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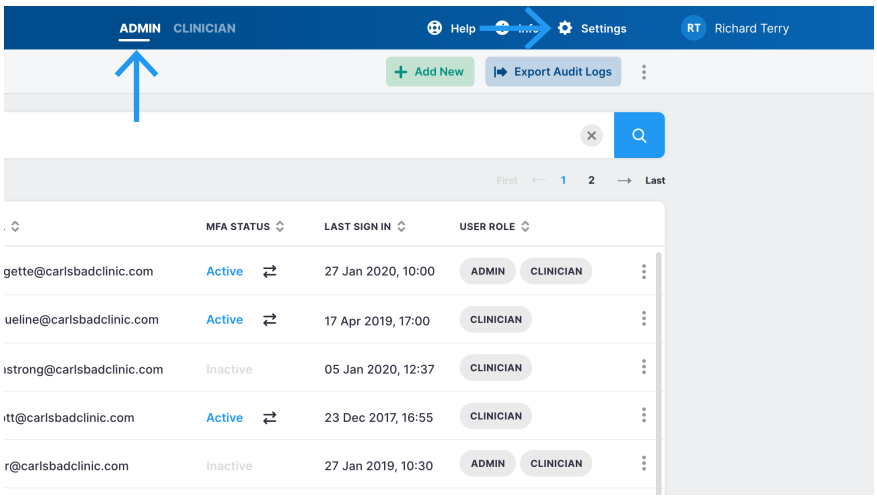
MYSOZO ADMIN

Changing Logo on Report

1

Select Settings

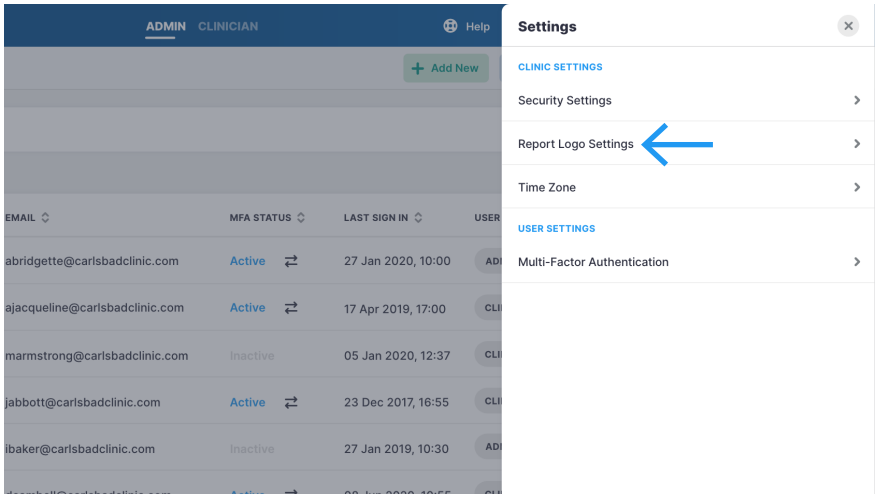
1. Sign into MySOZO and ensure that the administrator role is selected
2. From the header menu select "Settings"
3. Sidebar menu will appear



2

Select Report Logo Settings

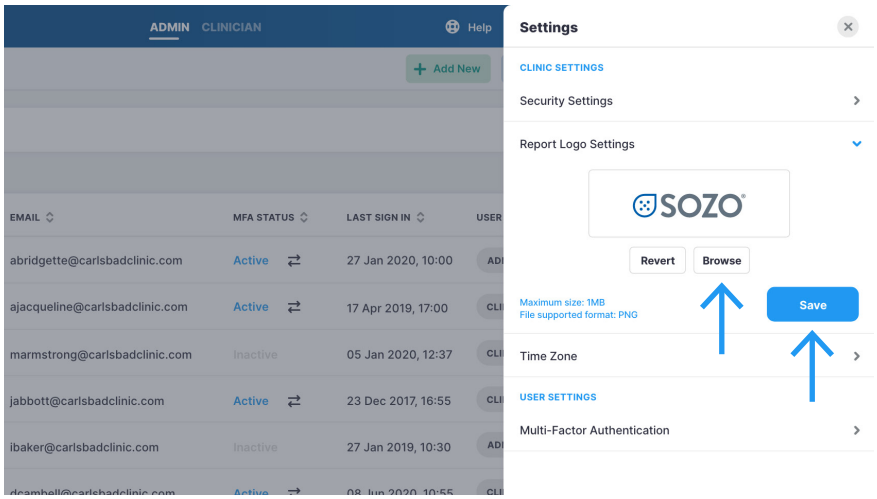
1. From the sidebar select "Report Logo Settings"



3

Upload Logo File

1. Select "Browse" to locate file location of logo
2. Select .png file
3. Review change and Select "Save"



Please note: File must be .png, maximum of 1MB

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