

Company Management

How do I add a company?

To add a company, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Company Management under the Organization Management heading.
3. Click on the green Add Company button.
4. Fill in all necessary fields:
 - a. Company ID
 - b. Classification
 - c. Company Name
5. Add more contact information, including:
 - a. Website
 - b. Phone Number
 - c. Phone number extension (if applicable)
 - d. Fax
 - e. Address

Add Company

Company ID *

Classification *

Company Name *

Website

Phone Number

Ext.

Fax

Address

City

Choose State / Province

Zip / Postal Code

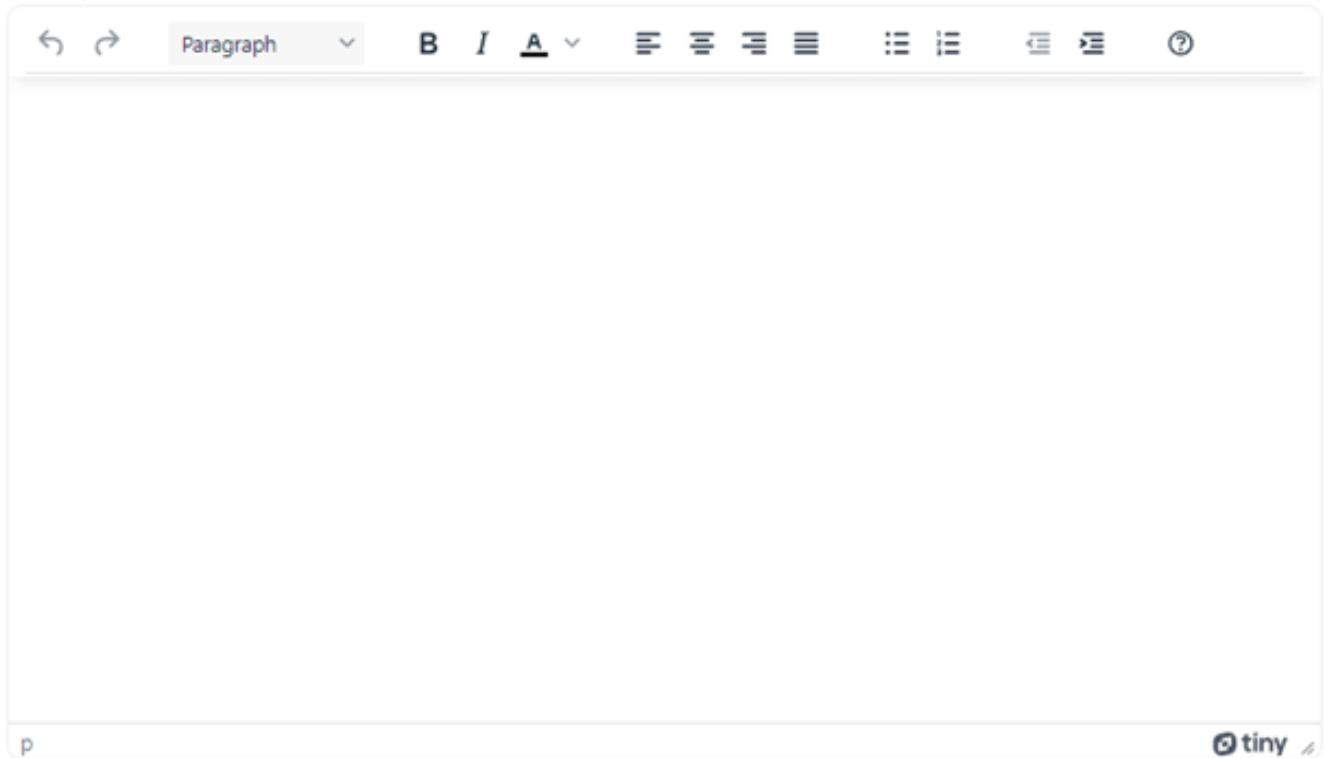
Choose Country

6. Add more information about the company:
 - a. Description
 - b. Company Logo

Company Management

c. Social Media Networks

Description

A screenshot of a TinyMCE rich text editor. The top toolbar includes undo, redo, a paragraph dropdown menu, bold (B), italic (I), text color (A), background color, bulleted list, numbered list, decrease indent, increase indent, and a help icon. The main editing area is a large, empty white box. At the bottom left of the editor is a 'p' character counter, and at the bottom right is the 'tiny' logo.

Company Logo

ADD LOGO

Social Media Networks



Enter your Facebook URL



Enter your Instagram URL



Enter your YouTube URL



Enter your X URL



Enter your LinkedIn URL

7. Add join date. It will add the current date by default.

Joined

03-19-2024



8. Click on the blue Add Company button to add the company to your organization.

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ADD COMPANY

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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