

Adding Header and Footer

- [Overview Video](#)

Overview Video

<https://www.youtube.com/embed/f0CkU6s8Gwo>

Step-by-Step Tutorial Guide

Step 1: Open the HR Letter Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **HR Letter**.
3. Click **HR Letter** to open the module.
4. The HR Letter dashboard displays the available letter templates.

This module allows organizations to customize HR letters with their own branding and formatting.

Step 2: Open the Letter Header & Footer Configuration

1. From the HR Letter dashboard, select the required letter template.
2. Click **Edit** to open the template configuration.
3. The letter editor opens with the template preview.

This page allows you to customize the appearance of HR letters.

Step 3: Add a Header

1. Locate the **Header** section in the editor.
2. Click the **Upload Header** option.
3. Select the header image from your computer.
4. Upload the selected image.
5. The uploaded header is displayed in the letter preview.

The header generally contains the organization's branding, such as the company logo and other official information.

Step 4: Configure the Header

1. Review the uploaded header in the preview.
2. Ensure the header is positioned correctly.
3. Verify that the uploaded image fits properly within the page width.
4. Make changes if required before saving.

This ensures all generated HR letters have a consistent professional appearance.

Step 5: Add a Footer

1. Scroll down to the **Footer** section.
2. Click the **Upload Footer** option.
3. Select the footer image from your computer.
4. Upload the footer image.
5. The footer is displayed in the document preview.

The footer can include company contact details, website information, or other standard organizational information.

Step 6: Verify the Header and Footer Preview

1. Review the complete letter preview.
2. Confirm that:
 - The header appears correctly at the top.
 - The footer appears correctly at the bottom.
 - Both images are properly aligned.
3. Make adjustments if necessary.

Previewing the document helps ensure the final HR letters are formatted correctly.

Step 7: Save the Configuration

1. After verifying the header and footer, click **Save**.
2. The updated configuration is stored successfully.
3. The customized template is now ready for use.

Once saved, the configuration becomes available for future HR letter generation.

Key Benefits of Header & Footer Configuration

- Standardizes the appearance of all HR letters.
- Maintains consistent company branding.
- Automatically applies the configured header and footer to generated letters.
- Eliminates the need to manually edit each document.
- Enhances the professional presentation of employee documents.

End of Tutorial

You have now completed the **Header and Footer Configuration** setup in TankhaPay.

Once configured, the uploaded header and footer will automatically appear in all HR letters generated through TankhaPay, ensuring consistent branding and professional document formatting.