

# Company Info

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## Overview

The Company information page located in the Admin section is where you can enter details about your company.

### Add your company's information

The Company Info page is broken up into 3 sections; **General**, **Address**, and an **Images Tab**. To access the Company Info screen, click on the Gear icon on the top right side of the screen. Select Company Info under **Settings**.

- All the fields are editable by clicking on the blank field after each topic. Once all the information is filled out, click **Save**
- The first section of the Company Info page, *General*, allows you to upload your *company's logo*, *name your company* and provide the *company's phone number*, *fax number* and *email address*.
- The *Address* Section allows you to provide the details for your company's physical location.

The screenshot shows the 'Company Info' page in the OrderTime system. The 'General' section has an 'Add Logo' button and a preview of the 'Applications2U' logo. Fields for 'Company', 'Phone', 'Fax', 'Email', and 'Website' are filled with 'All Orders Demo', '(866)2786243', '(800)2786243', 'ianb@numbercruncher.com', and 'http://www.orderstime.com' respectively. The 'Time Zone' is set to '(GMT-05:00) Eastern Time (US & Canada)'. The 'Address' section has fields for 'Name/Company', 'Street', 'Floor/Suite', 'City', 'State/Prov./Rep.', 'Zip/Postal Code', and 'Country', all filled with 'All Orders Demo', '4651 Sheridan St', 'Hollywood', 'FL', '33021', and 'US'. The 'Images' section shows a table with one row for the company logo and another for 'widget.png'. There are 'Add' and 'Add Web Resource' buttons at the top right of the Images section.

To Change your company's logo, simply click on **Add Logo**.



When adding your company's logo use a small image as using larger images will make rendering PDFs much slower.

- Once clicked on, you have the choice of either uploading your image from a *URL web resource* or *from a local file*. If you click on "Get Local File", a Pop-Up screen will appear for you to select the file location.
- After Locally selecting the file OR providing the URL resource, click **Add** to have your company's logo populated.

The **Images Tab** can be used to Add additional company logos.

- Choose **Add** to select a local file to upload.
- Choose **Add Web Resource** to drop in a URL for an image file you'd like us to pull into Order Time.
- You can click on the **Arrow Icon** on the right hand side column to set an image as the **Default Logo**.

*These company logos can be used on Form Templates and attached to B2B Portals.*

Make sure all images have image names with no spaces. IE: My Company Logo.PNG should be MYCompanyLogo.png