

Company Location Settings

- Video available under Tutorial Videos labeled COMPANY LOCATION OVERVIEW

Click on Personal & Admin > Settings

Scroll down and click on Company Details



Edit – use the EDIT button to go into EDIT mode on the Company Details page.

Company Name – Enter your companies name.

Company Logo – Import your company logo.

Contact Person – Enter the primary company contact person or administrator for Fuse5.

Address – Primary street address.

City – Primary city.

State – Primary state.

Postal Code – Primary zip code.

Country – Enter country your company is located in.

Phone – Enter primary company phone number.

Fax- Enter primary company fax number.

Fuse5 Training Materials

Company Details	
Company Name	Fuse5
Company Logo	
Contact Person	
Address	777 Beach Front Dr.
City	Bora Bora
State	South Pacific
Postal Code	98714
Country	USA
Phone	319-248-5658
Fax	
Website	
Remit to Address:	650 W Cherry St Suite4 North Liberty, IA 52317
Payroll Period	Weekly
Aconnex Buyer Partner ID	6036530010000321
Sales Tax based on TAC Tables 	<div> Yes: Based on TAC Export Data Import Data Update Accounts Tax Fields </div> <p>NOTE: Max length for Tax Authority Code is 10 Characters. If you add length more than 10 Characters it will only consider first 10 Characters.</p>
License for Mobile Application	1D9F-D98B-0480-2FE2

Website – Enter companies website.

Remit to Address – Enter address where you want accounts / customers to send in payments on their accounts.

Payroll Period – Enter your companies payroll period.

Acconnex Buyer Partner ID – Enter your companies Acconnex Buyer Partner ID if applicable.

Sales Tax based on TAC Tables - See tax training module for tax set up if using TAC tables. (help file also available)

License for Mobile Applications – Enter your companies license for mobile applications if applicable.

Date Format – Shows the format that dates will appear on your Fuse5 site. Generally it's going to be in MM-DD-YYYY format although some foreign customers prefer other formats.

Base Currency – If your company deals with vendors in other currency you will set up a base currency and the foreign currency you work with. This displays your base currency.

- to edit this information simply click on the edit button on the right hand side of the screen.

ils

any

Edit

Fuse5 Training Materials

Scroll down further to view your **Company Location(s)**. Click Edit in the top right of the appropriate location box in order to make updates or changes to location information.

Total Company Location(s) Count : 8		Sort By : <input checked="" type="radio"/> Loc ID <input type="radio"/> Alias	
Loc ID:1	Edit	Loc ID:2	
Sort Alias:1		Sort Alias:2	
Bora Bora 600 Beach Front Dr Shipping Dock Bora Bora , SP 98714 P:319-248-5658 Timezone (US): GMT Location Type: Parts State Tax: 4.750 % Local Tax: 0.000 % Silo Tax: 2.250 % Default Counter Person for WO: TCruise QB Costs Ledger: C/S-PARTS:PARTS STORE 1 Bora Bora QB SO Item Name: SO-PARTS SO Merchandise Inventory Chart of Account: INVENTORY:STORE 1 Bora Bora SO Core Inventory Chart of Account: INVENTORY:STORE 1 Bora Bora VI Merchandise Inventory Chart of Account: INVENTORY:STORE 1 Bora Bora VI Core Inventory Chart of Account: INVENTORY:STORE 1 Bora Bora		Fiji 777 Be Fiji , So P:319- Timezo Locatio State 1 Local T Silo Ta Default QB Co: QB SO SO Mei 2 Fiji SO Cor VI Mer Fiji VI Cor	
Loc ID:3	Edit	Loc ID:4	

Sort By: - most businesses have a number associated with their location. If for any reason you want to assign an alias (a different number or letter combination) you can assign the “Sort Alias” to the locations and choose to sort by either the Loc ID, or the Sort Alias.

Company Location(s)

ADDRESS TAB

Phone: - Phone number for this location.

Fax: - Fax number for this location.

Edit Location			
Location Name :	Bora Bora	Timezone (US) :	GMT
Address	General	Tax	QB
		Email & Print Copy	Others
Phone:	319-248-5658	Fax:	
PO Location Shipping Information		PO Location Billing Information	
Name	Bora Shop	Name	
Street	600 Beach Front Dr	Street	600 Beach Front Dr
Street 2	Shipping Dock	Street 2	Mail Box
City	Bora Bora	City	Bora Bora
State	SP	State	SP
Zip	98714	Zip	98714
Store Address Shown on Invoice			
Name			
Street	600 Beach Front Dr		
Street 2	Shipping Dock		
City	Bora Bora		
State	SP		
Zip	98714		
		Save	Cancel

PO Location Shipping Information - These PO addresses are used for Shipping and Billing address on purchase order made by this location (if different than the overall company information under COMPANY DETAILS).

PO Location Billing Information - These PO addresses are used for Shipping and Billing address on purchase order made by this location (if different than the overall company information under COMPANY DETAILS).

Store Address Shown on Invoice - This store address will display on the Invoices for that location (if different than the overall company information under COMPANY DETAILS).

GENERAL TAB

The screenshot shows the 'Edit Location' window with the 'General' tab selected. The location name is 'Bora Bora' and the timezone is 'GMT'. The 'General' tab contains various settings for the location, including a dropdown for 'Default Counter Person for Web-Orders' (set to 'admin'), a text field for 'Sequence' (set to '1'), a text field for 'Purchase Order Initials' (set to 'P1-'), a checkbox for 'Distribution Center' (checked), a checkbox for 'Tax Cores' (checked), a dropdown for 'Location Type' (set to 'Parts'), and a checkbox for 'This location takes deposits:' (checked). There is also a red note: 'NOTE: Unchecking this checkbox will unapply deposits (if any) from all PENDING SO as soon as you save.' Other settings include 'Allow IPs' (with a help icon), 'Sales Order Initials' (set to 'BB13'), 'EOD Starting Drawer Amount' (set to '200.00'), 'Floating Drawer' (checkbox), 'Tax Cores Return' (checkbox), 'POS SHOP Fields' (checkbox), 'Location type in SO' (checkbox), and 'Tecdoc WH Location' (checkbox with a help icon). At the bottom are 'Save' and 'Cancel' buttons.

Default Counter Person for Web-Orders – establish whom receives web orders

Allow Internet Providers -

Fuse5 can be configured to allow only access from certain IPs based on user and role. There are 3 settings that control how it works.

First, in **Company Details -> Location -> Allow IPs** you will put a list of IP addresses that are allowed to that location in fuse5.

Second, in **Users settings -> Default Location** there is an additional option (besides locations) called "Based on IP".

Third, there is a **Custom Settings-> Use IP Security settings** to turn it ON/OFF and grant exceptions.

If "Use IP Security" is set to OFF, the user IP address is ignored. If it is set to ON, you can then set up roles that are not subject to this security (admin users never are). For those roles not excepted from the rule you will get the following. If user A has setting "Based on IP", when they log in, Fuse5 will check their IP and log them into the first location that has a match in it's "Allowed IPs" list. You can use this to limit/control where people log into from different locations. If user B is set to default location B, then when user B logs in, their IP is checked against location B "Allow IPs". If there is not a match, they cannot log in.

The process to configure this option is to first do the location "Allow IPs", then the user Default Location settings, and finally turn it on in Custom Settings. You can do any order you want, but you probably do not want to turn it on until the rest is set up, or you could end up locking everyone out.

Sequence – the number 1 for location 1, 2 for location 2, etc.

Sales Order Initials - A Sales Order Prefix for orders created in fuse5 can be set in the Sales Order

Fuse5 Training Materials

Initials field. This way you can easily identify which location a sales order was created from.

Purchase Order Initials - The Purchase Order Initials field works the same way for Purchase Orders.

Floating Drawer- You can also set your how you reconcile your cash drawer at the end of day.

Selecting Floating Drawer sets fuse5's logic to start the next days starting drawer to be the same as the previous days ending drawer.

EOD (End of Day) Starting Drawer Amount - Setting an EOD Starting Drawer Amount sets a specific number that fuse5 will start the day at regardless of what the previous days EOD total was.

Distribution Center - If the location you are editing is a Distribution Center check the DC Location box.

Tax Cores - If you are required to tax cores or core returns check the Tax Cores and and Tax Core Return boxes.

Always Tax Cores - Do you want to charge tax on Cores and Core Returns even if the Account is set to Tax Status = Never? Turn this setting on.

Tax Cores Return - If you are required to tax cores or core returns check the Tax Cores and and Tax Core Return boxes.

Location Type - Select your location type in the Location Type drop down field. This field gives you three options of Parts, Shop and Body. If you are an Auto Parts Store select parts. If you are an installer or a garage select Shop. If you are a body and collision center select Body.

POS SHOP FIELDS - If you are an auto parts store that also functions as a garage you can receive shop functionality on your POS by checking the POS Shop Fields box.

Location Type in SO – check this box to ensure that your location type feeds through to your sales orders

This location takes deposits – check the box if you want the ability to take deposits

Display “Add Auto” button on POS – if you would like to see the button that allows you to add a vehicle to an account when creating shop sales orders, turn this to on.

TAX TAB

Edit Location					
Location Name : Bora Bora		Timezone (US) : GMT			
Address	General	Tax	QB	Email & Print Copy	Others
State (Tax):		4.750	Local (Tax):		0.000
Silo (Tax):		2.250	Shop Parts (Rate):		7.000
Shop Parts Min:		3.000	Shop Parts Max:		8.000
Apply Shop Parts On:		<input checked="" type="checkbox"/> Labor	<input checked="" type="checkbox"/> Part		
		Save		Cancel	

State (Tax): Set you tax rates

Local (Tax): Set you tax rates

Fuse5 Training Materials

Silo (Tax): Set you tax rates

Shop Parts (Rate): If you administer a Shop Parts Charge on your invoices you can set that up here. Set the standard % that you charge.

Shop Parts Min: If you administer a Shop Parts Charge on your invoices you can set up the minimum dollar amount here.

Shop Parts Max: If you administer a Shop Parts Charge on your invoices you can set up the maximum dollar amount here.

Apply Shop Parts On: 'Shop Parts' allows Fuse5 users to add a fee to be charged to your customers to cover your costs for miscellaneous parts use in the process of doing work on their vehicles. In order to charge the 'Shop Parts' fee to your customers there are several settings that have to be addressed.

Accounts:

- 'Add Shop Parts': This is where you specify which accounts will be charged the 'Shop Parts' fee.

Company Details:

- 'Apply Shop Parts On' in location specific settings on the 'Tax' tab: This is where you choose if you will be charging the 'Shop Parts' fee on 'Parts' and/or 'Labor'.
- 'Shop Parts (Rate)' in location specific settings on the 'Tax' tab: This is where you specify what percentage of the total sell price will be added for 'Shop Parts'.
- 'Shop Parts Min/Max' in location specific settings on the 'Tax' tab: This is where you set the minimum/maximum 'Shop Parts' fee.

Custom Settings:

- 'Change Shop Parts on SO': This allows you to specify which roles will have access to toggle 'Include Shop Parts' on/off at the POS under 'Line Options'.

These financial software settings will be populated once you have completed the integration in the appropriate financial software set up page. For multi-locations businesses it is important to verify that the appropriate sub accounts have been set up and are displayed under their individual location once the integration has been completed.

Page 8

Fuse5 Training Materials

ADMIN tab > SETTINGS > QuickBooks Set Up

The screenshot shows the 'Edit Location' window for 'Bora Bora'. The window has a title bar with a close button. Below the title bar, there are two fields: 'Location Name : Bora Bora' and 'Timezone (US) : GMT'. Below these are several tabs: 'Address', 'General', 'Tax', 'QB', 'Email & Print Copy', 'Others', 'ChargeItPro', and 'EDI'. The 'QB' tab is selected. Below the tabs, there are several input fields: 'Profile:' (highlighted in yellow), 'Company QB Settings' (highlighted in yellow), 'QB Class:' (with a dropdown arrow), and 'Bora Bora'. Below these are two more input fields: 'QB WC User:' and 'ss2fuse5'. At the bottom, there is a red note: 'Note:Chart of Account Break Up is by Location for all following fields'.

EMAIL & PRINT COPY TAB

The screenshot shows the 'Edit Location' window for 'Solomon Islands'. The window has a title bar with a close button. Below the title bar, there are two fields: 'Location Name : Solomon Islands' and 'Timezone (US) : GMT'. Below these are several tabs: 'Address', 'General', 'Tax', 'QB', 'Email & Print Copy', and 'Others'. The 'Email & Print Copy' tab is selected. Below the tabs, there are several input fields: 'SO Print Type:' (with a dropdown arrow showing 'Single Invoice'), 'SO AutoPrint Copies:' (with a value of 2), 'Quote AutoPrint Copies:' (with a value of 2), 'Pick Ticket AutoPrint Copies:' (with a value of 2), 'Packing Slip AutoPrint Copies:' (with a value of 2), 'PO AutoPrint Copies:' (with a value of 2), 'RoAAdj AutoPrint Copies:' (with a value of 2), 'ST AutoPrint Copies:' (with a value of 0), 'COD AutoPrint Copies:' (with a value of 2), 'Print PickTicket with quick COD payment' (with a dropdown arrow showing 'Yes'), 'SO from Email:' (with an empty text box), 'PO from Email:' (with an empty text box), 'Statement from Email:' (with an empty text box), and 'Quote from Email:' (with an empty text box). At the bottom, there are two buttons: 'Save' and 'Cancel'.

SO Print Type - The SO Print Type field allows you to set your printing preferences for sales order invoices. If you would like to provide a customer and store copy select the Store and Customer in the drop down box. Otherwise select Single Invoice and can determine the number of copies that will print in the SO AutoPrint Copies field.

SO AutoPrint Copies – how many do you want?

Quote AutoPrint Copies -how many do you want?

Pick Ticket AutoPrint Copies -how many do you want?

Packing Slip AutoPrint Copies -how many do you want?

PO AutoPrint Copies -how many do you want?

RoaAdj AutoPrint Copies -how many do you want?

ST (Store Transfer) AutoPrint Copies - how many do you want?

COD AutoPrint Copies -how many do you want?

Print Pick Ticket with quick COD payment – yes or no

SO from Email - If you email an SO to a customer you can use the SO From Email field to enter the email address the customer will see as the sender. You can also set this for Statements, PO's and Quotes.

PO (Purchase Order) from Email - If you email an SO to a customer you can use the SO From Email field to enter the email address the customer will see as the sender. You can also set this for Statements, PO's and Quotes.

Statement from Email - If you email an SO to a customer you can use the SO From Email field to enter the email address the customer will see as the sender. You can also set this for Statements, PO's and Quotes.

Quote from Email - If you email an SO to a customer you can use the SO From Email field to enter the email address the customer will see as the sender. You can also set this for Statements, PO's and Quotes.

OTHERS TAB

Edit Location			
Location Name : Bora Bora		Timezone (US) : GMT	
Address	General	Tax	QB
Email & Print Copy		Others	
Show sell price warning popup:		Yes <input type="button" value="v"/>	
Count Outbound ST towards SH by Default:		No <input type="button" value="v"/>	
Show Save to PPV button on SO:		Yes <input type="button" value="v"/>	
Show Customer Requires PO After Entering Account Number:		Yes <input type="button" value="v"/>	
Show cost price warning popup:		Yes <input type="button" value="v"/>	
Track GP \$ for returns against related SO location		No <input type="button" value="v"/>	
Start printing when Print Server opens		No <input type="button" value="v"/>	
Pick Ticket Sort Order:		Physical Location <input type="button" value="v"/>	
Aisle		Zone	
Shelf		Bin	
Default SO Invoice or COD Comment: This is a test of the emergency SO comment section.		Default Quote Comment: Default Quote Comment	
Location priority for store transfers:		<div> <div> Fiji Tahiti Samoa Easter Island Cook Islands Solomon Islands French Polynesia </div> <div>>></div> <div> Tahiti Samoa Easter Island Cook Islands Solomon Islands Fiji </div> </div>	
Default Accounts:		<div> <div>X</div> <div>Cash - Bora Bora</div> </div>	

Show sell price warning pop up – do you want to see the pop up if no sell price is assigned to the sales order?

Show cost price warning popup – do you want to see the pop up if there is not price in the product record that feeds through the sell price plan to the point of sale?

Count Outbound ST towards SH (Sales History) by Default - When this option is set to 'Yes' any outgoing Store Transfers will count towards Sales History. When it is set to 'No' Store Transfers will NOT count towards Sales History.

Track GP (Gross Profit) \$ for returns against related SO location – Setting to YES ensures that returns are applied financially to the appropriate location assuming they are applied to previous Sales

Orders.

Show Save to PPV button on SO: - Pending Parts Verification (PPV) is an extra step added between creating a sales order and printing the invoice. The extra step is used to scan/verify quantity and parts picked before releasing the invoice. When a sales order is created with PPV on, a pick ticket will print (based on the account's default documentation preference), but the rest of the documents including the invoice and packing slip will not print at that time, and the sales order will then be listed in the 'PPV' page. You can access the PPV page through the white button at the top of the 'create Sales Order' page, or under the Sales Order Menu. Using a pick ticket or fuse5 scanner a user will pick the parts, then go to the PPV page, select the invoice and scan the parts to verify all parts were found and picked. This will then print the rest of the documents for this sales order including the invoice and the packing slip.

Start printing when Print Server Opens - Open Print Server page to auto print pending print queue (Point of Sale->Print Server)

Show Customer Requires PO After Entering Account Number: YES - At Point of Sale user will be prompted to enter customer PO # prior to starting the Sales Order, NO - At Point of Sale user will only be prompted to enter customer PO # prior to finalizing a Sales Order.

Pick Ticket Sort Order: This sort order is only used if the global **custom setting 'Store transfer product # sort options'** is set to 'As per location setting'. In that case, pick tickets will sort parts based on the order you set with the choice at the top being the first criteria for sorting, then moving down to the next two options. This setting is used if it is helpful for your pickers to be able to move through your warehouse based on one or more of these criteria.

Default SO Invoice or COD Comment - You can also set default comments that will appear in your Sales Orders (Finalized Invoices and COD) in the Default SO Comment box.

Default Quote Comment - You can also set default comments that will appear in your quotes in the Default Quote Comments box.

Location Priority for Store Transfers -if you have multiple locations you can set up a priority list for store transfers, specifically where to transfer from first, then rank all locations

Default Accounts - set a default account to use on SO when pushing the “Select Default Account” icon that looks like a shoulder and head at the POS.

Default Accounts:



+ Add Default Accounts

POS Counter Person List :



OFF

Fuse5 Training Materials

Add Default Accounts

Default Statement Comment: ?

POS Counter Person List : ☒ **ON**

Available CP

- admin
- armanager
- Bob
- CCrR
- christoph
- Counter_Person
- Craig
- Crosser
- Cutler

Selected CP

- hank
- jBond
- JBrewster
- jbunting
- Crosser
- admin
- Dennis

ALLDATA Labor Charge (per hour): ? 200.00

Default Auto Receive ST from SO: ? ☐ **No**

Store Transfer Price Based On : ? Current Cost

Backorder/Cancel default while receiving ST : Backorder

Override Account Default Delivery Method: ? --N/A--

Save Cancel

Default Statement Comment - This Account Statement comment field will replace the General Comment from the Account Statements page. If this field is left blank, the General Comment field will print on Account Statements. The Location associated with the Account is defined in the Account field "Default Location".

POS Counter Person List - when turned on this will allow the users to select which users will appear in the drop-down list at the POS 'Counter Person'. If OFF, all users in your Fuse5 system will show as available.

ALLDATA Labor Charge (per hour) – can set a labor charge for shop work when adding labor from the ALLDATA catalog. ALLDATA catalog only available upon request. This labor is added from the catalog using the buttons shown on the following diagram.

SEARCH : **GO** **Reset** ☒ VIN ☐ ALLDATA ID ☐ AAIA ID ☐ Component Names ☐ Article Titles ☐ Article Keywords

1999 **MAKES :: Honda** **MODELS :: Civic CX Hatchback**

ALLDATA CAR ID : 33324 **VEHICLE : 1999 Honda Civic CX Hatchback L4-1590cc 1.6L SOHC MFI**

INFORMATION TYPES :: Labor Times

Labor Information

Cruise Control

Diagnose/Test

☐ System, Diagnosis

Skill Level

B

Mfg. Warranty

0.6

Standard

1.0

LAB Hrs.

Add this to SO

Default Auto Receive ST (Store Transfer) from SO (Sales Order) – When creating a store transfer from the “Quantity Ordered is Greater Than Quantity In Stock” pop up at the point of sale, this setting determines the default for how to receive the store transfer. Set to YES, the default is to automatically receive the store transfer. Set to NO, the default is to NOT automatically receive the store transfer. This can be overridden at the point of sale.

Store Transfer Price Based On – This setting allows you to choose between current cost, average landed cost, Mfields, and your sell price plans when setting up store transfer pricing. (ex. Some businesses want to “mark up” the cost when transferring from their warehouse to their retail locations)

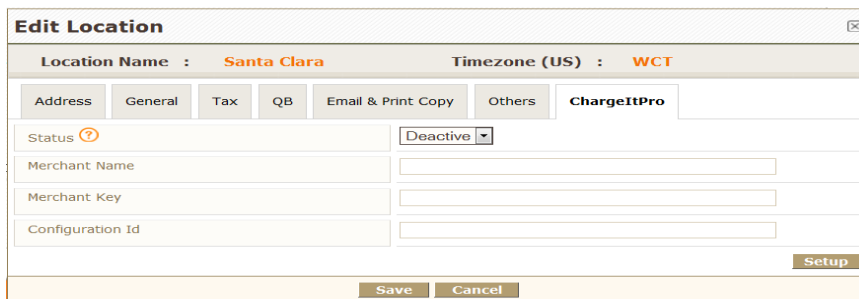
Backorder / Cancel Default While Receiving ST (Store Transfer) – When you receive a store transfer and do NOT receive all of the parts that were on the transfer, you will get a pop up that asks if you want to Backorder (leave the parts on the order with the expectation that they will be delivered in the future) or Cancel (cancel the parts from the store transfer because you don't expect to receive them). This setting determines the default, but you can change it when receiving a store transfer.

Override Account Default Delivery Method - Normally the default 'Delivery Method' at the point of sale will be based on the Account setting 'Default Delivery Preference'. If you select something from the drop-down it will override that account setting for this location. This is going to be most useful for battery trucks that operate as a separate location in Fuse5.

Default Linecode - If the custom setting called “Limit Users Product Creation Abilities at POS to Defaults” is turned on, those roles selected can choose from this list of linecodes only when creating new products at the point of sale. When inside Catalog, the user can create a part based on Catalog Line code and part number.

Store Transfer Increment Field - Choosing any of the 'Store Transfer Increment Field' options at the right will result in products only being transferred in incremental values in the associated product records/fields. Note that Fuse5 will be looking at the values in product records at the 'From' location.

CHARGE IT PRO TAB

The screenshot shows a web application window titled "Edit Location". At the top, it displays "Location Name : Santa Clara" and "Timezone (US) : WCT". Below this is a tabbed interface with tabs for "Address", "General", "Tax", "QB", "Email & Print Copy", "Others", and "ChargeItPro". The "ChargeItPro" tab is currently selected. Inside this tab, there is a "Status" field with a dropdown menu set to "Deactive" (note the spelling). Below the status field are three input fields labeled "Merchant Name", "Merchant Key", and "Configuration Id". At the bottom right of the form is a "Setup" button. At the very bottom of the window are "Save" and "Cancel" buttons.

Changing this setting to Active will add additional features to the button on the point of sale screen. You will be able to process credit card transactions and capture signatures electronically within Fuse5. Only do this if you have contacted ChargeIt Pro and set up your location merchant settings, which they will provide. Go to www.chargeitpro.com/support/ to begin the process.

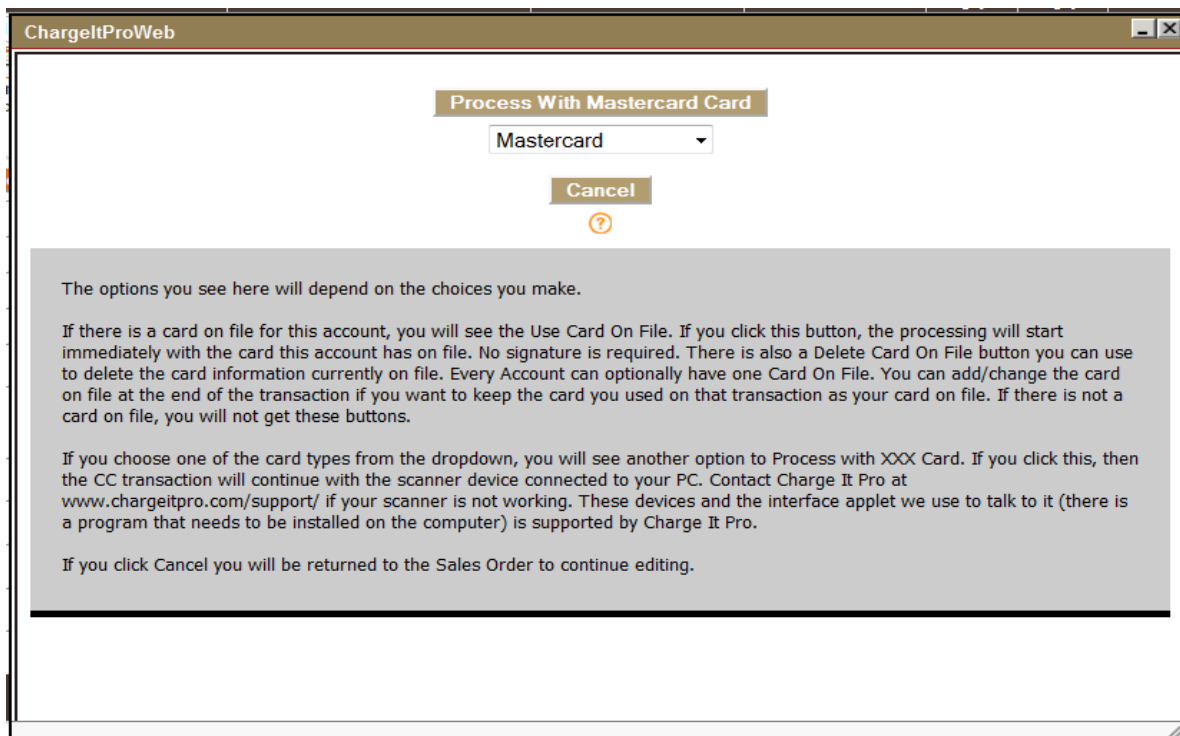
Our credit card integration is a 100% PCI compliant solution. ChargeIt Pro will also provide you a

Fuse5 Training Materials

login to your own account on thier web site to provide a robust set of features for your credit card needs.

Fuse5 only integrates with ChargeIt Pro, we do not charge for it. Normal merchant fees will apply via a contract you will have with ChargeIt Pro, not Fuse5.

If you set up ChargeIt Pro and push Credit Card (F7) as the payment method from the point of sale, you will get the following pop up with a helpfile that provides directions for use.



When you are finished with your settings be sure to click Save.

Alternate Company Profiles: within the company location settings you can set “Alternate Company Profiles” that allow you as one business to use separate business addresses and logos for different accounts. Essentially, it allows you to Do Business As (DBA) with some accounts that is different than your standard company name. This allows you to put different business information on quotes, CODs, pick tickets, packing slips and account statements. To access this functionality go to PERSONAL & ADMIN > COMPANY DETAILS > ALTERNATE COMPANY PROFILES (Under “Company Settings”. At this point you can use the “Add” button to create a new company profile. Once you have created this, save it, and it will then be available as a selection within the account record (called Default Company Profile).

Fuse5 Training Materials

Access from the Company Details page:

Users & Access Management

- Users
- Roles
- Audit Trails
- User Login History
- Payroll Report
- Time Card

Communication Templates

- E-mail Templates
- Mail Merge Templates

Company Settings

- Company Details
- Alternate Company Profiles**
- Store Profile Settings
- Custom Settings
- QuickBooks Settings
- Announcements
- Default Module View
- Delete Module Records
- Epicor Setup
- SMTP Setup
- National Account Billing
- TecDoc Setup

Settings > Company Details
Specify business address

Company Details

Company Name

Company Logo

Contact Person

Address

City

State

Postal Code

Country

Phone

Alternate Company Profile to be filled out:

Users & Access Management

- Users
- Roles
- Audit Trails
- User Login History
- Payroll Report
- Time Card

Communication Templates

- E-mail Templates
- Mail Merge Templates

Company Settings

- Company Details
- Alternate Company Profiles**
- Store Profile Settings
- Custom Settings
- QuickBooks Settings
- Announcements
- Default Module View
- Delete Module Records
- Epicor Setup
- SMTP Setup
- National Account Billing

Settings > Add Alternate Company Details
Specify business address of your company

Company Details

*Profile Name

*Company Name

Company Logo

Select new logo:

Contact Person

First Name

Middle Name

Last Name

Address

City

State

Postal Code

Country