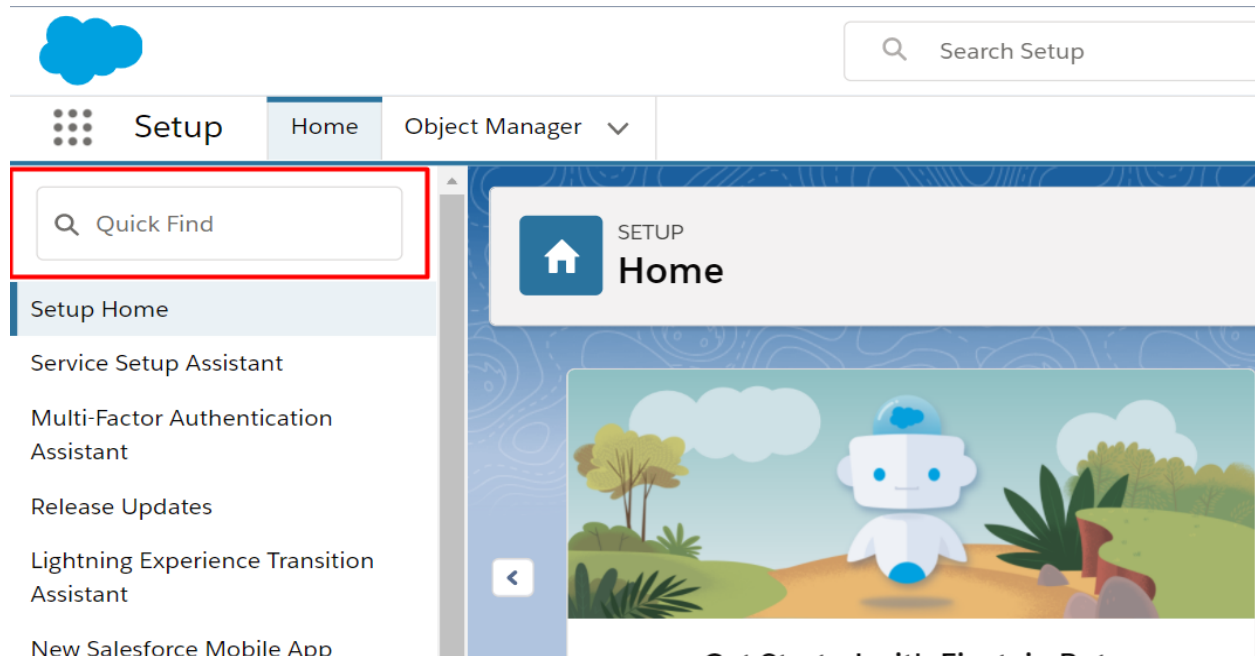


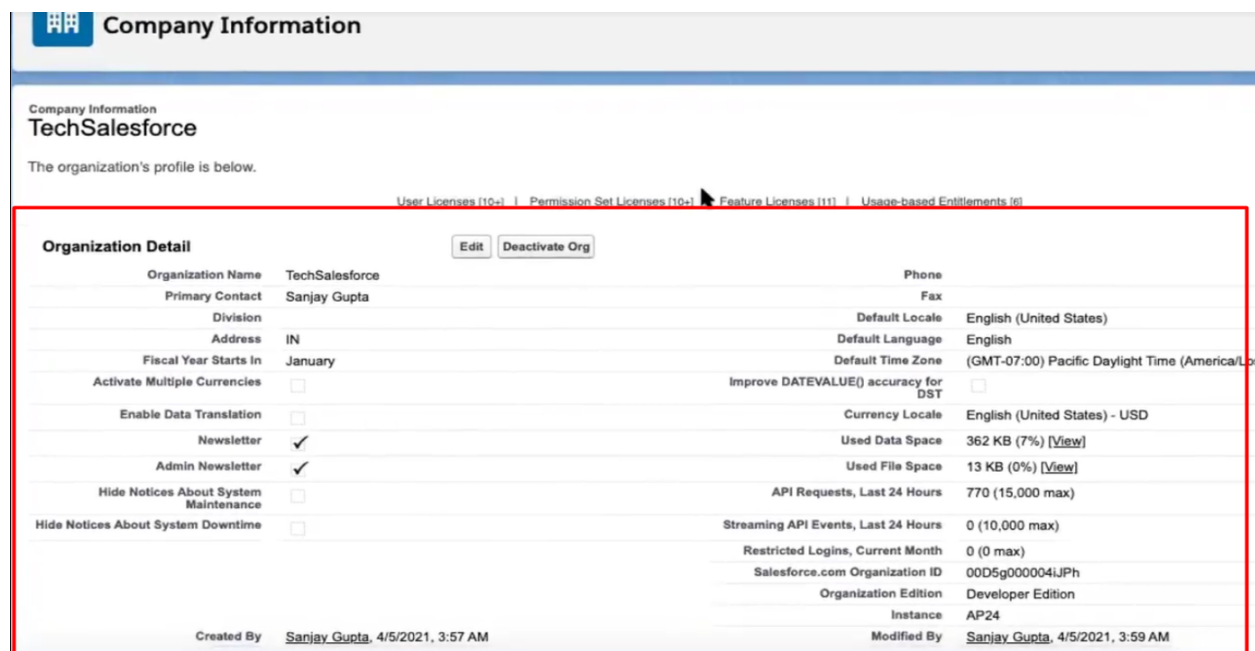
Lecture 6: Company information and users.

In this lecture, we will learn everything about company information and users.

Step 1: you will find a quick find tab on the homepage of your salesforce account which can be used to search for anything.



Step 2: In that quick find tab you have to search “Company information” and search which will then direct you to the next page reflecting all the information related to the organization.



Company Information

TechSalesforce


The organization's profile is below.

Organization Detail

Organization Name	TechSalesforce
Primary Contact	Sanjay Gupta
Division	
Address	IN
Fiscal Year Starts In	January
Activate Multiple Currencies	<input type="checkbox"/>
Enable Data Translation	<input type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>
Admin Newsletter	<input checked="" type="checkbox"/>
Hide Notices About System Maintenance	<input type="checkbox"/>
Hide Notices About System Downtime	<input type="checkbox"/>

EditDeactivate Org

Phone	
Fax	
Default Locale	English (United States)
Default Language	English
Default Time Zone	(GMT-07:00) Pacific Daylight Time (America/Phoenix)
Improve DATEVALUE() accuracy for DST	<input type="checkbox"/>
Currency Locale	English (United States) - USD
Used Data Space	362 KB (7%) View
Used File Space	13 KB (0%) View
API Requests, Last 24 Hours	770 (15,000 max)
Streaming API Events, Last 24 Hours	0 (10,000 max)
Restricted Logins, Current Month	0 (0 max)
Salesforce.com Organization ID	00D5g000004iJPh
Organization Edition	Developer Edition
Instance	AP24
Modified By	Sanjay Gupta, 4/5/2021, 3:59 AM



Company Information

Company Information

TechSalesforce

The organization's profile is below.

[User Licenses \[10+\]](#) | [Permission Set Licenses \[10+\]](#) | [Feature Licenses \[11\]](#) | [Usage](#)

Organization Detail

[Edit](#)
[Deactivate Org](#)

Organization Name	TechSalesforce
Primary Contact	Sanjay Gupta
Division	
Address	IN
Fiscal Year Starts In	January
Activate Multiple Currencies	<input type="checkbox"/>
Enable Data Translation	<input type="checkbox"/>
Newsletter	<input checked="" type="checkbox"/>
Admin Newsletter	<input checked="" type="checkbox"/>
Hide Notices About System Maintenance	<input type="checkbox"/>

Step 5: If you click on edit you will be directed to the next page where you can edit all the information of your organization.

SETUP Company Information

Edit Organization Profile
TechSalesforce

Use the form below to edit your organization profile.

Organization Edit

General Information

Organization Name: TechSalesforce
Primary Contact: Sanjay Gupta
Division:
Phone:
Fax:
= Required Information

Address

Street:
City:
State/Province:
Zip/Postal Code:
Country: IN

Locale Settings

Default Locale: English (United States)

Step 6: Similarly if you want to search about users you can type users in the quick search box and open the page.

Setup Home Object Manager

Search: Users

Users

- Permission Set Groups
- Permission Sets
- Profiles
- Public Groups
- Queues
- Roles

SETUP Home

Step 7: As you search for a user you will be directed to the next page which will reflect all the users created and other information like user name, last login, active status, and profile.

All Users

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: [iOS](#) | [Android](#)

View: All Users [Edit](#) [Create New View](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V

New User Reset Password(s) Add Multiple Users

<input type="checkbox"/> Action	Full Name ↑	Alias	Username	Last Login	Role	Active	Profile
<input type="checkbox"/> Edit	Chatter Expert	Chatter	chatty.00d5g000005etckeaw.46bfogwobk6s@chatter.salesforce.com			<input checked="" type="checkbox"/>	Chatter Free User
<input type="checkbox"/> Edit	gupta, astha	agupt	team@kadgroup.com	5/26/2021, 1:58 AM		<input checked="" type="checkbox"/>	System Administrator
<input type="checkbox"/> Edit	User Integration	integ	integration@00d5g000005etckeaw.com			<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<input type="checkbox"/> Edit	User Security	sec	insightssecurity@00d5g000005etckeaw.com			<input checked="" type="checkbox"/>	Analytics Cloud Security User

New User Reset Password(s) Add Multiple Users

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V

Step 8: If you click on the user that you are currently logged in with you will be directed to the page where you can see all the information related to it such as name, company, time zone, etc you can see the edit tab on the top of the page which can be used to edit any information in the present records.

User Detail

Edit Sharing Change Password

Name	astha gupta	Role	
Alias	agupt	User License	Salesforce
Email	aishagupta12377.ak@gmail.com	Profile	System Administrator
Username	team@kadgroup.com	Active	<input checked="" type="checkbox"/>
Nickname	team i	Marketing User	<input checked="" type="checkbox"/>
Title		Offline User	<input checked="" type="checkbox"/>
Company	abcd	Knowledge User	<input type="checkbox"/>
Department		Flow User	<input type="checkbox"/>
Division		Service Cloud User	<input checked="" type="checkbox"/>
Address	IN	Site.com Contributor User	<input type="checkbox"/>
Time Zone	(GMT-07:00) Pacific Daylight Time (America/Los_Angeles)	Site.com Publisher User	<input type="checkbox"/>
Locale	English (United States)	WDC User	<input type="checkbox"/>
Language	English	Mobile Push Registrations	View
Delegated Approver		Data.com User Type	i
Manager		Accessibility Mode (Classic Only)	<input type="checkbox"/> i
Receive Approval Request Emails	Only if I am an approver	Debug Mode	<input type="checkbox"/> i