

HUMAN RESOURCES

EMPLOYEES - ADDRESSES

You can **Add**, **Edit** and **Delete** an employee address from the **Employees** listing screen.

Ribbon Access: Finance and HR > Employees

• •						BPO: Version 2.4.0.	11 - Example Con	npany					_ – ×
	Equipment /	Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
Financial	Debit Order	Employees	Crafts										
Fin	Batches iance a	Human Res	ources "										\$

1. The *Employees* listing screen will display.

VIEW EMPLOYEE ADDRESSES

SELECT EMPLOYEE

- 2. Select the *row* of the employee whose address details you wish to *view*.
- 3. Click on the *Addresses* tile



-				1	En	ployees - BPO: Version 2.4.0.11 - Exam	ple Company				-		x
	Home	Equip	oment /	Locations Contract	Finance / HR Inv	entory Maintenance / Projects Manuf	acturing Procurem	ent Sales	Service Re	porting Utilit	ies -	_ 8	>
Add	Edit [Delete	View 3	Save Layout Wor	rkspaces Reports E	xport Refresh							
	Maintenai	ance		# Format	View	Curr							-
inks			A Di										
nter te>	ct to searc	m		EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status	
Add	resses		٩	* B C	8 8 0	s 🛛 c	88c	8 E C	REC	8 B C	8 8 0	880	
				DUT001	Bianca Du Toit	kameshni.pillay@co3.co.za	Belinda Sharman	Sales	031 123 4564	083 123 4567	1234	A	
				SHA001	Belinda Sharman	Belinda@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A	
Ove	rtimo and			HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					А	
Holic	days			BAL001	Steven Cooper	Steven@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					Α	
				You001	Karlien Jessica You	Karlien Jessica@TEST ALPHA v2.4.0.0 DB						Α	
				RED001	George James Red	George James@TEST ALPHA v2.4.0.0 DB	Wesley Haynes					Α	
Com Man	ipetence agement			EMP123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					A	
				DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A	
				STE001	Markus Arilius Stev	Markus Arilius@TEST ALPHA v2.4.0.0 DB	John Twain					Α	
Payr	roll Data			JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					A	
				CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						A	
				TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	Α	
		s 🖉	ŀ	MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A	
	~			TIM	Joseph Timber	Joseph@TEST ALPHA v2.4.0.0 DB.co.za						A	
	(2)			BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A	
				E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A	
				E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A	
				MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A	
Loar	19			DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A	
coal				DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						A	
				DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A	
				DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A	
-				THO001	Mary Thompson	Mary@TECT ALDHA u2 4.0.0 DR co. 22	Polinda Charman						ļ

1. The *Address List for : []* screen will open.

VIEW ADDRESS

1. Here you can view <u>all</u> of the addresses currently linked to the selected employee.

ADD EMPLOYEE ADDRESS

2. Click on *Add*.





1. The *Add new address* screen will open.

ADD ADDRESS DETAILS

2. Address Type: Click on the drop-down arrow in this field.



\$ =	1		Add new add	ress - BPO: Version 2.4.	0.11 - Example C	ompany							C
Home	Equipment / Locations Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	8 x	c
Save Back													
Processing												6	2
		_											
Address Type		•	-2										
Address 1			2										
Address 2													
Address 3													
City													
Province													
Postal Code													
Country													
Default Address													
1													
1													

- 1. The Address Type **list** will display
- 2. Select from this list, the type you wish to add to the employee.
 - In this example, *Phys Physical* is selected.

\$ =				Add new ad	dress - BPO: Version 2.4	0.11 - Example C	ompany						
Home	Equipment / Lo	cations Contra	ct Finance	HR Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ ×
Save Back													~
in occuping a													
Address Type	-		*										
Address 1	Type d	lilling	-		1								
Address 2	PHYS P	'hysical < 🚬											
Address 3	POST P SHIP S	'ostal ihipping		2									
City													
Province													
Postal Code	x		11										
Country													
Default Address													
1													
1													



- 1. The *Address Type* field will populate with your selection.
- 2. Add the remaining address details:
 - Address 1 3: Type in the number, street and town in these first 3 rows.
 - **City**: Type in the City of this address
 - ° **Province**: Type in the province of this address.
 - ° **Postal Code**: Type in the address post code.
 - ° **Country**: Type in the country of this address.

DEFAULT ADDRESS

- 3. **Default Address**: Select this check box if this is to be the *primary* address for this employee. All correspondence will be for this address unless otherwise specified.
 - In this example, this address has been selected as the default address.

SAVE ADDRESS

4. When you have completed the new address details, click on *Save*.



\$ 7				Add new add	ress - BPO: Version 2.4.0).11 - Example G	ompany						
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ x
8													
Save Back													
Processing	-4												\diamond
				1									
Address Type	Physical												
Address 1	1												
Address 2	Main Street												
Address 3	Main Town												
City	Main City			_2									
Province	Main Province												
Postal Code	MA 1N												
Country	South Africa	_											
Default Address													
	1												
	3												

- 1. A notification message box will pop up informing you;
 - Address has been saved.
- 2. Click on OK.

*				Add new add	ress - BPO: Version 2.4.).11 - Example C	ompany					_	
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ x
Save Back													\$
Address Type	Physical		•	1									
Address 1	1			4									
Address 2	Main Street												
Address 3	Main Town				Γ								
City	Main City			-									
Province	Main Province					×							
Postal Code	MA 1N												
Country	South Africa			,	ddress has been saved								
Default Address			2-		ОК								



VIEW SAVED ADDRESS

- 1. You will return to the *Address List for: []* screen.
- 2. The new address can now be viewed in the data grid.
- Note that the final column IsDefault reads as 'Yes' as this address was selected as the Default Address in the previous step.
- 4. Click on *Back* to return to the *Employees* listing screen.



EDIT EMPLOYEE ADDRESS

SELECT EMPLOYEE

- 1. In the *Employees* listing screen
- 2. Select the *row* of the employee for whom you wish to *edit* an Address.
- 3. Click on the *Addresses* tile



Ŧ		1 Er	nployees - BPO: Version 2.4.0.11 - Exam	ple Company				_		>
Home Equipment	/Locations Contra	ct Finance / HR In	ventory Maintenance / Projects Manuf	acturing Procuren	nent Sales	Service Re	porting Utilit	ies -	- 0	2
d Edit Delete View Maintenance	Save Layout W	View	Refresh							~
ks 🏨										
er text to search 🖌 🔎 –	EmployeeNumber	▲ FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status	
Addressee	8 a 🗠 c	R C	a 🛙 c	a 🛛 c	8 C	R I C	all c	a 🛛 c	R D C	
Addresses	E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A	
	E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A	
Quertine and	EMP123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					A	
Holidays	HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A	
	JO001	Sasha Jones		Bianca Du Toit	Sales				Α	
	JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					A	
Competence Management	JU01	Judah Milne		Belinda Sharman	Sales				A	
	KES001	Julanda Kessler			Sales				A	
	KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A	
Payroll Data	MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A	
7	MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A	
/	NDW001	Sne Ndwalane	snenhlanhla.ndwalane@co3.co.za		Sales				A	
Banking Details	PIL001	Kame Pillay	kameshni.pillay@co3.co.za						Α	
2	RED001	George James Red	George James@TEST ALPHA v2.4.0.0 DB	Wesley Haynes					A	
	REP001	Marc Repsold	marc.repsold@co3.co.za		Sales				A	
Custom Details	SHA001	Belinda Sharman	Belinda@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A	
	STE001	Markus Arilius Stev	Markus Arilius@TEST ALPHA v2.4.0.0 DB	John Twain					Α	
	STO001	Troy Stokes			Sales				A	
1	TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A	
Loans	THO001	Mary Thompson	Mary@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A	
	TIM	Joseph Timber	Joseph@TEST ALPHA v2.4.0.0 DB.co.za						A	
	You001	Karlien Jessica You	Karlien Jessica@TEST ALPHA v2.4.0.0 DB						Α	

SELECT ADDRESS TO EDIT

- 1. The *Address List for : []* screen will open.
- 2. Select the *row* of the employee address where you wish to make *changes*.
- 3. Click on *Edit*.





1. The *Edit address* screen will open.

EDIT ADDRESS DETAILS

- All of the fields except *Address Type* and the *Default Address* check box, require the edited details to be typed directly into the text boxes.
- 3. If you wish to edit the *Address Type*, click on the drop-down *arrow* and select an alternative address type from the list displayed.
- In this example, this address is to be edited to become the <u>primary</u> or default address, therefore the **Default Address** check box is to be selected.



\$ *		1		Edit addre	ss - BPO: Version 2.4.0.1	1 - Example Con	npany						
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ ×
Save Back													
Processing _				3									\sim
Address Type	Postal												
Address 1	1 New House												
Address 2	New Road												
Address 3	New Town												
City	New City			2									
Province	New Province												
Postal Code	NC												
Country	South Africa												
Default Address													
4	1												

SAVE EDITED DETAILS

- 1. When you have finished editing the employee address,
- 2. Click on Save.

⊉ ₹				Edit addre	ss - BPO: Version 2.4.0.1	1 - Example Con	npany						
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ X
Save Back													
Processing	2												\diamond
Address Type	Postal		•										
Address 1	1 New House												
Address 2	New Road												
Address 3	New Town												
City	New City												
Province	New Province												
Postal Code	NC												
Country	South Africa												
Default Address	\mathbf{N}												



- 1. A notification message box will pop up informing you;
 - Address has been saved.
- 2. Click on *OK*.



VIEW EDITED ADDRESS

- 1. You will return to the *Address List for: []* screen.
- 2. The recent changes to the employee address can now be viewed in the data grid.
- 3. Click on *Back* to return to the *Employees* listing screen.





DELETE EMPLOYEE ADDRESS

SELECT EMPLOYEE

- 1. In the *Employees* listing screen,
- 2. Select the *row* of the employee for whom you wish to *delete* an address.
- 3. Click on the *Addresses* tile.



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- 📦 - F	Home Equipme	ent / Locations Contrac	t Finance / HR Inv	rentory Maintenance / Projects Manuf	acturing Procuren	nent Sales	Service Re	porting Utilit	ies -	- 8	×
Add Edi	it Delete V	/iew Save Layout Wo	rkspaces Reports E	xport Refresh							
Mair	ntenance	Format	4 View	∡ Curr ∡							2
Links	4	Drag a column header he									
Enter text to	search	EmployeeNumber	 FullName 	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status	
		P ====	R O C	* D ¢	100	REC	RBC	R C	a 🛛 c	a 🛛 c	
Addresse	28	DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A	
		DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						A	
		DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A	
Overtime Holidays	e and	E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A	
		E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A	
		EMP123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					A	
Compete	nce	HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A	
rianagen	incine.	JO001	Sasha Jones		Bianca Du Toit	Sales				A	
		JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					Α	
Payroll D	ata	▶ JU01	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales				Α	
		KES001	Julanda Kessler			Sales				Α	
		KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A	
Banking D	Details	MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				Α	
	2	MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A	
		NDW001	Sne Ndwalane	snenhlanhla.ndwalane@co3.co.za		Sales				A	
Custom D	Details	PIL001	Kame Pillay	kameshni.pillay@co3.co.za						A	
		RED001	George James Red	George James@TEST ALPHA v2.4.0.0 DB	Wesley Haynes					Α	
		REP001	Marc Repsold	marc.repsold@co3.co.za		Sales				A	
1		SHA001	Belinda Sharman	Belinda@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A	. U
LUaris		STE001	Markus Arilius Stev	Markus Arilius@TEST ALPHA v2.4.0.0 DB	John Twain					A	
		STO001	Troy Stokes			Sales				Α	
		TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A	
		THORAT	Mary Thompson	Manu MTECT ALDHA UD 4 0 0 DP co 30	Polinda Charman					۸	<u> </u>

SELECT ADDRESS TO DELETE

- 1. The *Address List for : []* screen will open.
- 2. Select the *row* of the employee address that you wish to *delete*.
- 3. Click on *Delete*.



\$					1-			► Addr	ess List f	or : JU01	- BPO:	Version 2	.4.0.11 - Exa	mple Company					_		×
	Home	Equipr	ment / Loo	cations	Cont	tract	Financ	e / HR	Inventory	Maint	enance /	Projects	Manufacturi	ng Procuremen	nt Sales	Service	Reporting	Utilities	-	₽	×
Add	Edit	X Delete	Back	Save La	ayout	Workspa	aces	Excel	Refresh												
	Process	ing	4	3	Forma	at		View 🖌	Curr	4											
Addre	ssType	CodeDe	scription	1	Address	51		Address2		Address	3	Cit	y	PostalCode	County		Country	IsDefault			
Υ R⊡C		REC			R C			R C		REC		R	¢	8 C	R C		a 🛛 c	REC			
> PHYS		Physical			1 King H	louse		King Stree	t	King Tov	wn	Kin	ig City	KP01	King Pro	vince	UEA	Yes			
POST		POSIdi			PU BOX	100		101 KOdu		Royal To	own	RO	yar City	ROTUI	Royal P	ovince	UAE	IND			
2																					

CONFIRM DELETION

- 1. A *Delete Address* message box will pop up asking;
 - Are you sure you want to delete this address?
- 2. Click on Yes.



-	¥ I				Address List	for: JU01 - BPO:	Version 2.4.0.11 - Ex	ample Company					X
		Home	Equipment / L	ocations Contract Final	nce / HR Inventor	y Maintenance	Projects Manufact	uring Procuremen	nt Sales Servi	ce Reporting	Utilities	_ é	2 X
	Add E	Edit D	elete Back	Save Layout Workspaces	Excel Refres	h							\$
Ē	Drag a colun	nn heade	er here to group	by that column									/
ŀ	AddressT	Гуре	CodeDescription	n Address1	Address2	Address3	City	PostalCode	County	Country	IsDefault		
ľ	P BEC		ROC	a 🗖 c	a 🗖 c	R D C	R C	REC	R C	* 0 ¢	REC		
	+ PHYS		Physical	1 King House	King Street	King Town	King City	KP01	King Province	UEA	Yes		
	POST		Postal	PO Box 100	101 Road	Royal Town	Royal City	ROY01	Royal Province	UAE	No		
				2	Are you su	vre you want to de	lete this address?						

- 1. An *Employee Address* message box will pop up informing you;
 - Employee Address Deleted.
- 2. Click on *OK*.

-	v			Address List f	or : JU01 - BPO: \	ersion 2.4.0.11 - Ex	ample Company					
	Home	Equipment / Location	s Contract Finan	ice / HR Inventory	Maintenance /	Projects Manufact	uring Procuremen	nt Sales Servio	e Reporting	g Utilities	_	в х
(Add Edit E	Delete Back Save	Layout Workspaces	Excel Refresh	4							\$
D												
	AddressType	CodeDescription	Address1	Address2	Address3	City	PostalCode	County	Country	IsDefault		
٩	REC	REC	a 🗖 c	R C	R I C	REC	REC	REC.	* 0 ¢	REC		
•	PHYS	Physical	1 King House	King Street	King Town	King City	KP01	King Province	UEA	Yes		
	POST	Postal	PO Box 100	101 Road	Royal Town	Royal City	ROY01	Royal Province	UAE	No		
					Employee A	OK						



VIEW DELETION RESULTS

- 1. The deleted address will be *removed* from the data grid.
- 2. Click on back to return to the *Employees* listing screen.



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