

Report header

Last Modified on Jun 5, 2023

Reports generated by OnceHub can also be used externally with Customers or other stakeholders. For example, you may have a Customer who asks you to provide a schedule report when they need to meet multiple providers. In this case, you could generate a Customer detail report to send to the Customer.

By default, the OnceHub report header is displayed in PDF reports. However, you may want to use your own branded report header for reports that are sent to external stakeholders.

In this article, you'll learn how to upload your own branded report header to use in PDF reports.

Uploading your own branded report header

- 1. From OnceHub setup, go to the lefthand sidebar and click on **Reports**.
- 2. Select any report type.
- 3. Click the action menu (three dots) on the right of the page (Figure 1).

CriceHub Activity Setup v Schedule v 🖏 💭 ? SM								
\bigcirc	ren de la companya de	R	2	Ā	8	<u>(88</u>)		
	Event type reports	Booking page reports	Master page reports	Customer reports	User reports	Account reports	Revenue reports	
< <u>5</u> 3	Account datail report							
() >	Account detail report						CSV SPDF	
~	Retrieve by Meeting time	From Jan 08, 2020 📰	To Status Feb 07, 2020 Go All Activity		Customize PDF report header			

Figure 1: Customize PDF report header option

- 4. Click Customize PDF report header.
- 5. In the **Report header** popup, click **Choose File** to choose your own header and upload it (Figure 2). The recommended dimensions for a report header are 840 pixels wide and 70 pixels high.
- 6. After you've selected the header you want to upload, click **Save**.

(i) Note:

The report header will only show in PDF reports. Click the PDF button to generate a report for your current report view.