How to open Organization Settings - Admin Panel

What this covers: Getting to the correct page and understanding the layout.

Steps

1. Sign in to **Phone Copilot**.
2. In the top navigation, select **Admin**.
3. In the left sidebar, under **Organization Settings**, click **Organization Settings**.
4. You will see two main areas on this page:
   - **Organization Information** at the top.
     This is where you set your organization name, spoken labels, address, country, timezone, and security.
   - **Specify working hours of the organization** below.
     This is where you set business days, common start and end times, and custom time slots for each day.

What you will see on this page

- A selector at the very top called **Select Organization**.
- Fields such as **Organization Name**, **Organization Short Label**, **Organization Long Label (Spoken)**, **Address**, **City**, **State**, **Zipcode**, **Country**, **Timezone**, and **Fax number**.
- A checkbox to **Enable Two Factor Authentication**.
- Two text boxes named **Office Address (Spoken)** and **Office Hours (Spoken)** with a **Write with AI** button.
- A **Specify working hours of the organization** section with:
  - **Common Start Time** and **Common End Time**.
  - Day checkboxes for **Monday** to **Sunday**.
  - Per-day rows labeled **Monday Custom Times**, **Tuesday Custom Times**, and so on. Each row has **Start Time**, **End Time**, **Remove**, and **+ Add Custom Time Slot**.

Tip: If you see an **Edit** button at the bottom, click it to switch into edit mode before making changes. After you finish, click **Save** if it appears.

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