How to change the account's owner





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Select General Settings

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Abridge		My Company			
		Ceneral Settings Manage your cool of the set	The state of the structure of the structure of the structure of the structure of the divisions, the structure of the divisions, locations and sub-locations.		
¢:		Scheduling Settings			
		Content of the second of the s	Constitution & Assignment The following settings apply to the entire company and will be used by default when creating new open shifts or replacements. You can specify settings by team, position and / or location using custom permissions.	ر کی Employee Mobility Define failback teams, positions and locations for a shift invitation when no regular employee is available.	
5 ⁹²		Payroll Settings			
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		Payroll and Time Off Setup the payroll periods, manage your time off types, overtime rules and shift premiums.	C Time and Attendance Configue Imasheet, approve reminders and eith permission. Actuate web and mobile time clocks for specific terms, locations and positions and define validation rules for clocking entries.		

4 Scroll down to the Account owner settings and click on the pen icon.

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ompany Name				
Name Abridge	EN			
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e recommend using a logo of 500px X 500px minimum.				
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me Zone				
ur company's timezone will be set as default for all new ne for each individual location if necessary.	v locations. However, you can select a different time			
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(UTC-05:00) Toronto				
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Loguop I I French Coopieb				
🖌 English 📋 French 📋 Spanish				
CCOUNT Owner				
English French Spanish cocount Owner ame	Email	Phone	Status	
	Email demovolla@gmail.com	Phone (438) 883-4544	Status	
English French Spanish ccount Owner ame Diane Smith ruli-Time	Email demovolla@gmail.com	Phone (438) 883-4544	Status Active	(

Click "Choose new company owner".

Company Name				
Name Abridge	EN			
Logo				
We recommend using a logo of 500px X 500px mini	mum.			
	Change your company owner			
Time Zone Your company's timezone will be set as default for rome for each individual location if necessary. Time Zone (UTC-05:00) Toronto	Choose new company owner The account owner is an administrator of your company. The owner receipt communications and cannot be deleted by another administrator.	ves all billing related		
Languages		Cancel Save		
Account Owner				
Name	Email	Phone	Status	

Select your new account owner.

	Change your company owner	×
Time Zone Your company's timezone will be set as default fo zone for each individual location if necessary.	Choose new company owner	~
Time Zone (UTC-05:00) Toronto	Q DG David Genest	
Languages	Diane Smith	
Account Owner	Elon Musk - 123	
Name Diane Smith Full-Time	Isabelle Lemieux - 111	33-4544
-	Jennifer Fernandes - 2298	
Account Administrators	Jenniter Fernandes - 2298	

7 Once you have selected your account's owner, click on the save button.

	General Settings						
^	Company						
	Company Name						
	Name Abridge	EN					
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Off		Change your company owner					
	Time Zone						
	Your company's timezone will be set as default for a zone for each individual location if necessary.	Diane Smith	~				
	Time Zone (UTC-05:00) Toronto						
	Languages		Cancel Save				
	English 🗌 French 🗋 Spanish						
	Account Owner						
	Name	Email	Phone	Status			
	Diane Smith Full-Time	demovoila@gmail.com	(438) 883-4544	Active	1		
	Account Administrators				Add a new admin		
	Name 🛧	Email	Phone	Status			
	Anne Bonesso ID: 2205 - Full-Time	demovoila+bonesso@gmail.com		Active	U		
	Account Administrators Name ↑	Email demovolia+bonesso@gmail.com	Phone	Status Active	Add a ner		