



How To:

Setup a Cover Page on the PC and App

This step by step How To article explains how to setup the cover page on the PC and then the App.

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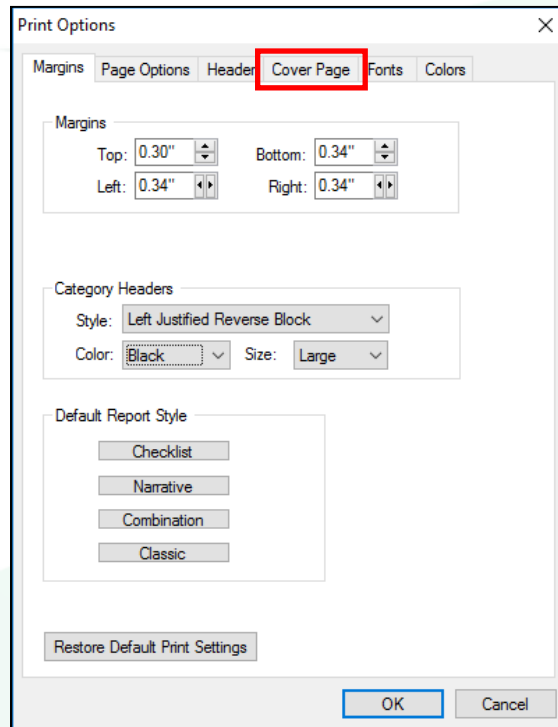
HOW TO: ADD A COVER PAGE TO A REPORT

You can add a cover page to each report you create. You can choose from one of four preset formats or customize your own layout.

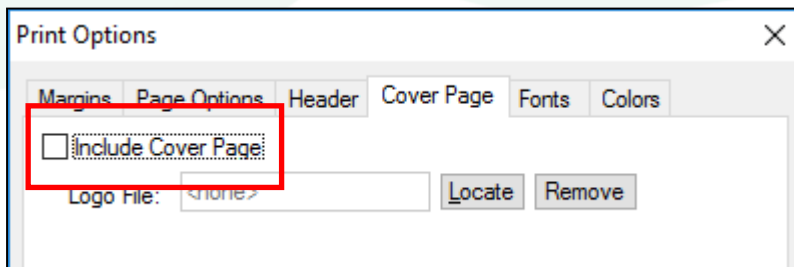
1. The first step is to click on the Print Settings icon from the Toolbar.



2. This will bring up the Print Options window. Click on the 'Cover Page' tab.

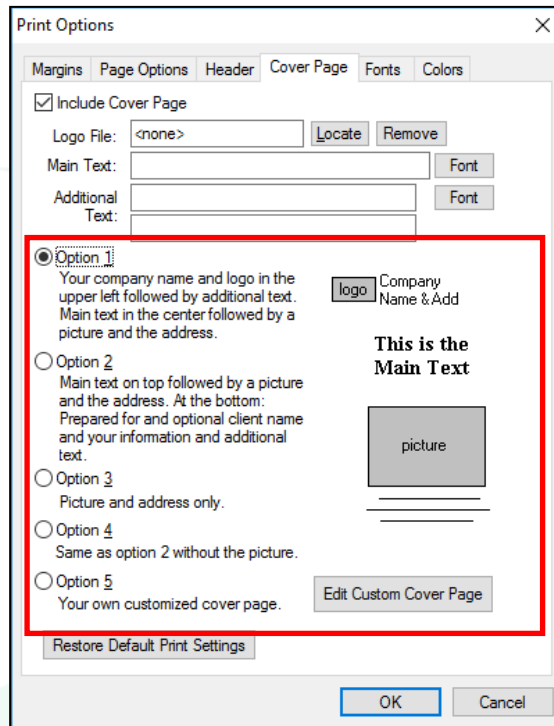


3. Check the box at the top of this window for 'Include Cover Page'.

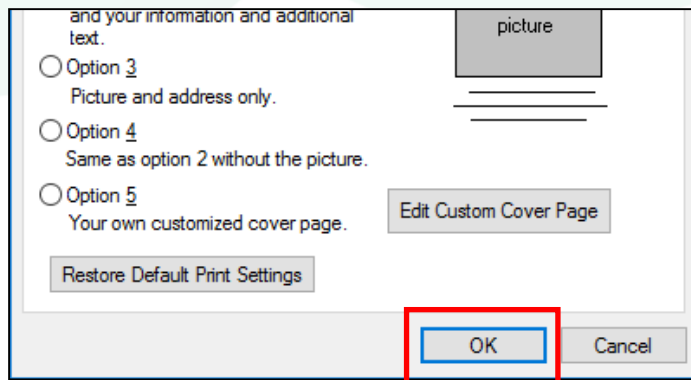


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- You now have set it to print a cover page at the beginning of each report. On this screen you have 5 different options to choose from for how your cover page looks. The first 4 options are preset formats and the 5th option allows you to customize your own. When you select an option you'll see a preview of the page layout and at the top you'll have different fields to fill out related to the cover page option you selected.



- Once you have selected the option you want and filled out the desired information, click on 'OK' in the bottom right corner.

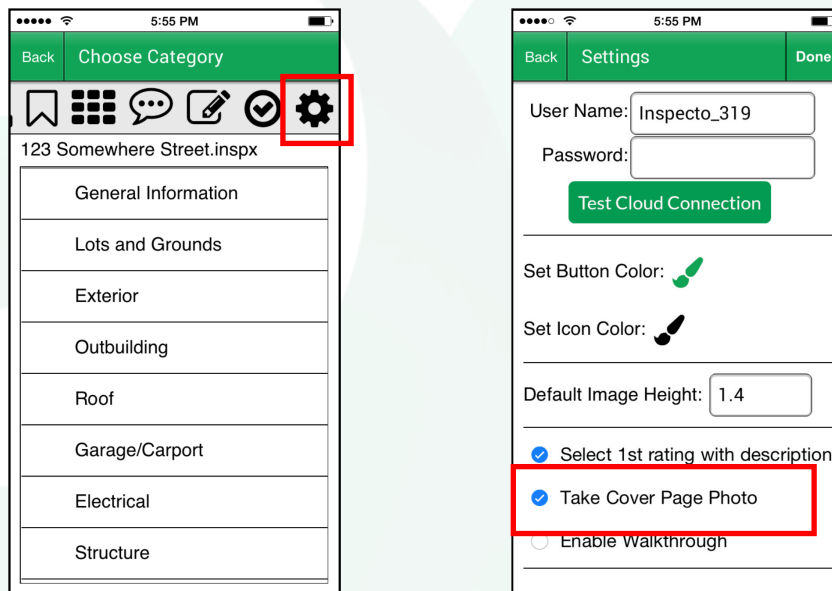


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6. You have now added a cover page to your report on the PC. If you had a valid internet connection after making the changes, then the updated Print Settings were automatically sent to your cloud when you clicked on 'OK' in the last step. By following the steps below you can ensure that you will have the option to add a cover page photo when working on the app.

App Setup

1. First, you must have the option checked for 'Take Cover Page Photo'. To do this, tap on the 'Settings' icon from the toolbar and then check the box on the Settings screen.



2. Next, tap 'Done' in the top right corner. This will take you back to the 'Choose Category' screen and you will have the option for 'Cover Page Photo' in the category list.

