MACS
Manufacturers' Agents Computer Systems

Changing Agency Name/Address on Orders

File these instructions in the MACS Software User's Manual

Requirements

Operating System: *Any*
MACS Version: *5.0 or higher*
MACS Modules: *Order Tracking*
Feature: *Order Entry*
Menu Path: *OT\6.8*

Situation

User needs to update/change the name and/or address on order.

Solution

1. Go to ORDER ENTRY [OT\6.8] and enter a new order or access any existing order previously created in Order Tracking.

2. Select **<F10>** to print the order. After selecting the appropriate printer, the following screen will appear:

```
Mfg APC Cst A&GM00-.. DvIN Sm  1  5.00%m Ord A1089  3/        240.00 Ot    St
S> A&G Metals Company              S>Same                         Trns 11/01/12
O  676 Jefferson                   H                              Req  11/01/12
L  Cleveland OH                    I                              Prom
D                     44100        P                              Dt1
CstPO            11/01/12 Desc                                    Dt2
MfgRf                    Trms                                     Shpd
MfgC#                    Via                        FOB
6.8 ORDER TRACKING  B#                  OrdMo 11/12   ShpMo 12/12
 1.
 2.
 3. Format                A
 4. Chg Agency Name?  Y/N N

 _  <Enter No. to change, <Ret>Continue, <F4> to cancel
```

3. Select **4** from the above screen. Change the option to **Y** to change the agency name.

4. Press **<Enter>** to continue.

5. The agency name and address will appear on the screen:

```
Please enter your company name and address as you want it to appear on Orders.

Your Company Name    Any Sales Oriented Agency
Addr Line 2          5780 Taylor Road
Addr Line 3          Suite #4
Addr Line 4 & Zip    Naples, FL 34109-2303
```

Change the agency information as desired. The next time an order is printed in Order Tracking, the new agency information will be reflected accordingly.