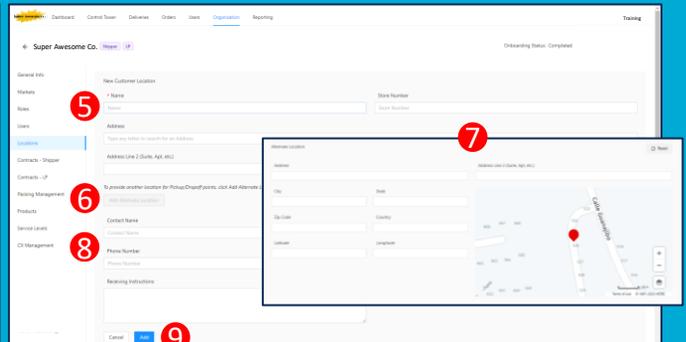
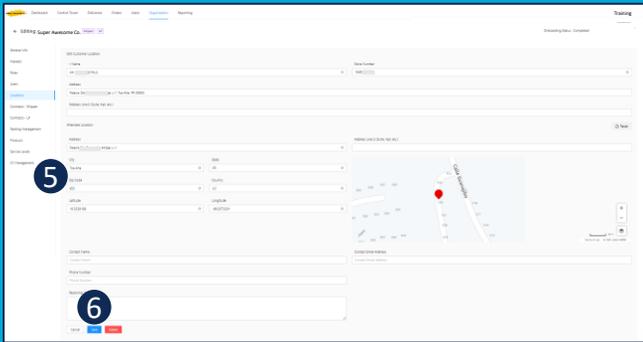
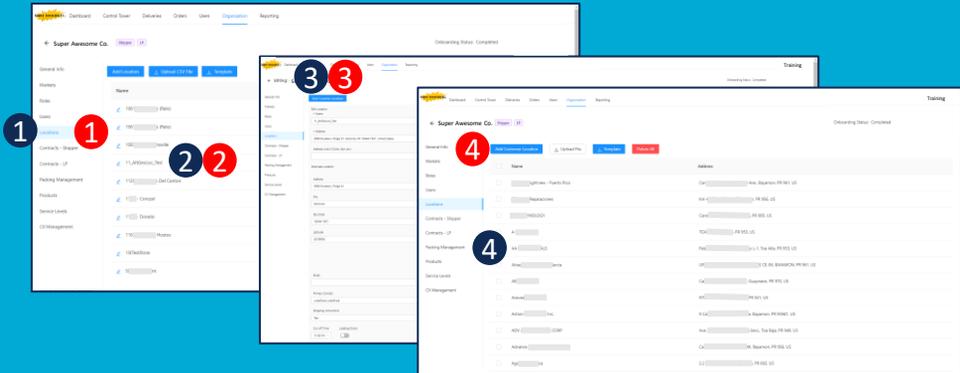


Alternate Location Geo Points



Customer Location

Modify/Enter Customer's Alternate Location



Adding an alternate location to an existing customer location

From the Organization page:

1. Select **Locations**.
2. Select the Store Location the customer is associated with.
3. Select **View Customer Locations**.
4. Select the customer to modify.
5. Under *Alternate Location*, enter the alternate address

or

5. enter the Latitude & Longitude

or

5. 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.)

6. **Save.**

Adding a new store with an alternate location

From the Organization page:

1. Select **Locations**.
2. Select the Store Location the customer will be associated with.
3. **View Customer Locations**.
4. **Add Customer Location**
5. Enter the Customer Information-*Name, Address and Customer Number*.

Important: Enter the correct Customer Number in Store Number for the platform to correctly identify the customer.

6. **Add Alternate Location.**
7. Enter Alternate Location as described in *Adding an alternative location to an existing customer*.
8. Enter Contact Information and Receiving Instructions.
9. **Add.**