

# Settings

## 🏠 Organization Setting

It allows the user to view/update the company's profile. Below actions are available from organization settings:

🔗 Updated company's profile

🔗 Upload company logo and footer

The screenshot shows the 'Organization Settings' form. It includes fields for Company Name, Legal Name, Registration No., Tag No., Description, Organization Code, Organization Name, Country, Transacting Entity, Place of Registration, Inception Date, Primary Activity, Fiscal Year Start, Phone, Fax, E-Mail, Website, and Address. There are also buttons for 'Upload Company Logo' and 'Upload Footer'.

Field Name	Description	Mandatory Information
Company Name	The name of company	Y
Legal Name	Legal Name.	Y
Registration No.	Company registration number	N
Tax No.	Company Tax number	N
Description	Description	N
Organization Code	Custom code for company	N
Organization Name	Name of organization. It can be same with company name	N
Country	Country of the organization	N
Place of Registration	Registration place	N
Inception Date	Date of inception the company	N
Primary Activity	The nature of the business	N
Fiscal Year Start	Financial year start	Y
Phone 1 / Phone 2	Contact number	N
Fax	Company fax number	N
E-mail	Email address	N
Website	Company website	N

Address

Company address

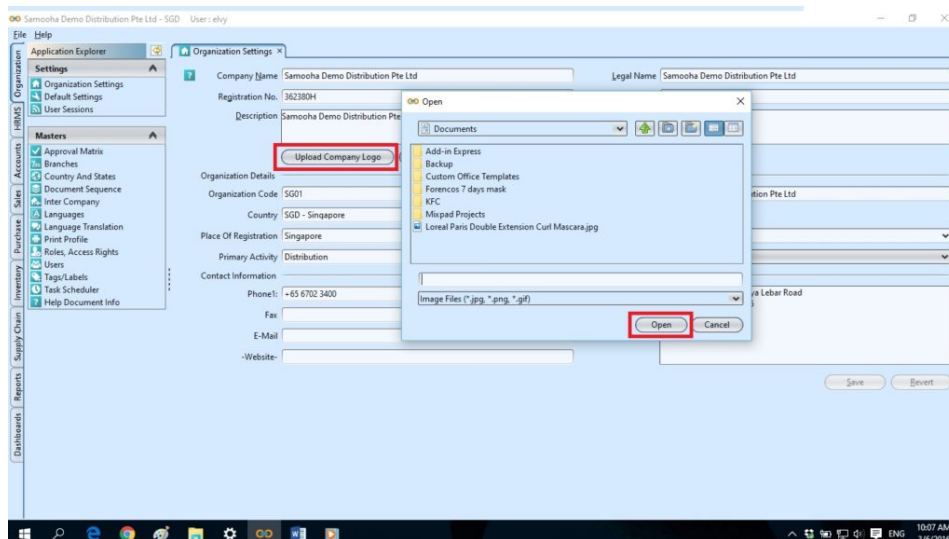
N

## Modify the Organization Setting:

1. Updated the company information
2. Click on the **“Revert”** button if user wants to cancel the actions.
3. Click on the **“Save”** button to save the updated information.

## Upload Company Logo/Footer:

1. Click on **“Upload Company Logo”** or **“Upload Footer”** tab
2. Choose the file and click on **“Open”**



**\*Note:** The logo and footer will appear in all reports. The file size maximum limit is 100kb and the file formats only available for “jpg”, “png” or “gif”.