

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 Customer Setup / Maintenance 7.1.57.003
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Customer Number: [SMIJAM ]
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Customer Contact Information:
1. Name 1 [James Smith ]
2. Name 2 [ ]
3. Street Address [1516 Goldeye Drive ]
[ ]
[ ]
4. City [Carson ]
6. State [UT ] 7. Zip Code [84302 ]
8. Country [USA ]
9. Main Phone [604-751-3397] Ext [ ] Contact [ ]
10. Alternate Phone [ ] Ext [ ] Contact [ ]
11. Fax [ ]
12. E-mail Address [ ]
13. E-mail Contact [ ]

Modify field [ ]
Select a field. <PageUp>/<PageDown> to change screens. <ENTER> to Save....
ShipAdd ClkAcces Utils
Clear Flags Delete Ref Reports Memo File
```

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

```
BIBB Customer Setup / Maintenance 7.1.57.003
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Customer Number: [SMIJAM ]
[ Customer Address Entry <1 of 1> ]
1 Address Type [ ]
2 Name 1 [James Smith ]
3 Name 2 [ ]
Street Address [1516 Goldeye Drive ]
[ ]
[ ]
4 City [Carson ]
6 State [UT ]
8 Zip Code [84302 ]
10 Country [USA ]
11
12
13. E-mail Contact [ ]

Modify field [1 ]
Enter the type for this primary address....
AddrType
ExitWin 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.

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

BIBB Customer Setup / Maintenance 7.1.57.003

Customer Number: [SMIJAM]

[Customer Address Entry <1 of 1>]

1	Address Type	[Home]							
2	Name 1	[James Smith]							
3	Name 2	[]							
4	Street Address	[]							
6	City	[]							
8	State	[]							
9	Zip Code	[]							
10	Country	[USA]							
11									
12									
13	E-mail Contact	[]							

Modify field [1]

Enter the type for this primary address,....

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
ExitWin			Delete			Next		AddrType	Save

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.

BIBB Customer Setup / Maintenance 7.1.57.003

Customer Number: [SMIJAM]

[Customer Address Entry <2 of 1>]

1	Address Type	[NEW]							
2	Name 1	[]							
3	Name 2	[]							
4	Street Address	[]							
6	City	[]							
8	State	[]							
9	Zip Code	[]							
10	Country	[USA]							
11									
12									
13	E-mail Contact	[]							

Modify field [1]

Enter the type for this secondary address,....

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
ExitWin					Prev			AddrType	

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.

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The same principle applies to phone numbers...

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Customer Number: [SMIJAM]
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Customer Contact Information:
1. Name 1 [James Smith]

[Customer Phone Number Entry <1 of 1>]

Type	[]	
Phone Number	[604-751-3397]]
Extension	[]]]
Contact	[]]]
Reference	[]]]
Long Distance	[Y]]]
10-Digit Local Dialing	[N]]]

13. E-mail Contact []

Modify field [9]
Enter the type of the customer's main phone number,....

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
ExitWin Delete Next Save

...and email addresses.

BIBB Customer Setup / Maintenance 7.1.57.003

Customer Number: [SMIJAM]
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Customer Contact Information:
1. Name 1 [James Smith]

[Customer Email Entry <1 of 1>]

Address	[James.smith@hotmail.com]]
Contact	[James]]
Description	[Home email]]

9. Main Phone [604-751-3397] Ext [] Contact []]
10. Alternate Phone [] Ext [] Contact []]
11. Fax []]
12. E-mail Address [james.smith@hotmail.com]]
13. E-mail Contact [James]]

Modify field [12]
Enter the customer's primary e-mail address,....

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10
ExitWin Delete Next Save

