



Manage Company Settings

There are certain organization specific details, which help differentiate one organization from another. Zoho CRM recommends Users with Administrator's privilege to customize these company specific details, so that all users under an organization-specific account will have these common features.

Edit Company Settings

To change company settings

1. Log in to Zoho CRM with Administrator privileges.
2. Go to **Setup > General > Company Settings**.
3. Under *Company Settings* tab, click **Edit** icon.
4. In the *Company Settings* pop-up, add the necessary details of your company.
5. Click **Save**.

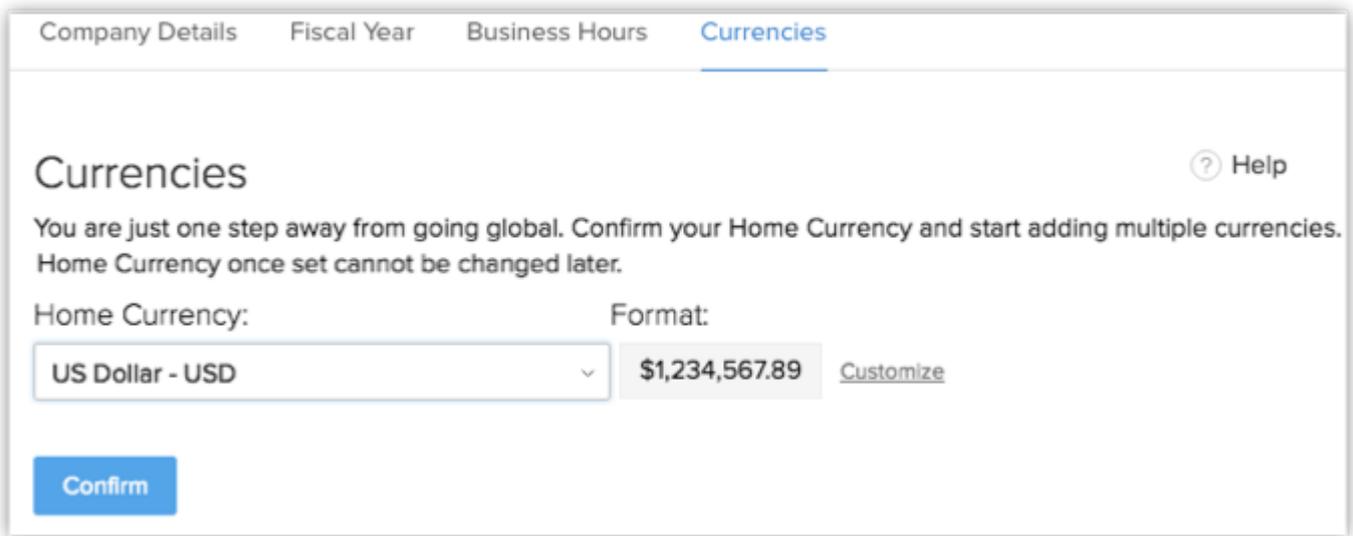
Set Currency

Setting currency is an organization specific feature. By default, the currency is set to US dollars (\$). However, user(s) with Administrator privilege can change the currency settings depending on the organization's requirement. Based on the country locale you choose, the currency value will be updated for Quotes, Invoices, Campaigns and other billing related fields.

To select currency

1. Log in to Zoho CRM with Administrator privileges.
2. Go to **Setup > General > Company Settings**.
3. Under *Currencies* tab, choose Home Currency from the drop-down.

4. Click **Confirm**.



Personalize Logo

In order to give a personalized look to your account, Zoho CRM allows organizations to change the default logo to your company logo. The customized company logo will appear for all users within your CRM account.

Home Feeds Approvals Leads Accounts Contacts Deals Activities Reports ...

Welcome Amelia Burrows Customized View Classic View

Today's Leads

LEAD NAME	COMPANY	EMAIL	LEAD OWNER
Marsh Keathton	kimberly.inc	kmarsh@gmail.com	Amelia Burrows
Vensenia Sarah	Wilfer.net	Sarah1987@wilfer.net	Amelia Burrows
Botham Benedict	Benddy Corp	Benny@gmail.com	Amelia Burrows
Moses Henry	ransom corp pvt ltd	henrymoses@hotmail.com	Amelia Burrows
Martin Luther	Verizen.inc	lurthmartin@verizen.net	Amelia Burrows

Leads by Source

Bar chart showing Record Count by Lead Source:

Lead Source	Record Count
None	25
Advertisement	6
Chat	1
Employee Referral	1
Collaborator	3
Partner	3
Public Relations	2
Trade Show	5

Deals Closing This Month

DEAL NAME	AMOUNT	STAGE	CLOSING DATE	ACCOUNT NAME	CONTACT NAME	DEAL OWNER
Zoho Corp-	\$ 0.00	Closed Won	Dec 14, 2016	Zoho Corp	James Watson	Amelia Burrows
Web Page	\$ 5,000.00	Closed Won	Dec 31, 2016	Marketing Plus	James Roosevelt	Amelia Burrows

Open Tasks

SUBJECT	DUE DATE	STATUS	PRIORITY	RELATED TO	CONTACT NAME	ACTIVITY OWNER	ACTIVITY
Follow up with new lead	Dec 20, 2016	Not Started	High	@ Marsh Keathton	Tai Chang	Tai Chang	Tasks
Follow	Dec 20,	Not	High	@	Tai Chang	Tai Chang	Tasks

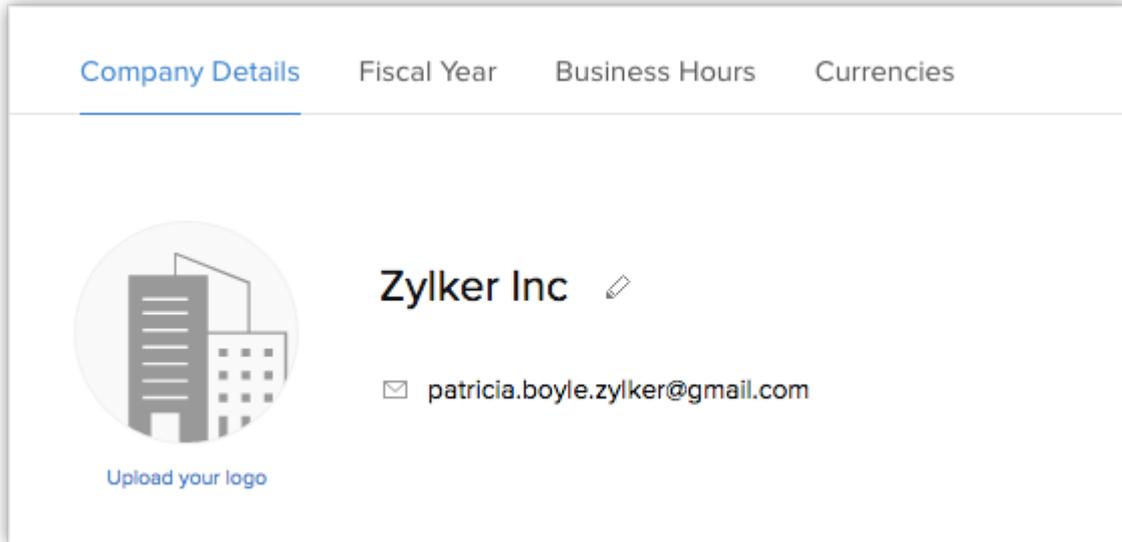
Here is your Smart Chat (Ctrl + Space)

[Transition Guide](#)

- The image file size should not exceed 20 KB.
- For best results, the logo dimension should be 190 (width) by 65 (height) pixels.
- The logo file format should be .jpg / .png / .gif.

To personalize logo

1. Log in to Zoho CRM with Administrator/Super Administrator privileges.
2. Go to **Setup > General > Company Settings**.
3. In the *Company Settings* page, click **Upload your logo** link.
4. Browse and upload the logo. The logo file should be .jpg / .png / .gif format.



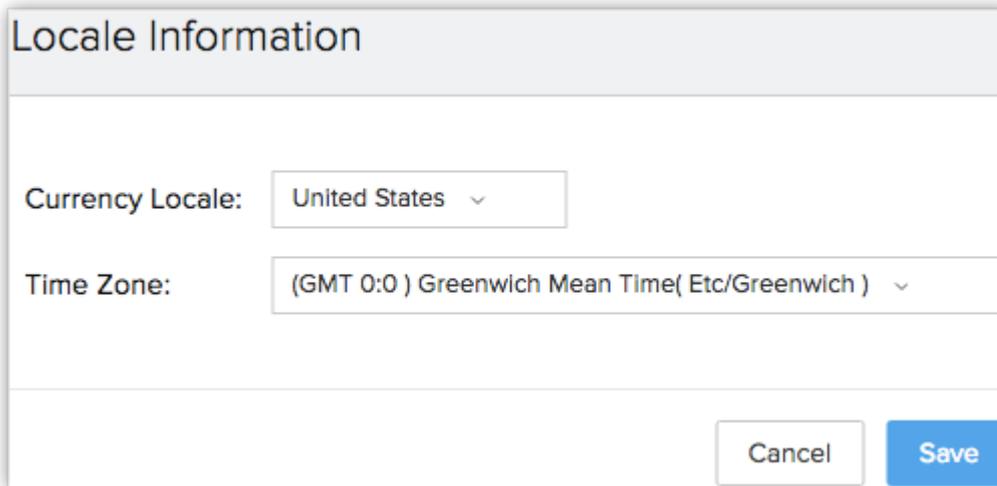
Set Organization Time Zone

You can define a common time zone for your organization's Zoho CRM account. For Workflow Rules, a day will be calculated based on this time zone.

To set the organization's time zone

1. Log in to Zoho CRM with Administrator privileges.
2. Go to **Setup > General > Company Settings**.

3. In the *Company Settings* page, under *Locale Information* click **Edit** icon.



Locale Information

Currency Locale: United States ▾

Time Zone: (GMT 0:0) Greenwich Mean Time(Etc/Greenwich) ▾

Cancel Save

4. In the *Locale Information* pop-up, select the **Country Locale** and **Time Zone** from the **drop-down** list.

5. Click **Save**.

Assign Super Administrator

The Super Administrator is the single point of contact for all communications regarding the transactions and bills from Zoho CRM. Also, only the Super Administrator of the organization's will hold the privilege to change an Admin to Super administrator.

To select super administrator

1. Log in to Zoho CRM with Administrator privileges.
2. Go to **Setup > General > Company Settings**.
3. In the *Company Settings* page, click **Edit** icon.
4. In the *Company Settings* pop-up window, select the **Super Admin** from the list.
5. Click **Save**.

 **Note**

- Only the active users with the default Administrator profile in Zoho CRM can be selected as the Super Administrator in an organization.
- Only the Super Administrator can [delete users](#) in CRM.

SEE ALSO

[Manage Business Hours](#)

[Manage Hierarchy Preference](#)

[Setup Fiscal Year](#)

[Using Multiple Currencies](#)

[Managing multiple Currencies](#)