

# ACCOUNT MANAGEMENT

## COMPANY INFORMATION JOB AID

This job aid shows how to edit your company information (primary contact information, delivery instructions, days, and hours) from the Account Management-Company page.

### FROM THE ACCOUNT MANAGEMENT PAGE


1. From the page options on the left, click **Company**

The Company screen will display.

The screenshot shows the 'Account Management' interface. On the left sidebar, the 'Company' option is highlighted with a blue box and a circled '1'. The main content area shows the 'Company Information' section with fields for Company Name (AAC Marketplace), Company Phone (+1 555-555-5555), and Address (23701 W Southern Ave, Buckeye, AZ 85326, USA). There are also checkboxes for 'Allow Vinless Orders' (checked) and 'Suggested Pricing' (unchecked).

### MANAGE COMPANY INFORMATION

1. **Edit** your company information and primary contact information
2. Click **Save** to save your edits


 **NOTE:** Contact a RunBuggy Administrator to change information that is grayed out on screen.

A **green box** will appear when edits save successfully.

The screenshot shows the 'Company Information' page. The 'Company Information' section is highlighted with a blue box and a circled '1'. The fields are: Company Name (American Automotive), Company Phone (+1 555-555-5465), Address (5555 W Thunderbird Road, Glendale, AZ 85306, X), and checkboxes for 'Allow Vinless Orders' (checked) and 'Customer List' (unchecked). A blue 'Save' button is highlighted with a blue box and a circled '2'.

### TO EDIT DELIVERY DAYS/HOURS FOR COMPANY

1. **Enter** delivery instructions in allowed box if needed
2. **Select** time zone from the drop down list
3. **Input** days and hours for company
4. Click **Save** to save your edits

 **NOTE:** Contact a RunBuggy Administrator to change information that is grayed out on screen.

A **green box** will appear when edits save successfully.

The screenshot shows the 'Delivery' page. The 'Delivery Instructions' field is highlighted with a blue box and a circled '1'. The 'DELIVERY HOURS' section is highlighted with a blue box and a circled '2'. The 'Time Zone' dropdown is set to 'Pacific Standard Time (PST)'. The 'Sunday' row is highlighted with a blue box and a circled '3', showing 'All Day' (unchecked), 'Opens at' (---:--), 'Closes at' (---:--), 'PST', and 'Closed' (checked). The 'Monday' row is highlighted with a blue box and a circled '3', showing 'All Day' (unchecked), 'Opens at' (08:00 AM), 'Closes at' (04:00 PM), 'PST', and 'Closed' (unchecked). A blue 'Save' button is highlighted with a blue box and a circled '4'.