

Alternate Location Geo Points

Store Location

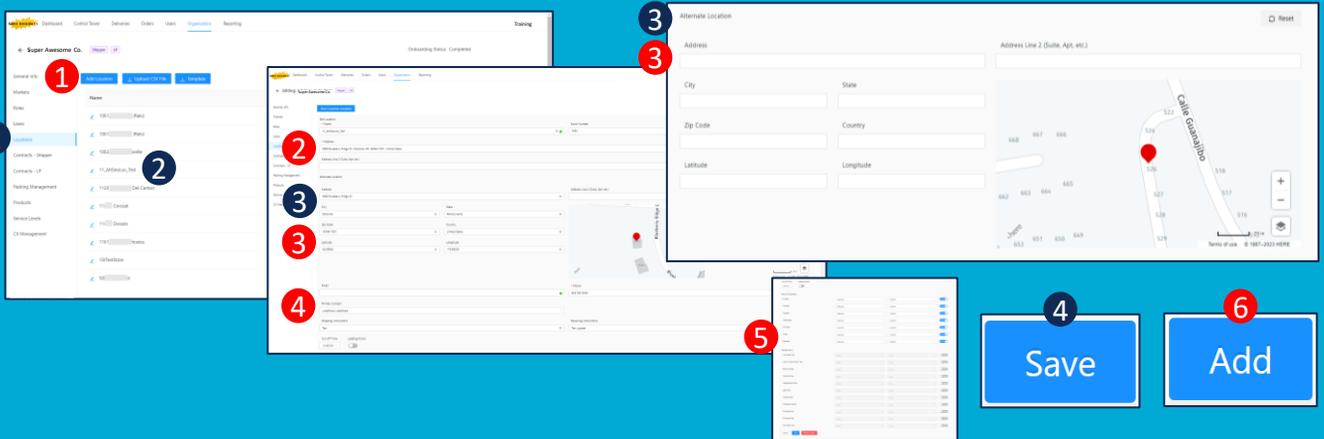
PURPOSE:

The OneRail Platform does not always accurately locate an entered store and/or customer address. This happens most often outside the continental USA, but can also be due to construction sites that are not yet in the mapping systems.

Using the Alternate Location Geo Points entry or modification can better pinpoint the exact locations for pickup and delivery.

This process requires additional Administrative authorization.

Modify/Enter Store's Alternate Location



Adding an alternate location to an existing store location

From the Organization page:

1. Select **Locations**.
2. Select the Location to be modified.
3. Under *Alternate Location*, enter the alternate address

or

3. enter the Latitude & Longitude

or

3. move the map point to the appropriate location.

The map point will move accordingly.

(Tip: Use GoogleMaps or similar to find exact location.

Right click over location to find exact longitude & latitude.)

4. **Save**.

Adding a new store with an alternate location

From the Organization page:

1. Select **Add Location**.
2. Enter all Store *information-Name, Store Number, Address*.
3. Enter Alternate Location as described in *Adding an alternative location to an existing store*.
4. Enter Contact Information.
5. Enter *Hours of Operation* and *Holiday Hours*.
6. **Add**.