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.

Create a Service Location

1. 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*.

    ○ 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.