

How to Change the Mascot Picture


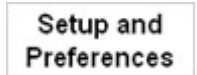
What this is




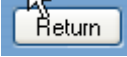

This will allow you to customize the sign in screen with a picture of your mascot, your school, or whatever you choose.



How to set it


IMPORTANT: These steps can be performed on any computer you can use to access the Administrative Area in HelpCounter. However, if they are done on a computer other than the one used for signing in, the new image will not show until HelpCounter is reset on that individual computer.

Step 1	Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on. If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.	
Step 2	In the Administrative Area, click in the panel on the left side of the page labeled Setup & Preferences.	

Step 3	Near the bottom of the page, click the ' <i>Mascot Image</i> ' button.  
Step 4	Upload the new image you want to use. You can use any graphic image in jpg, gif, or bmp format. Click on the ' <i>Browse</i> ' button.  Maximum file size is 100k. IMPORTANT: The image must not be larger than 100k bytes.
Step 5	The new image will now show in the display box. That means it has been successfully uploaded to the server and will now be available for any computers you use for signing in. Click on the ' <i>Return</i> ' button. 
Step 6	Note: only do this step if you are at the computer used for signing in. If you changed this setting on a different computer, skip this step proceed to Reset HelpCounter. Return to the Sign In Area. At the top of the Admin Page, click on the button labelled 'Go To Sign In Page'. 

Reset HelpCounter on the Sign In Computer

IMPORTANT: the new image will not show on the sign in computer until this step is completed.

Step 7	Close the browser running HelpCounter by clicking on the red X at the top right. 
Step 8	Restart HelpCounter by restarting the browser and logging in to the Sign In Area.

You are finished!