

# Service Locations

Last Modified on 08/12/2022 10:09 am EDT

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.

## Create a Service Location

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

Serv Loc#	Division#	Customer#	Name
15,221	1	23813	COFFEE MAKER
15,236	1	23813	RANGE
15,237	1	23813	GRILL
39,691	1	23813	120 GAL LP TANK
39,692	1	23813	RANGE (GARLAND)

Equipment or Tank	Linked to RRN	Description	Last Service Performed
Equipment	1,117	Coffee Pot / Make NA	00/00/0000

COND. MODEL#	MPO-3	DISPENSER/PUMP	
COND. TYPE	S# NA	GAS CHECK DONE	05/19/10
COMPRESSOR		PURCHASE DATE	
REFRIG. TYPE		MANUFACT.	Worthington
AIR HAND. MOD.#		REPAINT DATE	
AIR HAND. TYPE		RECERTIFY DATE	
TANK SERIAL#	813765		
TANK SERIAL#			
TANK SERIAL#			

CO 2 Reading	Stack Temp	Efficiency %	
CO Reading	Air Temp	Efficiency Date	00/00/0000
Draft-Fire	Manifold Press		
Draft-Flue	# of Zones		

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.
  - o 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.