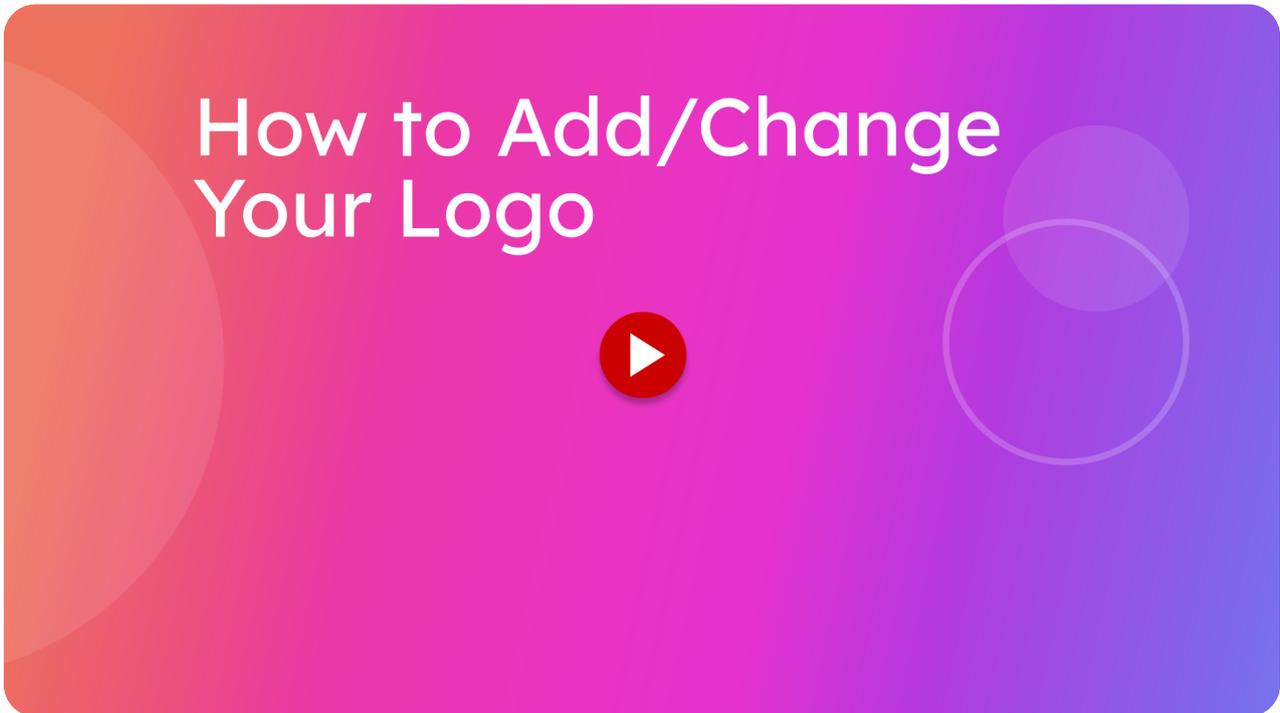




How to Add/Change Your Logo (release/2025-03-17)

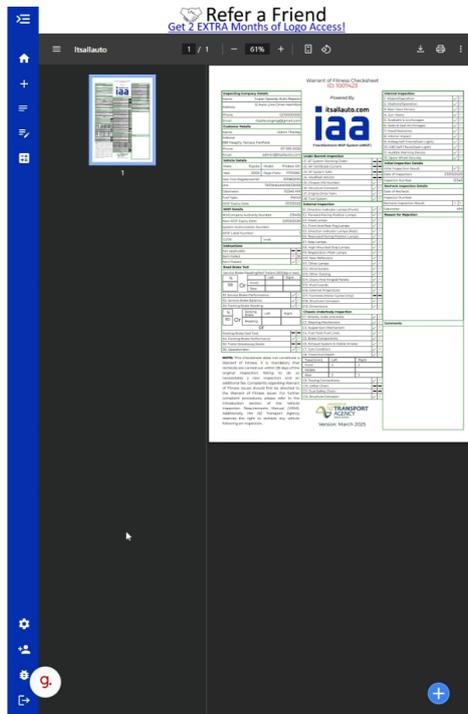
Powered by [guidde](#)



This guide will walk you through how you can add or update your organization's logo.

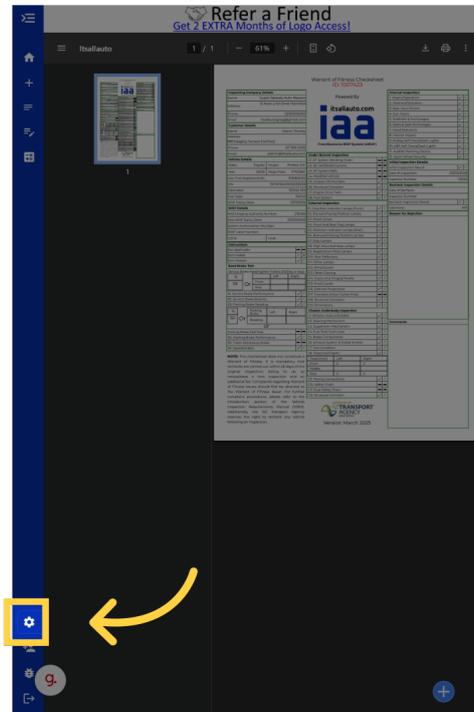
01 Introduction

When you generate a warrant of fitness check sheet, you'll notice that there is the itsallauto logo in the top center of it. This is a placeholder and can be changed.



02 Click "Settings"

To change this, we will need to first go into the settings page by tapping the cog in the sidebar.



03 Settings Page

In the settings page, you will see a logo section.

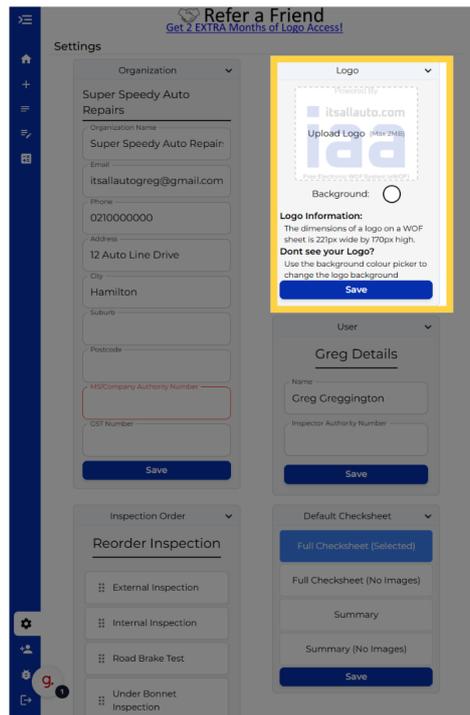
The screenshot displays the 'Settings' page of a mobile application. At the top, there is a 'Refer a Friend' banner with the text 'Get 2 EXTRA Months of Logo Access!'. The main content is organized into several sections:

- Organization:** A dropdown menu is set to 'Super Speedy Auto Repairs'. Below it are input fields for 'Organization Name', 'Email' (itsallautogreg@gmail.com), 'Phone' (0210000000), 'Address' (12 Auto Line Drive), 'City' (Hamilton), 'Suburb', and 'Postcode'. There are also fields for 'MS Company Authority Number' and 'GST Number', each with a 'Save' button below.
- Logo:** This section is highlighted with a yellow box. It features a 'Logo' dropdown menu showing a preview of the 'itsallauto.com' logo. Below the preview is an 'Upload Logo (Max 2MB)' button and a 'Background' color picker. A 'Save' button is located at the bottom of this section. 'Logo Information' text specifies: 'The dimensions of a logo on a WOF sheet is 225px wide by 70px high. **Don't see your Logo?** Use the background colour picker to change the logo background'.
- User:** A dropdown menu is set to 'Greg Details'. It includes input fields for 'Name' (Greg Gregington) and 'Inspector Authority Number', with a 'Save' button below.
- Inspection Order:** A dropdown menu is set to 'Reorder Inspection'. It lists 'External Inspection', 'Internal Inspection', 'Road Brake Test', and 'Under Bonnet Inspection'.
- Default Checksheet:** A dropdown menu is set to 'Full Checksheet (Selected)'. It lists 'Full Checksheet (No Images)', 'Summary', and 'Summary (No Images)', with a 'Save' button below.

04 Make sure you have your logo saved

For a professional looking check sheet, we do not recommend taking a photo of your logo from your phone. Instead, you should be using an image file of your logo.

If you do not currently have the image file of your logo, we will walk you through how you might be able to get it, assuming you have a website. It is also recommended that you do this using a computer.



The screenshot shows a mobile application interface for 'Refer a Friend' with a promotional banner 'Get 2 EXTRA Months of Logo Access!'. The 'Settings' section is active, displaying details for 'Super Speedy Auto Repairs'. The 'Logo' section is highlighted with a yellow border and contains the following information:

- Organization: Super Speedy Auto Repairs
- Organization Name: Super Speedy Auto Repair
- Email: itsallautogreg@gmail.com
- Phone: 0210000000
- Address: 12 Auto Line Drive
- City: Hamilton
- Suburb: [Empty]
- Postcode: [Empty]
- MSA/Company Authority Number: [Empty]
- GST Number: [Empty]
- Save button

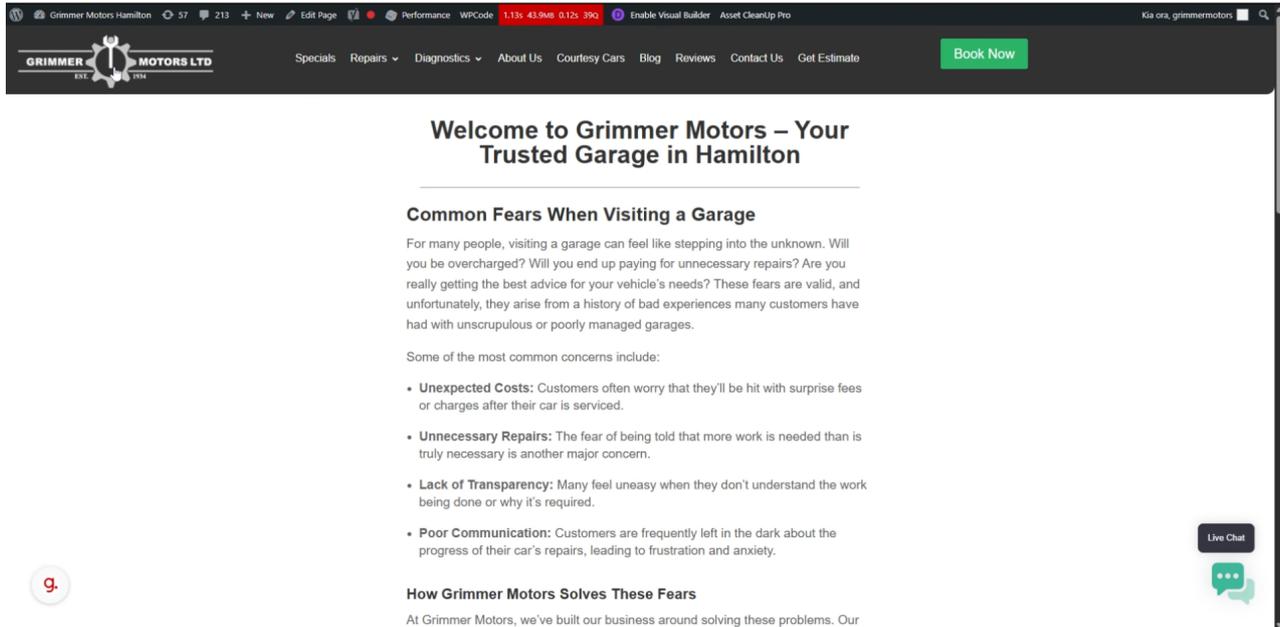
The 'Logo' section also includes:

- Logo: itsallauto.com
- Upload Logo (with a red 'x' icon)
- Background: [Color picker]
- Logo Information: The dimensions of a logo on a WOF sheet is 227px wide by 170px high. Dont see your Logo? Use the background colour picker to change the logo background.
- Save button

Other sections visible include 'User' (Greg Creggington) and 'Default Checksheet' (Full Checksheet [Selected]).

05 Go to your website

In this example, we will be using the grimmer motors website. It is very likely that your logo will be shown somewhere on your website.



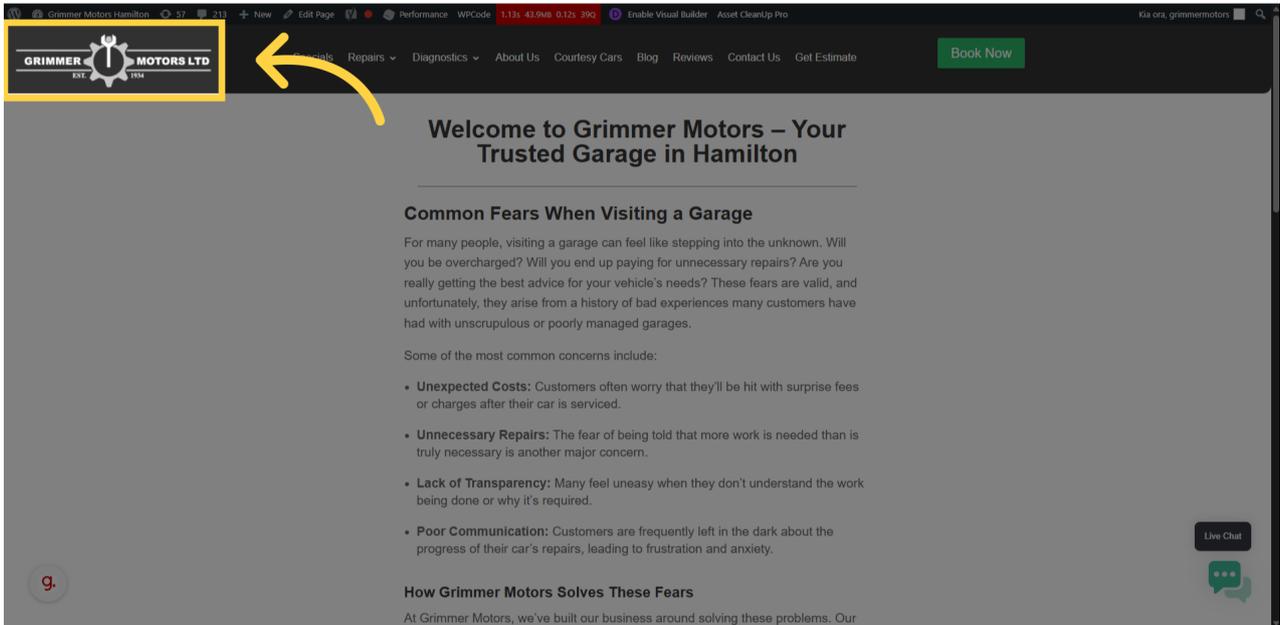
The screenshot shows a web browser window displaying the Grimmer Motors website. The browser's address bar shows the URL 'kia ora, grimmermotors'. The website's header features the Grimmer Motors logo (EST. 1934) on the left, a navigation menu with items: 'Specials', 'Repairs', 'Diagnostics', 'About Us', 'Courtesy Cars', 'Blog', 'Reviews', 'Contact Us', and 'Get Estimate', and a green 'Book Now' button on the right. The main content area has a heading 'Welcome to Grimmer Motors – Your Trusted Garage in Hamilton' followed by a sub-heading 'Common Fears When Visiting a Garage'. The text below explains that visiting a garage can be intimidating and lists common concerns: Unexpected Costs, Unnecessary Repairs, Lack of Transparency, and Poor Communication. A 'Live Chat' button is visible in the bottom right corner. A small 'g.' logo is in the bottom left corner of the page content.

g.

Live Chat

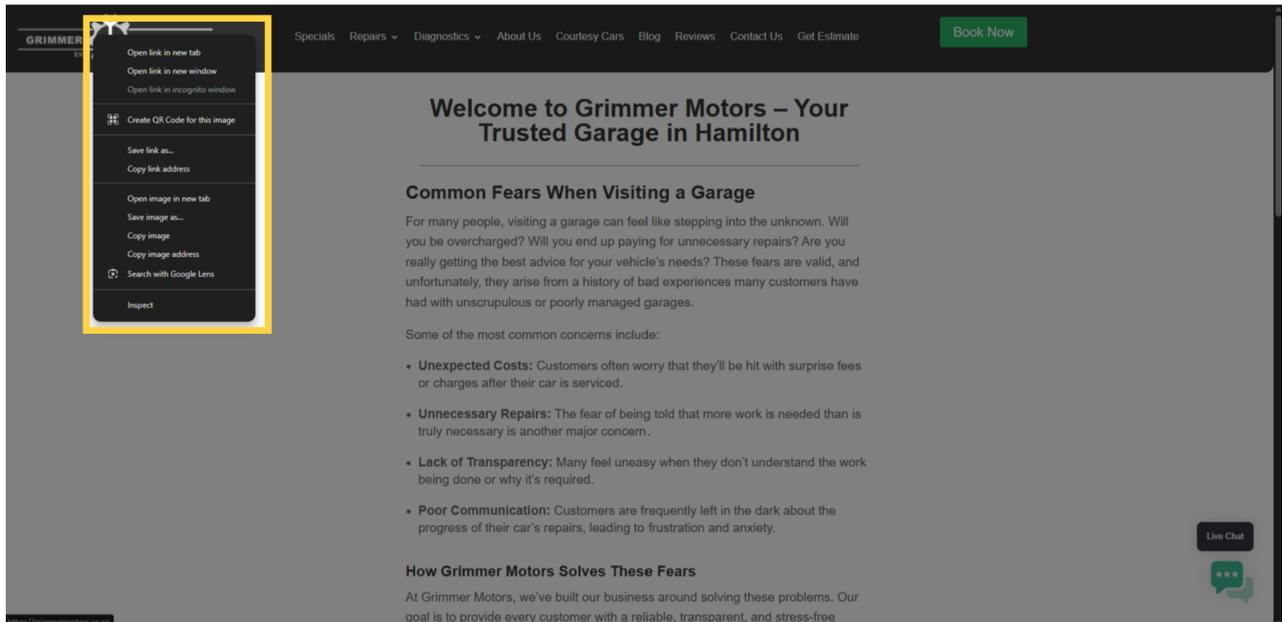
06 Locate your logo

You will want to locate where your logo is, in our case it is in the top left of the page.



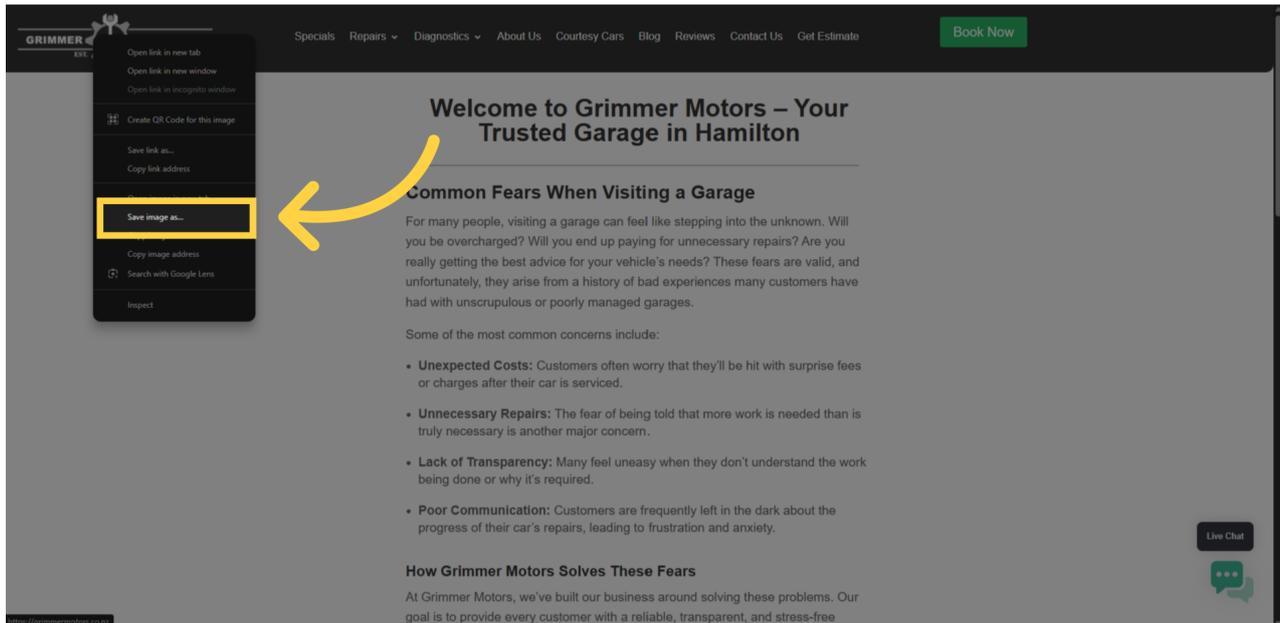
07 Right click the logo

Right clicking the logo should show a menu of actions you can do with the image.



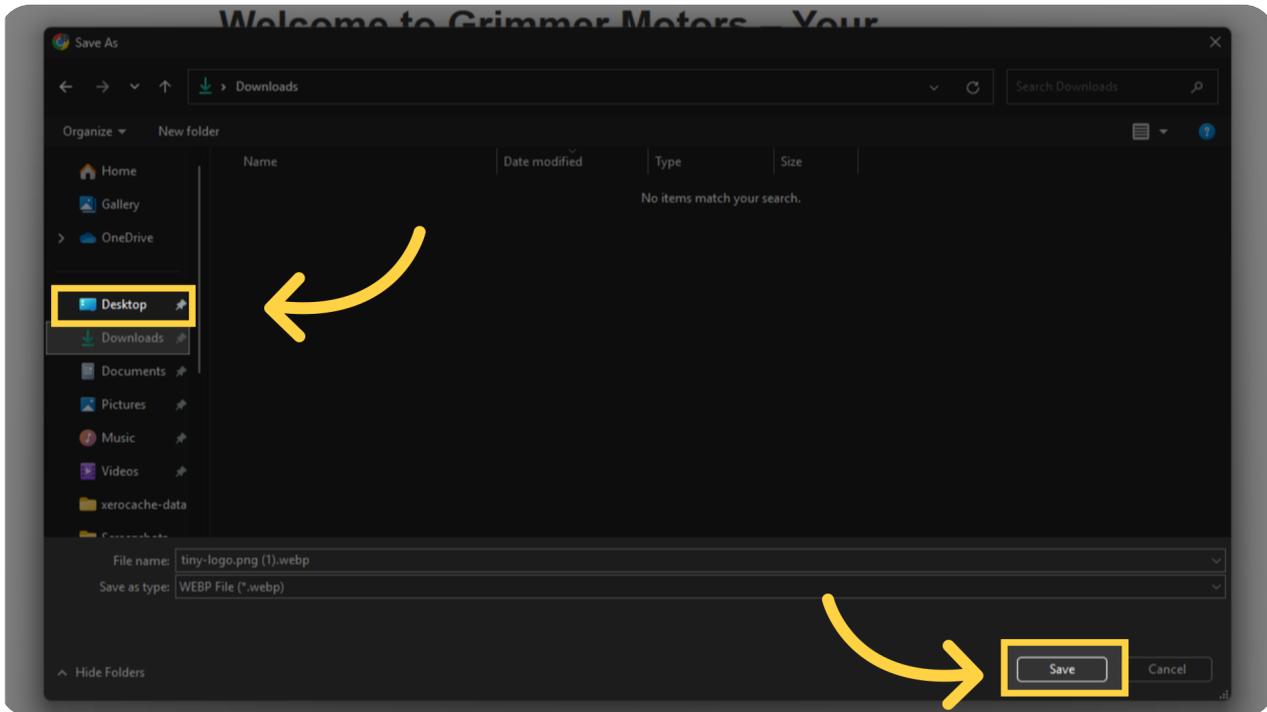
08 Save image

From the menu, you will want to click the Save image as option. This should display the file explorer, where you can choose where the file gets downloaded on your computer.



09 Save to desktop

We recommend saving the image to your desktop. You can do this by first, clicking Desktop on the sidebar of the file explorer. Make sure that desktop is selected, and then click save.



10 Go back to settings page

Once you have the logo saved to your computer, go back to the settings page of the its all auto online warrant of fitness system.

Settings

Organization

Speedy Auto Repairs

Organization Name
Speedy Auto Repairs

Email
itsallautogreg@gmail.com

Phone
027 000 0000

Address
12 Auto Lane Drive

City
Hamilton

Suburb
Fairfield

Postcode
0000

MS/Company Authority Number
MS1234

CST Number

Save

Logo

Logo Information:

The logo is very easy to upload. To learn how see [this How-to Video](#)

Don't see your Logo?
Use the background colour picker to change the logo background

Upload Logo (Max 2MB)

Background:

Save

User

Greg Details

Name
itsallautogreg

Inspector Authority Number
BT1234

Save

Inspection Order

Reorder Inspection

- Internal Inspection
- External Inspection
- Road Brake Test
- Under Bonnet Inspection
- Chassis Under Body Inspection

Save

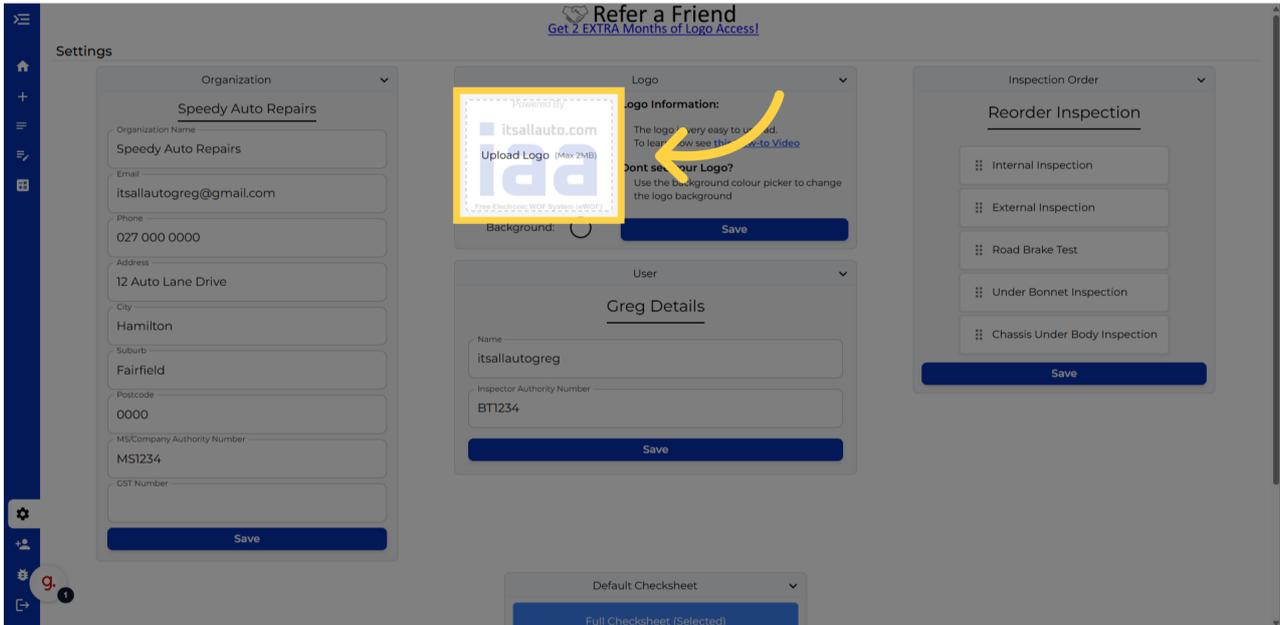
Default Checksheet

Full Checksheet (Selected)

Refer a Friend
[Get 2 EXTRA Months of Logo Access!](#)

11 Press Upload Logo

Press the Upload Logo button. This will prompt you to select an image from your device.



The screenshot displays the 'Settings' page of a web application. The page is divided into several sections: 'Organization', 'Logo', 'User', 'Inspection Order', and 'Default Checksheet'. The 'Logo' section is highlighted with a yellow box, and a yellow arrow points to the 'Upload Logo' button. The 'Organization' section contains fields for Organization Name, Email, Phone, Address, City, Suburb, Postcode, MS/Company Authority Number, and GST Number. The 'User' section contains fields for Name and Inspector Authority Number. The 'Inspection Order' section contains a list of inspection types and a 'Save' button. The 'Default Checksheet' section contains a 'Full Checksheet (Selected)' button.

Settings

Organization

Speedy Auto Repairs

Organization Name
Speedy Auto Repairs

Email
itsallautogreg@gmail.com

Phone
027 000 0000

Address
12 Auto Lane Drive

City
Hamilton

Suburb
Fairfield

Postcode
0000

MS/Company Authority Number
MS1234

GST Number

Save

Logo

Logo Information:

The logo is very easy to upload.
To learn how see the [Upload Logo Video](#)

Don't see your Logo?
Use the background colour picker to change the logo background

Background:

Upload Logo (Max 2MB)

Save

User

Greg Details

Name
itsallautogreg

Inspector Authority Number
BT1234

Save

Inspection Order

Reorder Inspection

- Internal Inspection
- External Inspection
- Road Brake Test
- Under Bonnet Inspection
- Chassis Under Body Inspection

Save

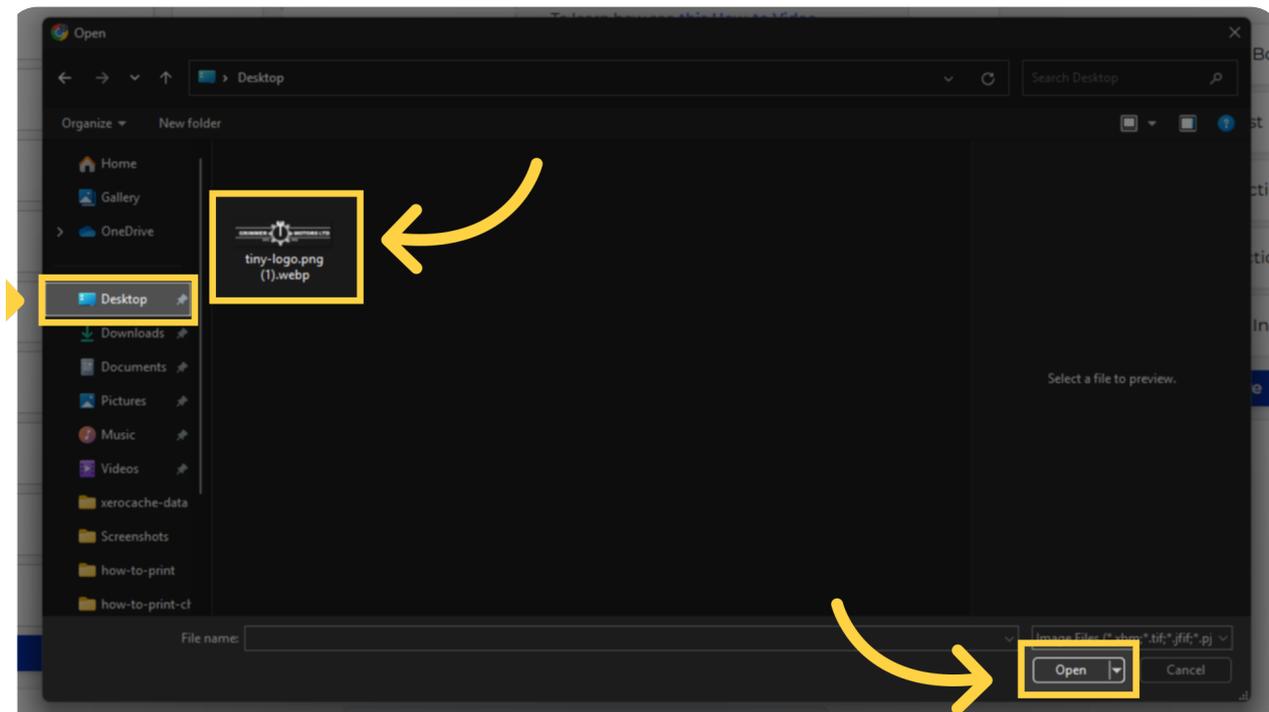
Default Checksheet

Full Checksheet (Selected)

12 Find your logo, and open it.

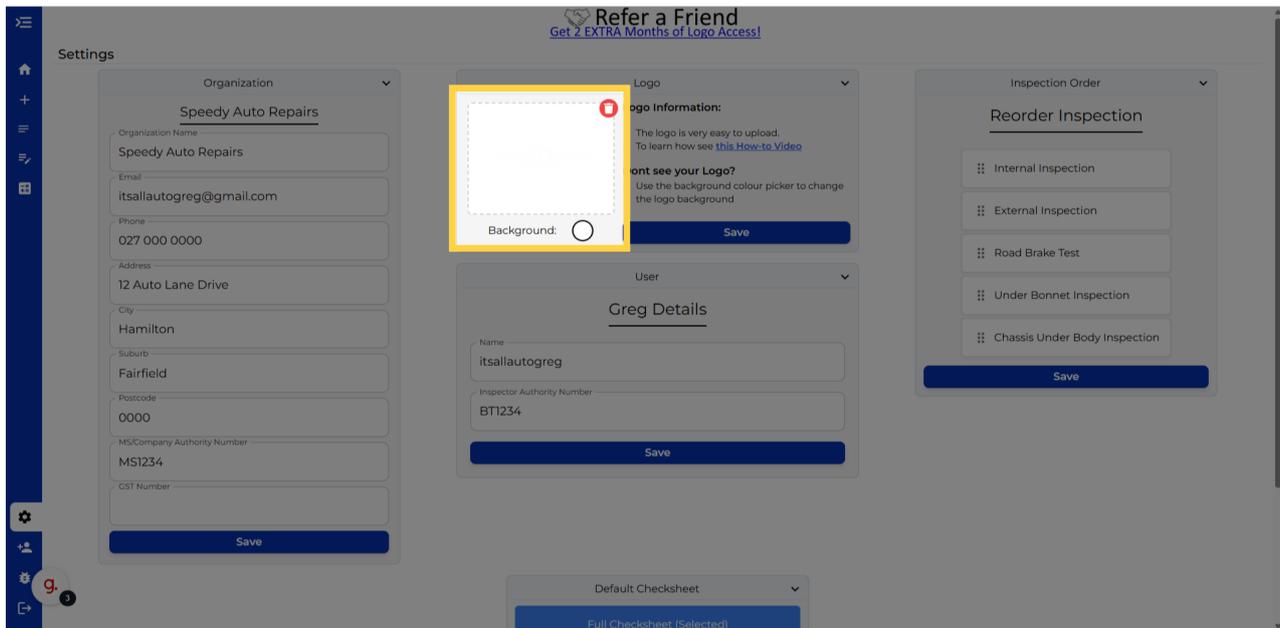
If you had followed the previous steps on how you can find and download your logo, then you should be able to find your logo by first, clicking the desktop button in the sidebar of the file explorer. Then you should be able to find your logo.

To open the image, you can double click it, or can click it once and make sure it is selected, then click the open button in the bottom right.



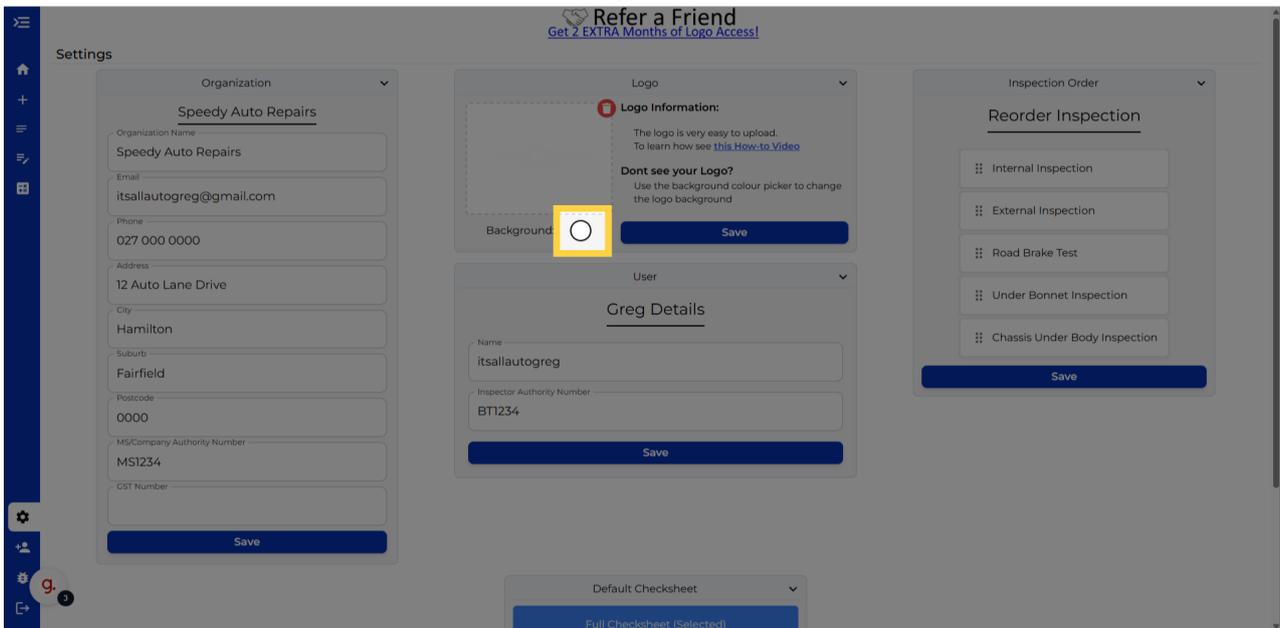
13 Logo should now show up

When you upload your logo, it might be hard to see. This is likely because the logo is white and has a transparent background.



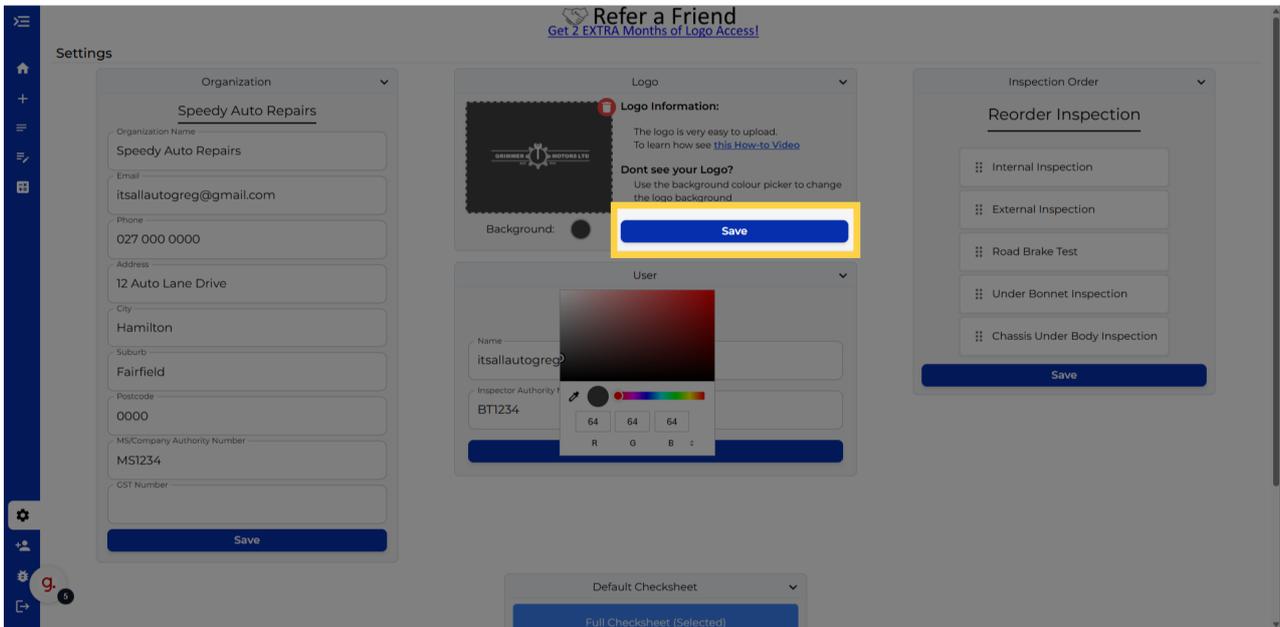
14 Selecting a background colour

If this is the case, try selecting a background colour by pressing this button. This should bring up a colour picker where you can adjust the background colour.



15 Save changes

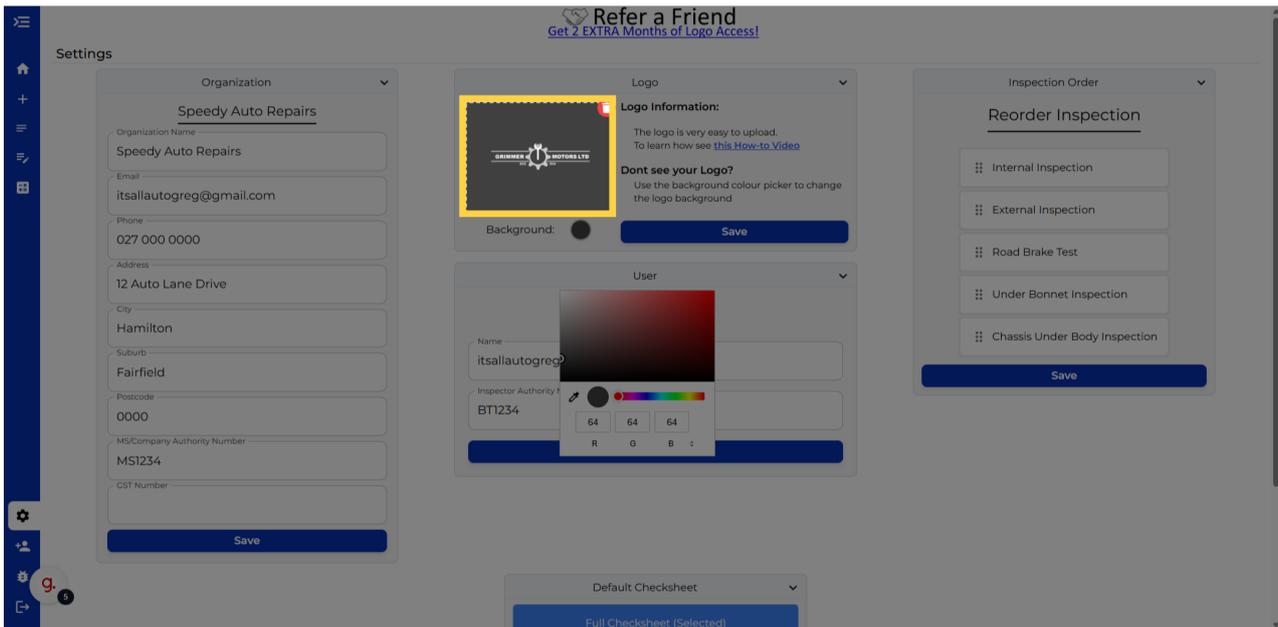
Remember to save your changes by pressing the save button.



16 Logo might look small

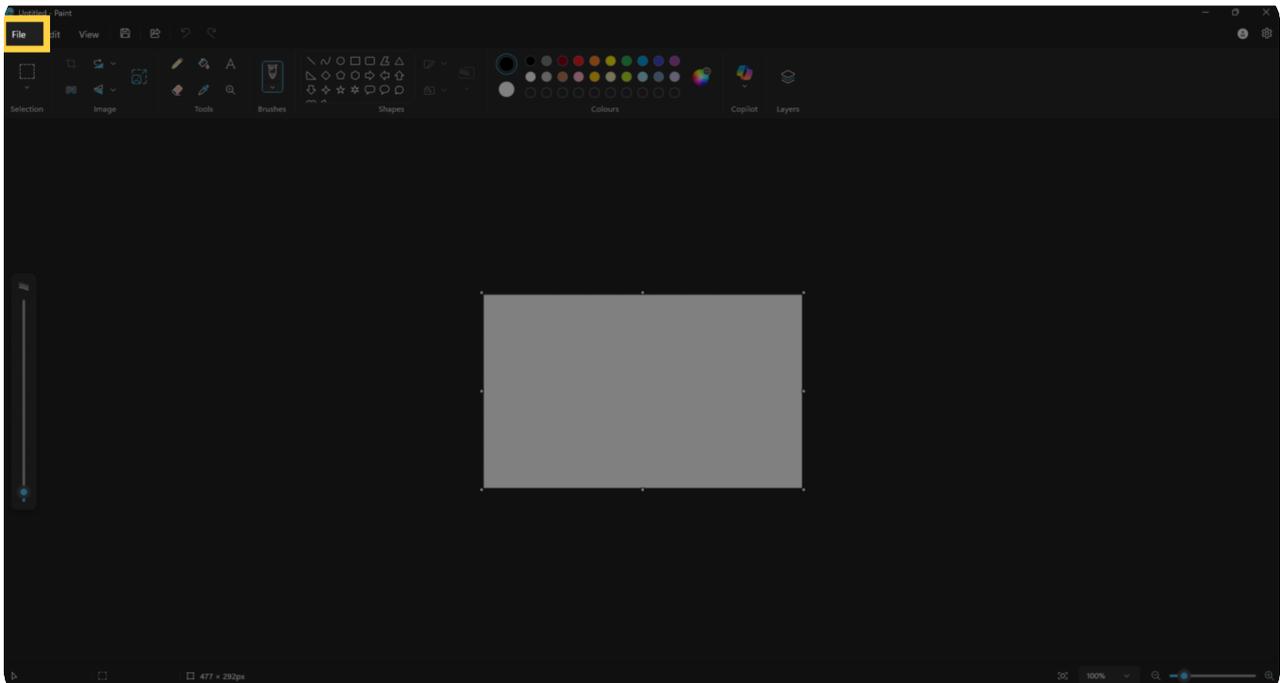
If your logo looks small and isn't close to touching the left and right like in our example, this likely means that the image you have downloaded contains blank space that needs to be cropped out.

We will walk you through how you can go about cropping the blank space using the paint program on windows. If you are already satisfied with how your logo looks, feel free to skip to the section where we open up a checksheet.



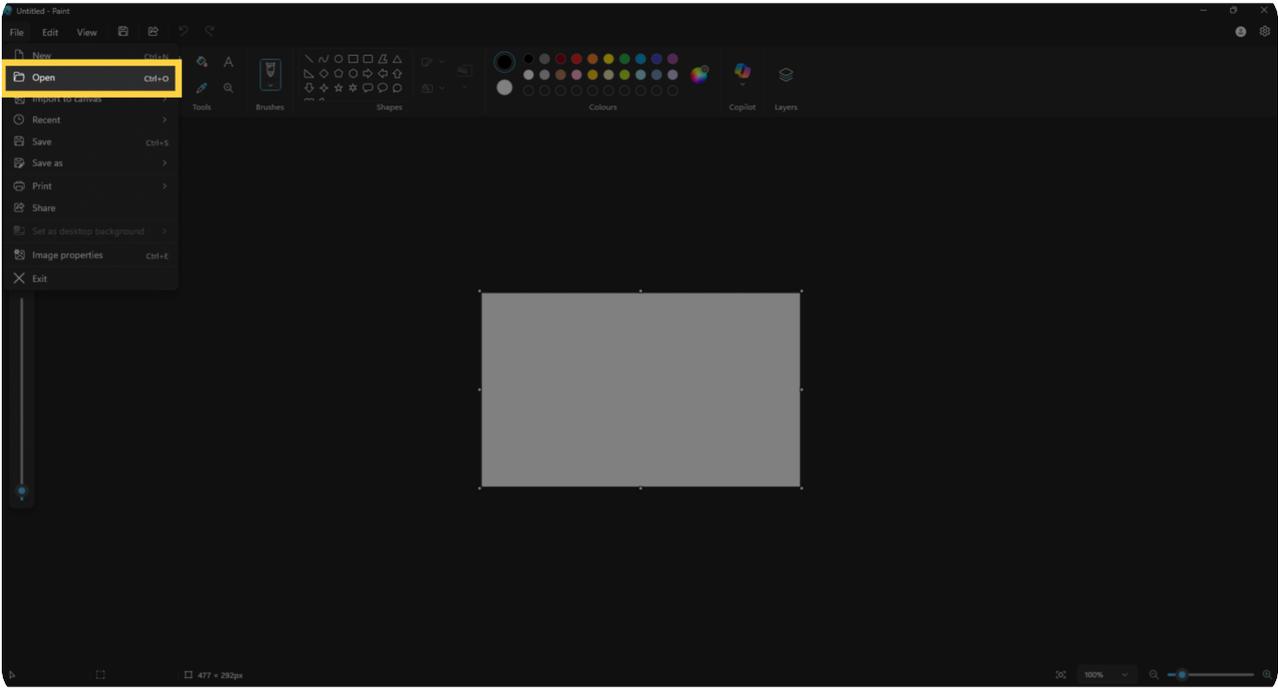
17 Open up paint

Open up paint on your computer, then click on file in the top left. This should open up a menu



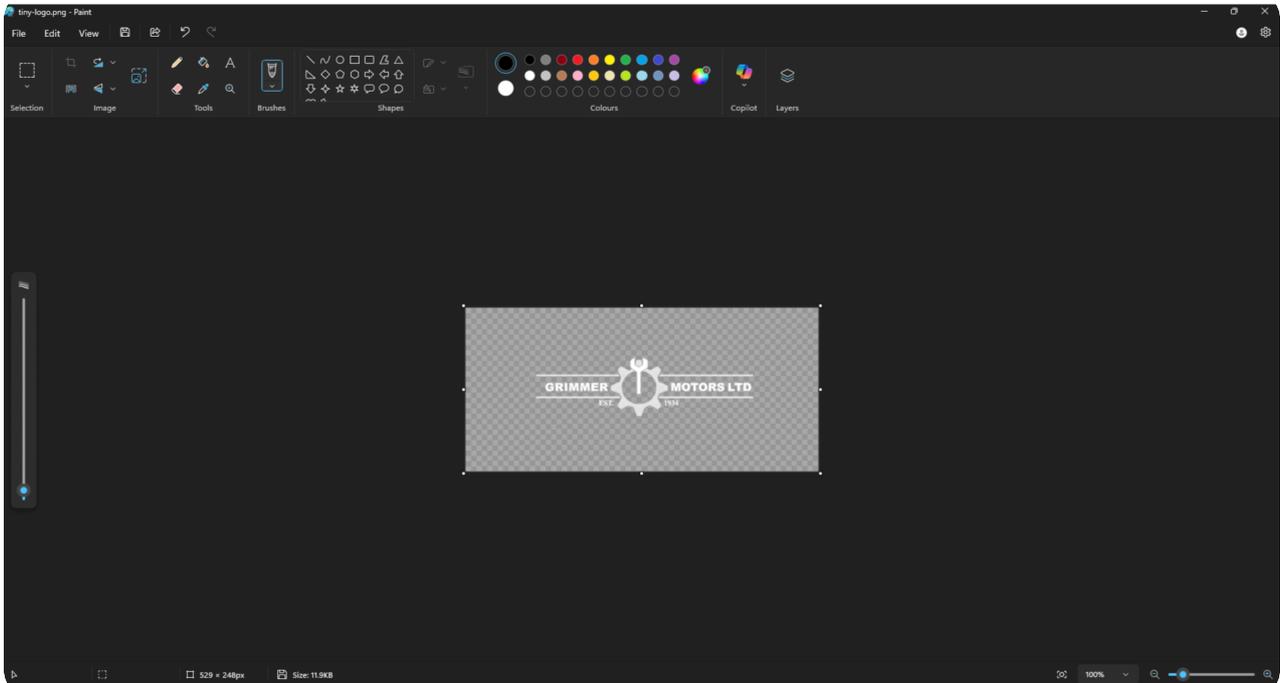
18 Find your downloaded logo

You will then need to click on Open. After clicking open, the file explorer should show up where you will need to find your downloaded logo and open it.



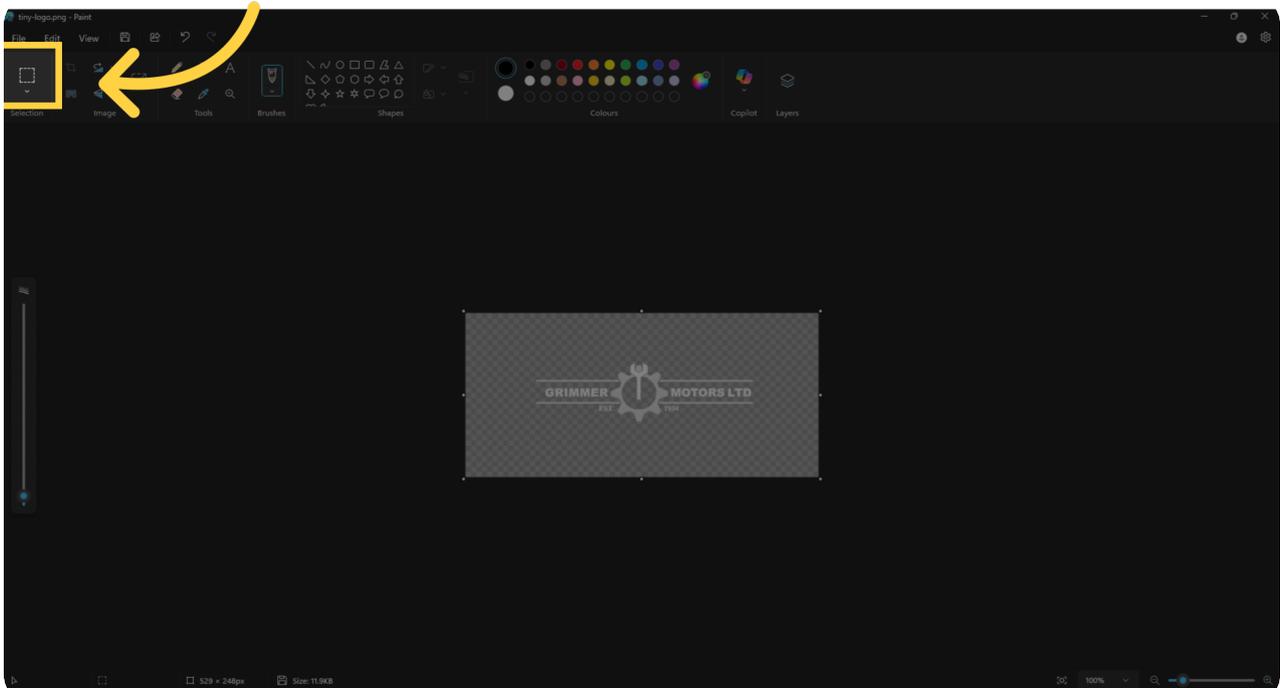
19 Logo should be opened in paint

You should now have your logo opened in paint.



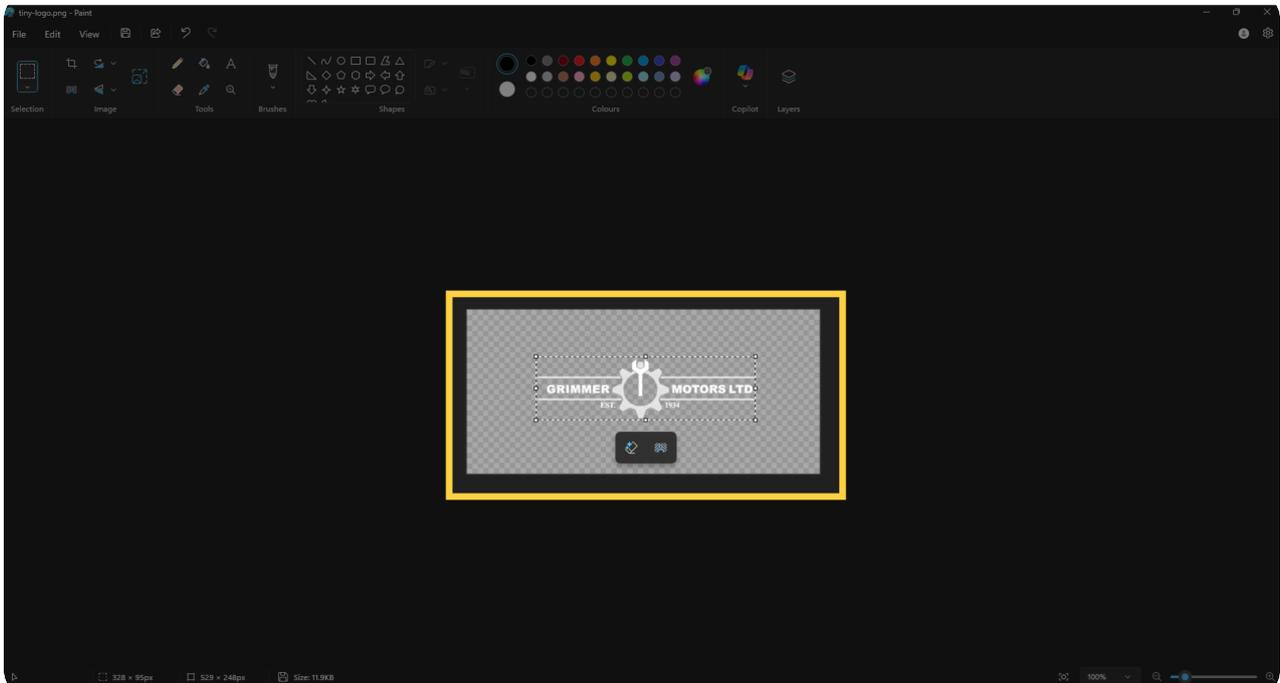
20 Select rectangular select tool

You will want to click on the select tool in the top left. If it is not in the top left, try to find an icon that is denoted by a square with a dashed border.

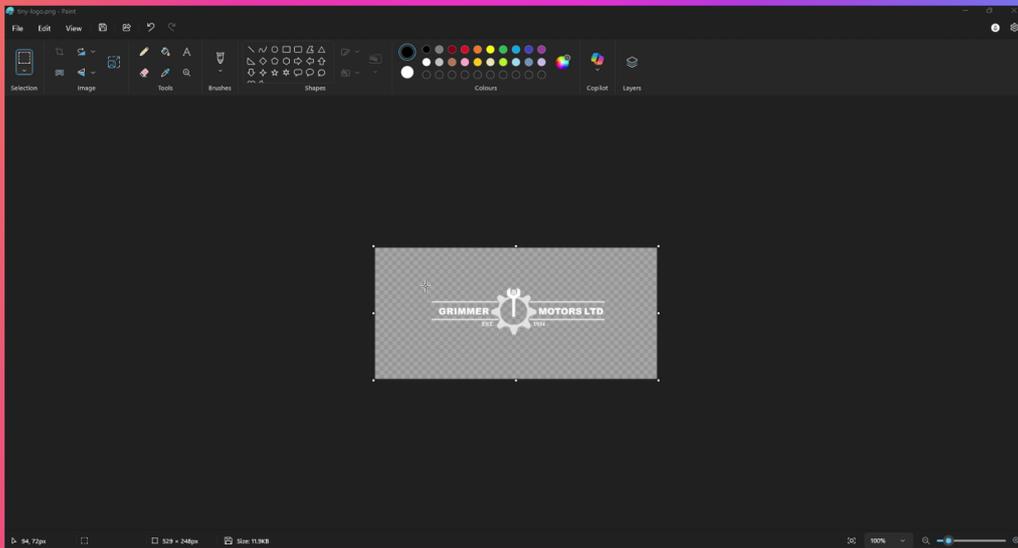


21 Use the selection tool to select the logo

Now that you have the selection tool selected, you can click and drag to create a box to surround the logo.

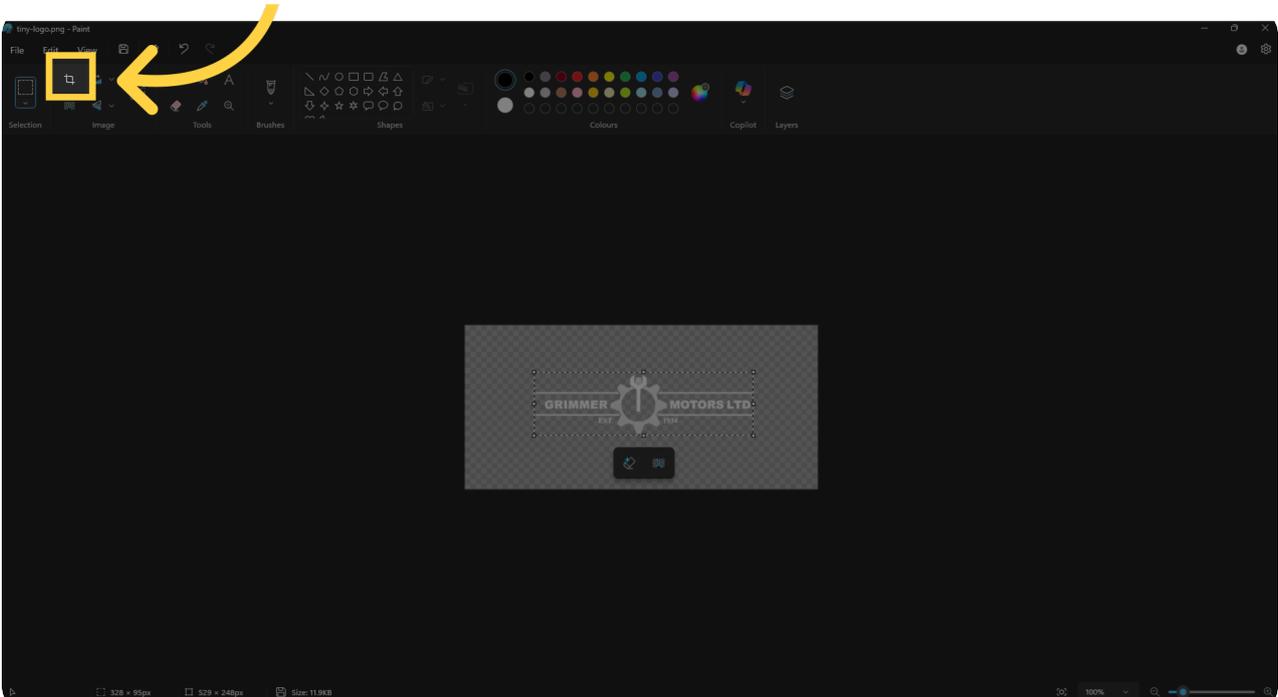


22 Using select tool example



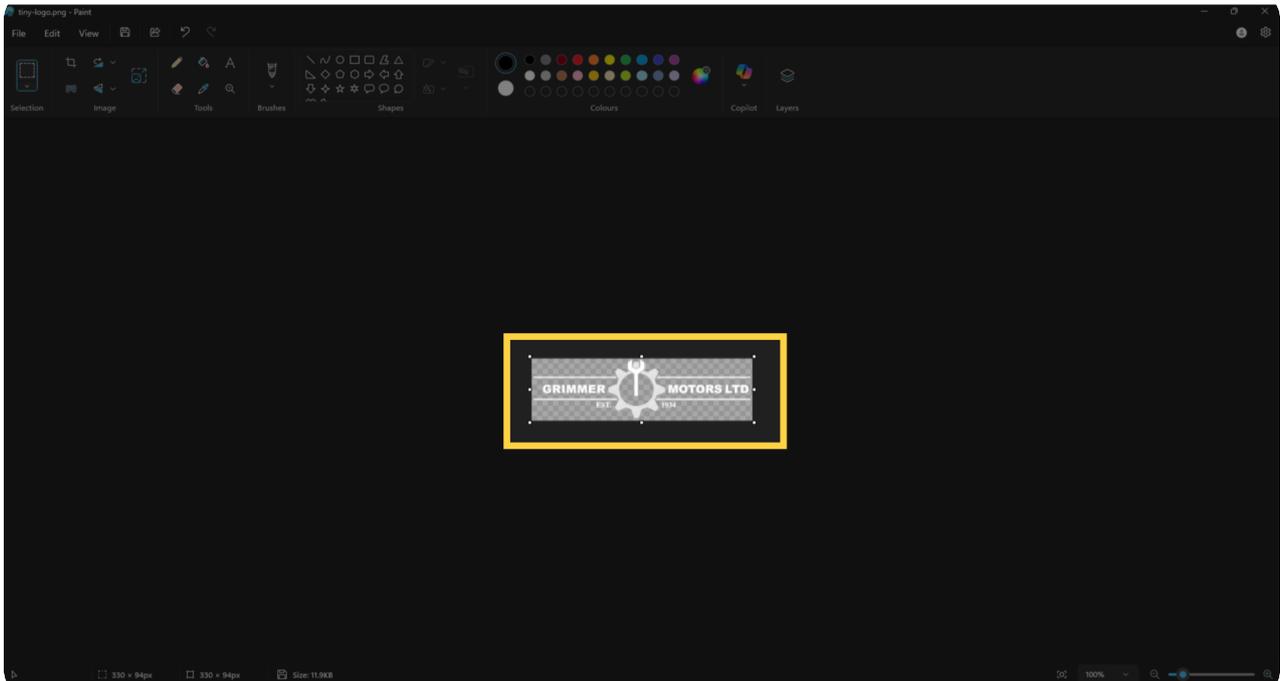
23 Click the crop button

Once you have the dash box surrounding your logo, click the crop button in the top left.



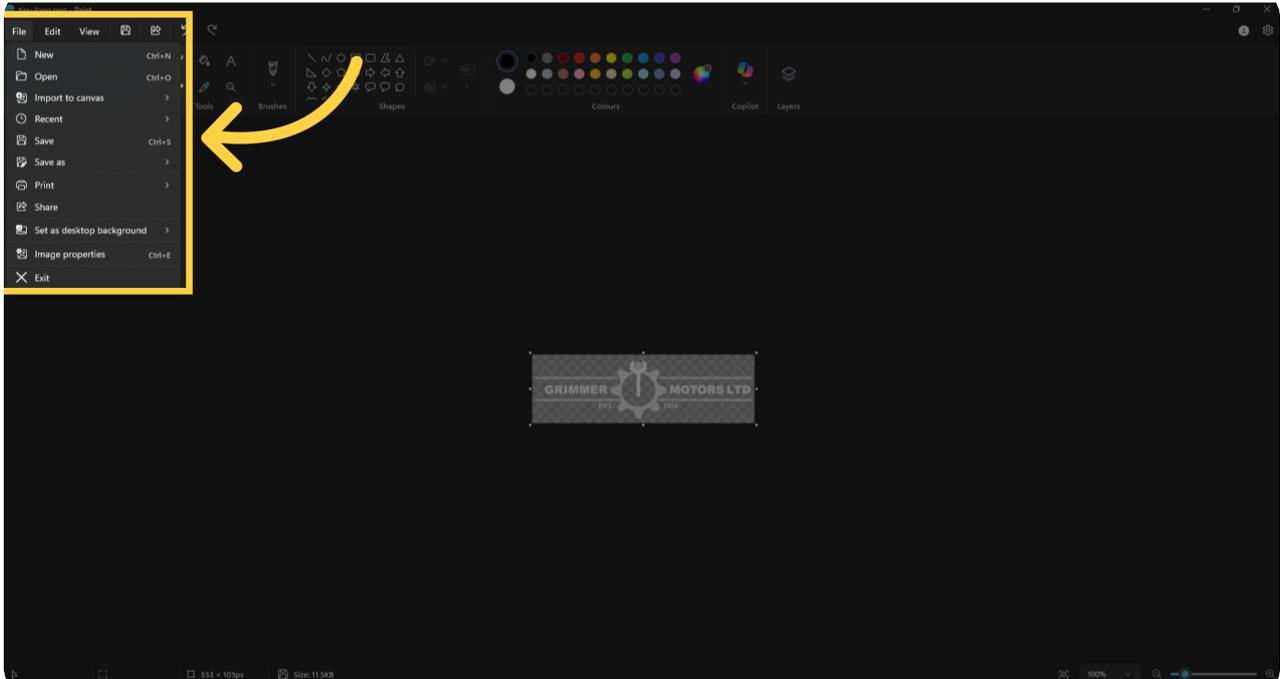
24 Image should now be cropped

The image should now be cropped and have little blank space.



25 Save

Once you are satisfied, you can save your image by clicking the file button on the top left of the screen, and then click the save option. Alternatively, you can press Control plus S on your keyboard instead.



26 Go back to settings page and upload the cropped logo

You'll now want to go back to the settings page of the its all auto online warrant of fitness system so that you can change your logo to the one you cropped using paint.

Settings

Organization

Speedy Auto Repairs

Organization Name

Speedy Auto Repairs

Email

itsallautogreg@gmail.com

Phone

027 000 0000

Address

12 Auto Lane Drive

City

Hamilton

Suburb

Fairfield

Postcode

0000

MS/Company Authority Number

MS1234

CST Number

Save

Refer a Friend
Get 2 EXTRA Months of Logo Access!

Logo

Logo Information:

The logo is very easy to upload.
To learn how see this [Quick Start Video](#)

Don't see your Logo?
Use the background colour picker to change the logo background

Background:

Save

User

Greg Details

Name

itsallautogreg

Inspector Authority Number

BT1234

Save

Inspection Order

Reorder Inspection

- Internal Inspection
- External Inspection
- Road Brake Test
- Under Bonnet Inspection
- Chassis Under Body Inspection

Save

Default Checksheet

Full Checksheet (Selected)

27 New cropped logo should display

After uploading the new cropped logo, you should now notice that your logo should now be touching the edges, or at least very close.

The screenshot displays a settings interface for a web application. At the top right, there is a 'Refer a Friend' banner with the text 'Get 2 EXTRA Months of Logo Access!'. The main content is organized into several panels:

- Organization:** A dropdown menu is set to 'Speedy Auto Repairs'. Below it are input fields for Organization Name, Email (itsallautogreg@gmail.com), Phone (027 000 0000), Address (12 Auto Lane Drive), City (Hamilton), Suburb (Fairfield), Postcode (0000), MS/Company Authority Number (MS1234), and GST Number. A 'Save' button is at the bottom.
- Logo:** A preview of a logo for 'GRIMMER MOTORS LTD' is shown with a yellow dashed border. Below it is a 'Background' color picker and a 'Save' button. Text instructions state: 'Logo Information: The logo is very easy to upload. To learn how see [this How-to Video](#). Don't see your Logo? Use the background colour picker to change the logo background.'
- User:** A dropdown menu is set to 'Greg Details'. Below it are input fields for Name (itsallautogreg) and Inspector Authority Number (BT1234). A 'Save' button is at the bottom.
- Inspection Order:** A dropdown menu is set to 'Reorder Inspection'. Below it is a list of inspection items: Internal Inspection, External Inspection, Road Brake Test, Under Bonnet Inspection, and Chassis Under Body Inspection. A 'Save' button is at the bottom.
- Default Checksheet:** A dropdown menu is set to 'Full Checksheet (Selected)'.

A vertical sidebar on the left contains navigation icons: a home icon, a plus icon, a list icon, a calendar icon, a gear icon, and a user profile icon with a notification badge.

28 Save changes

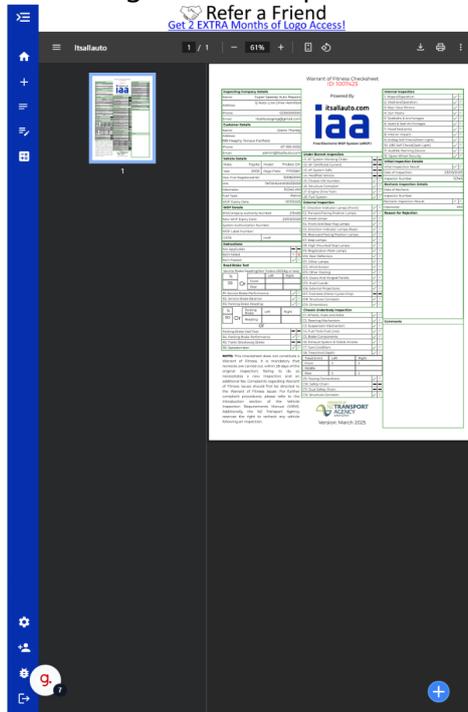
Remember to save your changes. We will now go back to the checksheet we had opened at the beginning.

The screenshot shows a web application interface with a dark blue sidebar on the left containing navigation icons. The main content area is titled 'Settings' and is divided into several sections:

- Organization:** A form for 'Speedy Auto Repairs' with fields for Organization Name, Email (itsallautogreg@gmail.com), Phone (027 000 0000), Address (12 Auto Lane Drive), City (Hamilton), Suburb (Fairfield), Postcode (0000), MS/Company Authority Number (MS1234), and GST Number. A 'Save' button is at the bottom.
- Logo:** A section for uploading a logo. It includes a 'Logo Information' box with instructions and a 'Dont see your Logo?' link. Below is a 'Background' color picker and a 'Save' button, which is highlighted with a yellow border.
- User:** A section for 'Greg Details' with fields for Name (itsallautogreg) and Inspector Authority Number (BT1234). A 'Save' button is at the bottom.
- Inspection Order:** A section titled 'Reorder Inspection' with a list of inspection items: Internal Inspection, External Inspection, Road Brake Test, Under Bonnet Inspection, and Chassis Under Body Inspection. A 'Save' button is at the bottom.
- Default Checksheet:** A section at the bottom with a dropdown menu showing 'Full Checksheet (Selected)' and a 'Save' button.

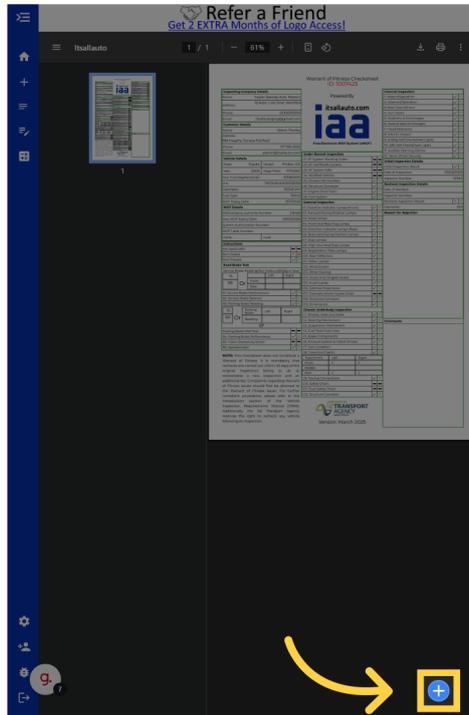
29 Open up check sheet

You will notice that the logo hasn't actually changed yet in the checksheet. In order to get the new logo to show up, we will need to regenerate the pdf.



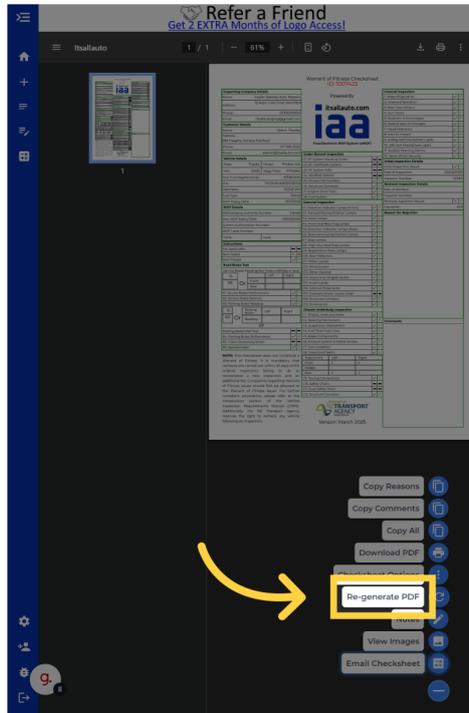
30 Open menu

Tap the plus button to show the actions that you do with the check sheet.



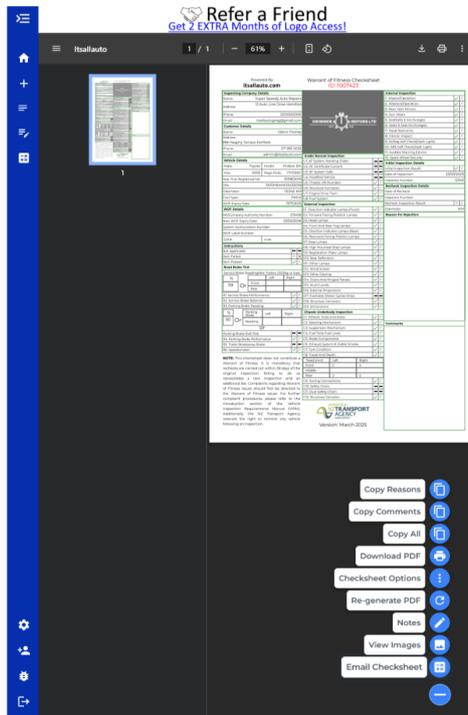
31 Click "Re-generate PDF"

And then tap Re-generate pdf



32 Logo should display

The new logo should now be on the check sheet.



Thank you for watching. If you wish to contact us you can email us at admin at its all auto dot com, or phone 07 5,95 0032

If you know someone who could benefit from our FREE online Warrant of Fitness system, then please let them know about its all auto dot com.

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