How to add contact information to an account's location

In the newest VMS update, VMS build 1.3.8, Gimme VMS users can add contact information to any account's location. This contact information is beneficial when the account has different contacts for each location.

Follow these steps to add contact information to the account's location:

1. Use the three-line menu button at the top left of VMS to navigate to the **Accounts** page.
2. Next, use the red **Accounts search field** to find the account
3. Enter the account name
4. Click on the account and click **Next**
5. Click on **More Info >** to open the account
6. Click on the **red three-dot menu button** in the account's location
7. Click **Edit Location**
8. Scroll past the location's PO# field.
9. Enter the contact name, email, and phone number in their respective fields.
10. Click the **+** icon to enter an additional phone number.
11. Once complete, click **Done**.