

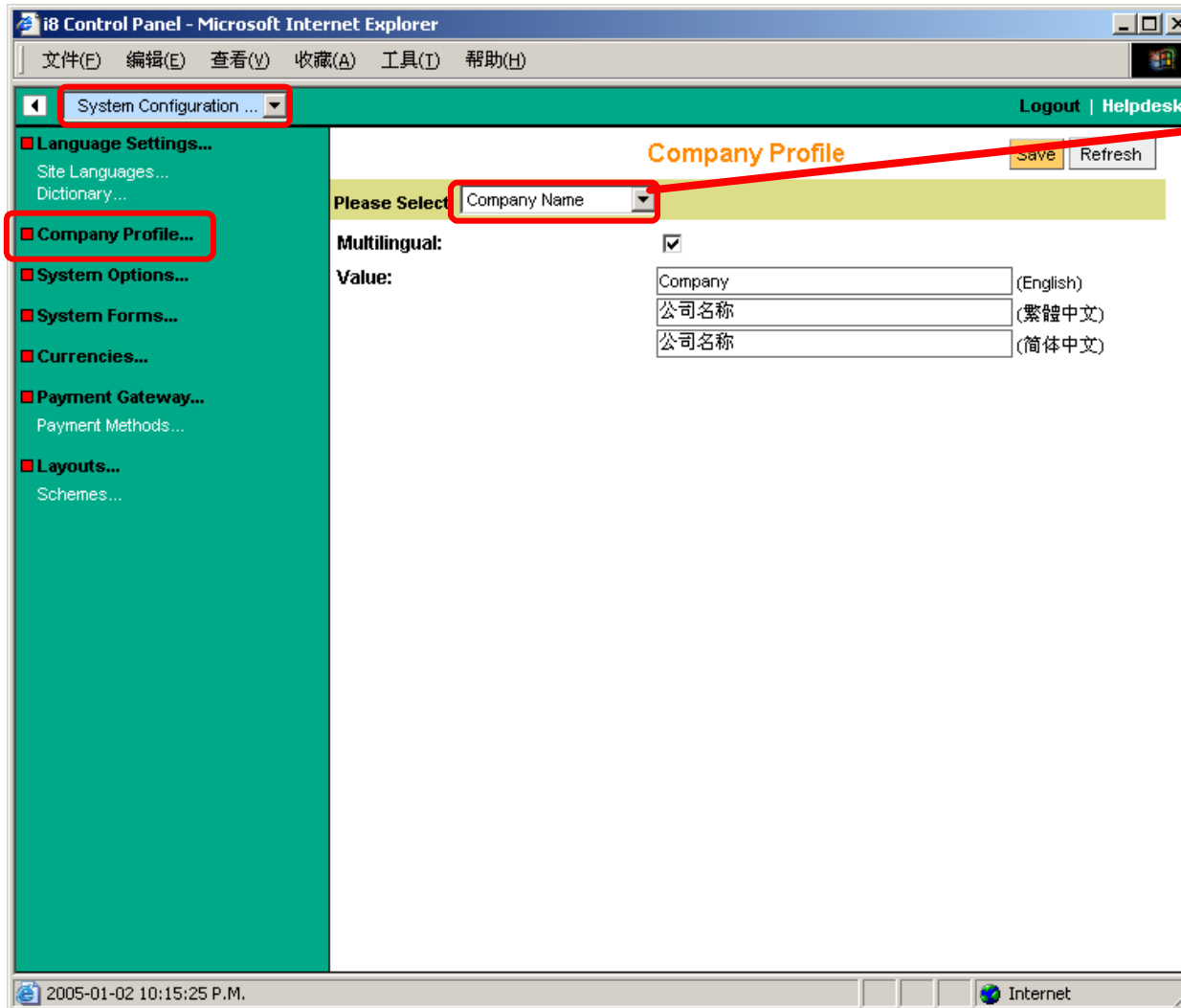
# 15. Company / Organization Profile management

**COMPANY NAME / ORGANIZATION NAME..... 1**  
**COMPANY PROFILE ITEMS ..... 2**

Company profile items are used for people to know more about your organization/company and let them know how to contact you in different ways

## COMPANY NAME / ORGANIZATION NAME

LOC : System Config. > Company Profile



**Used in:** Invoice, enquiry record, emails

Switch to other company profile items, currently "Company Name"

**Multi-Lingual:** The company information is multi-lingual. If not multi-lingual, the value in the first input field will be used.

**Value:** Company name in different languages

Other profile items are given in next page

## COMPANY PROFILE ITEMS

ITEM	Used in	Remark
Site Name	Page tile of the system home page	
Phone number	Invoice and Enquiry Receipt & system emails	For contact page, you should type one more time
Fax number	Invoice and Enquiry Receipt & system emails	
Address	Invoice and Enquiry Receipt & system emails	
Description	Invoice and Enquiry Receipt & system emails & i8 directory	
Copyright	Web page footer	
General Email	General Enquiry will be sent to this address	
Enquiry Email	Enquiry for products and services will be sent to this address	
Sales Email	Orders will be sent to this address	For some system, each directory will have its own manager and so for the email will be sent to the email address of this managers
Logo	Invoice and Enquiry Receipt & system emails	
Site Banner	Web banner next to the website logo	
Currency Symbol	For some system, it does not have multi-currency, this symbol will then appear before the price of products/services	
Weight Symbol	Symbol appear next to weight of products	