

Clearing default booking addresses

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Zoom: (http://icoslive.screenstepslive.com/s/15520/m/59221/l/667017-clearing-default-booking-addresses/show_image?image_id=231163)

1. Select a company from the **company** dropdown on the **Companies Menu**
2. Click the **Places** tab at the top of the **Companies Menu**
3. Click the **Clear** button next to the default address you wish to remove (either Pickup or Delivery)
4. The place is no longer a default address for bookings created for this client

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Preview