

## 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

### Settings

Setting	Value
<b>Allowed IP Address Ranges</b> IP address ranges (x.x.x.x-x.x.x.x) separated by a semi-colon (;) or new line	<input type="text"/>
<b>Access log retention period</b> Specify access log retention period in days, maximum 1 year	<input type="text"/>

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