

# Organization Default Settings - An Overview

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**Organization Defaults** allow you to pre-fill fields in your database with your specific information - this is a great time saver!

There are several defaults that control how your database behaves, e.g. whether or not you allow future enrollments. Others control how some fields display, e.g. the student age format (month/year or year only).

These settings are accessed from *Tools (menu) > Edit Settings > Organization Defaults (left menu)* and have been organized into categories according to the areas of the database they affect.



*After adding new settings, it is necessary to logout and back in again to see the setting change.*

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