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Business Details

The **Business Details** form, located under the **Settings** tab in Manager.io, allows you to input key information about your business that will appear on your printed documents, such as invoices and receipts.



Completing the Business Details Form

The form includes the following fields:

Name

Enter the name of your business as you want it to appear on printed documents. This is typically your registered business name.

Address

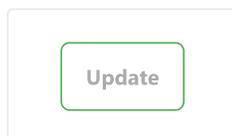
Input your business address in the format it should appear on printed documents. Make sure to break down the address into multiple lines for clarity.

Country

Select your country from the list if it is available. Choosing your country enables additional reports specific to your country, enhancing the functionality of Manager.io for your regional requirements.

Image (Business Logo)

You can set a business logo by uploading an image file to the **Image** section. This logo will appear on your printed documents, helping to brand your business communications.



Saving Your Business Details

Once you have filled in all the necessary information, click the **Update** button to save your changes. Your business details will now be reflected on your printed documents.