How to Setup Logo for Reports
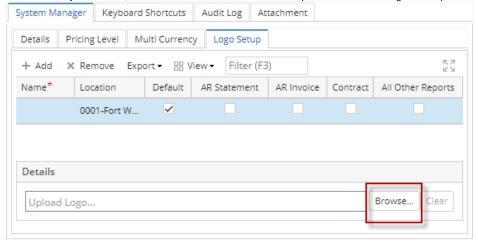
1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** menu then click **Company Configuration**
3. On **System Manager** click the **Logo Setup** tab
4. Click the **Add** button
5. Select the newly added row, click the Browse button on the **Details** panel then select a logo to be uploaded

6.
7. By default, user's default location is pre-selected in the Location column, change this if necessary.
8. Check which reports to configure and save.

Notes:

1. There should always be a default logo.
2. Setting 2 default logos on the same location is not allowed
3. If you have already set a logo to a report, then set it again, there will be a prompt offering to override the current settings since setting 2 logos on the same report is not allowed.