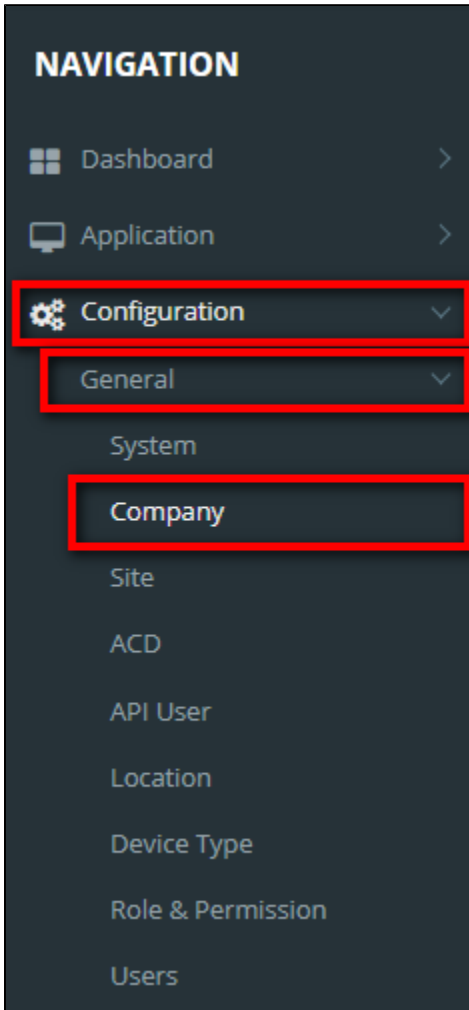


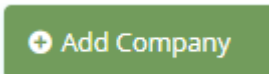
How to manage Company at General Configuration

Step-by-step guide

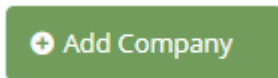
- Go to Linkscope Web application and if you're not already signed in, select **Sign in**.
- From the Linkscope Web application, you click to **Configuration ? General ? Company** at the menu.




ADD NEW A COMPANY



If the creator is the administrator who is not assigned to any company, display button to create a new company.



1. Click button, the **Add** popup is displayed.
2. At the **Add** popup, enter your information into the textbox. Then click the **Update** button.

- You can click  button to generate an auto Company Code or enter **Company Code** (Min. 2 Chars - Max. 5 Chars) into the textbox.

Add

Company Name

Primas

Company Code

PRIMA

+

Phone Number

6573006656

Address

HCMC

Email

test@primas.net

Timezone


(UTC+07:00) Bangkok, Hanoi, Jakarta

Country Code

Viet Nam

Upload Logo

Select files...


2022-01-13_181024.jpg

Update

Cancel


If the system shows this message, you created successfully a company.

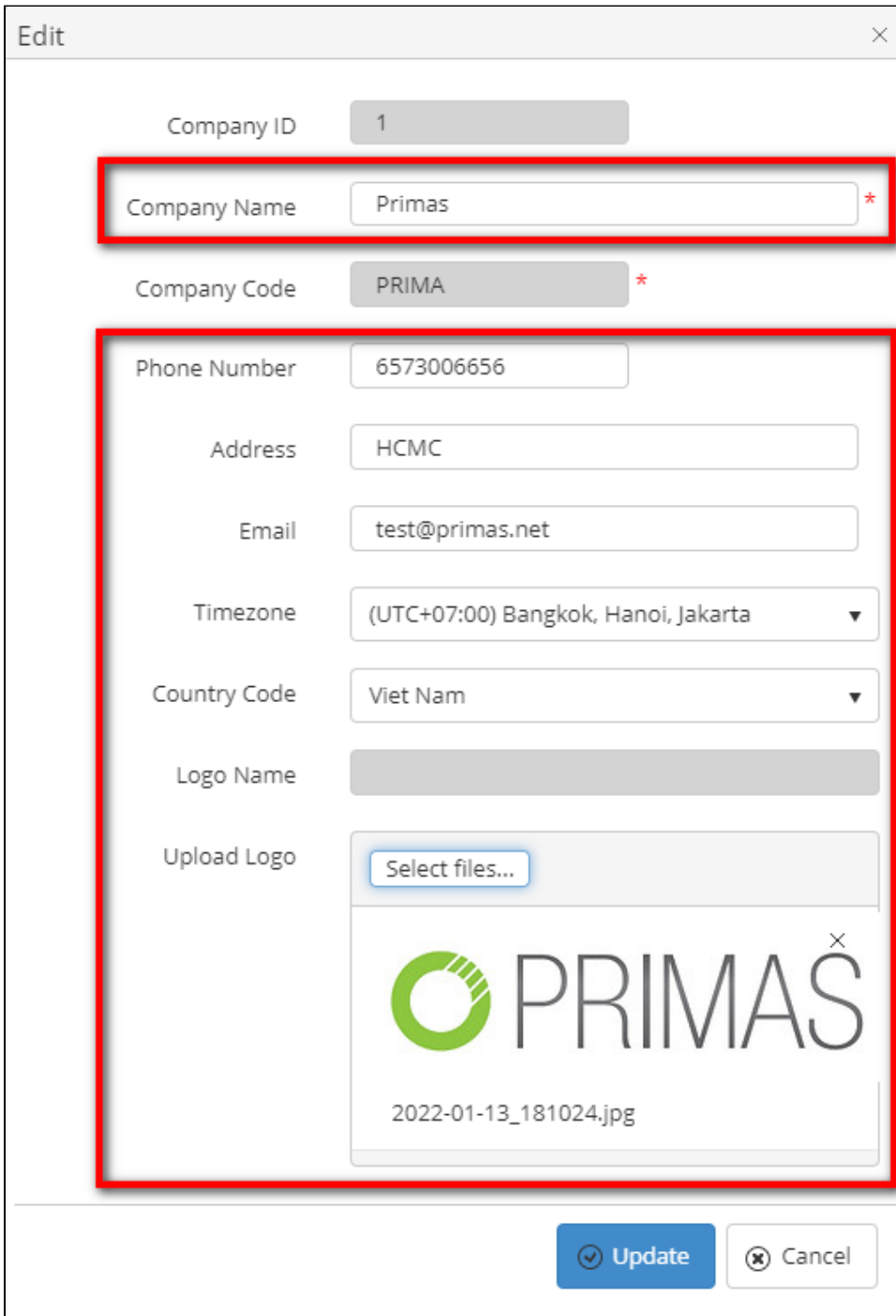


EDIT A COMPANY NAME

- On **Company List** table, select any row you want to edit the company name.

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

2. Click  button on that row. The **Edit** popup is displayed.
3. At **Edit** popup, modify the **Company Name**, **Phone Number**, **Address**, **Email**, **Timezone**, **Country Code** and **Upload Logo** into the textbox. Then click the **Update** button.

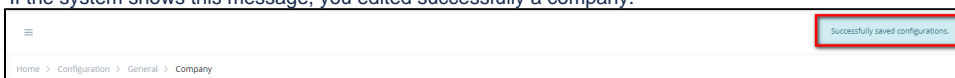


The image shows an 'Edit' popup window with a close button (X) in the top right corner. The form contains the following fields:

- Company ID**: A text box containing the value '1'.
- Company Name**: A text box containing 'Primas', highlighted with a red rectangle and marked with a red asterisk.
- Company Code**: A text box containing 'PRIMA', marked with a red asterisk.
- Phone Number**: A text box containing '6573006656', highlighted with a red rectangle.
- Address**: A text box containing 'HCMC', highlighted with a red rectangle.
- Email**: A text box containing 'test@primas.net', highlighted with a red rectangle.
- Timezone**: A dropdown menu showing '(UTC+07:00) Bangkok, Hanoi, Jakarta'.
- Country Code**: A dropdown menu showing 'Viet Nam'.
- Logo Name**: A text box that is currently empty.
- Upload Logo**: A section containing a 'Select files...' button and a preview of the uploaded logo. The preview shows a green circular logo with the word 'PRIMAS' next to it, and the filename '2022-01-13_181024.jpg' below it. This entire section is highlighted with a red rectangle.

At the bottom of the popup, there are two buttons: a blue 'Update' button with a checkmark icon and a grey 'Cancel' button with an 'X' icon.

If the system shows this message, you edited successfully a company.



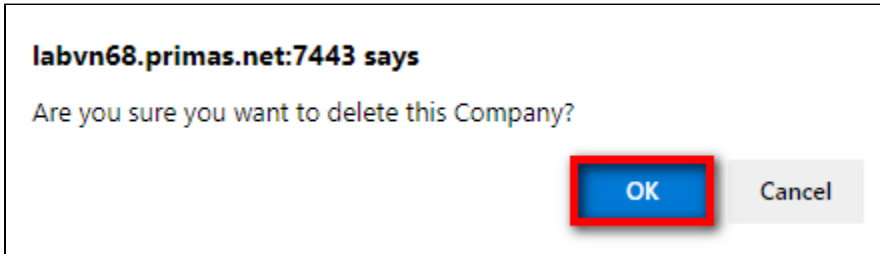
DELETE A COMPANY NAME

1. On **Company List** table, select any row you want to delete the company.

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

2. Click  button on that row.

3. There're alert displays after you click to this button. Select **OK**.



If the system shows this message, you deleted successfully a company.



SEARCH A COMPANY

On the **Company List** table. You can search for a Company by searching the **Company Name**, **Company Code**, **Phone Number**, **Address**, **Email**, **Timezone**, **Country Code** or **Logo** field.

1. Search by the **Company Name** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56
133	PrimasCX	PRM	1111111111	Ho Chi Minh	prm@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta		PrimasCX_2021-12-17_152833.jpg	12/22/2021 14:34:26

2. Search by the **Company Code** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

3. Search by the **Phone Number** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

4. Search by the **Address** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

5. Search by the **Email** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

6. Search by the **Timezone** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
						(UTC+07:00) Bangk			
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56
133	PrimasCX	PRM	1111111111	Ho Chi Minh	prm@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta		PrimasCX_2021-12-17_162833.jpg	12/22/2021 14:34:26

7. Search by the **Country Code** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
							VN		
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

8. Search by the **Logo** field:

ID	Company Name	Company Code	Phone Number	Address	Email	Time zone	Country Code	Logo	Date Updated
								Primas_2022-01-13	
1	Primas	PRIMA	6573006656	HCMC	test@primas.net	(UTC+07:00) Bangkok, Hanoi, Jakarta	VN	Primas_2022-01-13_181024.jpg	01/17/2022 11:10:56

IMPORT FROM/ EXPORT TO AN EXCEL FILE

- To import data from excel file:

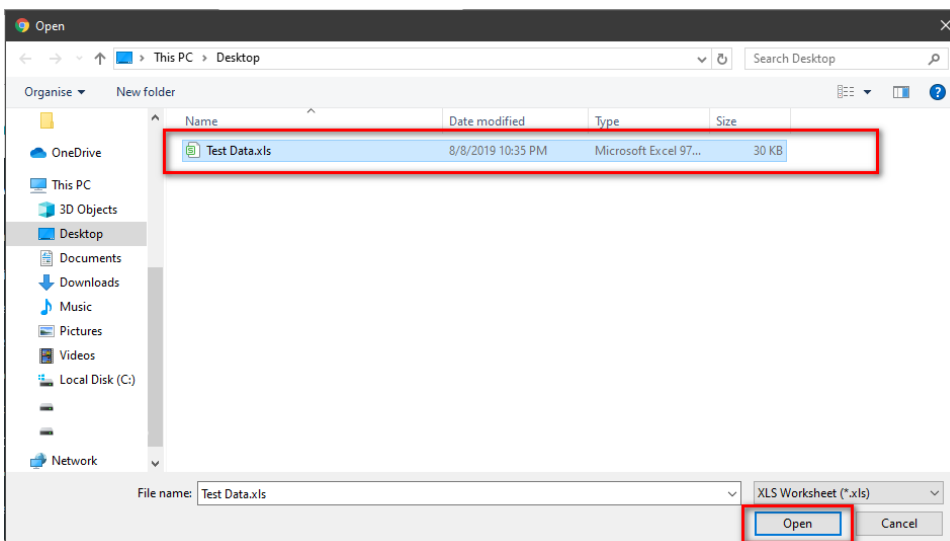
1. At select file (.xls) label, click **Select files** button.

Select file (.xls)

Select files...

Import Export excel

2. Select an excel file that you want to import and click **Open** button.

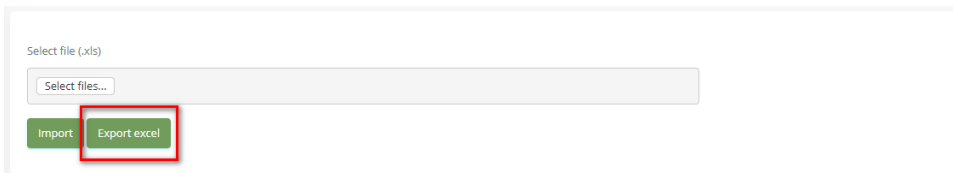


3. Click the **Import** button.

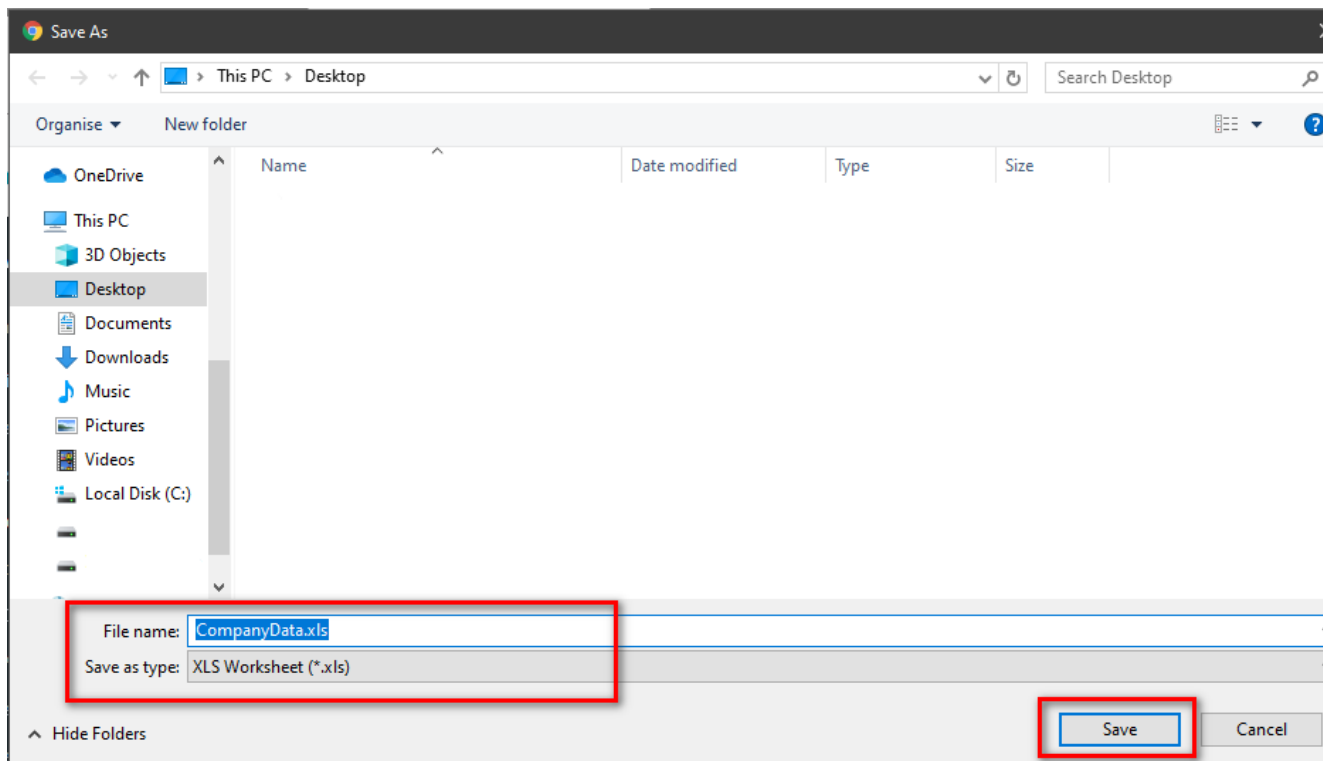


- **To export data from excel file:**

1. On the page below, click the **Export Excel** button.



2. Check the **File Name** (default page name), **Save as type (*XLS file)**. Then click **Save** button.



Note

Hide Import/ Export/ Add Company feature if the logged-in user is assigned to a company.

Related articles

- [Guideline How To Use The Agent Dashboard](#)
- [How to manage API User at General Configuration](#)
- [How to manage Postcall Survey Configuration](#)
- [How to manage User Setting at Screen Pop Configuration](#)

- [How to manage FQ Config at FreedomQ Configuration](#)