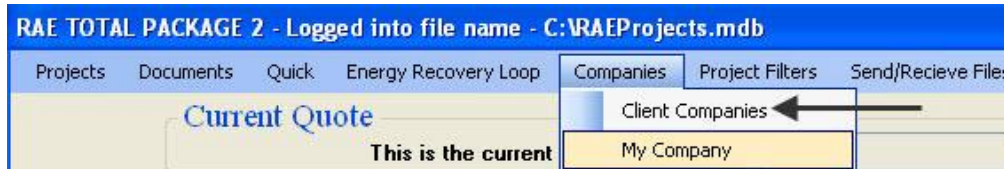


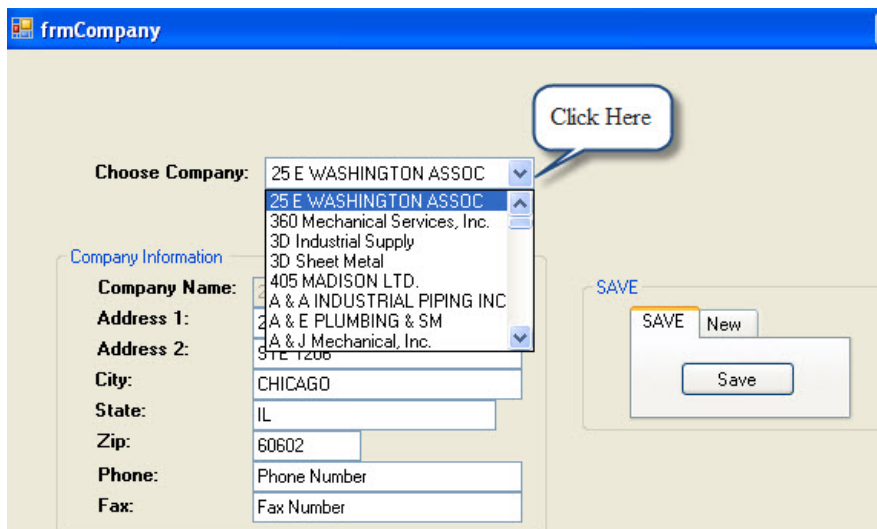
Maintaining Client Companies

Client Companies are used in your reports, and when placing an order to RAE (pricing enabled feature).

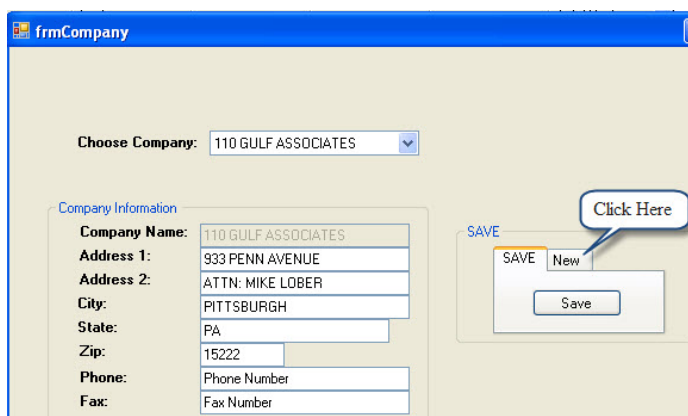
- Select 'Client Companies' from the Companies menu.



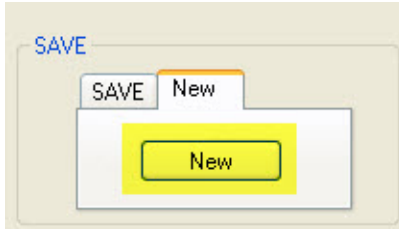
- The Companies page will open in edit mode.
- **Change an Existing Company**
 - Select an existing company from the 'Choose Company' dropdown list.



- Make the necessary changes.
 - Click the button.
- **Add a New Company**
 - Select the 'New' tab.



- Click the 'New' button.



- Enter the company information.

A screenshot of a Windows-style application window titled 'frmCompany'. The window has a blue title bar. The main content area is light beige and contains a 'Company Information' section. This section is enclosed in a rounded rectangle and lists several fields: 'Company Name' (with a placeholder 'Enter the Company Name'), 'Address 1' (Address Line 1), 'Address 2' (Address Line 2), 'City', 'State', 'Zip', 'Phone' (Phone Number), and 'Fax' (Fax Number). To the right of this section is a 'SAVE' button group, which includes a 'SAVE' button and a 'Save' button.

- Click the  button.