Report Branding by Office

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aACE gives you the option to use a system-wide report header or an office-specific header.

If you prefer to use a report header specific to each office location, you can store the headers by office. To do so, follow the instructions below.

1. Navigate to the office you wish to work with. From the main menu: **Internal** > **Offices**
2. While in detail view, click the **Reporting** tab.
3. Enter **Edit** mode.
4. Uncheck the **Use default logo** check box.

5. Click the icon next to Report Header to upload a new header.
6. When the **Insert** dialog appears, navigate to the image file you wish to use and click **Open**. Use images measuring 585 x 125 pixels in .jpg, or .png format.
7. Once the file appears, click **Save**.

From this point forward, all reporting for this office, including invoices, purchase orders, receipts, etc. will use this branding.