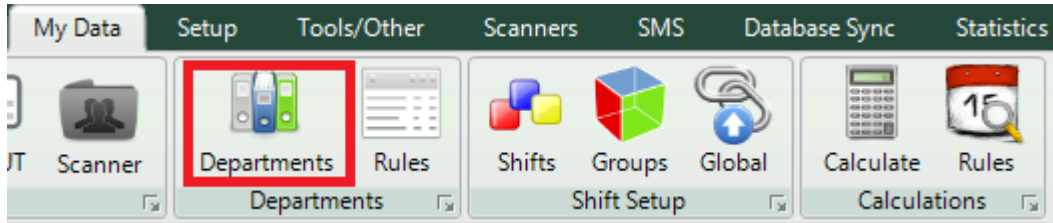**Adding Logo and details to a department**

In your time and attendance system you can specify specific logos to your departments which will display on your reports.
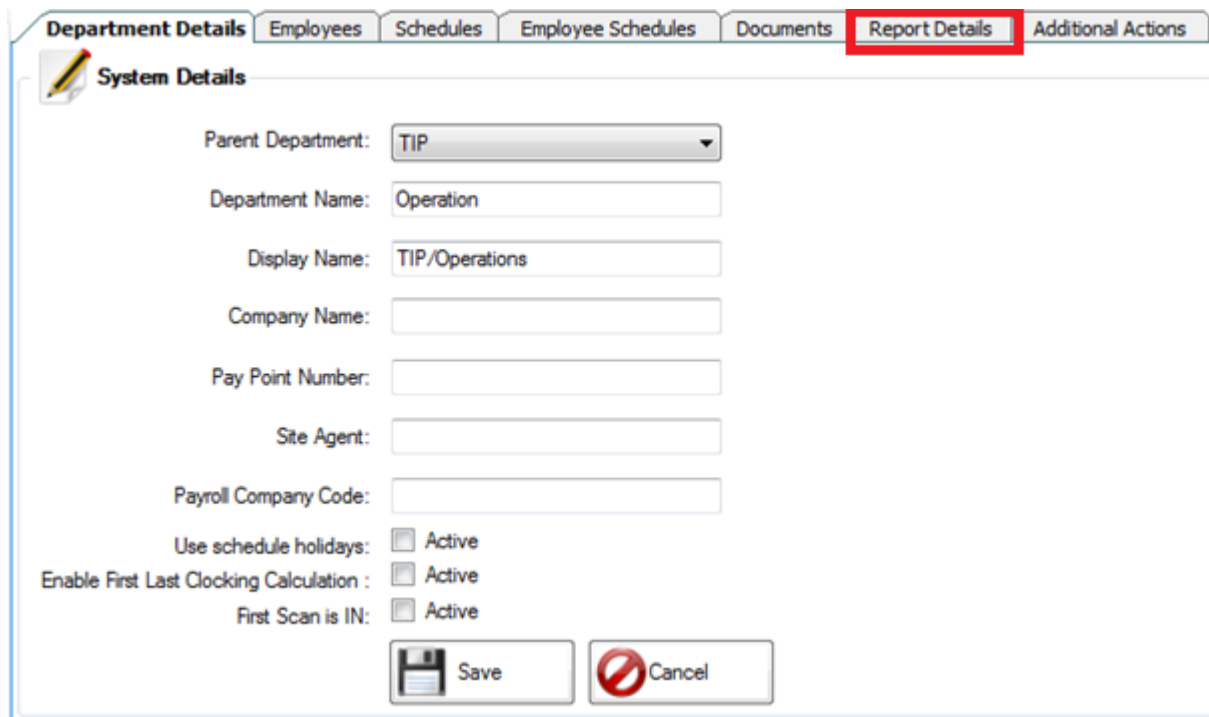
To do this firstly navigate to "my data" and then click on the department button.
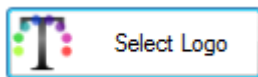

Choose the department on which you want to add a custom logo and details on the left hand side.

Next click on the report details tab.

On the next page you can select a custom logo by clicking the select logo button.

The time and attendance software will then open up your computer browser. Go to your company logo and select it. Please note that the logo should be in JPEG format.

Next fill in the four line provided with the details that accompany your department

Line 1:

Line 2:

Line 3:

Line 4:

After you inserted all four lines you can click the save button.

Your department will then be updated.