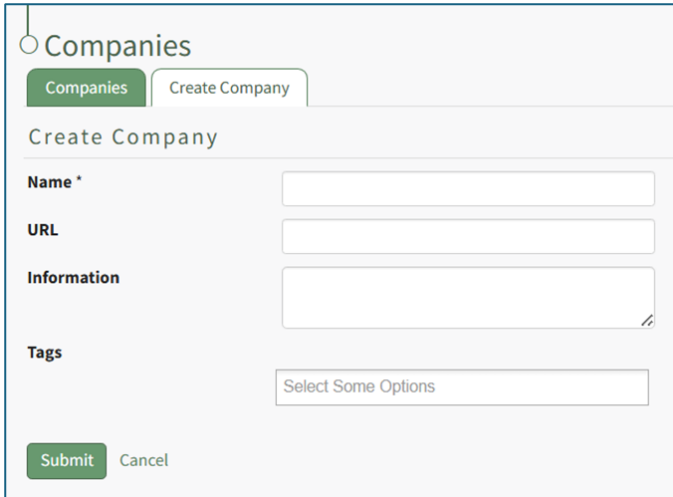


Create a New Company

Select the Companies Page in the People Module of the Main Menu. Open the Create Company Tab.



The screenshot shows a web interface for creating a new company. At the top, there are two tabs: 'Companies' (active) and 'Create Company'. Below the tabs, the title 'Create Company' is displayed. The form contains several input fields: 'Name *' (required), 'URL', 'Information' (a larger text area), and 'Tags' (a dropdown menu with the placeholder text 'Select Some Options'). At the bottom left, there are two buttons: 'Submit' and 'Cancel'.

Input the new Company name (required), an associated URL, and any descriptive information you wish to be included on the Company: (Company Name) Page.

A URL entered here will be visible on the Companies Table on the main Companies Page relative to this company. If this company has an external website / homepage, it could be listed here.

Include any tags to establish additional filters.

Companies can be tagged for filtering purposes; however, Companies currently do not honor the permissions for Permissive and Restrictive tags, and will instead behave as if they've been tagged with Open tags.

Select the "Submit" button to save the information. The new company is now visible on the Companies Tab.

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