

# Branding

## Brands

The Branding page is where brands can be created for the company or for any sub-companies owned by them. Branding is used to show The Companies Logo and Name, which are shown when sending emails or giving invoices to customers. To reach the Branding page click on the Admin Dropdown, then click on settings. Once on the Settings page, click on the Branding tab to open the page. Clicking on the three bars on the top left corner of the page will expand the side menu showing more detail for easier navigation

Click here to expand Side Menu

Jorge Avila (JA)  
Clocked out at

12/08/2025 - 12/14/2025 Add Date Schedule Totals

Date	Pay In	Last Event	Hours	Break	No Lunch
Mon 12/08/25	⊙	-	0	0.00	<input type="checkbox"/>
Tue 12/09/25	⊙	-	0	0.00	<input type="checkbox"/>
Wed 12/10/25	⊙ 01:51 PM	01:58 PM	0.08	0.00	<input type="checkbox"/>
Thu 12/11/25	⊙ 09:12 AM	02:49 PM	5.52	0.00	<input checked="" type="checkbox"/>
Fri 12/12/25	⊙	-	0	0.00	<input type="checkbox"/>

My Time

Jorge Avila (JA)  
Clocked out at

12/08/2025 - 12/14/2025 Add Date Schedule Totals

Date	Pay In	Last Event	Hours	Break	No Lunch
Mon 12/08/25	⊙	-	0	0.00	<input type="checkbox"/>
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Fri 12/12/25	⊙	-	0	0.00	<input type="checkbox"/>

Admin

v3.4.2

My Time

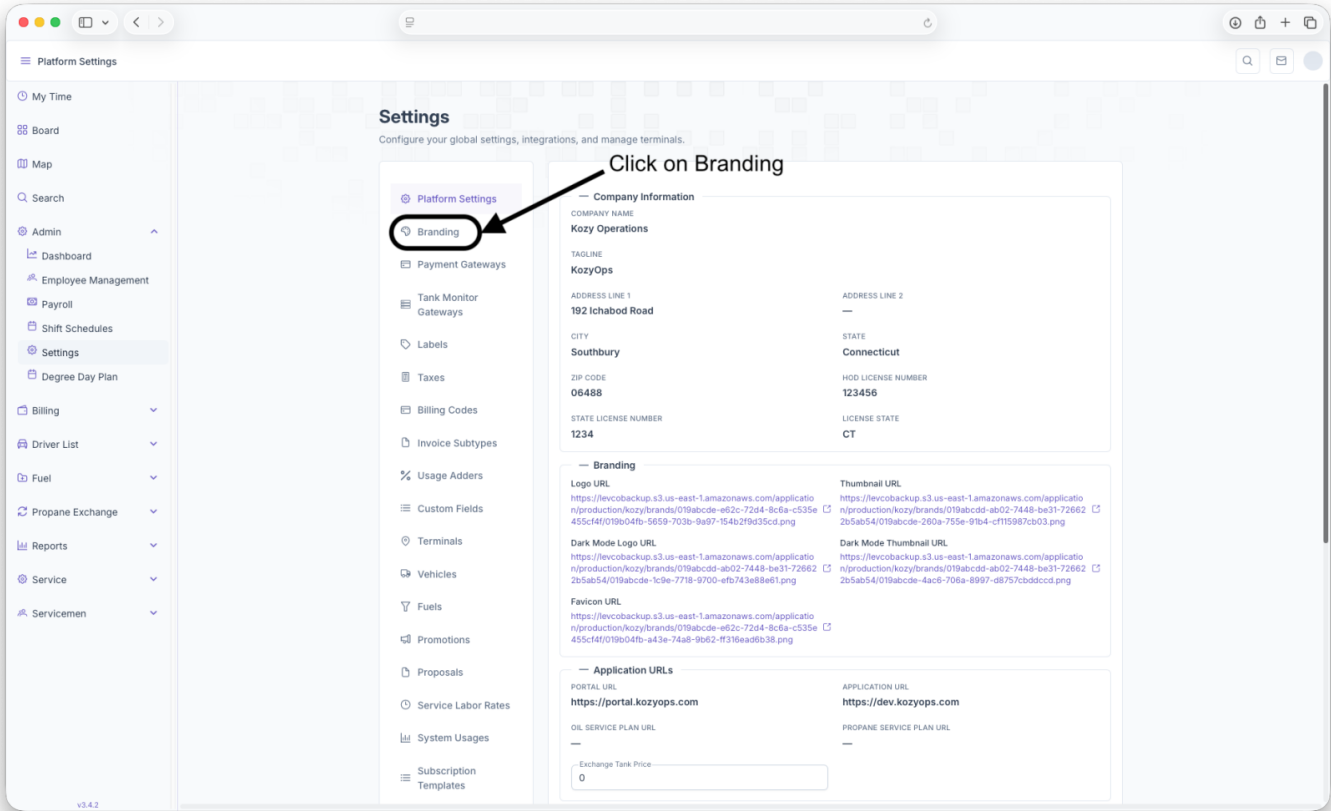
Jorge Avila (JA)  
Clocked out at

12/08/2025 - 12/14/2025 Add Date Schedule Totals

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Fri 12/12/25	⊙	-	0	0.00	<input type="checkbox"/>

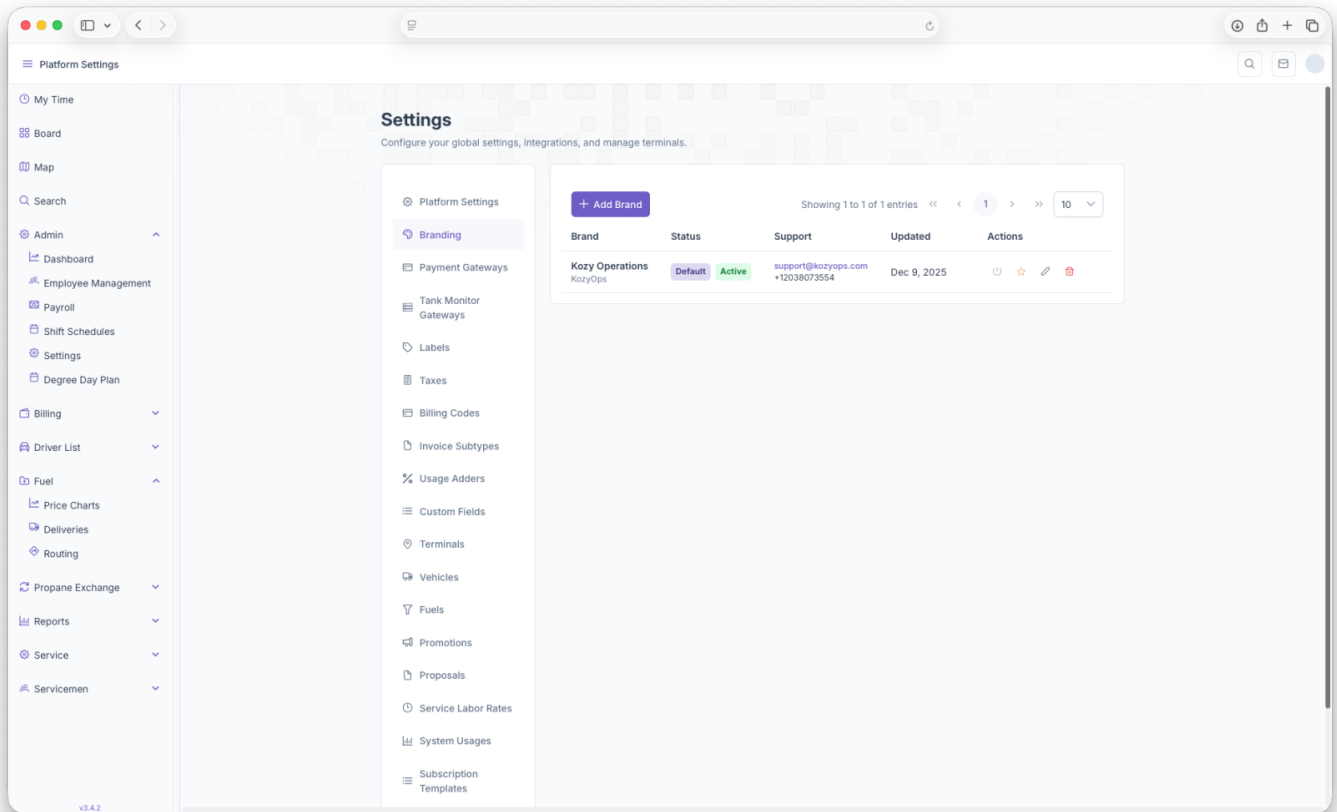
Settings

v3.4.2



# Branding Page

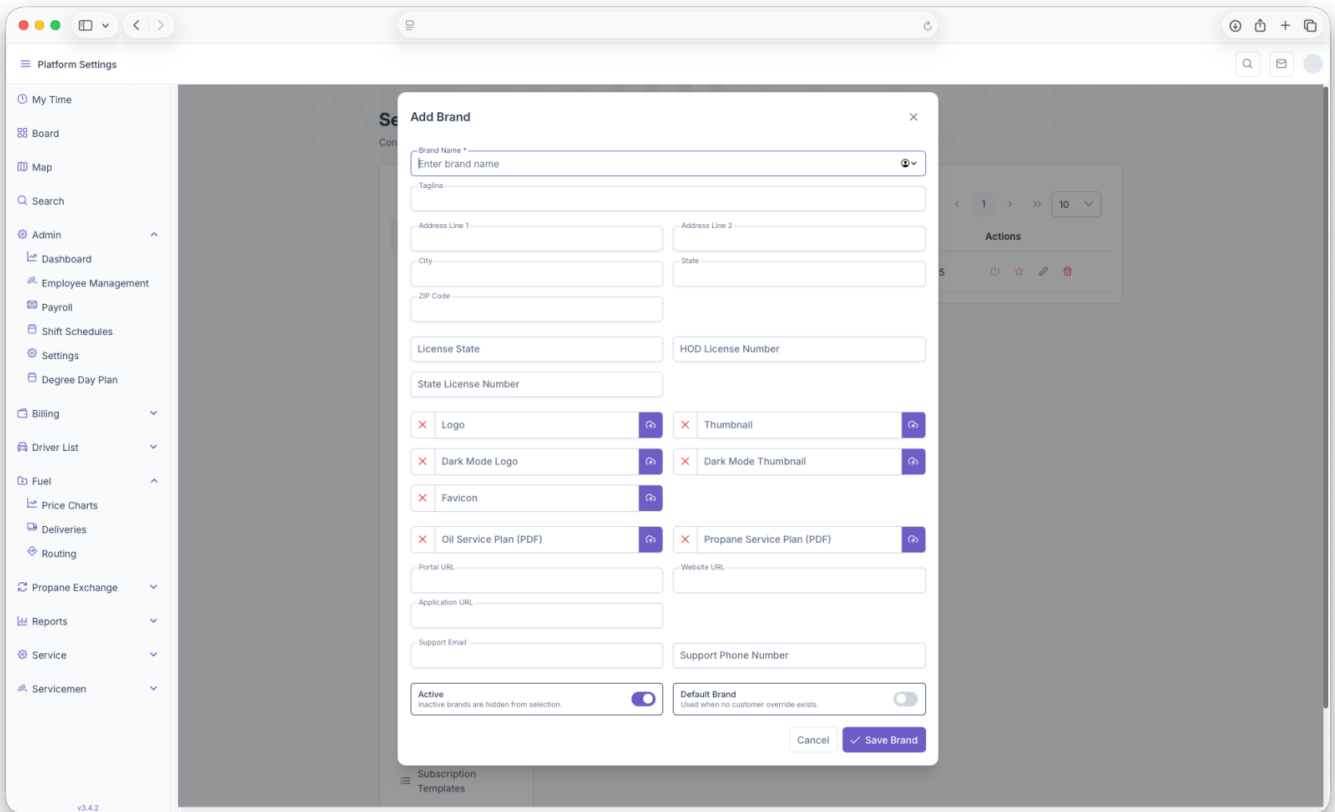
The page displays with any brands that have already been created and shows The Brand, Status, Support, when it was last Updated and Actions that can be taken on the brand. New Brands can also be added here as well.



- Brand: The Name of The Company and be seen here
- Status: What the status of the brand is, whether it's active or if it's the current default brand of the company
- Support: Provides an Email and Phone number in order to reach out to the brand if any support is needed
- Updated: Shows when the brand was last updated
- Actions: Here an Account can be activated/deactivated, can be made the default brand, can be edited or can just be deleted
- +Add Brand: Clicking on Add Brand gives the option to add a brand, see below for more detail.

## Adding a brand

Clicking on the +Add Brand button brings up the add brand page if any brands need to be added. The page can then be filled with all the information needed in order to create a brand for the company. The Following fields will then appear to be filled out

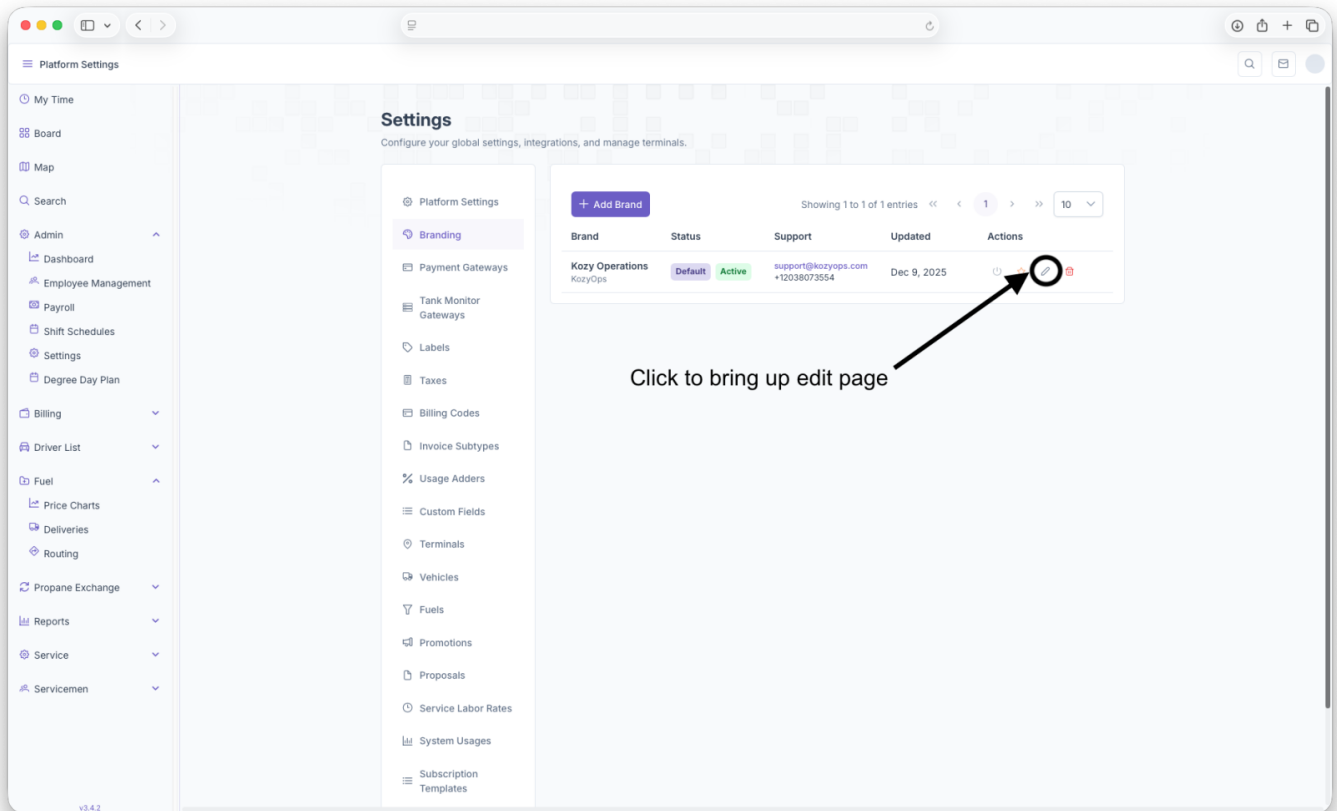


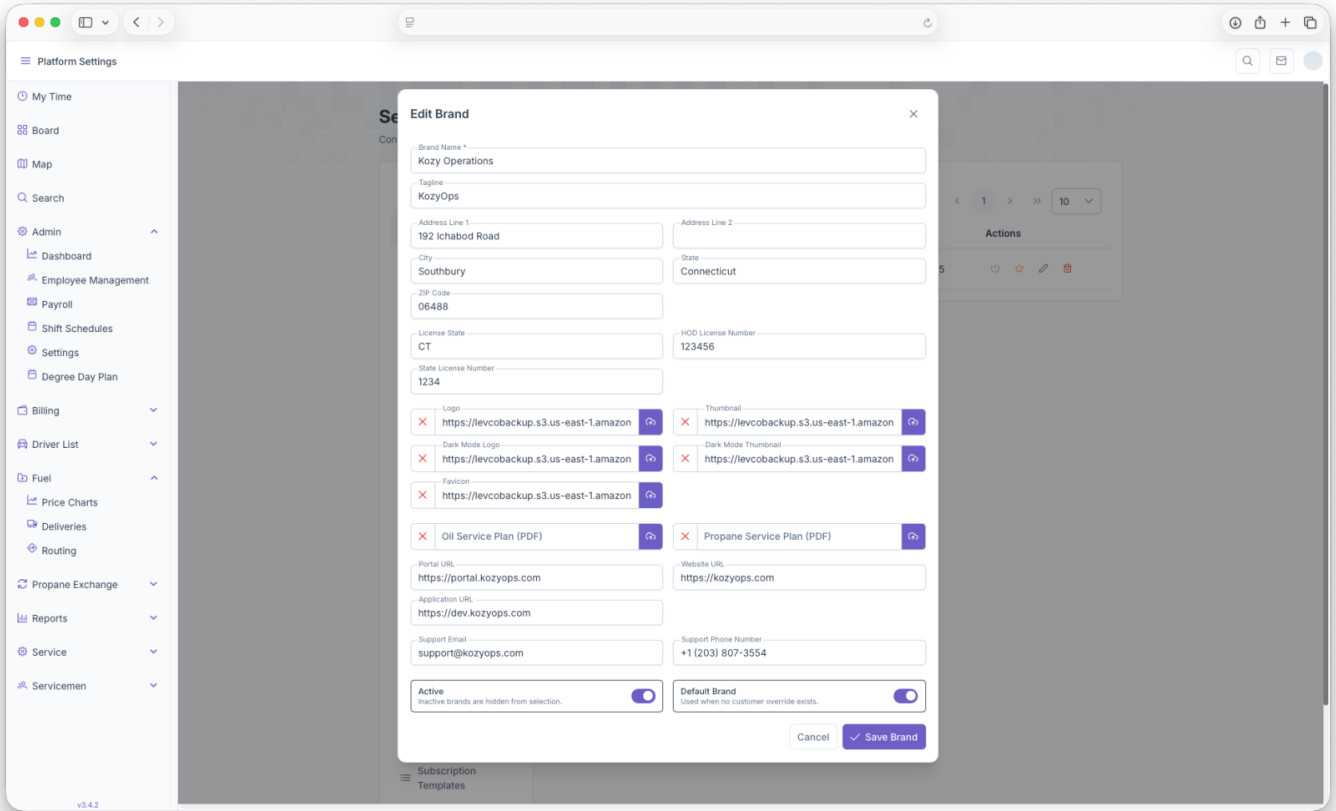
- Brand Name
- Tagline
- Address Line 1
- Address Line 2
- City
- State
- Zip
- License State
- HOD License Number
- State License Number
- Images can then be added for the Logo, Dark Mode Logo, Favicon, Thumbnail and Dark Mode Thumbnail
- Any Oil/Propane Service Plan PDF's can be added here
- The Portal URL
- Website URL
- Application URL
- Support Email and Phone Number
- Can toggle whether Active/Inactive and if it's the Default Brand or not

Once finished filling out the information, clicking on the Save Brand button will now upload the new brand for the company's use. Clicking cancel will close out the page and any information put in will be deleted.

# Editing a Brand

To edit a brand, click on the edit button in the brand row in order to make any changes necessary. The Edit page will pop up and look just like the Add Brand page, only with the fields already filled out. From here any changes can be made to the brand and saved by clicking on the Save Brand button. Hitting cancel will close the page and undo any changes that were made to the page





Revision #5

Created 12 December 2025 14:04:16 by Kozy Operations

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