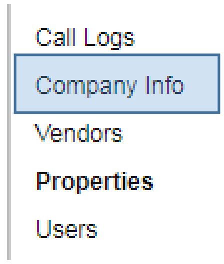
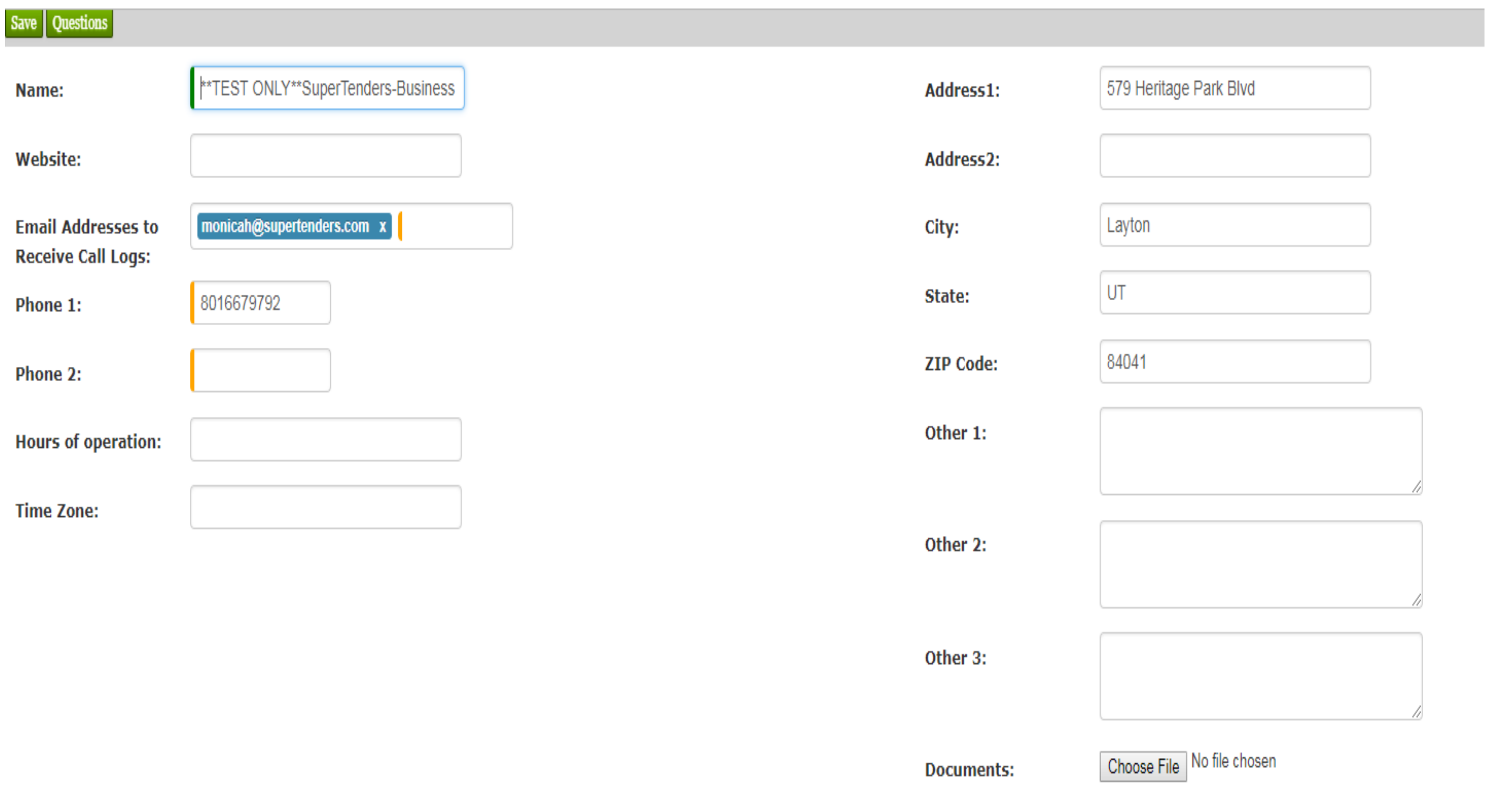
Accessing/Updating your Company Info in the SuperTender's CRM

Select 'Company Info' from the main navigation.



This will show you the information that was uploaded to your portfolio during your setup and onboarding.



You are able to edit all information that is in a white box. Remember to click "save"

The e-mail addresses to receive call logs will receive all notes for the calls. Please be sure the correct address is in this field. You may enter as many e-mails as you would like to receive the notes.

The "Questions" option will allow you to see what company policies we have entered during your onboarding.

Information in the "Other 1,2,3" boxes will show up on every call in your portfolio for all calls that come into the call center.

To change any of your company policies or for assistance updating your company information, you can contact us at updates@supertenders.com or solutions@supertenders.com.