

12.3 Custom Logo Setup

The Custom Logo Setup procedure explains how to display and print a custom logo on repair orders, parts invoices, and AR statements. Some shops prefer to have their company logo printed on their ROs, Parts Invoices and AR Statements, rather than the default company name, address, telephone, and comment lines that are entered in the Company Information section. In order for your personalized artwork to appear on these documents, custom logo images need to be saved in a bitmap (.bmp) format with dimensions of 390 x 120 for the right-side logo or 763 x 148 for the full size logo. If you choose to use the custom logo function, be aware that the documents will no longer print the address or other default information; the address, telephone numbers, and messages must be part of the bitmap artwork. Note: If you save both styles of logo files in the Company folder, one right-side logo (LOGO) and one full width logo (FULL) for Repair Orders (RO), Parts Invoices (PI), or AR statements (AR), the full width logo will display and print by default.

For	How
1. Repair Order Logo (right-side)	Save the logo file as: Scott Systems/MaxxTraxx Pro/Data/Company/ROLOGO.bmp to print a custom logo on the right side at the top of the repair order.
2. Repair Order Logo (full-width)	Save the logo file as: Scott Systems/MaxxTraxx Pro/Data/Company/ROFULL.bmp to print a custom logo across the top the full width of the repair order.
3. Part Invoice Logo (right-side)	Save the logo file as: Scott Systems/MaxxTraxx Pro/Data/Company/PILOGO.bmp to print a custom logo on the right side at the top of the parts invoice.
4. Part Invoice Logo (full-width)	Save the logo file as: Scott Systems/MaxxTraxx Pro/Data/Company/PIFULL.bmp to print a custom logo across the top the full width of the parts invoice.
5. AR Statement Logo (right-side)	Save the logo file as: Scott Systems/MaxxTraxx Pro/Data/Company/ARLOGO.bmp to print a custom logo on the right side at the top of the AR statement.
6. AR Statement Logo (full-width)	Save the logo file as: Scott Systems/MaxxTraxx Pro/Data/Company/ARFULL.bmp to print a custom logo across the top the full width of the AR statement.