Department Header Manual

Manual for Offices/Departments

Departments/Offices can now create their respective document office header. This can be done in the Department Header Menu found in the left side of the web-application. Clerks, Heads, and Deans can edit this information/details. If you are responsible for the editing of your office header and cannot see the menu, please contact MIS office.

VSU HRIS

Dashboard / **Unit Header** / Department Header

Department Header

Department Header

Add Header for Documents   **+** Manage Logo

LOGO

* **Office Address (Do not include VSU Address)**

Please input   0/50

* **Email**

Please input   0/40

Telephone

Please input   0/20

VOIP

Please input   0/20

Included Logo

Select

Save

When filling up the information, Office Address and email is required. While the fields telephone, local VOIP and included logo are optional.

Add Header for Documents   **+ Manage Logo**

LOGO

* **Office Address (Do not include VSU Address)**

| ICT Building, Visayas State University | 38/50 |

* **Email**

| dcst@vsu.edu.ph | 15/40 |

Telephone

| 565 0600 | 8/20 |

VOIP

| 1022 | 4/20 |

Included Logo

| Select | ^ |

Office Only - Only the logo of concerned office is shown.

With High Office - Both logos of concerned office and higher office is shown.

In the last field of the form, you can choose whether you want to show only your office logo or including your higher office logo. **If you choose the second option, assuming they have uploaded their logo, it will show up in the header.**

Office Only - Only the logo of concerned office is shown.

With High Office - Both logos of concerned office and higher office is shown.

After filling up, click the Save button to officially save it.

Add Header for Documents   + Manage Logo

🖼️LOGO

* Office Address (Do not include VSU Address)

ICT Building, Visayas State University   38/50

* Email

dcst@vsu.edu.ph   15/40

Telephone
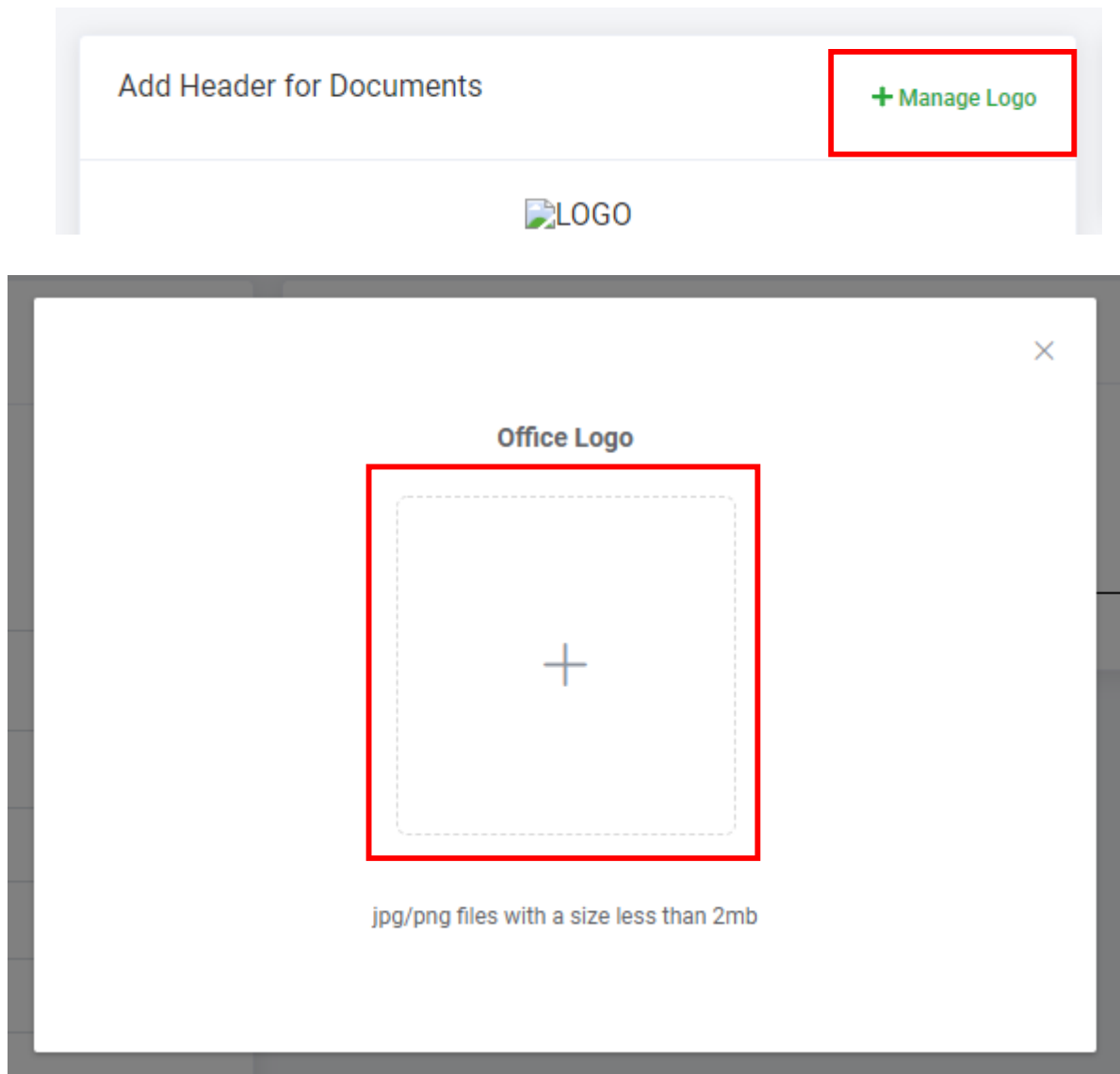
565 0600   8/20

VOIP

1022   4/20

Included Logo

With High Office - Both logos of concerned office and higher office is sh ⌄

Save

To upload or change your logo, please click on the Manage Logo button. This will show a dialog where you can upload it.

In the right side of the page, the saved header is shown. Your office logo will be in the left side of your office name and details. If you have chosen to include your higher office logo, it will be in the left side of your logo.
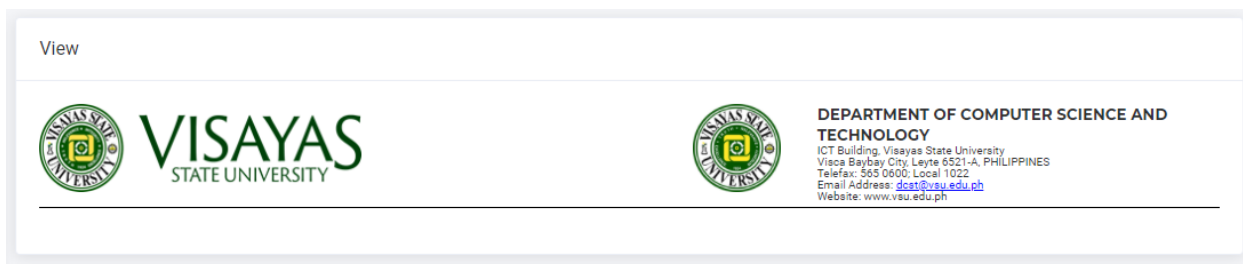
Note:

If your logo is distorted or looks blur, we recommend that its dimension is changed to 200x200 or perfect square. This dimension is based on the official logo of VSU.