

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:

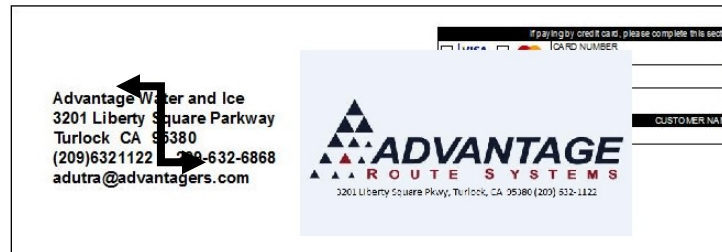
- ▶ Logo Requirements and Specifications
- ▶ Statement Code Modification

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*:
 - Standard
 - Open Item
 - Email (.PDF attachments only)
- ▶ The logo image file needs to match the following format:
 - 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.

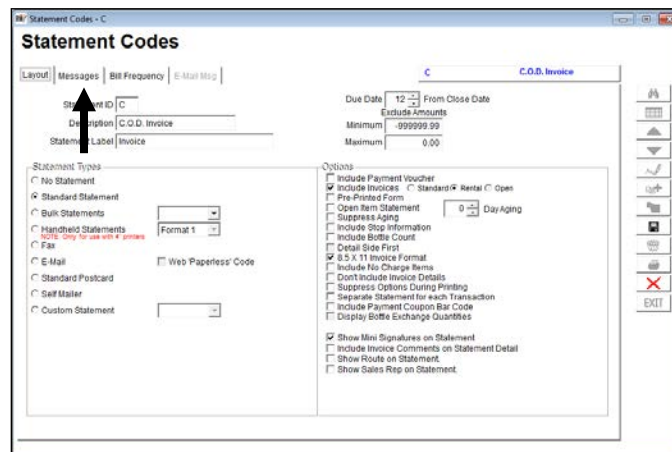
Statement Codes

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

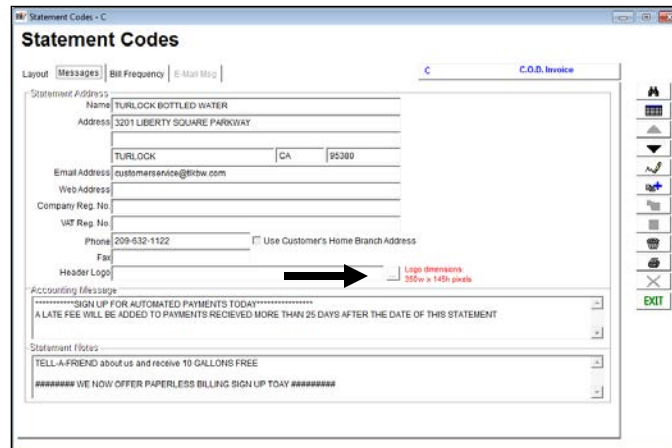
Navigate to a *Statement Code* that you would like to display your company logo by going to *Lists > Customer Setup Codes > Statement Codes* and clicking on the *Messages* tab:

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.



The screenshot shows the 'Statement Codes' window with the 'Messages' tab selected. The 'Statement ID' is 'C' and the 'Description' is 'C.O.D. Invoice'. The 'Statement Type' is 'Standard Statement'. The 'Messages' tab is active, showing various options for including a logo and other details. The 'Header Logo' field is highlighted with a black arrow, indicating where to click the 'Browse' icon to select a logo file.

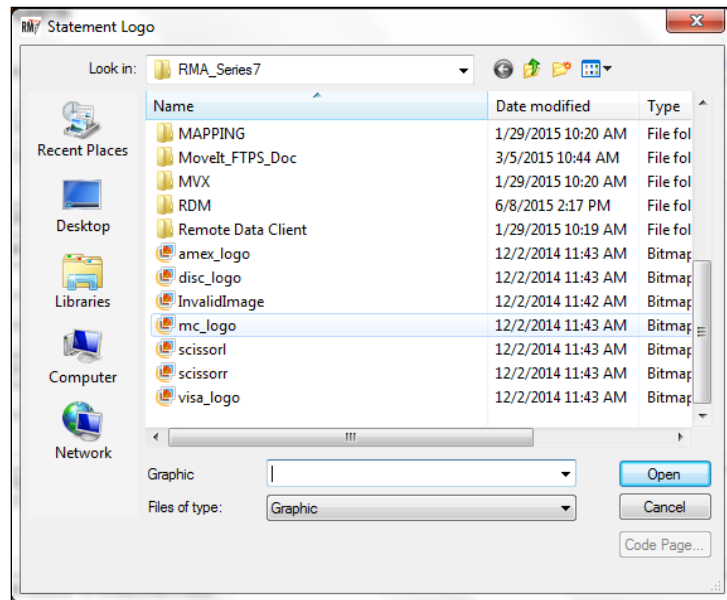
Click the **Modify** key and choose the  *Browse* icon to select your logo file:



The screenshot shows the 'Statement Codes' window with the 'Messages' tab selected. The 'Header Logo' field is highlighted with a black arrow, indicating where to click the 'Browse' icon to select a logo file. The 'Header Logo' field contains the text '*****SIGN UP FOR AUTOMATED PAYMENTS TODAY*****'. The 'Statement Notes' field contains the text '***** WE NOW OFFER PAPERLESS BILLING SIGN UP TOAY *****'.

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.



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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Advantage Route Systems, Inc.

3201 Liberty Square Parkway
Turlock, CA 95380 USA

Phone: 1.209.632.1122

Web Site: www.AdvantageRS.com

Email: info@AdvantageRS.com

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