

# 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 <a href="#">Themes</a>
Financial year start month	Set the financial year start month which affects the "FY" <a href="#">Analyser</a> conditions
Disable communication	Disabling communications effectively prevents the tenant from sending out any data. This includes: email, SMS; API Callouts: exporting of files to endpoints through FTP/SFTP.
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>

Setting	Description
Disable API Callouts	<p>Workflows are not permitted to call external APIs when Disable API Callouts is checked.</p> <p>However, if communications are disabled, API callouts will also be disabled, regardless of the setting of the Disable API Callouts checkbox</p>
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"><li>1. Right-click actions</li><li>2. Calculations</li><li>3. Workflow: API Callout activity</li><li>4. Workflow: Export to activity</li><li>5. Workflow: Generate Document activity</li><li>6. Workflow: Get Records activity</li></ol> <p>Please contact support to verify the default time zone, when this setting is not selected.</p>