

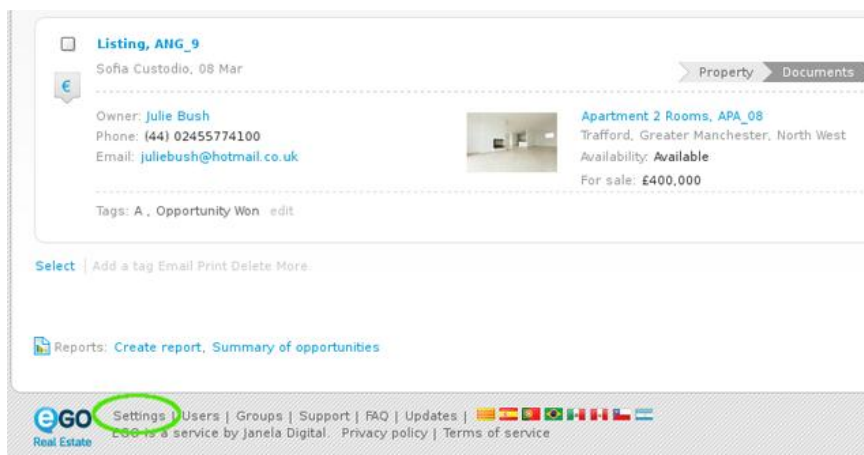
Overall Settings

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;



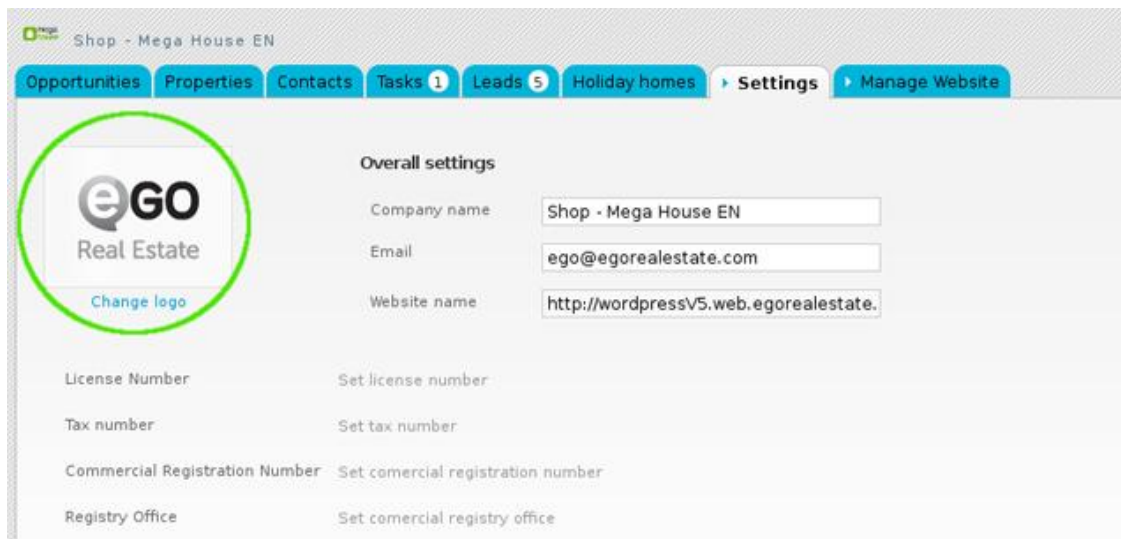
2. Complete the form with the company's name, login email, license number, tax number, contacts and email address (may be the same as the login email) and any other additional information;

The screenshot shows the 'Overall settings' form. The fields are as follows:

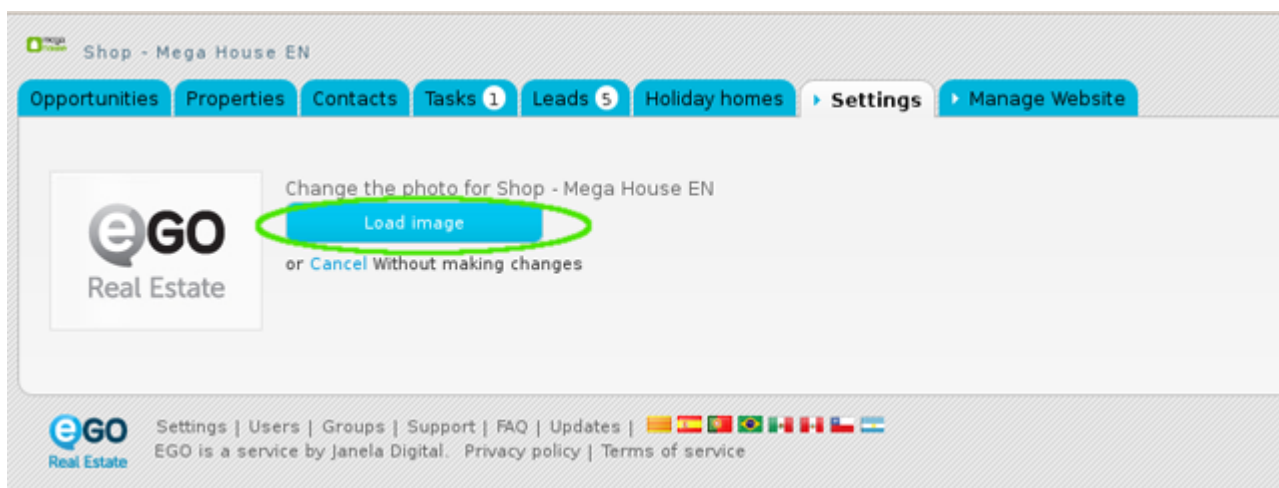
- Company name: Shop - Mega House EN
- Email: ego@egorealestate.com
- Website name: http://wordpressV5.web.egorealestate.
- License Number: [Empty field]
- Tax number: [Empty field]
- Commercial Registration Number: [Empty field]
- Registry Office: [Empty field]
- Company name: Define company name
- Phone: (44) 21840262464
- Mobile phone: [Empty field]
- Fax: [Empty field]
- Currency: Great Britain, Pounds (£)
- Timezone: (GMT) Greenwich Mean Time : Belfast, Cardiff, Dublin, Edinburgh, Lisbon, London
- Unit types: Square centimeters, Square meters, hectares (m²)
- Notifications email: ego@egorealestate.com
- Google Analytics ID: [Empty field]

The 'Overall settings' title, the 'Company name', 'Email', 'Phone', 'Notifications email' fields, and the 'Google Analytics ID' field are circled in green.

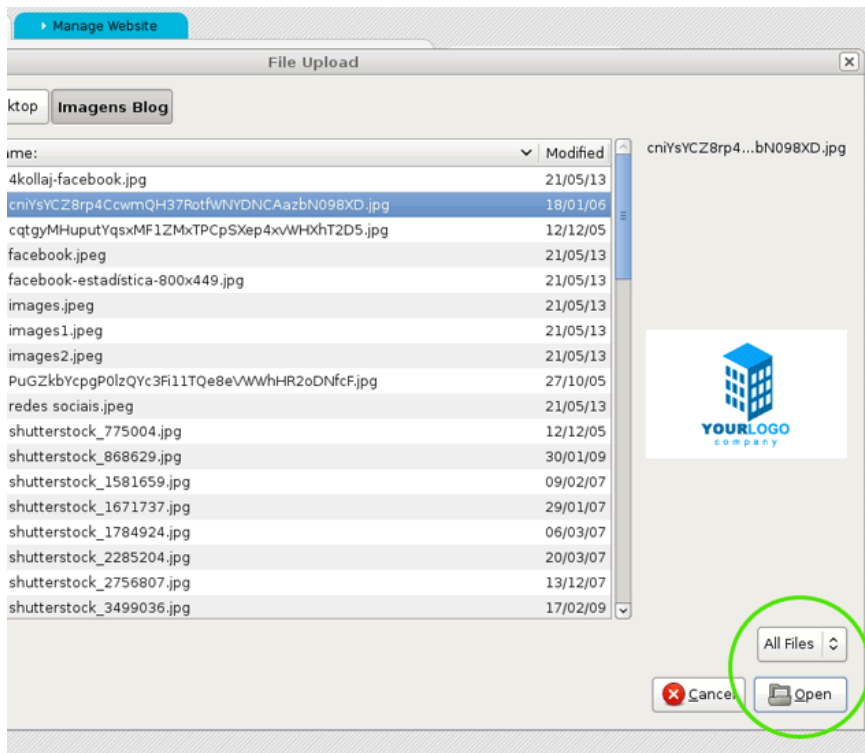
3. Then add the company logo. To do so, first click '**Change logo**';



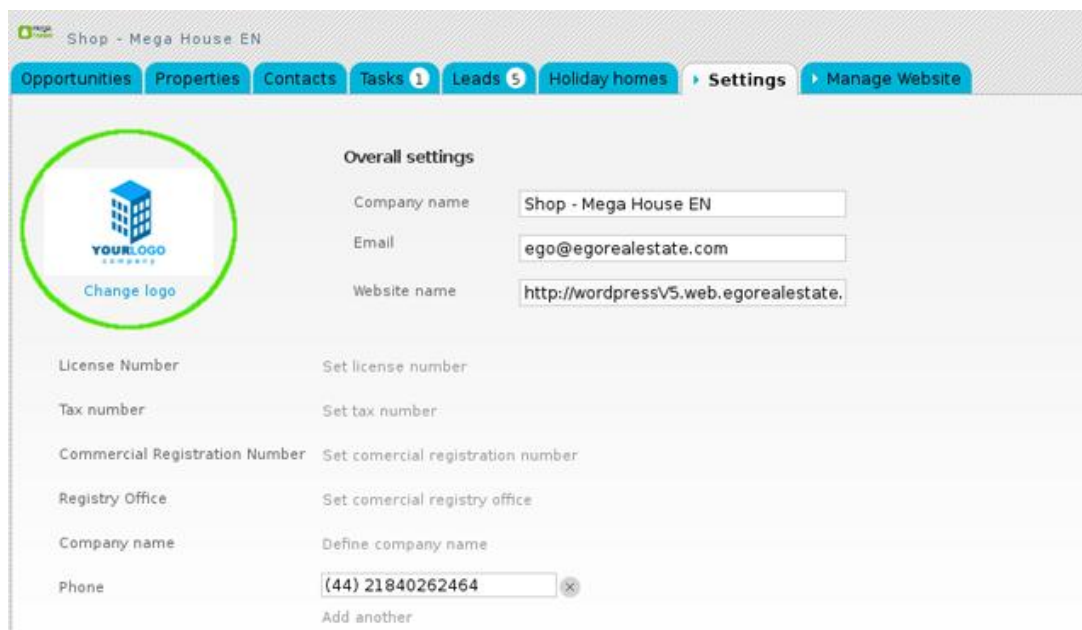
4. Then click '**Load image**' to browse your computer's folders for the logo you want to upload;



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	
Road type	(Choose road type)

Address

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



9. Finally, click the **'Save'** button on the bottom of the page to save the settings.

▼ Email management

Configure email management

▼ Functionalities

Properties export revalidation

▶ Critical Actions ⓘ

▶ Distribution of internet leads

▶ Sending crossed properties

Save

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