## How to Upload a Company Logo for Reports

- Log in as Admin user
  On user's menu panel, go to System Manager folder then click Company Configuration
  Click the Attachments tab of System Manager module

Company Configuration		^ X
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4. To start uploading, click the Add Item button to open the Attach Item screen

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5. Click the Insert Files button on Attach Item screen and select the file that you would want to upload. Note though that while there is no required size for the logo, it is recommended to use 115x115 pixels.

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6. When done selecting the logo, click the OK button to upload it

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## 7. Uploaded logo can now be used on the reports

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