

ACCOUNT MANAGEMENT

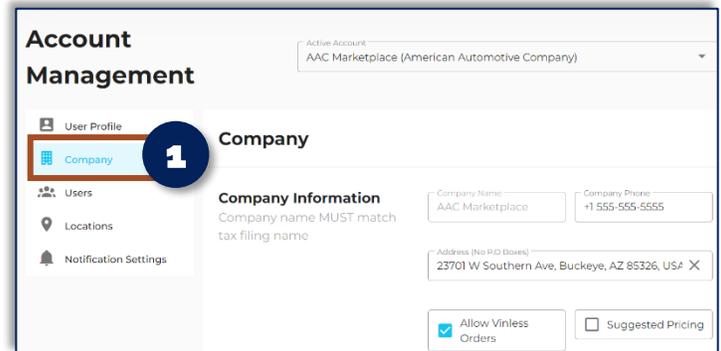
COMPANY INFORMATION JOB AID

This job aid shows how to edit your company information such as primary contact information and delivery 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' tab is highlighted with a blue circle and the number '1'. The main content area shows 'Company Information' with fields for 'Company Name' (AAC Marketplace), 'Company Phone' (+1 555-555-5555), and 'Address (No P.O. Boxes)' (23701 W Southern Ave, Buckeye, AZ 85326, USA). There are checkboxes for 'Allow Vinless Orders' (checked) and 'Suggested Pricing' (unchecked).

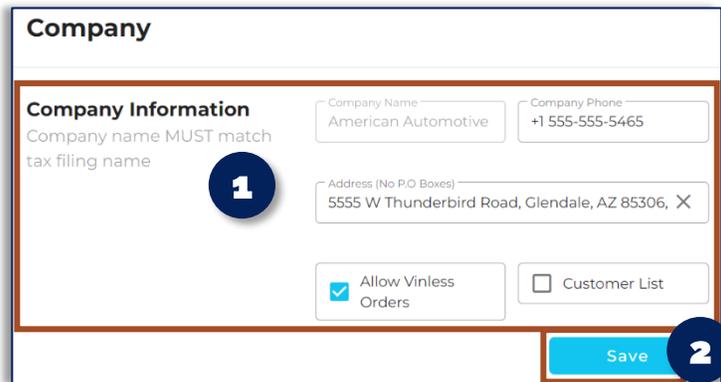
MANAGE COMPANY INFORMATION

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 Name' field is 'American Automotive' and the 'Company Phone' is '+1 555-555-5465'. The 'Address (No P.O. Boxes)' is '5555 W Thunderbird Road, Glendale, AZ 85306, X'. There are checkboxes for 'Allow Vinless Orders' (checked) and 'Customer List' (unchecked). The 'Save' button is highlighted with a blue circle and the number '2'.

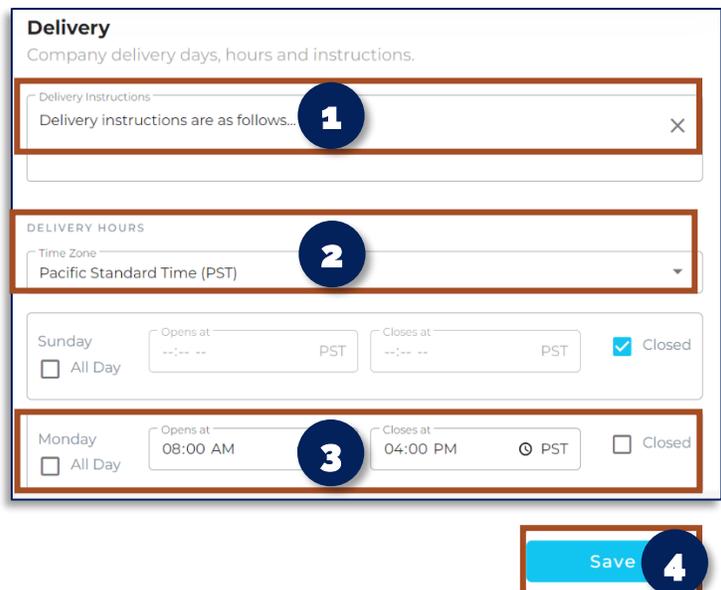
TO EDIT DELIVERY DAYS/HOURS FOR COMPANY

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 contains 'Delivery instructions are as follows...' and is highlighted with a blue circle and the number '1'. The 'DELIVERY HOURS' section shows 'Time Zone' set to 'Pacific Standard Time (PST)' and is highlighted with a blue circle and the number '2'. Below this, there are sections for 'Sunday' and 'Monday'. The 'Monday' section is highlighted with a blue circle and the number '3', showing 'Opens at 08:00 AM' and 'Closes at 04:00 PM'. The 'Save' button is highlighted with a blue circle and the number '4'.