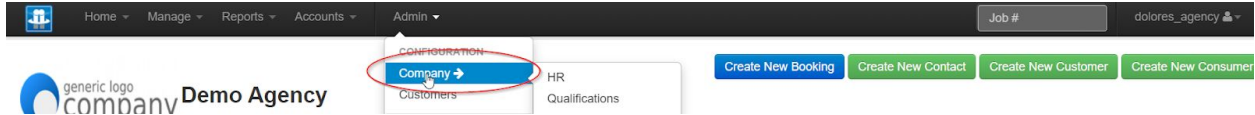


# Company Details

Company details define the high level info for your agency that will display in certain parts of Interpreter Intelligence for your Customer and Interpreter information.

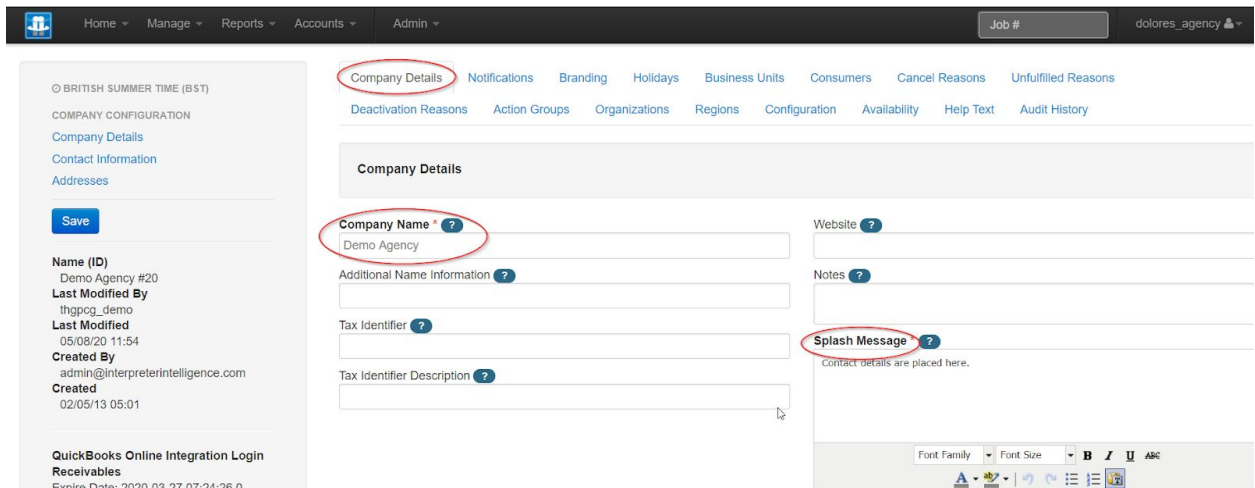
To access Company Details, navigate to the 'Admin' menu, select 'Company' and you will land on the 'Company Details' tab.



All of the details here are very self explanatory but let's highlight some important fields. (Quick tip: as always you can hover over the Question mark icon to get help text and all mandatory fields are marked with a red asterisk.)

## Company Details:

- Company Name - this is your Company Name that will appear in the footer of all portals of your Interpreter Intelligence site as well as II notifications issued from the system.
- Splash message - this is a message that will appear on the Dashboard of Customer and Interpreter portals, it is useful to highlight emergency contacts or can be updated on a regular basis to include any business highlights or announcements, company or policy changes, holidays etc.



## Contact Information:

- Add phone number - as above this is the company phone number will appear in the footer of all portals of your Interpreter Intelligence site as well as II notifications issued from the system.
- Add email address - as per phone number above.

- Add address - it is vital to add at least one physical address with Type = Billing for the purposes of Invoicing and Payments. As always, remember to click the 'Validate' link on the address box.

The screenshot shows a web form for 'Contact Information' and 'Addresses'. In the 'Addresses' section, there is a red error message: "Street address is required and must be validated." A dropdown menu for "Type" is open, showing options: "[Choose a Type]", "Home", "Business", "Billing" (highlighted in blue and circled in red), "Service Location", and "Other". There are also buttons for "Add phone number" and "Add email address", and a "Validate" link. The footer contains "Demo Agency Support" with "Phone:" and "Email:" labels, and "© 2012 - 2020 InterpreterIntelligence. All rights reserved." with a "Toggle Help Bubbles" button.

Finally, click the blue 'Save' button on the left hand navigation pane. Once you have done this you will notice that the Company details will populate the footer of your portal and similarly the Customer and Interpreter portals.

We will cover other aspects of Company Admin & Configuration in other documents.