

Company & Settings

Company details, departments and job roles, and the settings every module reads from.

- [Company, departments and job roles](#)
- [General settings](#)
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Company, departments and job roles

Before you add employees, it helps to have your organisation's structure in place: the company record itself, its departments, and the job positions and job roles people will be assigned to. These live under **Settings** → **Base**.

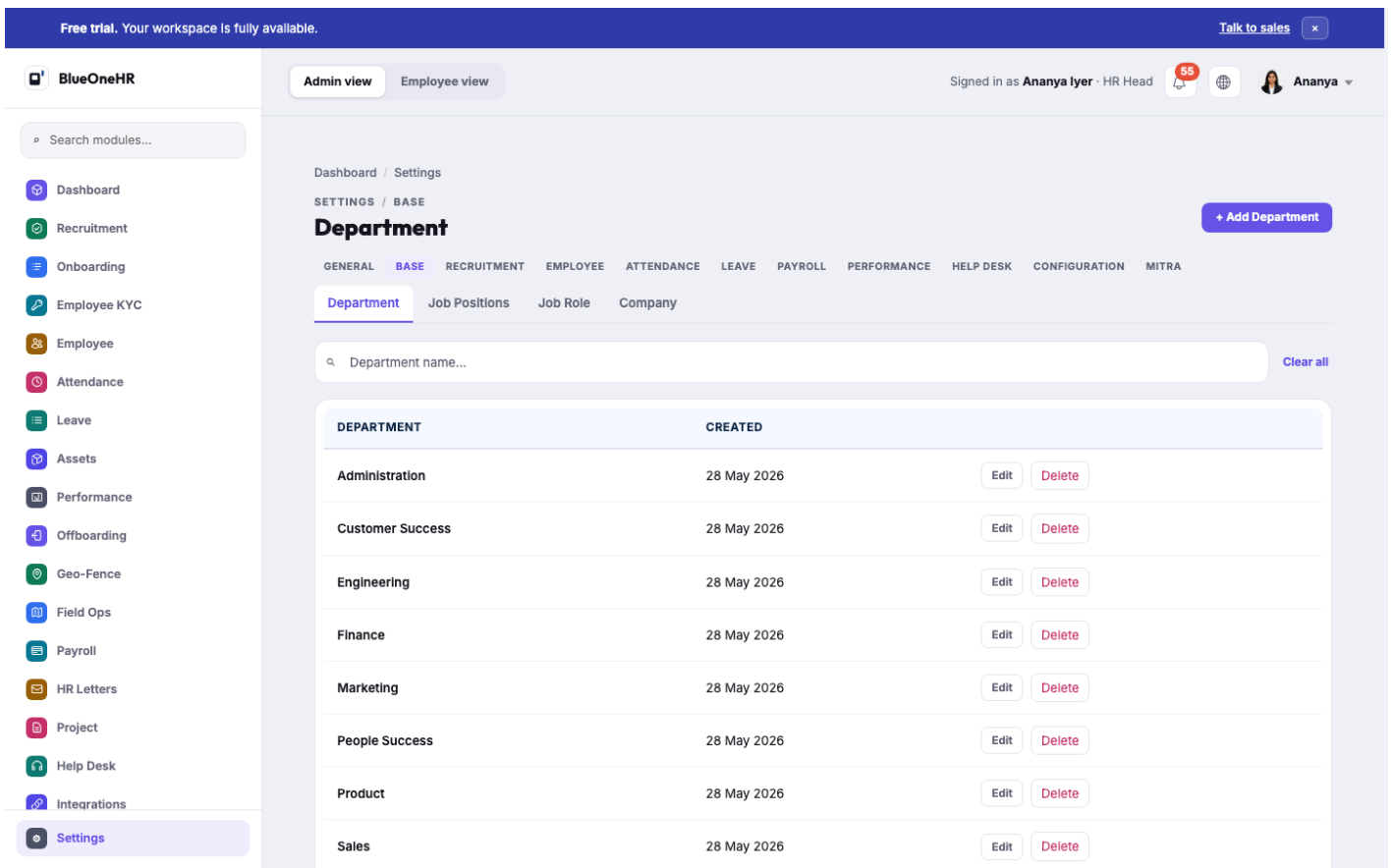
https://www.youtube-nocookie.com/embed/6MJ2knj_jGU

[Set up your organisation: company, departments, job roles](#)

Company

Settings → **Base** → **Company** lists the company record — name, headquarters flag, city, country and date format. Your organisation's primary record is marked **HQ**. Use **Edit** to correct it, or **Add Company** if your BlueOneHR workspace covers more than one legal entity.

This section is marked **Sensitive** in the product itself: company identity underlies every other record, so changes here are worth making deliberately rather than as a quick fix.



The screenshot above shows the **Department** tab; **Company** is the adjacent tab carrying the row described above.

Departments

Settings → Base → Department is a flat list of department names — Engineering, Finance, Marketing, and whatever else your organisation uses. **Add Department** to create one; **Edit** or **Delete** an existing one. Departments are what the Employees list groups and filters by, and what a contract records against an employee.

Job Positions and Job Role

Alongside Department are **Job Positions** and **Job Role** — two related but separate lists. BlueOneHR keeps them apart deliberately: a job **position** is the seat itself (for example, "Software Engineer"), while a job **role** groups the responsibilities and permissions that come with it. Set both up before you need to assign an employee to either.

What happens next

None of this is required before you can add a single employee — department and job position fields on the employee form are simply blank until you create the values first. It matters most once you have more than a handful of people, when filtering, reporting and payroll all lean on this structure being in place.

Related

- [Adding an employee](#)
- [General settings](#)

General settings

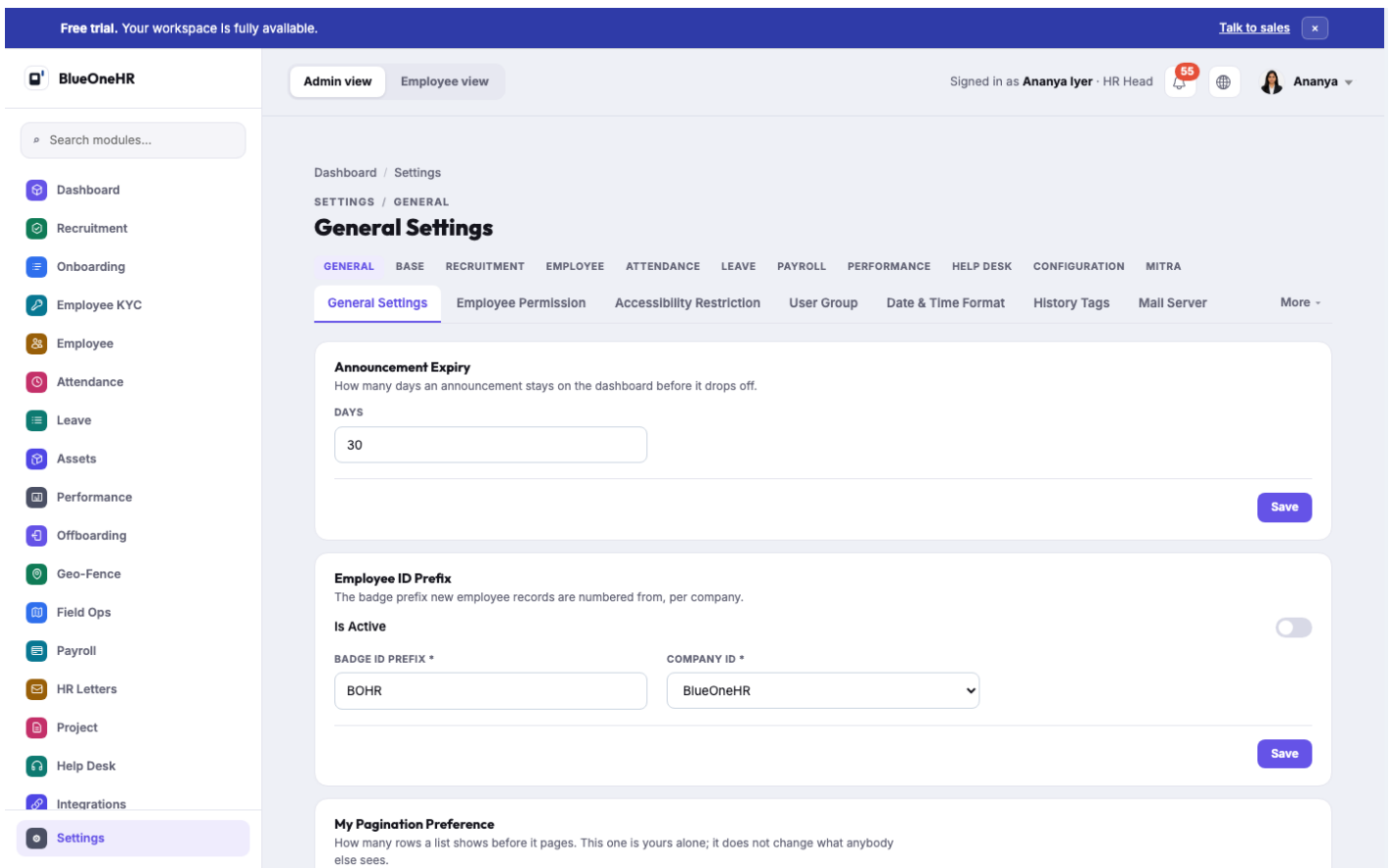
Settings → General is the home for organisation-wide behaviour that does not belong to any one module: how long announcements stay visible, how employee badge IDs are numbered, who can do what, and how dates and times are displayed.

https://www.youtube-nocookie.com/embed/zA_LRC0ImtI

[Find your way around Settings](#)

What lives here

Setting	What it controls
Announcement Expiry	How many days an announcement stays on the dashboard before it drops off.
Employee ID Prefix	The badge prefix new employee records are numbered from, per company — for example <code>B0HR</code> producing <code>B0HR0022</code> . Can be turned off if you assign badge IDs a different way.
My Pagination Preference	How many rows a list shows before it pages, for your own account only — it does not change what anyone else sees.
Employee Permission	Permissions granted to one specific employee outside of a group — see Roles and permissions .
User Group	Named bundles of permissions applied to several employees at once — see Roles and permissions .
Accessibility Restriction	Accessibility-related access controls.
Date & Time Format	How dates and times are displayed across the product.



The other settings tabs

General is one of several top-level tabs under Settings, alongside **Base** (company, departments, job roles — see [Company, departments and job roles](#)), **Recruitment**, **Employee**, **Attendance**, **Leave**, **Payroll**, **Performance**, **Help Desk**, **Configuration**, and **Mitra**. Each module keeps its own configuration under its own tab rather than everything being flattened into one long settings page — if you are looking for a leave-type setting, it lives under the Leave tab, not General.

Related

- [Company, departments and job roles](#)
- [Roles and permissions](#)

Multiple approvals

Settings → **Configuration** → **Multiple Approvals** is where a condition is defined that sends a leave request through extra approvers. This page tours the list and the form for a new condition.

https://www.youtube-nocookie.com/embed/j2SjbJ_Kspo

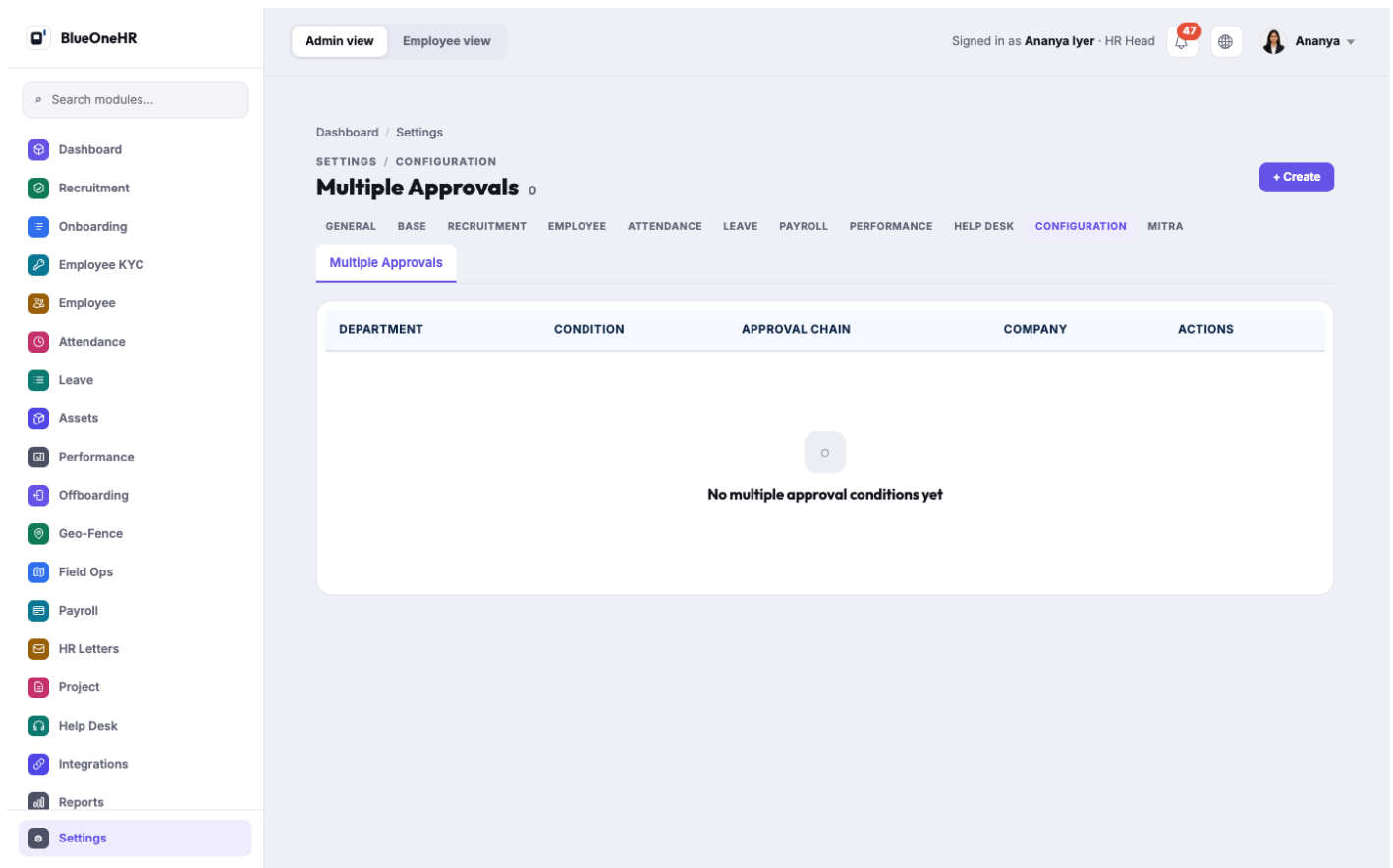
[Find Multiple Approvals in Settings \(a tour\)](#)

Open it

1. Select **Settings** in the sidebar.
2. Select the **Configuration** tab in the row of tabs under the page title (the row runs from **General** to **Mitra**).
3. **Multiple Approvals** opens as the only sub-tab.

The conditions list

The page shows a count beside the title and a table with the columns **Department**, **Condition**, **Approval Chain**, **Company** and **Actions**. When nothing has been set up, the count reads 0 and the table says **No multiple approval conditions yet**. A **+ Create** button sits at the top right.



The Create form

+ Create opens **Create Multiple Approval Condition**. The line at the top of the form reads: "Routes a leave request through extra approvers when it meets the condition you set here. Leave Requested Days is the only condition available at present."

Field	Notes
Department (required)	Starts on Select Department .
Condition Field (required)	Starts on Select Condition field ; the only choice is Leave Requested Days .
Condition Operator (required)	Starts on Equal (==) . The choices are Equal, Not Equal, Range, Less Than, Greater Than, Less Than or Equal To, Greater Than or Equal To and Contains.
Condition Value	Used unless the operator is Range .
Range Start Value and Range End Value	The two boxes for a range.
Company (required)	Starts on Select Company .
Approval Manager (required)	A list that starts on Reporting Manager , followed by employees.

The **Create** button at the bottom of the form saves the condition.

BlueOneHR

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Signed in as Ananya Iyer · HR Head47Ananya

Dashboard / Settings

SETTINGS / CONFIGURATION

Create Multiple Approval Condition

Routes a leave request through extra approvers when it meets the condition you set here. Leave Requested Days is the only condition available at present.

DEPARTMENT *

Select Department

CONDITION FIELD *

Select Condition field

CONDITION OPERATOR *

Equal (==)

CONDITION VALUE (USED UNLESS OPERATOR IS RANGE)

Condition Value

RANGE START VALUE

Starting Value

RANGE END VALUE

Ending Value

COMPANY *

Select Company

APPROVAL MANAGER *

Reporting Manager

Create

Not confirmed

- No condition was saved while writing this page, so how a saved condition looks in the list, what **Actions** offers, and how a condition changes the way a leave request is approved were not tried. For what an approver sees, see [Approving and rejecting leave](#).
- Whether more than one approval manager can be chosen when a condition is first created was not confirmed; the form shows a single **Approval Manager** field.
- Access for roles other than HR Head was not checked.

Related

- [Approving and rejecting leave](#)
- [General settings](#)