

Settings configurations for your organisation

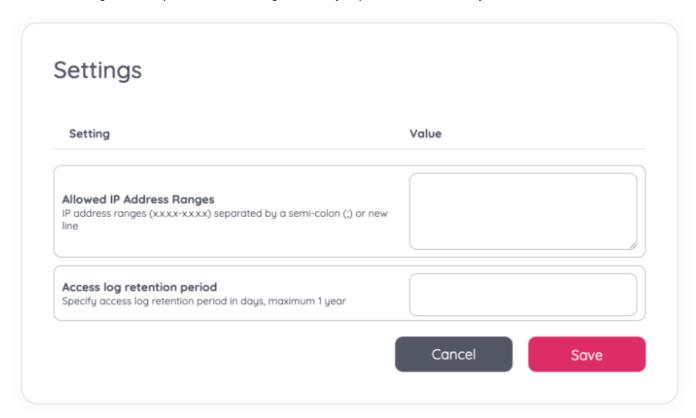
Administrations can configure settings for your organisation via the Organisation Settings menu.

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.