

Configure your company

From your **Dashboard**, click on **Settings** on the left menu, click on **Company** (or locations)

Company Settings

General tab

- **Company Name:** The name of the location, as it will be used in email and text messages
- **Phone:** The phone number of the location
- **Email:** The email address of the location
- **Description:** A brief, customer facing, description of your company
- **Company Address:** This physical address of your location
- **Site URL:** This will help your clients to find your business website
- **Company Logo:** Upload your logo here to make it visible in your emails to your customers.
- **Office hours:** Select your timezone to help the platform manage your appointments across time zones. Your opening hours will be your staff's default working hours.
- **Vacations:** creating a vacation time and defining bank holidays for your location will prevent appointments from being made at that time.

Advanced tab

You can access following settings here:

- The GPS position can be indicated manually if the postal address is not specified in the **General** tab. It can also be calculated from the postal address.
- Subscriptions to external calendars allow all team members to subscribe to calendars in ICS format. These calendars may contain annual closing dates, dates of public holidays, recurring meeting hours. These subscriptions are passed on to all team members and their content is visible in the calendar of each team member. As a result, team members are not available for booking appointments.
- The external identifier (*externalId*) of the company location can be modified, so that you can map it with your own ID, or from a third-party system for instance.