

General Settings

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General Settings allow you to set general tenant wide settings

Viewing or Editing General Settings

To view or edit General Settings:

1. Open the tenant administration page [more](#)
2. In the Left Navigation Area, select **Settings**. The Settings expand to display list.
3. Select **General Settings**. The existing General Settings display.
4. Select **Edit** in top right corner.
5. Make the desired change (see settings below):
6. Select **Save** to save the settings.

General Settings

Setting	Description
Currency symbol	The currency symbol set here will reflect in all the places where currency is displayed within ReadNow
Tenant theme	The general theme for the entire tenant. See Themes
Financial year start month	Set the financial year start month which affects the "FY" Analyser conditions
Disable communication	When checked, all email or SMS communications are prevented from being sent from ReadNow
Disable console session timeout	<p>When checked, the console session timeout will be disabled (i.e session timeout will not occur).</p> <p>Note: applies when logging on using standard ReadNow credentials or any external identity providers such as OpenID Connect or SAML.</p> <p>Note: session timeout is 60 mins.</p>
Disable API Callouts	When Checked workflows are not permitted to call external APIs.

Setting	Description
Time zone	<p>Tenant time zone setting is used in situations where there is no time context given.</p> <p>For example, when a workflow is scheduled rather than being triggered manually certain workflow activities default back to the default time zone, unless a tenant time zone has been set.</p> <p>The following operations use the tenant time zone:</p> <ol style="list-style-type: none">1. Right-click actions2. Calculations3. Workflow: API Callout activity4. Workflow: Export to activity5. Workflow: Generate Document activity6. Workflow: Get Records activity <p>Please contact support to verify the default time zone, when this setting is not selected.</p>