



03

Company settings

Company access and the default or extra profession.

3.1	Choose company access	p. 18
3.2	Set the default profession	p. 19
3.3	Or choose an extra profession	p. 20

Choose company access

R1

Company admin

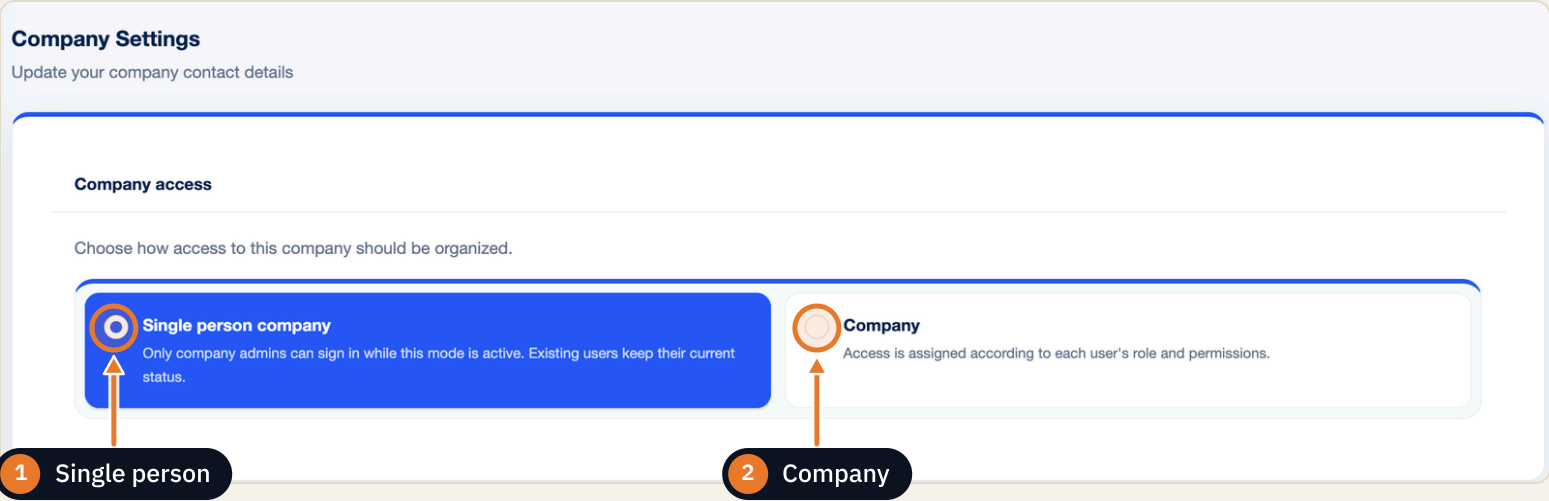
Company menu > Settings

Decide who can sign in to your company.

- 1

Single person company
Only company admins can sign in. Choose this if you work alone.
- 2

Company
Each user signs in with their own role and permissions. Choose this if you have a team.



NEXT

Scroll down to the profession settings.

→

Set the default profession

R1 Company admin

Company menu > Settings > Profession

For construction companies. The profession brings its control plans, control points and building parts with it.

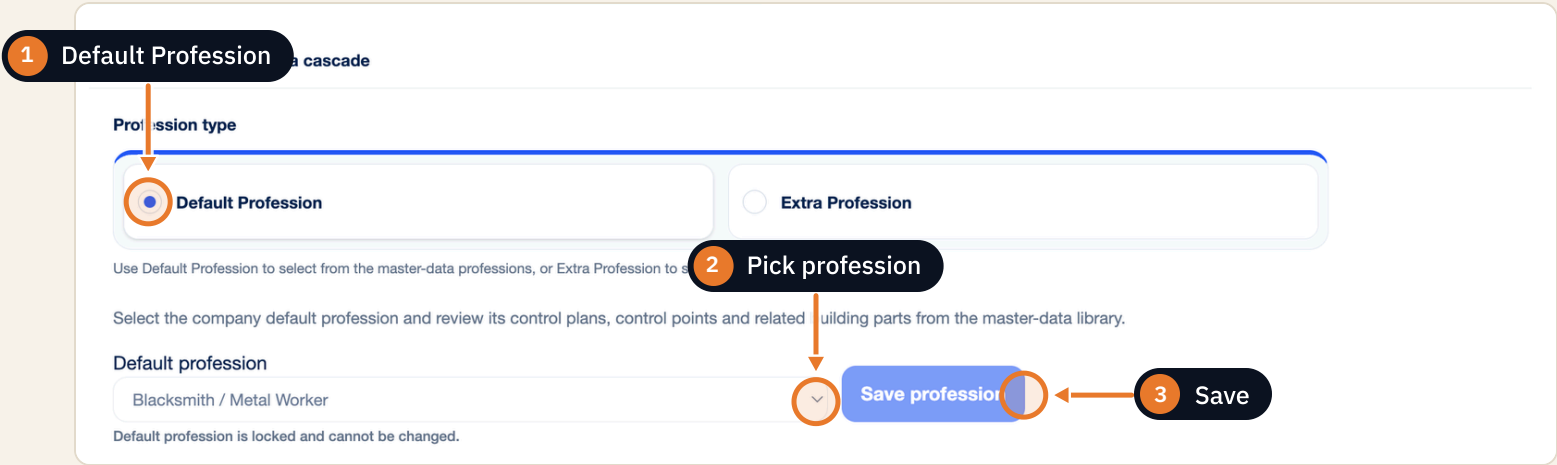
- 1 **Select Default Profession**
Use this when your trade is in the master data library.
- 2 **Pick your profession**
Open the list and choose it, for example Blacksmith / Metal Worker.
- 3 **Click Save profession**
Check your choice first.

GOOD TO KNOW

Once saved, the default profession is locked and cannot be changed.

NEXT

Not in construction? See the next page. →
Otherwise go to chapter 4.



Or choose an extra profession

R1 Company admin

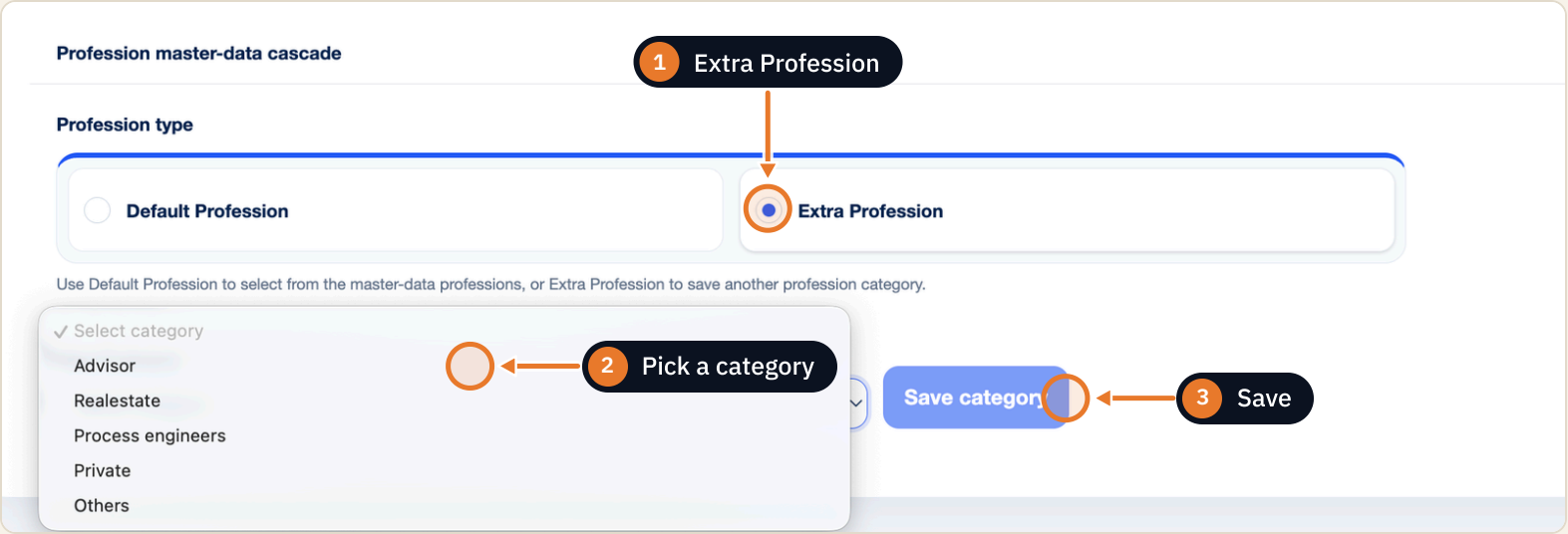
Company menu > Settings > Profession

For companies outside construction, such as advisors or real estate. You then bring your own control points.

1 **Select Extra Profession**
The category list appears.

2 **Pick a category**
Advisor, Realestate, Process engineers, Private or Others.

3 **Click Save category**
Your company is now set up.



NEXT
Chapter 4: your company dashboard. →