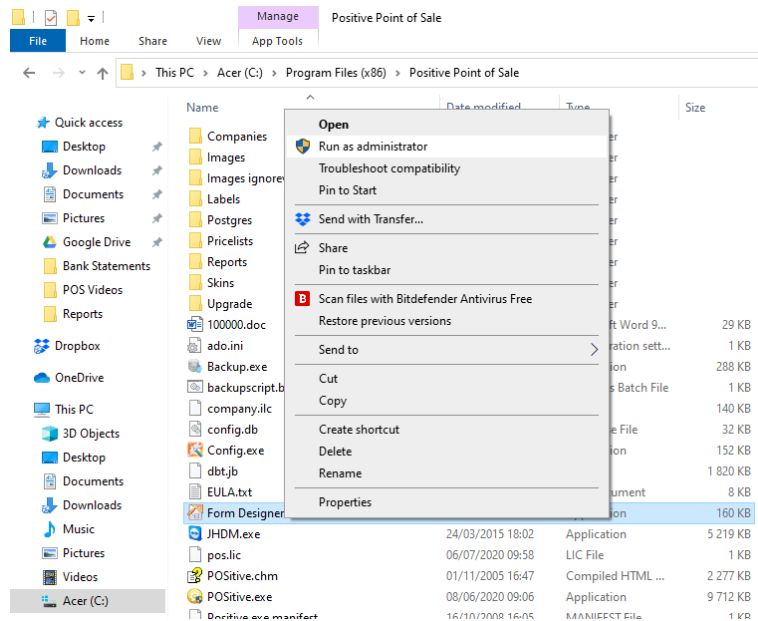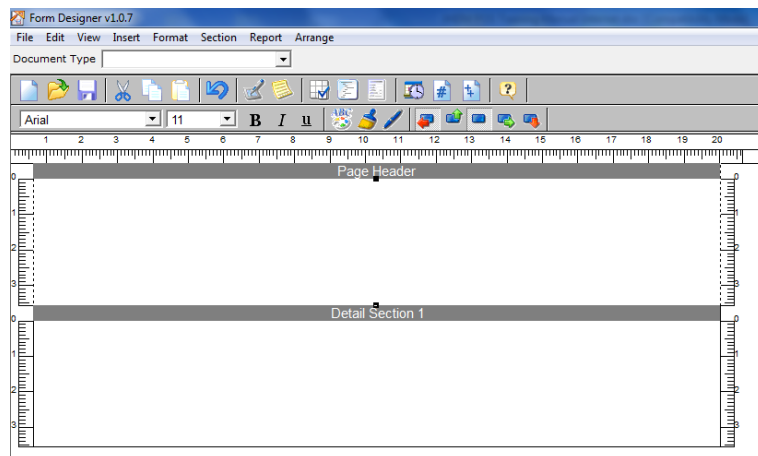# 1. Form Designer

Form Designer – Add a logo to you Documents

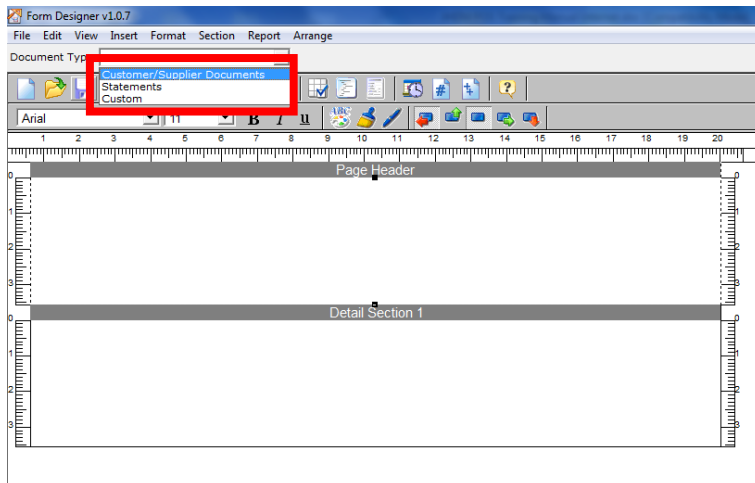Please go to the following folder to open the form designer:
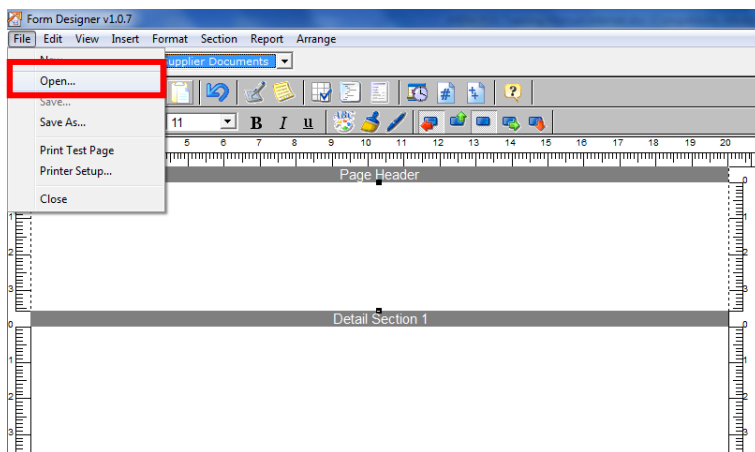C:\Program Files (x86)\Positive Point of Sale

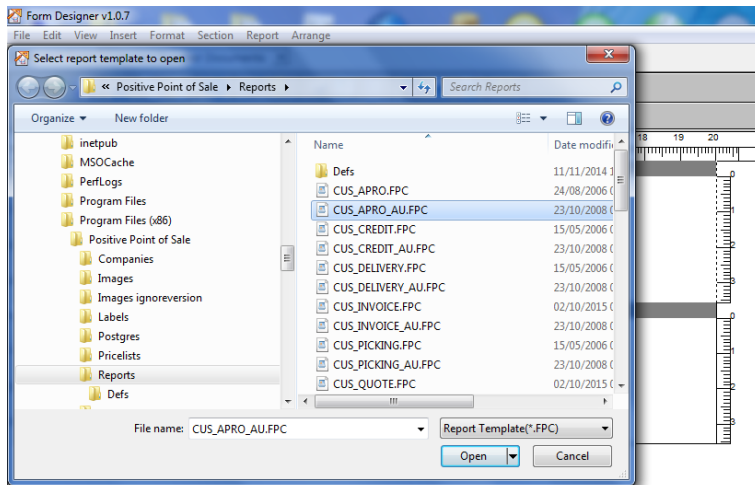Always run the form designer as admin.

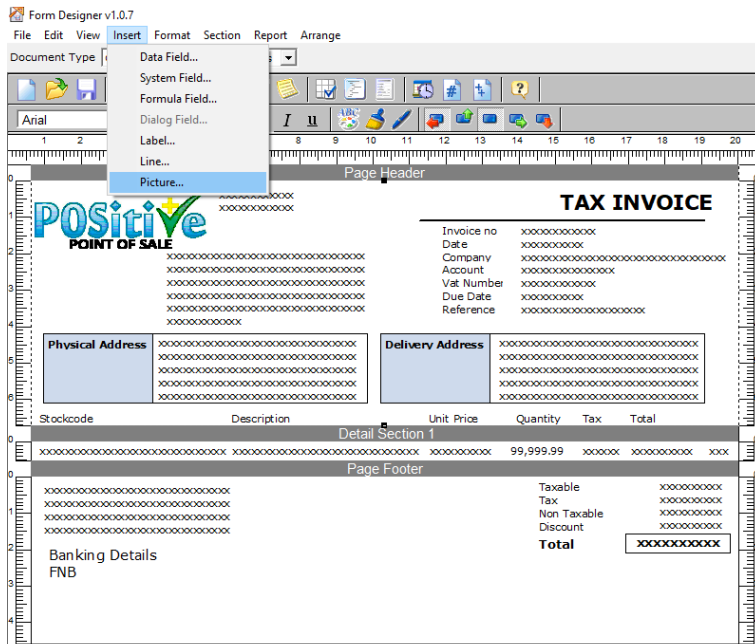Choose custmer/supplier documents.

Click on File - Open.

Please go to the following folder to open the Reports:
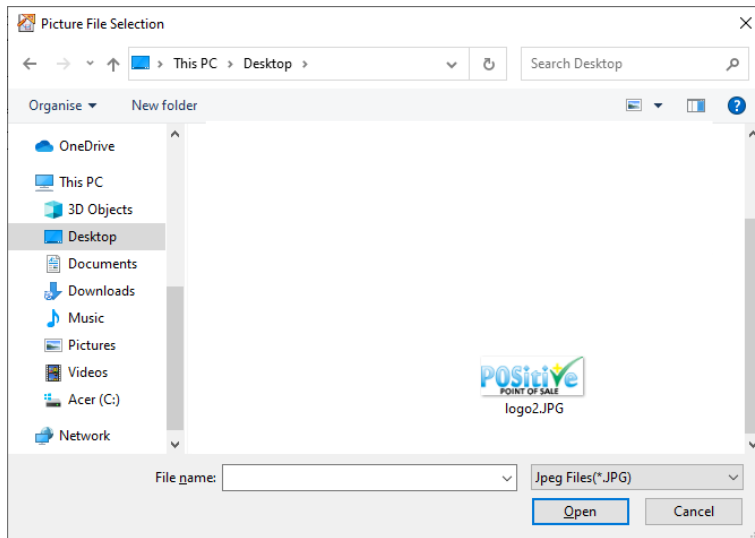C:\Program Files (x86)\Positive Point of Sale\Reports.

Only open the once that has (.FPC) at the end. NEVER THE AU.FPC IT IS FOR AUSTRALIA.

Then change the doc as you woud like to change.

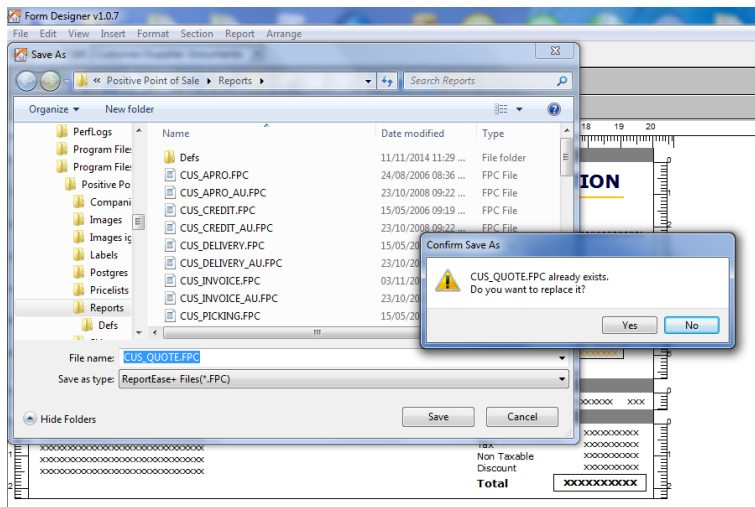Go to Insert - Picture to add a logo.

Then save as. Go to the following:

1. C-Drive
2. Program Files (x86)
3. Positive Point of Sale
4. Reports
5. Save

This is how it will look in Positive Point of sale when you are done with the design.

TAX INVOICE

POS TEST

Invoice no	100001
Date	2020-07-06
Company	TEST
Account	TEST
Vat Number	
Due Date	06/07/2020
Reference	

Physical Address

Delivery Address

Stockcode	Description	Unit Price	Quantity	Tax	Total
0010	ROMANOFF VODKA 750ML	120.0000	1.00	0.00	120.0000