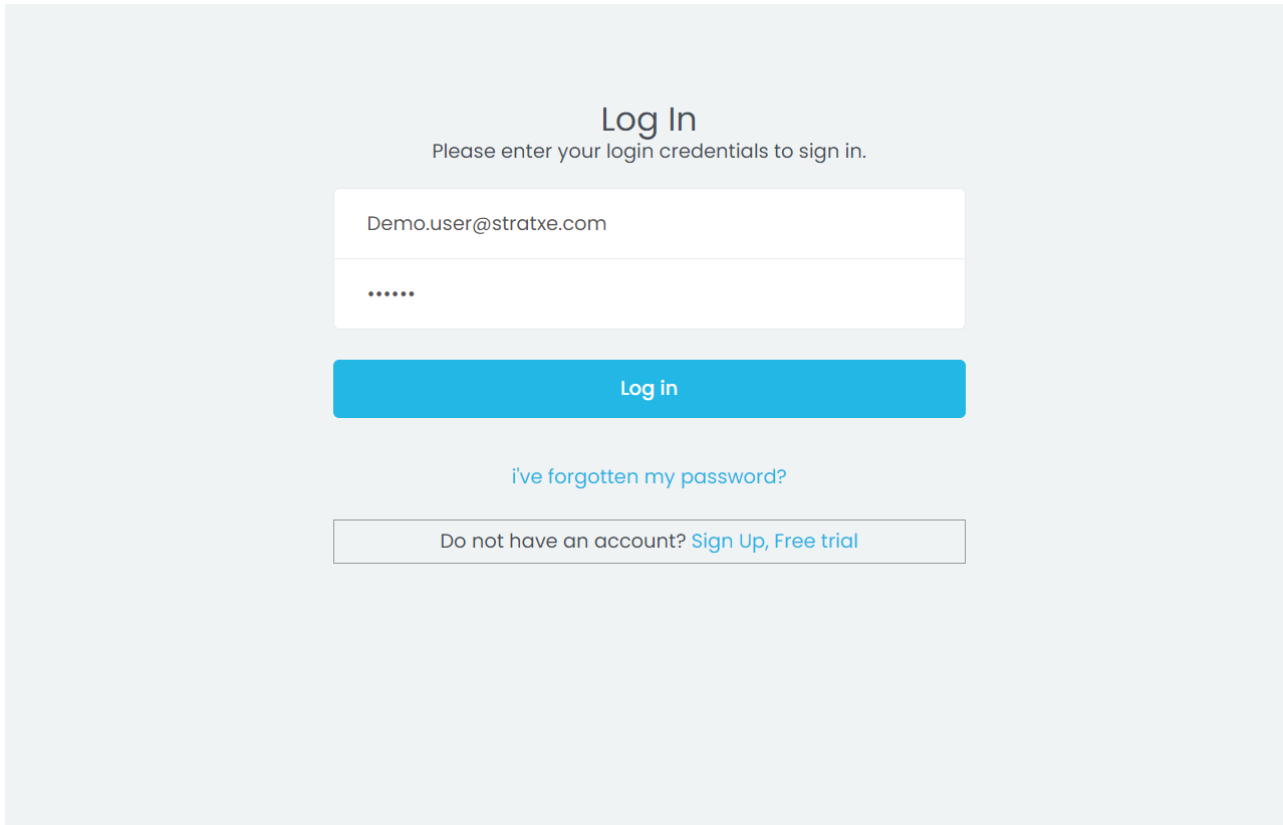


Company Set-up

- Setting up your organisation

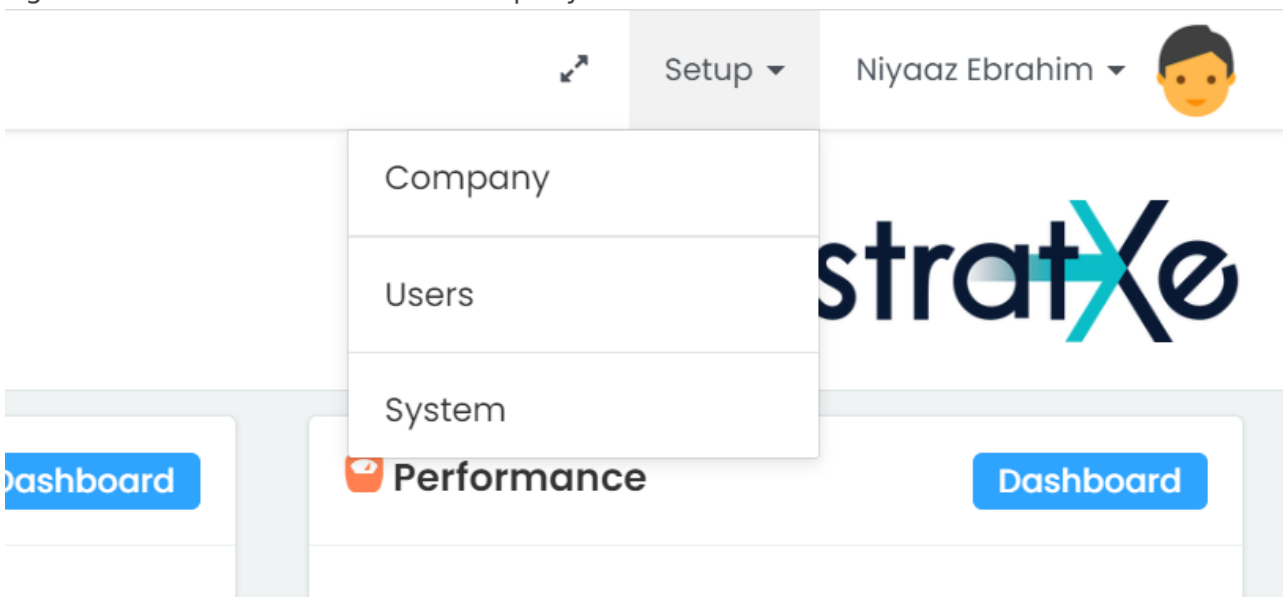
Setting up your organisation

1. Go to www.stratxe.com, enter your login details and click "Log in".



The image shows the login page of the StratXe application. It has a light gray background. At the top center, the text "Log In" is displayed in a bold, dark font. Below it, a smaller line of text says "Please enter your login credentials to sign in." There are two input fields: the first contains the email address "Demo.user@stratxe.com", and the second contains a masked password ".....". Below these fields is a prominent blue button with the text "Log in" in white. Underneath the button, there is a link in blue text that says "i've forgotten my password?". At the bottom of the form area, there is a light gray box containing the text "Do not have an account? [Sign Up, Free trial](#)".

2. Once logged in, to begin setting up your organization, click the "Setup" button in the top right hand corner and click on "Company".



- 3.

From the Company page, you can populate your company's details in the relevant fields.



Company Details
Demo Company

stratXo

[Details](#) [Policies](#) [Support Contacts](#)

Organization Name

Organization Division

Organization Reporting
Period

July ▼

Performance Reporting
Period

January ▼

Performance Review
Frequency

☐ Annually
☒ Bi-Annually
☐ Quarterly

4. You can also select your organizations performance and reporting periods.

**Organization Reporting
Period**

July ▼

**Performance Reporting
Period**

January ▼

**Performance Review
Frequency**

☐ Annually
☒ Bi-Annually
☐ Quarterly

5. Once your organizations reporting periods are set, you can also set the frequency of performance reviews.

**Performance Review
Frequency**

☐ Annually
☒ Bi-Annually
☐ Quarterly

6. The company logo can be added by clicking on "Choose a file", opening a window for you to choose the appropriate image (png, jpeg, jpg) from your file explorer.

Organization Logo



Select an image file

No file chosen

7. Select the appropriate time zone by clicking on drop down trigger to search for and select the relevant time zone.

Organization Logo



Select an image file

No file chosen

Timezone

Africa/Johannesburg

8. Lastly, you can select the strategic tools the organization will use by checking the appropriate boxes, and then click "Update" to save all changes.

Strategic Tools

☐

SWOT

☐

PESTLE

☐

Business Model Canvas

☐

Porter's Five Forces