SOP: Updating Facility Logo and Contacts on Receipt and Invoice

(Last update: Nov 2025)

TASK:	Provide guide to update facility logo, and Contacts on Receipt and Invoice
OBJECTIVE:	Build capacity of Facility Champions and System Admin to update
WHO:	Facility EMR Champions, System Admin.
REQUIREMENTS:	Functional TaifaCare,

SUMMARY

This guide will help respective Health Facilities to customize logos and contacts that will appear on their payment receipts and invoices.

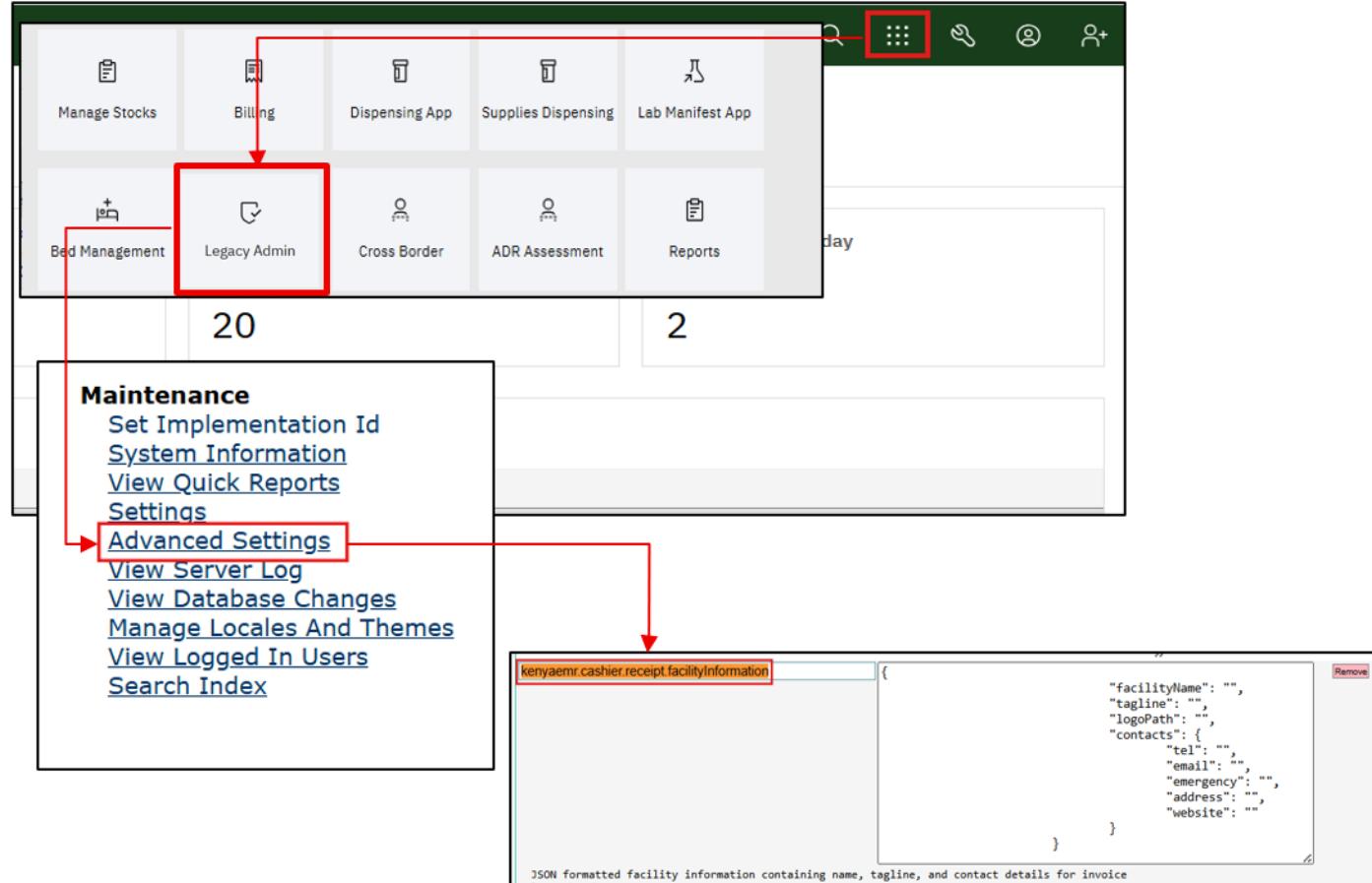|	
1. Obtain the facility logo in a **.png(**Portable Network Graphic**) format** **Steps:** • Save the logo on Home Directory then open terminal • Use the script below to copy the file to opt directory as shown	

2. Access Global Properties

- Access the Global Properties and locate **kenyaemr.cashier.receipt.facilityInformation** property

Maintenance

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kenyaemr.cashier.receipt.facilityInformation

```
{
    "facilityName": "",
    "tagline": "",
    "logoPath": "",
    "contacts": {
        "tel": "",
        "email": "",
        "emergency": "",
        "address": "",
        "website": ""
    }
}
```

JSON formatted facility information containing name, tagline, and contact details for invoice letterhead

DHA
DIGITAL HEALTH AGENCY

TaifaCare
INTERGRATED HEALTH INFORMATION MANAGEMENT SYSTEM

KeHMIS
Kenya Health Management Information Systems

3. Updating Global Properties

- Update the property value with relevant details and the path to where the logo was saved as shown

  Click **Save** when done for the changes to be effected

kenyaemr.cashier.receipt.facilityInformation

```
{
                              "facilityName": "",
                              "tagline": "",
                              "logoPath": "",
                              "contacts": {
                                        "tel": "",
                                        "email": "",
                                        "emergency": "",
                                        "address": "",
                                        "website": ""
                              }
}
```
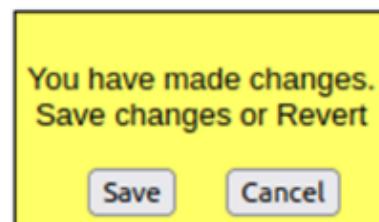
Remove

JSON formatted facility information containing name, tagline, and contact details for invoice letterhead

kenyaemr.cashier.receipt.facilityInformation

```
{
                              "facilityName": "Sabatia SCH",
                              "tagline": "",
                              "logoPath": "/var/opt/logo.png",
                              "contacts": {
                                        "tel": "0722 222222",
                                        "email": "test@test.co.ke",
                                        "emergency": "0722 222222",
                                        "address": "P.O.Box 22, Rangwe",
                                        "website": "www.test.co.ke"
                              }
}
```
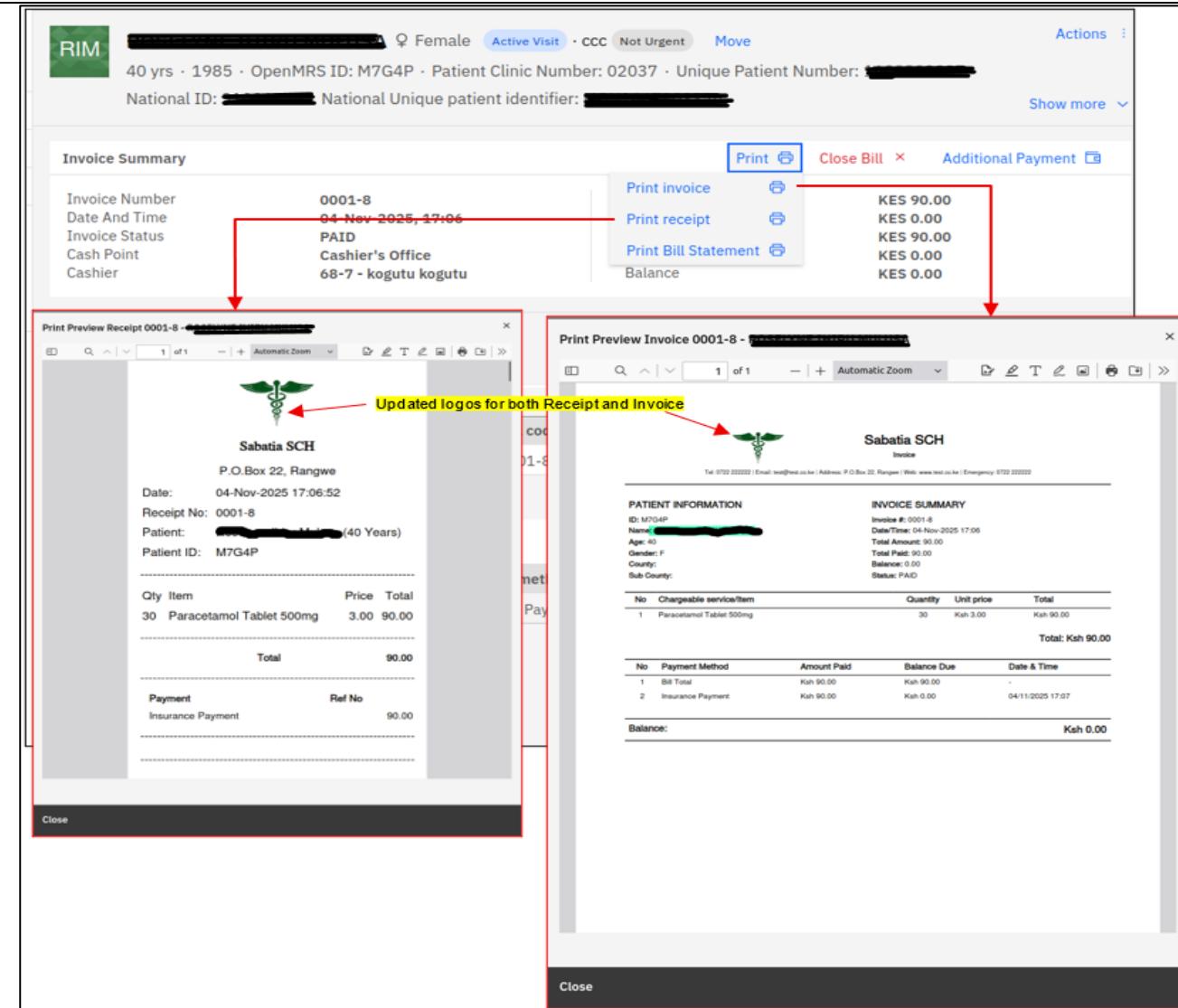
Remove

JSON formatted facility information containing name, tagline, and contact details for invoice letterhead

You have made changes. Save changes or Revert

Save   Cancel

4. Receipt and Invoice Access in TaifaCare • Login to TaifaCare and locate Billing • Open a patient's bill and access the receipt and Invoice as shown with the logo and contacts updated as shown	

THE END