



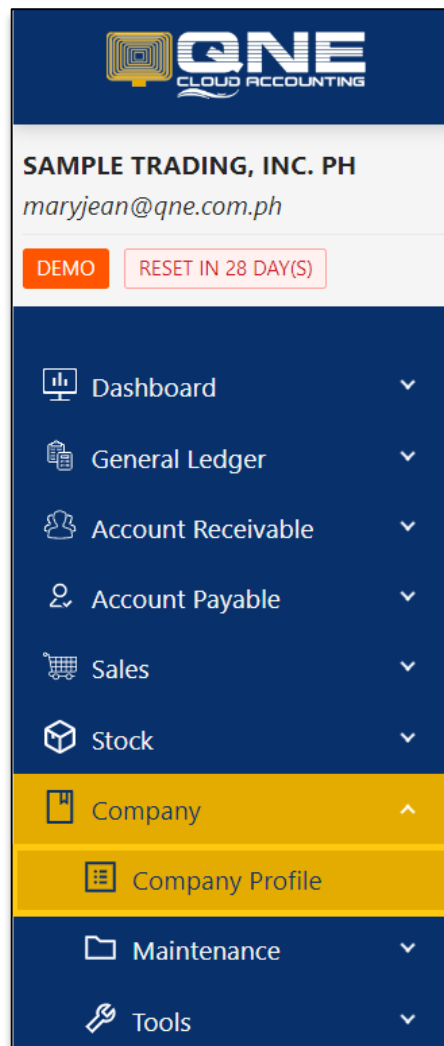
## How to Reset Company Header

### Overview:

The **Reset button** in the Company Header is used to clear all the changes made in the Header and revert back to the system's default design.

### Procedure:

1. In the **Navigation pane**, go to **Company > Company Profile**



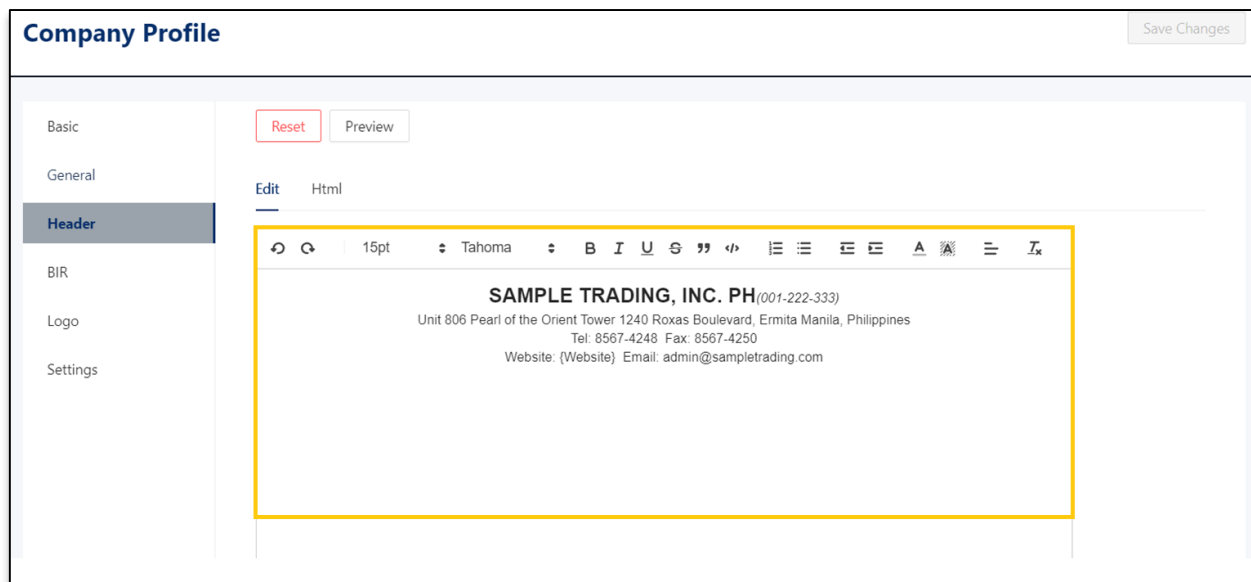
2. In the **Company Profile**, go to the **Header** tab then click **Reset**



The screenshot shows the 'Company Profile' interface. On the left, a sidebar contains tabs: Basic, General, **Header** (highlighted), BIR, Logo, and Settings. The main area has a 'Reset' button highlighted with a yellow box. Below the sidebar, there are 'Edit' and 'Html' tabs, with 'Edit' selected. A rich text editor toolbar is visible, followed by the company header content: 'SAMPLE TRADING, INC. PH101', '(001-222-333)', 'Unit 806 Pearl of the Orient Tower 1240 Roxas Boulevard, Ermita Manila, Philippines', 'Tel: 8567-4248 Fax: 8567-4250', and 'Website: (Website) Email: admin@sampletrading.com'. A 'Save Changes' button is in the top right corner.

Application:

Header is now back to the default system design.



This screenshot shows the same 'Company Profile' interface, but the 'Header' tab is now highlighted in the sidebar. The 'Reset' button is no longer highlighted. The company header content remains the same as in the previous screenshot, but the overall layout and styling are reset to the default system design. The 'Save Changes' button remains in the top right corner.



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>