



About Strata Master - Custom Headers (Logos)

Summary

Your company logo as a custom header is recommended on your reports, meeting agendas and minutes along with receipts. Strata Master has the facility to incorporate your company logo header to these documents. There are specific sizing requirements to enable the logo to align with document headers.

Creating the Logo Header

You will most likely already have a company logo created. The company logo header will include other details such as ABN number, address and any other details required by legislation in your region.

Company Logo headers can be ordered from a Graphic Designer, Corporate Office or Franchise. Forwarding a copy of the sizing parameters as below would be required.

Sizing and Parameters

For best results you would be advised to follow the following guidelines.



Image Size: 1404 x 194 pixels

Image type : Jpeg

Keeping Header Details to the Left or Right

Levy and report headings will be utilising the area in black and yellow. It is advised that the bottom-centre of the image be left blank to the dimensions shown in the highlighted area above. Be aware that if you have any wording or logo at the top centre, there are some reports that will overlap this area also, due to settings on individual PC's.

Therefore we recommend that Header details be kept to the left and right hand sides of the header only.

Report Titles

Depending on the terminology used for some report titles, some long text may remain overlapping with the header. The report terminology can generally be edited and shortened in Strata Master. Refer **Configure > Terminology**.

Configuration into Strata Master

Once created, the custom header file should be attached to Strata Master by following the steps below;

1. Save the .jpeg file on the server in the `\serverName\Strata$\Graphic\` directory;
2. Open Strata Master and select the **Configure > Agency** menu;
3. Select the **Options #1** Tab;
4. Enter **Edit Mode**, click the **Select Custom Header** button, browse to locate the file in the directory above, and open the file;
5. Click the save button to confirm your selection.
6. The preview showing on the option #1 tab will then show your custom header. If the MRI or Rockend logo is showing, then the path needs to be corrected or the sizing of the custom header created.

Note: Improper configuration of the custom header can result in the header not displaying correctly on the Owner & Executive Portals. If the header shows on reports generated out of Strata Master, but does not display on reports generated from the Portals, please contact Rockend support for assistance.

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