Report Branding by Office

Last Modified on 03/13/2018 6:32 pm EDT

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.

Departments	Team Members	Inventory Bins	Reporting		
🛨 Report Header					
•					Dimensions: 585px wide by 125px tall File Format: JPEG or PNG, RGB colorspace
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.					

- 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.