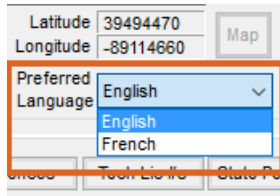


Preferred Language

Last Modified on 03/15/2023 11:08 am CDT

The preferred language of a Customer can be indicated on the customer profile.

At *Hub / File / Customers* select to **Add** or **Edit** a Customer. In the *Preferred Language* section of the *Profile* tab, select *English* or *French*.



The image shows a portion of a web form for a customer profile. It includes fields for Latitude (39494470) and Longitude (-89114660) with a 'Map' button. Below these is a 'Preferred Language' dropdown menu with a blue border, currently showing 'English' and a dropdown arrow. The menu is open, displaying 'English' and 'French' as options. Below the dropdown are fields for 'Phone', 'Tech Lic No', and 'State Pr'.

Delivery Tickets, Booking documents, Invoice documents, and payment receipts will print labels in the chosen *Preferred Language*.

When running reports such as Budget Billing Statement or Combo Statements, the preferred language on the first customer in the list of selected customers determines the language of the labels on the report for the entire run. If the report needs to be run for customers with differing preferred languages, enter separate Customer Classifications and run the report by Customer Classification.