TRACELINK UNIVERSITY

Network company information

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

Access to edit the network company information

Companies that own or link to OPUS apps have access to the Administration menu item, which displays in the side menu of the (Undefined variable: app_name.Opus Platform). The 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 with the **System Administrator** role can edit network company information.

View and edit network company information

View and edit network company information

1. Select the Main Menu icon.
2. Select Administration in the main menu.

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3. Select My Network Company.
4. View the My Network Company information.
5. Select the Edit button.

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

    a. Industry drop-down – The company's industry.
    b. Description field – A brief description of the company.
    c. Organization Size drop-down – The total number of employees at the company.
    d. Business Segment drop-down – The company's business segment within the industry.

7. Fill in the following field in the Company Logo section:

    a. Company Logo field – Upload an image file to display as the company logo on the View Company Details screen. The maximum file size is 2 KB and it must be a .bmp, .jpg, .gif, or .png file.

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

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

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

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

10. Select the Save button.

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

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