## Setting and removing default booking addresses

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

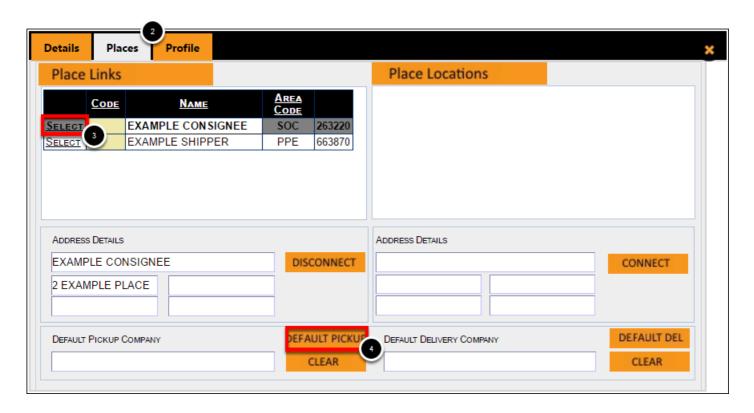
When a booking is created for a client, the booking's address fields are normally empty and must be entered or selected by a user. In some cases it is faster or preferable to have these addresses prepopulated and overwritable if required.



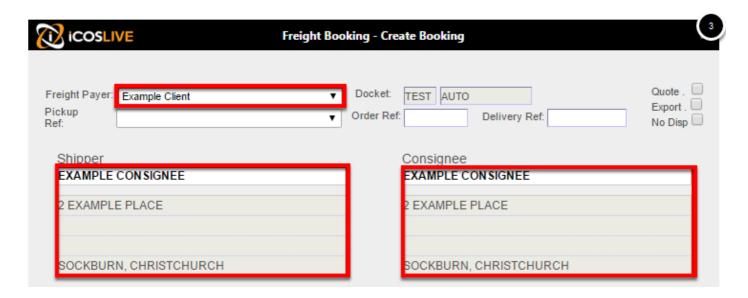
To be able to set default addresses for a client's bookings they must have had a least one bookings created with these addresses in it

## 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



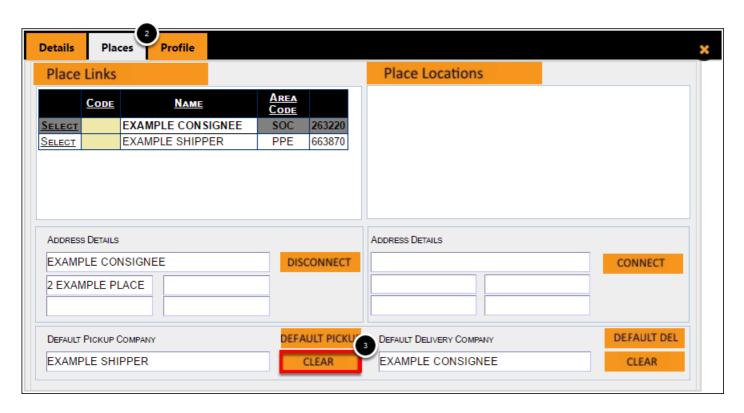
When creating a booking for this client the address fields will now be pre-populated with the selections you've made.

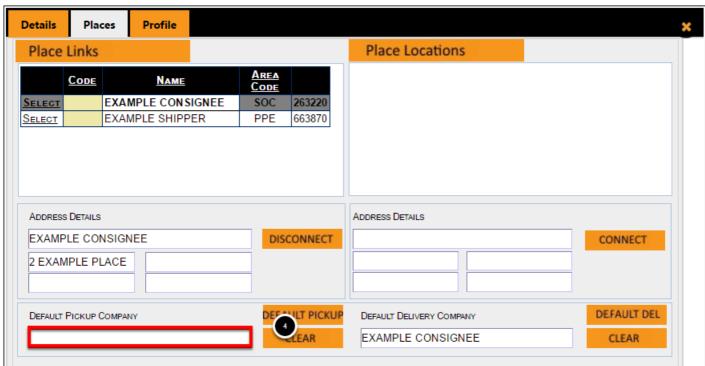


## Clearing default addresses

- 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/I/685652-setting-and-removing-default-booking-addresses/show\_image?image\_id=305775)





Preview