



MY LITTLE SALESMAN

2895 Chad Drive, Eugene, Oregon 97408-7335
P.O. Box 70208, Eugene, Oregon 97401-0142
PHONE 541-341-4650 • TOLL FREE 800-493-2295 • FAX 541-342-3307

Multiple Locations

Do you have equipment in more than one physical location? Or do you have different types of equipment handled by different groups? Then setting up multiple locations may be just what you need. This feature is available to Inventory Mover customers only.

In the *Inventory Mover* section of your account, select *Add/Update Location Information*.



On the next screen that appears, you can create or update your location information. Each location can have a different address, phone number, contact name, and email contact.

Home > My Account > Manage Location Info

[< Back](#)

Manage Location Info	
Select Location... ▾	
* Location Name:	<input type="text"/> <input type="checkbox"/> Make this my default location
Location Information	
* Contact First Name:	<input type="text"/>
* Contact Last Name:	<input type="text"/>
* Location Street Address:	<input type="text" value="PO Box 70208"/> <input type="checkbox"/> Do not show name on listing pages
* Location City:	<input type="text" value="Eugene"/>
* Zip Code:	<input type="text" value="97401"/> <small>Enter number without spaces.</small>
* State/Province:	<input type="text" value="Oregon"/> ▾
* Country:	Select a different country to see more states above. <input type="text" value="UNITED STATES"/> ▾
* Phone Number:	Office ▾ 555 555 5555
	Office ▾ <input type="text"/> <input type="text"/> <input type="text"/>
	Office ▾ <input type="text"/> <input type="text"/> <input type="text"/>
* Fax Number:	<input type="text"/> <input type="text"/> <input type="text"/>
* Contact Email:	<input type="text" value="support@mlsinc.com"/>
<input type="button" value="Update"/> <input type="button" value="Add Another"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

The information from your account will be prefilled, including the address, city, state, zip code, phone number(s) and contact email. You can enter as many locations as you like. Each location must have a name. You can designate one as the default location, which will be the location that listings default to when you create a listing.