## Controller Series Ver 7.1 Bulletin 0006 December 3, 2003 Customer Address Entry Initiated by Specialty Parts and Electronic Components

The standard Customer Setup / Maintenance screen normally displays the customer's primary address:

BIBB		Custo	mer Setup 🖊 🖡	laint	enance		7.1	.57.003
		Custome	r Number: [SN	IJAM	1 ]			
	Customer Contact	Inform	rage 1 t	ID				
1.	Name 1	LJames	Smith			1		
2.	Name 2	[				ĩ		
3.	Street Address	Ē1516 G	oldeve Drive		1			
		C			1			
		E			]			
4.	City	[Carson			1			
6.	State	[UT]			7. Zip	Code	[84302	1
8.	Country	EUSA		1	2023. D12877			225
9.	Main Phone	[604-75	1-3397] Ext		] Contact	[		1
10.	Alternate Phone	C	] Ext		] Contact	[		1
11.	Fax	C	1					1.00
12.	E-mail Address	C				_		1
13.	E-mail Contact	C				1		
0-1-	-+ - 63-14 /D		alfy flela L	1		/ ENTED	\ <u>+</u> - 0	
2616	ct a fleid, (rage	eup///ra	genowus to ci	ange	screens,	ENIER	/ to say	Ue,
	олтрниц				01	KHCCes	_	orns
Clear	Flags	Delete	Ref		Reports Me	mo		File

Entering any of the address fields brings up a data entry window:

BIBB	Customer Setup / M	laintenance	7.1.57.003
	Customer Number: [SM [ Customer Address Entr	1IJAM ] •y (1 of 1) ]	
1 2 3 4 6 8 9 10 11	Address Type [ ] Name 1 [James Smith Name 2 [ Street Address [1516 Goldeye Drive [ City [Carson State [UT ] Zip Code [84302] Country [USA	] ] ]	1
13.	E-mail Contact [	]	
	Modify field [1 Enter the type for this pr	.] rimary address, Ad	drT ype
Exit∀in	Delete	Next	

The top line of this window indicates how many addresses there are for the account. Entry 1 is the primary address. Each entry can be assigned an Address Type.

## Bulletin 0005 – Customer Address Entry



Each address can be defined as Home, Work, Business, Shipping, or Billing.

When you are on the last (or only) address, pressing F7 (or hitting return past Country) clears the window in preparation for entering a new address.



You can add as many addresses as you like (up to 999). The F6 and F7 keys can be used to navigate through the addresses.

## Bulletin 0005 – Customer Address Entry

BIBB	Customer Setup / Maintenance	7.1.57.003			
Cus 1. Nam 10-Di	Customer Number: [SMIJAM ] Page 1 of 6 tomer Contact Information: e 1 [James Smith ] [Customer Phone Number Entry (1 of 1)] Type [ Phone Number [604-751-3397 ] Extension [ Contact [ Reference [ Long Distance [Y] git Local Dialing [N]	) ) )			
13. E-m	ail Contact [ ]				
Modify field [9 ] Enter the type of the customer's main phone number,					
F1 F ExitWin	2 F3 F4 F5 F6 F7 F8 F9 Delete Next	F10 Save			

The same principle applies to phone numbers...

...and email addresses.

BIBB	Customer Setup / Mainte	nance	7.1.57.003			
	Customer Number: [SMIJAM	1				
Customer Contac 1. Name 1	t Information: [James Smith =[ Customer Email Entry (1	of 1) ]				
Address [ <b>f]</b> ames.s Contact [James Description [Home en	mith@hotmail.com nail	1 1	1			
9. Main Phone	[604-751-3397] Ext [	] Contact [	1			
10. Alternate Phone	E ] Ext [	] Contact [	1			
11. Fax 12. E-mail Address	L J [james.smith@hotmail.com		1			
13. E-mail Contact	[James	1	-			
Modify field [12]						
Enter the customer's primary e-mail address,						
F1 F2 F3	F4 F5 F6	F7 F8	F9 F10			
ExitWin	Delete	lext	Save			

## Bulletin 0005 – Customer Address Entry

On the selling screen, new shipping addresses can be added to customer accounts 'on the fly' when you press F2 after totaling the invoice.



When processing a quote, special order, work order/sales order, or invoice, press F2 after totaling to attach one of the stored shipping addresses to the transaction. You can scroll through the available 'Shipping' addresses with F6 and F7.

Char James	ge Sale [SMIJf Smith				INVOICE PRT 1 NEW
1516 0	ioldeye Drive	QOH:		LIN:	
Carso	[	Customer Addres	s Entry (2 o	of 4) ]	
	242				G: 1(A)
<u> </u>	Address Type	[Shipping ]			
	Name 1	<b>LUS</b> Enterprises	;	]	
	Name 2	[ .		]	
	Street Address	[#1 - 320 Rodeo	Drive	] –	
- Paum		[		ī	\$3.14
		ī		i	50.00
	Citu	ICarson		i	
	State	10013011	1		59.22
	7 in Code	[00222 1	-		E 24
	Country	FIICA 1			75.21
	Country	LUSH	-		
					42.69
				Tredered	
				lendered	50.00
25		190 190	185	- Hmount Due	\$3.60
	<b>F</b> 4		e		
	Enter	the first line	of the custo	omer name,	
124	<b>PO PO</b>	PA PC	DC.	<b>P9 P0</b>	P0 P10
	FZ F3	F4 F5	Pb N	F7 F8	F7 F10
ExitWin		Detete	rrev Ne	ext	Save

If your print program supports it, an attached shipping address will print on the quote, order, or invoice.