


Setting and removing default booking addresses

Modified on: Wed, 28 Nov, 2018 at 3:14 PM

When a booking is created for a client, the booking's address fields are normally empty and must be entered or selected by a user. In some cases it is faster or preferable to have these addresses prepopulated and overwritable if required.

 To be able to set default addresses for a client's bookings they must have had a least one bookings created with these addresses in it

Setting default addresses

1. Select a company from the **company** dropdown on the **Companies** screen
2. Click the **Places** tab at the top of the **Companies** screen
3. Select a place from the places links table (This list is populated with all of the addresses that have been used in a client's bookings)
4. Click **Default Pickup** to make the selected place the client's default pickup location or **Default Del** to make it their default dropoff location
5. Bookings for this client will now have prepopulated addresses

Place Links

	CODE	NAME	AREA CODE	
SELECT		EXAMPLE CONSIGNEE	SOC	263220
SELECT		EXAMPLE SHIPPER	PPE	663870

Place Locations

Address Details

EXAMPLE CONSIGNEE **DISCONNECT**

2 EXAMPLE PLACE

Default Pickup Company **DEFAULT PICKUP** **CLEAR**

Default Delivery Company **DEFAULT DEL** **CLEAR**

When creating a booking for this client the address fields will now be pre-populated with the selections you've made.

Freight Booking - Create Booking

Freight Payer: Example Client Docket: TEST AUTO Quote . ☐

Pickup Ref: Order Ref: Delivery Ref: Export . ☐

No Disp ☐

Shipper

EXAMPLE CONSIGNEE

2 EXAMPLE PLACE

SOCKBURN, CHRISTCHURCH

Consignee

EXAMPLE CONSIGNEE

2 EXAMPLE PLACE

SOCKBURN, CHRISTCHURCH

Clearing default addresses

1. Select a company from the **company** dropdown on the **Companies** screen
2. Click the **Places** tab at the top of the **Companies** screen
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

http://icoslive.screenstepslive.com/s/15520/m/59221/l/685652-setting-and-removing-default-booking-addresses/show_image?image_id=305775

Details

Places

2Profile

Place Links

Place Locations

	CODE	NAME	AREA CODE	
SELECT		EXAMPLE CONSIGNEE	SOC	263220
SELECT		EXAMPLE SHIPPER	PPE	663870

ADDRESS DETAILS

EXAMPLE CONSIGNEE

DISCONNECT

2 EXAMPLE PLACE

ADDRESS DETAILS

CONNECT

DEFAULT PICKUP COMPANY

EXAMPLE SHIPPER

DEFAULT PICKUP

3CLEAR

DEFAULT DELIVERY COMPANY

EXAMPLE CONSIGNEE

DEFAULT DEL

CLEAR

Details

Places

Profile

Place Links

Place Locations

	CODE	NAME	AREA CODE	
SELECT		EXAMPLE CONSIGNEE	SOC	263220
SELECT		EXAMPLE SHIPPER	PPE	663870

ADDRESS DETAILS

EXAMPLE CONSIGNEE

DISCONNECT

2 EXAMPLE PLACE

ADDRESS DETAILS

CONNECT

DEFAULT PICKUP COMPANY

4DEFAULT PICKUP

CLEAR

DEFAULT DELIVERY COMPANY

EXAMPLE CONSIGNEE

DEFAULT DEL

CLEAR

Preview