

Setting default client booking addresses

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When bookings are made for a client their 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 with default addresses, which if required can be overridden by the user.

To be able to set default addresses for a client's bookings they must have had bookings created already that use the addresses you want to set

Zoom: (http://icoslive.screenstepslive.com/s/15520/m/59221/l/667008-setting-default-client-booking-addresses/show_image?image_id=231145)

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. Select a place from the places links table
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

Preview