

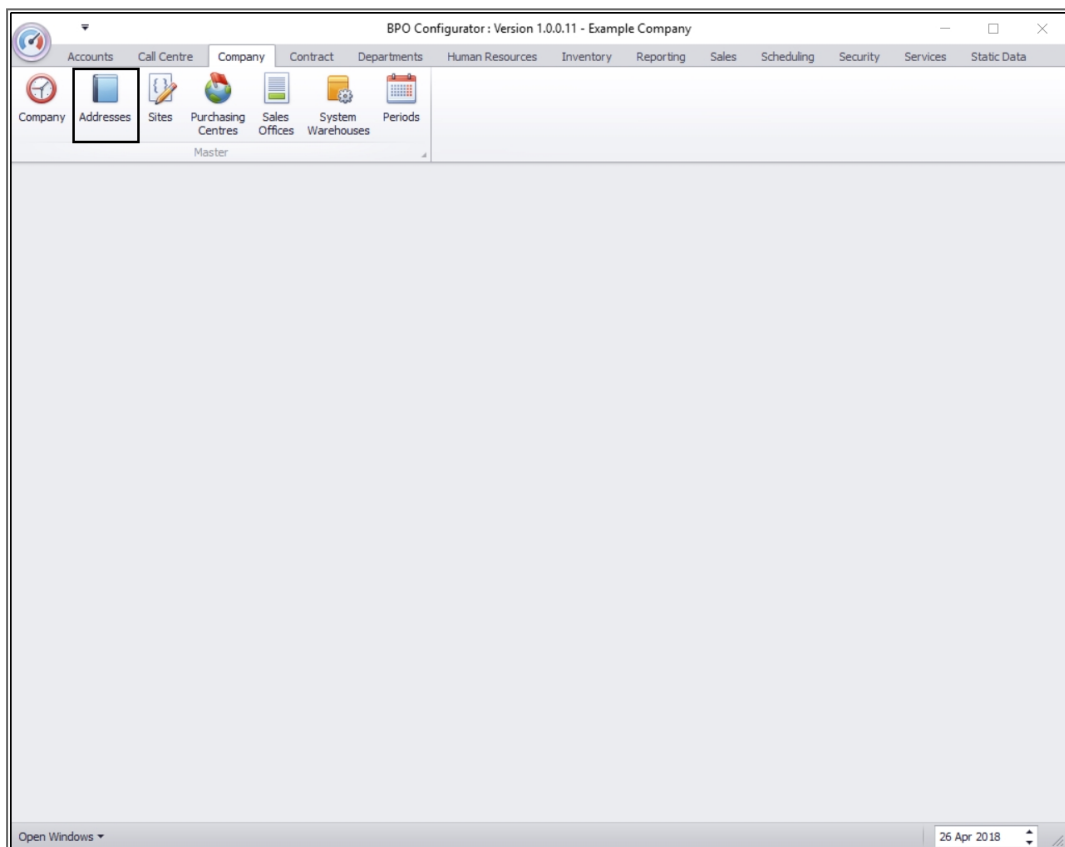
COMPANY

ADDRESSES

The **company address** is used on the header details of the documentation in BPO.

The default address should be **Physical** .

Ribbon Access: *Configurator > Company > Addresses*



- The **Address Listing for Company: []** screen will be displayed.
- Click on **Add** .

Address Listing for Company : Example Company - BPO Configurator : Version 1.0.0.11 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

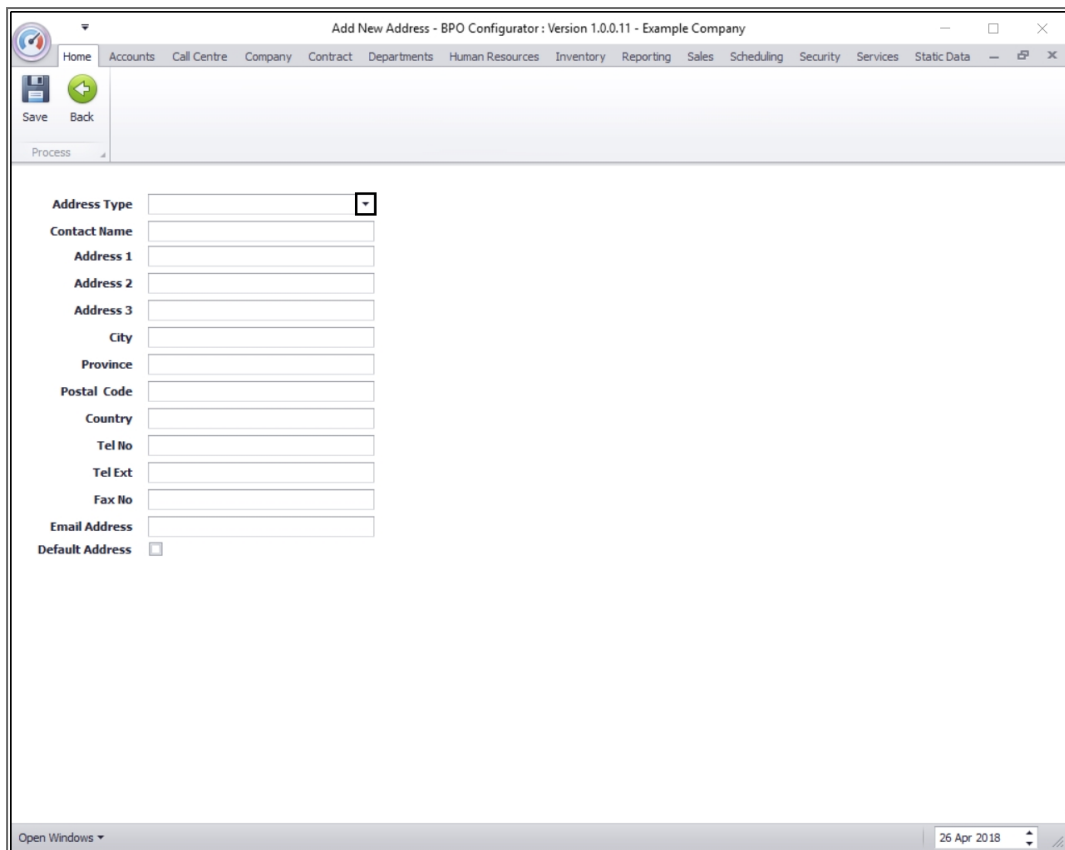
Add Edit Save Layout Workspaces Save Filter Refresh Export

Process Format Cur... E...

CodeDescription	AddressContactName	Address1	Address2	Address3	City	PostalCode	County	Country	TelNo	TeExt	FaxNo	EmailAddress
Postal	Jimmy Jones	PO Box 1234	New Town	Forest Hills	Durban	1234	KZN	South Africa	031 123 4567	147	031 12 4545	jimmy@compa
Physical	Jimmy Jones	Street No and Road Name	Area		City	0000	Province	South Africa	000 000 0000	0000	000 000 0000	employeea@c
Shipping	Jimmy Jones	Test Address 1										
Billing	Jimmy Jones	Test Address 2										

Open Windows 26 Apr 2018

- The **Add New Address** screen will be displayed.
 - **Address Type:** Click on the drop-down arrow in this text box.

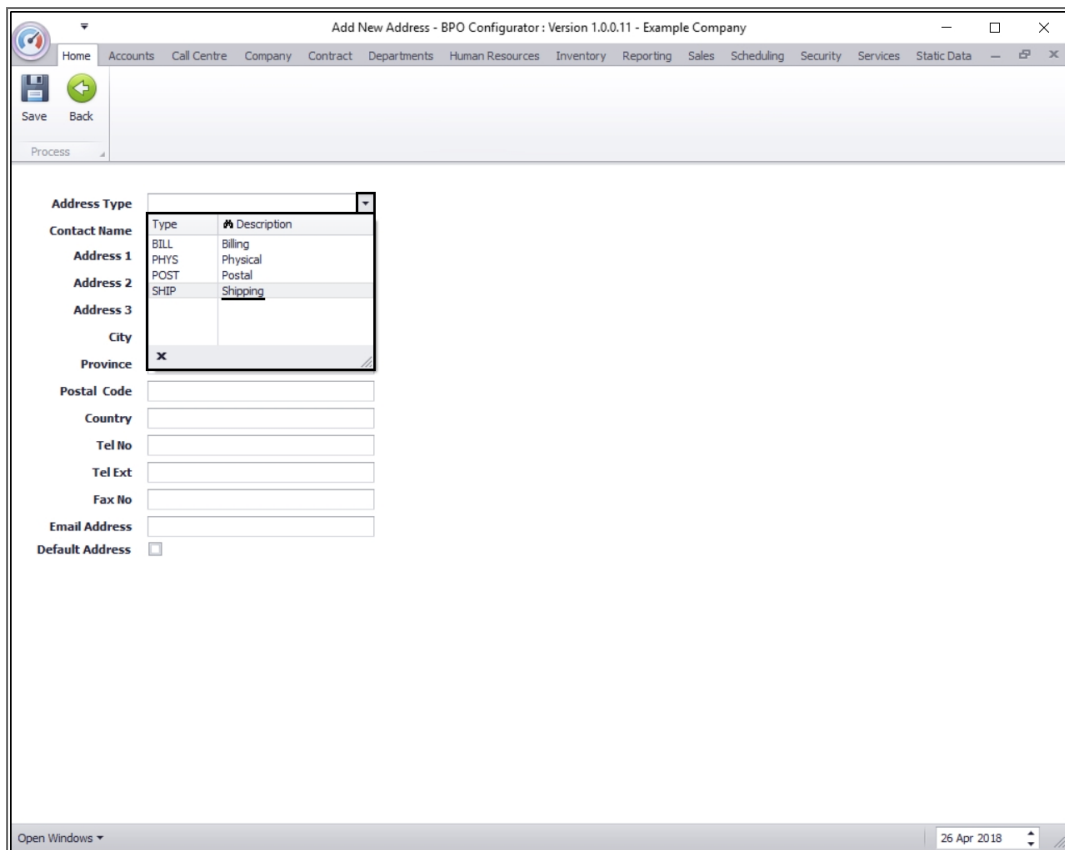


The screenshot displays the 'Add New Address' form within the 'BPO Configurator: Version 1.0.0.11 - Example Company'. The form is organized into a sidebar on the left with labels for each field, and a main area on the right with the corresponding input fields. The fields include:

- Address Type (dropdown menu)
- Contact Name
- Address 1
- Address 2
- Address 3
- City
- Province
- Postal Code
- Country
- Tel No
- Tel Ext
- Fax No
- Email Address
- Default Address (checkbox)

The top navigation bar contains links to Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, and Static Data. The bottom status bar shows 'Open Windows' and the date '26 Apr 2018'.

- The **Address Type** drop-down menu will be displayed.
- Click on the address type that you wish to add to this company configuration.
 - In this image, **Shipping** has been selected.



Address Type

Type	Description
BILL	Billing
PHYS	Physical
POST	Postal
SHIP	Shipping

Contact Name

Address 1

Address 2

Address 3

City

Province

Postal Code

Country

Tel No

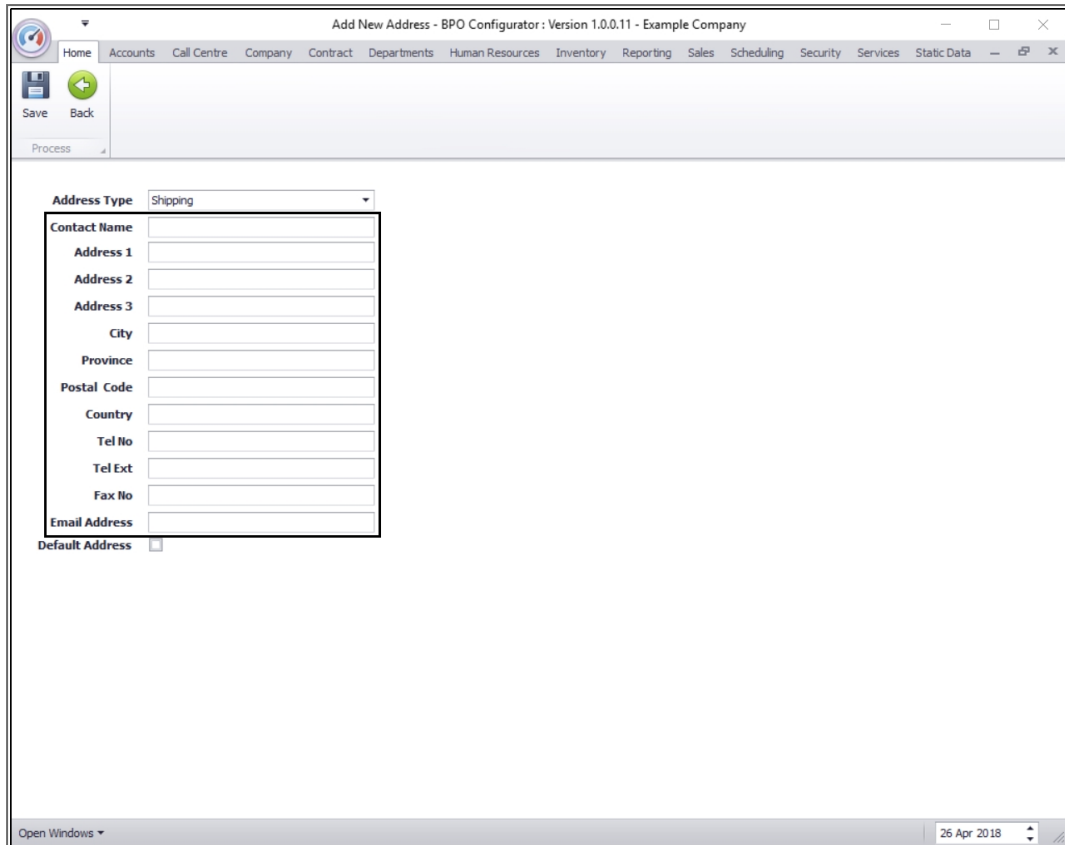
Tel Ext

Fax No

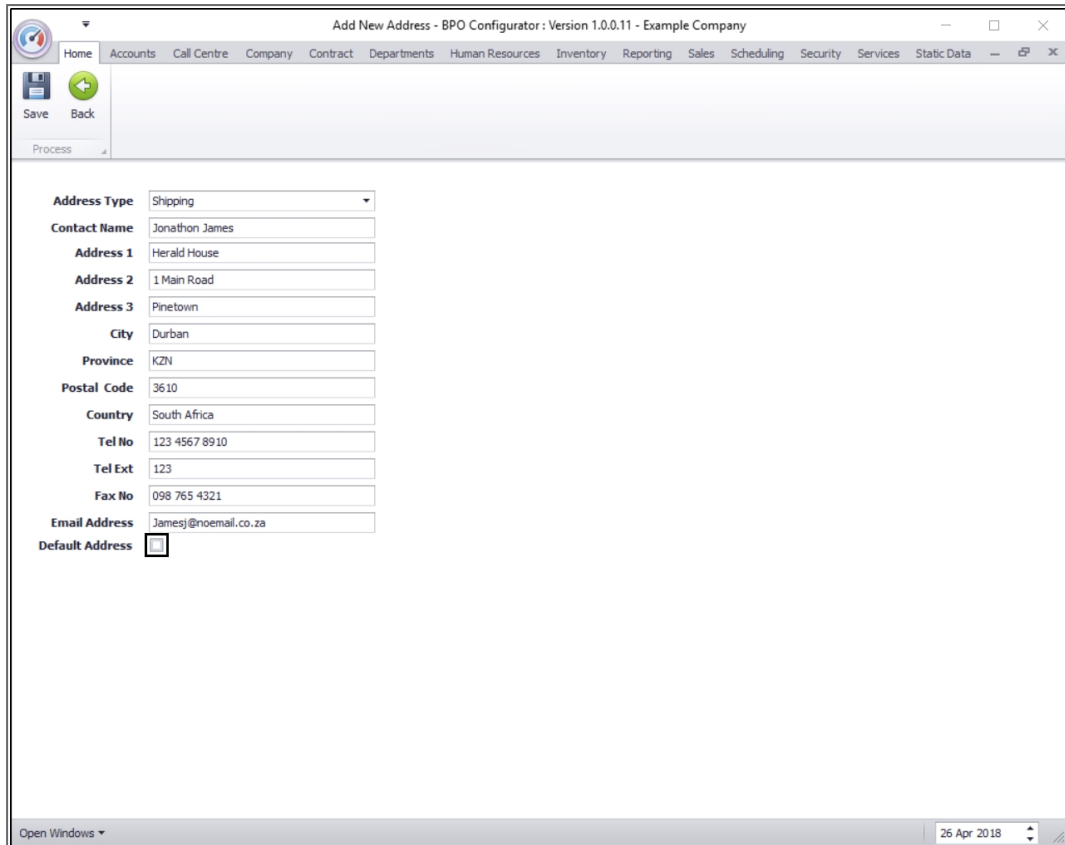
Email Address

Default Address ☐

- Type in the
 - **Contact Name**
 - **Address**
 - **Telephone** and
 - **Email**
 details in the applicable text boxes.



- **Default Address:** Click in this check box if this is the default address for the company.
 - **Note:** The default address should be the **physical** address of the company. As this new address is a **shipping** address, it will not be the default address



Add New Address - BPO Configurator : Version 1.0.0.11 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back

Process

Address Type: Shipping

Contact Name: Jonathon James

Address 1: Herald House

Address 2: 1 Main Road

Address 3: Pinetown

City: Durban

Province: KZN

Postal Code: 3610

Country: South Africa

Tel No: 123 4567 8910

Tel Ext: 123

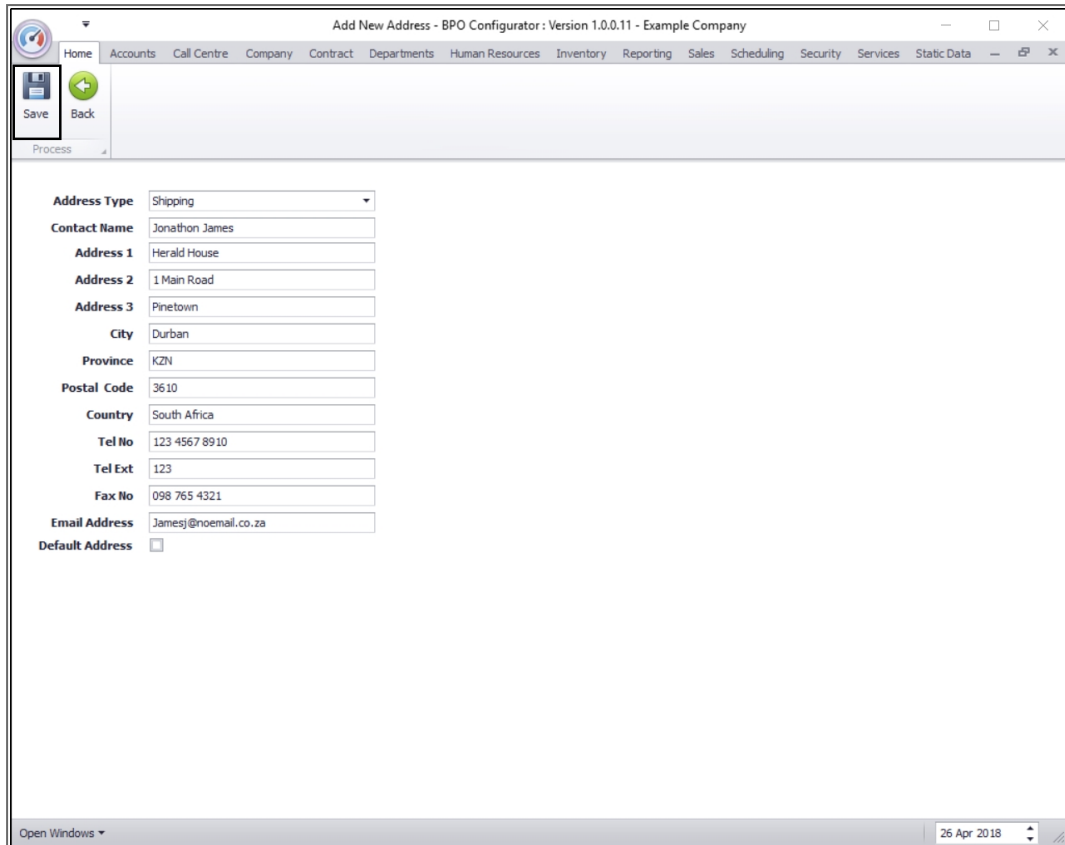
Fax No: 098 765 4321

Email Address: Jamesj@noemail.co.za

Default Address: ☒

Open Windows 26 Apr 2018

- When you have finished adding the new address details, click on **Save** .



Add New Address - BPO Configurator: Version 1.0.0.11 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Save Back

Process

Address Type Shipping

Contact Name Jonathon James

Address 1 Herald House

Address 2 1 Main Road

Address 3 Pinetown

City Durban

Province KZN

Postal Code 3610

Country South Africa

Tel No 123 4567 8910

Tel Ext 123

Fax No 098 765 4321

Email Address Jamesj@noemail.co.za

Default Address ☐

Open Windows 26 Apr 2018

- You will return to the **Address Listing for Company: []** screen.
- Here you can view the newly added **shipping** address.

Address Listing for Company : Example Company - BPO Configurator : Version 1.0.0.11 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Add Edit Save Layout Workspaces Save Filter Refresh Export

Process Format Cur... E...

CodeDescription	AddressContactName	Address1	Address2	Address3	City	PostalCode	County	Country	TelNo	TelExt	FaxNo	EmailAddress
Shipping	Jonathon James	Herald House	1 Main Road	Pinetown	Durban	3610	KZN	South Africa	123 4567 8910	123	098 765 4321	Jamesj@noc
Postal	Jimmy Jones	PO Box 1234	New Town	Forest Hills	Durban	1234	KZN	South Africa	031 123 4567	147	031 12 4545	jimmy@comp
Physical	Jimmy Jones	Street No and Road Name	Area		City	0000	Province	South Africa	000 000 0000	0000	000 000 0000	employeea@
Billing	Jimmy Jones	Test Address 2										

Open Windows 26 Apr 2018

MNU.091.001