Adding Company Details

The company information page serves as a bulletin board where general information about the company such as name, number of employees, phone number etc. is stored for the customer service team. When customers ask for company address or a phone number, the agents can quickly fetch the information from the Desk account instead of looking up on website or internal repositories.

Company profile include the following information:

- Company name
- Logo
- Employee count
- Description about the company, this can typically include the type of business the company does.
- Phone number
- Mobile number
- Fax
- Website
- Primary contact (Super admin) - Single point of contact for all communications regarding the transactions and bills from Zoho Desk. The administrator has the permission to change the super administrator as per the company's requirements.
- Complete address
- Currency locale - By default, the currency is set to US dollars ($). However, users with admin privileges can change the currency settings as per organization's requirement. The currency chosen here, is used to compute support costs in the Time Entry module.

> 📄 **Note**
>
> - Company name, primary contact , and currency locale are mandatory fields.
> - Only the active users with the default Administrator profile in Zoho Desk can be selected as the Super Administrator.

To add company profile

1. Click the **Setup** (⚙) > **Organization** > **Company**.
2. On the *Company Information* page, click **Edit** in the upper-right corner.
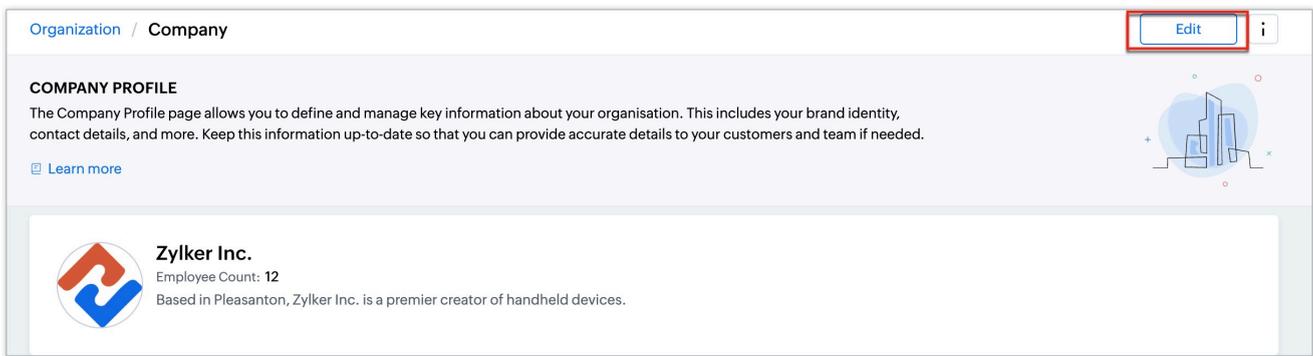
3. Make the necessary changes to the details.

4. Click **Save**.
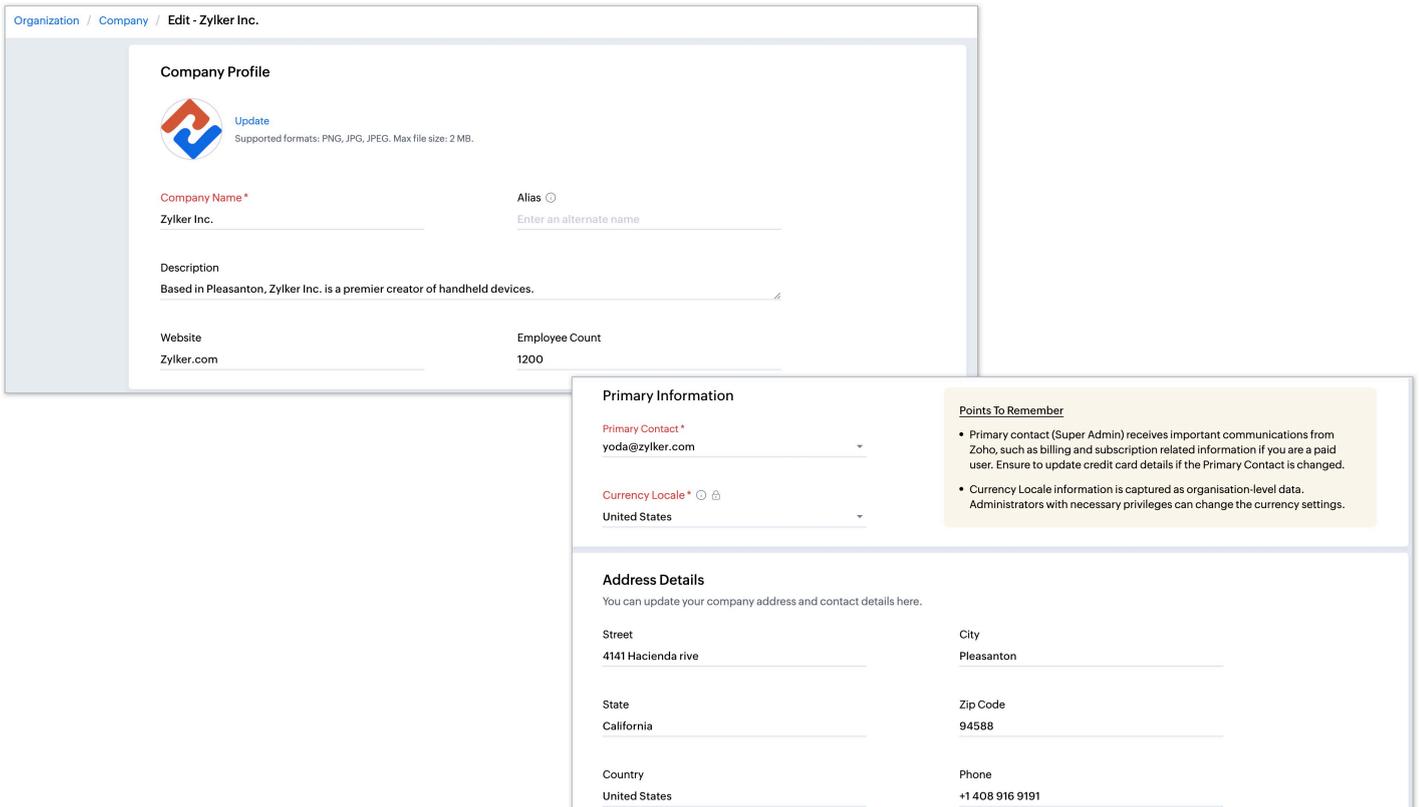
Setting currency locale

Currency settings are an organization-specific feature. By default, the currency is set to US dollars ($). However, users with Administrator privilege can change the currency settings depending on the organization's requirement. Based on the currency locale you choose, the currency value will be updated for computing support costs in the Time Entry module**To set currency locale**

1. Click the **Setup** (⚙) > **Organization** > **Company**.
2. On the *Company Information* page, click **Edit** in the upper-right corner.
3. Under *Primary Information* section, select the country from the **Currency Locale** list.
4. Click **Save**.

Assigning a Primary Contact

The primary contact is the single point of contact for all communications regarding the transactions and bills from Zoho Desk. The organization's administrator has the privilege to change the super administrator as per the company's requirements.

To assign a primary contact

1. Click the **Setup** (⚙) > **Organization** > **Company**.
2. On the *Company Information* page, click **Edit** in the upper-right corner.
3. Under *Primary Information* section, select the **Primary Contact** from the list.
4. Click **Save**.

The primary contact chosen will be assigned as the super administrator of your Zoho Desk.

> 📄 **Note**
>
> - Only the active users who have Administrator profile can be selected as the primary contact.