

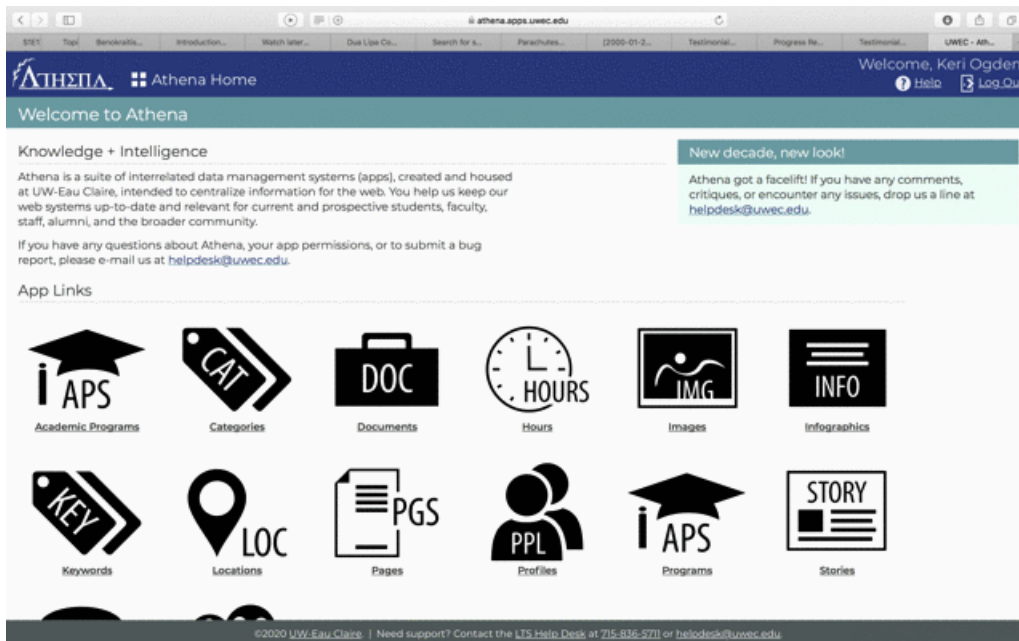
Athena Testimonials: Organizing a Testimonial

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NOTE: If you are looking to activate or deactivate an already created item [click here](#).

This article is for editing the Organize tab in the Testimonials app in Athena.

1. Navigate to the *Organize* tab.



2. Edit the *Units*

NOTE: Units are used in a similar capacity as permissions in Athena. Once an Item is assigned to a specific unit, it can only be edited by a user who is operating within that unit in Athena.

3. Edit the *Keywords and Categories*.

NOTE: Add as many as you can. These are used for search functions in and out of Athena.

4. Click **Save**.

Still need help?

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or helpdesk@uwec.edu.