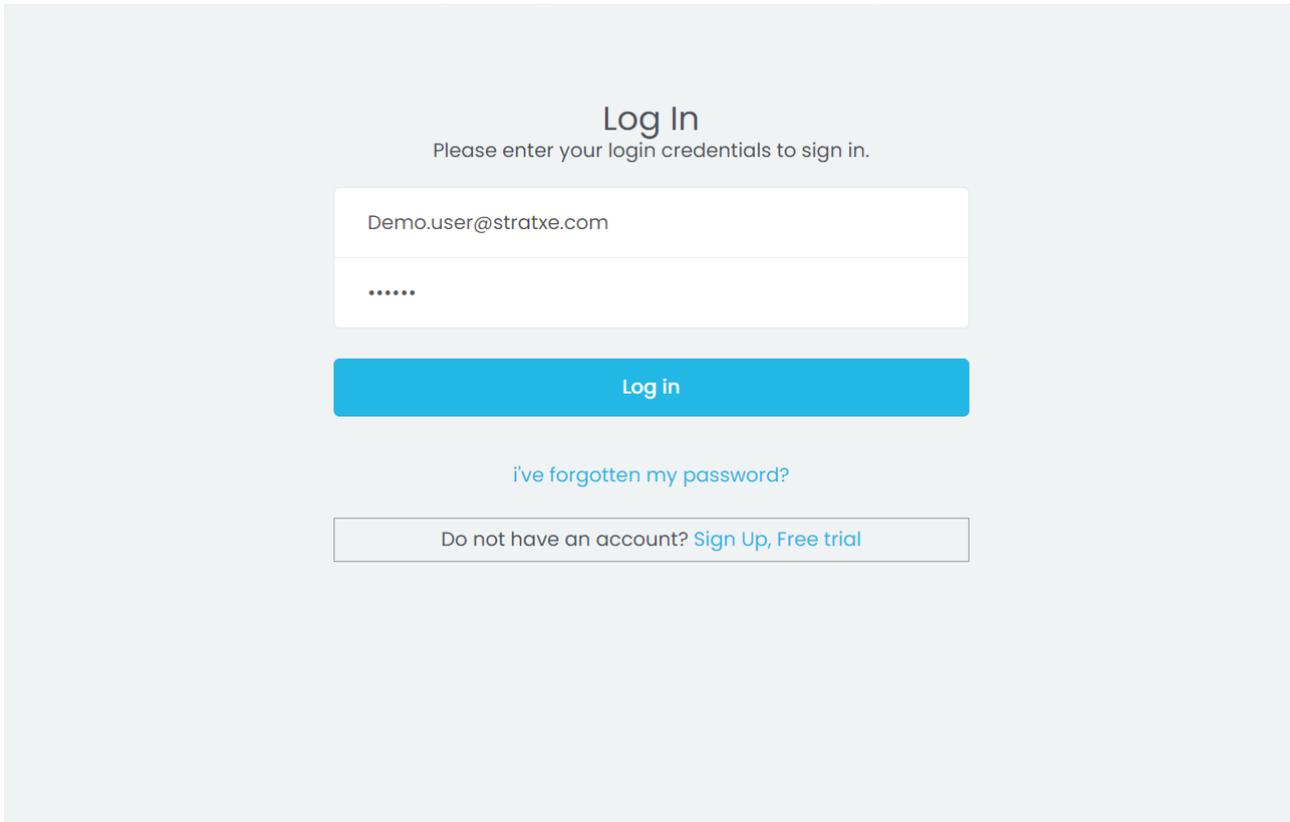


Company Set-up

- Setting up your organisation

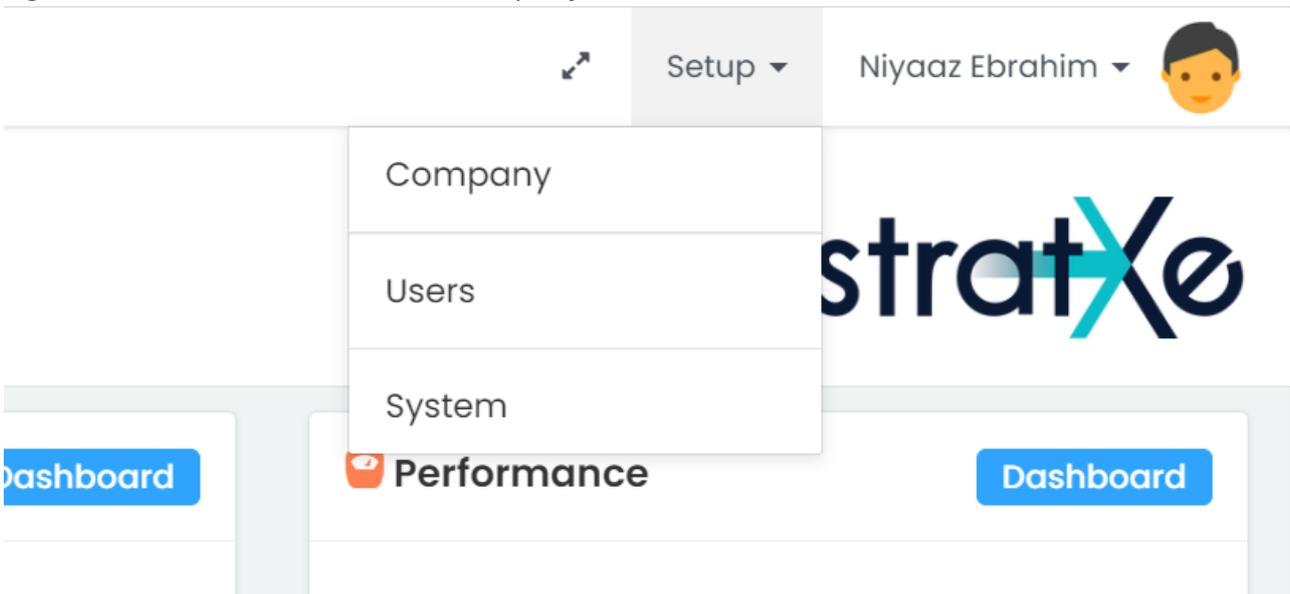
Setting up your organisation

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



The screenshot shows the login page for Stratxe. At the top, it says "Log In" and "Please enter your login credentials to sign in." Below this, there are two input fields: the first contains the email address "Demo.user@stratxe.com" and the second contains masked characters ".....". A blue "Log in" button is positioned below the password field. Underneath the button, there is a link that says "i've forgotten my password?". At the bottom of the form, there is a 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



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

Organization Name

Organization Division

Organization Reporting Period

Performance Reporting Period

Performance Review Frequency Annually Bi-Annually Quarterly

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

Organization Reporting Period

Performance Reporting Period

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

Choose 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

Choose 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

Update