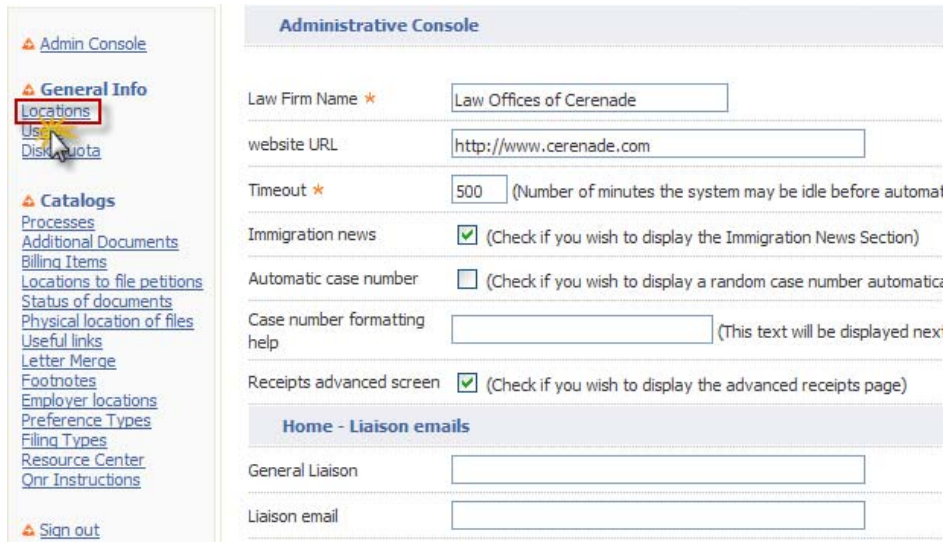


## Admin Console – Managing Law Firm Locations

- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Locations** from the menu on the left side of the screen.

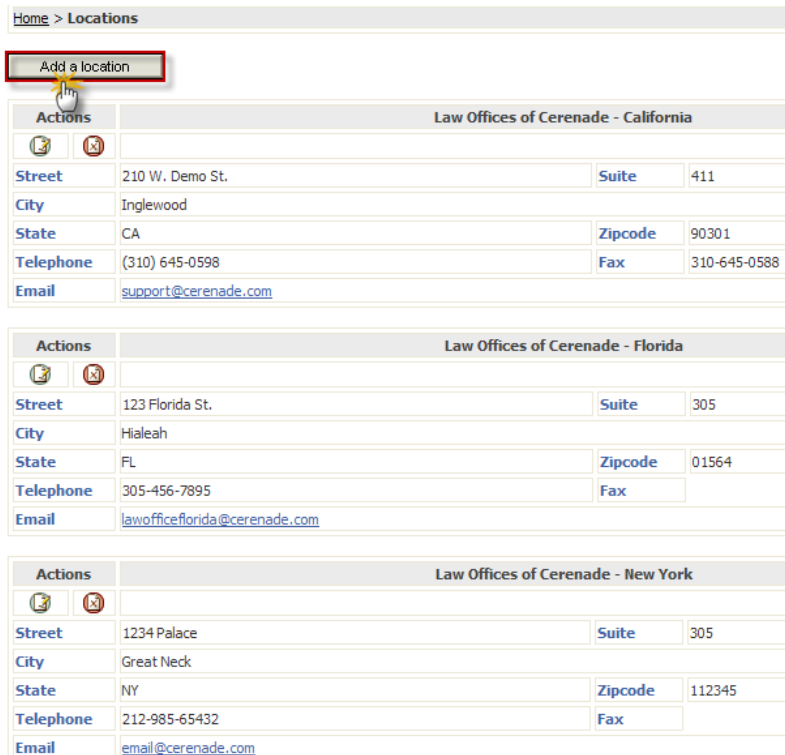


The screenshot shows the 'Administrative Console' interface. On the left is a navigation menu with 'Locations' highlighted. The main area contains several form fields:

- Law Firm Name: Law Offices of Cerenade
- website URL: http://www.cerenade.com
- Timeout: 500 (Number of minutes the system may be idle before automatic logout)
- Immigration news:  (Check if you wish to display the Immigration News Section)
- Automatic case number:  (Check if you wish to display a random case number automatically)
- Case number formatting help:  (This text will be displayed next to the help button)
- Receipts advanced screen:  (Check if you wish to display the advanced receipts page)

Below these fields is a section titled 'Home - Liaison emails' with two input fields: 'General Liaison' and 'Liaison email'.

- 3) To add a new location for the Law Firm, click on **Add a location** button.



The screenshot shows the 'Home > Locations' page. At the top left, there is a button labeled 'Add a location' which is highlighted with a red box and a mouse cursor. Below this are three tables, each representing a law firm location:

Actions		Law Offices of Cerenade - California	
Street	210 W. Demo St.	Suite	411
City	Inglewood		
State	CA	Zipcode	90301
Telephone	(310) 645-0598	Fax	310-645-0588
Email	support@cerenade.com		

Actions		Law Offices of Cerenade - Florida	
Street	123 Florida St.	Suite	305
City	Hialeah		
State	FL	Zipcode	01564
Telephone	305-456-7895	Fax	
Email	lawofficeflorida@cerenade.com		

Actions		Law Offices of Cerenade - New York	
Street	1234 Palace	Suite	305
City	Great Neck		
State	NY	Zipcode	112345
Telephone	212-985-65432	Fax	
Email	email@cerenade.com		

4) Enter the Law Firm information and when done, click on **Add** button.

Home > Locations

**Add a New Location**

<b>Name *</b>	<input type="text"/>		
<b>Street *</b>	<input type="text"/>	<b>Suite</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>		
<b>State *</b>	<input type="text"/>	<b>Zipcode *</b>	<input type="text"/>
<b>Telephone</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>		
<input type="button" value="Add"/>		<input type="button" value="Cancel"/>	

5) To edit an existing location, click on the  icon and to delete click on the  icon.

Home > Locations

Actions	Law Offices of Cerenade - California		
 			
<b>Street</b>	210 W. Demo St.	<b>Suite</b>	411
<b>City</b>	Inglewood		
<b>State</b>	CA	<b>Zipcode</b>	90301
<b>Telephone</b>	(310) 645-0598	<b>Fax</b>	310-645-0588
<b>Email</b>	<a href="mailto:support@cerenade.com">support@cerenade.com</a>		

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