

Add your name and logo to every report

Your name, your practice and your logo print on every PDF you export: the site appraisal, the plans and the conditions schedule. Set them once, in Settings, before your first report.

Your logo Settings, then Organisation & Team

- 1 Open **Settings** from the navigation (the cog on a phone, the sidebar on a desktop).
- 2 In the **Organisation & Team** card, under **Company Logo**, tap **Upload Logo** and choose a PNG or JPG under 1 MB. A square or wide logo on a transparent or white background prints best; it sits top-left of every export.
- 3 It saves itself the moment you choose it. The line under the preview reads **Logo saved to your account; it appears on every PDF you export**. If it says it could not reach your account, check your connection and select the file again.
- 4 To change it, tap **Change**; to take it off, tap **Remove**. Both save at once, and the logo follows you to your other devices.

Your name and practice Settings, then Your Profile

- 1 Lower down the Settings page, in **Your Profile**, enter your name and your company.
- 2 Press **Save Profile**. The button reads **Saved** for a moment.
- 3 Every report now carries your name as its author, with your practice beside it.

Good to know

Check it on a report

Open any site, go to the **Site Appraisal** tab and export the PDF. The logo is top-left of the first page and your name is in the footer.

One logo per account

The logo is stored with your account, not the device, so it appears on exports from your Mac, your iPhone and your iPad alike.

Too large?

The limit is 1 MB. Export the logo again at a smaller size, or as a JPG, and upload that.

Nothing printed?

Reload the app once after saving. If the report still shows no logo, open Settings and check the line under the preview says it was saved to your account.