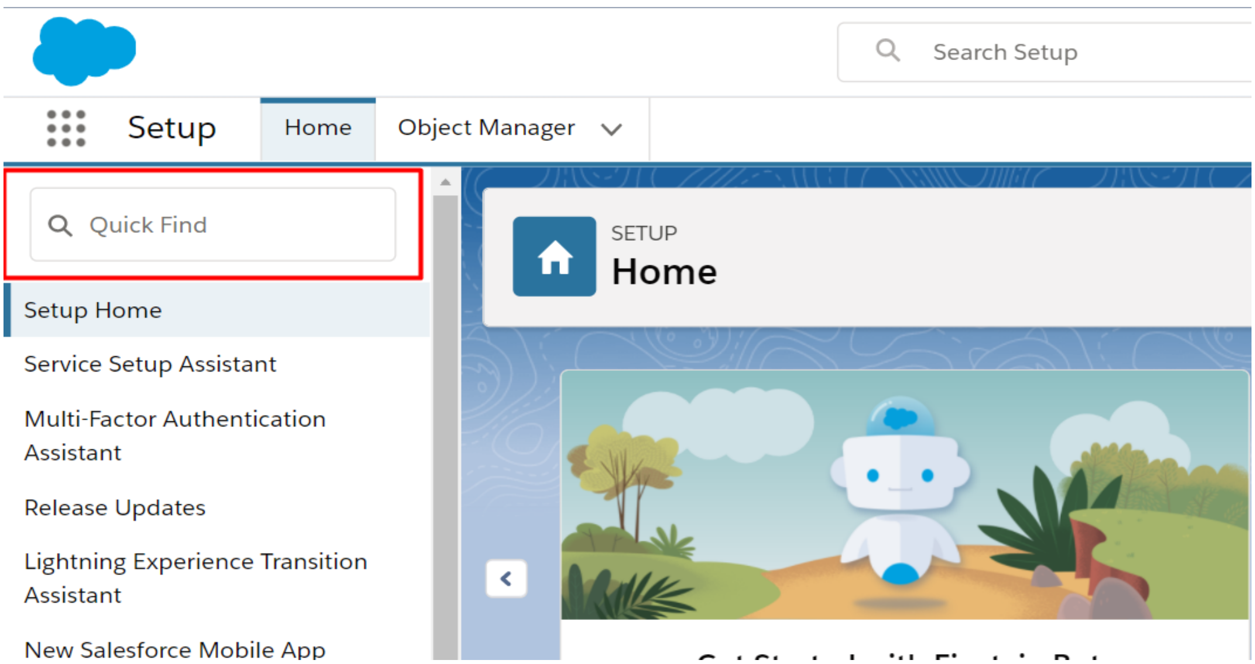
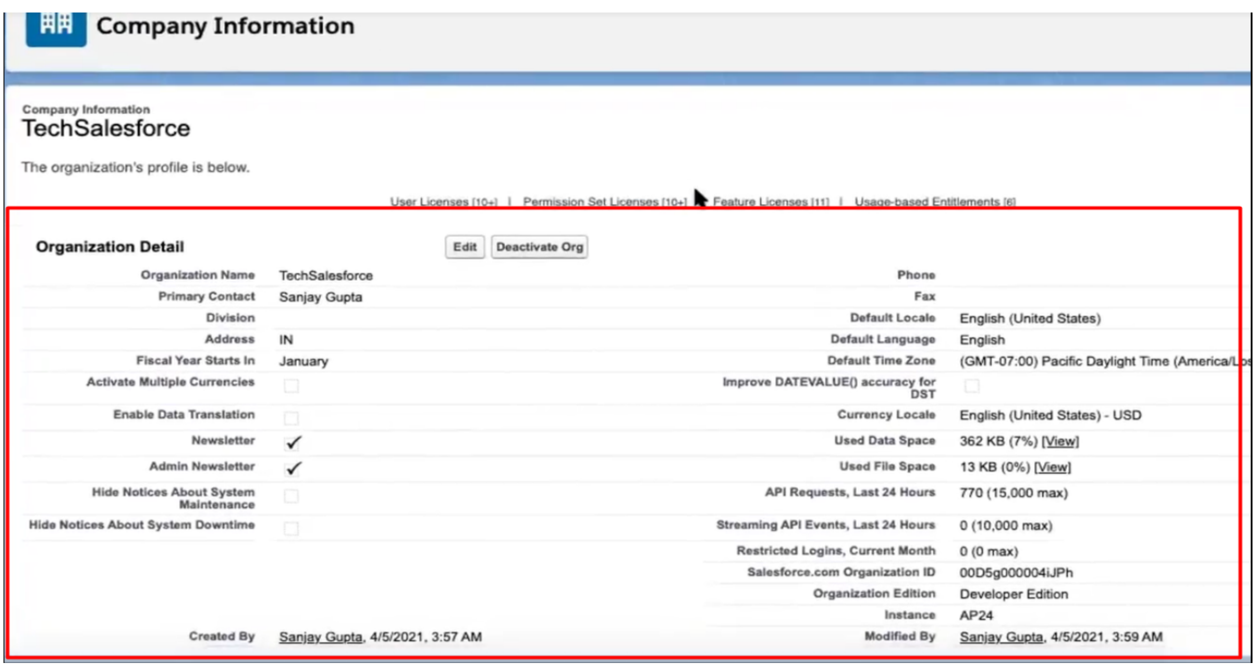
Lecture 6: Company information and users.
In this lecture, we will learn everything about company information and users.

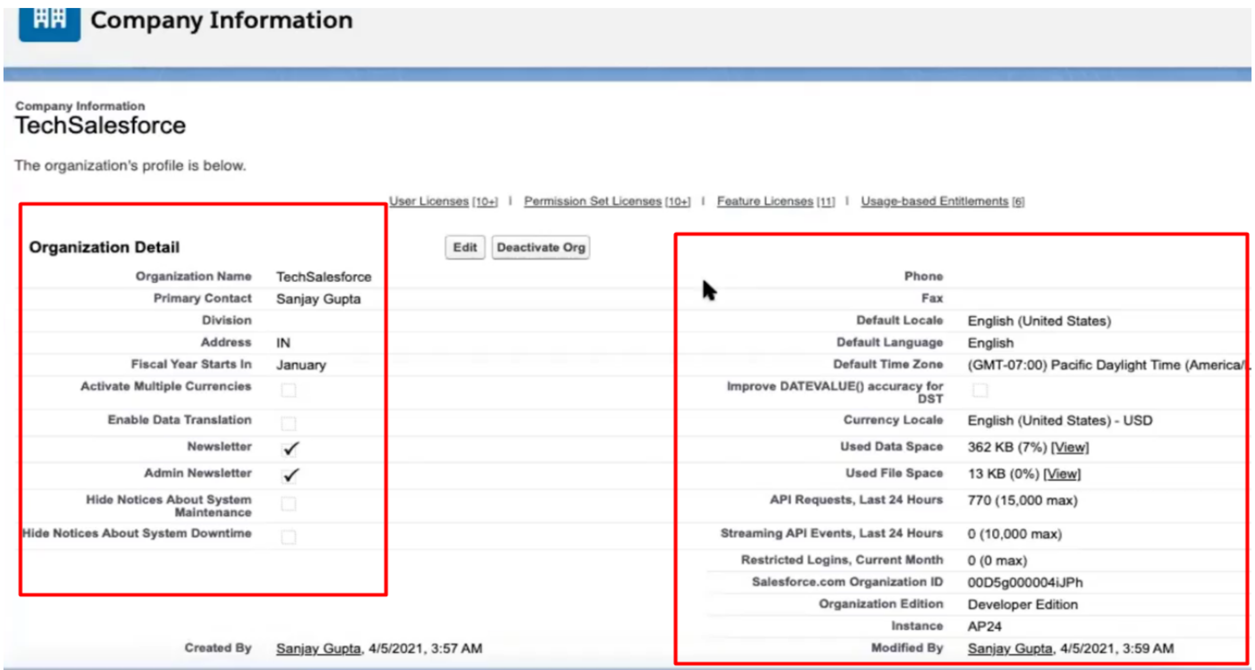
Step 1: you will find a quick find tab on the homepage of your salesforce account which can be used to search for anything.



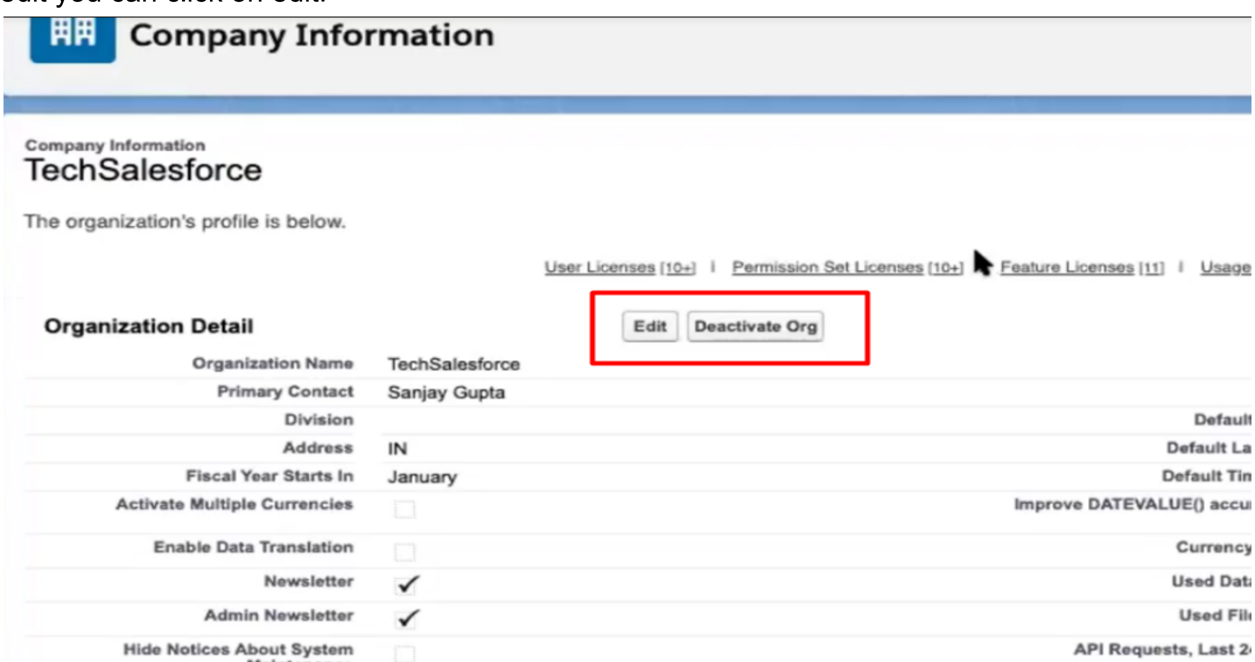
Step 2: In that quick find tab you have to search "Company information" and search which will then direct you to the next page reflecting all the information related to the organization.



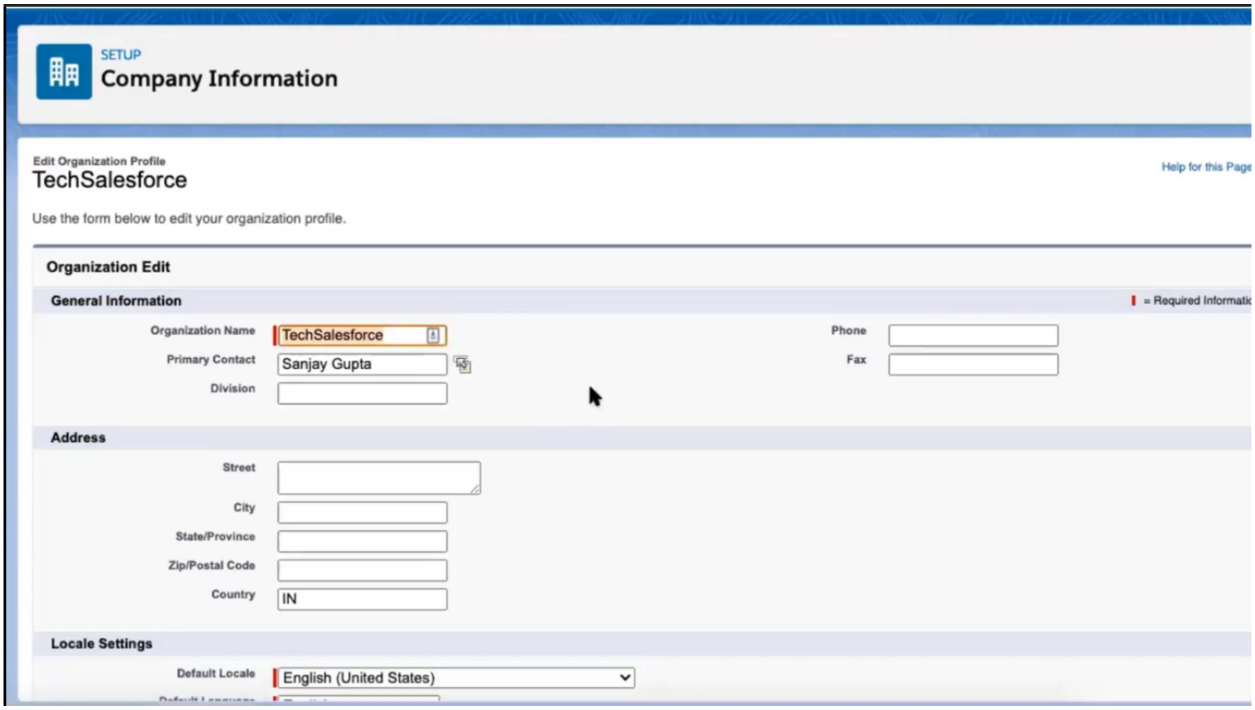
Step 3: On this page, you will find all the information related to your company, On the left-hand side you will see things like organization name, primary contact, division, address, fiscal year, newsletter, etc. while on the right-hand side you will view other information like salesforce ID,, fax, default language, default time zone, space information, etc.



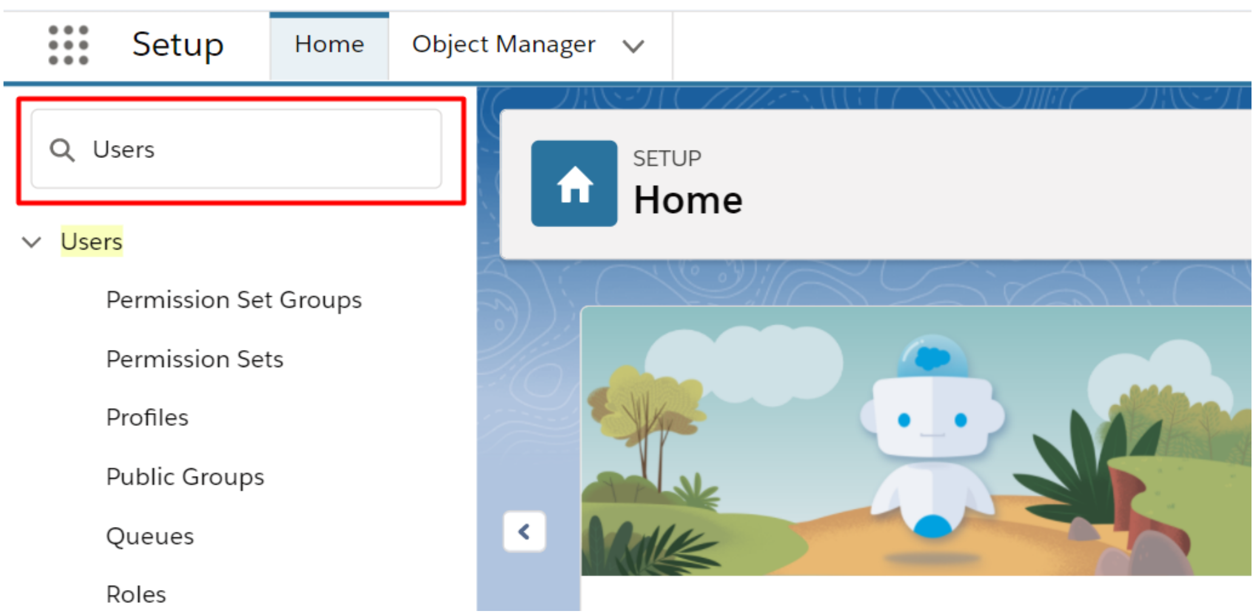
Step 4: Along with other information you can see two more options: deactivate org and edit. If you want to close or deactivate your organization you may click on deactivate and if you want to edit you can click on edit.



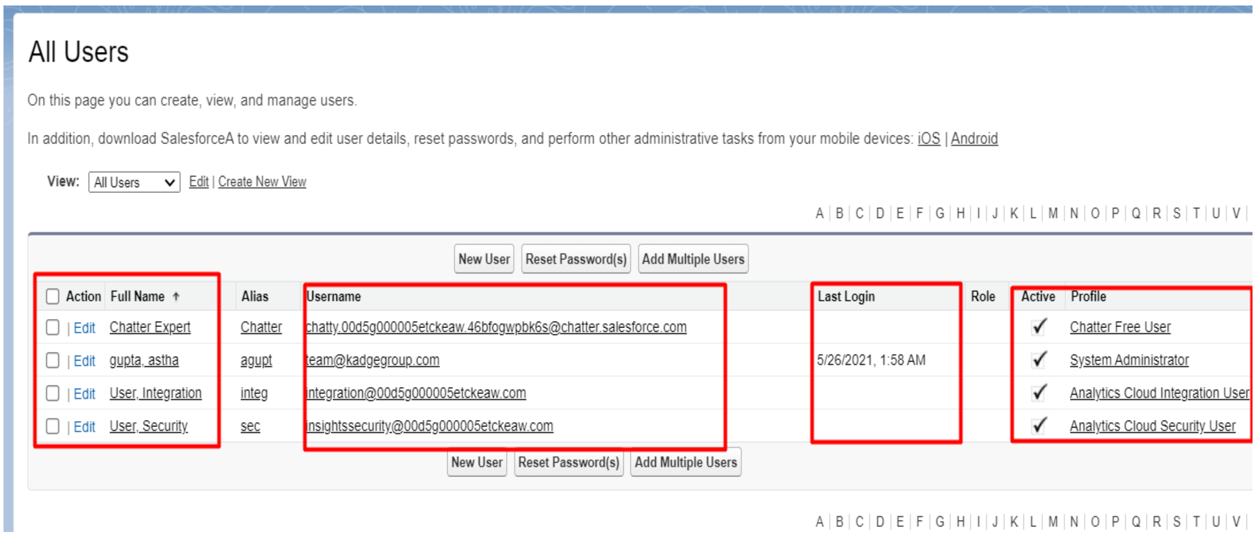
Step 5: If you click on edit you will be directed to the next page where you can edit all the information of your organization.



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



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.



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.