

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

Locations Listed: 0

Add Company

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)

Company Name:	Leyva & Night, APC
Company Type:	Appican 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

This location is the Main Office.

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

Press here to enter EAMS info.

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
Click on "Add Location" to create a profile.		

All other fields can be edited.

2

Setup > Company - 'Add Location' button pressed.

ADD LOCATION

Company Name:	Leyva & Night, APC	Autopop from Main Office Name
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	
<input checked="" type="checkbox"/> This location is the Main Office.		
<input checked="" type="checkbox"/> Save this location to your Rolodex .		
		SAVE CLEAR

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

Company Name:	Leyva & Night, APC	Autopop from Main Office Name
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	
<input checked="" type="checkbox"/> This location is the Main Office.		
<input checked="" type="checkbox"/> This location updated in your Rolodex .		
		SAVE
		CLEAR

All other fields can be edited.

3

Changes automatically update Rolodex.