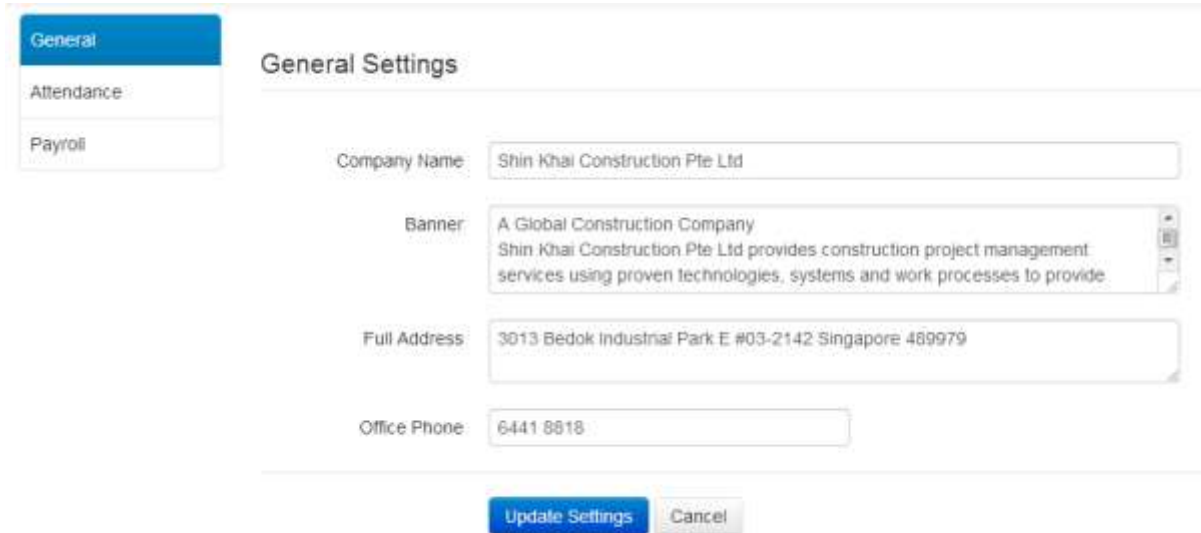


5. Settings

Administration>>Settings

Here, you can update your company details, attendance, and payroll settings.



The screenshot shows a web interface for 'General Settings'. On the left is a vertical menu with three items: 'General' (highlighted in blue), 'Attendance', and 'Payroll'. The main content area is titled 'General Settings' and contains four input fields: 'Company Name' with the value 'Shin Khai Construction Pte Ltd', 'Banner' with a text area containing 'A Global Construction Company' and 'Shin Khai Construction Pte Ltd provides construction project management services using proven technologies, systems and work processes to provide', 'Full Address' with the value '3013 Bedok Industrial Park E #03-2142 Singapore 489979', and 'Office Phone' with the value '6441 8818'. At the bottom of the form are two buttons: 'Update Settings' (blue) and 'Cancel' (grey).

- To save your settings, click **Update Settings**
- Click **Cancel** if you do not want to save the data
- Click the module on the left to go to that module (eg. Click payroll if you want to add payroll settings)