Company Settings

In the "Company Setup" module, users can effortlessly create and manage a company by providing essential information such as name, address, city, state, postal code, slot, and contact details. The option to activate or deactivate a company ensures flexible management.

Access "Company Setup"

Navigate to the "Company Setup" module to create or manage the company.

Add New Company

Click on "Add New Company" to initiate the setup process.

https://www.youtube.com/embed/GtntWFquNLE?feature=shared

Basic Information

Fill in the essential details for the company.

- **Company Name:** Provide a unique name for the company.
- **Address:** Enter the physical address of the company.
- **City, State, Postal Code:** Specify the location details.

Activation Options

Choose the activation status for the company.

- **Active:** The company is currently operational.
- **Inactive:** Temporarily deactivate the company.
- Click "Save" to confirm the basic information set up.

Add Contact Information

Navigate to the "Contact Information" section to provide additional details.

- **Email:** Enter the company contact email.
- **Phone:** Provide a contact phone number.
- Click "Save" to confirm the contact information setup.

View and Manage Company

Access the list of companies with options to edit or deactivate.

Edit Company Details

Click on the edit button to modify company information.

Deactivate Company

Temporarily deactivate a company when needed.

Reactivation

Easily reactivate a deactivated company.

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