## **Service Locations**

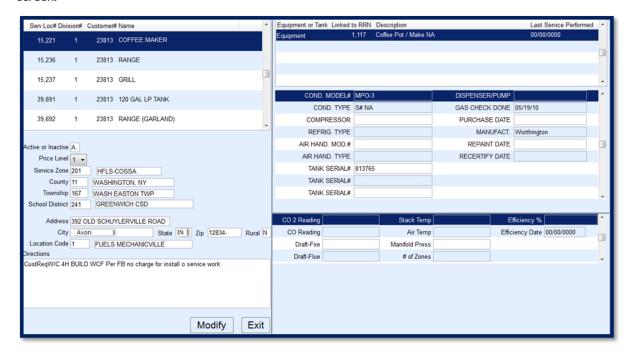
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Each customer must have a Service Location tied to their account in Customer Maintenance. A Service Location can refer to a customer tank or a piece of equipment. Prior to setting up a Service Location, first set up the types of Equipment that can be serviced for customers. Please refer to Equipment Maintenance for directions.

**Note**: Agvance clients, a tank must be assigned to the Service Location for Master Clear purposes. If no tank is listed, the Tank RRN will be 0 and will error upon import to Agvance

## Create a Service Location

 Select the customer in Customer Maintenance and choose Service Location located at the bottom of the screen.



- 2. If a Service Location has never been created for the customer, the Service Locations screen will default to *Modify* mode. If a Service Location is already present, press **Ctrl+C** to create.
- 3. The Service Location Number and Customer Name will automatically populate. Modify the name of the Service Location if desired to coincide with the item or name for the location.
- 4. Enter A for Active.
- 5. Select the Price Level.
- 6. Enter the Service Zone, County, Township, and School District or press **F5** in any of these fields to choose from a list.
- 7. Enter the Address, City, State, and Zip of where the piece of equipment is physically located.
- 8. Enter Directions for where the tank/equipment is located.
- 9. Enter the *Location* where the equipment will be serviced.
- 10. Select Equipment or Tank.
  - o If Tank is chosen, enter the Linked to RRN number or press F5 to select the Tank.
  - If Equipment is chosen, enter the Linked to RRN number or press F5 to select the proper Description for

## the Equipment.

- 11. Enter the Last Service date if applicable.
- 12. If *Equipment* was chosen, enter all information that is requested regarding the piece of equipment. This information can also be left blank if desired. Press **Ctrl+Q** when finished.