Chreos Background Image Help and Information Sheet

To Add or Edit the background setting in Chreos go to Maintenance | Setup | Define extra data fields (*Fig 1.)*,

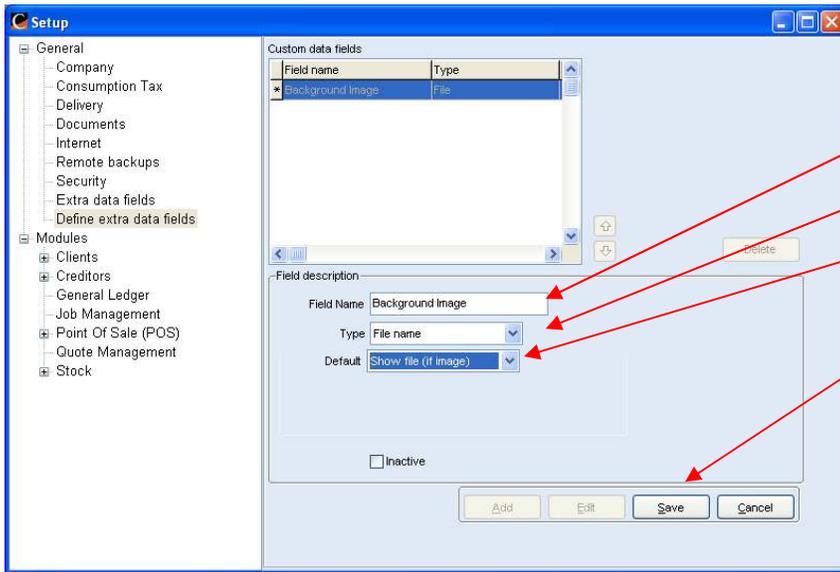## Define Extra Data Fields for Background Images

Fig 1. Define Extra Data Fields Setup Screen

To add a background setting click [Add].
Enter the Field name.
Select the Type – File name is the only option for storing image data.
The Default should be Show File.
Click [Save].

To edit select the Field name in the grid, click [Edit] and make any changes.
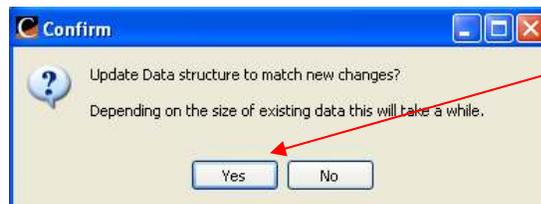To delete, select the Field name in the grid and click [Delete].

Fig 2. Confirmation Screen

After clicking [Save] a confirmation box *(Fig 2.)* will appear asking you to update the data.
Click [Yes].

Fig 3. Information Screen

An information box *(Fig 3.)* will appear informing you that the data tables have been created.
Click [OK].

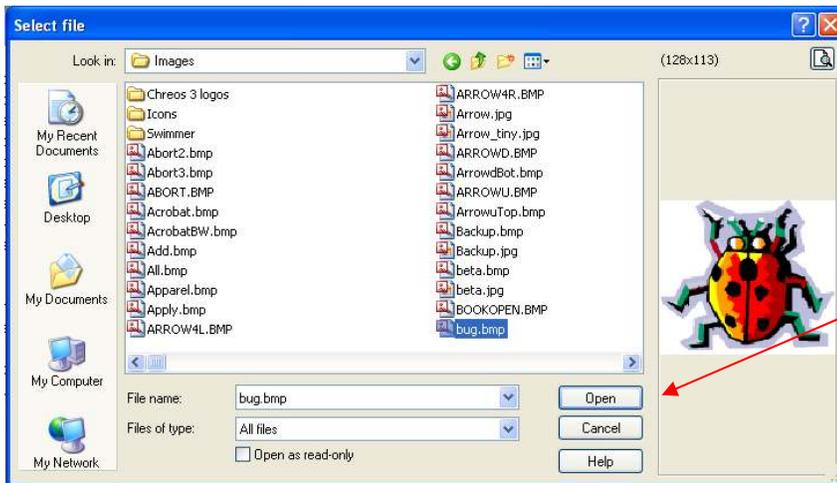After clicking [OK] you will be taken to the "Extra Data Fields" screen *(Fig 4.)* to browse for the file you want to use.

Extra Data Fields

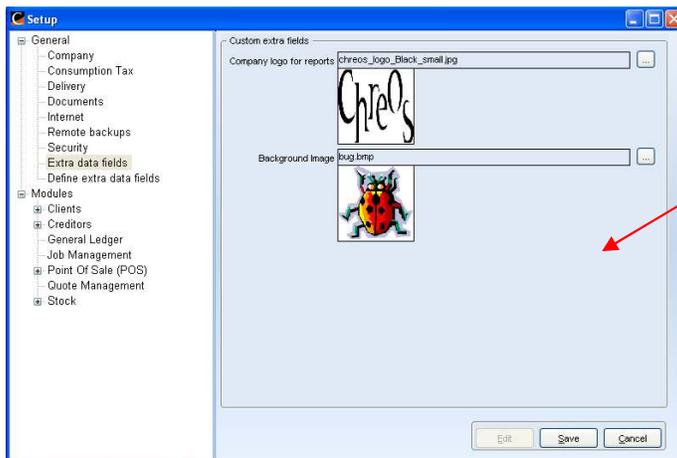The "Custom extra fields" already contains "Company logo for reports" as a default.

Fig 4. Extra Data Fields Screen

To select a background image click [...] to browse your files for the image you want to upload.

Fig 5. Select File Screen

Select the file you want to use as your background image and click [Open].

Fig 6. Extra Data Fields Screen

The file you have selected will show in the "Extra data fields" screen.
Click [Save].

Setting Chreos Background

To set the background image for your screen in Chreos go to Maintenance | Setup | Company *(Fig 7.)*.

Fig 7. Company Setup Screen

The defaults can be changed by clicking [Edit] and selecting the "Image" and the "Position" in the "Chreos background" area of the setup screen.

The "Background colour" can be changed by clicking [Edit] and […] to display a colour selection grid to choose from.

Click [Save] to see the changes on your screen.
To resume to the default settings click [Default].