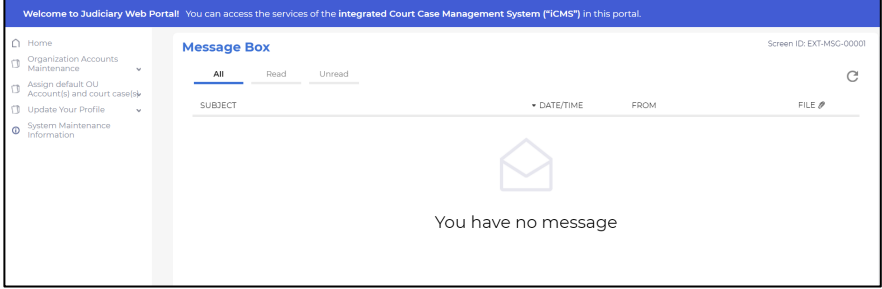
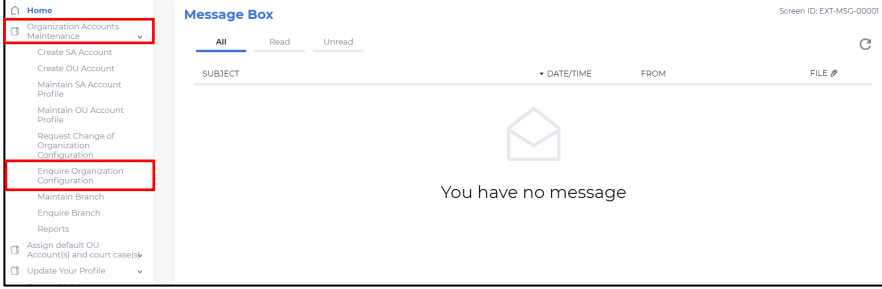
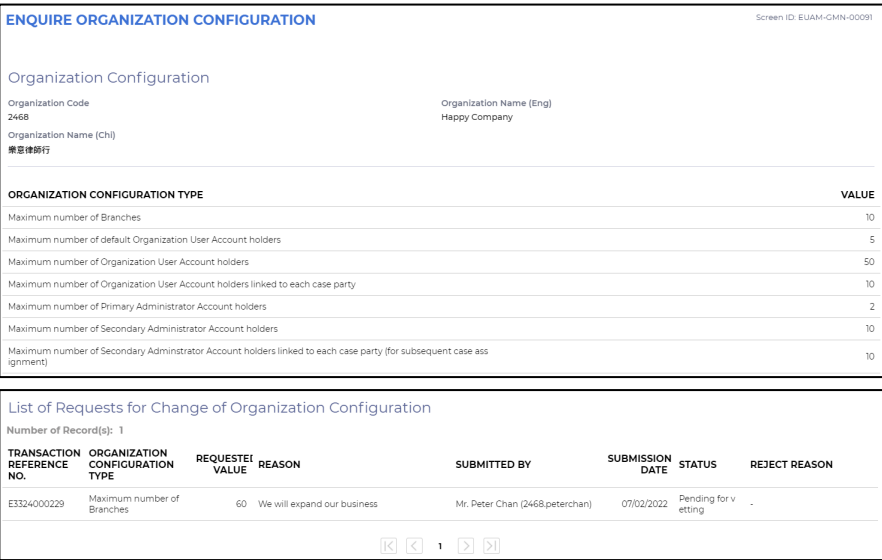


## Enquire organization configuration

This step-by-step guide outlines the general process required to enquire organization configuration by PA(s) and SA(s). It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

Item	Process	Related screenshots for reference
1.	<p><b><u>Login user account</u></b>  <i>[Note: Please refer to the step-by-step guide <b>Account Login and Logout</b> for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
2.	<p><b><u>Organization Accounts Maintenance</u></b></p> <p>Under Main Menu &gt;                      Organization Accounts Maintenance &gt;</p> <p>Select “Enquire Organization Configuration” &gt;</p>	<p>The landing page of PA Account or SA Account after logged-in is displayed</p> 

Step-by-step guide - “Enquire organization configuration”

Item	Process	Related screenshots for reference																																
3.	<p><b><u>Organization Configuration details &amp; others</u></b></p> <p>Full list of Organization Configuration types and respective values, and list of requests made relating to change of organization configuration are shown.</p>	<p>The “Enquire Organization Configuration” screen is displayed”</p>  <p><b>ENQUIRE ORGANIZATION CONFIGURATION</b> <span style="float: right;">Screen ID: EUAM-GMN-00091</span></p> <p>Organization Configuration</p> <p>Organization Code: 2468      Organization Name (Eng): Happy Company</p> <p>Organization Name (Chi): 樂喜律師行</p> <table border="1"> <thead> <tr> <th>ORGANIZATION CONFIGURATION TYPE</th> <th>VALUE</th> </tr> </thead> <tbody> <tr> <td>Maximum number of Branches</td> <td>10</td> </tr> <tr> <td>Maximum number of default Organization User Account holders</td> <td>5</td> </tr> <tr> <td>Maximum number of Organization User Account holders</td> <td>50</td> </tr> <tr> <td>Maximum number of Organization User Account holders linked to each case party</td> <td>10</td> </tr> <tr> <td>Maximum number of Primary Administrator Account holders</td> <td>2</td> </tr> <tr> <td>Maximum number of Secondary Administrator Account holders</td> <td>10</td> </tr> <tr> <td>Maximum number of Secondary Administrator Account holders linked to each case party (for subsequent case assignment)</td> <td>10</td> </tr> </tbody> </table> <p>List of Requests for Change of Organization Configuration</p> <p>Number of Record(s): 1</p> <table border="1"> <thead> <tr> <th>TRANSACTION REFERENCE NO.</th> <th>ORGANIZATION CONFIGURATION TYPE</th> <th>REQUESTED VALUE</th> <th>REASON</th> <th>SUBMITTED BY</th> <th>SUBMISSION DATE</th> <th>STATUS</th> <th>REJECT REASON</th> </tr> </thead> <tbody> <tr> <td>E3324000229</td> <td>Maximum number of Branches</td> <td>60</td> <td>We will expand our business</td> <td>Mr. Peter Chan (2468,peterchan)</td> <td>07/02/2022</td> <td>Pending for vetting</td> <td>.</td> </tr> </tbody> </table>	ORGANIZATION CONFIGURATION TYPE	VALUE	Maximum number of Branches	10	Maximum number of default Organization User Account holders	5	Maximum number of Organization User Account holders	50	Maximum number of Organization User Account holders linked to each case party	10	Maximum number of Primary Administrator Account holders	2	Maximum number of Secondary Administrator Account holders	10	Maximum number of Secondary Administrator Account holders linked to each case party (for subsequent case assignment)	10	TRANSACTION REFERENCE NO.	ORGANIZATION CONFIGURATION TYPE	REQUESTED VALUE	REASON	SUBMITTED BY	SUBMISSION DATE	STATUS	REJECT REASON	E3324000229	Maximum number of Branches	60	We will expand our business	Mr. Peter Chan (2468,peterchan)	07/02/2022	Pending for vetting	.
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