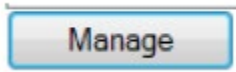
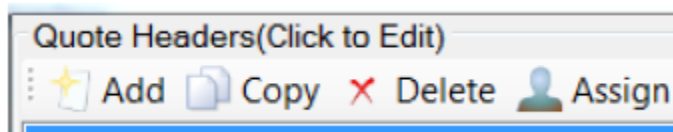


## Cornerstone Building Brands AccuQuote Adding Your Logo to Your Reports using Quote Headers

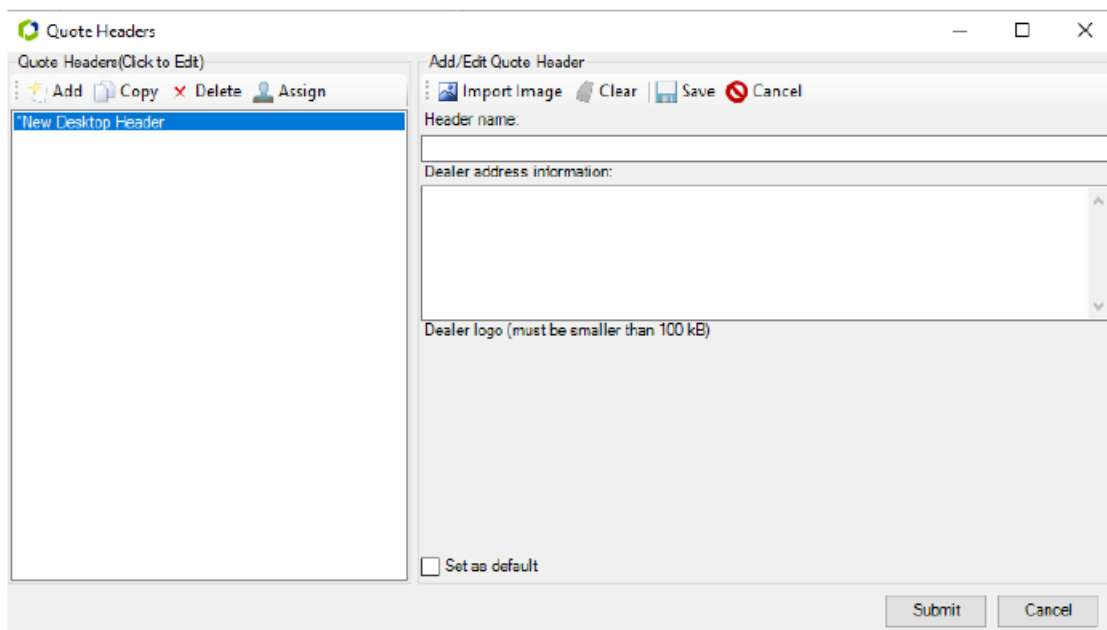
1. Go to “Tools” and choose “User Management”
  - a. Highlight your name & click on “edit”.
  - b. Click on “Quote Headers” and then click on “Manage” at lower left.



2. In new pop-up box,
  - a. Click on “Add”



- b. Fill in:
  - i. Header Name
  - ii. Dealer Address (if needed).
- c. Click on Import Image for Logo
  - i. Select logo from your files
- d. Check “Set Default” if this is the one you want most of the time”.
- e. Click on “Submit”.



**Inside Quote:**

1. Click on “Print-Email” tab at the top of the page.
2. Highlight the report you want to view.
3. Under “Quote Header” you can use the drop-arrow to choose the Logo that you want to apply to this report.

**Note:** You can also make a new Logo by going to “print email” tab & selecting the “Manage” button. Follow the steps listed above.