

## Provider Information

**How to:** Edit Shipping information, Hours of Operation, and Contacts

Step #	Execution Procedure or Input	Expected Result or Output
1	Go to <b>Provider Information</b> tab and edit the shipping information.	System should allow you to go to the Provider Information tab and edit the address 1, address 2, City, State, Zip Code, and County (from drop down). The company name and county should not be editable.
2	Edit hours of operation in military time. Enter 0800-1700	System should allow you to enter facility open and close times.
3	Click on the hyperlink on either the last or first name of the contact listed. Enter Contact First Name, Last Name, Phone 1, Phone 2, Email, and Fax, then check Primary. Note: Do not use ‘()’ or ‘-’ or special characters.	System should open a secondary popup screen Edit Customer Contacts showing the contact’s last name, first name, phone 1, phone 2, email, fax and the primary contact box checked.
4	Modify the contact information. Click <b>SAVE</b> to close out the <b>Edit Customer Contacts</b> box.	System should allow you to click SAVE. System will refresh the Provider Information screen and show your changes
5	After verify changes, click <b>SAVE</b> at the <b>bottom left of Provider Information screen</b> .	System refreshes screen and changes captured.

### Provider Information Screen

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Program: Tuberculosis Elimination Program - Customer: Community Health Center of Lubbock

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**PROVIDER**

**Shipping Information**

Name: Community Health Center of I  
Address 1: 1318 Broadway  
Address 2:  
City: Lubbock  
State: Texas  
ZIP: 79401  
County: Lubbock

**Hours Of Operation**

	Open	Lunch Start	Lunch End	Close
Monday	08 00	13 00	12 00	17 00
Tuesday	08 00	13 00	12 00	17 00
Wednesday	08 00	13 00	12 00	17 00
Thursday	08 00	13 00	12 00	17 00
Friday	08 00	13 00	12 00	17 00
Saturday	00 00	00 00	00 00	00 00
Sunday	00 00	00 00	00 00	00 00

**Contacts** | **Program**

First Name	Last Name	Phone	Ext.	Phone 2	Ext.	Email	Fax	Primary

**Save** **Cancel**

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