

How to Setup Logos by Branch in SedonaOffice

12/29/2023 4:49 pm EST

Description of Issue:

I'd like to set up different invoice logos for my branches.

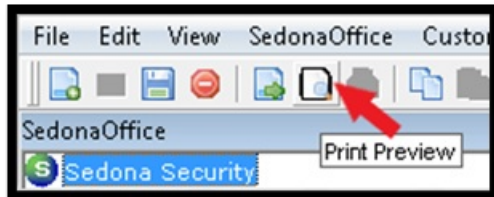
Fixes:

First, make sure you have images to use. You will need to directly upload your logo images to C:\Program Files (x86)\Perennial Software\Sedona Office\Reports where SedonaOffice is installed. You can navigate to this directory and add your images to the Reports folder.

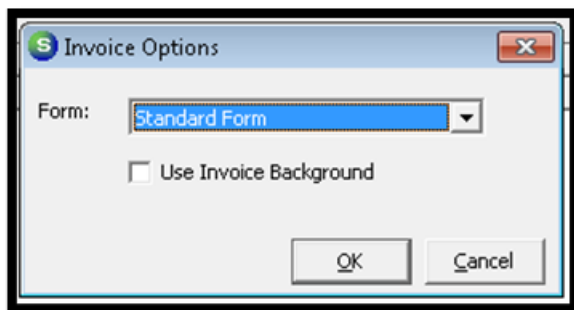
Note: Make sure your images are named in a way that makes it easy to figure out what branch the image should be associated with.

Once the images are added to the directory, you can now choose which images will be associated with what branches. In SedonaOffice, open an invoice, this can be a closed or open invoice for any customer. We just need to be able to open the Print Preview.

Once the invoice is open, go to File > Print Preview or select the Print Preview icon from the toolbar.



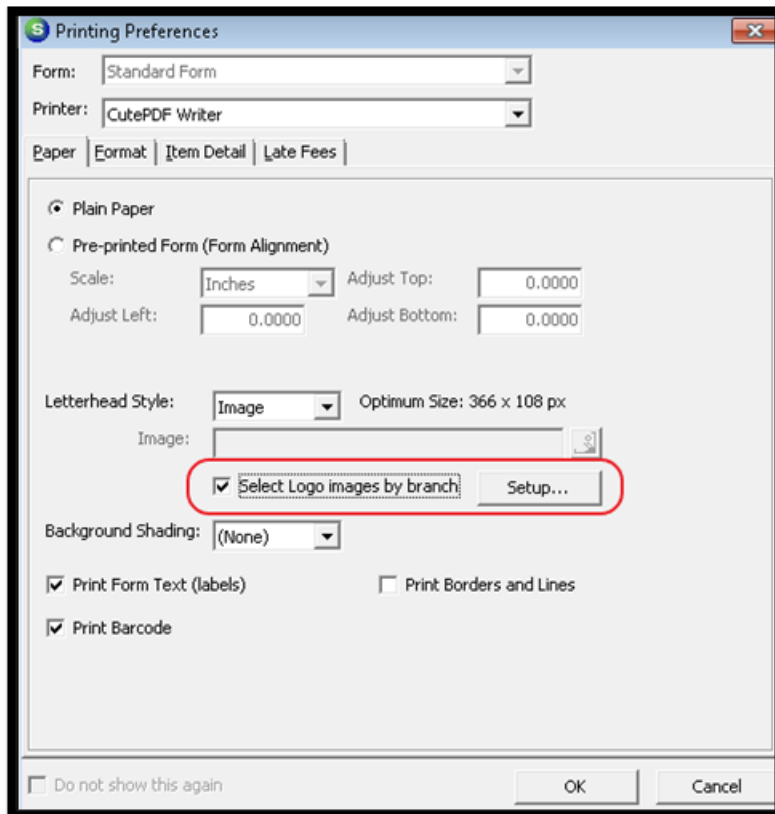
Make your Form selection in the Invoice Options window.



When the Printing Preferences window opens, stay on the Paper tab, this opens by default. Locate the Letterhead Style option in the middle of the Printing Preferences.

Choose the style type of Image. Then close the File Directory window that opens.

Mark the selectable box called Select Logo images by branch and select the Setup button.



When the Setup button is selected, a new window will appear called Branch Logos. It will display all branches. You will then be able to go down the list of branches and select the image you wish to use for those branches, and then click Apply to save the change while in each branch.

In the image below, you will see the list of branches and the filenames of each of the images uploaded to the directory Resource Folder that the images were added to.

