

Changing Agency Name/Address on Releases

Requirements

Operating System: Any
MACS Version: 5.0 or higher
MACS Modules: Warehousing
Feature: Setup Release Forms
Menu Path: DF\15.21

1. Go to Setup Release Forms [DF\15.21]
2. The following screen will appear:

DF\15.21	Setup Release Printing Fields	10/15/12

	Manufacturer's Agents	
	Computer Systems	
	5780 Taylor Road #4	
	Naples, FL 34109	phone: (239) 566-2460

Carrier	At City/State Naples, FL	
Agency Freight Bill To Address		
SEND	MACS Software	
FREIGHT		
BILL TO:	5780 Taylor Road	
	Naples, FL 34109	
Permanent Post Office		
Address of Shipper:	5780 Taylor Road	
Correct (Y/N)		

3. Answer *N* to the prompt *Correct (Y/N)*
4. Change the agency information as desired. The new agency information will now be effective.



Could you restore from a back-up today if you had to?

File these instructions in the MACS Software User's Manual