

General settings

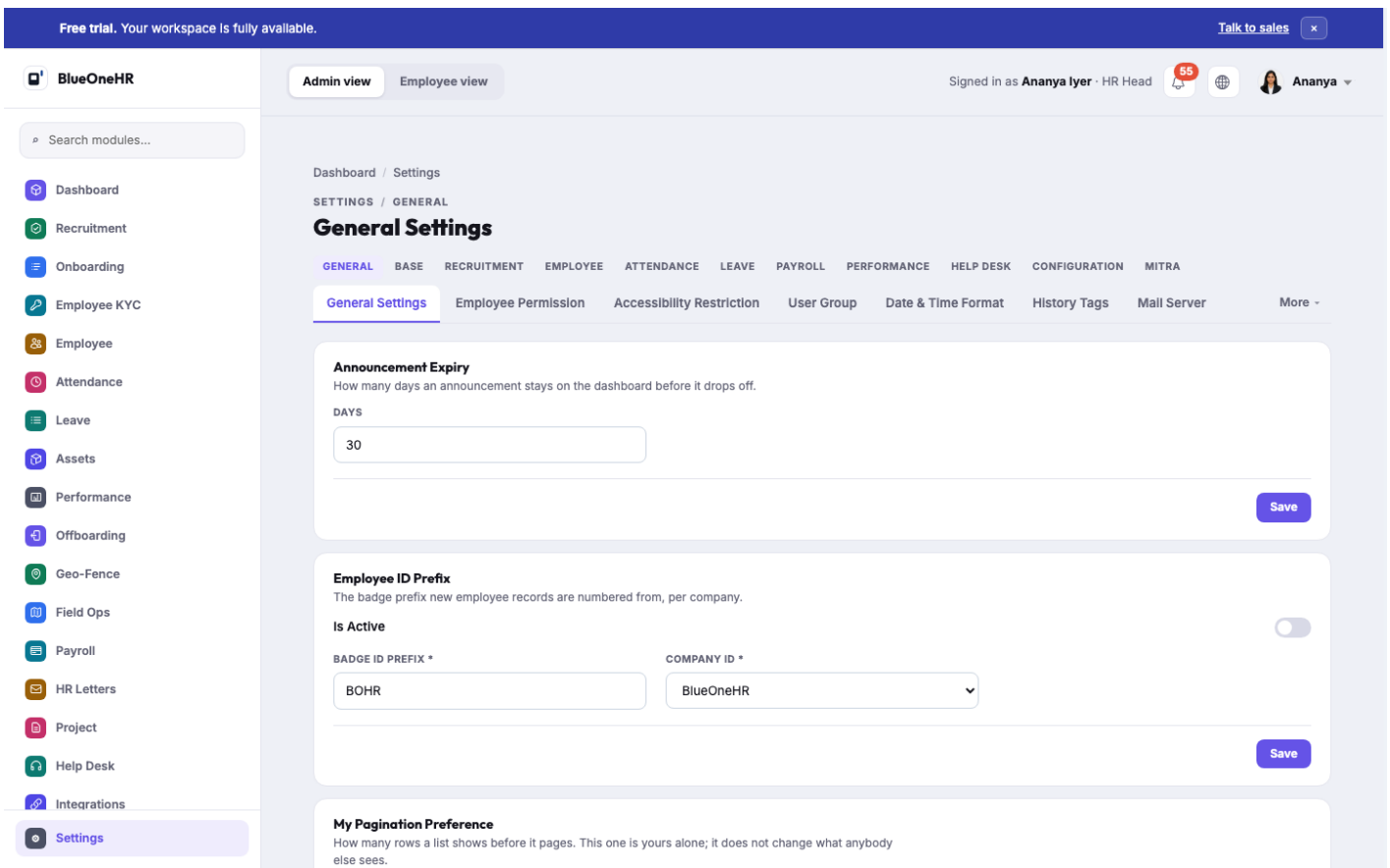
Settings → General is the home for organisation-wide behaviour that does not belong to any one module: how long announcements stay visible, how employee badge IDs are numbered, who can do what, and how dates and times are displayed.

https://www.youtube-nocookie.com/embed/zA_LRC0lmtI

[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>BOHR</code> producing <code>BOHR0022</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](#)