

# ACCOUNT MANAGEMENT LOCATIONS JOB AID

This job aid show how to manage locations, by adding, editing, deleting, or set as primary account from the Account Management – Locations page that is associated with your Hitch account.

### FROM THE ACCOUNT MANGEMENT PAGE

1. From the Account Management page options on the left, click **Locations** 

The Locations screen will display.

Account Management						
8	User Profile	Locations				
	Company	Locations				
₽	Companies Managem	• Add				
•	Theme Setup					
*	Users	VH Auction 9898 Genesee Ave, La Jolla, CA 92037, USA				
9	Locations					
	Notification Settings	VH Dealership 7411 Coen PI, San Diego, CA 92120, USA				

#### TO ADD A LOCATION

1. Click Add Location

The window for adding a new location will appear.



1

+1 Contact Phone

Cancel

2

Ŧ

Save

Add Location

Address Nam

Address

Address Type

Contact Name

Notes

Contact Email Address

Make Primary Address

This field is required

Business O Personal

#### **COMPLETE LOCATION INFORMATION**

- 1. Select whether this location is **Business** or **Personal**
- 2. Complete the location information:
  - Address
  - Address type
  - Contact name
  - Phone
  - Email
  - Notes

**NOTE:** Information in Notes can include gate code, keys missing, inoperable vehicle, etc.

3. Use the toggle button to make primary address

**NOTE:** Only one (1) address can be your primary address.

4. Click Save



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# ACCOUNT MANAGEMENT LOCATIONS JOB AID

This job aid of the Account Management – Locations page continued

**NOTE:** The icon **and framed box contains** the primary address for the account

		• Add Location	
	<b>VH Auction</b> 9898 Genesee Ave, La Jolla, CA 92037, USA	Auction	
	<b>VH Dealership</b> 7411 Goen PI, San Diego, CA 92120, USA	(R Dealer	
<b>?</b>	<b>VH Home</b> 6591 Irvine Center Dr, Irvine, CA 92618, USA	A Home	

### TO EDIT LOCATION SETTINGS

- 1. Click the three dots i located to the right of the selected location
- 2. Select Edit from the drop down list

The account information of the location will appear.

	<b>VH Dealership</b> 7411 Goen Pl, San Diego, CA 92120, USA	(in Dealer)
Ŷ	VH Home 6591 Irvine Center Dr, Irvine, CA 92618, USA	A Home
	<b>VH Lot</b> 951 N Etiwanda Ave, Ontario, CA 91764, USA	Delete

#### **EDIT LOCATION INFORMATION**

- 3. Select whether this location is **Business** or **Personal**
- 4. Edit the location information:
  - Address
  - Address type
  - Contact name
  - Phone
  - Email
  - Notes

**NOTE:** Information in Notes can include gate code, keys missing, inoperable vehicle, etc.

- 5. Scroll to bottom of the page and use the toggle button to make primary address if needed
- 6. Click Update

E¢	dit Location
С	) Business O Persona 3
	Address 6591 Irvine Center Dr, Irvine, CA 92618, USA
E H	Address Type
	Contact Name Contact Phone vh home contact+1 333-3333
	Contact Email Address vhhome_acc@hoyeboye.com
	Notes
N	Make Primary Address
	Cancel Upda 6



# ACCOUNT MANAGEMENT LOCATIONS JOB AID

This job aid of the Account Management – Locations page continued

#### TO SET A PRIMARY LOCATION

- 1. Click the three dots i at the far right of the location selected
- 2. Select Set as Primary from the drop down list

The selected location will be set as primary.

**NOTE:** Only one (1) address can be your primary location.



#### **TO DELETE A LOCATION**

- 1. Click the three dots at the far right of the location selected
- 2. Select Delete from the drop down list

The selected location will be deleted.

ations	
	• Add Location
VH Auction 9898 Genesee Ave, La Jolla, CA 92037, USA	21
VH Dealership	<ul> <li>Edit</li> <li>Set as Primary</li> </ul>
7411 Goen PI, San Diego, CA 92120, USA	Delete



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