

# How to Customize Company View Page

## Objectives

- Customize the company view page by adding new sections (pages) with custom fields.

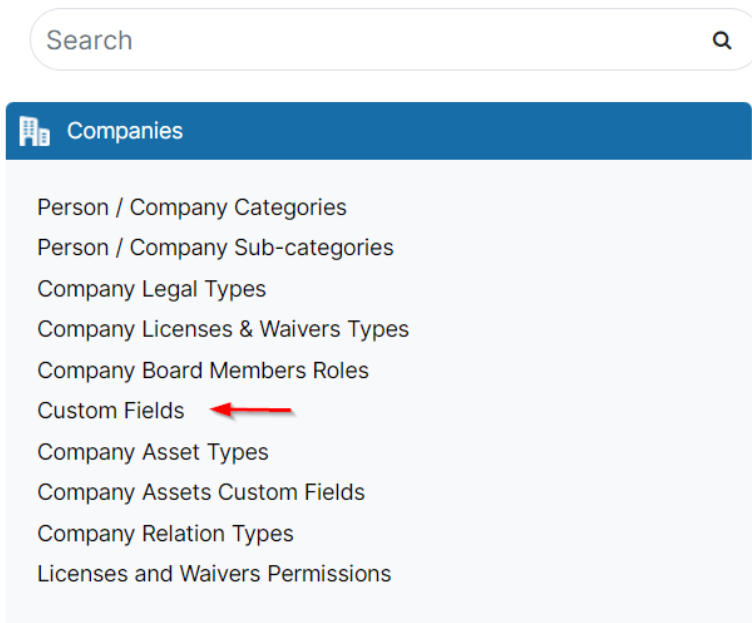
## Steps

LEXZUR provides administrators with the flexibility to customize the Company View page according to their specific needs. By adding a new tab in the Companies section, administrators can enhance the viewing experience and include additional information using custom fields.

To customize the Company View page:

- [Access Company Settings](#): Navigate to the **System Settings Companies Custom Fields**

## Settings



- **Add a New Page:** In the Company Custom Fields, you will find an option to create a new page. Click on this option to create a new tab for the Company View page.



- To add a new page, you just need to specify the page name in the default language ( *optional*: you can add the name in different languages as well). You can also upload a related page icon if needed.

## Add Company Page



Icon  No file chosen

Company Page (English)\*

[More Fields](#)

Save

Cancel

- **Define Custom Fields:** Once the new page is added, you can define custom fields that are relevant to your created page. These fields can capture specific information that you want to track for each company, such as industry, size, location, or any other relevant data points.

### Custom Field

Page\*

Company Branches

Type\*

Single Text

Custom Field (English)\*

Branch Address

Custom Field (العربية)

Custom Field (Français)

Custom Field (Español)

Custom Field (Türkçe)

Custom Field (Русский)

Custom Field (Deutsch)

[Less Fields](#)

Save

Cancel

Link the Custom field to one of the predefined pages, give it a name, and specify its type such as text, list, date, and so on.

Type\* Single Text

Custom Field (English)\*

Single Text

Text Box

Date

Date & Time

List

Company (Single/Multi)

Person (Single/Multi)

User (Single/Multi)

Number

Upload Document

Page\* Company Branches

Type\*

Company Branches

General Info

- **Save and Apply Changes:** After saving the defined custom fields it will be applied to the created page, and could be managed from the custom field list page. You can move, edit, delete, or add new fields.

Settings / Company Custom Fields / [Add Custom Field](#)

General Info

Company Branches

Total Records: 2

Choose Default Languages

Custom Field (English)	Type	Actions
Country	List	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a>
Branch Address	Single Text	<a href="#">+</a> <a href="#">✎</a> <a href="#">✖</a>

+ Create page

The new tab with the custom fields will now be visible when viewing company details.

A

COM00000038 Advanced Industries

Client - Industrial

Save

General Info

Entity Management

Shareholders

Board Members

Attachments

Assets

Reminders

Tree View

Bank Accounts

Related Companies

Persons

Matters

Contracts & Documents

Signature Authority

Company Branches

Country

Choose

Branch Address

This customization empowers users to efficiently manage and access relevant company information, contributing to a more streamlined and personalized experience within LEXZUR.

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!