Addresses

Productivity Features · https://mountainstream.co/docs/addresses/

Add a new delivery or invoicing address.

- The administrator will have to approve any new addresses added.
- The address must have at least one contact assigned.
- When a customer wants to pick up on some occasions, set up a second address and enter Pick Up in the first line of the address. Assign to the Pick up route and if you charge for the pick up, stipulate the relevant charge.

[A web form titled Create Address with highlighted tips: one pointing to delivery days selection, instructing to assign Addresses to a delivery route by day, and another suggesting to read the page thoroughly. Some fields are marked required.]

Click and drag addresses around to organize in preferred order. The order stipulated here will be the order displayed in Cart and Standing Order. The first, will load by default.

[A web page dashboard displays four customer addresses cards with contact info, status bars, job details, and buttons for Items visibility, Edit, Delete, and Set as bill to address. The top menu features navigation and action buttons.]

Get Started