

## **Change system settings**

The following settings can be changed using the System Settings function

- Company Name
- Holidays Approved By (allows the authorisation of holidays by):
  - System Administrators
  - System Administrators or Team Leaders
- Automated Holiday Approval
  - If ticked, the system will automatically approve holiday requests if the agent and the day requested have enough holiday allowance.
  - Notice Period The minimum notice required for a holiday request (in days).
- · API Users For integration specialists only.

