



## Summary

Here is how to change your logo on a Crystal Report within Orchestrated.

## Graphics Warning!

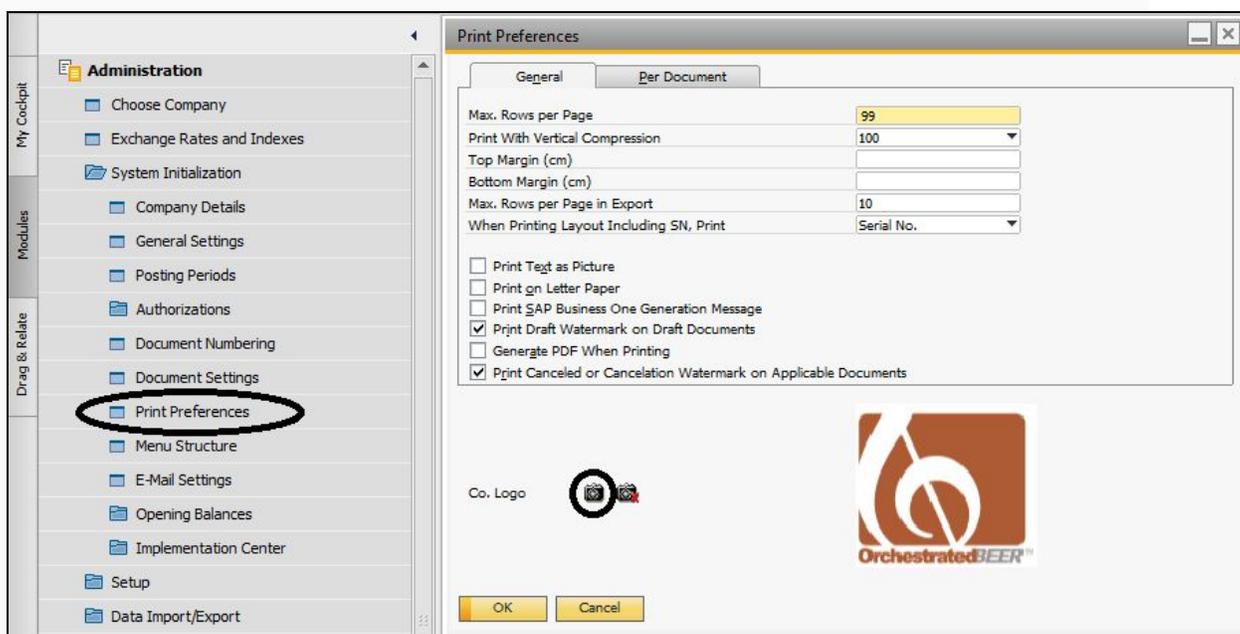
Crystal Reports recognizes almost all graphics, however \*.png formatted graphics may have issues due to their transparent backgrounds. It is recommended that all logos utilize a 100 x 100 pixel size, \*.bmp, \*.jpg, or \*.jpeg file format with a 2" X 2" max area (apx 100kb max in size). Uncompressed graphics can inflate file size which can lead to a substantial decrease in performance. Additionally, please ensure the uploaded image is the same length and width, or the logo may appear stretched or distorted when printing documents.

## Step-by-step guide

### *For Layouts based on Marketing Documents*

The logo on the marketing documents (Purchase Order, Sales Order, Invoices, etc...) is based on the logo you have associated in your Orchestrated system. To change this logo:

1. Within Orchestrated go to Administration > System Initialization > Print Preferences
2. Click the camera icon and browse to your logo file

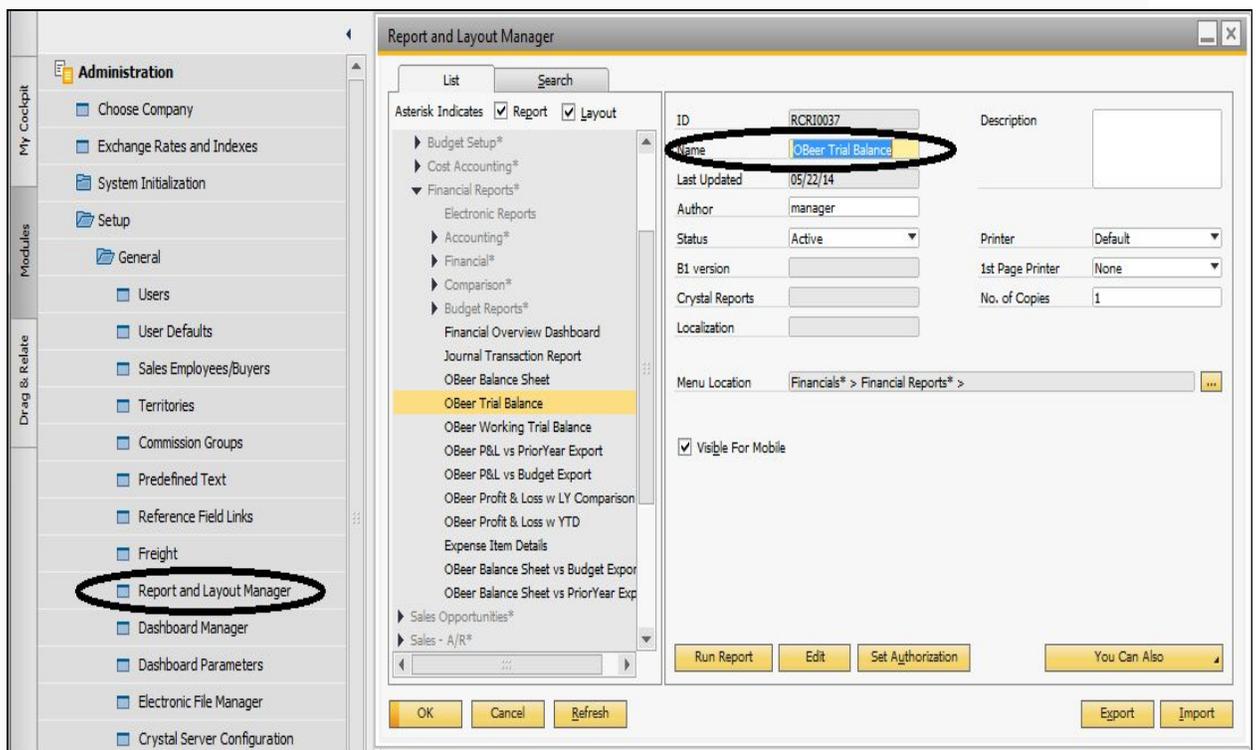




3. If you need to change the size or location of the logo, find your layout and adjust using the steps below.

### For all other Orchestrated reports

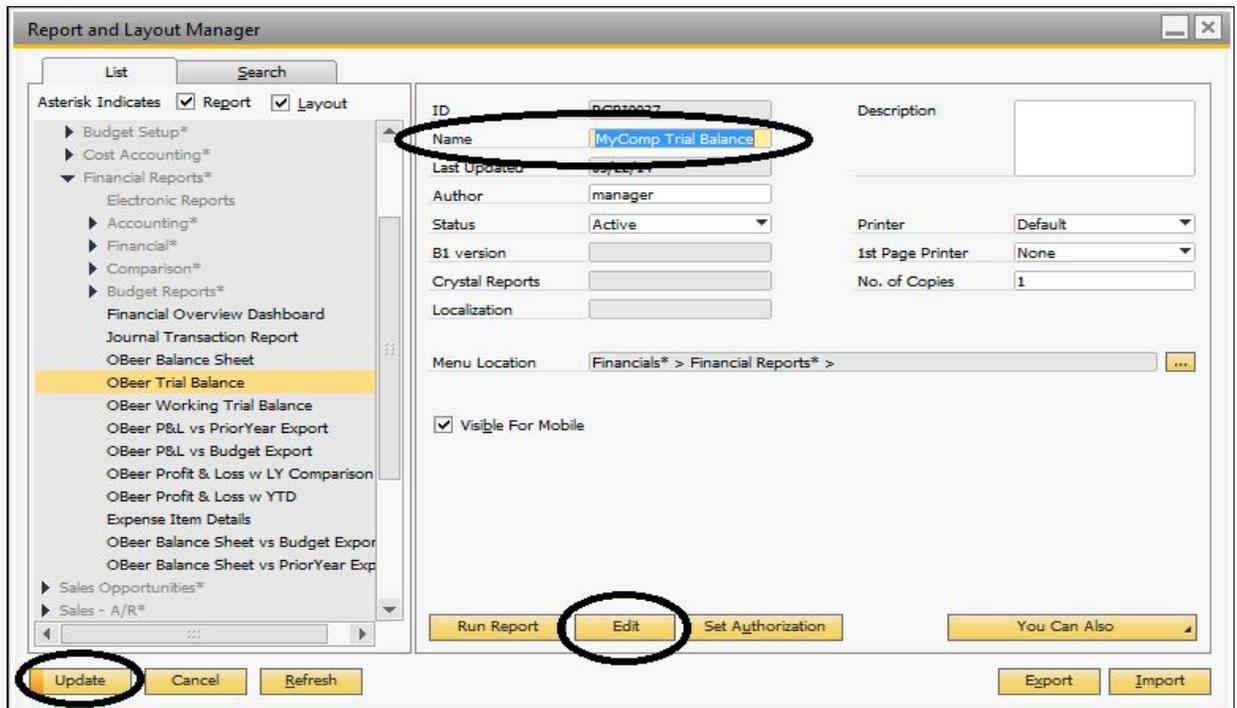
1. Open the Report & Layout Manager by going to Administration > Setup > General > Report & Layout Manager
2. Find the layout or report that you wish to adjust by navigating through the module tree



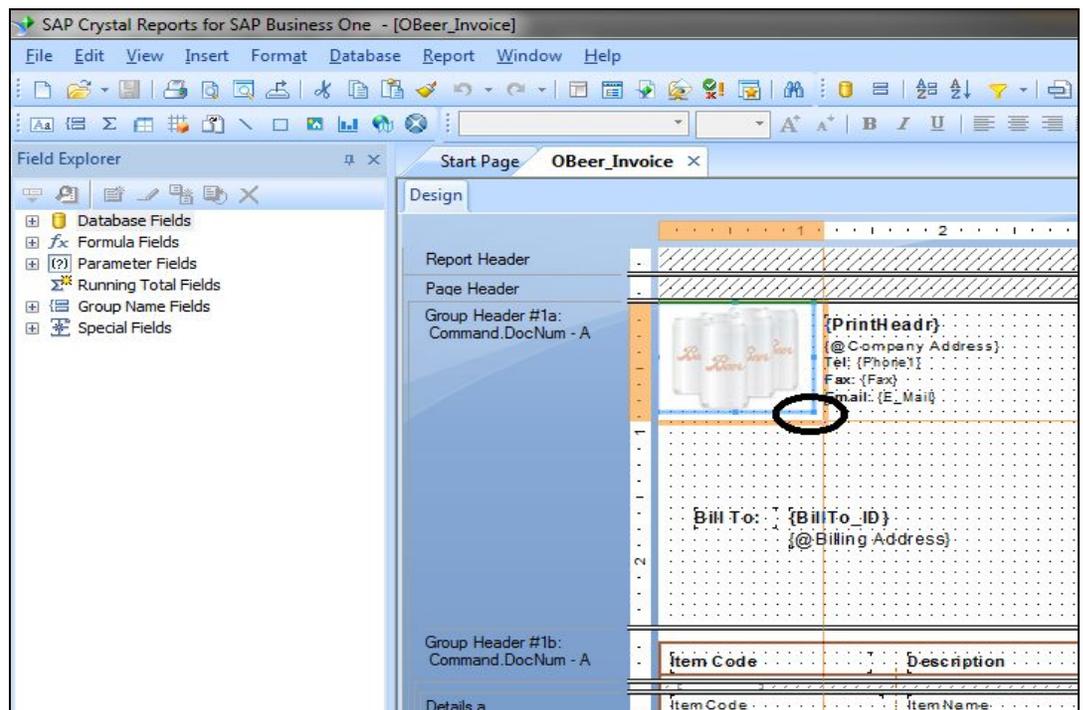
3. Naming the new layout or report
  1. If you are using the OnDemand environment, rename the report to something that identifies that it has been customized (generally company initials - report name)
  2. If you are an Enterprise customer, you will be given the option to 'Save As' upon completing the modification.
  3. Regardless of your software platform or method, you will want to give your modified document a name that differs from the stock crystal report name, or it may be overwritten upon an Orchestrated update



- Once you have given your document a new name, click on the 'Update' button to save the changes, and then click on the 'Edit' button to launch the Crystal Reports editor.



- Once Crystal Reports launches, you may then make your logo adjustments:
  - For logos tied to your system's database (layouts)
    - Simply hover over the image, then click and drag to expand or shrink the logo size





2. For report logos not tied to the database
  1. Click on the existing logo file and press delete (this will delete and remove the OBeer logo); then
  2. From within Crystal Reports go to Insert > Picture, and browse to the logo you wish to add to the document.  
Here is how to change your logo on a Crystal Report within Orchestrated.

## Graphics Warning!

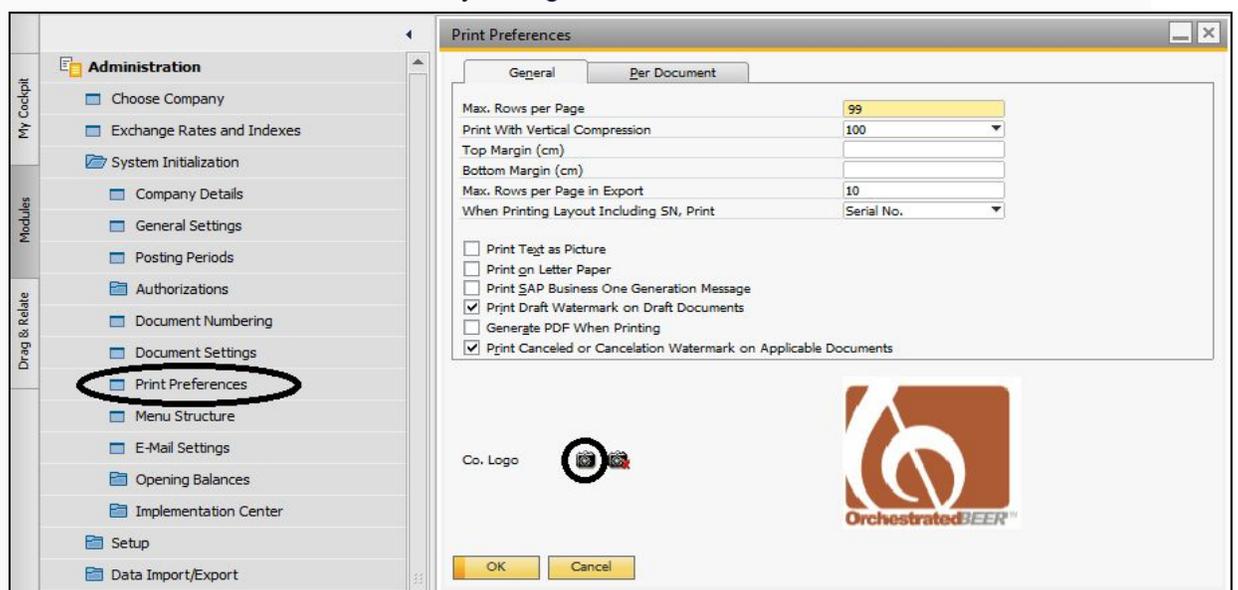
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## For all other Orchestrated reports

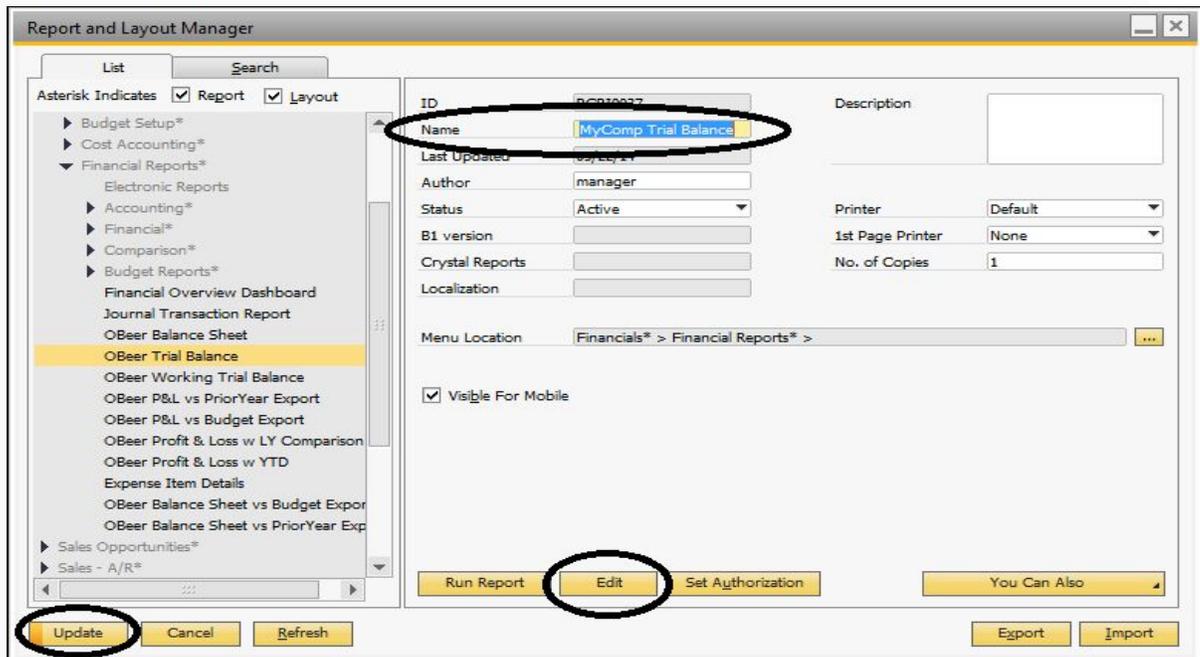
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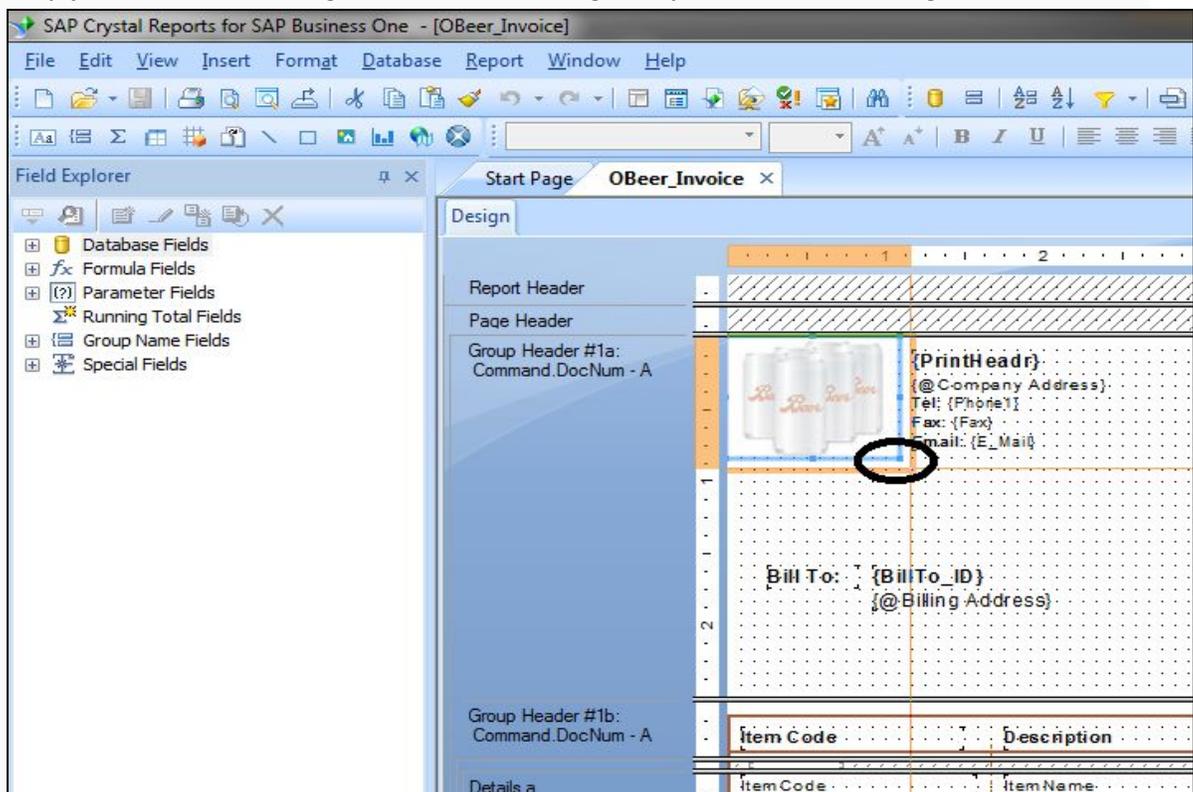
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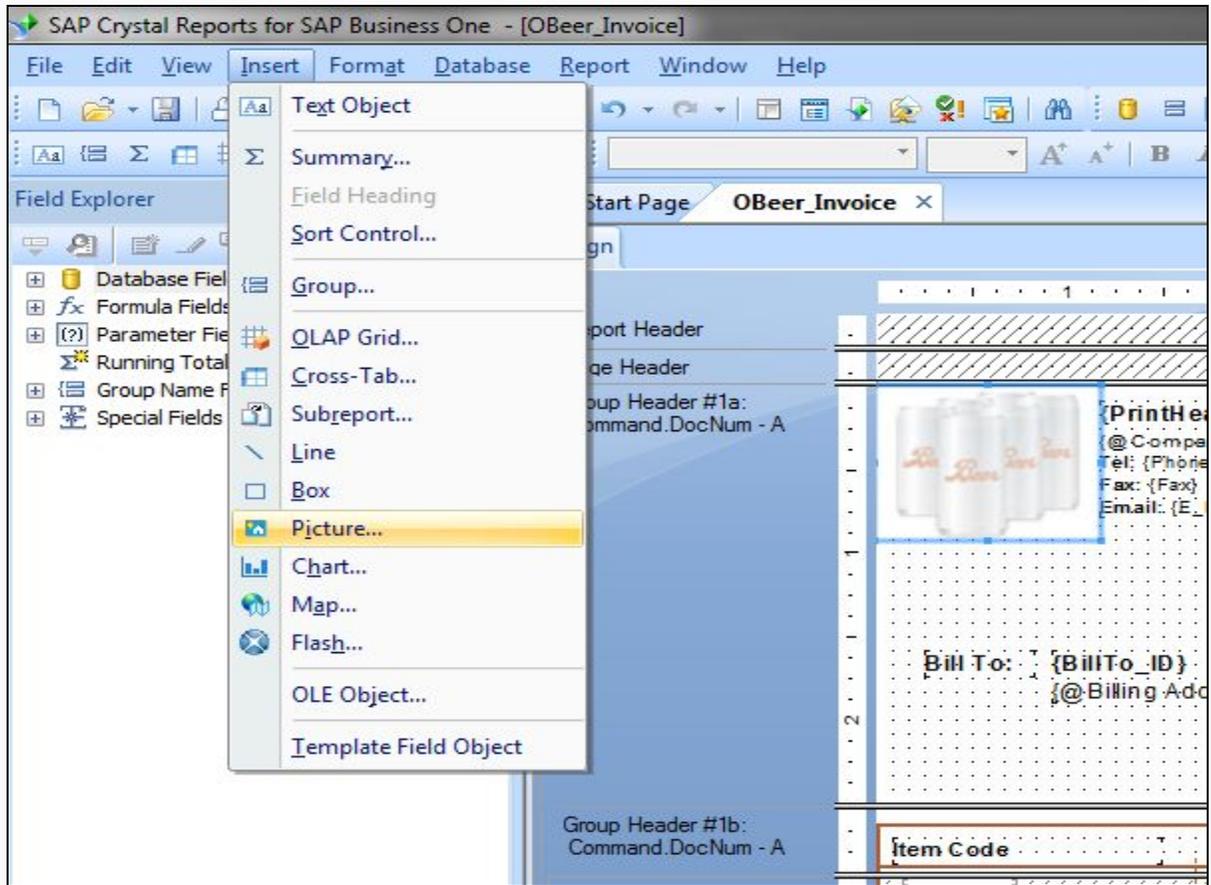


- Once Crystal Reports launches, you may then make your logo adjustments:
- For logos tied to your system's database (layouts)
- Simply hover over the image, then click and drag to expand or shrink the logo size

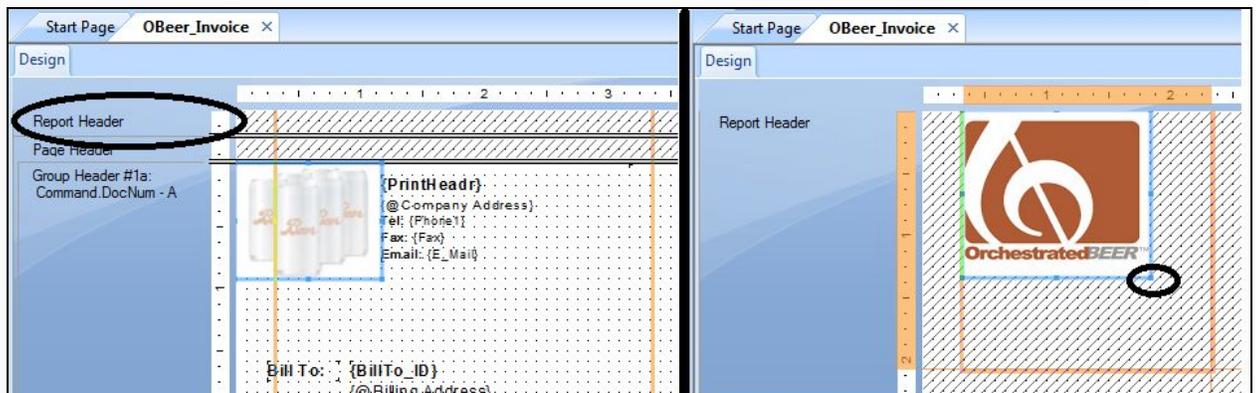




10. For report logos not tied to the database
11. Click on the existing logo file and press delete (this will delete and remove the OBeer logo); then
12. From within Crystal Reports go to Insert > Picture, and browse to the logo you wish to add.



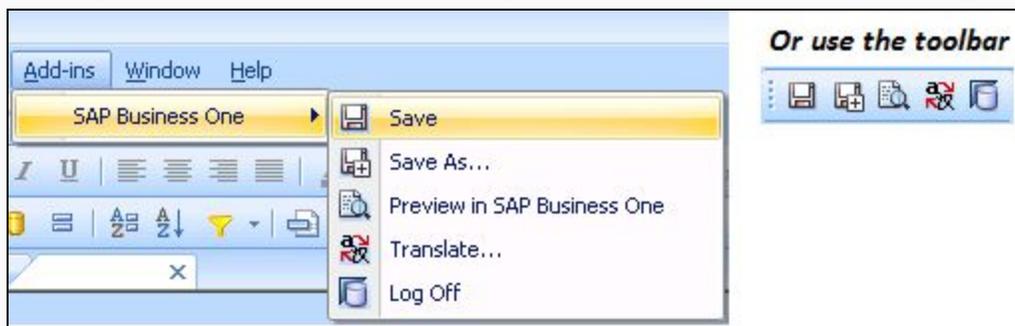
13. Browse to the image file you wish to insert
14. Place the image in the grey'd area of the report header as a temporary area while you shrink or expand the image to the requested size.



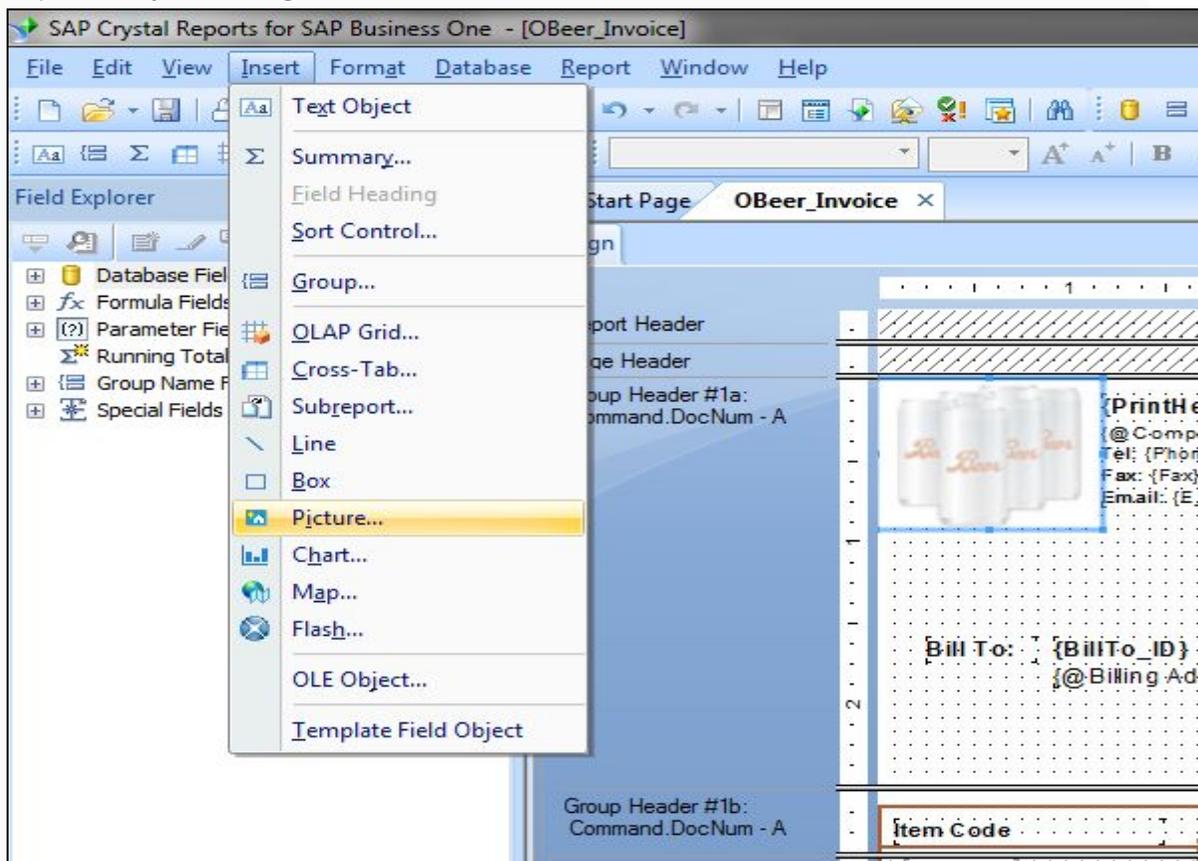
15. Simply hover over the image, then click and drag to expand or shrink the logo size.



16. Once the size is close to your goal, if not there, then move the graphic to its desired location. You may adjust other fields here as well by simply clicking and dragging them to their desired location
17. Save
18. You may use either the 'Add-Ins' menu option or the shortcut buttons within Crystal Reports



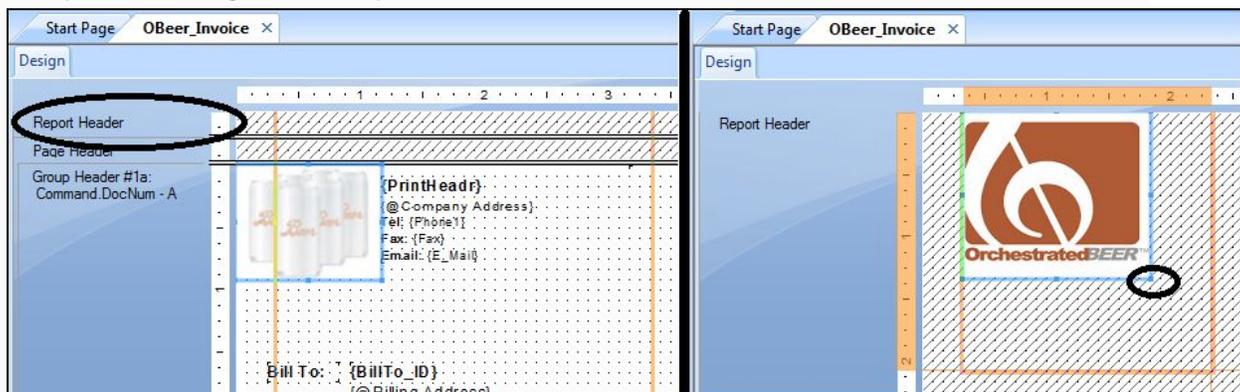
19. If using OnDemand, 'Save' will be the only working option ('Save As' will be available, but due to certain limitations within this platform, will not load the file back into your system.
20. If Enterprise, you may use 'Save As', but you will have to associate a location with the document once the process is complete
21. Till a location is associated, your document can be found in the 'Lost Reports' portion of the Report & Layout Manager.



22. Browse to the image file you wish to insert

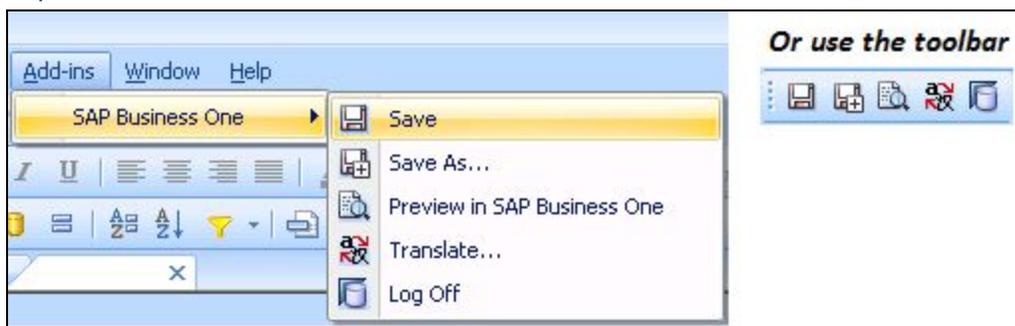


23. Place the image in the grey'd area of the report header as a temporary area while you shrink or expand the image to the requested size.



24. Simply hover over the image, then click and drag to expand or shrink the logo size.
25. Once the size is close to your goal, if not there, then move the graphic to it's desired location. You may adjust other fields here as well by simply clicking and dragging them to their desired location
26. Save

1. You may use either the 'Add-Ins' menu option or the shortcut buttons within Crystal Report



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