

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

The screenshot shows the 'System Manager' interface with the 'Logo Setup' tab selected. The table below shows a single entry with the location '0001-Fort W...' and the 'Default' checkbox checked. The 'Details' panel at the bottom has a text box labeled 'Upload Logo...' and a 'Browse...' button highlighted with a red rectangle.

Name *	Location	Default	AR Statement	AR Invoice	Contract	All Other Reports
0001-Fort W...		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details

Upload Logo... **Browse...** Clear

- 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.