

# Company Management

June 2022





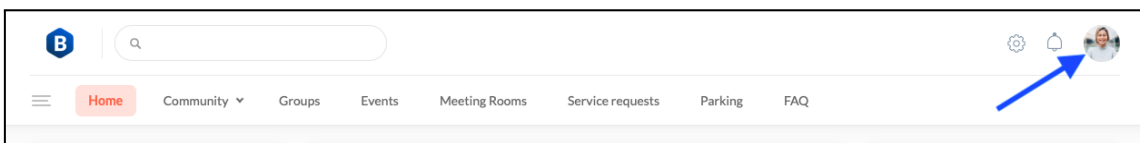
# 1. Login

Go to your platform URL. For example, [companyname.bisner.com](#) or the URL can be fully customised by the admins. In the case of the latter, please reach out to the person you had contact with about the platform login.

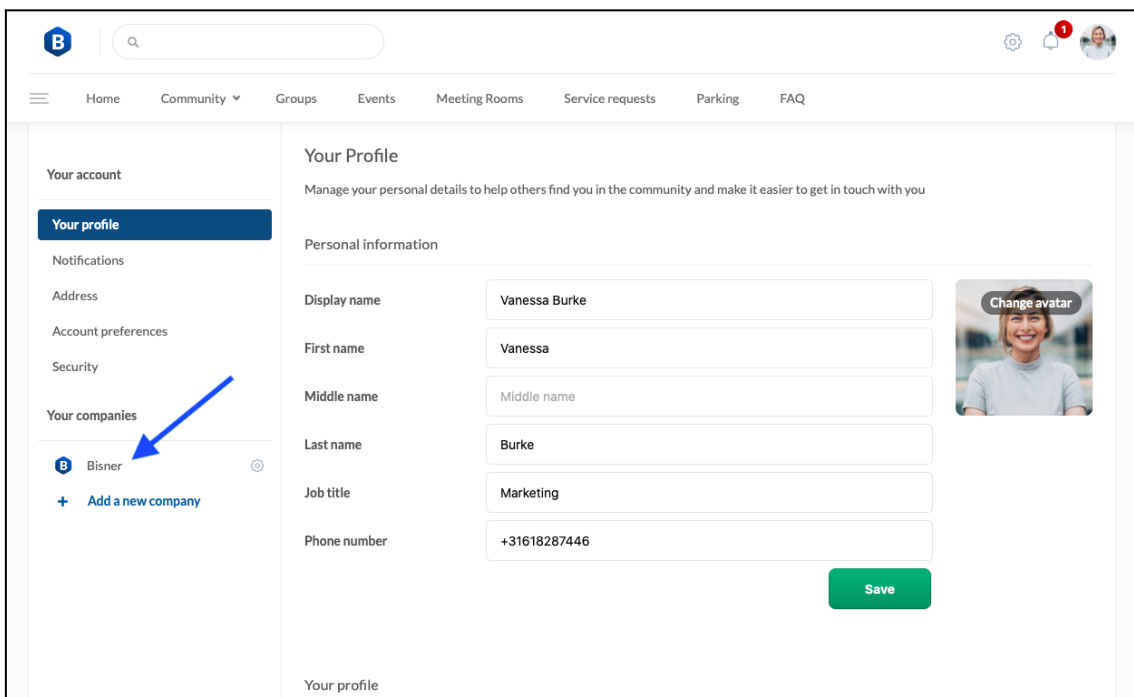
Login details are your [email address](#) and [password](#).

## 1.1 Update your member and company profile

Fill in your profile via the avatar on the right top corner.



Scroll down the page for all profile details.



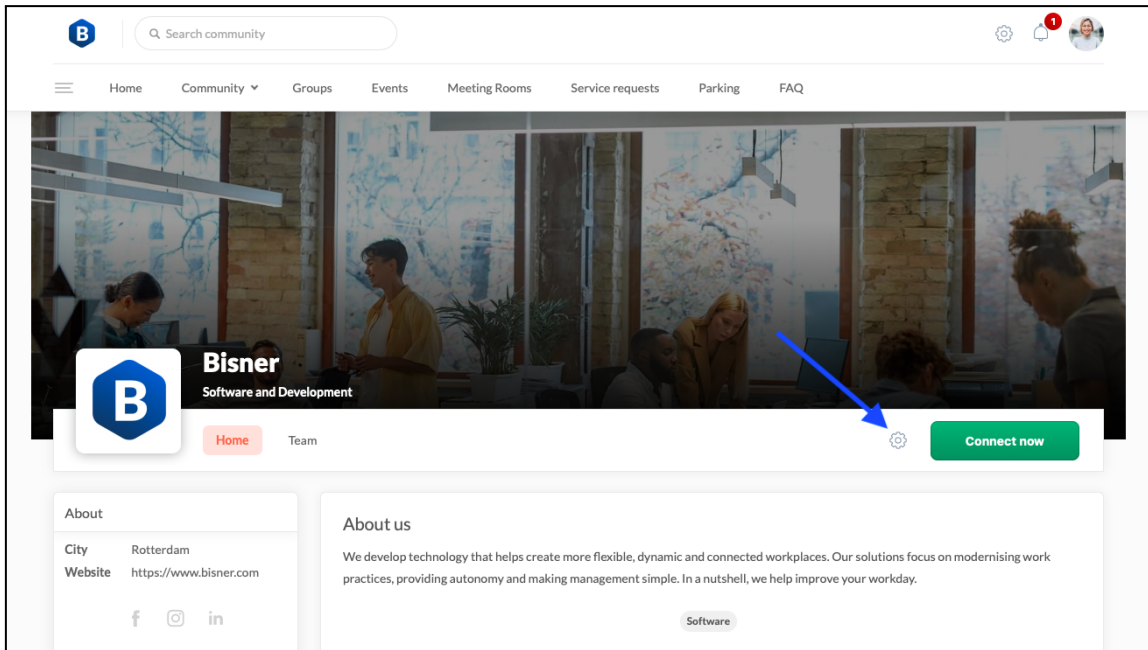
Update also your **company profile** via “Your companies”.

These details (*except phone number*) will appear on your member and company profile in the community. Your profile information helps other members learn about you and your company, making it easy to network and collaborate.

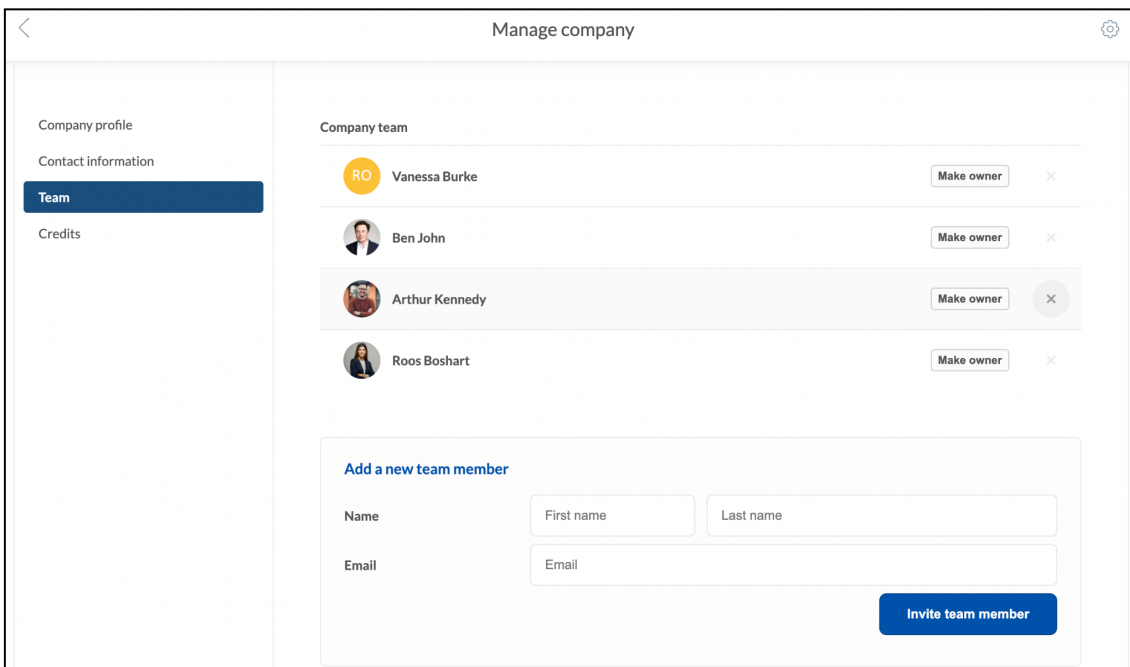


## 1.2 Add your team

Configure your company profile details via 



And add your employees via the form under “Team”



They will receive an **email with an invitation** to join the platform.



## 1.3 Manage company credits

Assign your company's credits to your team. If the credits are not distributed, everyone will share the credits from the company.

The screenshot shows a mobile application interface for managing company credits. The title bar at the top reads "Manage company" with a back arrow on the left and a settings gear on the right. A left-hand navigation menu is visible, with "Credits" highlighted in a dark blue bar. The main content area is titled "Credit settings" and contains the following information:

- Monthly available company credits: 20
- Credits left for the current month: 20
- Distributed credits profile section with a toggle switch for "Enable credits per member" which is currently turned on.
- Total distributed credits: 20
- A list of team members with their assigned credit values:
  - Kelly Kiraly: 10 (input field)
  - Stefan: 10 (dropdown menu)
- A green "Save" button at the bottom right.