

# HUMAN RESOURCES

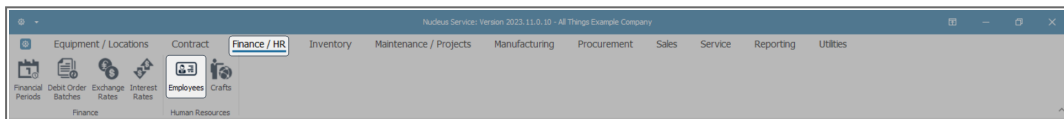
## EMPLOYEES – ADDRESSES

You can **add**, **edit** and **delete** an employee address from the **Employees** listing screen using the **Addresses** tile in the **Links** panel.

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### Ribbon Access: Finance / HR Employees

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The **Employees** listing screen will display.

## VIEW EMPLOYEE ADDRESSES

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### SELECT EMPLOYEE

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- Select the **row** of the employee whose address details you wish to **view**.
- Click on the **Addresses** tile in the **Links** panel.

EmpID	EmployeeID	FullName	EmailAddress	Manager	DepartmentName
825	RCB989	Alanna Robertson	alanna.robertson@attexampledomain.co.za	Sofa Simmons	Sales
115	SHE536	Alanna Sheppard	alanna.sheppard@attexampledomain.co.za	Dulce Nixon	Development
872	PER713	Alicia Perkins	alicia.perkins@attexampledomain.co.za	Sofa Simmons	Sales
101	GLE261	Alaya Guerrero	alaya.guerrero@attexampledomain.co.za	Dulce Nixon	Service Centre
300	HEN531	Albert Henson	albert.henson@attexampledomain.co.za	Harley Briggs	Quality Assurance
19	SIN261	Aleena Singh	aleena.singh@attexampledomain.co.za	Elanna Pugh	Human Resources
291	WAB246	Aleena Ware	aleena.ware@attexampledomain.co.za	Rory Schneider	Marketing
400	BAR109	Alex Barron	alex.barron@attexampledomain.co.za	Corbin McCannell	Projects
724	COL656	Alexander Coleman	alexander.coleman@attexampledomain.co.za	Roman Simpson	Service Centre
287	SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.co.za	Aidinn Clay	Maintenance
643	AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.co.za	Timothy Palacios	0
559	DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.co.za	Violeta Spence	Sales
179	HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.co.za	Leslie Miles	Implementations
181	SAL398	Alexis Salas	alexis.salas@attexampledomain.co.za	Leslie Miles	0
152	NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.co.za	Dulce Nixon	Service Centre
349	BRAB79	Alia Branch	alia.branch@attexampledomain.co.za	Malaysia Price	Administration
3	FOX967	Alanna Fox	alanna.fox@attexampledomain.co.za	Antonio Gordon	Accounts
1011	DRE011	Alice Drew	alice.drew@attexampledomain.co.za	Eden Rowan	Development
869	CAM534	Alison Camacho	alison.camacho@attexampledomain.co.za	Sofa Simmons	Administration
175	ZAM955	Alison Zamora	alison.zamora@attexampledomain.co.za	Leslie Miles	Engineering
239	EST969	Alle Estrada	alle.estrada@attexampledomain.co.za	Averi Alvarado	Projects
461	CUE936	Allison Cuevas	allison.cuevas@attexampledomain.co.za	Bela Chase	Contracts
463	BEN946	Allyson Bender	allyson.bender@attexampledomain.co.za	Zavier Patton	Service Centre
51	DUR589	Alma Duran	alma.duran@attexampledomain.co.za	Ansel Skinner	Sales
587	JAR933	Alma Jarvis	alma.jarvis@attexampledomain.co.za	Lucy Knapp	Development
75	DYE138	Alondra Dyer	alondra.dyer@attexampledomain.co.za	Dulce Nixon	Implementations

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

## VIEW ADDRESS

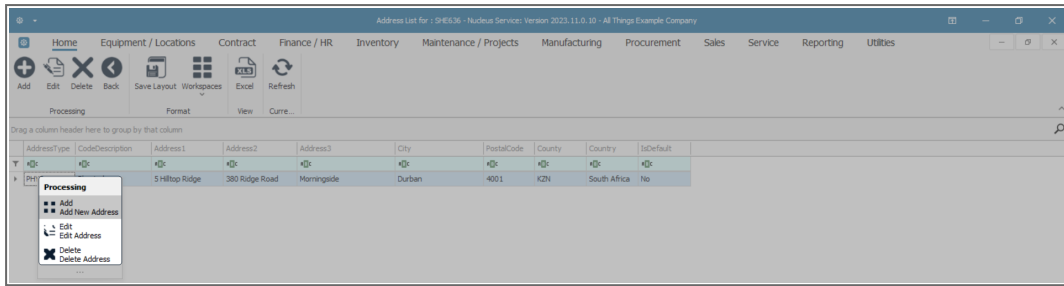
- Here you can view all of the addresses currently linked to the selected employee.

## ADD EMPLOYEE ADDRESS

- Click on **Add**.

AddressType	Code/Description	Address1	Address2	Address3	City	PostalCode	County	Country	IsDefault
PHYS	Physical	5 Hilltop Ridge	380 Ridge Road	Morningside	Durban	4001	KZN	South Africa	Yes

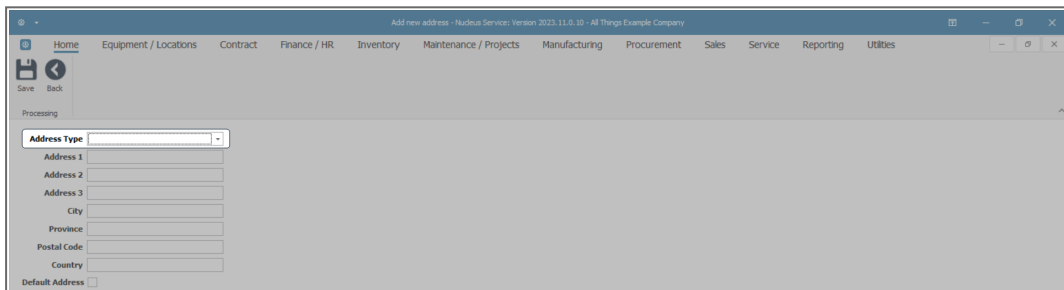
- Or **Right-click** on any row in the address list.
- A **Processing** menu will pop up.
- Click on **Add New Address**.



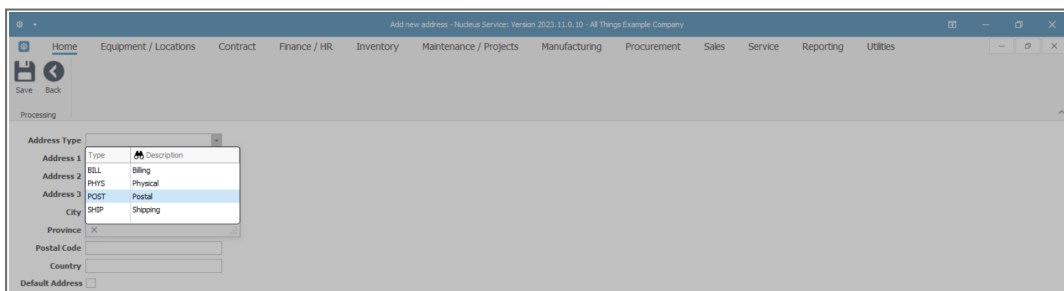
- The **Add new address** screen will open.

## ADD ADDRESS DETAILS

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



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



- The **Address Type** field will populate with your selection.
- 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 postal code.
- **Country:** Type in the country of this address.

### DEFAULT ADDRESS

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- **Default Address:** Select this check box if this is to be the **primary** address for this employee.

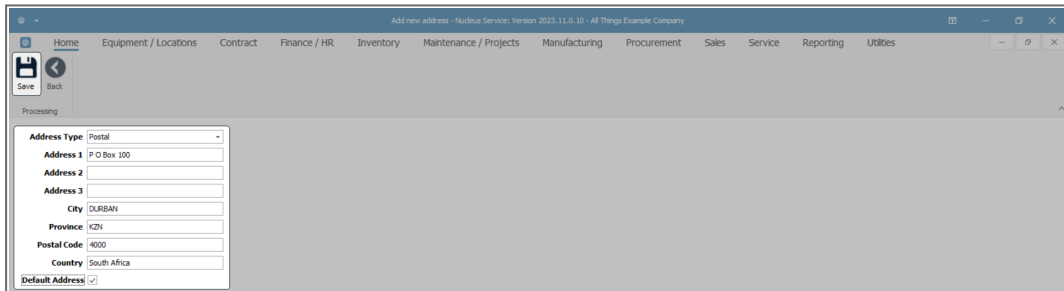
All correspondence will be for this address unless otherwise specified.

- In this example, this address has been selected as the default address.

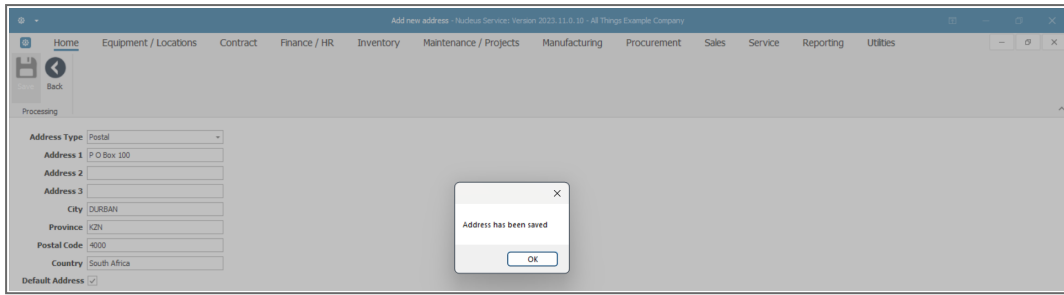
### SAVE ADDRESS

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

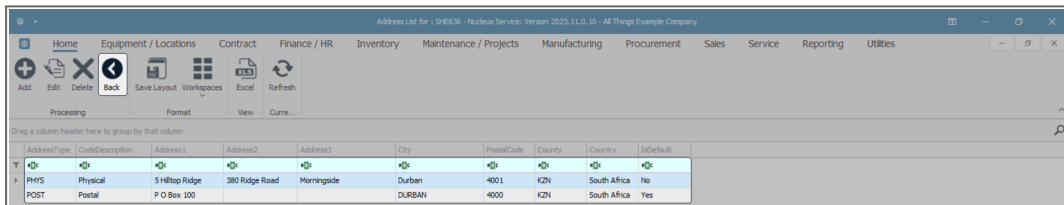


- A notification message box will pop up informing you -
  - **Address has been saved.**
- Click on **OK**.



## VIEW SAVED ADDRESS

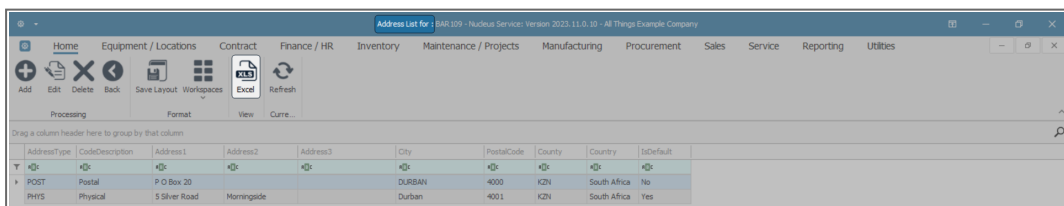
- You will return to the **Address List for: [ ]** screen.
- The new address can now be viewed in the data grid.
- Note that the final column **IsDefault** reads as 'Yes' as this address was selected as the **Default Address** in the previous step.
- Click on **Back** to return to the **Employees** listing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



- Or export data to Excel, if required.

## EXPORT TO EXCEL

- In the **Address List for: [ ]** screen.
- Click on **Excel**.



- This will open an MS Excel spreadsheet with all the data from the data grid.

- You can choose to save, view, search for data, prepare it for printing, and so on, as required.

AddressType	CodeDescription	Address1	Address2	Address3	City	PostalCode	County	Country	IsDefault
POST	Postal	P O Box 20			DURBAN	4000	KZN	South Africa	No
PHYS	Physical	5 Silver Road	Morningside		Durban	4001	KZN	South Africa	Yes

## EDIT EMPLOYEE ADDRESS

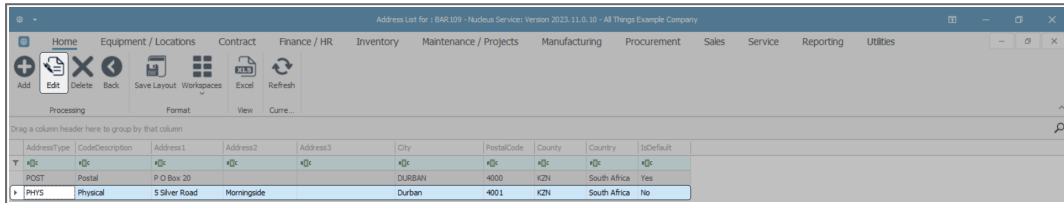
### SELECT EMPLOYEE

- In the **Employees** listing screen.
- Select the **row** of the employee for whom you wish to **edit** an address.
- Click on the **Addresses** tile in the **Links** panel.

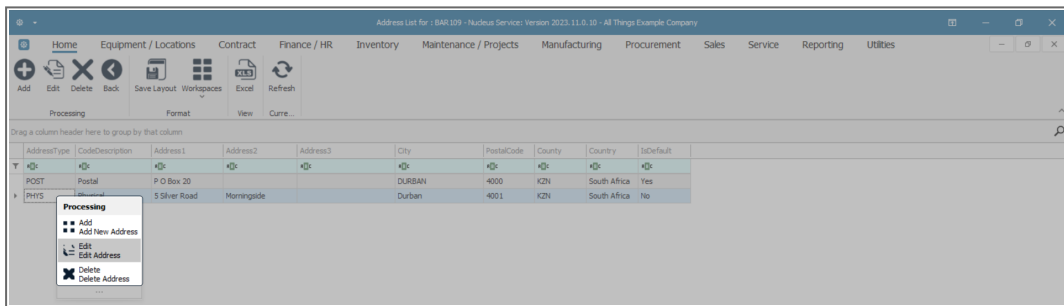
EmployeeID	Fullname	EmailAddress	Manager	DepartmentName
19	Alena Singh	alena.singh@texasampled.com.co.za	Elenna Pugh	Human Resources
291	Alena Wray	alena.wray@texasampled.com.co.za	Rory Schneider	Marketing
400	Alex Barron	alex.barron@texasampled.com.co.za	Corbin McCornell	Projects
724	Alexander Coleman	alexander.coleman@texasampled.com.co.za	Roman Simpson	Service Centre
287	Alexandra Sheppard	alexandra.sheppard@texasampled.com.co.za	Aislinn Clay	Maintenance
643	Alexandra Aguirre	alexandra.aguirre@texasampled.com.co.za	Timothy Palacios	0
559	Alexandra Daugherty	alexandra.daugherty@texasampled.com.co.za	Violeta Spence	Sales
179	Alexandra Huynh	alexandra.huynh@texasampled.com.co.za	Leslie Miles	Implementations
181	Alexis Sales	alexis.sales@texasampled.com.co.za	Leslie Miles	0
152	Alfred Nguyen	alfred.nguyen@texasampled.com.co.za	Dulce Nixon	Service Centre
349	Alla Branch	alla.branch@texasampled.com.co.za	Malaysia Price	Administration
3	Alanna Fox	alanna.fox@texasampled.com.co.za	Antonio Gordon	Accounts
1011	Alice Drew	alice.drew@texasampled.com.co.za	Eden Rowan	Development
869	Allison Camacho	allison.camacho@texasampled.com.co.za	Sofia Simmons	Administration
175	Allison Zamora	allison.zamora@texasampled.com.co.za	Leslie Miles	Engineering
239	Alle Estrada	alle.estrada@texasampled.com.co.za	Averi Alvarado	Projects
481	Allison Cuevas	allison.cuevas@texasampled.com.co.za	Bella Chase	Contracts
463	Allyson Bender	allyson.bender@texasampled.com.co.za	Zavier Patton	Service Centre
51	Alma Duran	alma.duran@texasampled.com.co.za	Anselv Skinner	Sales
587	Alma Jarvis	alma.jarvis@texasampled.com.co.za	Lucy Knapp	Development
75	Alondra Dyer	alondra.dyer@texasampled.com.co.za	Dulce Nixon	Implementations
779	Alondra Gonzales	alondra.gonzales@texasampled.com.co.za	Journey O'Connell	Sales
862	Alonso Morris	alonso.morris@texasampled.com.co.za	Sofia Simmons	Administration
648	Alvaro Schwartz	alvaro.schwartz@texasampled.com.co.za	Hanna Peterson	Manufacturing
654	Alvin Cobb	alvin.cobb@texasampled.com.co.za	Timothy Palacios	Administration
375	Alyssa Archer	alyssa.archer@texasampled.com.co.za	Adelyn Cherry	Operations

## SELECT ADDRESS TO EDIT

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



- Or **Right-click** on the row of the address where you wish to make **changes**.
- A **Processing** menu will pop up.
- Click on **Edit Address**.



- 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.
- 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 primary or default address, therefore the **Default Address** check box is to be selected.

Processing

Address Type: Physical

Address 1: 5 Silver Road

Address 2: Morningside

Address 3:

City: Durban

Province: KZN

Postal Code: 4001

Country: South Africa

Default Address

## SAVE EDITED DETAILS

- When you have finished editing the address -
- Click on **Save**.

Processing

Address Type: Physical

Address 1: 5 Silver Road

Address 2: Morningside

Address 3:

City: Durban

Province: KZN

Postal Code: 4001

Country: South Africa

Default Address

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

Processing

Address Type: Physical

Address 1: 5 Silver Road

Address 2: Morningside

Address 3:

City: Durban

Province: KZN

Postal Code: 4001

Country: South Africa

Default Address

Address has been saved

OK



## VIEW EDITED ADDRESS

- You will return to the **Address List for: [ ]** screen where you will view the recent changes that were made.
- Click on **Back** to return to the **Employees** listing screen.

AddressType	CodeDescription	Address1	Address2	Address3	City	PostalCode	County	Country	IsDefault
POST	Postal	P O Box 20			DURBAN	4000	KZN	South Africa	No
PHYS	Physical	5 Silver Road	Morningside		Durban	4001	KZN	South Africa	Yes

## DELETE EMPLOYEE ADDRESS

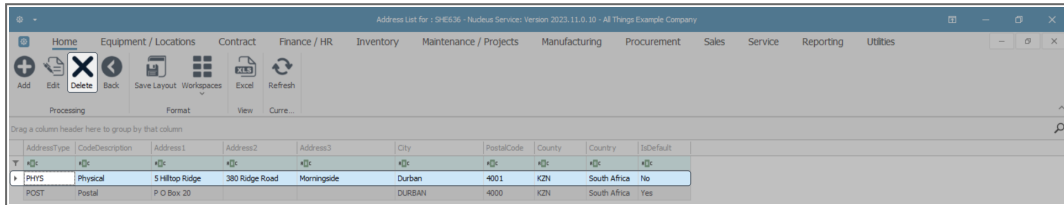
## SELECT EMPLOYEE

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

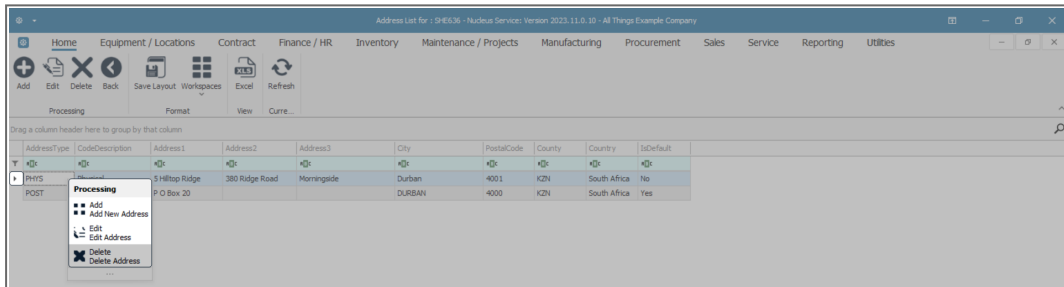
idEm	EmployeeNo	FullName	EmailAddress	Manager	DepartmentName
826	B08990	Alanna Robertson	alanna.robertson@batteexampledomain.co.za	SOFA SIMMONS	Sales
115	PH6536	Alanna Sheppard	alanna.sheppard@batteexampledomain.co.za	Dulce Nixon	Development
872	PER713	Alanic Perino	alanic.perino@batteexampledomain.co.za	SOFA SIMMONS	Sales
101	GLE261	Alaya Guerrero	alaya.guerrero@batteexampledomain.co.za	Dulce Nixon	Service Centre
300	HEN531	Albert Henson	albert.henson@batteexampledomain.co.za	Harley Briggs	Quality Assurance
19	SN261	Aleena Singh	aleena.singh@batteexampledomain.co.za	Elanna Pugh	Human Resources
291	WAR246	Aleena Ware	aleena.ware@batteexampledomain.co.za	Rory Schneider	Marketing
400	BAR109	Alex Barron	alex.barron@batteexampledomain.co.za	Corbin McConnell	Projects
724	COL656	Alexander Coleman	alexander.coleman@batteexampledomain.co.za	Roman Simpson	Service Centre
287	SHE787	Alexandra Sheppard	alexandra.sheppard@batteexampledomain.co.za	Ashlinn Clay	Maintenance
643	AGJ299	Alexandra Aguirre	alexandra.aguirre@batteexampledomain.co.za	Timothy Palacios	0
559	DAU006	Alexandra Daugherty	alexandra.daugherty@batteexampledomain.co.za	Valdia Gomez	Sales
179	HU7032	Alexandria Huynh	alexandria.huynh@batteexampledomain.co.za	Leslie Miles	Implementations
181	SAJ398	Alexis Sabo	alexis.sabo@batteexampledomain.co.za	Leslie Miles	0
152	NGJ219	Alfred Nguyen	alfred.nguyen@batteexampledomain.co.za	Dulce Nixon	Service Centre
349	BR4879	Alia Branch	alia.branch@batteexampledomain.co.za	Malaysia Price	Administration
3	FOX967	Alanna Fox	alanna.fox@batteexampledomain.co.za	Antonio Gordon	Accounts
1011	DRE001	Alice Drew	alice.drew@batteexampledomain.co.za	Eden Rowan	Development
869	CAM534	Allison Camacho	allison.camacho@batteexampledomain.co.za	SOFA SIMMONS	Administration
175	ZAM565	Allison Zamora	allison.zamora@batteexampledomain.co.za	Leslie Miles	Engineering
739	EST969	Alle Estrada	alle.estrada@batteexampledomain.co.za	Areni Alvarado	Projects
481	CU8036	Allison Cuevas	allison.cuevas@batteexampledomain.co.za	Beth Chase	Contracts
463	BE9046	Alyson Bender	alyson.bender@batteexampledomain.co.za	Zavier Patton	Service Centre
51	DUR589	Alma Duran	alma.duran@batteexampledomain.co.za	Ansel Skinner	Sales
587	JAR933	Alma Jarvis	alma.jarvis@batteexampledomain.co.za	Lucy Knapp	Development
75	DYE318	Alondra Dyer	alondra.dyer@batteexampledomain.co.za	Dulce Nixon	Implementations

## SELECT ADDRESS TO DELETE

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

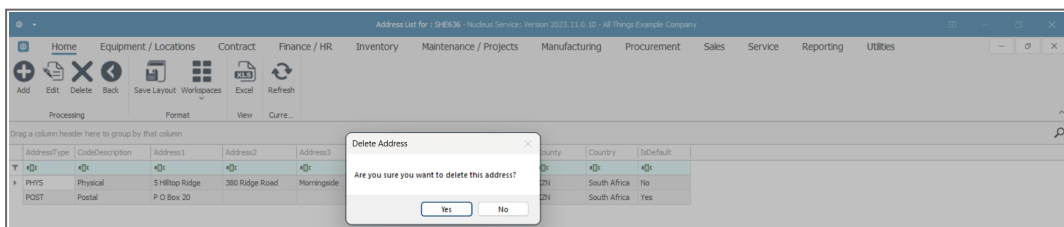


- Or **right-click** on the **row** that you wish to **delete**.
- A **Processing** menu will pop up.
- Click on **Delete Address**.

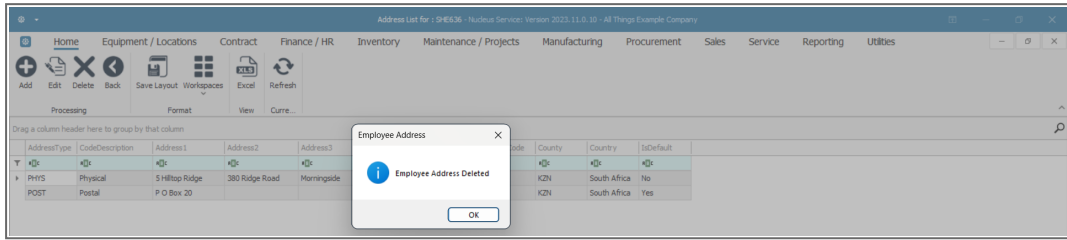


## CONFIRM DELETION

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

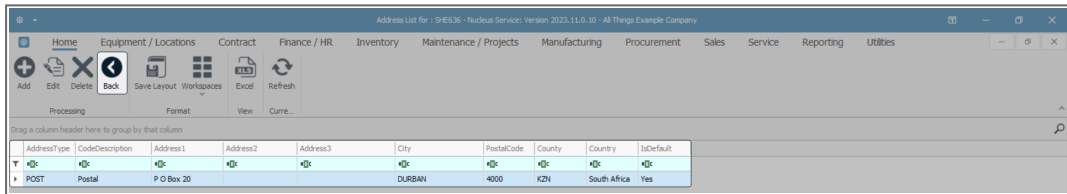


- An **Employee Address** message box will pop up informing you -
  - **Employee Address Deleted.**
- Click on **OK**.



## VIEW DELETION RESULTS

- You will return to the **Address List for: [ ]** screen.  
The deleted address has been removed from the data grid.
- Click on **Back** to return to the **Employees** listing screen.



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