



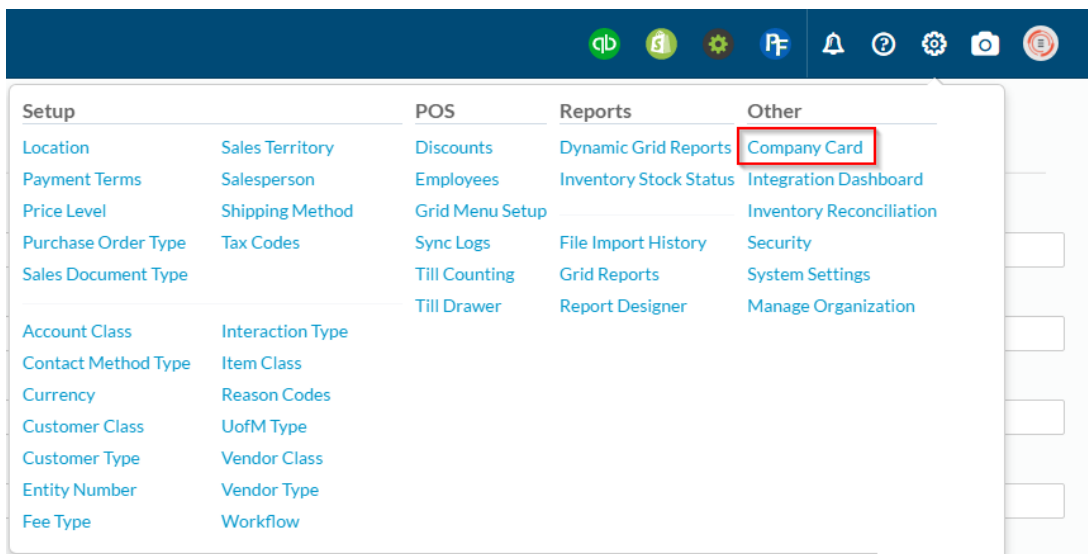
Company Card

Megan De Freitas - 2024-12-02 - Settings

Overview

The Company Card in your SalesPad Cloud settings gives you a quick summary of your company's basic information. The information on your Company Card is the information that will populate on any printed forms in SalesPad Cloud.

To get started, select **Company Card** from the Settings menu.



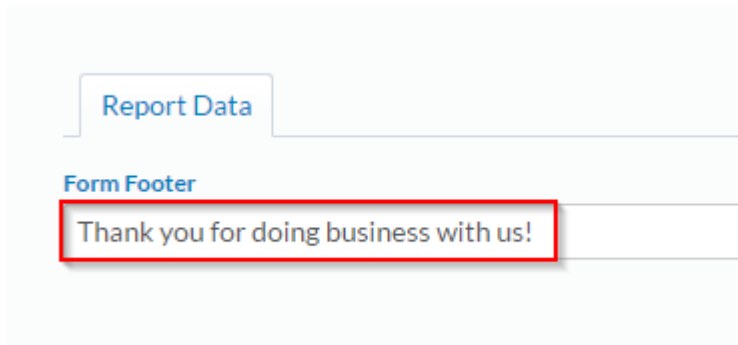
Your Company Card will load. Fill in the information fields on the card with basic information about your company, and upload a logo to the Form Image field.

The screenshot shows the 'Company Card' form. On the left, there is a 'Change Form Image' button with a red circular logo icon and the text 'This image will appear on printed forms.' Below this is a 'Report Data' button and a 'Form Footer' text field. The main form contains the following fields: Company Name (SalesPad Store), Address 1 (3351 Claystone St SE), Address 2 (empty), City (Grand Rapids), State (MI), Zip (49546), Country (empty), Phone (empty), Fax (empty), and Email (empty). A blue 'Save' button is located at the bottom right of the form.

Note: The information entered into the Company Card is tied to your company information in QuickBooks Online. If you change company information in QuickBooks Online after integrating with SalesPad Cloud, the Company Card will update to reflect this change.

If you want any text to appear in the footers of printed reports, put that text into the Form

Footer field in the lower left-hand corner of the Company Card.

A screenshot of a web form interface. At the top, there is a button labeled "Report Data" in blue text. Below it, the text "Form Footer" is displayed in blue. Underneath, a text input field contains the message "Thank you for doing business with us!". This text field is highlighted with a red rectangular border. The background is a light gray color.

Be sure to click **Save** in the lower right-hand corner when you're finished entering your company information.

Note: To quickly access the Company Card from any other screen in SalesPad Cloud, type the shortcut Ctrl + Alt + ?.