TRACELINK UNIVERSITY

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Edit network company information

Company Administrators can edit and view a company's profile, a business logo, headquarters information, and business contact.

Access to editing network company information

Companies that own or link to Opus apps have access to the Administer menu item, which displays in the side menu of the Opus Platform. The company functionality available to users depends on the role they are assigned.

My Network Company roles

Role	Description
System Administrator	Allows users to access the new My Network Company side menu item.

Only users assigned the **System Administrator** role can edit network company information.

Edit network company information

Edit network company information

1. Select Administration in the main menu.
2. Select My Network Company.

3. Fill in the following fields in the Profile section:

    a. Industry field – Required. The company's industry.
    b. Business Segment field – The company's business segment within the industry.
    c. Description field – A brief description of the company.

4. Fill in the following fields in the Logo section:

    a. Business Logo field – The image file with the company's logo, which displays on the View Company Details screen. The maximum file size is 2 KB and it must be a .bmp, .jpg, .gif, or .png file.

5. Fill in the following fields in the Headquarters section:

    a. Address 1 field – Required. The address of the company.
    b. Address 2 field – Required. Any additional address information.
    c. City field – Required. The city for this company's headquarters.
    d. State or Region field – The state or region for this company.
    e. Postal Code field – Conditionally required if the country requires a postal code. The postal code of the company's main address.
    f. Country drop-down – Required. The two-letter country code where the company is located.
    g. Company Phone field – The company's phone number.
    h. Company Fax field – The company's fax number.

6. Fill in the following fields in the Business Contact section:

    a. Name field – The name of the business contact at the company.
    b. Phone field – The phone number for the business contact at the company..
    c. Email field – The email address for the business contact at the company.

7. Select Save.

The profile, logo, headquarters, and business contact information is saved to the company.

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