



BLOCKWORX

Helpsheet

**Uploading your Company Logo for
generating Quotes and Invoices**

JAN 2021



Introduction

Blockworx is a digital platform which provides a direct link with the Property Management companies you carry out work for.

Blockworx includes the option to upload your own quotes and invoices or to be able to have quotes and invoices generated by the system.

This Helpsheet will guide you through the process of uploading your company logo to enable you to use this when you are generating quotes and invoices from your Blockworx account. Once you have uploaded your company logo, these self-generated quotes and invoices - which you can submit to property management companies - will then contain this logo.

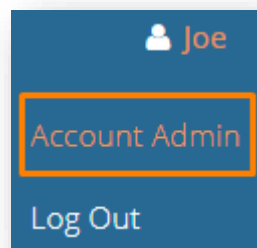
You can only upload your logo through the Blockworx Web Portal and not in the App. You will need to be an administrator of your Blockworx Account to do this.

Step 1 - Accessing the Blockworx Web Portal

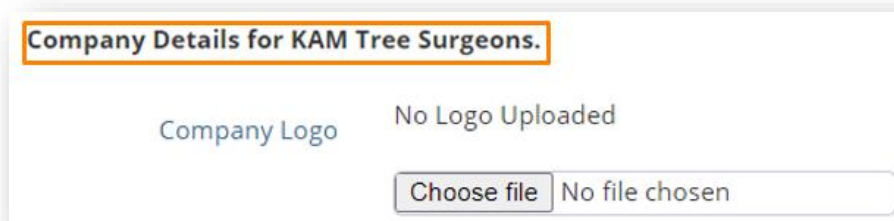
- Click [here](#) to access the Blockworx Web Portal or type Blockworx.co.uk into the address bar of your web browser.
- This will take you to the main Blockworx screen where you can sign in.

Step 2 - Accessing the Account Admin area

- Hover your mouse over your name in the top right-hand corner of the Blockworx screen and you will see a menu of options appear.

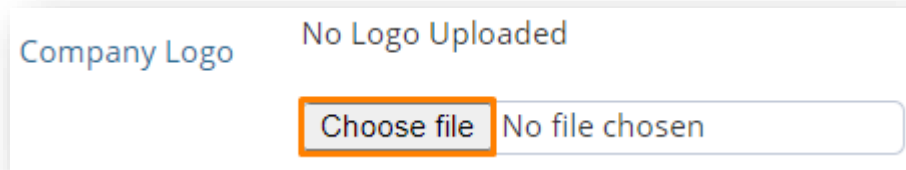


- Click on the **Account Admin** option.
- This will open the **Account Admin** screen.
- On the right of the screen, underneath the **Property Manager Link** and **Accounts List** sections, there is **Company Details** section which contains an option to enable you to upload a file containing your company logo.

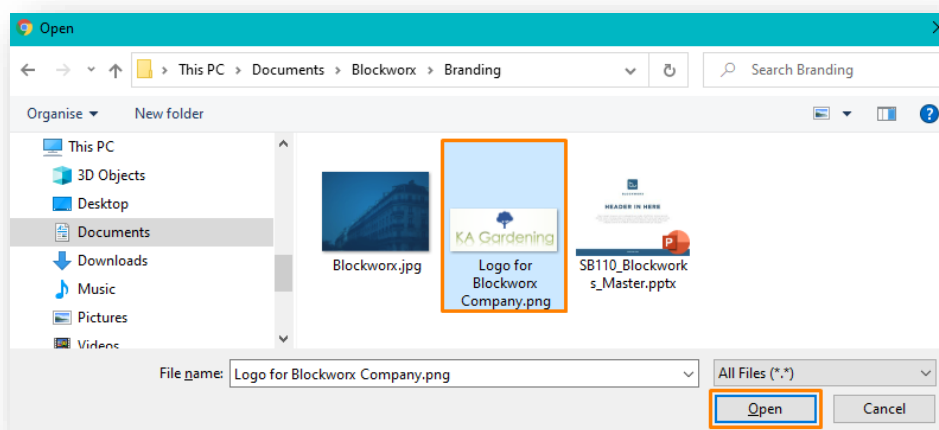


Step 3 – Uploading your Company Logo

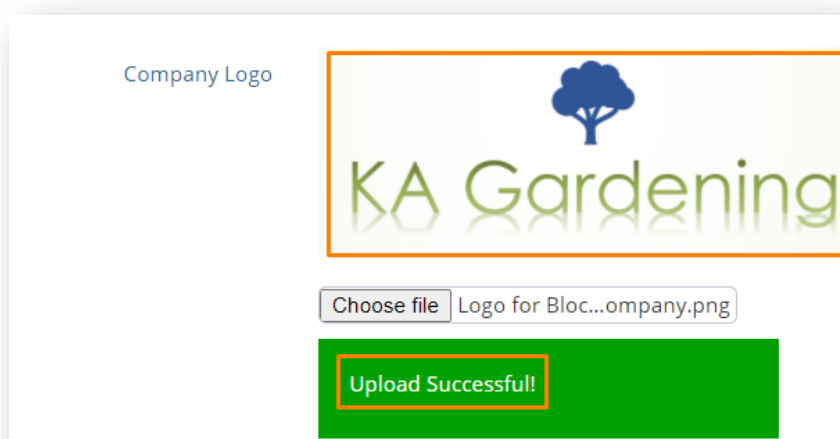
- In order to upload your logo click on the **Choose file** button.



- This will open an Explorer window on your computer which will allow you to find the company logo you would like to upload.



- Navigate to the folder containing your company logo and either double-click on this or click to highlight it and then click on the **Open** button in the Explorer window.
- Your company logo will appear on the Blockworx screen along with an **Upload Successful!** confirmation banner.





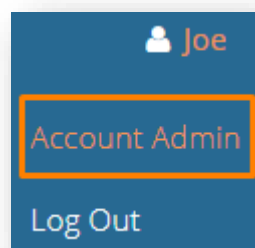
Step 4 – Using your company logo on quotes and invoices

- Anywhere in Blockworx where you see an option to **Generate** an invoice or a quote will now be able to make use of your company logo.
- This is an example of the company logo from above appearing on a Blockworx generated invoice:

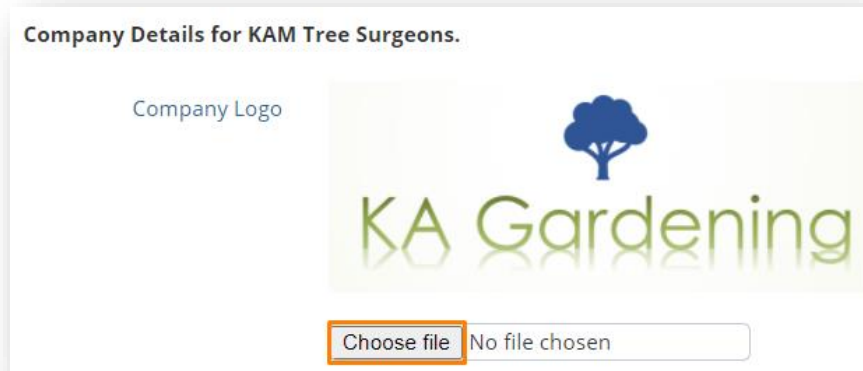


Step 5 – Changing your company logo

- At any point you can upload an alternative company logo image.
- Return to the **Account Admin** screen by hovering your mouse over your name in the top right-hand corner of the Blockworx screen and selecting the **Account Admin** option.



- As before, on the right of the screen, underneath the **Property Manager Link** and **Accounts List** sections, there is **Company Details** section which will contain the company logo you have already selected.



- Click on the **Choose file** option again. This will open an Explorer window on your computer which will allow you to find the alternative company logo you would like to upload.
- The next time you use the **Generate** option within Blockworx, the system will use your new logo.

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