Configure: setting up your company

Owners and managers set the company up under Configure, at the top of HQ. Everyday work stays in the menu on the left.

Steps

1. Press Configure at the top of HQ.
2. Pick a section from the menu on the left: your team, services, the company, texting, payments and more.
3. When you are done, press Back to HQ at the top of the menu.

Good to know

Only owners and managers see Configure. Everybody's own settings are in Your profile, under their initials.

You can also ask Orsa to change a setting. It shows what would change and waits for Confirm.

https://orshihq.com/help/configure