

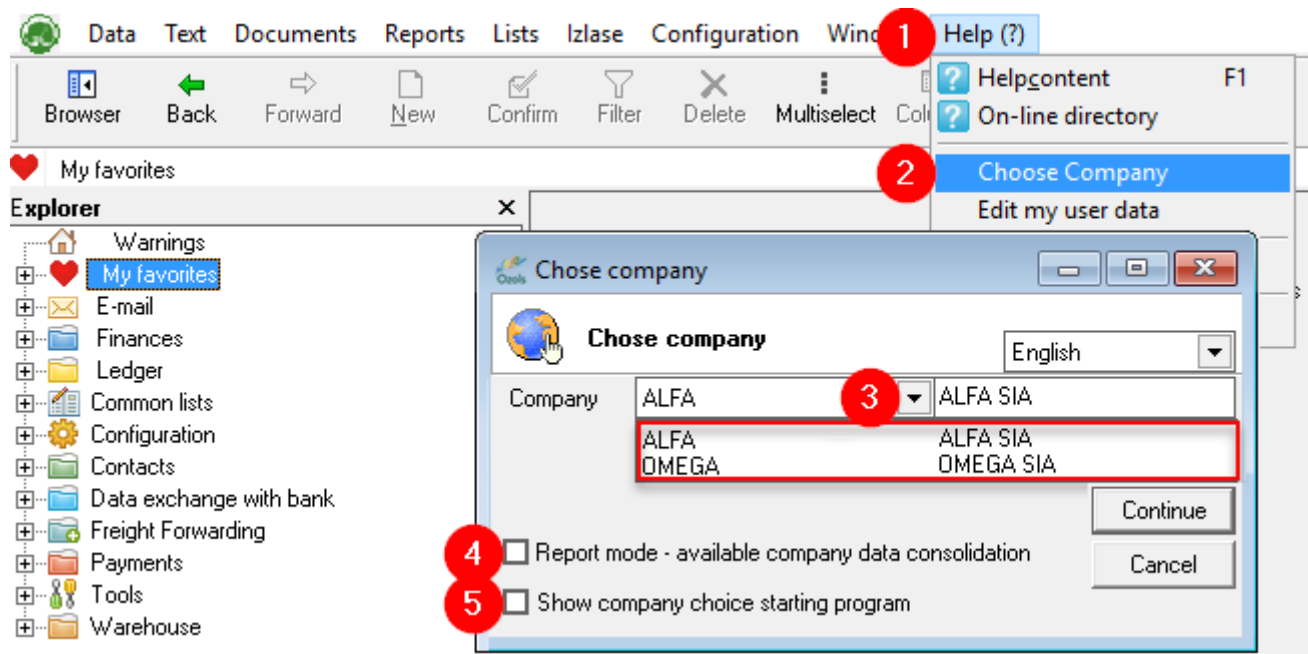
Work with several companies

How to work if you have access to several company data bases?

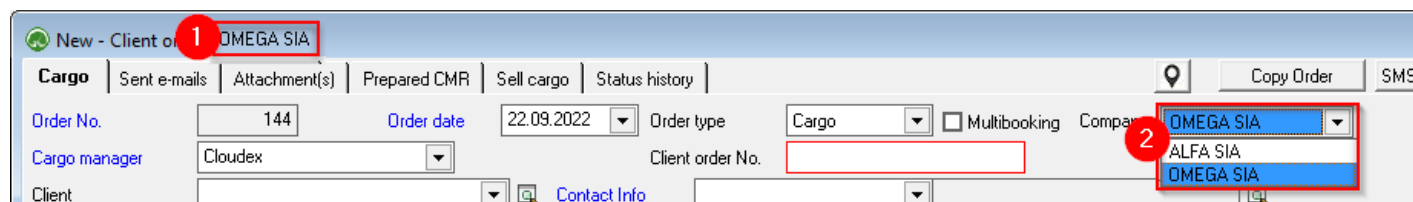
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7. Working with separate databases of several companies

1. Switching between companies

1. Help
2. Choose company
3. Select desired company
4. If you check ☒ the Consolidation, the data of all companies will be displayed together. If not, they will be separated!
5. If you check ☒ the option to choose the company will be given when opening OZOLS TMS



2. Choose the company in the New Customer's order



3. Set the default company for the cooperation Partner

It is possible for you to determine which of your companies to use by default in cooperation with the specific Partner.

1. Open **the Partner card**;
2. Open the **Other data** section;

3. Select **Default Company**.

The screenshot shows the 'New - Partner' dialog box. The 'Other Data' tab is active. The 'Default company' dropdown menu is highlighted with a red circle and the number 3. The dropdown menu is currently set to 'Our company'.

4. Access shortcut to database of the other company

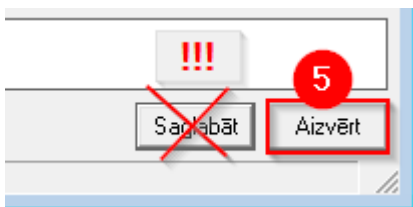
If you have two or more companies with separate OZOLS TMS access , it is possible to create a shortcut to each of these companies. Instructions can be found [here](#) .

5. How to change the company for a created order?

If you have several companies available and you have entered the Customer's order and/or Trip/Expedition **to the wrong company**

1. Open **the Customer's order or Trip/Spedition**
2. Press **Shift +F4**
3. **Change** company
4. Click the **Edit button**
5. **!!! Close the Customer's order or Trip/Spedition by pressing the Cancel button !!!**

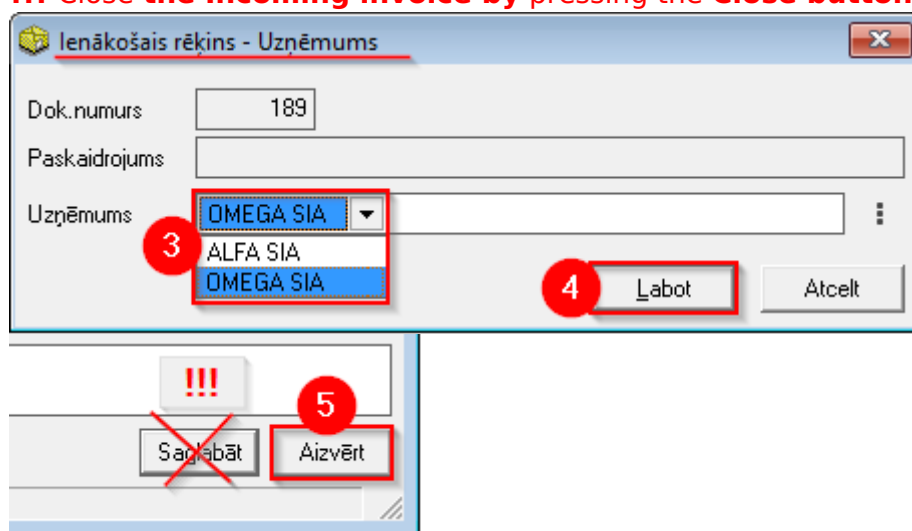
The screenshot shows the 'Klienta pasūtījums - Uzņēmums' dialog box. The 'Uzņēmums' dropdown menu is open, showing a list of companies: OMEGA SIA, ALFA SIA, and OMEGA SIA. A red circle with the number 3 is around the dropdown menu.



If the Invoice is also already issued from the wrong company, it must be deleted and a new Invoice created after correcting the company (shift+F4).

6. How to change company for incoming invoice?

1. Open **the Customer's Incoming Invoice**
2. Press **Shift + F4**
3. **Change** company
4. Click the **Edit button**
5. **!!! Close the Incoming invoice by pressing the Close button!!!**



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