

# 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 contains the following fields and sections:

- Company Details:** Company Name (Samoocha Demo Distribution Pte Ltd), Legal Name (Samoocha Demo Distribution Pte Ltd), Registration No. (362380H), Tag No. (001013104640), Description (Samoocha Demo Distribution Pte Ltd). Buttons: Upload Company Logo, Upload Footer.
- Organization Details:** Organization Code (SG01), Organization Name (Samoocha Demo Distribution Pte Ltd), Country (SGD - Singapore), Transacting Entity (checked), Place Of Registration (Singapore), Inception Date (dropdown), Primary Activity (Distribution), Fiscal Year Start (Jan).
- Contact Information:** Phone1 (+65 6702 3400), Phone2, Fax, E-Mail, Website, Address (AZ @ Paya Lebar, 140 Paya Lebar Road #08-07, Singapore 409015). Buttons: Save, Revert.

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

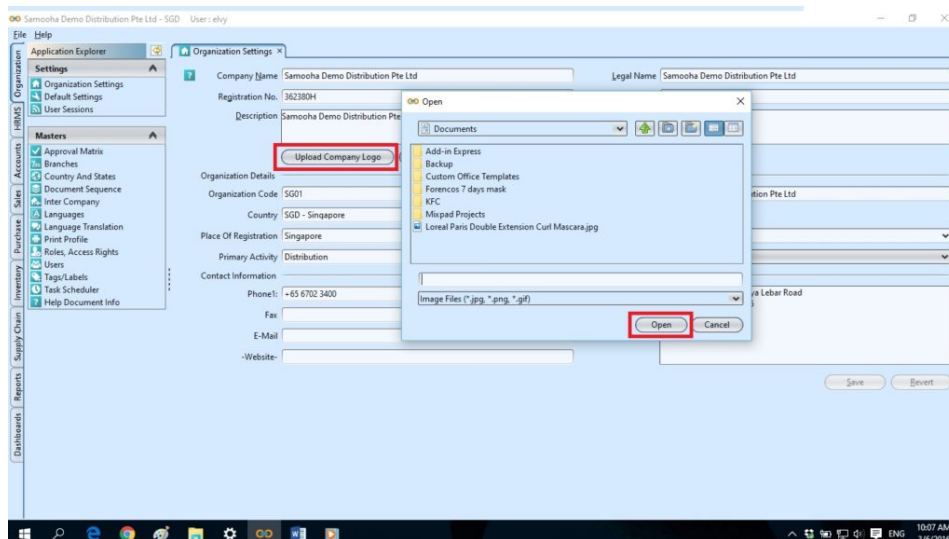
N

## 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”.