

# Reports & Templates

## How do I add a logo (or make changes) to the Web Reports that are generated from OfficePool?

Using an HTML editor you can modify the 'ReportTemplate.htm' found in the Templates folder (**Reports -> Show Templates Folder** menu item). You can add/modify anything you like. Deleting the file will cause OfficePool to generate the default version. Use the 'Preview' button to view the changes after you save the file.

Unique solution ID: #1017

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