

Personalize Report Branding by Office

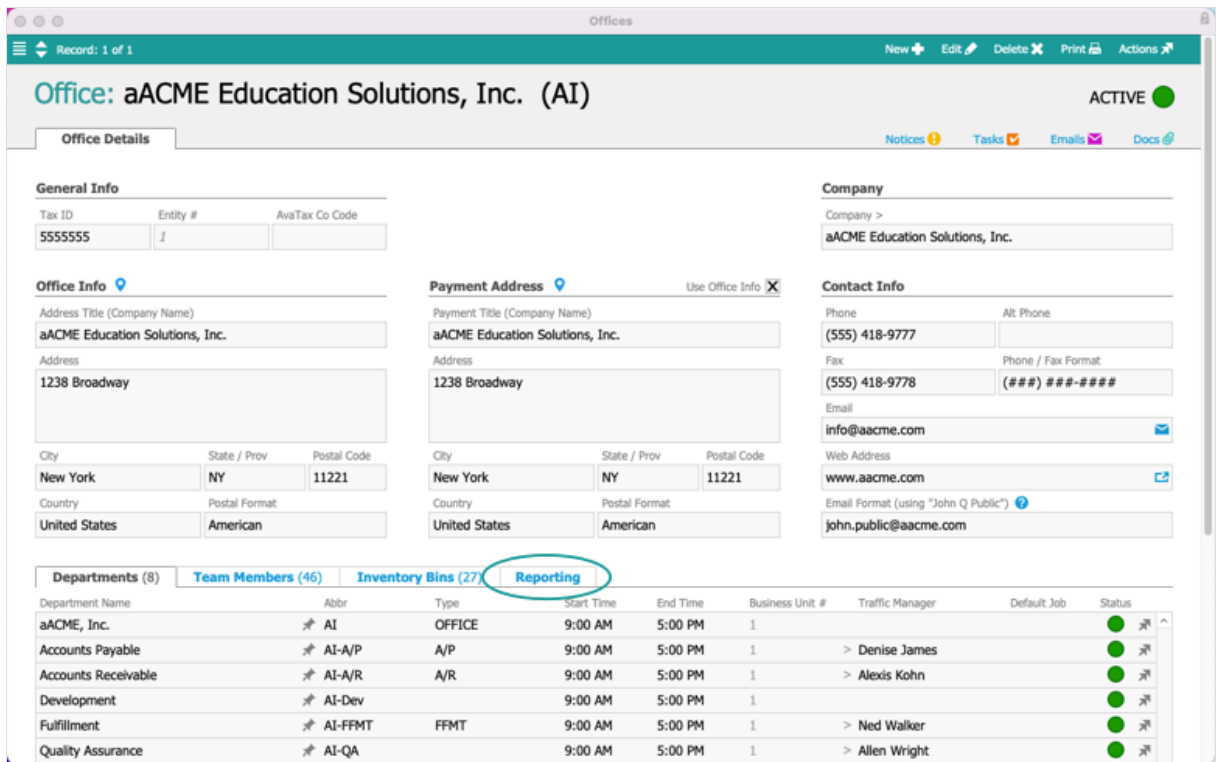
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This guide explains how to assign an office-specific logo on business documents. It is intended for advanced users.

aACE gives you the option to use a single, system-wide report logo or to personalize your documents with office-specific logos. After you upload an office-specific logo, items reporting for that office will include the branding (e.g. invoices, purchase orders, receipts, etc).

Update a Report Logo for an Office

1. Navigate from **Main Menu > Internal > Offices**
2. At the detail view, click the **Reporting** tab.



3. Click **Edit**.
4. Clear the flag for using the default logo.

Record: 1 of 1

Office: **aACME Education Solutions, Inc.** AI ACTIVE

Notices Tasks Emails Docs

General Info

Tax ID: 5555555 Entity #: / AvaTax Co Code:

Office Info

Address Title (Company Name): aACME Education Solutions, Inc.

Address: 1238 Broadway

City: New York State / Prov: NY Postal Code: 11221

Country: United States Postal Format: American

Payment Address Use Office Info X

Payment Title (Company Name): aACME Education Solutions, Inc.

Address: 1238 Broadway

City: New York State / Prov: NY Postal Code: 11221

Country: United States Postal Format: American

Company

Company > aACME Education Solutions, Inc.

Contact Info

Phone: (555) 418-9777 Alt Phone:

Fax: (555) 418-9778 Phone / Fax Format: (###) ###-####


Email: info@aacme.com

Web Address: www.aacme.com

Email Format (using "John Q Public"): john.public@aacme.com

Departments (8) Team Members (46) Inventory Bins (27) Reporting


Report Header



aACME Education Solutions
1238 Broadway, New York, NY 10001 (555) 418-9777

Use default logo. When selected, the default logo from System Preferences appears here.

Dimensions: 585px wide by 125px tall
File Format: JPEG or PNG, RGB colorspace

5. Click the add () icon next to Report Header to upload a new header.
6. Navigate to the image file you wish to use and click **Open**.
Note: Use images measuring 585 x 125 pixels in .jpg, or .png format.
7. Click **Save**.