

Brand (Set Default)


This article describes how to set the Default Brand. The Default Brand set at Company Settings populates as the Default Brand when creating a new Contact (Customer). The default Brand can be re-set at the CONTACTS (Customer) Window. The Default Brand of a Customer populates the Default Brand when creating a new Works.

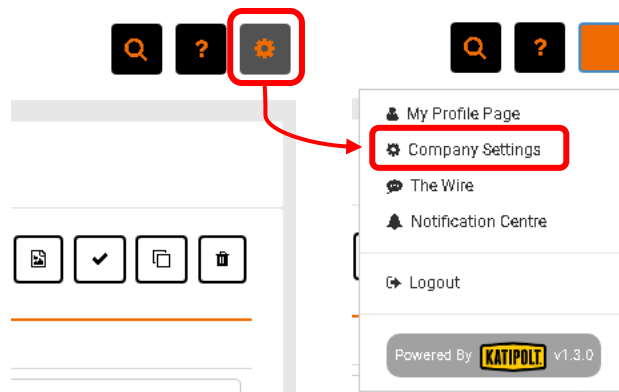
To Set Default Brand;


Setting a Default Brand is done from the CUSTOMER DEFAULTS Subnav of the Company Settings Editing Window. To set at Contact (Customer) see KAT-0310.

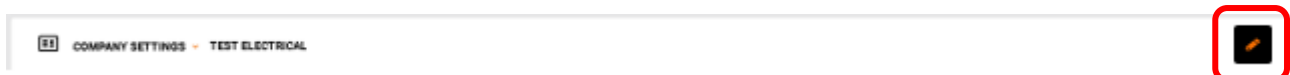
Quick Flow;

Company Settings > [Edit] > CUSTOMER DEFAULTS Subnav > Default Brand > [Save]

1. Press on the **Settings** button  to display the Options Menu, then Press on the **Company Settings** option to display the Company Settings Window




2. From the Company Settings Window, Press on the **[Edit]** button  to display the Company Settings Edit Window





3. Scroll down and Press on the **CUSTOMER DEFAULTS** Subnav to expand



4. From the CUSTOMER DEFAULTS Subnav, Select a **Default Brand**

Default Brand	HPM Excel Life 
Start Number for New Contacts	39
Start Number for New Works	96

5. When finished Entering/Editing the data, Press the CUSTOMER DEFAULTS Subnav's **[Save]** button  to save entries, then Press the Company Settings Edit Window's **[Save]** button  to save entries