![Puzzel logo — Solving Customer Interactions]

Settings configurations for your organisation

Administrations can configure settings for your organisation via the Organisation Settings menu.

To access the Organisation Settings, you will need to:

1. Access the Puzzel application

2. Click on the profile icon to the right side of the top bar

3. Select Organisation Settings from the drop down menu

4. **You will then see the screen below, where you can click "Configure" under "Settings".**

The Settings page will have two input boxes:

- Allowed IP Address Ranges can be filled out by separating IPs with a semicolon or new line

- Access log retention period can be configured in days up to a maximum of 1 year

Once the configurations have been inserted or edited accordingly, select "Save" for them to be set.