

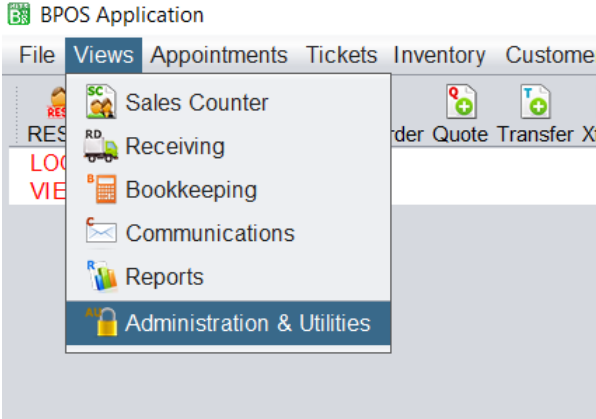
Downloading Images and Forms

Background image forms for invoices, quotes, and inspections are stored on the local workstation.

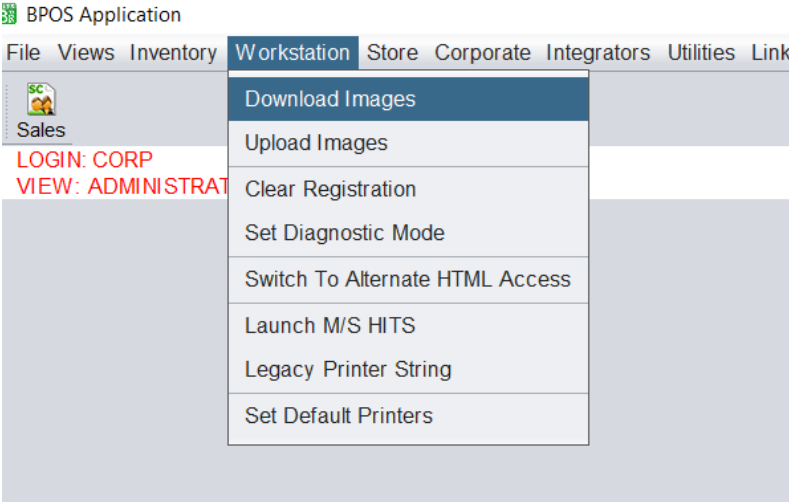
To have the logo and other background images printed on forms, the images will need to be downloaded to each workstation.

To download images:

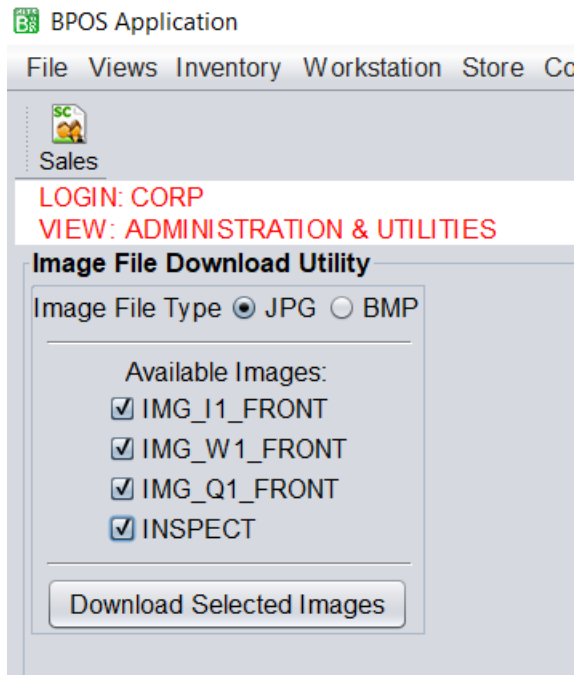
1. Views > Administration & Utilities



2. Workstation > Download Images



- 3a. Select the JPG option
- 3b. Select all available image forms
- 3c. Click **Download Selected Images**



The forms will be successfully download to your workstation. This process will not need to performed again unless the form image changes.