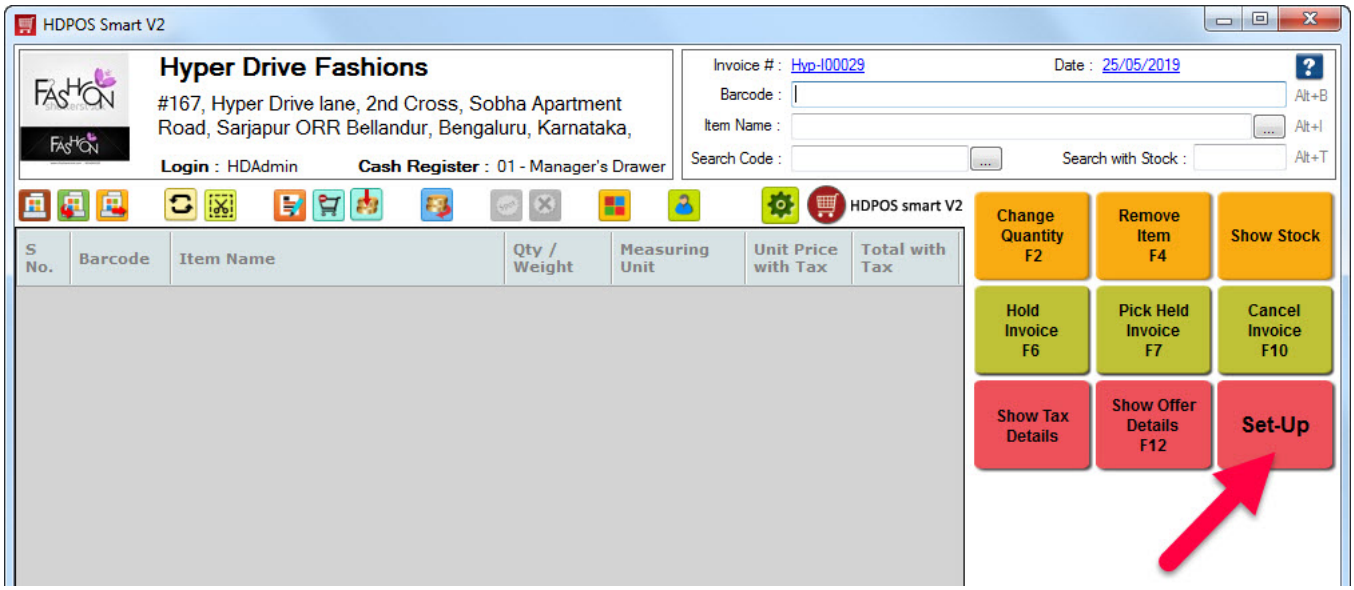
How to add an image to your existing Sales Invoice Report?

Below are few steps to know how to edit your invoice and add an image to it.

BASIC STEPS:

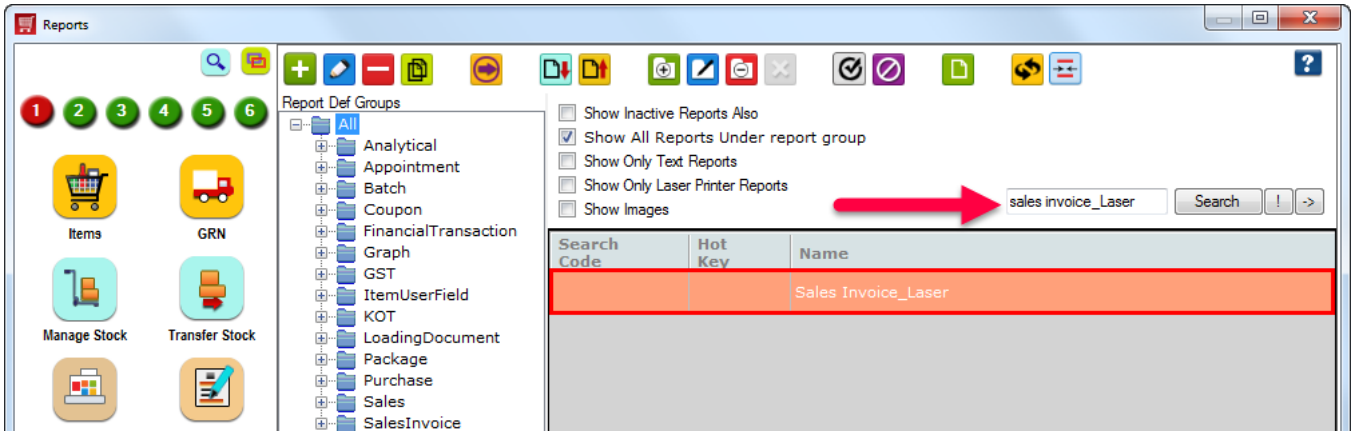
1. From the Main invoice screen Click on Setup.



2. From the 1st page of Setup select Reports module.



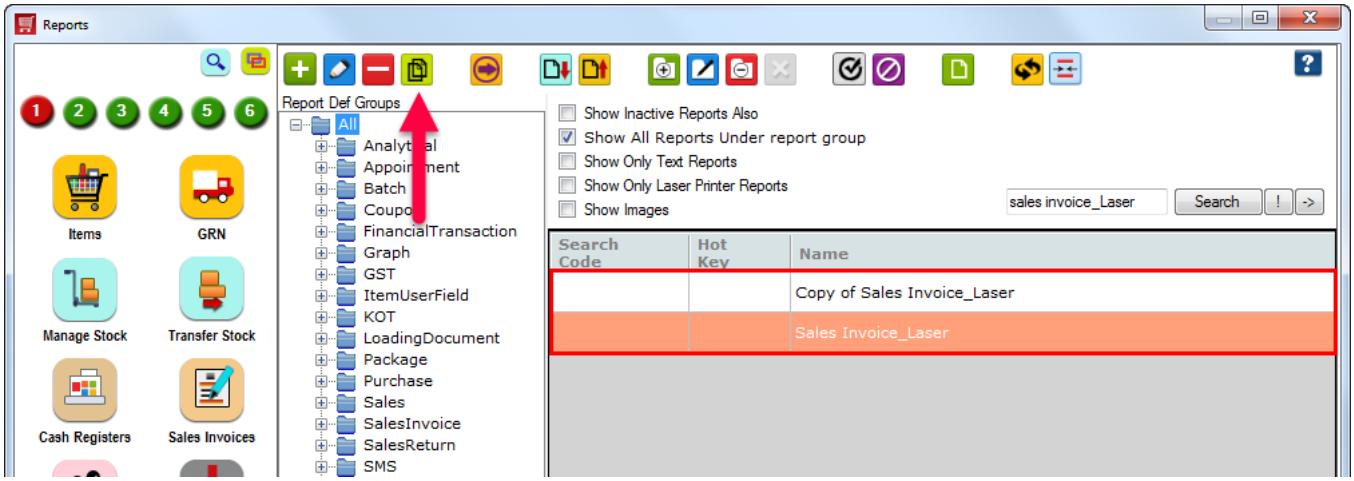
3. In the search text box enter the name of the invoice you want to edit and click on search. Example. sales invoice_Laser.



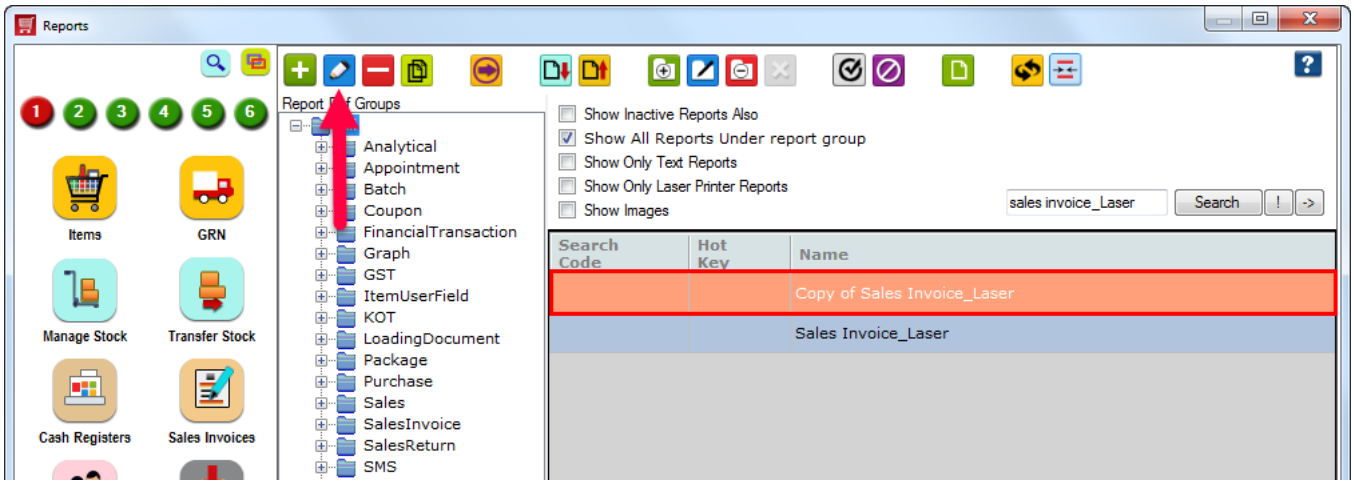
4. Select the invoice you want to edit and first make a clone as shown below.

a. From Reports Menu select option Clone.

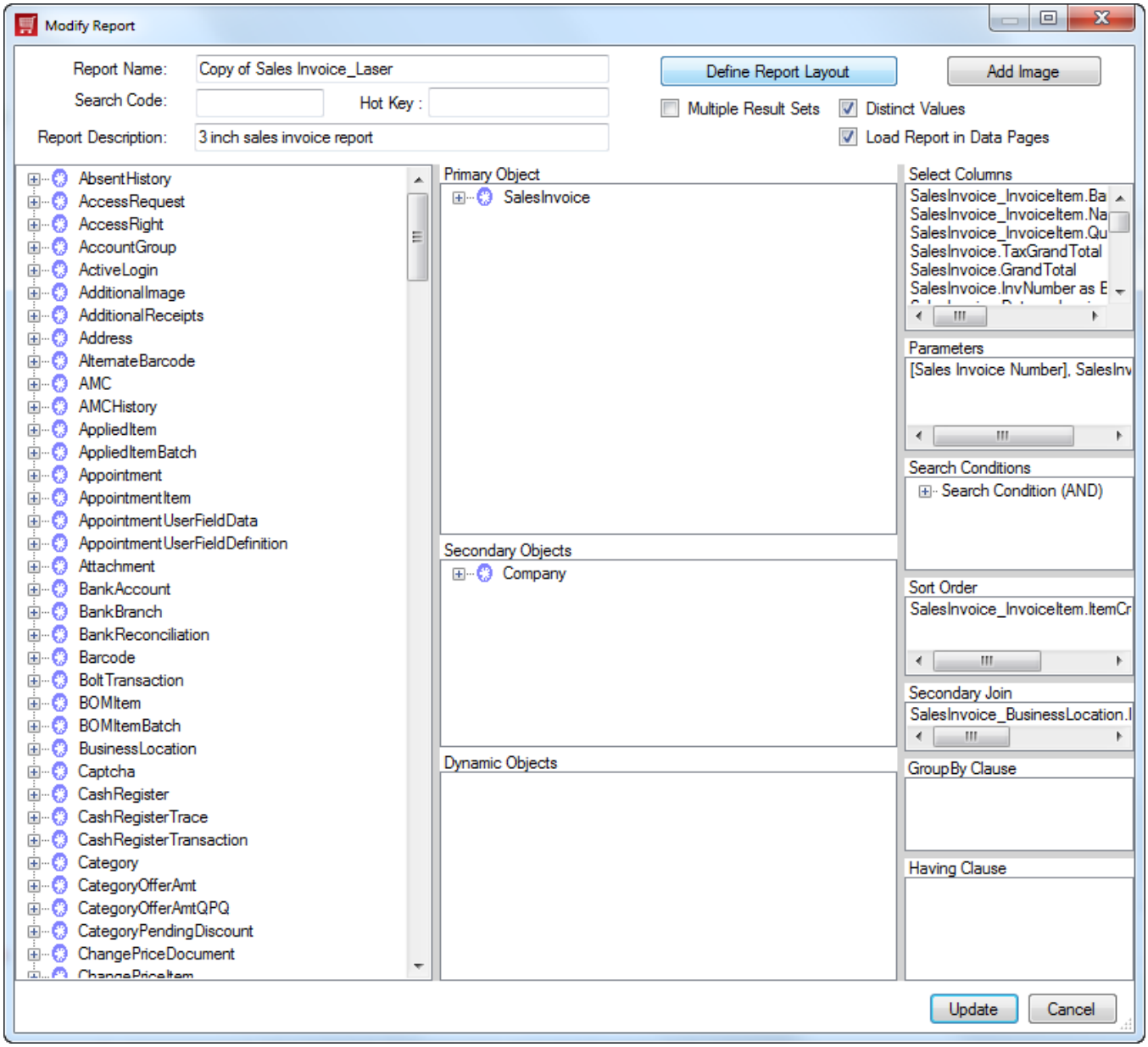
b. This will add a clone of that invoice as **Copy of** Sale invoice_Laser



5. Select the cloned report and click on **Modify Report** option from the tool strip.

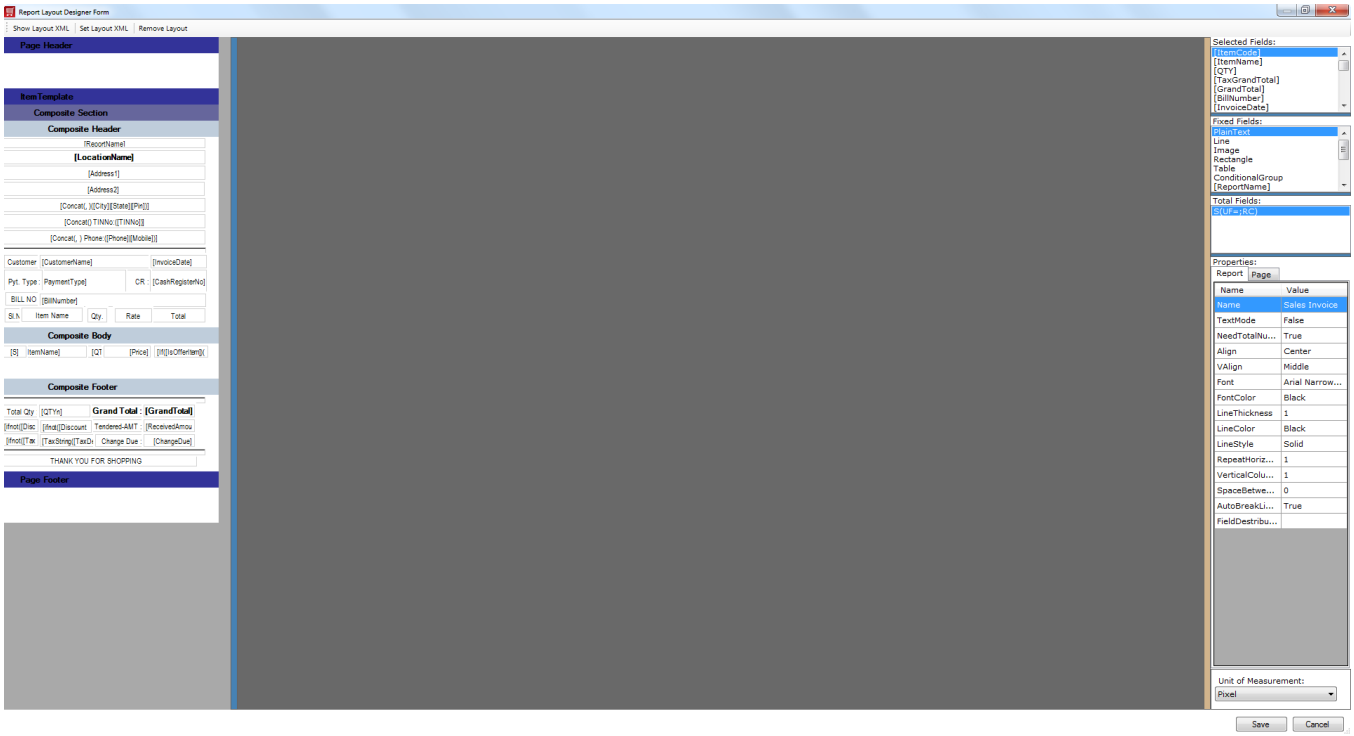


6. In the **Modify Report** screen that opens click on **Define Report Layout** Butt



7. This should open the **Report Layout Designer Form**.

8. **Maximize** the screen before you proceed with any editing.



The Report Layout Designer Form consist of different sections.

The left side is basically your canvas/designer on which you will be placing the components that you want to see in your final report.

To the left you will see

Page Header

Item template

Composite Section

Composite Header

Composite Body

Composite Footer

Page Footer

To the right you will see all the fields that you can place on your canvas. The Right side consists of:

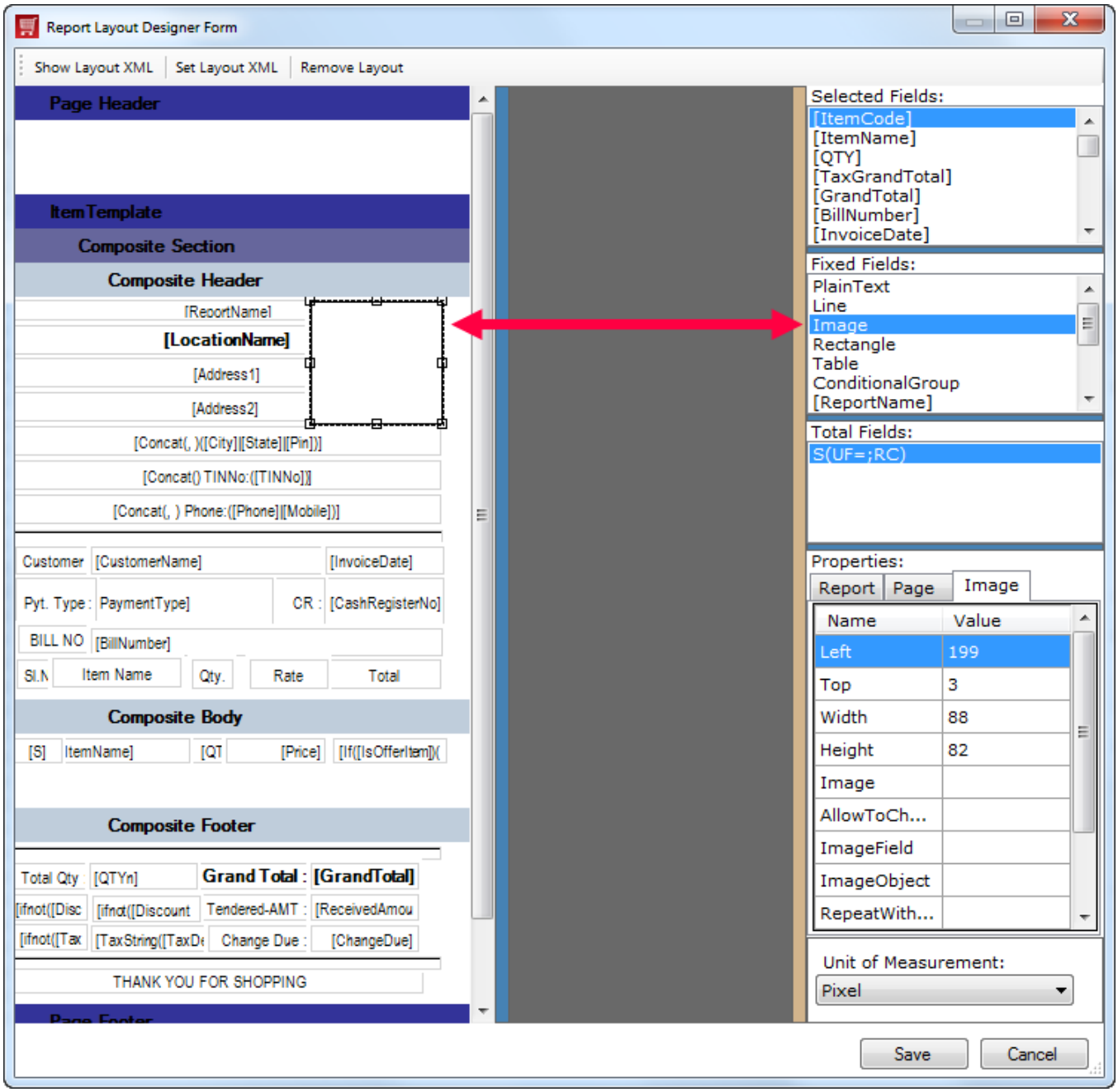
- **Selected Fields**
- **Fixed Fields**
- **Total fields**
- **Properties**

TO ADD AN IMAGE TO YOUR INVOICE:

1. From **Fixed Fields** select **Image**.

2. **Drag and Drop Image** to your **Composite Header Section**.

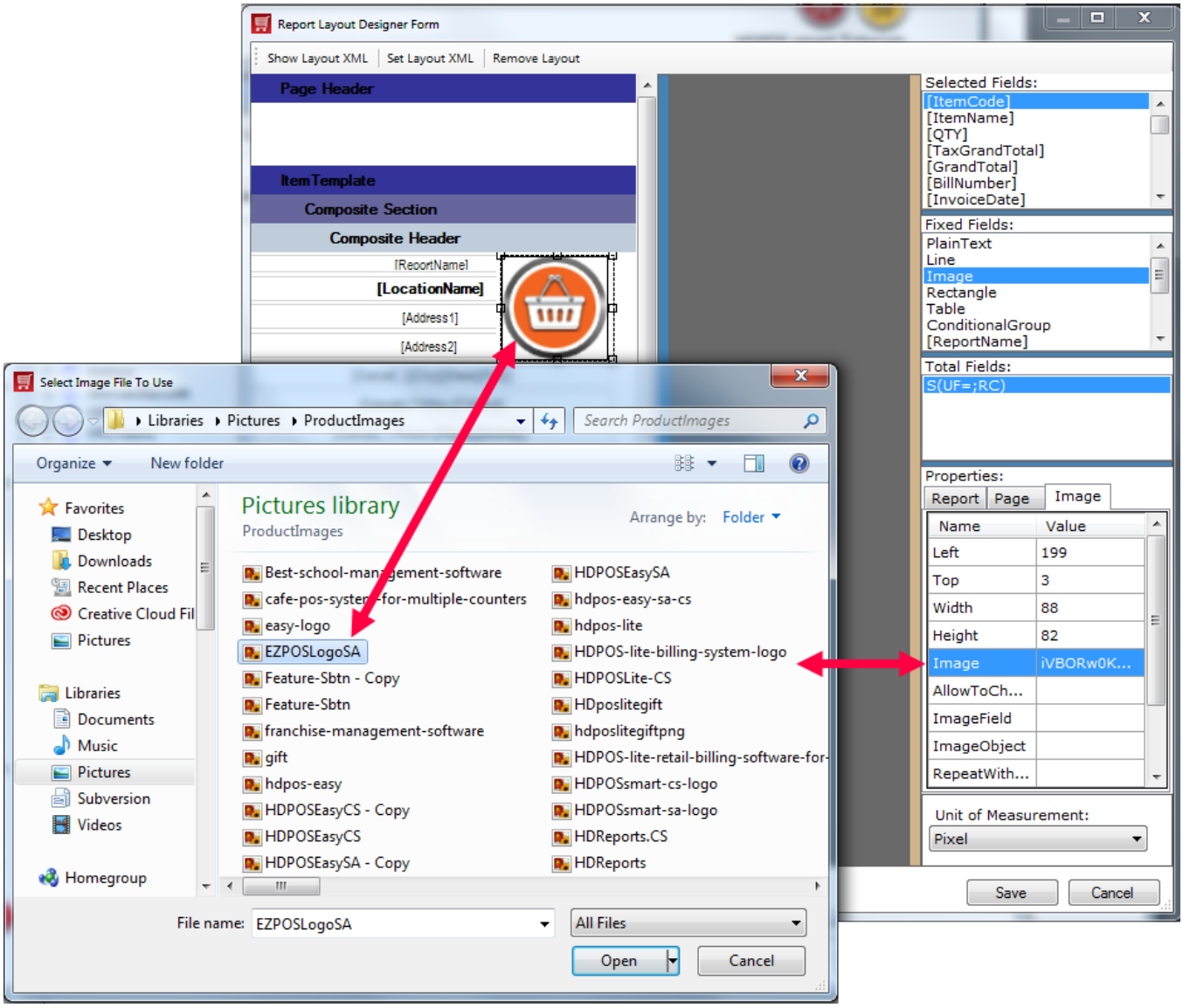
3. Place it in the required position and resize it as required.



4. Once the image is added go to **properties section** on the bottom right of your screen.

5. You will notice a tab, **Image** (which is the properties of the image being added) .

6. In the **Image** tab click on **Image** field to bring up the **Select Image File to use** screen.



7. Select the required image, click on **Open.** Re-adjust the size if required.

8. Click on **Save** to save the report.

9. To preview the report, double click on the report name, enter a sales invoice number and click on **Preview**.