

Add a Ship to Location for Costume (Purchase) Orders

Last Modified on 11/03/2020 12:34 am EST

Before creating orders, it is helpful to enter a shipping location. Any location entered can be selected when creating an order. The selected address will print on the vendor order when created.

- Point to **Tools** in the main menu and click **Costume Management**.
- From the left menu, click **Ship-To Locations**.
- Click the **Add Ship-To** button.
- In the *Add Ship-to Location* pop-up box, enter details and **Save**.

The screenshot displays the 'Costume Management' web application. On the left is a navigation menu with categories like 'Click an item below', 'Size Costumes', 'Vendors/Size Charts', 'Auto-Size Costumes', 'Orders', 'Fees', 'Post Deposit/Balance', 'Reports', and 'Costume Listing'. The 'Ship-To Locations' option is highlighted. The main content area shows a table of 'Ship-To Locations' with one entry for 'Jackrabbit Technologies'. An 'Add Ship-To' button is highlighted in the top right of this section. A pop-up form titled 'Add ShipTo Location' is open, containing fields for Contact Name, Address1, Address2, City, State, Zip, Phone, Fax, and Email. A 'Save' button is at the bottom right of the pop-up, with a mouse cursor clicking it. The footer of the main interface shows '© 2014 Jackrabbit Techno'.

| # | Contact Name | Address | City | State | Zip | Phone | Fax | Email |
|---|-------------------------|---------------|-----------|-------|-----|--------------|--------------|----------------|
| 1 | Jackrabbit Technologies | 1 Main Street | Charlotte | NC | | 704-555-1234 | 704-555-1235 | costumes@irtec |

Add ShipTo Location

Contact Name:

Address1:

Address2:

City: State: Zip:

Phone: Fax:

Email:

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