Entering in Your Company Contact Information into SIPS

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You can access the preference page through the settings button. On the preference page you can update your password, enter your email address, and provide your company’s contact information. The company's contact information that you have provided will be Company's contact information that will be provided on the cover page for the report. Below is a step-by-step guideline for entering in your company's contact information.

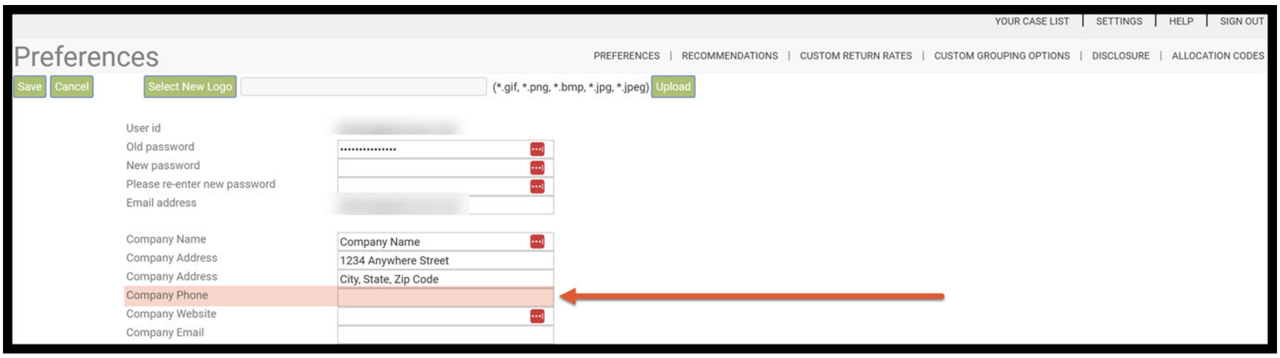
Step 1: Login: Login to SIPS.

Step 2: Settings: Click on the Settings button located in the upper right hand side of the screen.

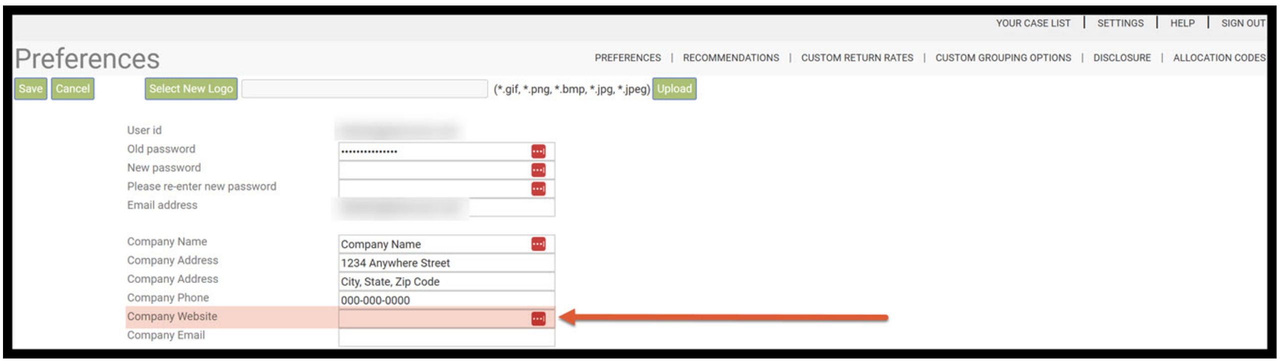
Step 3: Company Name Text Box: Enter in the Company Name.

Step 4: Company Address Text Box: Enter in the Company Address.

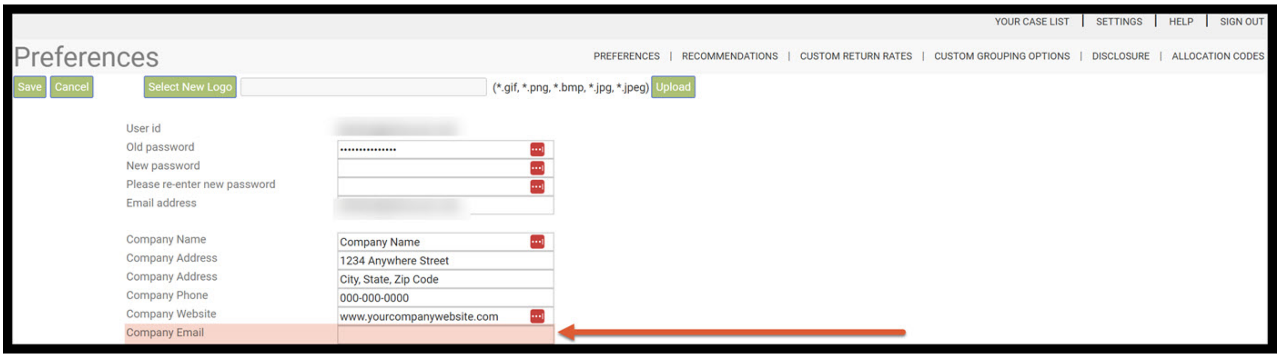
Step 5: Company Phone Text Box: Enter in the Company Phone text box.



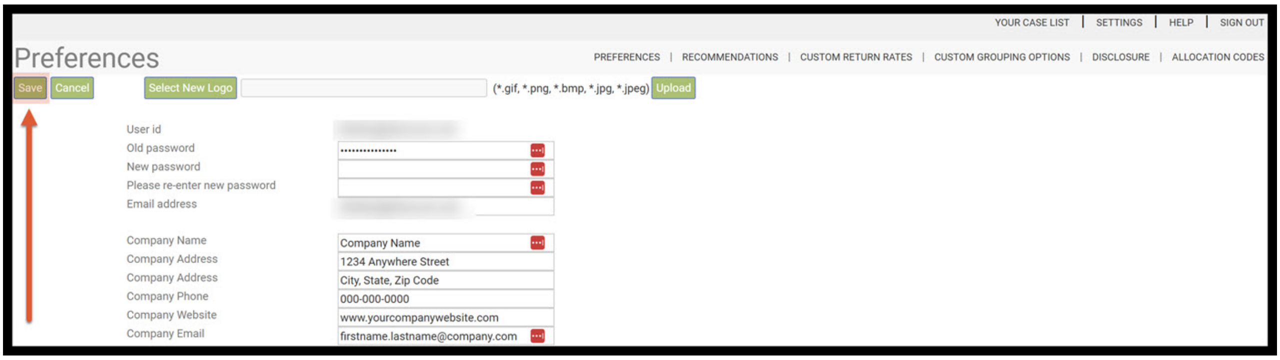
Step 6: Company Website Text Box: Enter in the Company Website URL.



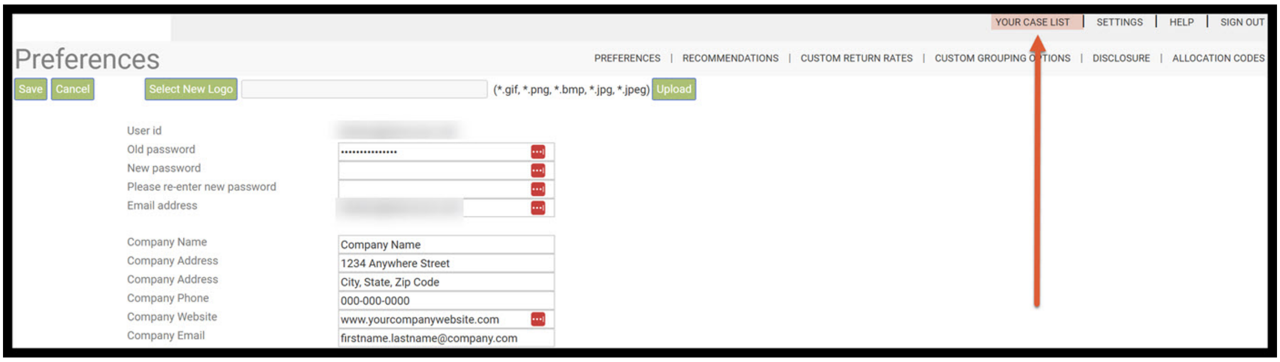
Step 7: Company Email Text Box: Enter in the company email address.



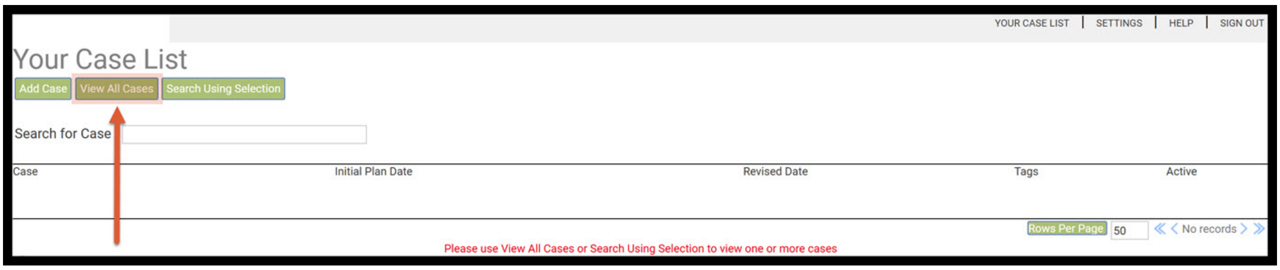
Step 8: Save: Click on the green Save button underneath the Preferences heading.



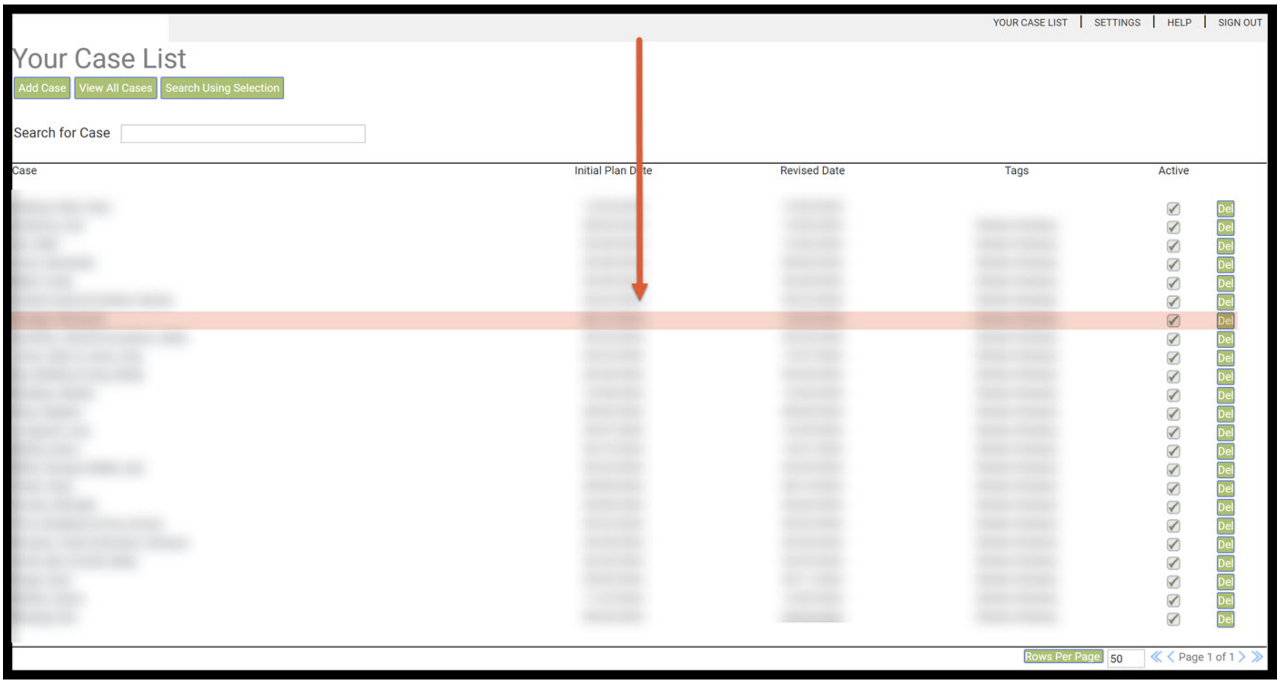
Step 9: Your Case List: Click on Your Case List Button located on the right-hand side of your screen.



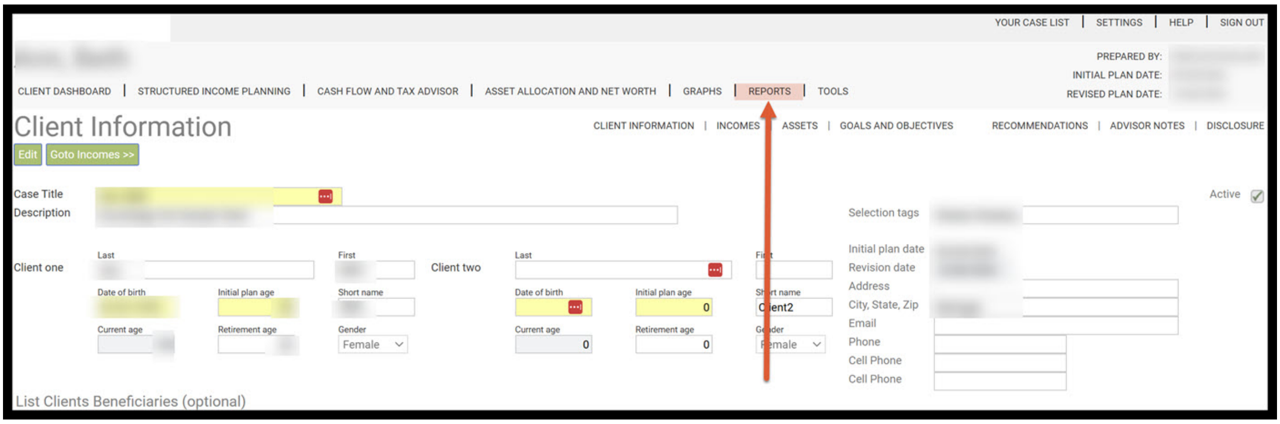
Step 10: View All Cases: Click on the green View All Cases underneath the Your Case List heading.



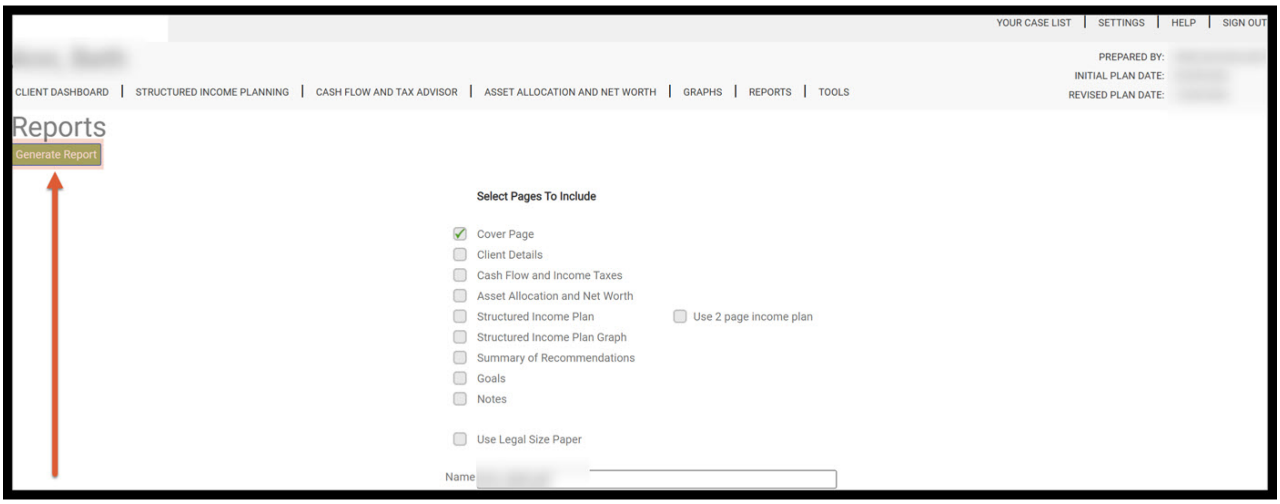
Step 11: Case Selection: Select a case.



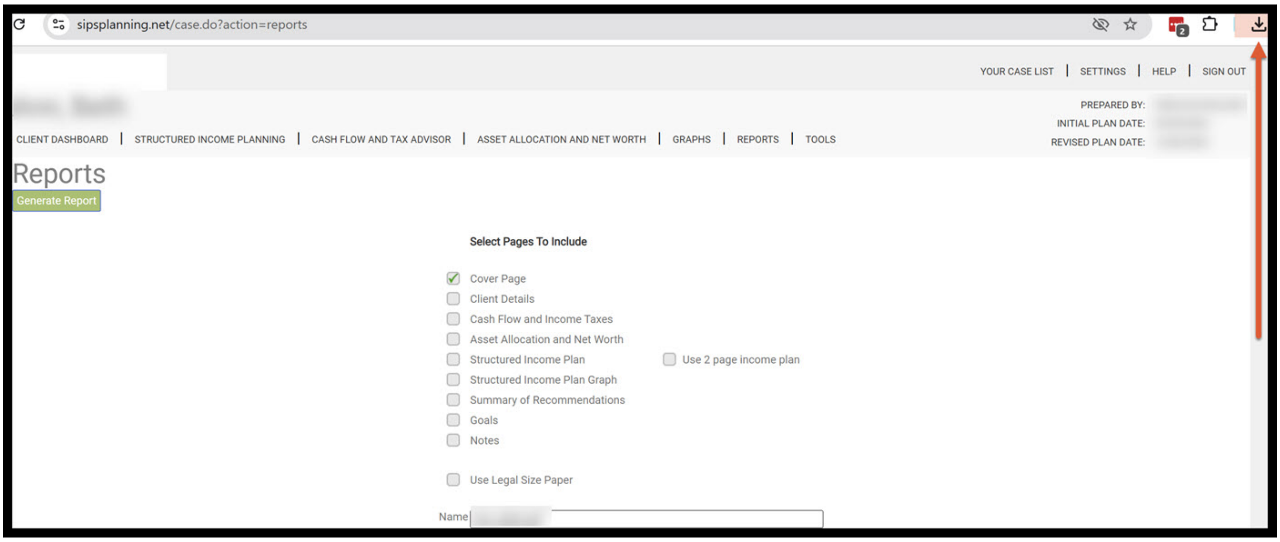
Step 12: Reports: Click on the Reports button underneath the Client's Name heading.



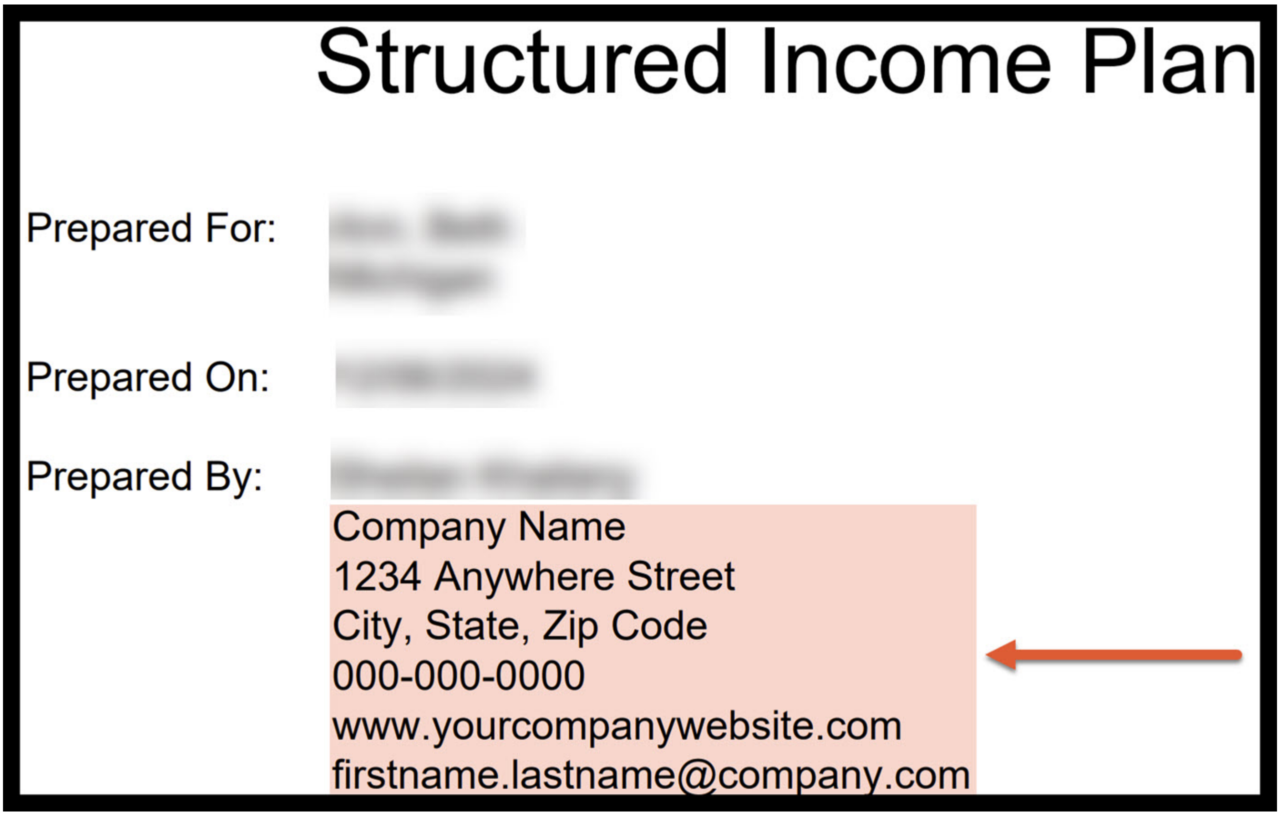
Step 13: Generate Report: Click on the green Generate Report button underneath the Clients Name.



Step 14: Download the PDF: Download the PDF.



Step 15: Cover Page: The company contact information should be displayed on the cover page.



If you feel you need more support or would like to set up demo time with one of our representatives, please contact us at: +1-888-449-6917 or support@planscout.com.