TEGG®

ProposalBuilder Update: Customizing Coverpages

ProposalBuilder™

ProposalBuilder allows users to request to have templates modified to include a placeholder for images on proposals' cover pages. The placeholder, which is applied to all proposal templates after it is requested, can be updated with a new picture or deleted for each proposal.

ProposalBuilder Workgroup administrators can have the placeholder added to cover pages by contacting the **ABM Franchising Group Support Center**. Customized photos in ProposalBuilder should be in landscape orientation.

Once the customizable placeholder is added to a ProposalBuilder cover page template, photos can be added by:

1. Upload the image to ProposalBuilder's Content Library
2. Select Create, as shown to the right in *Image 1*, to create a new proposal
3. Select the appropriate template
4. Make sure you are on the Cover Page and click the Content button, as shown to the right in *Image 2*, and select an image
5. Select the desired image and drag it into the Placeholder Box, as shown to the right in *Image 3*

If a customizable image placeholder is available in a proposal where you do not have or want an image, use a stock image recommended by your franchise, or load a blank, white image into your library to mask the placeholder.

In addition to the customizable image placeholder, ProposalBuilder users will find a link labeled **No Value**, as shown on the right, at the bottom of *Image 4*, which users can click to open a dialog box and enter a value.

For more detailed instructions, please reference **COM 2, Title 32**.

If you have ProposalBuilder questions, please contact ABM Franchising Group Support Center at **bus.sys.support@abm.com** or 724-873-2977.

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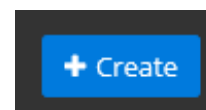

Image 1

Image 1

This is a placeholder image for a custom image. To replace:
- Make sure the image you want is in the Content library.
- Open the content library pane.
- Select (click on) this placeholder
- Select the image you want in Content

If you do not want any image, you can simply delete this placeholder image.

Image 3

Proposal Client
(Document) proposal_client

Cancel   Save

No Value

Image 4