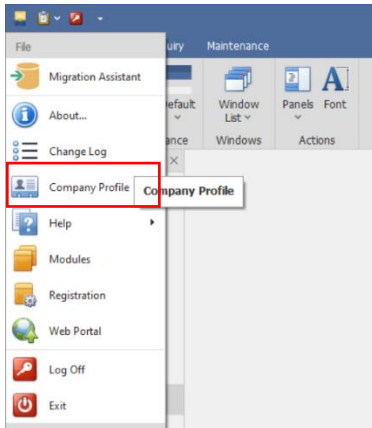




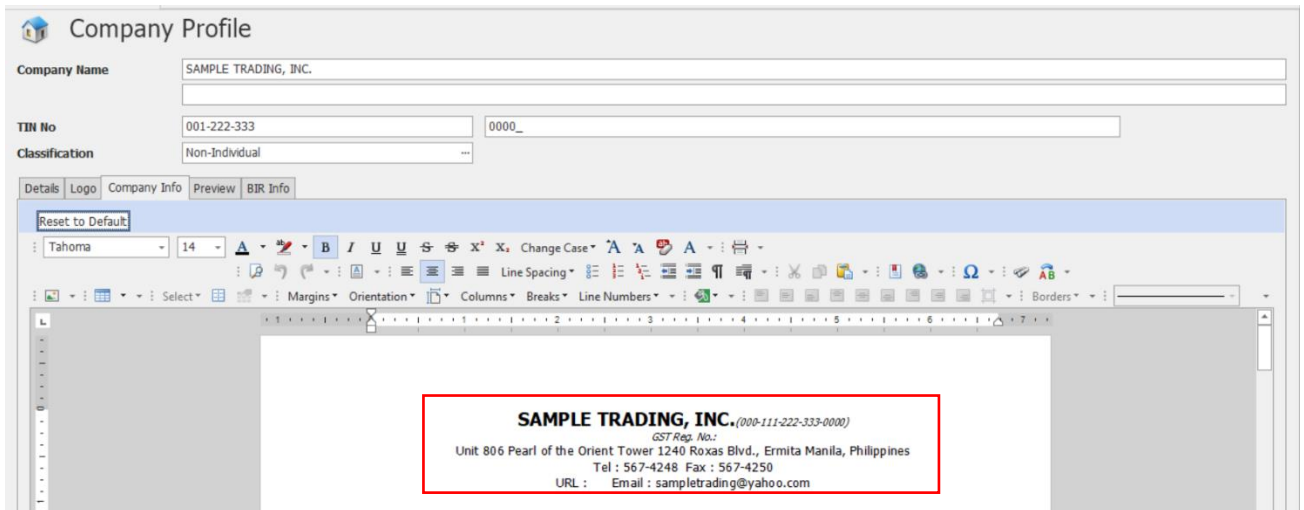
HOW TO EDIT THE COMPANY HEADER

Company Header on the printouts of the system is automatically formatted. This was also configured by default but can edit also at the same time.

To edit the Company Header, go to **File > Company Profile**.

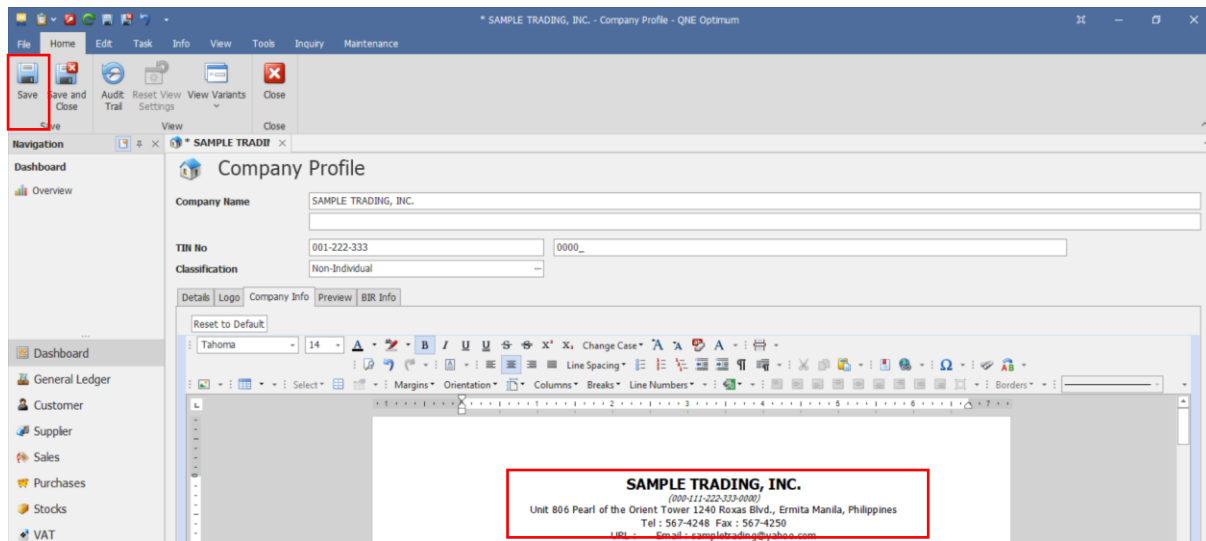


On the Company Profile, click the **Company Info Tab**.

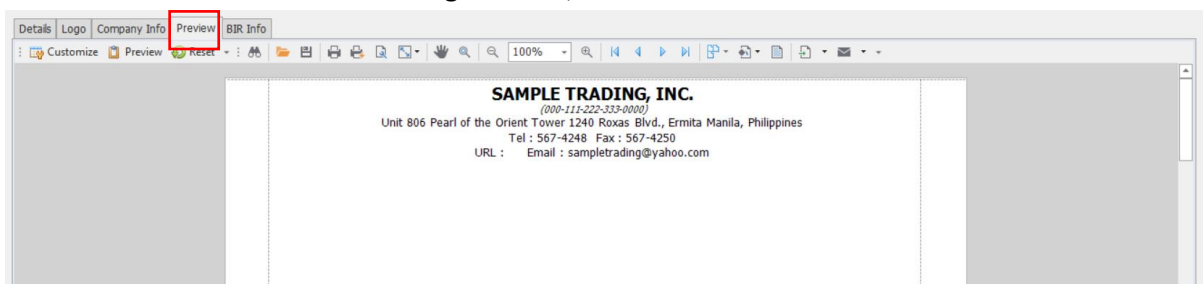


In this tab, the Company Header can be customized.

Amend the format by adjusting the Font Style, Color, Size, Alignment and the likes, then click **Save**.



To check the outcome of the changes made, click **Preview**.



In case the changes will not appear on the **Preview** after saving, click **Reset**.

Take note that in order to reflect the changes, Company Profile must be saved first.