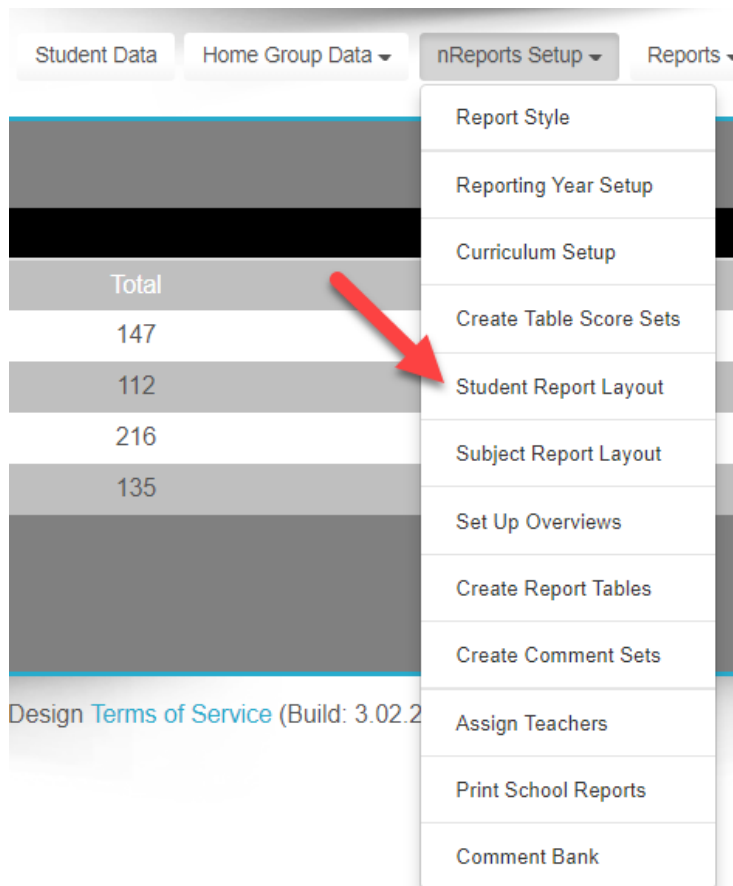1. To add the Acting Principal field to the signature page, go to nReports Setup> Student Report Layout.

2. Click on the EDIT/ADD button for the Teacher & Principal Signature.
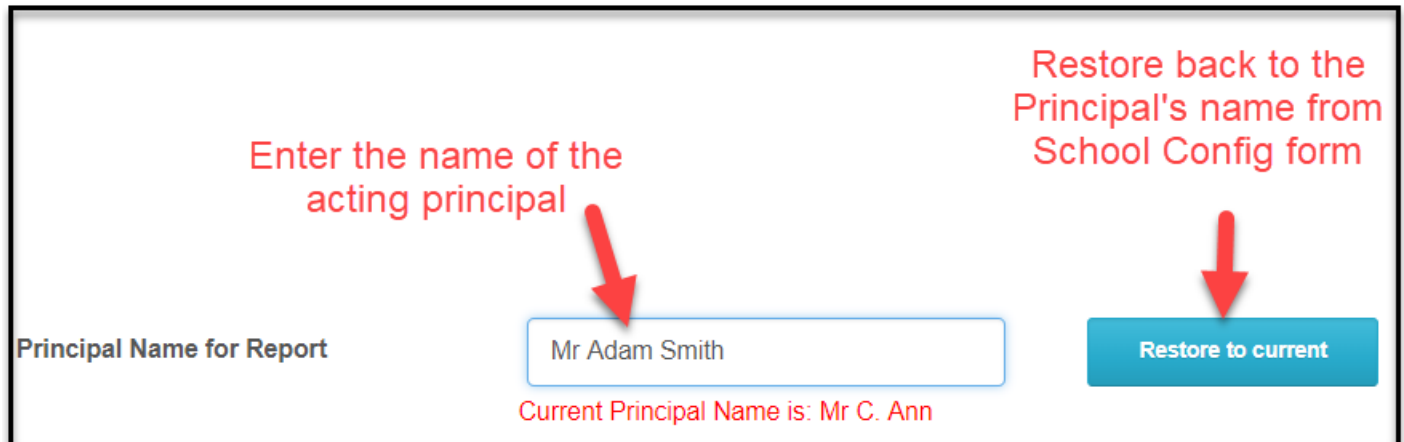
3. The current name of the Principal entered in the School Config>Edit Configuration page will be shown.

Principal Name for Report   Mr C. Ann
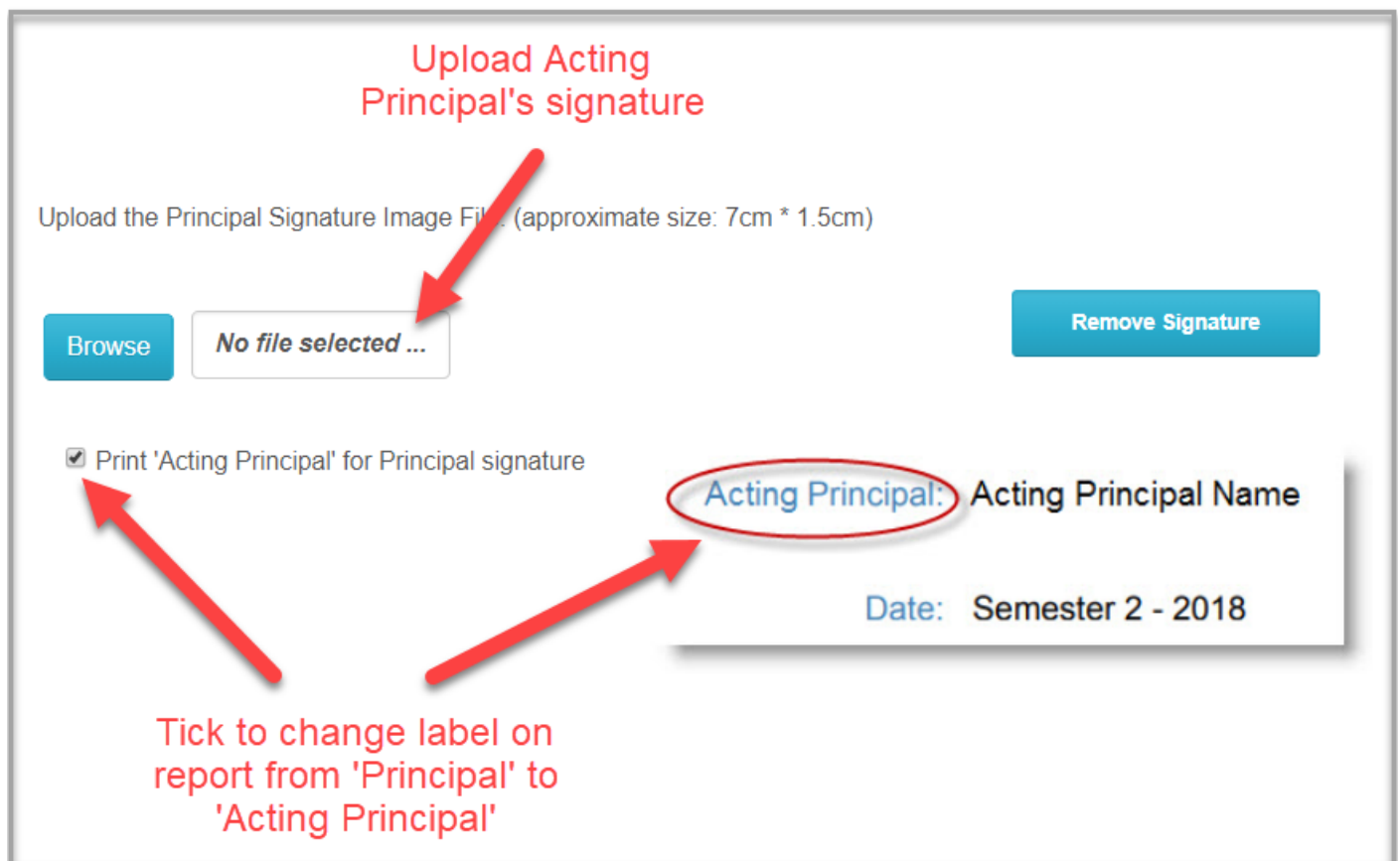
4. Enter the name of the Acting Principal in the text box.

Restore back to the Principal's name from School Config form

Enter the name of the acting principal

Principal Name for Report   Mr Adam Smith   **Restore to current**

Current Principal Name is: Mr C. Ann

5. Upload the Acting Principal's signature or change the label on the student report to Acting Principal.

Upload Acting Principal's signature

Upload the Principal Signature Image File (approximate size: 7cm * 1.5cm)

Browse   *No file selected ...*   **Remove Signature**

☑ Print 'Acting Principal' for Principal signature

Acting Principal: Acting Principal Name

Date: Semester 2 - 2018

Tick to change label on report from 'Principal' to 'Acting Principal'

6. Click OK to save the changes.