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

Г	Organization Settings	۹							
	Company Name	Samooha Demo Distribution Pte Ltd	Legal Name	Samooha Demo Distribution Pte Ltd					
	Registration No.	362380H	Ta <u>x</u> No.	001013104640					
	Description	Samooha Demo Distribution Pte Ltd							
		Upload Company Logo Upload Footer							
	Organization Details								
	Organization Code	SG01	Organization Name	Samooha Demo Distribution Pte Ltd					
	Country	SGD - Singapore	Transacting Entity	1					
	Place Of Registration	Singapore	Inception Date	•					
	Primary Activity	Distribution	Fiscal Year Start	Jan 🗸					
	Contact Information								
1	Phone1:	+65 6702 3400 Phone2:	Address	AZ @ Paya Lebar, 140 Paya Lebar Road #08-07_Singapore 409015					
	Fax								
	E-Mail								
	-Website-								
				Save Revert					

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

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:

 Click on "Upload Company Logo" or "Upload Footer" tab

2. Choose the file and click on "Open"

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RMS Organ	Organization Settings Cefault Settings User Sessions	Registration No.	Samoona Demo Distribution Pte 362380H Samooha Demo Distribution Pte	60 Open	Legal Name Samoona Demo Distric	Jution Pte Ltd
v Chain Inventory Purchase Sales Accounts H	Matter A Important States Important States Important States Important States	Organization Details Organization Code Country Place Of Registration Primary Activity Contact Information Phone 1: Fax	Uploed Company Logo SG01 SG0 - Singapore Singapore Distribution +65 6702 3400	Add-in Espress Add-in Espress Compo Com		Rion Pre Ltd
Dashboards Renorts Supply		-Website-				Save Becert

*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".