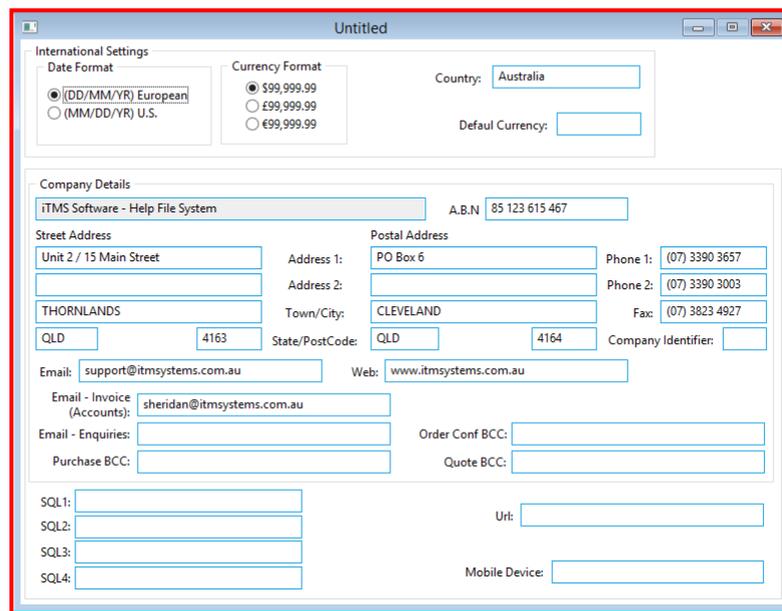
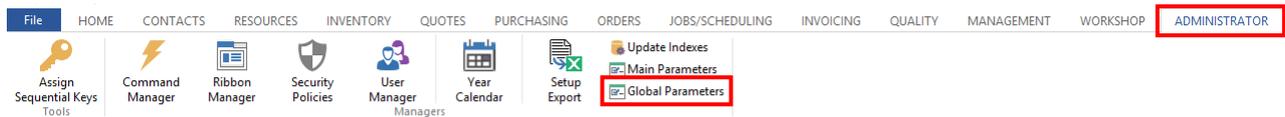


2013-113 - Set-up or change the Company's Details in OPTO

Overview:

The company details entered in the 'Global Parameters' window is the information displayed on a company's documents/forms (e.g. Invoices, Purchase Orders, etc.) that are printed or emailed from Opto. Company details in Opto can only be changed when the user logs onto Opto using the 'ADMIN' user logon and password. This administration logon is usually only known to the Opto Power User and/or Management. The user should always log-off from the USER 'admin' login after completing any set-ups or changes and log back on as their user to resume normal task within Opto.

Log onto Opto as the USER: admin - **Click** on the **Administrator** tab in the Opto ribbon, and **click** on the 'Global Parameters' icon to access the details window.

A screenshot of the 'Global Parameters' window in Opto. The window is titled 'Untitled' and contains two main sections: 'International Settings' and 'Company Details'.
International Settings:
- Date Format: (DD/MM/YR) European, (MM/DD/YR) U.S.
- Currency Format: \$99,999.99, £99,999.99, €99,999.99
- Country: Australia
- Default Currency:
Company Details:
- iTMS Software - Help File System (A.B.N 85 123 615 467)
- Street Address: Unit 2 / 15 Main Street
- Postal Address: PO Box 6
- Address 1: , Address 2:
- Phone 1: (07) 3390 3657, Phone 2: (07) 3390 3003
- THORNLANDS, Town/City: CLEVELAND, Fax: (07) 3823 4927
- QLD, 4163, State/PostCode: QLD, 4164, Company Identifier:
- Email: support@itmsystems.com.au, Web: www.itmsystems.com.au
- Email - Invoice (Accounts): sheridan@itmsystems.com.au
- Email - Enquiries: , Order Conf BCC:
- Purchase BCC: , Quote BCC:
- SQL1: , Url:
- SQL2:
- SQL3:
- SQL4: , Mobile Device:

Click in the required field to set-up or edit as necessary. **Press <F9>** to **Save** the changes and then **click** on the **Close** icon to close the window.

Log off of OPTO as 'Admin' user and log back on using your usual USER number and password.