

# **Setting Engineer Home Locations**

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If you wish to see your engineers' home locations on the map view within Protean, you will need to setup a site record for each engineer.

- 1. Go to System > (General) More > Depots, Stores and Work Areas.
- 2. In the **Stores** tab, the **Location** column represents the home location for each engineer. The default entry will be the office location of the engineer's depot.

2p	ots St	ores	Work Areas					
			Store	Dej	oot	Loca	tion	
	Chris - H	IF63 T	YZ	Main Depot	~	DEPOT101	•••	٩
	Main Sto	ore		Main Depot	~	DEPOT1	•••	٩
	Adam - I	HF63 T	ΓΥΥ	Main Depot	~	DEPOT1		٩
	Lee - HF63 TYX			Main Depot	~	DEPOT1	•••	٩
Umar - HF63 TYV			YV	Main Depot	~	DEPOT1	•••	Q
ĸ					×			9

3. To create a new address, click the ... button next to the applicable engineer and find the office location of the engineer's depot in the list. Click once on this address to highlight it, and then the **Create** button at the bottom left of the screen.

Customer Search	New Account Wizard - Step 1 of 3				
Alpha:	What type of account would you like to create?				
Alpha Name   CHEMAX Chemax Ltd   DEPOT1 Protean Software Ltd   DEPOT101 Chris Jones   FPGGLOB FPG Global   FPGGLOB01 FPG Leicester   GORDON Gordon and Smith LLP   SMILEYS Smileys Restaurants   SMILEYS01 Smileys 1134 Coventr   SMILEYS03 Smileys 1500 Warwick   SMILEYS04 Smileys 1457 Coventr   TOTAL Total Office Equipment	y s y c Un y t Y C Un y t Y C Y C Y C Y C Y C Y C Y C Y C Y C Y C				

- 4. Choose to create a **Delivery/Site** address, click **Next** twice, and populate with your engineer's name and home address.
- 5. Click Finish, then Close, then Select to apply the address to the engineer.

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### Version Control

Version	Comments	User	Date	Approver
1.1	Added new logo, version control	<b>Richard Barron</b>	13/08/2019	