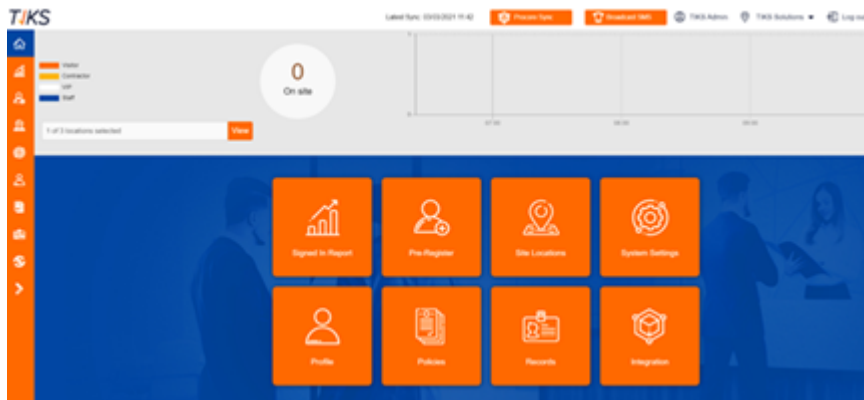
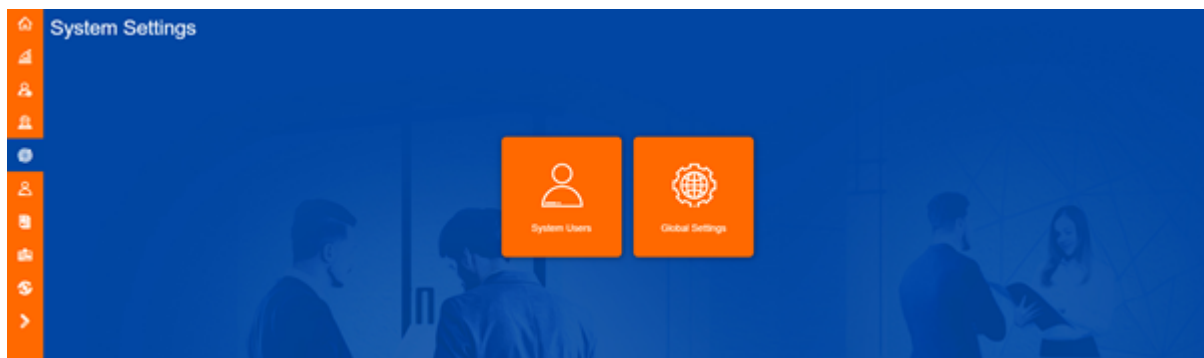


What does the “Global Settings” tile do?

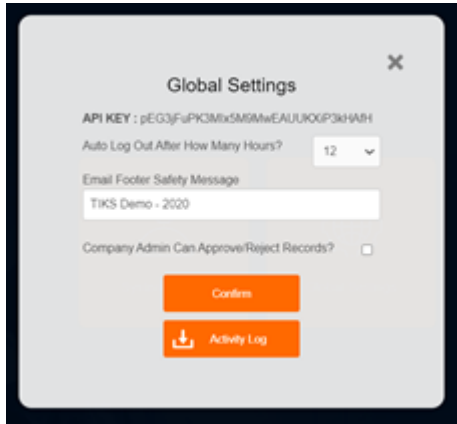
From the Admin Dashboard, click the System Settings tile.



Then click the "Global Settings" tile.



You will see the following settings that can be reviewed.

A screenshot of a 'Global Settings' dialog box. The dialog has a title bar with a close button (X). Inside, the 'API KEY' is displayed as 'pEG3jFuPK3Mix5M9MwEAUUKGP3kH4BH'. Below this, 'Auto Log Out After How Many Hours?' is set to '12' with a dropdown arrow. The 'Email Footer Safety Message' field contains 'TIKS Demo - 2020'. A checkbox for 'Company Admin Can Approve/Reject Records?' is currently unchecked. At the bottom, there are two orange buttons: 'Confirm' and 'Activity Log' (which includes a download icon).

- View the API Key
- Review/edit the auto log out timing - from 1 to 24 hours
- Review/edit the system email footer message
- Select whether a contractor's admin can approve records or not
- Download an "Activity Log"

Revision #1

Created 3 years ago by [Admin](#)

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