

FAQ - How do I change the logo on my login page, timesheets, invoices, or reports?

Question

How do I change the logo on my login page, timesheets, invoices, or reports?

Solution

Users with the Admin role have the ability to do this in the **Admin > Setup > Miscellaneous > Images** section. Here you have the option to configure the image you want including the splash page, timesheet preview, invoice, or reporting.

Admin Setup – Image

NAME	DESCRIPTION	TYPE	IMAGE FILE	CLICK DESTINATION	IMAGE ALT TEXT	ACTIVE	LAST MODIFIED BY	MODIFIED DATE	
<input type="text" value="New Image Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			
<input type="button" value="Save"/> <input type="button" value="Add/Next"/> <input type="button" value="Cancel"/>		<input type="text" value="Financial Forms"/> <input type="text" value="Financial Forms"/> <input type="text" value="Login"/> <input type="text" value="Report"/> <input type="text" value="Timesheet View"/>							
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Search"/>	Company Logo	Company Logo	Login	YourCompanyLogoHere.png	http://www.unanet.com/videos	https://www.myco.com	✓	Unanet Admin (unanetadmin)	9/6/2017 12:49 PM
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Search"/>	Invoice Logo	Invoice Logo	Financial Forms	Your Logo Here-80x200.png	http://www.unanet.com/videos	https://www.myco.com	✓	Frank T. Controller (fcontroller)	11/6/2017 12:04 PM
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Search"/>	Report Logo	Report Logo	Report	Your Logo Here-80x200.png	http://www.unanet.com/videos	https://www.myco.com	✓	Frank T. Controller (fcontroller)	11/6/2017 12:05 PM

Total Rows: 3

Items appearing in light gray text indicate an image of that Type has been defined in the unanet.properties file, which takes precedence over these images.
Only one image is allowed to be active for each of the Login and Timesheet View types.

Note the text "Items appearing in light gray text indicate an image of that Type has been defined in the unanet.properties file, which takes precedence over these images."

If necessary, you can remove this override in **Admin > Properties > Unanet > System > Login Screen Image**.

Additional Information

[Help Docs - Setup Images](#)

[Help Docs - Login Screen Image](#)