

# General Settings ★

## Settings

Company name	<input type="text" value="FullView Solutions"/>
Company name to display in the header	<input type="text" value="FullView Solutions"/>
Unvoted "Like" button text	<input type="text" value="Like"/>
E-mail of the site administrator (default sender address)	<input type="text" value="johanika@fullviewsolutions.co.za"/>
Add "24" to company logo	<input checked="" type="checkbox"/>
Date format	<input type="text" value="DD.MM.YYYY"/>
Time format	<input checked="" type="radio"/> 12 hour <input type="radio"/> 24 hour
Name format	<input type="text" value="John Smith"/>
First day of the week	<input type="text" value="Monday"/>
Working time parameters	<input type="text" value="9:00 am"/> - <input type="text" value="5:00 pm"/>
Weekend days	<input type="text" value="Monday&lt;br/&gt;Tuesday&lt;br/&gt;Wednesday&lt;br/&gt;Thursday&lt;br/&gt;Friday&lt;br/&gt;Saturday&lt;br/&gt;Sunday"/>
Weekends and holidays	<input type="text" value="01.01,04.07,01.11,25.12"/>
Phone number format: default country	<input type="text" value="South African Republic"/>
Type of your organization	<input checked="" type="radio"/> Company and employees <input type="radio"/> Organization and users
Show dismissed employees	<input checked="" type="checkbox"/>
View documents using	<input type="text" value="Office 365"/>
Allow involved users to edit documents attached to posts, tasks, comments, etc. (Access can be configured manually under My Drive - Uploaded files at any time)	<input checked="" type="checkbox"/>
Automatically connect Group Drive when user joins group	<input type="checkbox"/>
Max. entries in document history	<input type="text" value="Unlimited"/>
Allow public links	<input checked="" type="checkbox"/>
Allow document locking	<input type="checkbox"/>
Allow "All users" as option in Activity Stream	<input checked="" type="checkbox"/>
	<input type="text" value="To all employees x + select"/>
Use "All users" as default recipient	<input checked="" type="checkbox"/>
Allow users to send messages to General chat	<input checked="" type="checkbox"/>
	<input type="text" value="To all employees x + select"/>
Notify about new hires in general chat	<input checked="" type="checkbox"/>
Notify about employee/user dismissal in general chat	<input type="checkbox"/>
Enable rich media links	<input checked="" type="checkbox"/>
Allow users to install apps	<input type="checkbox"/>

- Allow quick registration
- Allow everyone to invite new users to this Bitrix24 account
- Notify about new hires in Activity Stream
- Show date of birth in female profiles

### GDPR Compliance

- I consent to receiving emails from Bitrix, Inc. containing:
- Product updates, special offers, webinar invitations, newsletter digests
  - Training materials

- I accept the Data Processing Agreement
- If you accept the Data Processing Agreement, you must also provide the following information:

Customer legal name\*

Primary contact name\*

Title\*

Date\*  

Notification Email Address\*

Personal data processing apps:

- [GDPR for employees](#)
- [GDPR for CRM](#)

### Security settings

- Make two-step authorization mandatory for all users
- Specify the period of time within which all the employees will have to enable two-step authentication

We have developed a user friendly two-step authentication enabling procedure any employee can take without expert assistance.

A message will be sent to each employee notifying them that they will have to enable two-step authentication within the time period entered. Users who fail to do so will not be allowed to sign in anymore. [Read more](#)

### Services


- CRM
- Extranet
- Time management and work reports
- Meetings and briefings
- Lists

IP restrictions (allow access only from specified IP addresses or addresses ranges. Example: 192.168.0.7; 192.168.0.1-192.168.0.100)

[Add](#)

SAVE

Company logo

 **Maximum allowed image dimensions exceeded (444 \* 110 pixels).**

Company logo

Your logo must be a **PNG** file.  
Maximum dimensions are 222px x 55px.

[Upload Logo](#)

High DPI logo (retina)

Your logo must be a **PNG** file.  
Maximum dimensions are 444px x 110px.

[Upload Logo](#)