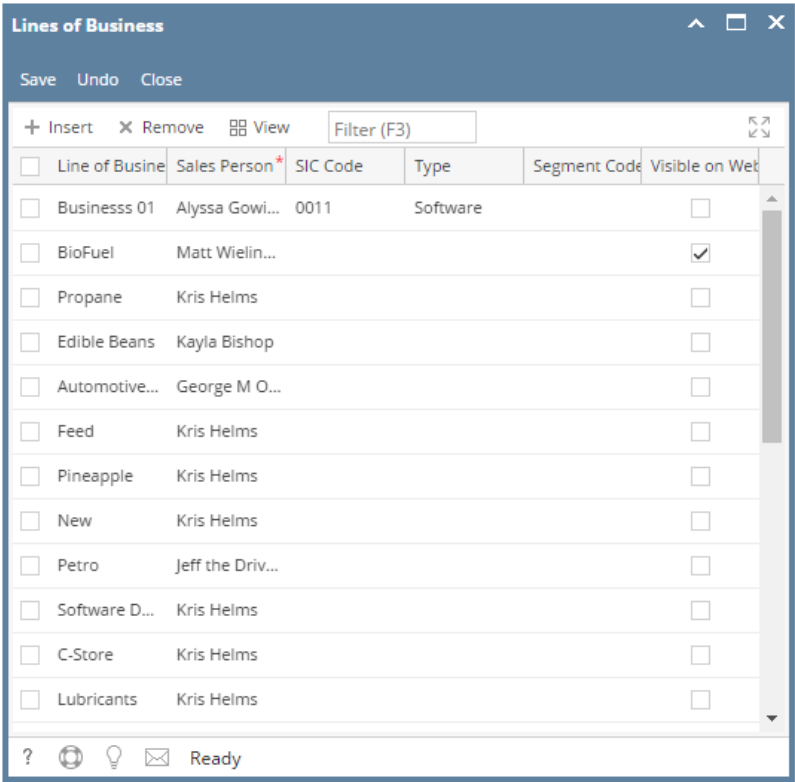


How to Add Lines of Business

- 1. On the user's menu panel go to **Common Info** folder then click **Lines of Business**
- 2. Click the **Insert** button to add a new blank row at the bottom
- 3. Enter the needed details:
 - a. Line of Business
 - b. Sales person
 - c. SIC Code
 - d. Type
 - e. Segment Code
 - f. Visible on Web



Columns	Description
Line of business	Descriptive field of line of business
Sales Person	This is the sales person primarily assigned to the line of business to recover leads from the web
SIC Code	Standard industry code - assists in marketing
Type	Controls what appears on each screen based upon a function.
Segment Code	Segment of the chart of accounts to line of business
Visible on Web	Visible on web site

- 4. Click the **Save** button once done.