Uploading A Logo

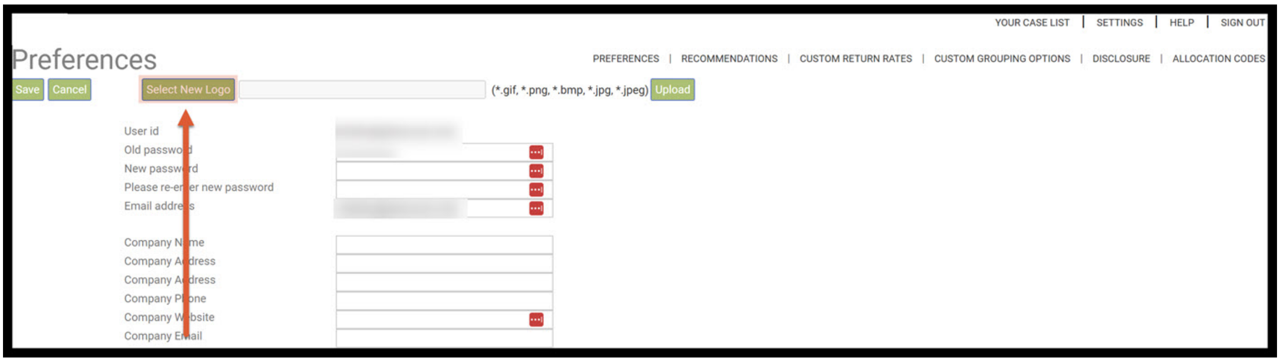
12/10/2024 2:57 pm EST

On the preferences page you can upload a logo. The logo will be displayed in the upper left-hand side of your screen. Once uploaded it will be displayed on all the pages in SIPS and it will be included in the final report. After uploading a logo it cannot be from the pages. Below is a step-by-step guideline for uploading a logo.

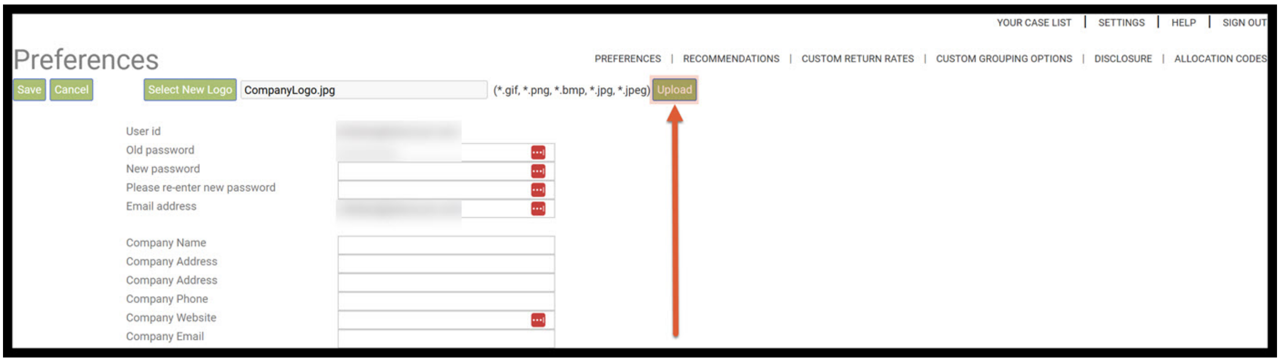
Step 1: Login: Login to SIPS.

Step 2: Settings: Click on the Settings button located in the upper right-hand side of the screen.

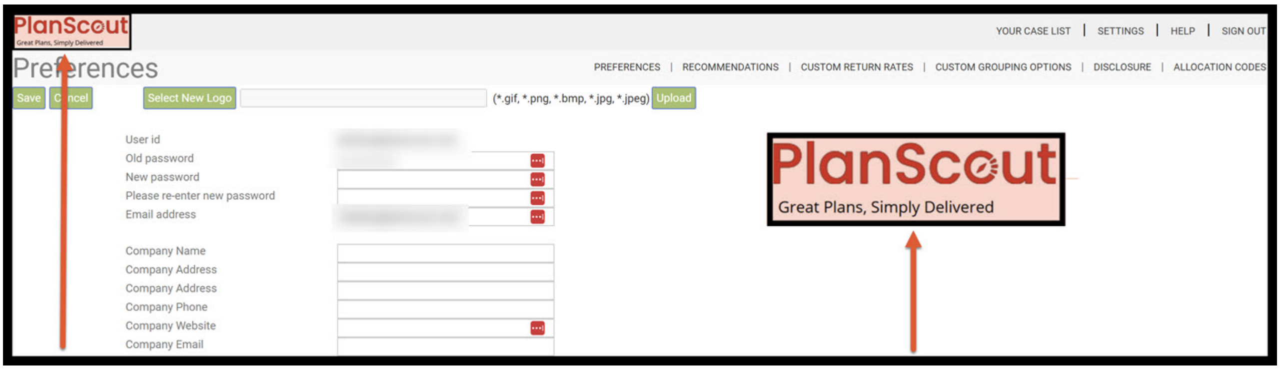
Step 3: Select New Logo: Click on the green Select New Logo button underneath the Preferences heading.



Step 4: Upload: Click on the green Upload button underneath the Preferences heading.



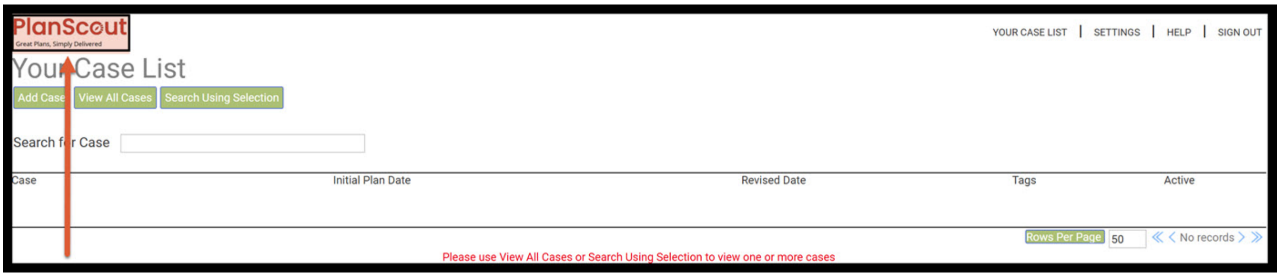
Step 5: New Logo: The new logo should appear in the upper left-hand side of the screen and in the middle of the screen.



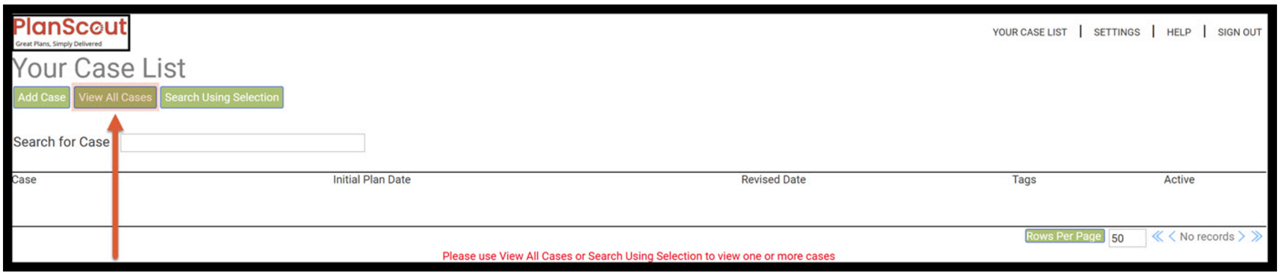
Step 6: Save: Click on the green save button underneath the Preferences heading.

Step 7: Your Case List: Click on the Your Case List button located at the right-hand side of the screen.

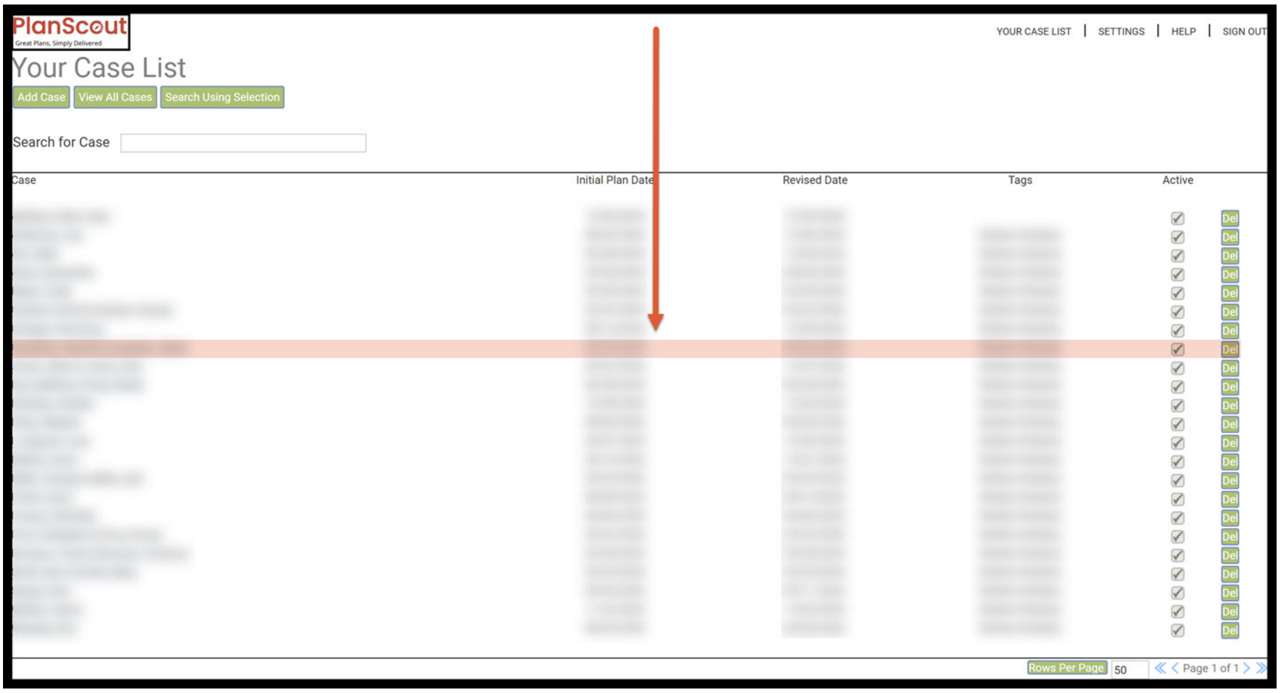
Step 8: Company Logo: Your company logo should be staying at the left-hand side of the screen while you click through all the different screens of the SIPS program.



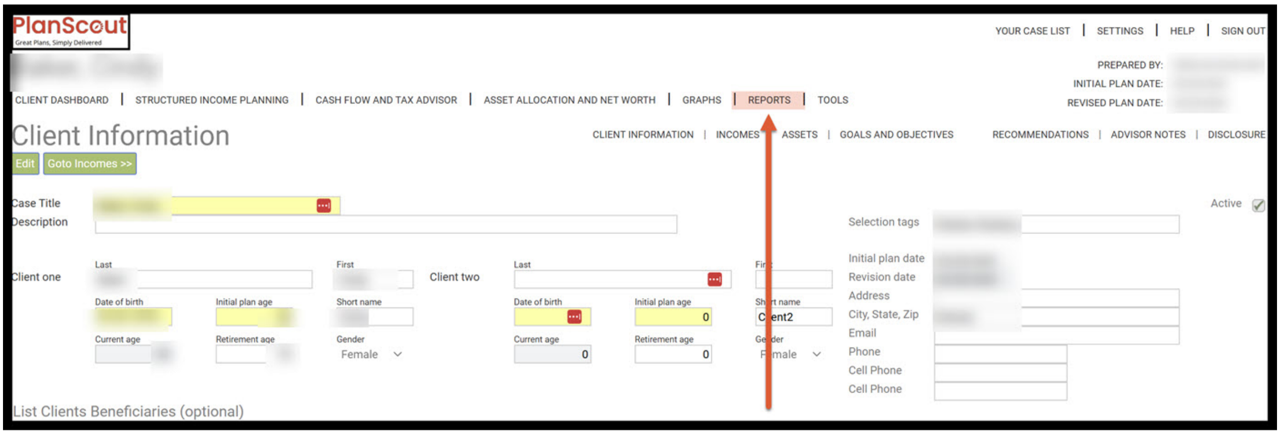
Step 9: View All Cases: Click on the green View All Cases underneath the Your Case List heading.



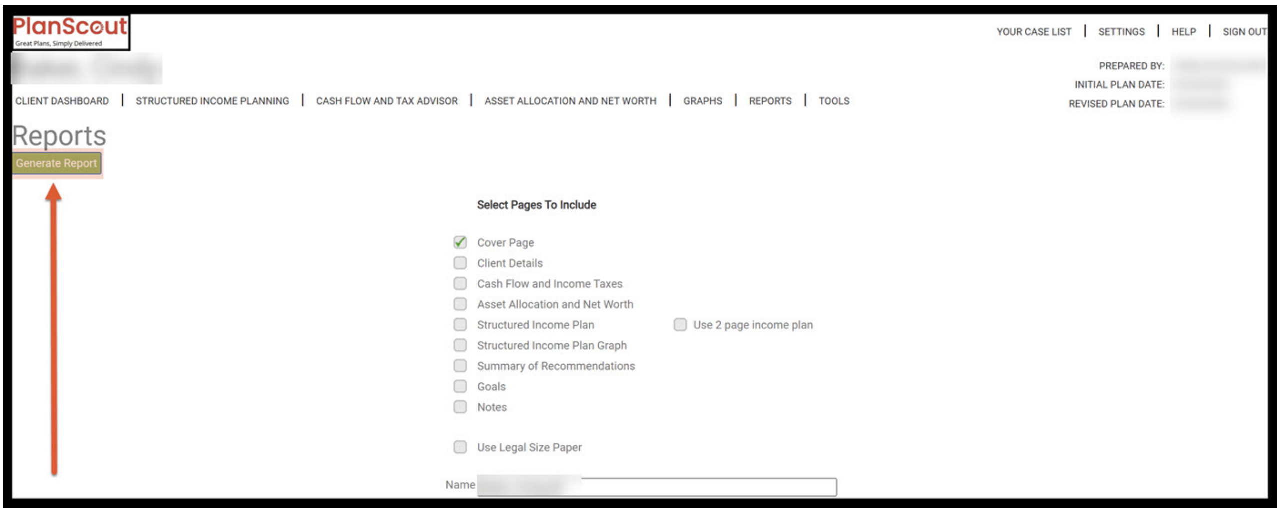
Step 10: Case Selection: Select a case.



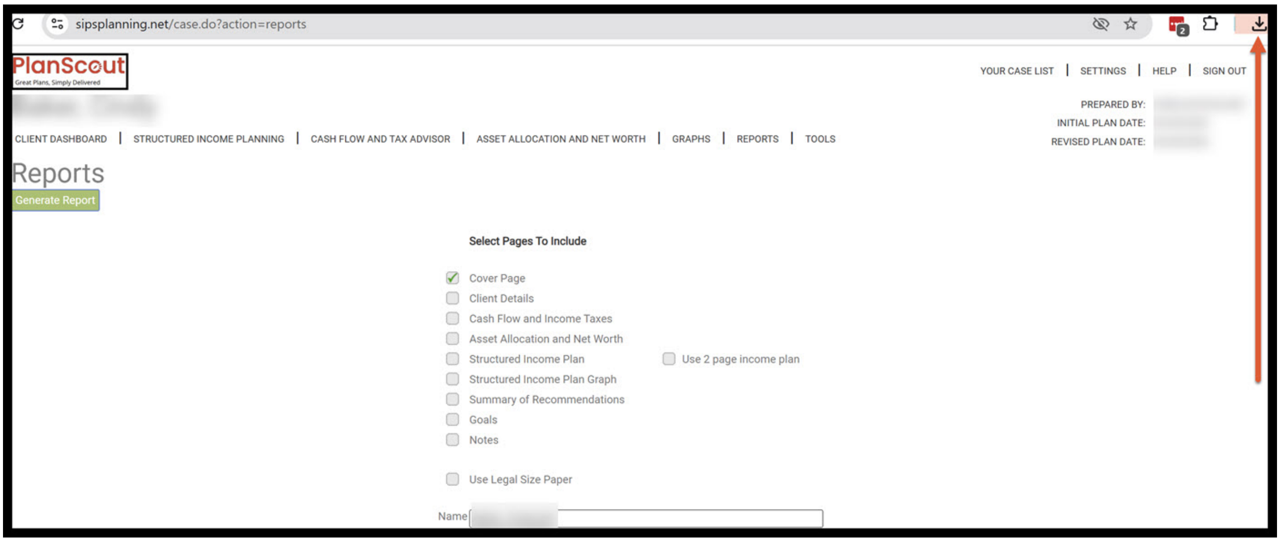
Step 11: Reports: Click on the Reports button underneath the Client's Name heading.



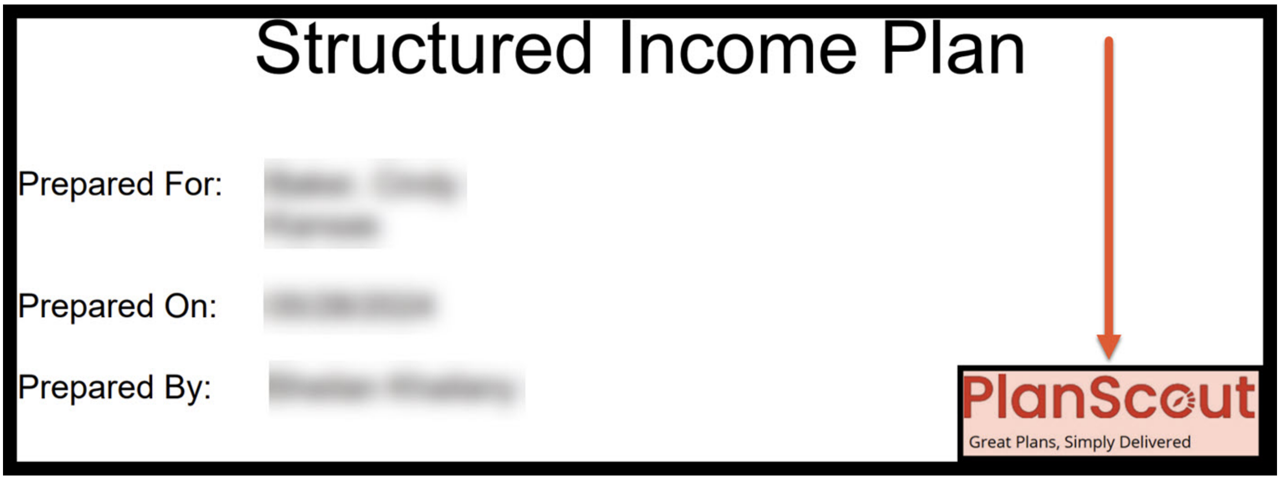
Step 12: Generate Report: Click on the green Generate Report button underneath the Clients Name.



Step 13: Download the PDF: Download the PDF.



Step 14: Cover Page: The logo should be displayed on the cover page.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or support@planscout.com.