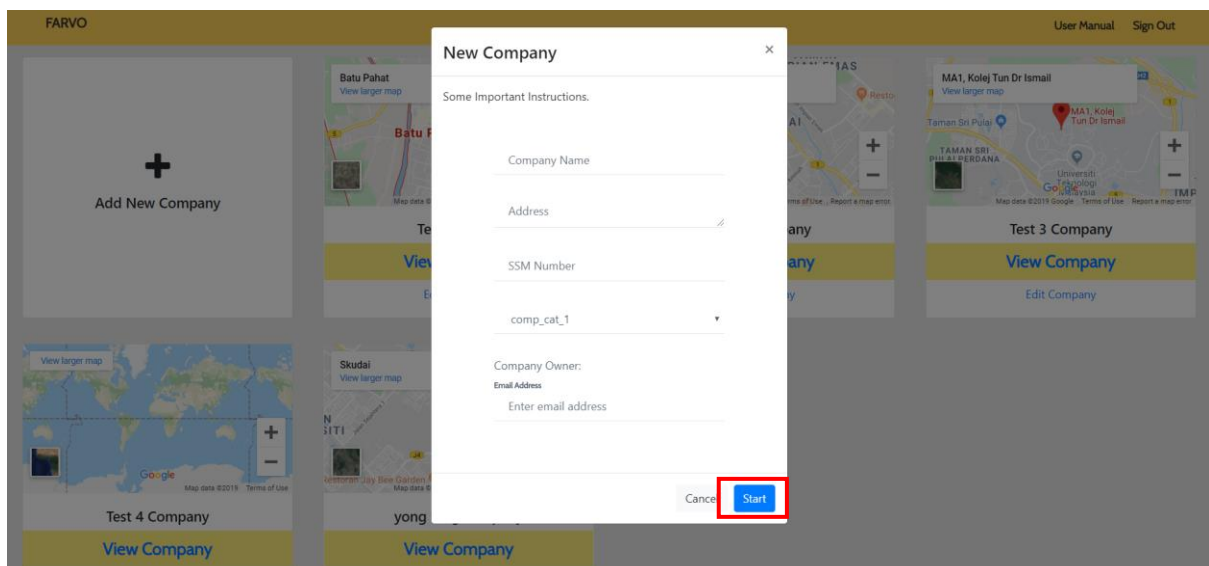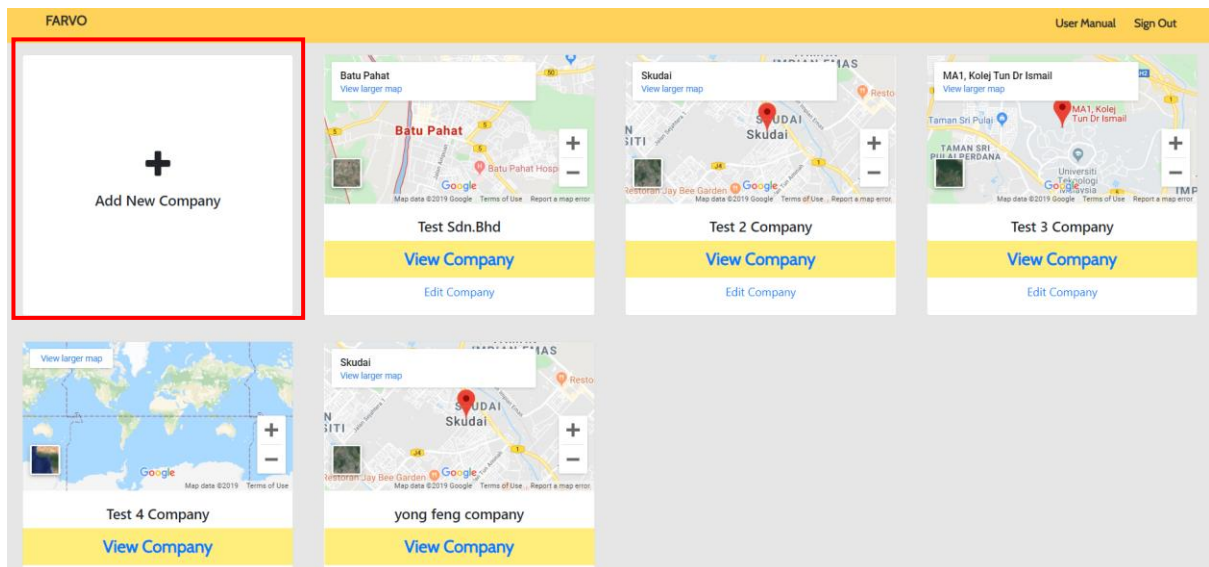# System Admin User Manual

**Add Company**

\*Before add company, user have to make sure company owner have done register a FARVO account.

To add company, click "Add New Company". User are required to input the company details and assign company owner by input email address. Finally, click "Start".

**Edit Company**

Click "Edit Company". A modal box containing the current company details will popup. User are able to update the company details. Finally, click "Edit".
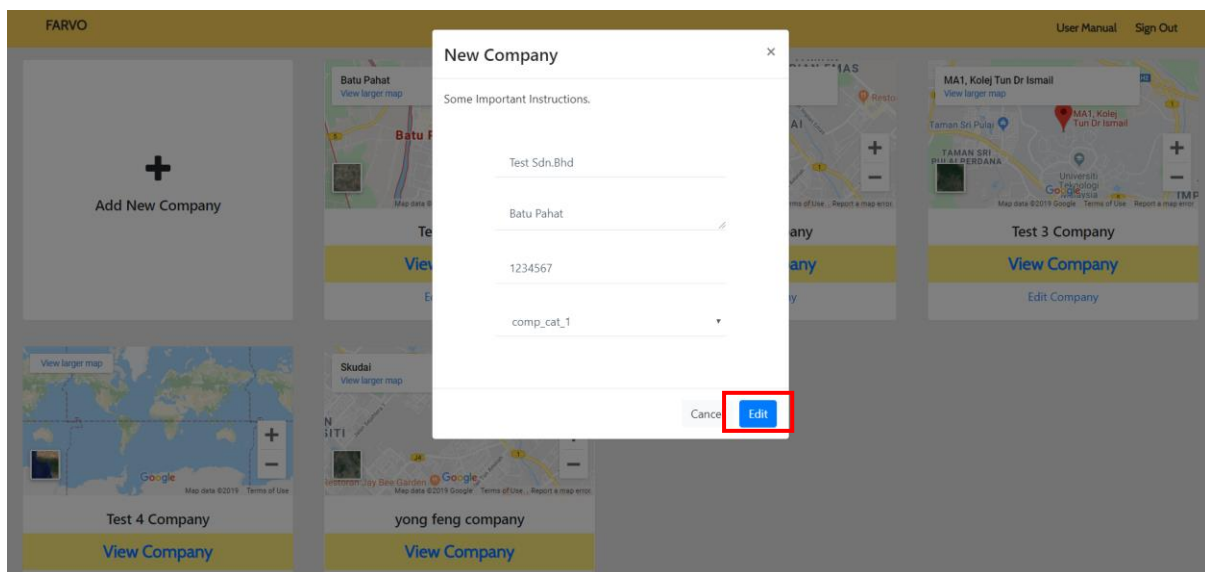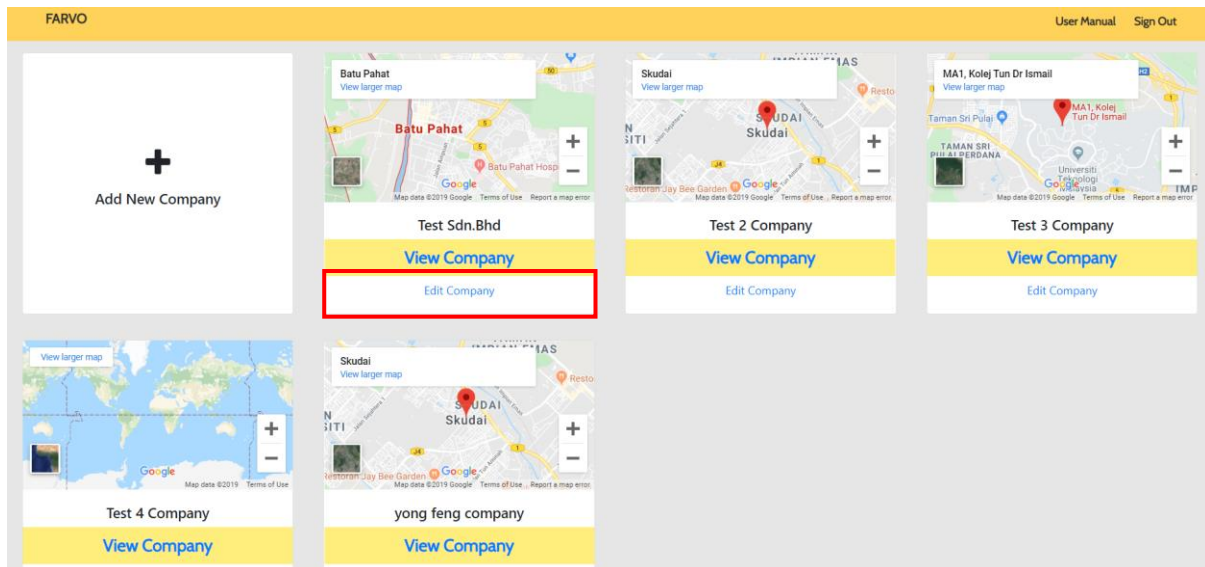
## View Company

*User can only view company if the selected company admin assign permission access to the user.

To view company, click "View Company".