General Settings

[Video Tutorial](#)

Section **General Settings** is divided into 5 sub-sections where you can configure options and settings that are global for all users. It allows to set up general appearance of the system in a way that some information is displayed as well as default content of some documents, etc…

Manage Leon Account

This page is available to users with **admin privileges only**.

Here admins can manage subscription plan: accept terms & conditions, add payment details, credit card details or billing information

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