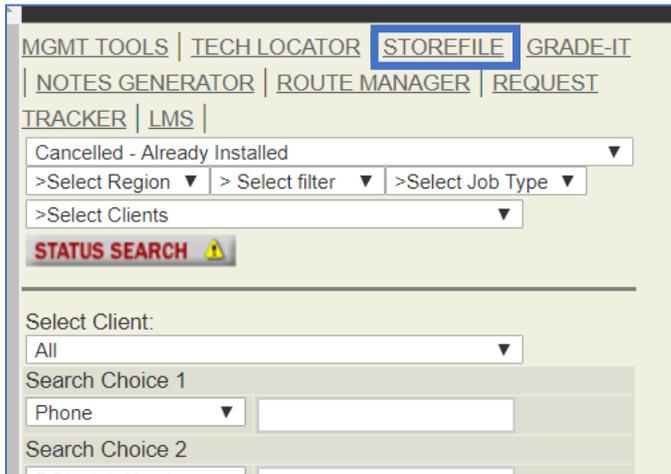


# StoreFile: Finding Service Companies

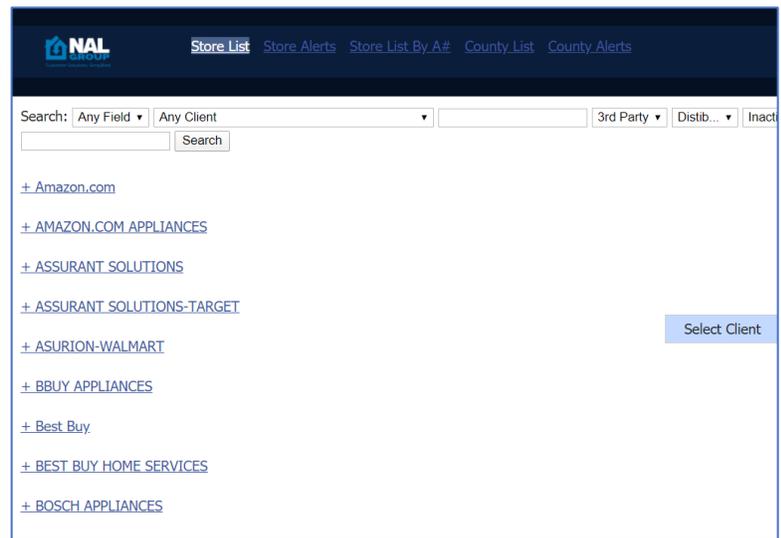
StoreFile is a page used to look up service companies for clients and it can be accessed from DOLI. The page is organized by client, and then, by store so we can see which companies are assigned as Primary and Secondary. There is also a function in StoreFile that allows you to see who performed orders for that store in the past.

To access StoreFile, click on the link at the top of Quadrant 1 that says “StoreFile.”



After you click the link in DOLI, a new window will open that will allow you to click on the client on your order. Make sure you match the client on the order exactly so you can get the correct results. For example, if the client link under the navigation bar says “BBY Appliances,” then you need to find that in StoreFile.

After you have found the correct client, click on the client name in StoreFile and this will open a list of stores for that client. You will need to find the selling store listed on the order by clicking on the client name link listed below the DOLI Navigation Bar in Quadrant 3. To find the store number in the list; you can use **CTRL+F** to find the store number quickly.



For each store, there are fields for Primary, Secondary and Tertiary Service Companies; however, not all positions will be filled for every store. If you look at the picture below, you can see how some stores have one service company, others have two service companies and others have all three filled with companies.

# StoreFile: Finding Service Companies

+ BBUY APPLIANCES			
Store #	Primary Appliance	Secondary Appliance	Tertiary Appliance
0			
4	(A502619) MAISON FIXTURE INSTALLATION &AM...		
5			
6			
7			
8	(A502619) MAISON FIXTURE INSTALLATION &AM...		
9			
10			
11			
12			
13	(A98245) 7TH AVENUE APPLIANCE	(A501422) AMAZING HANDYMAN SERVICES	(A82792) BUILD IT GUYS
14	(A85501) KUEHN ENTERPRISES		
15			
16	(A93478) ELITE HOME SERVICES		
17	(A114508) DS APPLIANCE REPAIR	(A123947) PRAIRIESONS INC	

These companies are within the area of the store and work orders for that store. Generally, the primaries' area is within 40 miles from the store and the secondary/tertiary areas are 40 miles from their starting locations to the store. You will use the A# listed to look up the contact information in SMT.