Company Preferences Overview

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Overview

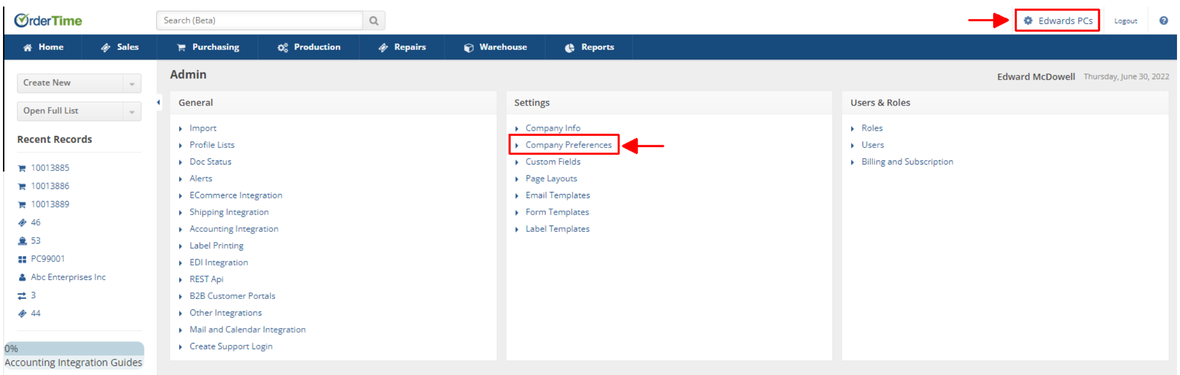
The Company Preferences under the Admin function allows you to set up specific settings that will effect functions for each of your software commands.

Setting Up Company Preferences

The Company Preference page is broken up into sections:

- General
- Activities
- Doc #s
- Items
- Inventory
- Sales
- Shipping
- Payments
- Purchasing
- Receiving
- Production
- Lot/Serial #s
- Repair Orders
- Mobile
- Mail and Calendar Integration

To access the Company Preference set up, click on the ***Gear*** icon on the top right of the screen. Under the *Settings* section click **Company Preferences**.



After Editing **ANY** field, always click **Save**, before moving to the next section.