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General



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Auto-generated at June 28, 2022

CloudBlue

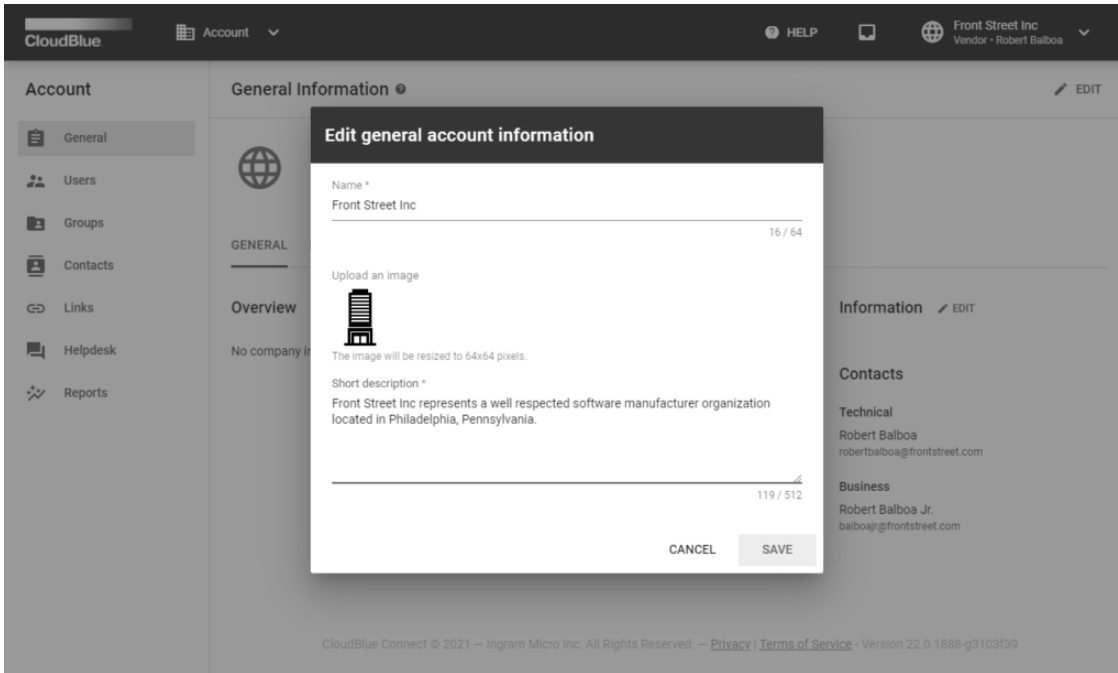
The **General** section of the Account module allows specifying general information (such as name and description), company overview, and additional information (like website, country, etc.). Furthermore, this section enables Connect users to upload media content, such as images or videos. Therefore, Connect users can provide essential information of their organization that might be necessary for their business partners. The following guidelines showcase how to perform the aforementioned operations.

General Information

Click the **Edit** button next to the **General Information** to adjust the following account attributes:

- **Name** (required): Use this field to change your account name.
- **Upload an image** (optional): Provide an icon or a logo for your account.
- **Short description** (required): Specify your company description via this field.

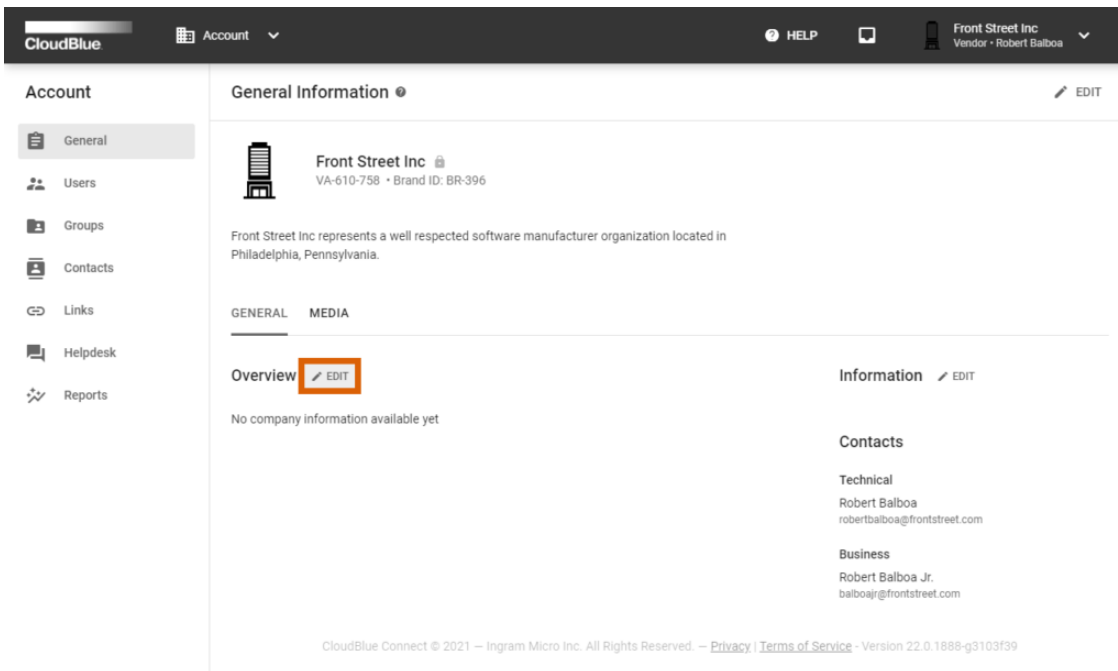
The screenshot displays the CloudBlue interface for the 'General Information' section of an account. The account name is 'Front Street Inc' with a globe icon and the text 'VA-610-758 • Brand ID: BR-396'. Below this, there are two tabs: 'GENERAL' and 'MEDIA'. Under the 'GENERAL' tab, there are two sections: 'Overview' and 'Information'. The 'Overview' section shows 'No company information available yet'. The 'Information' section shows 'Contacts' with two entries: 'Technical' (Robert Balboa, robertbalboa@frontstreet.com) and 'Business' (Robert Balboa Jr., balboajr@frontstreet.com). An 'EDIT' button is highlighted in the top right corner of the 'General Information' section.

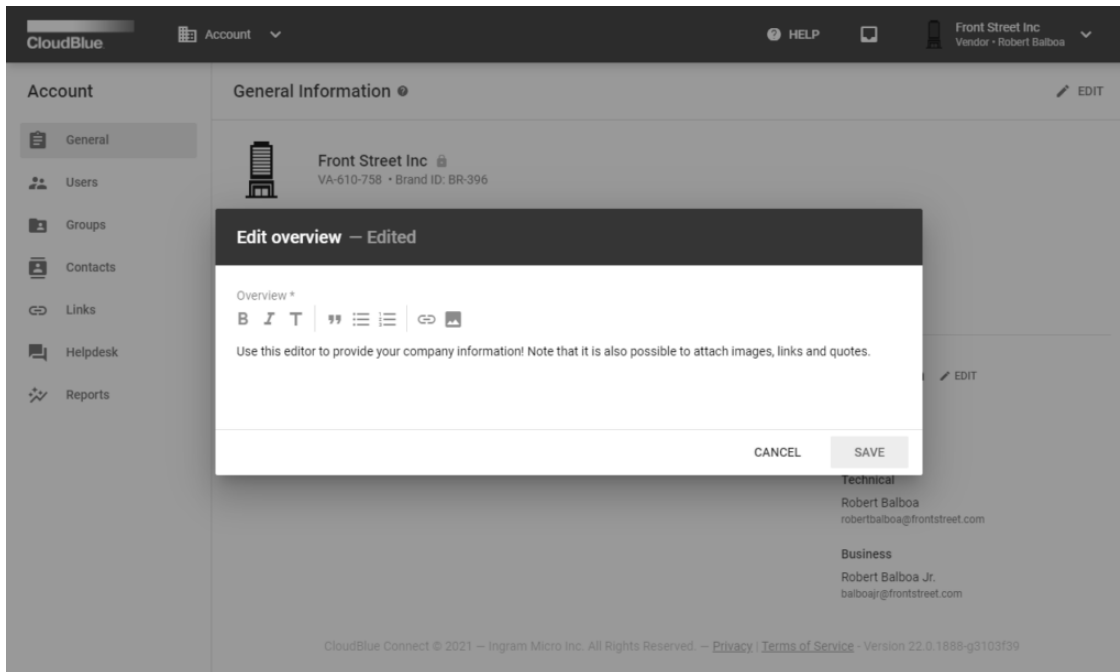


Once all required information is provided, click the **Save** button to save your adjustments.

Editing Overview

Click the **Edit** button next to **Overview** to open an overview editor.



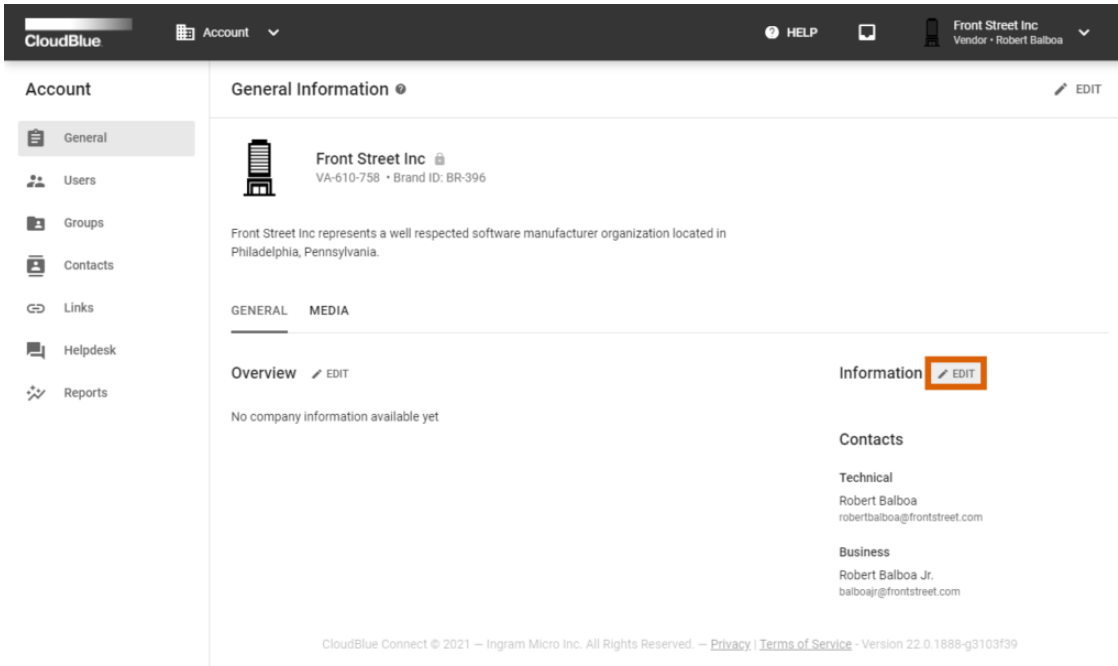


Use this editor to provide your organization overview or update it. Click the **Save** button to successfully adjust your company information.

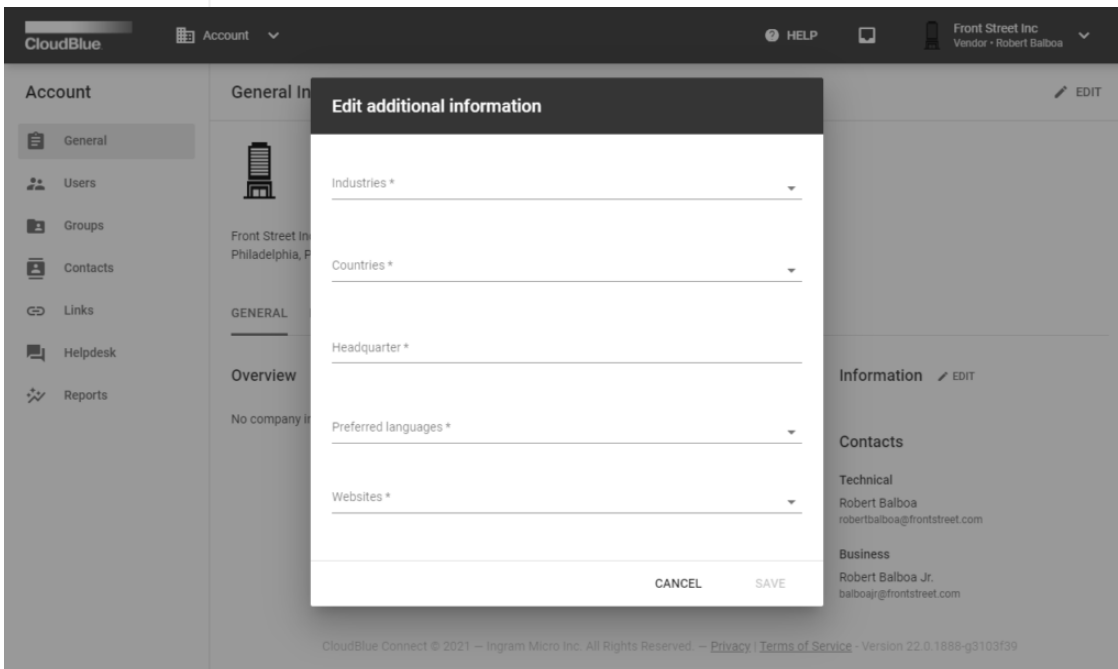
Additional Information

Click the **Edit** button next to **Information** at the right hand side of the screen to specify the following data:

- **Industries:** Select your type of business in this field.
- **Countries:** Add your country or countries to this field.
- **Headquarter:** Specify your company headquarter.
- **Preferred language:** Use this field to add your preferred languages.
- **Websites:** Specify your company website.



The screenshot shows the 'General Information' page for the account 'Front Street Inc'. The page includes a sidebar with navigation options like 'General', 'Users', 'Groups', 'Contacts', 'Links', 'Helpdesk', and 'Reports'. The main content area displays the company name, address (VA-610-758), and brand ID (BR-396). Below this, there are tabs for 'GENERAL' and 'MEDIA'. The 'Information' section is highlighted with an orange box and contains an 'EDIT' button. The 'Contacts' section lists technical and business contacts for Robert Balboa and Robert Balboa Jr.

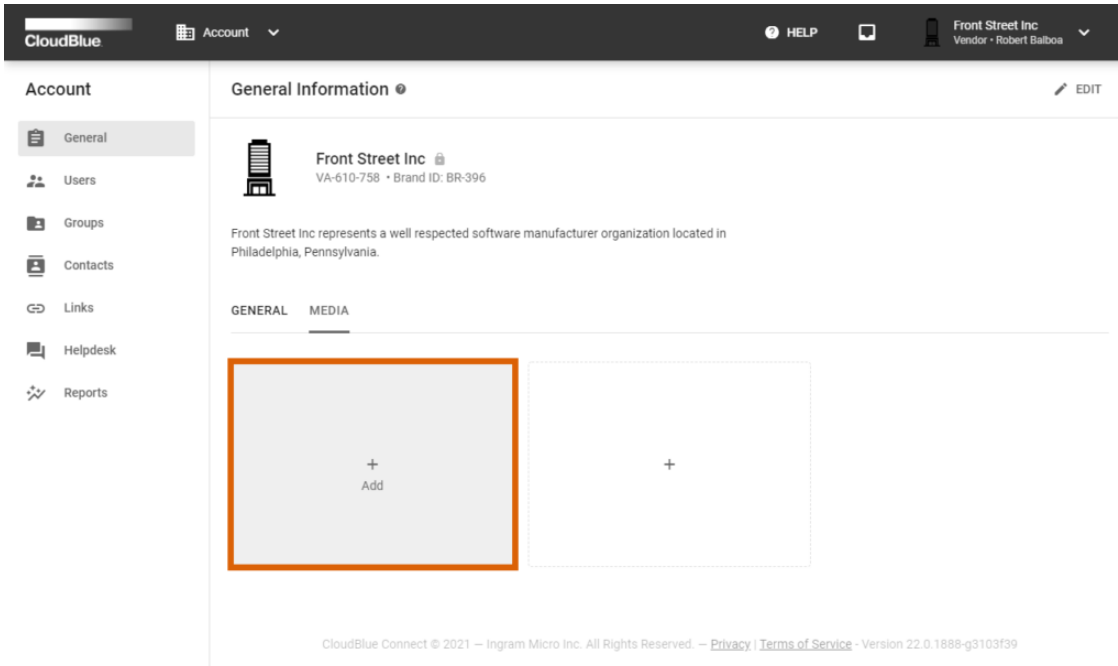


The screenshot shows the 'Edit additional information' modal dialog overlaid on the 'General Information' page. The modal contains several required fields: 'Industries *', 'Countries *', 'Headquarter *', 'Preferred languages *', and 'Websites *'. Each field has a dropdown arrow. At the bottom of the modal, there are 'CANCEL' and 'SAVE' buttons.

Note that all provided fields are required. Fill out each field and click the **Save** button to save your adjustments.

Media Content

Access the **Media** tab and click on the **Add** field to upload your media content to the Connect platform.



CloudBlue

Account

HELP

Front Street Inc
Vendor - Robert Balboa

Account

General

Users

Groups

Contacts

Links

Helpdesk

Reports

General Information

EDIT

Front Street Inc

VA-610-758 • Brand ID: BR-396

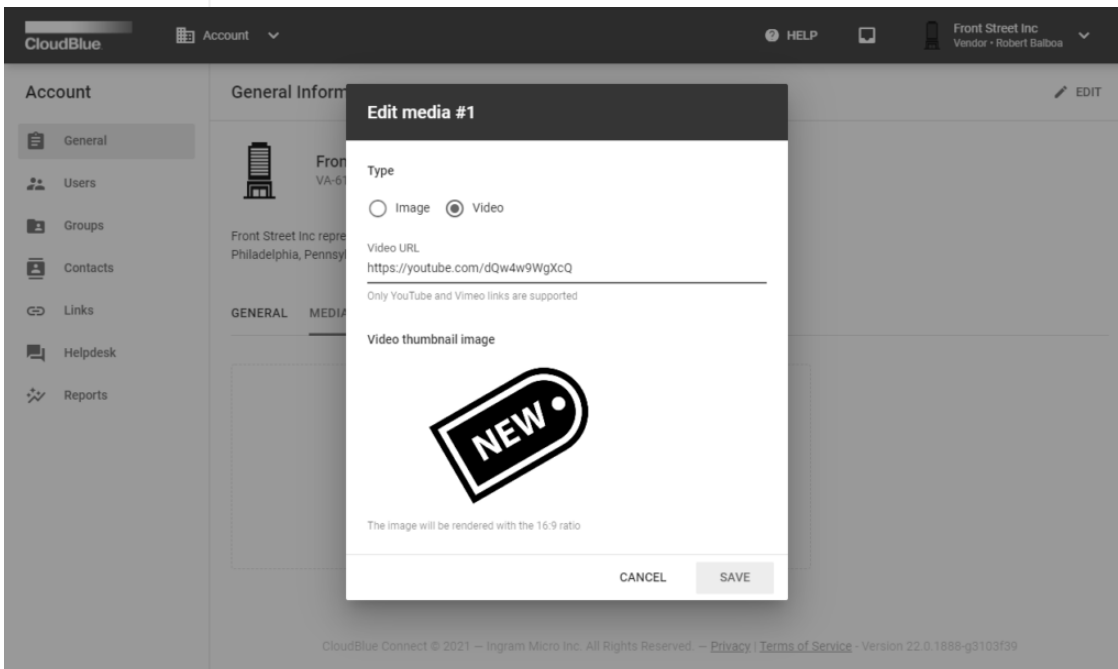
Front Street Inc represents a well respected software manufacturer organization located in Philadelphia, Pennsylvania.

GENERAL MEDIA

+
Add

+
Add

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CloudBlue

Account

HELP

Front Street Inc
Vendor - Robert Balboa

Account

General

Users

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Reports

General Information

EDIT

Front Street Inc

VA-610-758 • Brand ID: BR-396

Front Street Inc represents a well respected software manufacturer organization located in Philadelphia, Pennsylvania.

GENERAL MEDIA

EDIT media #1

Type


Image Video

Video URL

<https://youtube.com/dQw4w9WgXcQ>

Only YouTube and Vimeo links are supported

Video thumbnail image



The image will be rendered with the 16:9 ratio

CANCEL SAVE

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First, select a *type* of your content. You can upload an image or add link to your Youtube or Vimeo video. In case the video content type is selected, put a link to your video to the *Video URL* field.

Next, upload your image or a thumbnail image for your video. Note that your uploaded image will be rendered with the 16:9 ratio.

Finally, once your video is successfully uploaded or your video attributes is specified, click the **Save** button to save your provided media content.