

Company Locations List

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This guide is intended for Duggal Visual Solutions general users specifically. Information herein may contain customizations and particulars specific to the Duggal aACE system. Click this [link](https://aace5.knowledgeowl.com/help) (<https://aace5.knowledgeowl.com/help>) for the General aACE Software aACE 5 Knowledge Base.

Company Locations (Addresses)

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About Company Locations

If a Company has multiple addresses that are regularly shipped to, those addresses can be stored in that Company's record in the Companies Module.

The Locations tab, in the Company record, contains a list of Child Companies and a list of Addresses (without link to specific Company records).

Record: 26 of 30 New + Edit ✎ Delete ✕ Print 🖨 Actions ⚙

Company: Testing Company Inc (TESTING) ACTIVE ●

Company Details | Sales & Marketing | Customer Details | Vendor Details Notices 📢 | Emails ✉ | Docs 📄

Company Info

Type: CUSTOMER

Address: 43 W 24TH ST

City: New York | State / Prov: NY | Postal Code: 10010-320

Country: US | Postal Format: American

Contact Info

Phone: 5555555555

Email: johnqpublic@testing.com

Other Info

Group: | Subgroup: |

Parent Company > | Referral Company > | Referral Contact > | Referral Team Member > | Other Referral: |

Contacts | Locations | Linked Contacts | Linked Companies | Lists

Child Companies

Company Name	Abbr	Status

Addresses

Title	Default Contact	Billing	Shipping	Res	✕

The Address list can be populated manually. By populating the Title field, an envelope icon appears.

Contacts | Locations | Linked Contacts | Linked Companies | Lists

Child Companies

Company Name	Abbr	Status

Addresses

Title	Default Contact	Billing	Shipping	Res	✕
DisneyLand	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Animal Kingdom	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Polynesian Village		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Villas at Disney's Grand		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Aulani		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Clicking on the envelope icon opens the Address fields window. Each address can be assigned as a Billing, Shipping, and/or residential address. Checking the Shipping checkbox will add the address to the drop-down lists in the Ship-To area of Orders and related Shipment Records.

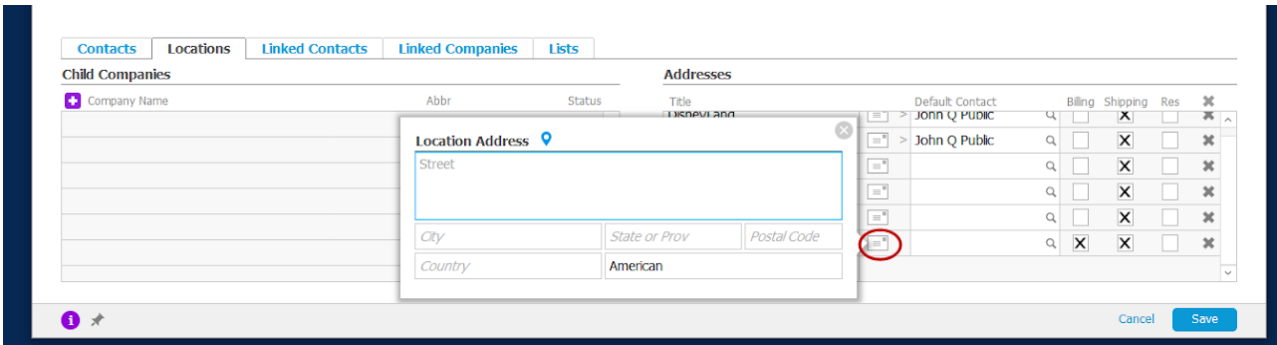
Contacts | Locations | Linked Contacts | Linked Companies | Lists

Child Companies

Company Name	Abbr	Status

Addresses

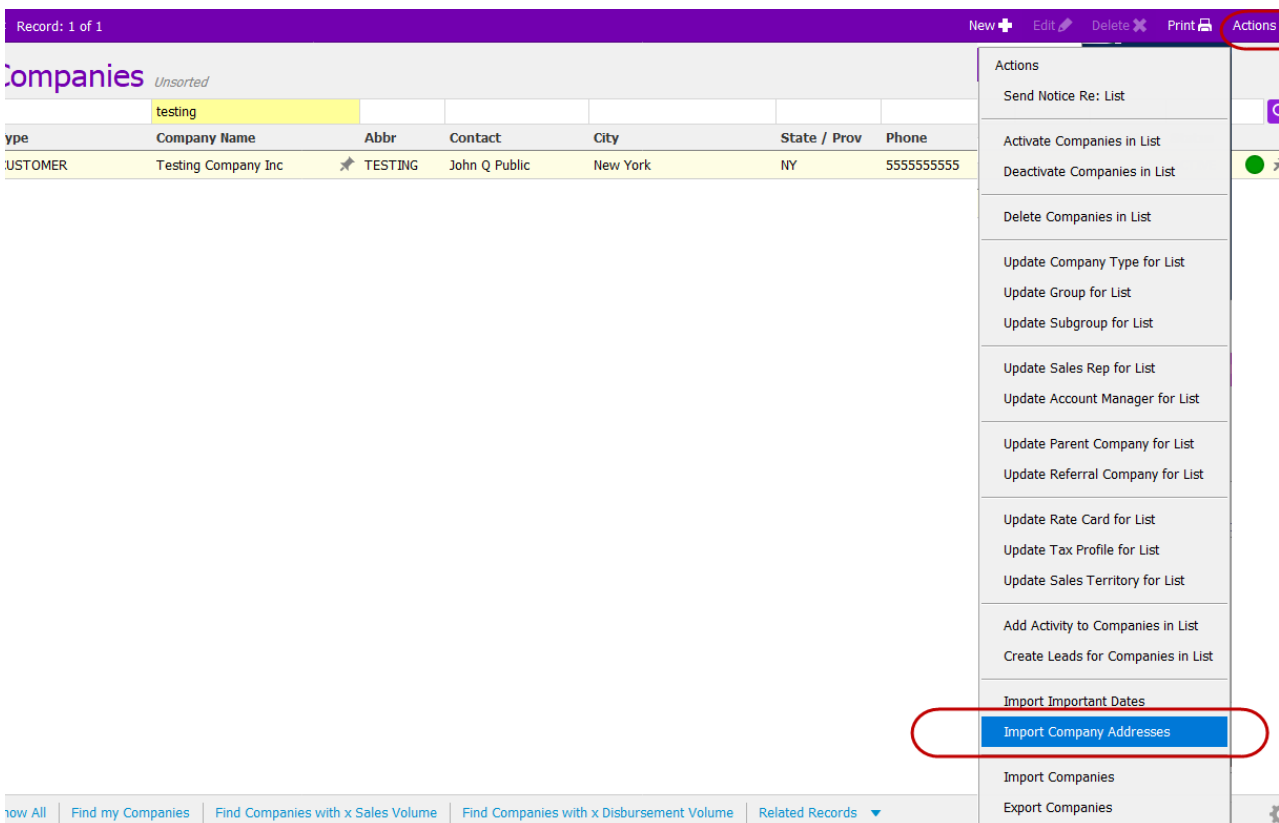
Title	Default Contact	Billing	Shipping	Res	✕
DisneyLand	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Animal Kingdom	John Q Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Polynesian Village		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The Villas at Disney's Grand		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disney's Aulani		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
xxx		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



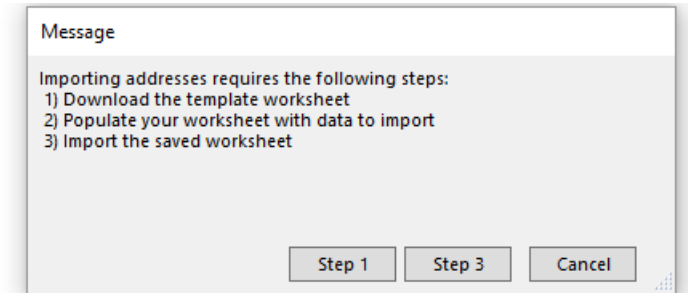
Importing Company Locations (Addresses)

Rather than manually entering the Location address, a list can be imported.

In the Actions menu of the Companies List View, click Import Company Address. This will generate a pop-up window with a 3-step process available.

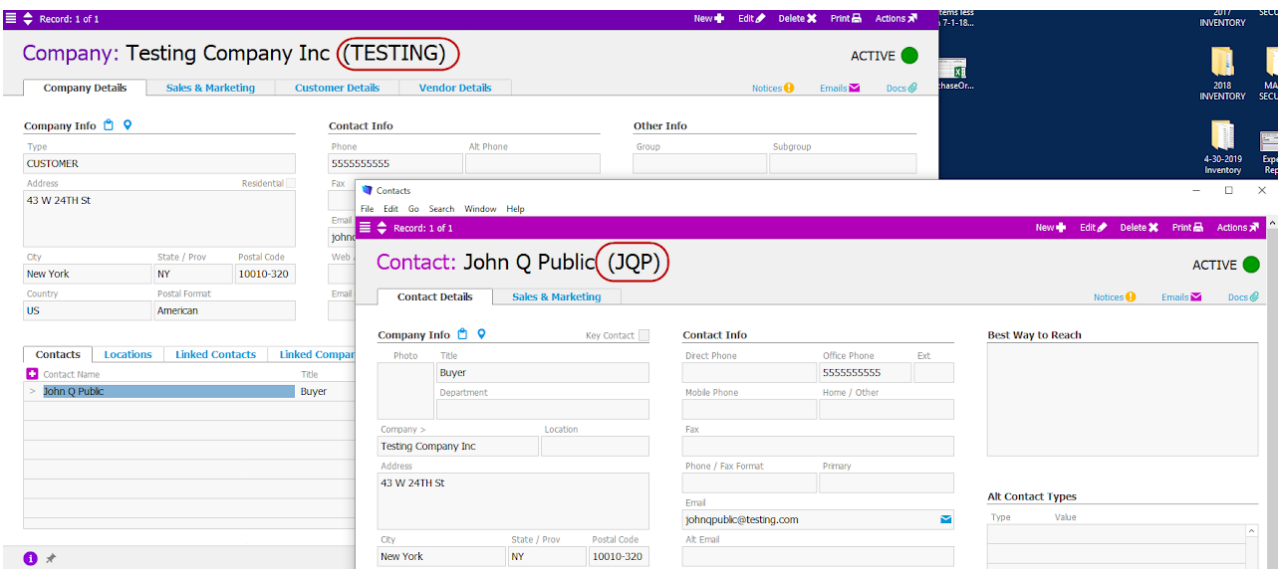


Clicking the Step 1 button will download an excel template for the import.

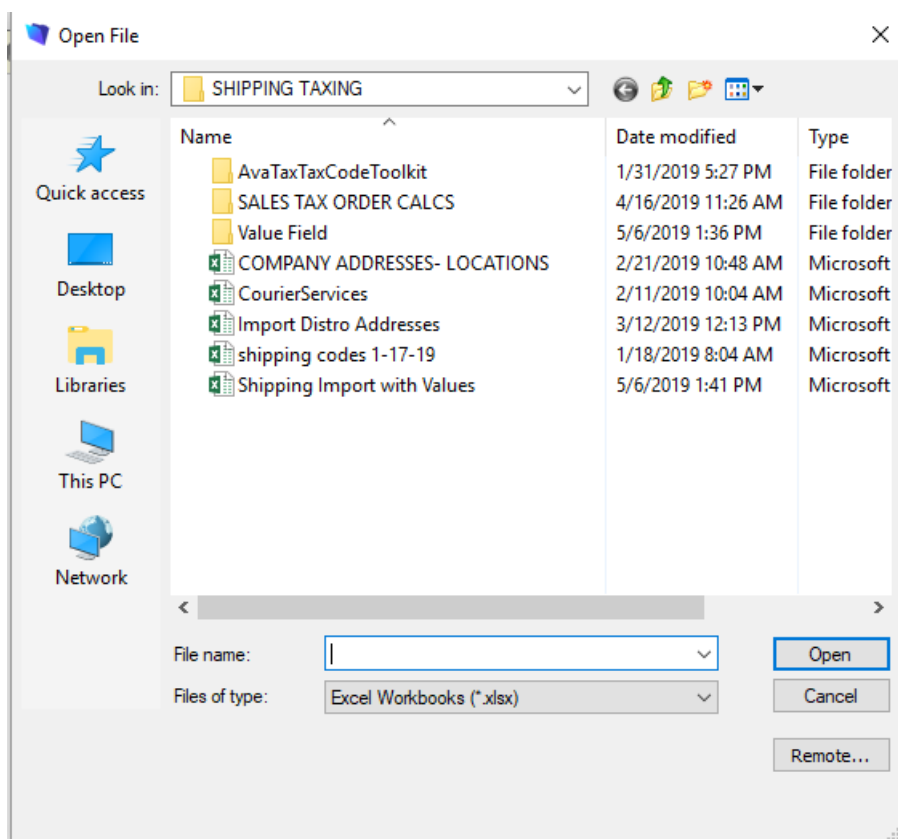


When populating the template, note that the Company Abbreviation and Default Contact Initials must already exist and be Active in the Company record.

Company Abbr	Addr Title	Addr Line 1	Addr Line 2	Addr City	Addr State	Addr Postal Code	Addr Country	Default Contact Initials	Is Billing	Is Shipping	Is Residential
TESTING	Disneyland	1313 Disneyland Dr	Attn: Mickey Mouse	Anaheim	CA	92802	USA	JQP	YES	YES	YES
TESTING	Disney's Animal Kingdom	2901 Osceola Parkway		Lake Buena Vista	FL	32830-8410	USA	JQP	YES	YES	YES
TESTING	Disney's Polynesian Village	1600 Seven Seas Drive		Lake Buena Vista	FL	32830-8423	USA	JQP	YES	YES	YES
TESTING	The Villas at Disney's Grand Floridian	Way		Lake Buena Vista	FL	32830-9451	USA	JQP	YES	YES	YES
TESTING	Disney's Aulani	92-1185 Ali'i Inul Dr.		Kapolei	HI	96707	USA	JQP	YES	YES	YES



Once the template is populated with addresses, go back to the Actions menu of the Companies List View, click Import Company Address. Select Step 3 this time in the pop-up window. This will begin the process of importing. Select your file.



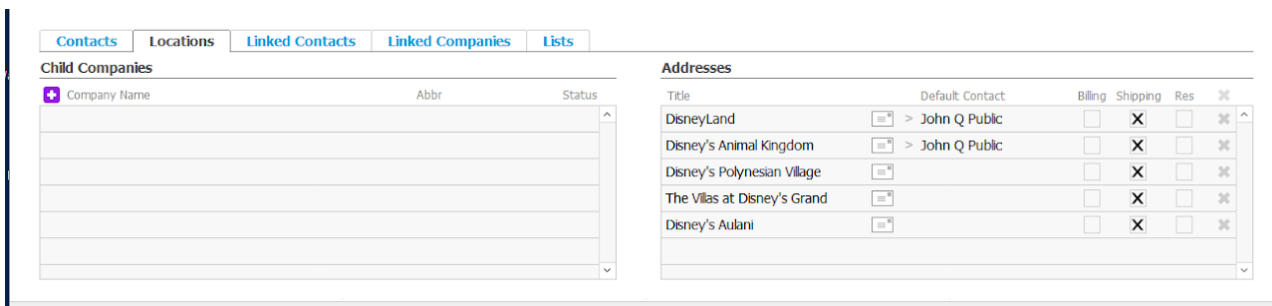
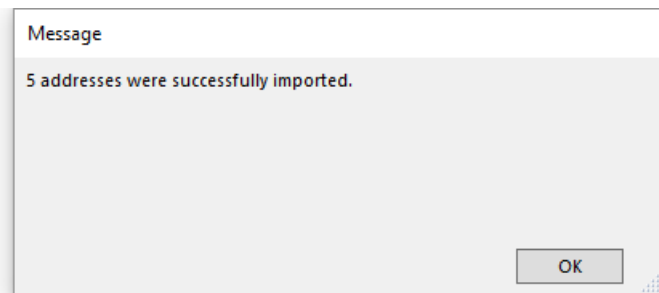
In the Import Field Mapping window, check **Don't import first record (contains field names)**

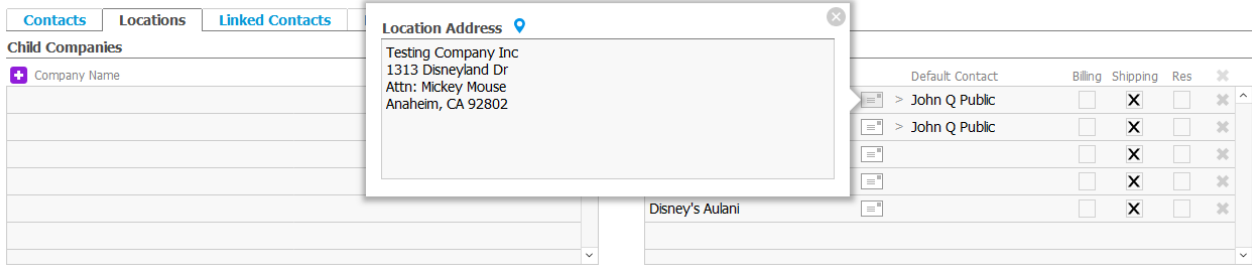
Select **Arrange By: Matching Names**



Review that Fields are matched.

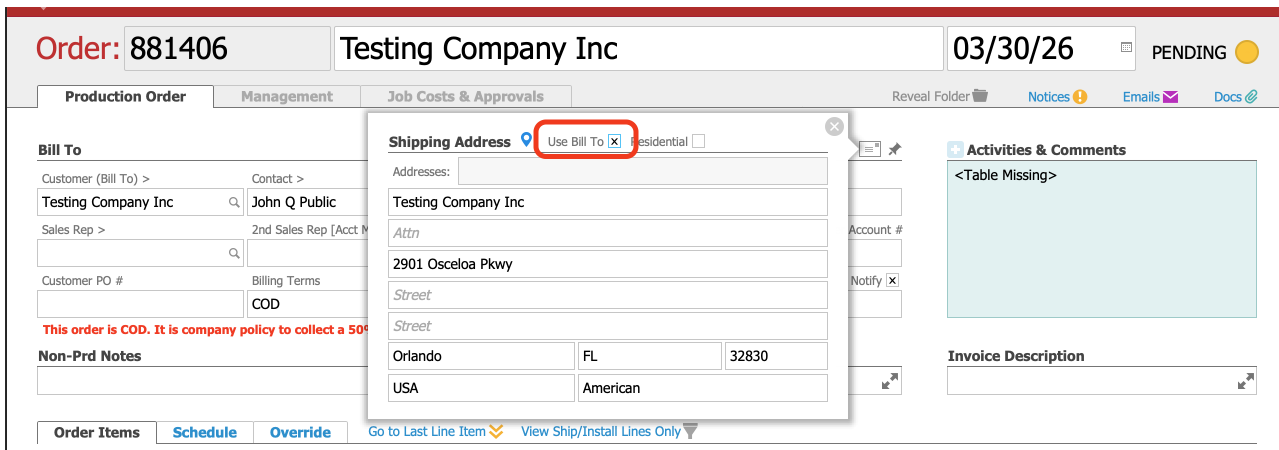
Click OK.





Using Location Addresses in the Order's Ship To Area

The addresses now show up in the Shipping Address drop-down lists. Simply uncheck the Use Bill To checkbox to activate the Addresses field and drop-down list.



The drop down list is populated with the Locations attached to the Company. Selecting one will populate the Address fields.

