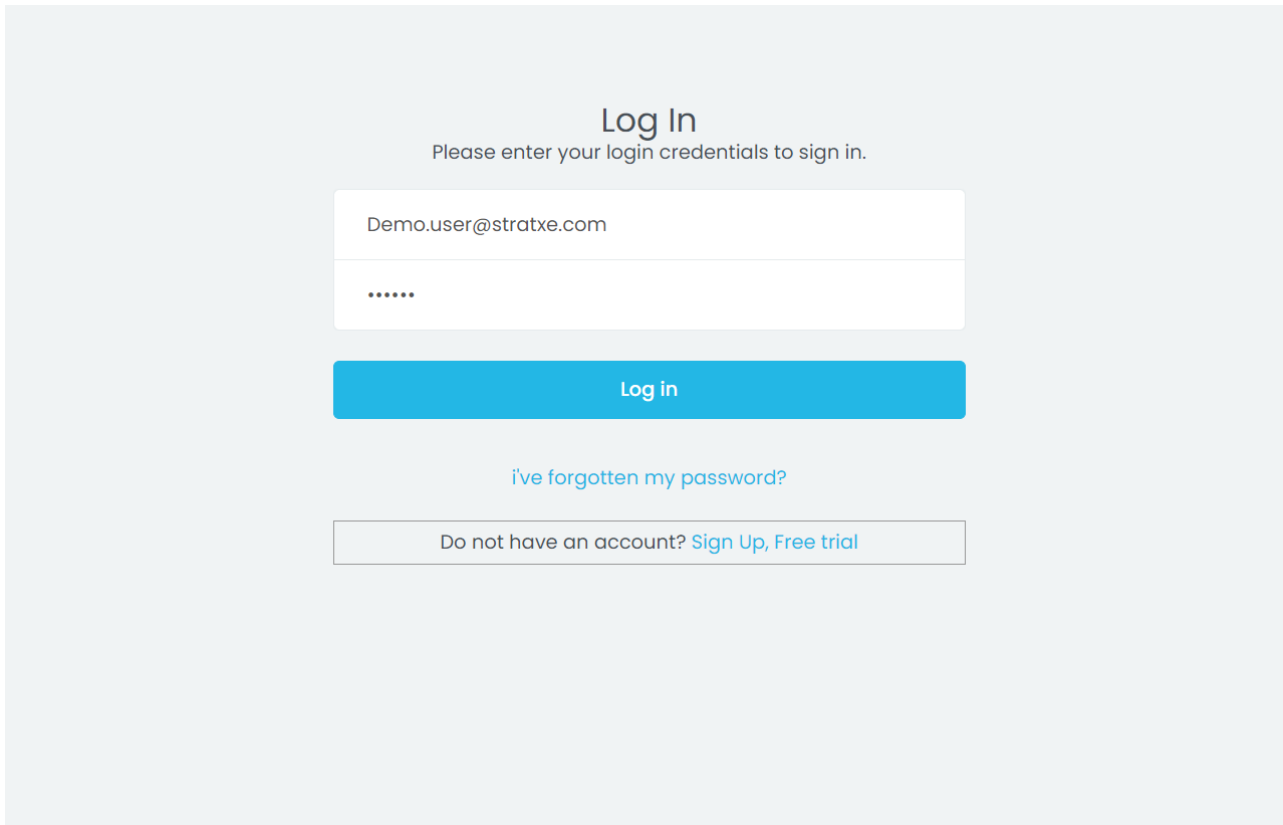


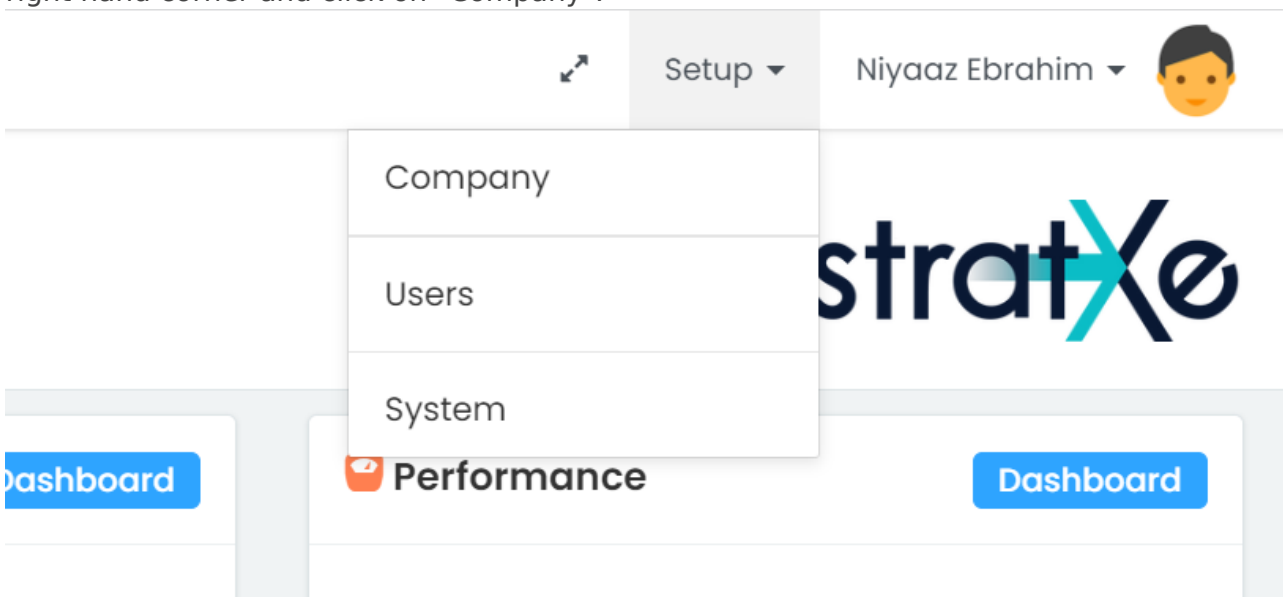
# Setting up your organisation

1. Go to [www.stratxe.com](http://www.stratxe.com), enter your login details and click "Log in".



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



Organization Name Demo Company

Organization Division 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

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

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