

# 2.17 Statement Logos

# Introduction

Route Manager includes a wide variety of statement options to suit your needs. This chapter will teach you how to add a company logo to your statements, giving your correspondence a more professional appearance.

The document is separated into the following sections:

- Logo Requirements and Specifications
- Statement Code Modification
   Each section is covered in the order listed.



# Logo Requirements and Specifications

This section includes a list of detailed formatting requirements that need to be understood prior to including a logo on your statements:

The new logo will replace the existing company name and address detail included on the top left portion of your statements:



The new logo will need to include your company address detail embedded within the image file since this information needs to be visible within your double-window envelope.



- The logo can ONLY be included on the following Statement Types:
  - o Standard
  - o Open Item
  - o Email (.PDF attachments only)
- The logo image file needs to match the following format:
  - o Dimensions: 350w x 145h
  - File types: .PNG .BMP .JPEG
- This feature is available in Series 6 (Build 6976) and higher.

Please ensure that you have properly formatted the image file before attempting to use this feature.



## **Statement Codes**

You will need to modify each *Statement Code* that you would like to display your company logo. This is a simple modification that can be completed by following the steps within this section.

## **Messages Tab**

Navigate to a *Statement Code* that you would like to display your company logo by going to *Lists > Customer Setup Codes > Statement Codes* and clicking on the *Messages* tab:

NOTE: The logo can only be included on *Standard*, *Open Item*, and *Email (.PDF only) Statement Types*. Refer to *Chapters 2.12* (for Email/.PDF) and *3.21* of the *Supplemental Guide* for further information on statements.

out Messages Bill Frequency E-Mail Mag	C C.O.D. Invoice
Statement Types	Due Date 12 From Glose Date Excitated Amounts Minimum 999999 99 Maximum 0.00 Cyticsb Enclude Payment Voucher
Blandard Stafement     Buk Statements     Buk Statements     Volt Great Heat Format     Format     Fax     FAa     Standard Postcard     Standard Postcard     Standard Postcard     Custom Statement     T	Windust Indust         C Standard Retrat         Open           Pre-Finder Sorm         Open         Day Ading           Dougle Standard Sorm         Open         Day Ading           Indust Both Final Sort         Day Ading         Day Ading           Indust Both Final Sort         Day Ading         Day Ading           Indust Both Final         Day Ading         Day Ading           Both Ading Sort         Testade Sort         Day Ading           Stappersize Options During Printing         Stappersize Options During Printing         Day Ading           Day Adding Sort         Testade Softer Exchange Outer Sort         Day Ading
	Ø Bhave Min Signatuses on Statement I odde universe om Statement Detail Snow Route on Statement Stow Rates Rep on Statement.

Click the **Modify** key and choose the Browse icon to select your logo file:

ayout Messages Bill Frequency	E-Mail Msg		C	C.O.D. Invoice
Statement Address	<i>.</i>		10 March 10	
Name TURLOCK BOT	TLED WATER			
Address 3201 LIBERTY SQUARE PARKWAY				
TURLOCK	CA	95300		
Email Address customerservic	e@tikbw.com			
Web Address			5	
Company Reg. No.				
VAT Rep. No.				
Phone 209-632-1122	T Use Custo	mer's Home Branch /	Address	
Fax				
Header Logo			- Logo dimensions	
Accounting Message			COVW & 1401 peers	
SIGN UP FOR AUTOMATE	D PAYMENTS TODAY	25 DAVO ACTED THE	DATE OF THIS STATEMENT	-
A DATE FEE WILL BE ADDED TO PA	IMENTS RECIEVED MORE IPPAY	25 DATS AFTER THE	DATE OF THIS STATEMENT	1.00
Statement finter				
TELL-A-FRIEND about us and receiv	e 10 GALLONS FREE			A.
				1000
WANNAMA ME NOW ON FIRE WANTER	CESS BILDING SIGN OF TOXY ###			



Browse to the directory that contains your logo file and double-click to select it:

NOTE: The logo will need to be available at all times within the current directory using the same filename. It is recommended that you store your logo file within the Route Manager folder or similar public area of your network.

RM7 Statement Log	jo			×
Look in:	BMA_Series	7	🔹 🥝 🤌 📂	
Ca	Name		Date modifie	d Type ^
	\rm MAPPING		1/29/2015 10	20 AM File fol
Recent Places	MoveIt_FTPS_Doc		3/5/2015 10:4	4 AM File fol
	📗 MVX		1/29/2015 10	20 AM File fol
	鷆 RDM		6/8/2015 2:17	PM File fol
Desktop 🛛 🖟 Remote Data Client			1/29/2015 10	:19 AM File fol
	🕑 amex_logo		12/2/2014 11	:43 AM Bitmar
	🕑 disc_logo		12/2/2014 11	:43 AM Bitmar
Libraries	🕑 InvalidImag	e	12/2/2014 11	:42 AM Bitmar
	🕑 mc_logo		12/2/2014 11	:43 AM Bitmar 😑
	🕑 scissorl		12/2/2014 11	:43 AM Bitmar
Computer	🕑 scissorr		12/2/2014 11	:43 AM Bitmar
	🕑 visa_logo		12/2/2014 11	:43 AM Bitmar
				<b>T</b>
Network	•			•
	Graphic	1	•	Open
	Files of type:	Graphic	-	Cancel
				Code Page

**Save** your change to the *Statement Code* to complete the process:



Repeat the steps above on all of the *Statement Codes* desired.

### Summary

Route Manager includes flexible statement processing options that will exceed the needs of most delivery companies in several industries. If you find that the system lacks a particular option that your company requires, please contact Advantage Route Systems to discuss custom statement options.



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