

Setup > Company - Initially will look like this. No company information.

Locations Listed: 0

Add Company

X

Click on "Add Company" to create the Main Office profile for your company.  
Later, you can Edit this profile or Add more locations.

1

Setup > Company - 'Add Location' button pressed.

ADD COMPANY - (Main Office)

X

Company Name:	Leyva & Night, APC
Company Type:	Applican Atty.
Location Name:	Los Angeles
Address 1:	2632 W. Beverly Blvd.
Address 2:	
City, State, Zip:	Los Angeles, CA 90640
Contact Person:	Martha J.
Title:	Office Manager
Tel.:	(323) 278-7000
Fax:	(323) 278-7003
Email:	mleyva@gmail.com
URL:	http://www.leyvanightlaw.com

X

 This location is the Main Office.

X

 This location auto-saved to your [Rolodex](#).

SAVE

CLEAR

EAMS

Press here to enter EAMS info.

Setup > Company - Looks like this when Several profiles have been saved.

Locations Listed: 1

Add LocationX

Leyva & Night, APC	Los Angeles (Main)	EditX
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Click on "Add Location" to create a profile.

All other fields can be edited.

2

Setup > Company - 'Add Location' button pressed.

ADD LOCATIONX

Company Name:	Leyva & Night, APC
Location Name:	Santa Ana
Address 1:	12345 Cloverfield St.
Address 2:	Suite 201
City, State, Zip:	Santa Ana, Ca 91640
Contact Person:	Art Mazar
Title:	Office Manager
Tel.:	(714) 244-2423
Fax:	(714) 244-2425
Email:	mleyva@gmail.com
URL:	http://www.leyvanightlaw.com

☒ This location is the Main Office.

☒ Save this location to your Rolodex.

SAVECLEAR

Autopop from Main Office Name

All other fields can be edited.

Always able to set these options

Setup > Company - Looks like this when Several profiles have been saved.

Locations Listed: 1

Add Location X

Leyva & Night, APC	Los Angeles (Main)	Edit	X
Leyva & Night, APC	Santa Ana	Edit	X

Click on "Add Location" to create a profile.

All other fields can be edited.

Initiates "Delete Confirmation" before actual delete.

Setup > Company - 'Add Location' button pressed.

EDIT LOCATION X

Company Name:	Leyva & Night, APC
Location Name:	Santa Ana
Address 1:	12345 Cloverfield St.
Address 2:	Suite 201
City, State, Zip:	Santa Ana, Ca 91640
Contact Person:	Art Mazar
Title:	Office Manager
Tel.:	(714) 244-2423
Fax:	(714) 244-2425
Email:	mleyva@gmail.com
URL:	http://www.leyvanightlaw.com

☒ This location is the Main Office.

☐ This location updted in your Rolodex.

SAVECLEAR

Autopop from Main Office Name

All other fields can be edited.

Changes automatically update Rolodex.

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