Totally Internet Based Software

Add Company

Strategy Systems, Inc.
PO Box 2136
Rogers, AR 72757
(479) 271-7400

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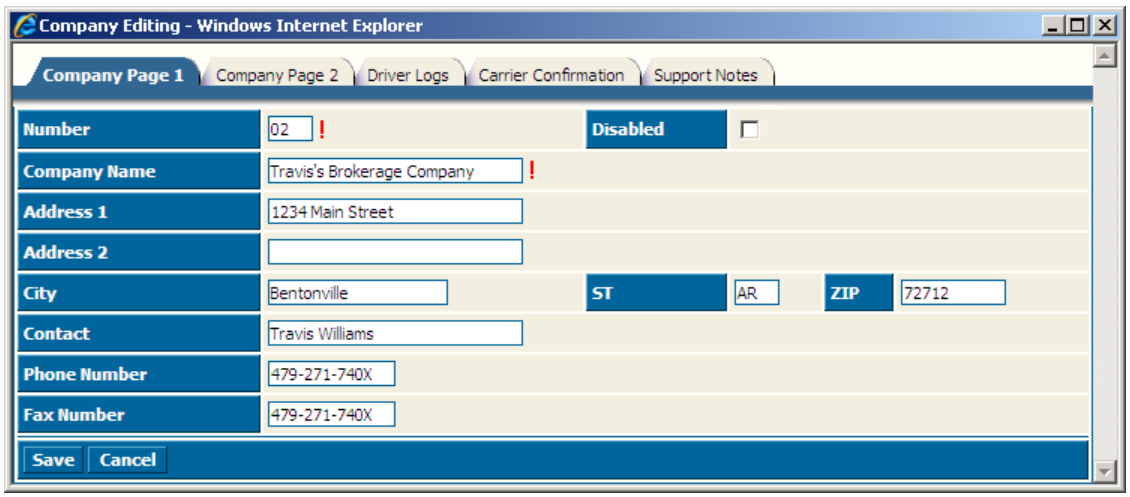
Adding Companies

Go to Administration> File Maintenance> Company to add a new company. A list of all of the system's current companies will be displayed. Click the Create button at the top of the list to enter a new company.

Company Page 1 Tab

The Company Page 1 tab contains general information about the company.

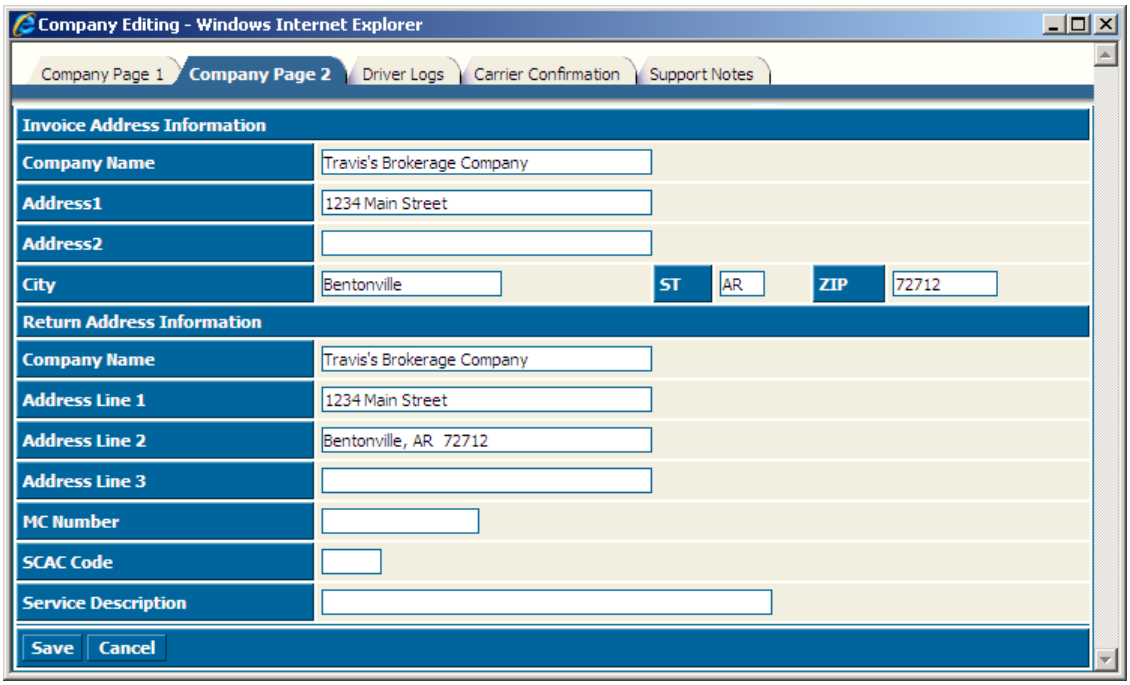


Enter the information according to the following field definitions:

Number:	A number assigned to the company.
Disabled:	Check this box to no longer use this company.
Company Name:	The name of the company.
Address 1:	The first line of the company address.
Address 2:	The second line of the company address.
City:	The city where the company is located.
ST:	The state where the company is located.
ZIP:	The zip code where the company is located.
Contact:	The contact person for this company.
Phone Number:	The phone number used to reach the company contact.
Fax Number:	The fax number to reach the company contact.

Company Page 2

The Company Page 2 tab contains information that will be on the invoices that are printed using Strategy Live.



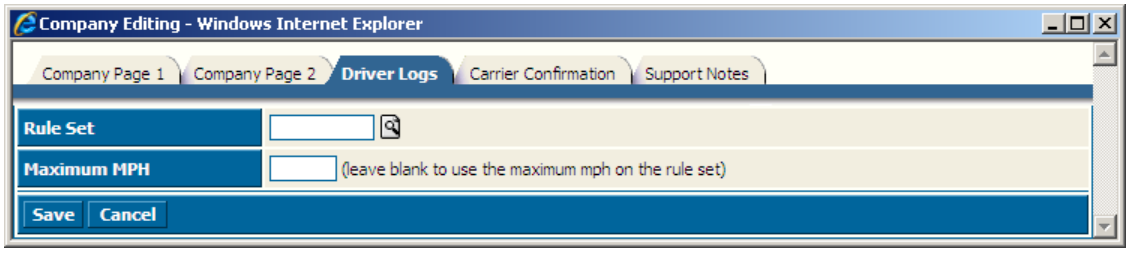
Enter the information according to the following field definitions:

Invoice Address Information: This section contains the company information that will be printed at the top of the invoices.

Return Address Information: This section contains the company's remittance address and some additional invoice detail.

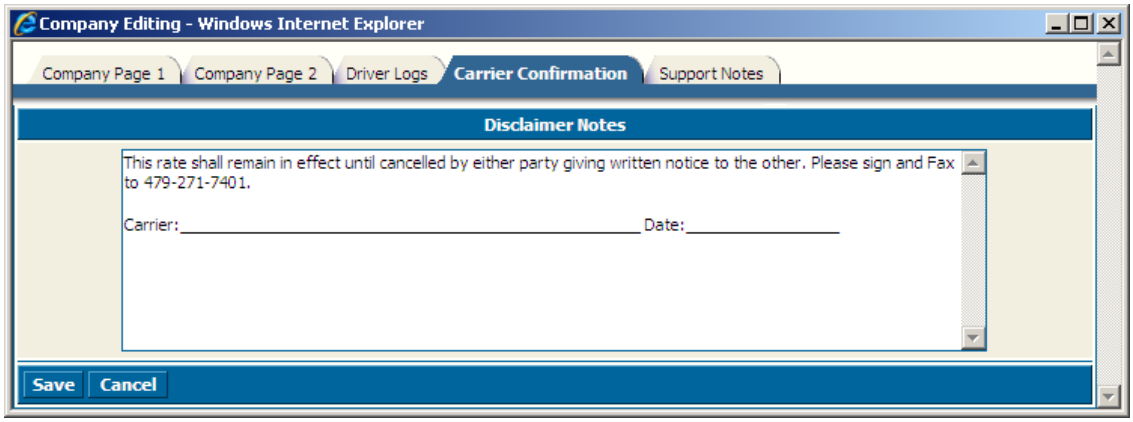
Driver Logs Tab

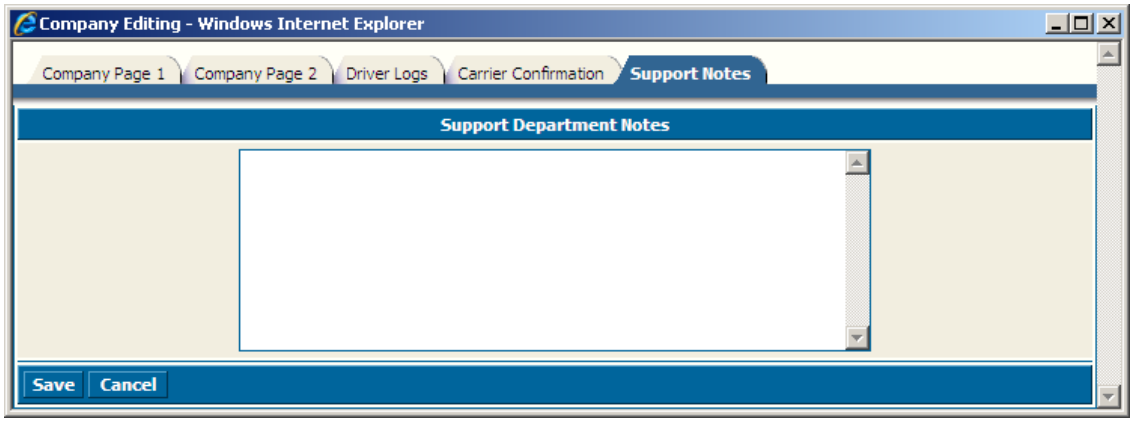
The Driver Logs tab is where the default rule set and the maximum MPH for the company is entered. This can be overridden on the driver file for individual driver needs.



Carrier Confirmation Tab

The Carrier Confirmation tab is where the disclaimer for the confirmation is entered and maintained. Strategy Live has a default disclaimer entered on this tab but all users need to do is make any changes and it will be changed when Create is clicked.



Support Notes Tab

The Support Notes tab is a place for Strategy Live support to leave notes about support issues.