Settings

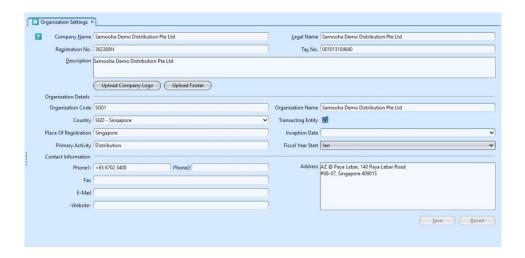## 🏠 Organization Setting

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

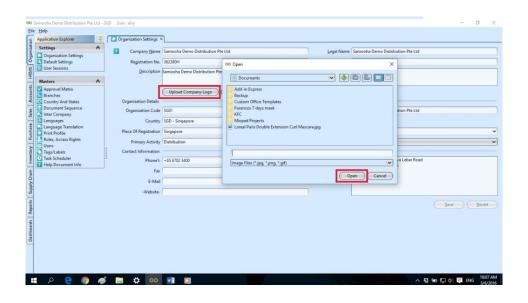   🔗 Updated company's profile

      🔗 Upload company logo and footer

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".