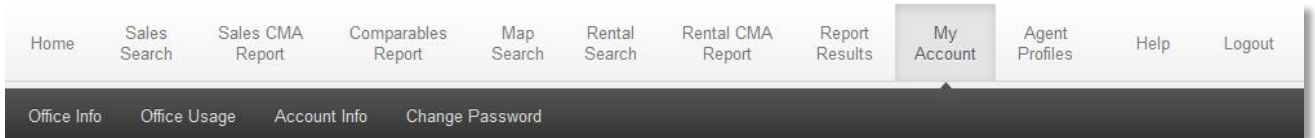


HOW TO: Customise your reports with the agency logo

This article is intended to help you add or edit the agency logo on your account so that it will appear on your reports.

Step 1: Select the "My Account" tab from the toolbar




Step 2: Select "Office Info" from the black tool bar

Step 3: Tick "Use Own Logo" from the bottom of the list if it is not already ticked

Please note you can also update your office details in this section and change the CMA report colour.

My Account > Office Info

Office Info

Office Address	<input type="text" value="335 Camberwell Road
CAMBERWELL VIC 3124"/>
Office Landline	<input type="text" value="03 9205 6666"/>
Office Mobile	<input type="text" value="0400 100 000"/>
Office Fax	<input type="text" value="03 9205 6699"/>
Office Email	<input type="text" value="propertydata@propertydata.com."/>
Office Website	<input type="text" value="www.members.propertydata.com.au"/>
CMA Report Colour	<input type="text" value="031BF7"/> 
Primary Contact	<input type="text" value="Jessica Blake"/>
Use Own Logo	<input type="checkbox"/>


Use Own Logo



Step 4: Click on “Browse...” in the box that appears on the right hand side of the screen and select a photo from your files. Then click “Upload”

If there is already a logo uploaded, choosing a new logo and uploading it will over-write the original.

Upload Logo



Your Logo must have the dimensions of 40 x 18.5mm, and must be either a '.jpg', '.gif', '.bmp' or '.png'. Additionally the file size must not exceed 300kb.

To upload or change your logo, click "Browse" below and locate the image on your computer. Then click "Upload".


No file selected.

Step 5: Click “Save” on the bottom of the screen to save the logo.

Office Info

Office Address	<input type="text" value="335 Camberwell Road
CAMBERWELL VIC 3124"/>
Office Landline	<input type="text" value="03 9205 6666"/>
Office Mobile	<input type="text" value="0400 100 000"/>
Office Fax	<input type="text" value="03 9205 6699"/>
Office Email	<input type="text" value="propertydata@propertydata.com."/>
Office Website	<input type="text" value="www.members.propertydata.com.au"/>
CMA Report Colour	<input type="text" value="031BF7"/> <input type="color" value="#031BF7"/>
Primary Contact	<input type="text" value="Jessica Blake"/>
Use Own Logo	<input checked="" type="checkbox"/>

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