

## Setting Up a Shop Logo for Reports

Your Shop Management system (version 6.0 and greater) is able to display your custom logo on printed reports. To set this up you will need to take the following steps:

1. First, you'll need to create a logo in a format that can be used by the Shop Management system. The optimum size for the logo is 640x220 at 72 pixels per inch (dpi). The logo file must be saved in JPEG (.jpg) format.

**HINT!** If you have an existing logo that does not meet these specifications, you can resize your existing logo using a free downloadable product called Paint.NET, which is available at <http://www.getpaint.net/download.html>

2. You'll need to save your logo file using the specific file name that will be recognized by the Shop Management system. Name the logo file as ShopLogo.jpg
3. You'll need to place the logo file in a location where it will be found by your Shop Management system. You won't be able to do this by working through your Shop Management system interface. Instead, you'll need to manually place the file into the appropriate Microsoft Windows folder using the Windows Explorer view (not Internet Explorer). You can access Windows Explorer by right clicking on the START button on your XP desktop, or the COMPUTER button on your Win7/Vista desktop.

Place the logo file in the following location:

<INSTALL LOCATION>\M1-SK\Teamworks\Manager\Reports\ShopLogo.jpg

**HINT!** "<INSTALL LOCATION>" above is a generic description for the root directory in which your Shop Management system files are located. This location can change depending on how your computer's drives are named, or if you specified a location other than the default during the software installation process. Your Shop Management system files are most likely located in the C:\Program Files\ directory, in which case the folder path would look like this:

C:\Program Files\M1-SK\Teamworks\Manager\Reports\ShopLogo.jpg

Once the logo file has been placed in the correct location, it will be included on your reports. See example of Joe's Auto to the right.

<b>Joe's Auto</b>		123 Highland Valley Rd Poway, CA. 92064 Phone - 858-555-1212 Fax - 858-555-1312	REPAIR ORDER # <b>000474</b>
		You Work Hard For Your Money, So Do We!	EPA 12348-IP BAR 1234567
<b>REPAIR ORDER</b>			Print Date : 05/07/2007
<b>Hammel, Charlie</b>		1994 Honda - Accord DX	
12562 Orange Avenue		Lic #: 2TLG119 - CA	
Solana Beach, CA 92075		Unit #:	
Home 619-755-6262 --- Office 619-578-6515		Vin#:	
Cust ID : 346 Ref #		MFG Date : 10/22/1994	
Last Service : 10/22/2004 Current Odometer : 91,233		Engine :	
		Previous Odometer : 0	Elapsed Mileage : 0
		— Parts —	
Labor Requested / Part Number		Qty	Sale Labor Extended
Diagnose Check Engine Light			60.00 60.00