This is found in Administration/Company Set up/Company Info.

In the Info section:

1. Enter the Legal Company Name and if applicable any Trading Name you are using.
   Tick the boxes as required to display either or both names.
2. The Company ID is your database name and cannot be changed.
3. Select your **industry type**, use the ⊕ to create a new one.
4. Enter your Business and Company registration numbers.
5. Select your Time Zone, when creating new staff members this will be default and can be changed if necessary.
6. Enter the name you wish to use on email signatures.
7. Enter a Company Bio.
8. To add a company logo click on ✎ , navigate to your file and click open.

Home / Administration / Company Set up / Company Info

12 SAVE

Info

Legal Company Name   Display   **CompanyID**

1 NZ Main Test DB   ☑   **2** NZDBTest

Trading Name

Over the Moon Dairy   ☑

Safetyminder

8

Industry Type

3 Air Conditioning   ▼   ⊕

Business Registration Number   **Company Registration Number**

4 56-562-8556   345345

Time Zone   **Signature**

5 (UTC+10:00) Canberra, Melbourne, Sydney   ▼   **6** Over the Moon Dairy

CompanyBio

7 We provide a Work, Health & Safety product that increases interaction between all employees and management, enabling real time access to vital information whilst enhancing the focus on safety in the workplace.

9. Licensing Info displays how many licences have been assigned and used.

   Contact sales@safetyminder.co if you need more licences.

Licensing Info **9**

	Allowed	Used
Admin Users	30	10
Staff Users	50	94
Apprentices	40	0
Sub-Contractors	40	7

Address Info **10**

Address   **Suburb / Town**

23 Cricked Rd   Adelaide

State / District   **Post Code**

SA   8201

Country

Australia   ▼

10. Enter the address details you would like to use in forms and reports etc.
    See notes

11. Enter name, phone and email contact details. See notes on how to use this in forms and reports.

12. Click 🖫 **SAVE** when finished, see image above.

NOTES:

- These fields can all be used in template forms using the following field names in text boxes:

[CompanyName]   [CompanyPhone]   [CompanyMobile]   [CompanyContact]
[CompanyAddress]   [CompanyEmail]   [CompanyBio]   [CompanyContact2]
[CompanyFullAddress]   [ABNNo]

- For [Logo] use an image box.