

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

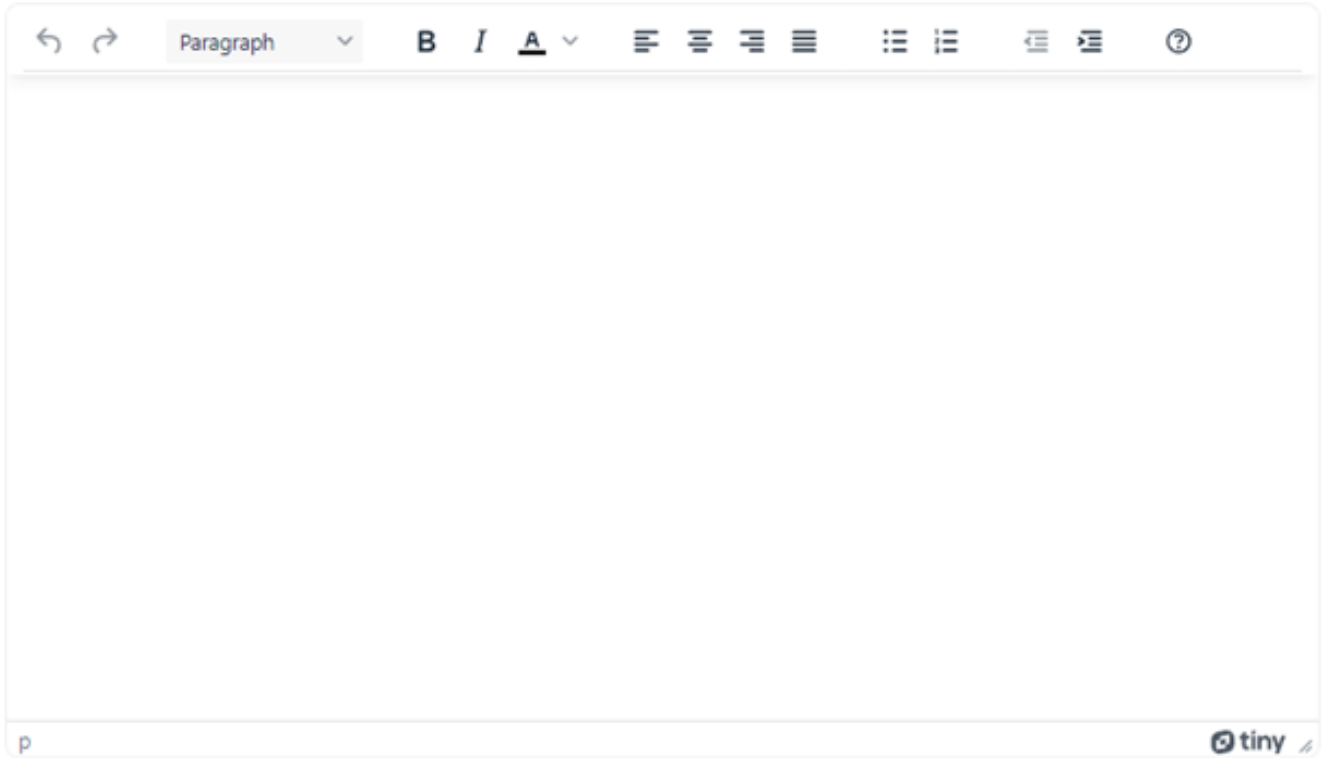
Choose Country

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 toolbar at the top includes undo, redo, a paragraph dropdown menu, bold (B), italic (I), text color (A), bulleted list, numbered list, decrease indent, increase indent, and a help icon. The main editing area is empty. The bottom right corner of the editor shows the 'tiny' logo.

Company Logo ?

[ADD LOGO](#)

Social Media Networks











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

Joined *



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

Company Management

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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