



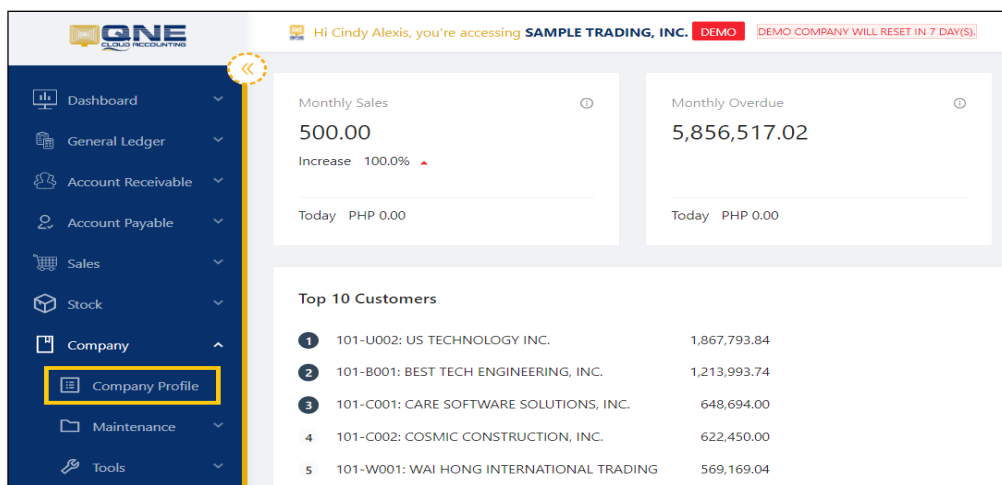
## How to Add Logo in Company Header

### Overview:

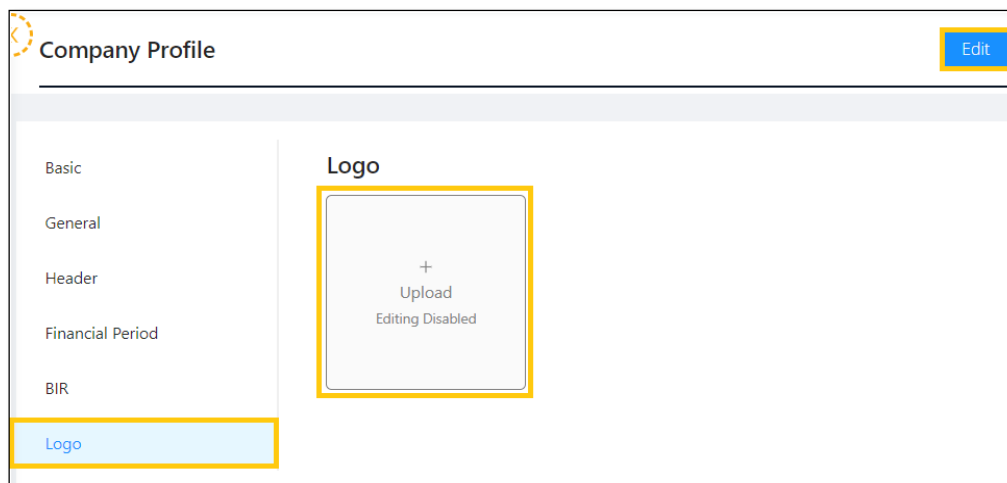
In the system, Company logos can upload and be added to the header of printed forms and reports.

### Procedure:

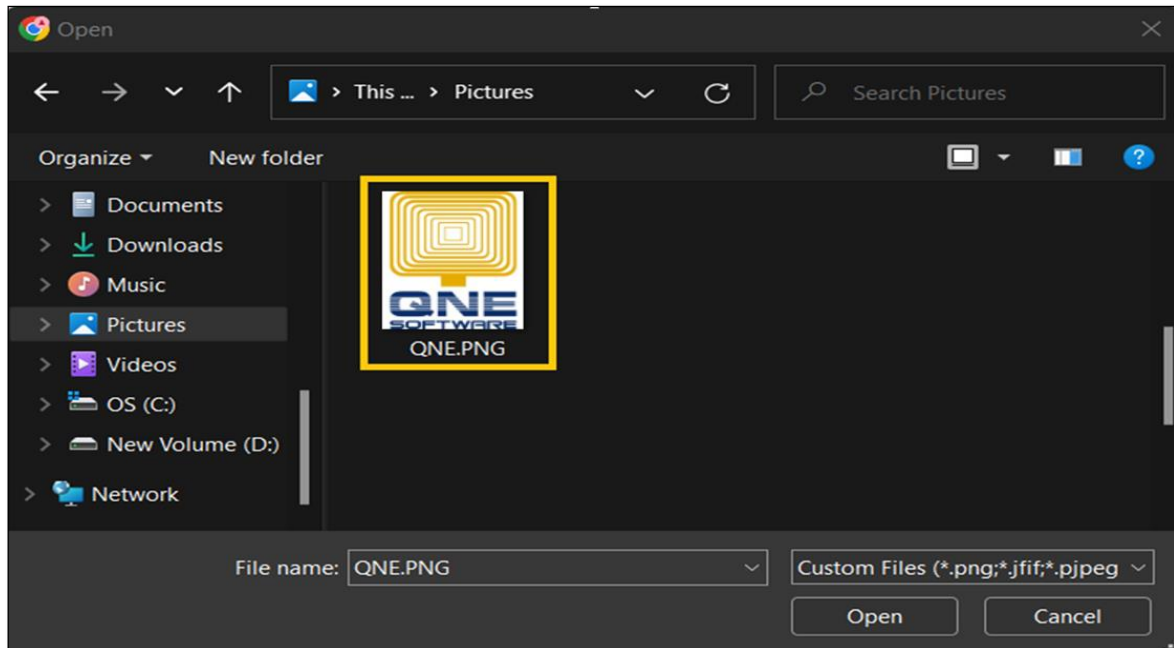
1. In Navigation Pane, Go to Company > Company Profile



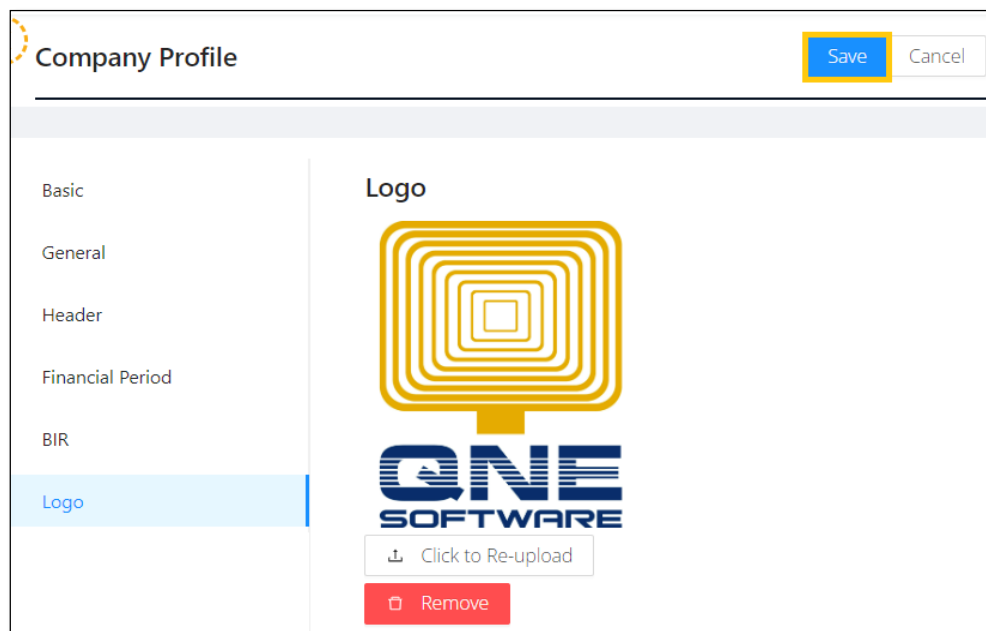
2. Under Logo Tab, click Edit then + Upload in the Logo Box



3. The system will let you select a single image file. Once selected, click **Open**.



4. Image will be placed in Logo Box, click **Save**



**Application:**

Logo is now added and can be viewed as part of Reports and Transaction Forms.

For Example: Sales Invoice

		<b>SAMPLE TRADING, INC.</b> (001-222-333) Unit 806 Pearl of the Orient Tower 1240 Roxas Boulevard Ermita Manila, Philippines Tel: 8567-4248 Fax: 8567-4250 Website: {Website} Email: admin@sampletrading.com			
<b>Sales Invoice</b>			<b>INV2109/002</b>		
<b>Bill To:</b> <b>BEST TECH ENGINEERING, INC.</b> 89 LITTLE BAGUIO ST. GREENHILLS SAN JUAN CITY Tel No.: Registration No.: 006-829-929		<b>Agent:</b> PETER  <b>Term:</b> 30 DAYS		<b>Date:</b> Sep 11, 2021  <b>Reference No.:</b>	
<b>Attention:</b> MR. DE GUZMAN		<b>Due Date:</b>		<b>DO No.:</b>	
CODE	DESCRIPTION	QTY	UOM	UNIT PRICE	AMOUNT
AOC 24B2XH	AOC 24B2XH 23.8" Full HD IPS 75Hz WLED Monitor with 3-Sided Frameless Bezel and Low Blue Light	1	UNIT(S)	8,100.00	8,100.00



*For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>*