

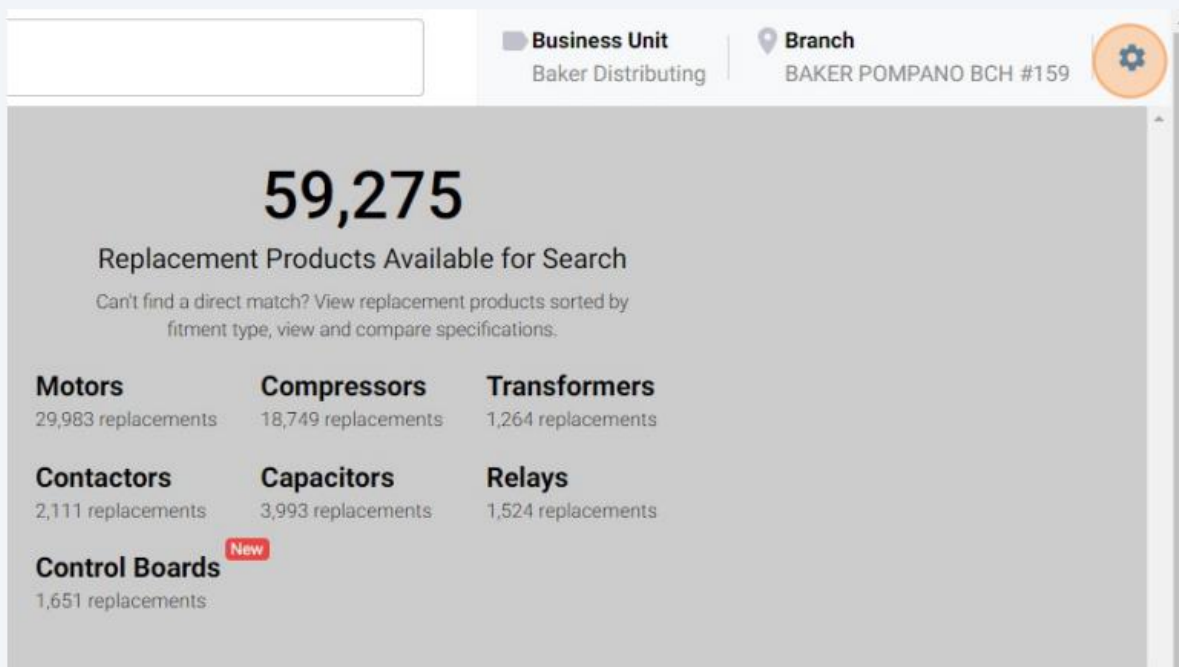
How to change your location

In this SOP, we'll show you how to change your location if you're already logged in as a different one.

The most common need for this type of change might be a salesman who stops at one store and then later makes a visit to a different branch and wants to see their specific information. Typically store staff wouldn't necessarily need to do this since all branch data is visible, no matter what branch you're logged in as.

1 Navigate to <https://www.hvacxref.com/>

2 In the top right corner, click the blue gear icon.



3 Click the "X" in the branch box to clear the current information.

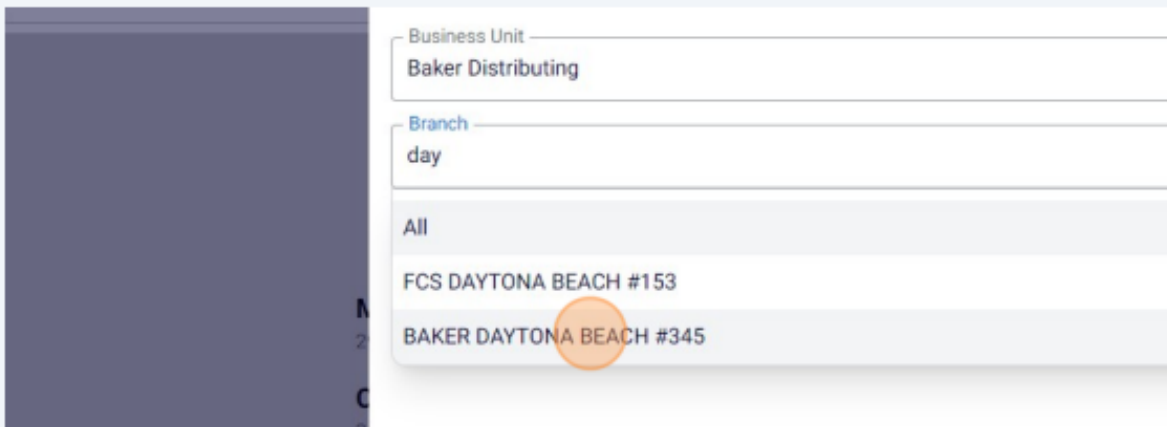
The screenshot shows a web interface titled "Your Settings" with a gear icon. It contains two dropdown menus. The first is labeled "Business Unit" and has "Baker Distributing" selected. The second is labeled "Branch" and has "BAKER POMPANO BCH #159" selected. Both dropdowns have a small "X" button in the top right corner to clear the selection. The "Branch" dropdown's clear button is highlighted with an orange circle. Below the dropdowns is a blue "Save" button.

4 Click this text field.

This screenshot shows the "Your Settings" form with the "Branch" dropdown menu open. The "Business Unit" dropdown remains at "Baker Distributing". The "Branch" dropdown is now displaying a list of options: "All", "BAKER POMPANO BCH #159", "BAKER BOYNTON BCH #320", "BAKER W PALM BEACH #165", "BAKER DORAL #321", "BAKER STUART #315", and "BAKER VERO BEACH #357". The text field at the top of the dropdown, which says "Branch", is highlighted with an orange circle.

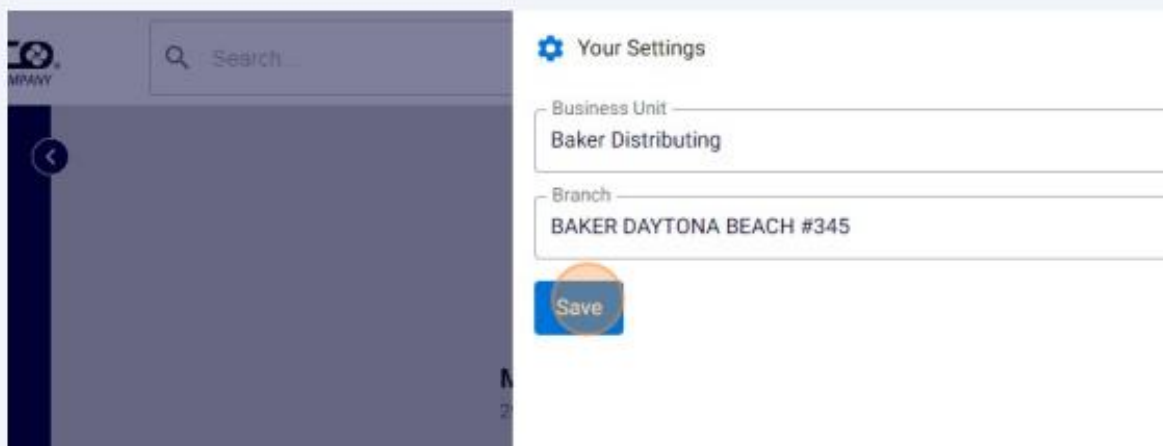
- 5 Begin typing the city or branch number that you're looking for.

- 6 Select the appropriate option from the drop-down menu. In this example, we're going to change from Pompano Beach to the Daytona Beach Baker location.



The screenshot shows a form with two fields: "Business Unit" and "Branch". The "Business Unit" field is set to "Baker Distributing". The "Branch" field is set to "day". Below the "Branch" field, a drop-down menu is open, showing the following options: "All", "FCS DAYTONA BEACH #153", and "BAKER DAYTONA BEACH #345". The "BAKER DAYTONA BEACH #345" option is highlighted with an orange circle.

- 7 Click "Save"



The screenshot shows the "Your Settings" form. The "Business Unit" field is set to "Baker Distributing". The "Branch" field is set to "BAKER DAYTONA BEACH #345". Below the "Branch" field, a blue "Save" button is highlighted with an orange circle.

- 8 Now when you perform searches, the default data will be the branch #345 information, and use Daytona Beach as the center when estimating distances for other branches.