

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 800x250 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 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 below, the logo has been changed to "Joe's Auto":

Joe's Auto
123 Highland Valley Rd
Poway, CA. 92064
Phone - 858-555-1212 Fax - 858-555-1312
You Work Hard For Your Money, So Do We!

REPAIR ORDER #
000474

EPA 12348-IP
BAR 1234567

REPAIR ORDER Print Date : 05/07/2007

1994 Honda - Accord DX
Lic # : 2TLG119 - CA
Unit # :
Vin # :
MFG Date : 10/22/1994
Engine :

Hammel, Charlie
12562 Orange Avenue
Solana Beach, CA. 92075
Home 619-755-6262 --- Office 619-578-6515
Cust ID : 346 Ref # Hat # 111
Last Service : 10/22/2004 Current Odometer : 91,233 Previous Odometer : 0 Elapsed Mileage : 0

Labor Requested / Part Number	Parts		Labor	Extended
	Qty	Rate		
Diagnose Check Engine Light			60.00	60.00
Check knocking noise on acceleration			30.00	30.00