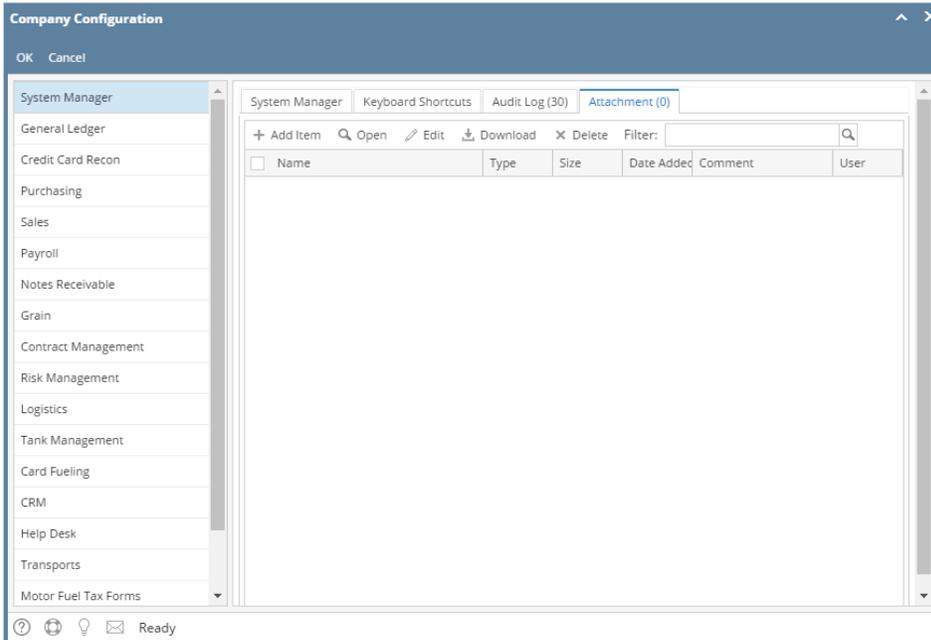
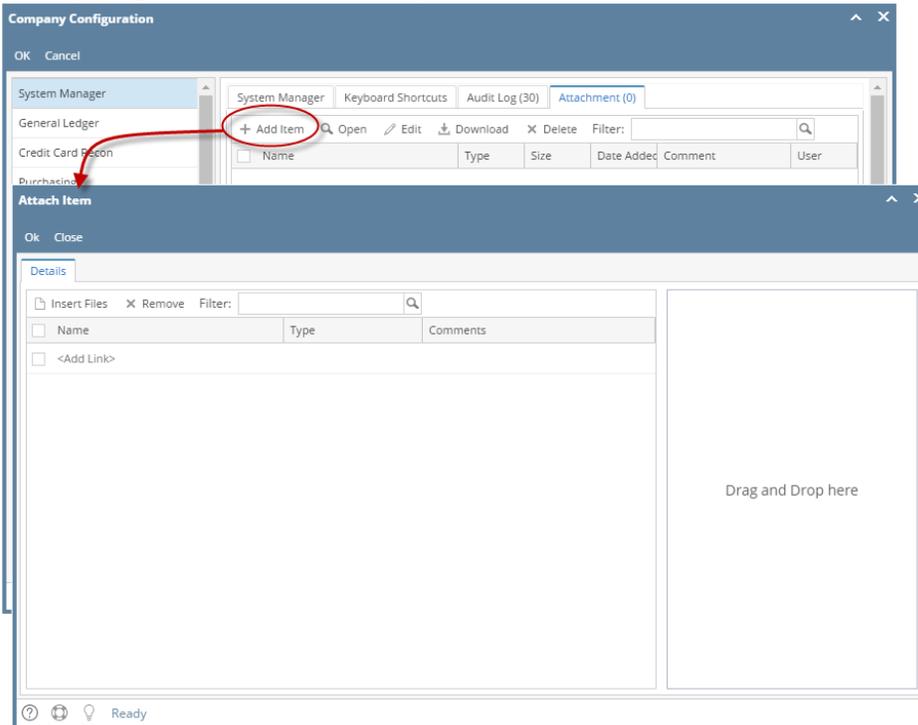


# How to Upload a Company Logo for Reports

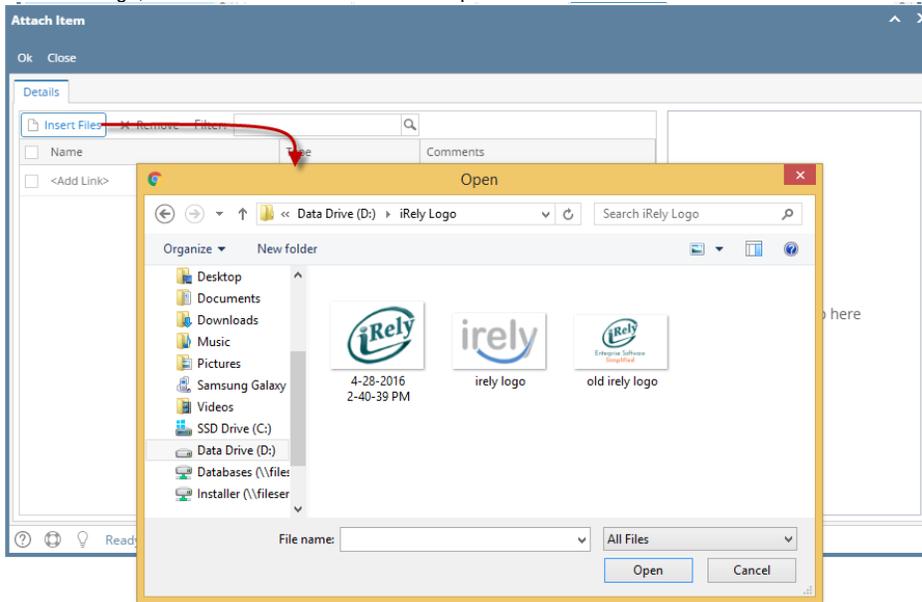
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **Company Configuration**
3. Click the **Attachments** tab of System Manager module



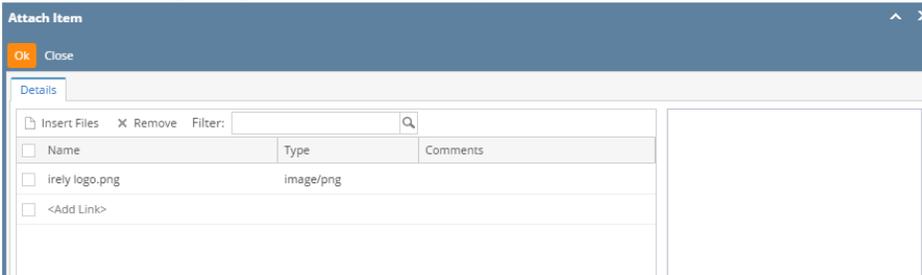
4. To start uploading, click the **Add Item** button to open the Attach Item screen



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.



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



7. Uploaded logo can now be used on the reports

