

Office Banner & Logo

Office Banner—Office banners print on the CMA Package, Flyer Report, Custom Reports and select public viewable displays.

You can create your own office banner using a Windows “paint” software or employ a graphics designer. (call MLS if you need assistance in created your banner) It must be in JPEG format, exactly 600 pixels wide by 50 pixels high.

To upload your banner, from the “Menu Bar,” click “**ADMIN**,” from the “ADMIN” menu, click “**Office Menu**.” Then from the “Office Menu,” “Office Settings,” click “**Upload Office Banner**.” Begin by clicking the “**Browse**” button to open the “Choose File” window. Locate the picture file, *then follow the instructions that display*. When you see the banner on the page, click “**Upload**.”

If your Office/Company does not have a banner, the MLS banner will be displayed on all web pages and printed on all reports that use a banner.

Note! These menu functions are available based on access privileges. If you do not see the “**Office Menu**” link on the “ADMIN” menu, you do not have the access level assigned to modify Office preferences. (**Broker/Manager**) Please contact MLS to modify your access privileges.

Office Logo—You can also create an “Office Logo” that will print on the “CMA Package” and “Custom Reports” for your Associates.

You can create your own office logo using a Windows “paint” software or employ a graphics designer. It must be in JPEG format, recommended size 200 pixels wide by 200 pixels high.

To upload your logo, from the “Menu Bar,” click “**ADMIN**,” from the “ADMIN” menu, click “**Office Menu**.” Then from the “Office Menu,” “Office Settings,” click “**Upload Office Logo**.” Begin by clicking the “**Browse**” button to open the “Choose File” window. Locate the picture file, *then follow the instructions that display*. When you see the banner on the page, click “**Upload**.”

