

1. Registered company name should be added to the **Trading names**

By default, the registered company name or Sole trader name should be added to the **Trading names** and there should be an identifier to indicate that this is the registered company name for registered companies or registered sole trader name for registered sole traders. For example:

The screenshot shows a user interface for managing trading names. At the top left is a navigation bar with a house icon and the text 'Test Garage'. The main title is 'Trading names'. Below the title is a search bar and a filter icon. A table lists two entries: 'Test Garage' (ID 1) with a 'Registered' status and 'Car.PNG' proof, and 'Fast Fix' (ID 2) with a 'Ready for collection.PNG' proof. Both entries are listed as 'Limited Company' with 'Pending' status. An 'Add' button is located at the bottom right of the table area.

ID	Trading Name	Trading Proof	Registered Flag	Status	Action
1	Test Garage Registered	Car.PNG	Limited Company	Pending	●
2	Fast Fix	Ready for collection.PNG	Limited Company	Pending	● ●

2. Registered company address should be added to the **Sites**

By default, the registered company address should be added to the **Sites** and there should be an identifier to indicate that this is the registered company address. For example:

The screenshot shows a user interface for managing sites. At the top left is a navigation bar with a house icon and the text 'Test Garage'. The main title is 'Sites'. Below the title is a search bar and a filter icon. A table lists two entries: '123 Philipp Street' (ID 1) with a 'Registered' status and 'London' city, and '88 Silly Street' (ID 2) with 'N1 5PA' postcode and 'Car.PNG' proof. Both entries are listed as 'Limited Company' with 'Pending' status. An 'Add' button is located at the bottom right of the table area.

ID	Address	City	Postcode	Proof	Registered Flag	Action
1	123 Philipp Street Registered	London	N1 5PA		Limited Company	●
2	88 Silly Street	London	N1 5TH	Car.PNG	Limited Company	● ●

3. Add new trade unit screen

Currently, screen looks like below:



otodoc Ltd Active

Home
Business
Details
Main Contacts
Trading names
Sites
Factory
Users
Products
Business Manager
Service Provider
Trading Unit
App Setting
App Data

Add new trade unit

Products > Service Provider > Trade Units > Add new trade unit

New trade unit

Trade unit information

Trade unit name * (?)

Trade unit name

Trading Template * (?)

Select Trading Template

How do you provide and offer your services? * (?)

On-site Mobile Both (On-site and Mobile)

Site * (?)

Select Site

Mobile *

Mobile

Landline *

Landline

Trading Template to be changed to **Business name format**, as per examples given below:

New trade unit

Trade unit information

Trade unit name * (?)

Business name format * (?)

Select business name format

Business name * (?)

Trade unit information

Trade unit name * (?)

Business name format * (?)

Registered company name

V

Business name * (?)

Motodoc Ltd

Trade unit information

Trade unit name * (?)

Business name format * (?)

Registered company name & trading name

V

Trading name * (?)

Select trading name

V

Business name * (?)

Motodoc Ltd trading as <Select trading name>

Trade unit information

Trade unit name * (?)

Business name format * (?)

 Registered company name & trading name **V**

Trading name * (?)

 H&H Motors **V**

Business name * (?)

Motodoc Ltd trading as H&H Motors

Trade unit information

Trade unit name * (?)

Business name format * (?)

 Trading name **V**

Trading name * (?)

 Select trading name **V**

Business name * (?)

<Select trading name>

Trade unit information

Trade unit name * (?)	<input type="text"/>
Business name format * (?)	Trading name <input checked="" type="checkbox"/>
Trading name * (?)	H&H Motors <input checked="" type="checkbox"/>
Business name * (?)	H&H Motors

4. Invoice settings

Samples for invoice settings changes:

Invoice settings

Business name format * (?)	Registered company name
Business name * (?)	Motodoc Ltd
Address * (?)	Select <input checked="" type="checkbox"/>
Address line one *	281 Clare Street
Address line two	Bethnal Green
Address line three	Tower Hamlets
Address line four	
City / Town *	London
Postcode *	E2 9HD
Landline	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
UK VAT Number *	249885565452
Footer – Registered company name *	Motodoc Ltd
Footer – Registered office address *	79 Pitfield Street, London N1 7TY
Footer – Register company number *	08999756

Invoice settings

Business name format * (?)	Registered company name & trading name
Business name * (?)	Motodoc Ltd trading as H&H Motors
Address * (?)	<input type="button" value="Select"/> v
Address line one *	281 Clare Street
Address line two	Bethnal Green
Address line three	Tower Hamlets
Address line four	
City / Town *	London
Postcode *	E2 9HD
Landline	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
UK VAT Number *	249885565452
Footer – Registered company name *	Motodoc Ltd
Footer – Registered office address *	79 Pitfield Street, London N1 7TY
Footer – Register company number *	08999756

Invoice settings

Business name format * (?)	Trading name
Business name * (?)	H&H Motors
Address * (?)	<input type="button" value="Select"/> v
Address line one *	281 Clare Street
Address line two	Bethnal Green
Address line three	Tower Hamlets
Address line four	
City / Town *	London
Postcode *	E2 9HD
Landline	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
UK VAT Number *	249885565452
Footer – Registered company name *	Motodoc Ltd trading as H&H Motors
Footer – Registered office address *	79 Pitfield Street, London N1 7TY
Footer – Register company number *	08999756