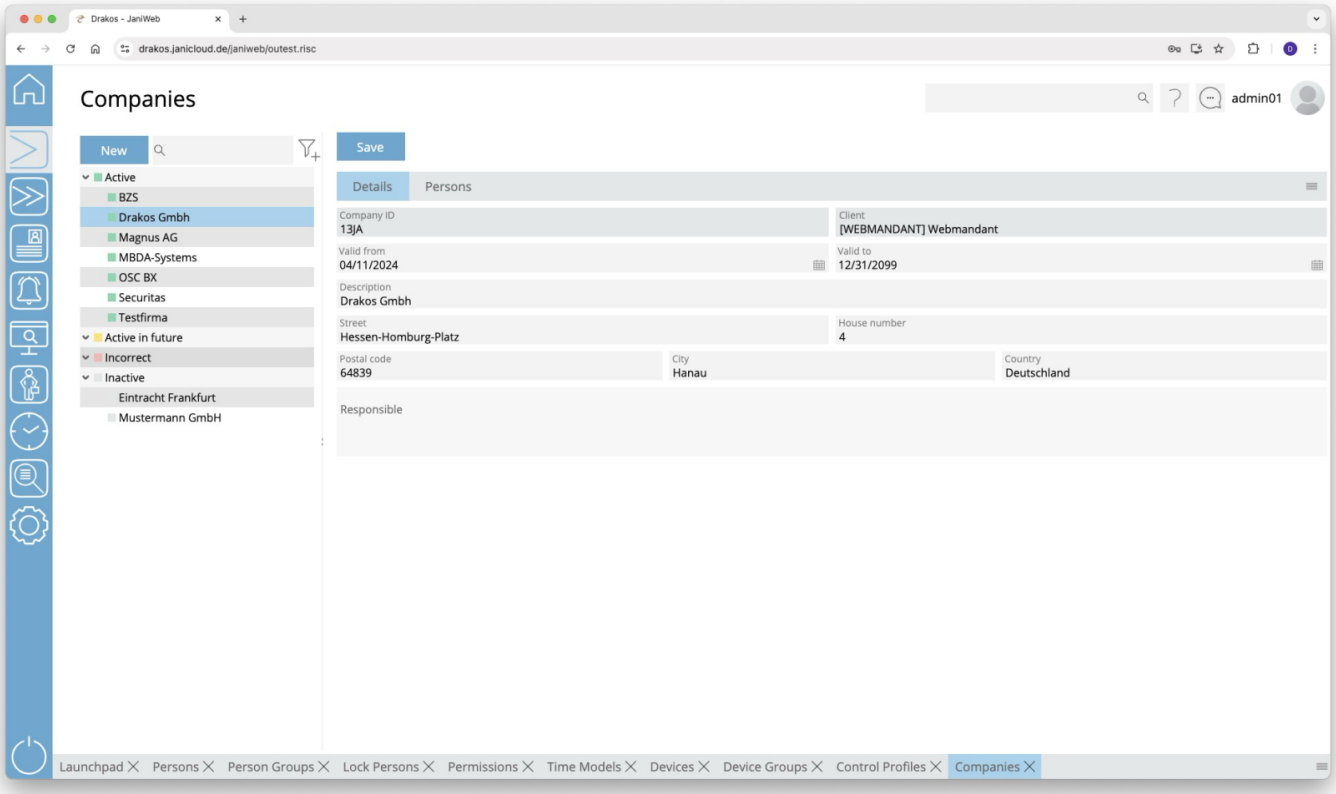
Companies

Use the menu item *Companies* to manage companies. Companies created here can be assigned to persons or visitors via the menu items *Persons* or *Visitors*.



List of companies

The list contains the companies already created, sorted by their current status (*Active*, *Active in future*, *Incorrect*, *Inactive*). Select a company to view details.

The list offers the following options:

- **Search:** Enter text or numbers in the search field (magnifying glass icon) at the top to search for companies. The entries take effect immediately: the list only displays hits. The search is not case sensitive.
- **Filter:** Press the filter icon. Select the criteria for which you want to display companies. Changes are visible immediately.

Button *Save*

You can change the details of the selected company. Press *Save* to save the changes.

Button *New*

Press *New* to create a new company. Enter the required information for the company on the tab *Details* and press *Save*.

Tab *Persons*

The tab *Persons* provides an overview of which persons are assigned to the respective company.

TIPS

- **Filter:** Use the filter icon to filter by status (active, inactive, etc.).
- **Export:** Use the export icon to export the list of assigned persons.

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