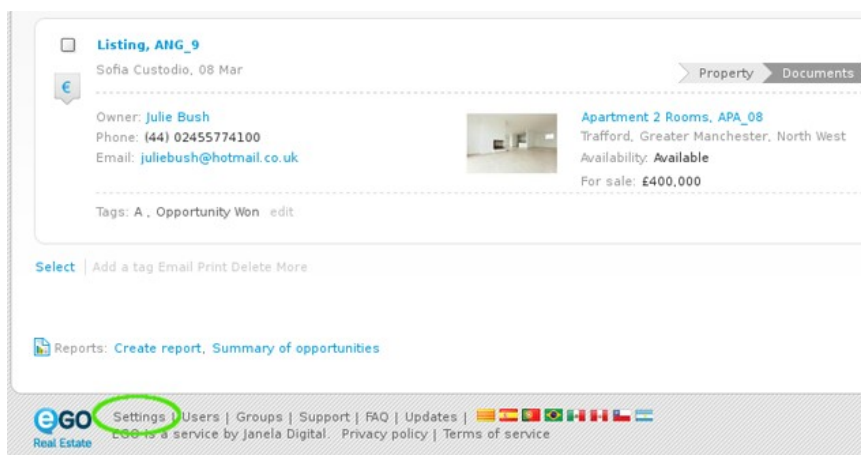


### Step 1: Overall Settings

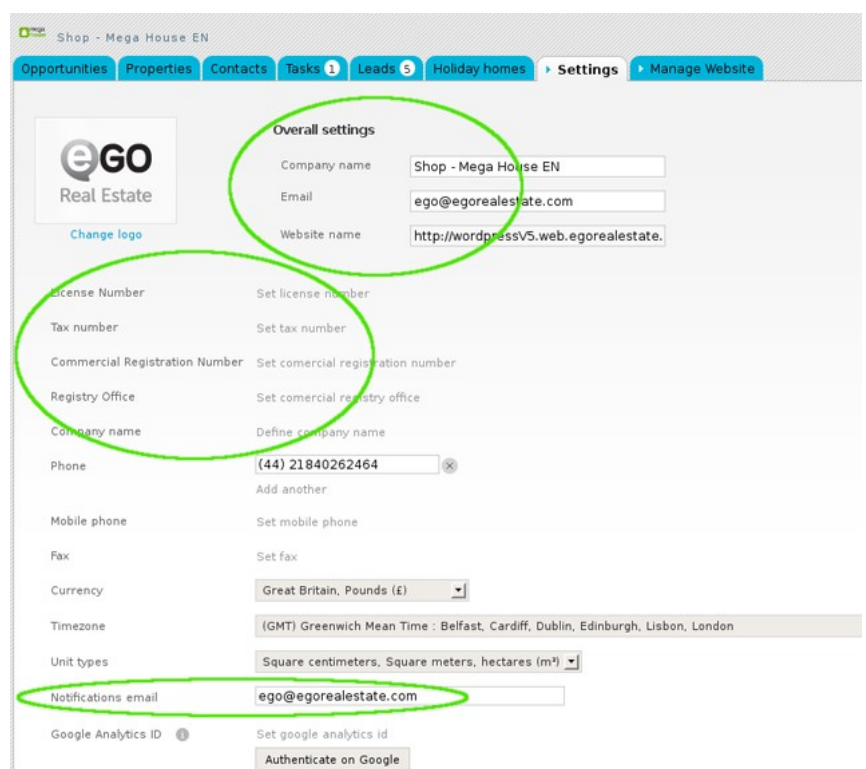
The overall settings are information details regarding your company. The first step the application manager should do is complete the overall settings of the company with as much information as possible.

To do so, take the following steps:

1. Click on '**Settings**' in the footer of the application;

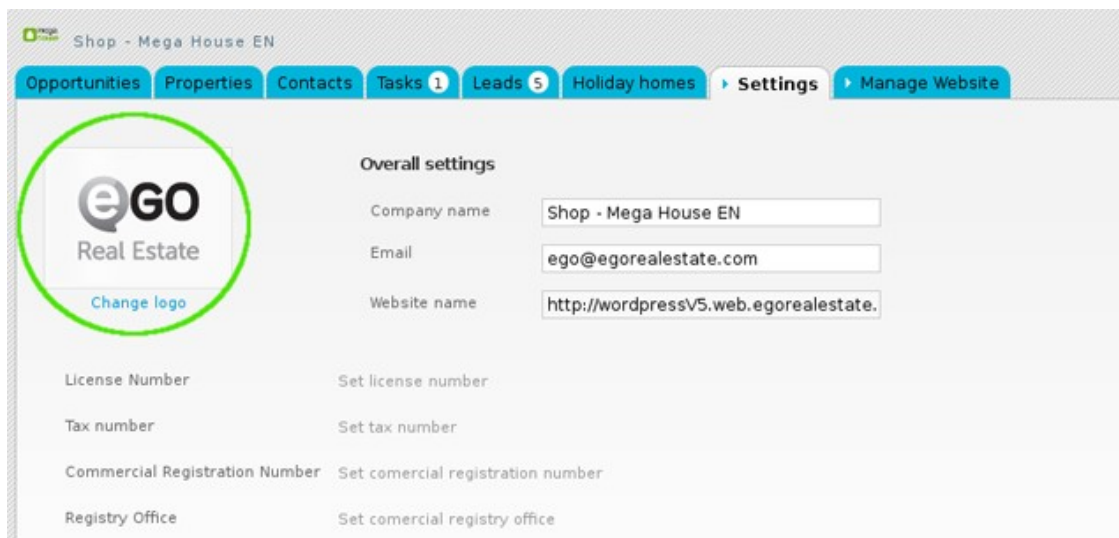


2. Complete the form with the company's name, login email, license number, tax number, contacts and email address (may be the same as the login email) and any other additional information;



3. Then add the company

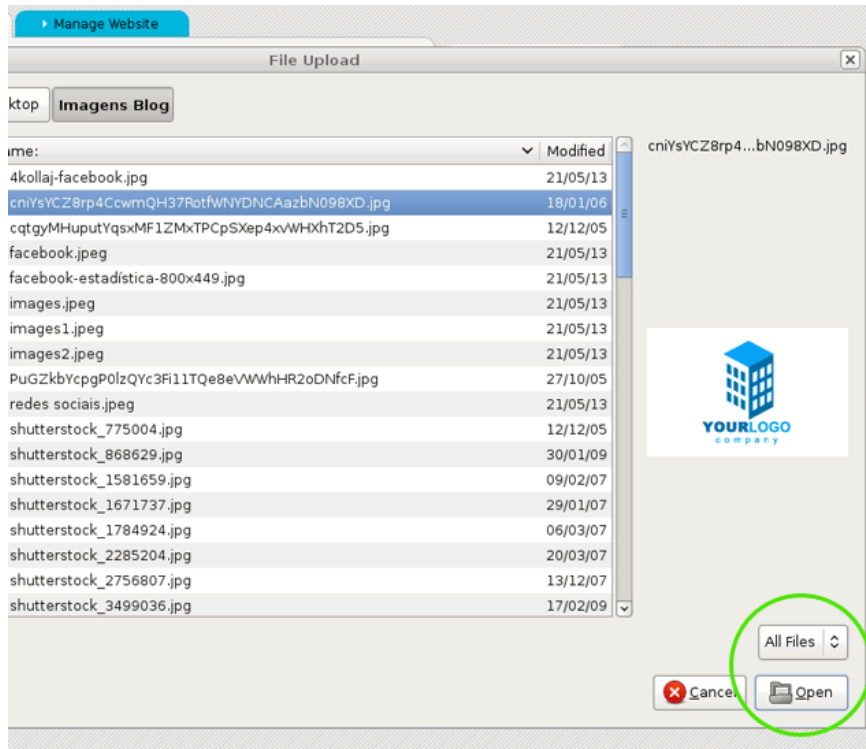
logo. To do so, first click **'Change logo'**;



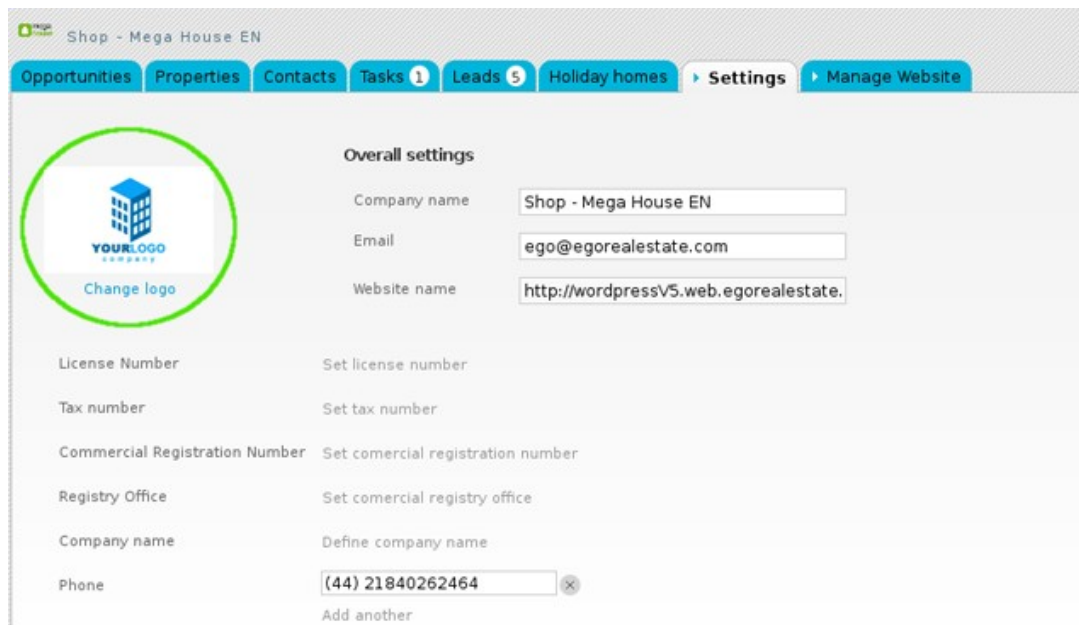
4. Then click **'Load image'** to browse your computer's folders for the logo you want to upload;



5. Select the correct image and click **'Open'**;



6. The new logo is added. This image can be changed as many times as needed, just follow the 3 previous steps to do so;



7. Complete the company's slogan, about us text and opening hours;

Slogan	English (Un)
About us	English (Un)
Opening Hours	English (Un)
Observations	English (Un)
Awards	English (Un)


8. Then, add the company's location and address;

▼ Location

Country	United Kingdom
District	London
Town	Inner London
Neighborhood	City of London
Zone	( Choose zone )
Zip code	<input type="text"/>
Road type	( Choose road type )
Address	<input style="width: 100%; height: 40px;" type="text"/>

Double click on the map to set the location or [use my current location](#) or [enter the coordinates manually](#)

Lon: -7.99804687999995°  
Lat: 39.72408858°



9. Finally, 'Save'

on the bottom of the page to save the settings.

click the button

▼ Email management

Configure email management

▼ Functionalities

Properties export revalidation

▶ Critical Actions ⓘ

▶ Distribution of internet leads

▶ Sending crossed properties

Save

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