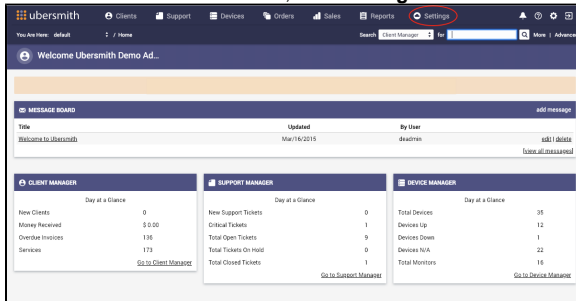


Configuring Currency and Measurements

You can configure your local currency and measurement unit system on this page.

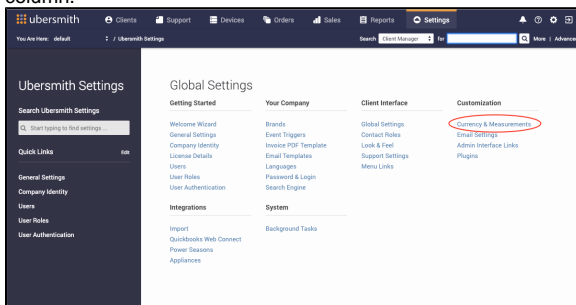
Access the Currency & Measurements Page

1. From the *Ubersmith Dashboard*, click **Settings**.



The *Ubersmith Settings* page appears.

2. From the *Global Settings* section, click **Currency & Measurements** from the *Customization* column.



The *Currency & Measurements* page appears.

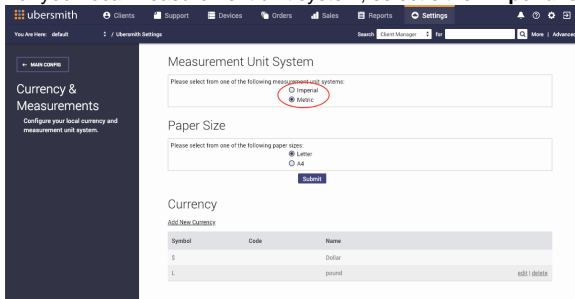
On this page:

On this page:

- Access the Currency & Measurements Page
- Complete the Measurement Unit System Section
- Complete the Paper Size Section
- Complete the Currency Section
 - Adding Currency
 - Managing Currency
 - Editing Currency
 - Deleting Currency
- Save Your Configuration Settings
- Related Topics

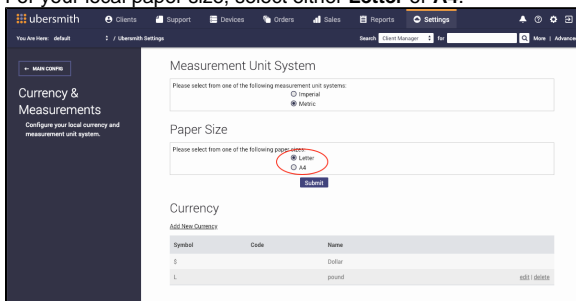
Complete the Measurement Unit System Section

- For your local measurement unit system, select either **Imperial** or **Metric**.



Complete the Paper Size Section

- For your local paper size, select either **Letter** or **A4**.

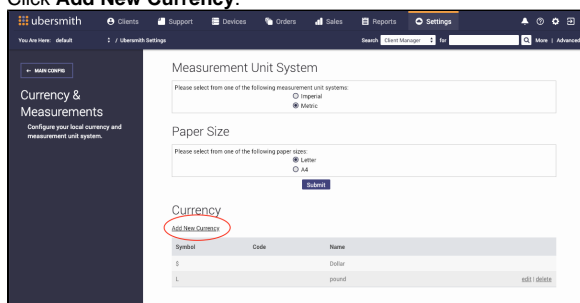


Complete the Currency Section

You can add any currency you need from this page. Once you have your necessary currencies defined here, you can select one for a separate brand. See [Managing Brands](#) for more information.

Adding Currency

1. [Access the Currency & Measurements page.](#)
2. Click **Add New Currency**.



The screenshot shows the 'Currency & Measurements' section of the Ubersmith settings. The 'Add New Currency' link is circled in red. Below it is a table with columns 'Symbol', 'Code', and 'Name'. The table contains two entries: '\$' with code 'USD' and name 'Dollar', and '£' with code 'GBP' and name 'Pound'.

Symbol	Code	Name
\$	USD	Dollar
£	GBP	Pound

The **Add Currency** page appears.

3. From the **Currency** field, select your local currency code. The **Name** field will automatically populate with the name of your currency.
4. In the **Symbol** field, enter the symbol that represents your currency.
5. Click **Save** or **Save & New**.



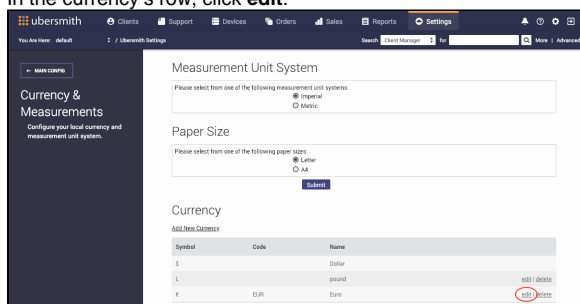
The screenshot shows the 'Add Currency' form. The 'Currency' dropdown is set to 'EUR - Euro', the 'Name' field is 'Euro', and the 'Symbol' field is '€'. At the bottom, the 'Save' and 'Save & New' buttons are circled in red.

Managing Currency

Once you have your local currency configured, you can make changes.

Editing Currency

1. [Access the Currency & Measurements page.](#)
2. In the currency's row, click **edit**.



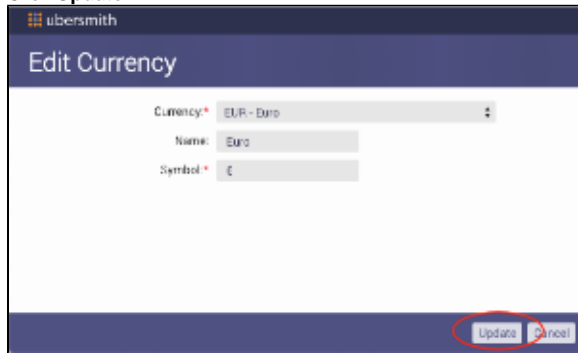
The screenshot shows the 'Currency & Measurements' section. The 'Add New Currency' link is circled in red. Below it is a table with columns 'Symbol', 'Code', and 'Name'. The table contains two entries: '\$' with code 'USD' and name 'Dollar', and '£' with code 'GBP' and name 'Pound'.

Symbol	Code	Name
\$	USD	Dollar
£	GBP	Pound

The **Edit Currency** page appears.

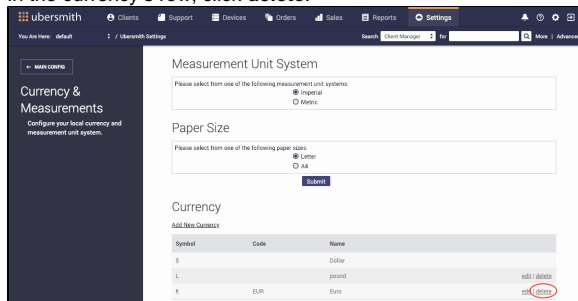
3. Make any necessary changes.

4. Click **Update**.



Deleting Currency

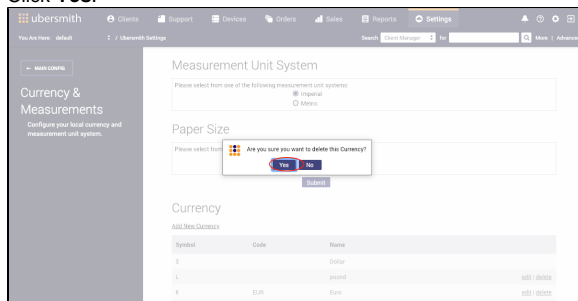
1. Access the *Currency & Measurements* page.
2. In the currency's row, click **delete**.



Symbol	Code	Name	
\$		Dollar	add / delete
£		pound	add / delete
€	EUR	Euro	add / delete

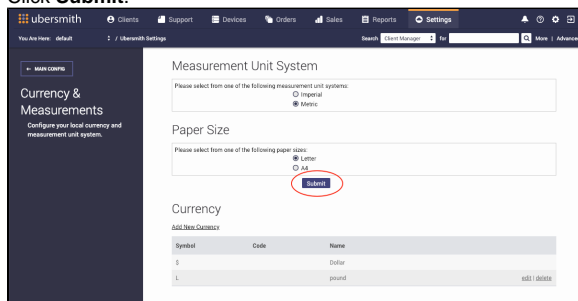
A confirmation message appears.

3. Click **Yes**.



Save Your Configuration Settings

- Click **Submit**.



Related Topics