

ACCOUNT INFORMATION

Customers can view account information by selecting 'Manage Accounts' under the Account tab in Empower Central

The screenshot shows the 'Manage Accounts' interface. At the top, there's a navigation bar with 'Account' selected. Below it, a search bar is visible. A dropdown menu is open under 'Account', showing 'Manage Accounts' and 'Sales'. The main area displays account details for '000013', including a 'Change' button and 'Cutoff: 14:30 CST'. Below this, there are tabs for 'Account', 'Account Groups', and 'Alias Management'. A search bar is present with the text 'Alias, Name, Street Address, City, or Phone'. A table of accounts is shown with columns for 'Ship To #', 'Alias', 'Name', 'Street Address', 'City', 'State', 'Zip', and 'Phone'. The first row is highlighted with a callout '5'. The 'Alias Management' tab is highlighted with a callout '6'.

The 'Manage Accounts' screen provides you access to the following:

1. View assigned home and ADOT locations.
2. View home facility cut-off time.
3. The account Tab
4. The Search functionality allows you to easily locate an account using the criteria below:
 - a. Alias
 - b. Name
 - c. Street Address
 - d. City
 - e. Phone number
5. Select the account number to view the account information
6. Alias Management Tab

* To view the home and ADOT locations and home facility cut-off time for a different account, use the change button to select the account number.

The screenshot shows the 'Account Details' for '000013 (II Drop Ship)'. It features a 'Details' tab and a 'Price Plans' tab (callout 4). The 'Ship To' information includes 'Empower Central Demo Acct', 'Do Not Fill Or Ship', and 'Deerfield, IL 00000'. The 'Bill To' information is identical. The 'Alias' is 'II Drop Ship' (callout 3). Other details include 'Primary Facility: Carol Stream (CHI)', 'ADOT Facilities: Greenville(STL)', 'Email', 'Phone: (609) 111-1111', 'Fax: (000) 000-0000', 'Cutoff Time: 14:30 CST', 'Backorder: Yes', 'ADOT: Y', 'Item ADOT: N', 'Deliver Complete: N', and 'Route Day Stop'.

Account Information provides the following:

1. View 'Ship To' and 'Bill To' information.
2. View Primary and ADPT facility information, Cutoff Time, and Backorder status.
3. An 'Alias', nickname, can be added to an account by entering the alias into the selected area and clicking 'Save'.
4. View Price Plan information by selecting the 'Price Plans' tab.

The screenshot shows the 'Alias Management' tab. It includes a search bar and a 'Change' button. The 'Alias Management' tab is selected. The instructions are: 1. Create an 'Alias' Name for a Single Account, 2. Create 'Alias' Names for Multiple Accounts, and 3. Sharing 'Alias' Names. The instructions are: 1. Select the account in the 'Account' tab. 2. Enter the Alias in the selected area and click save. 2. Download and complete the template. 3. Save the file to your computer, and click the 'Choose File' and 'Upload' button. 3. To share your 'Alias' names with another user, click 'Export'.

The 'Alias Management' tab:

An Alias is a personalized name that can help you identify your accounts. For example, Drop Ship, Into Stock, ETC. The Alias names can be exported and shared with other users within your company.

1. Create an Alias name for a single account.
2. Create an Alias name for multiple accounts.
3. Share account Alias names