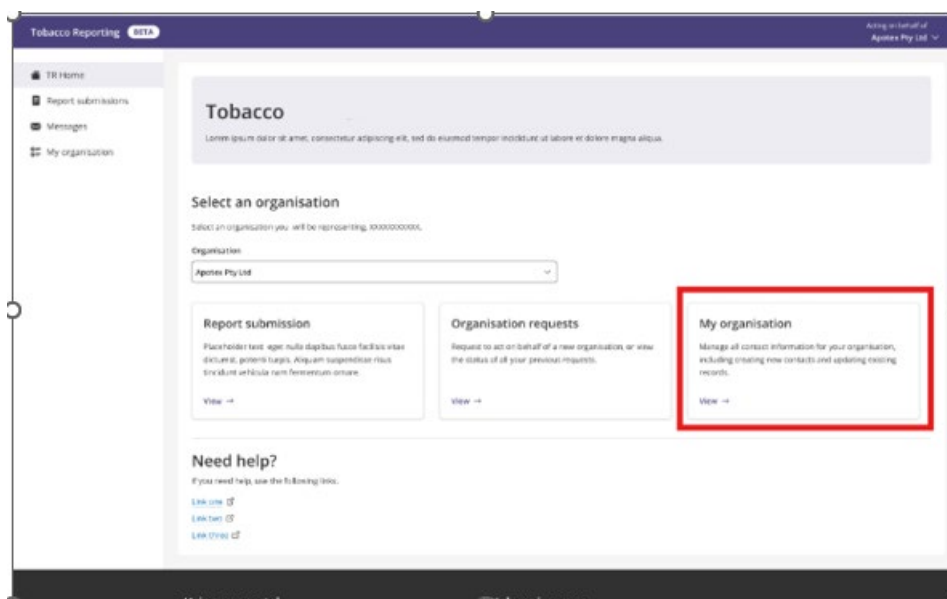
- be a registered HBS portal user
- already be linked to the Tobacco Reporting Service
- already be linked to your Organisation.

Permissions

- You must have Organisation Administrator permission to edit organisation details and manage organisation addresses.

View your organisation details

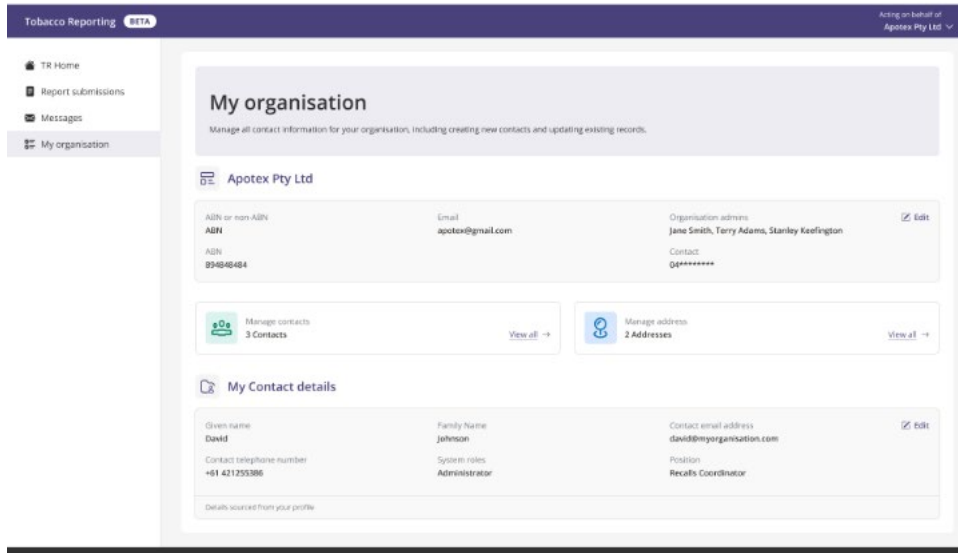
1. Go to the Tobacco Reporting homepage.



2. Select your organisation from the dropdown menu.

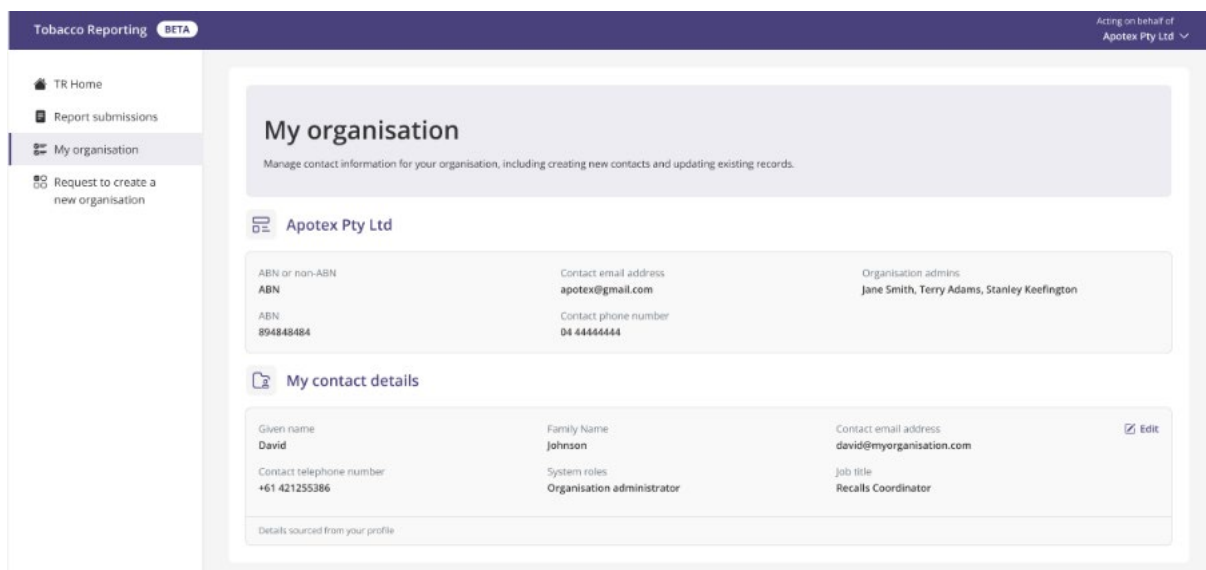
3. Once you select an organisation, the My organisation card will appear.

4. Select the “My organisation” card.
5. You will be directed to the “My organisation” page, where you can view your organisation details.



View your organisation details

1. Go to the Tobacco Reporting Service homepage.
2. Select your organisation from the dropdown menu.
3. Once you select an organisation, the My organisation card will appear.
4. Select the My organisation card.
5. You will be directed to the My organisation page.



6. Only Organisation Administrators can edit organisation details. If you do not have Organisation Administrator permission, the Edit option will not be visible.
7. The only editable fields are Email address, Contact number and Website.
8. Select Edit to open the Editing organisation details screen.

Tobacco Reporting BETA Acting on behalf of Apotex Pty Ltd

My organisation
Manage contact information for your organisation, including creating new contacts and updating existing records.

Apotex Pty Ltd

ABN or non-ABN ABN	Contact email address apotex@gmail.com	Organisation admins Jane Smith, Terry Adams, Stanley Keefington	Edit
ABN 894848484	Contact phone number 01 44444444		

Manage contacts 3 Contacts [View all →](#)

Manage address 2 Addresses [View all →](#)

My contact details

Given name David	Family Name Johnson	Contact email address david@myorganisation.com	Edit
Contact telephone number +61 421255386	System roles Organisation administrator	job title Recalls Coordinator	

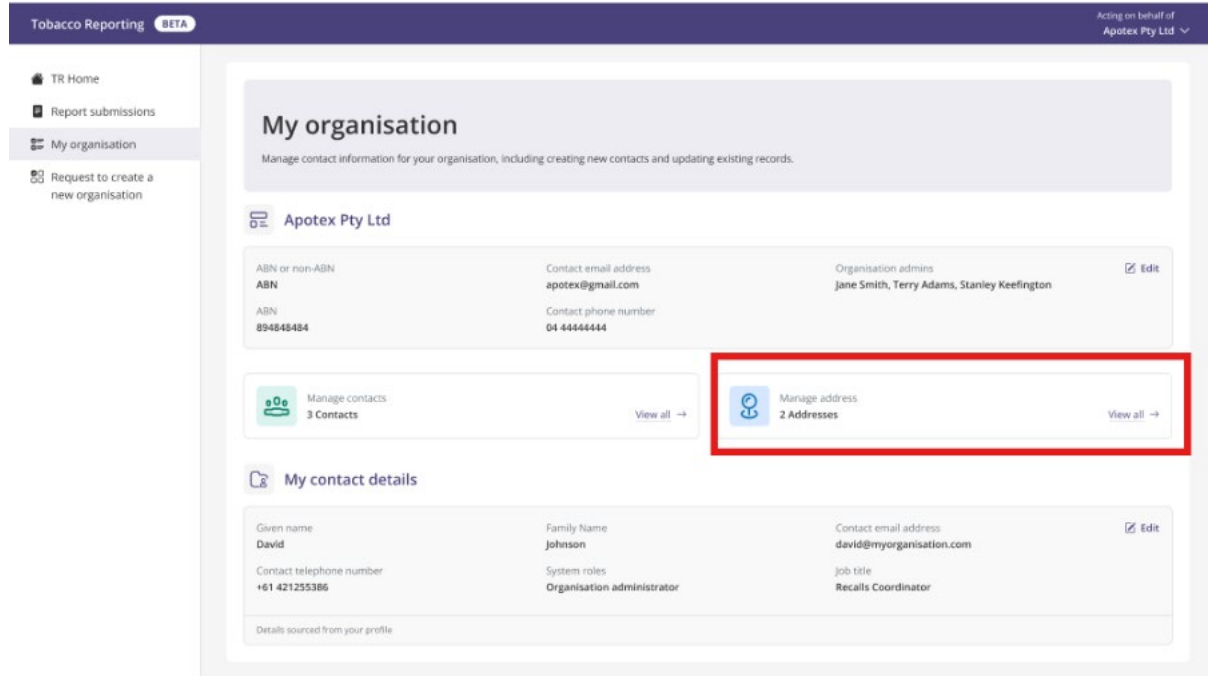
Details sourced from your profile

9. Update the organisation details as needed and select Save.
10. After you save, you will return to the My organisation page, and a success message will appear.

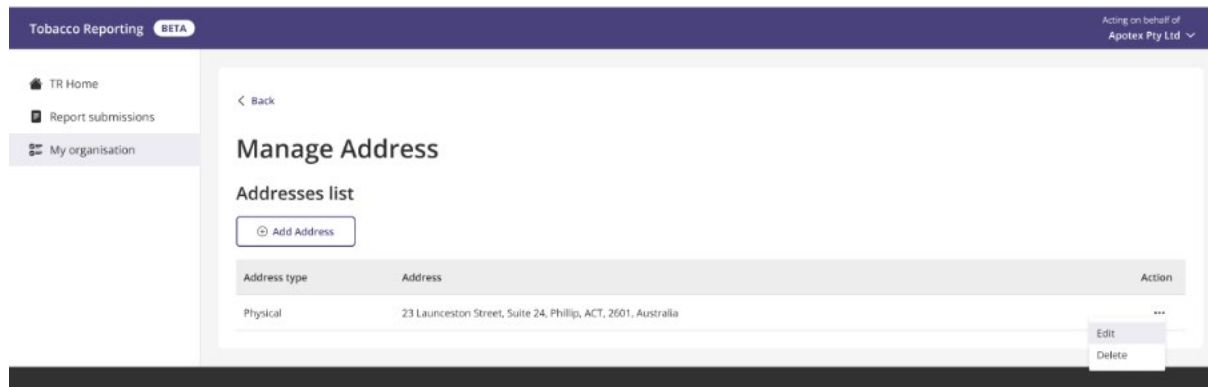
Manage organisation addresses

1. Go to the My organisation page.

The Manage address card is visible to Organisation Administrators only.



2. Select View all to open the Manage address page.



3. Select Add Address to add an address to the organisation.

4. Enter the address details and select Add.

- You will return to the Manage address page and a success message will appear.

Note: An organisation can have only one physical address and one postal address. The Add Address button is greyed out when both address types are already recorded.

Edit an existing address

- On the Manage address page, go to the Actions column for the address you want to update.

2. Select Edit and update the address details as needed.

The screenshot shows the 'Edit address' modal form. The background page is titled 'Manage Address' and includes a sidebar with 'Address list' and 'Add Address' button. The modal form fields are as follows:

- Address type (mandatory):** Dropdown menu with 'Physical' selected.
- Country (mandatory):** Dropdown menu with 'Australia' selected.
- Address lookup:** Text input with placeholder 'Start typing an address...'.
- Address line 1 (mandatory):** Text input with a red border and error message 'An address is required'.
- Address line 2:** Text input.
- Suburb/Town/City (mandatory):** Text input with a red border and error message 'Suburb/Town/City is required'.
- State (mandatory):** Text input with a red border and error message 'State is required'.
- Postcode (mandatory):** Text input with a red border and error message 'Postcode is required'.

At the bottom right of the modal are 'Cancel' and 'Add' buttons.

Delete an address

1. On the Manage address page, go to the Actions column for the address you want to delete.
2. Select Delete to remove the address from the list.

