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.

Ribbon Access: Finance / HR Employees

The **Employees** listing screen will display.

VIEW EMPLOYEE ADDRESSES

SELECT EMPLOYEE

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

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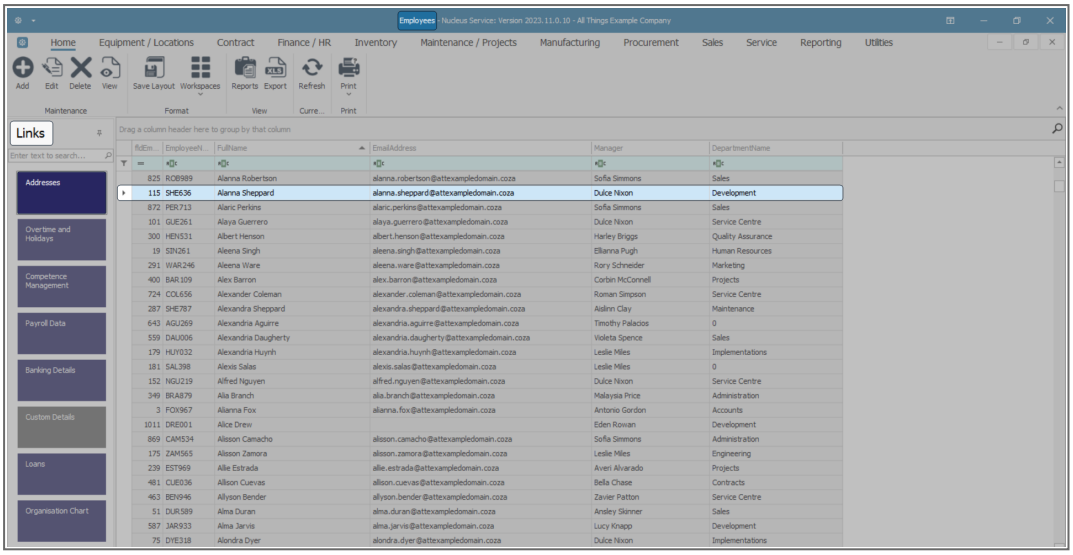


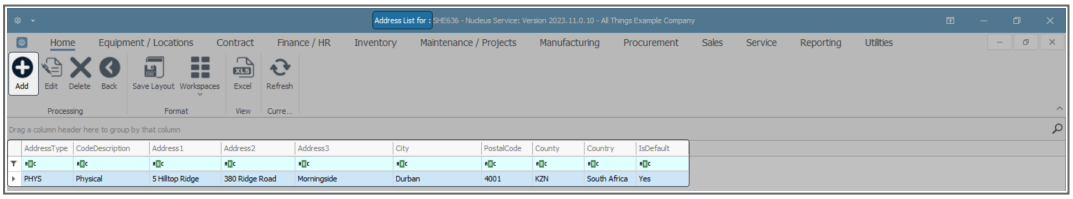
- The **Address List for : [ ]** screen will open.

VIEW ADDRESS

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

ADD EMPLOYEE ADDRESS

- Click on **Add**.



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

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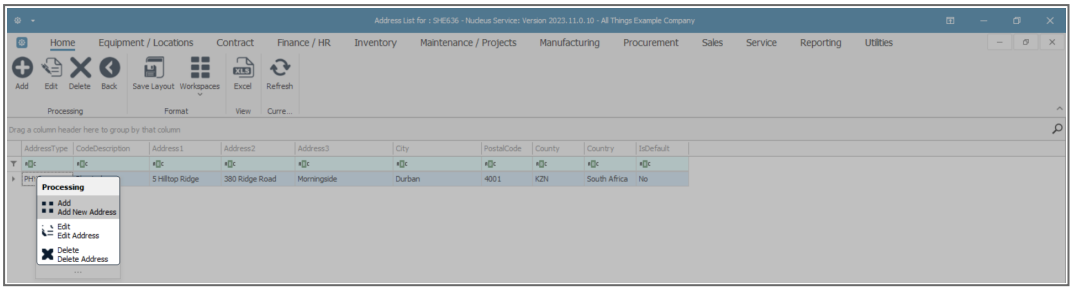
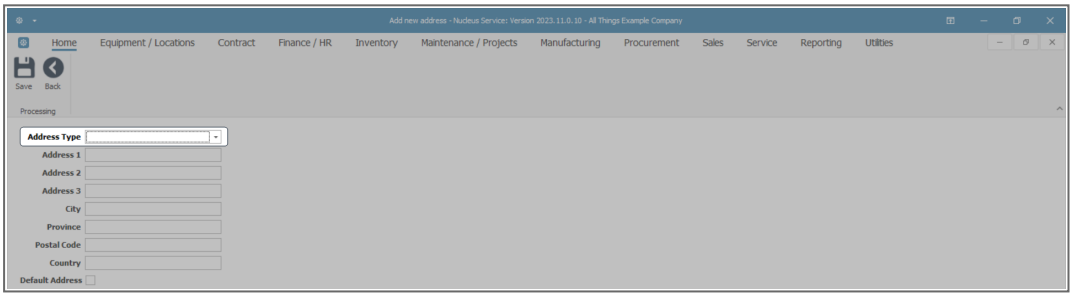


- The **Add new address** screen will open.

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.

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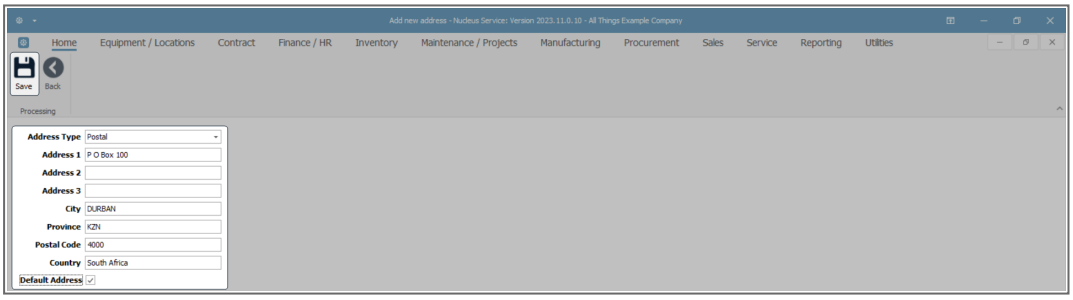
- **City**: Type in the city of this address.
- **Province**: Type in the province of this address.
- **Postal Code**: Type in the address postal code.
- **Country**: Type in the country of this address.

DEFAULT ADDRESS

- **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

- 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**.

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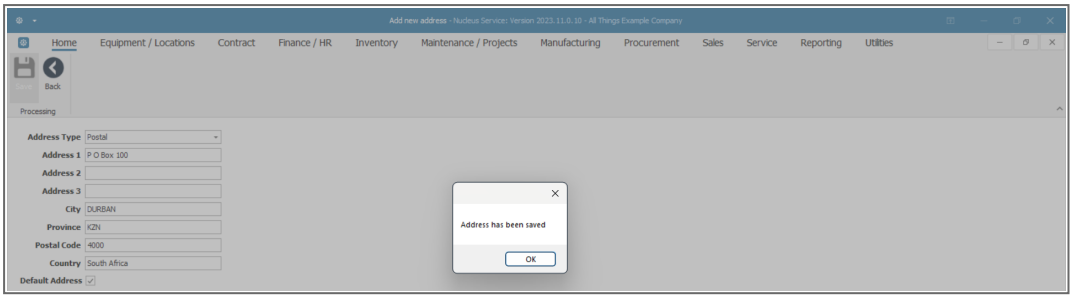
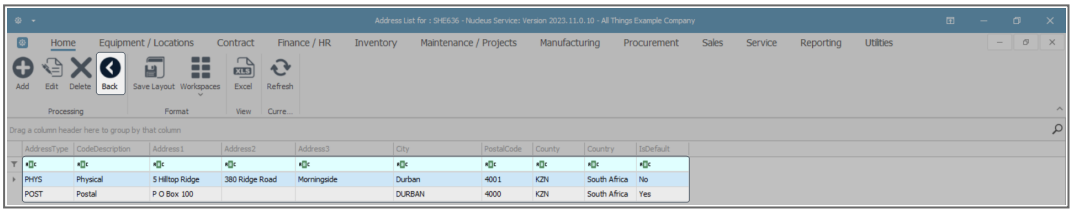


VIEW SAVED ADDRESS

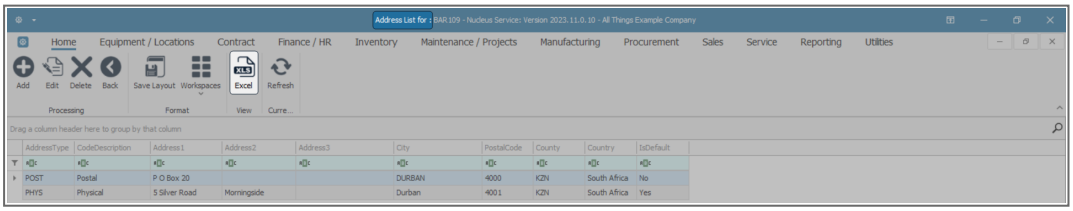
- You will return to the **Address List for: [ ]** screen.
- The new address can now be viewed in the data grid.
- Note that the final column **IsDefault** reads as '**Yes**' as this address was selected as the **Default Address** in the previous step.
- Click on **Back** to return to the **Employees**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

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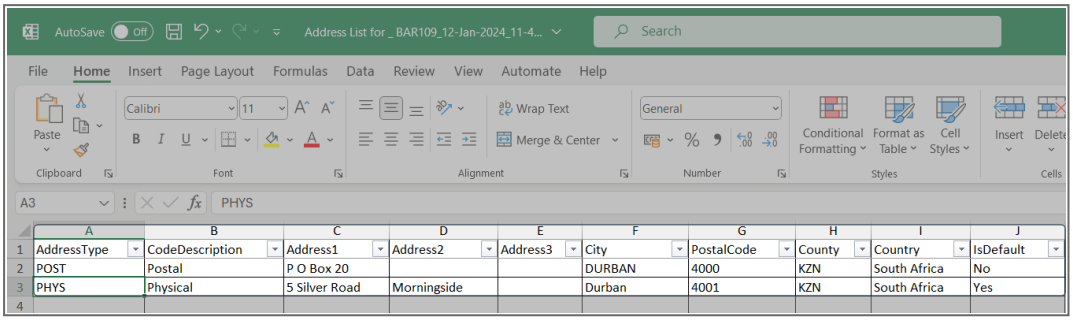
- You can choose to save, view, search for data, prepare it for printing, and so on, as required.

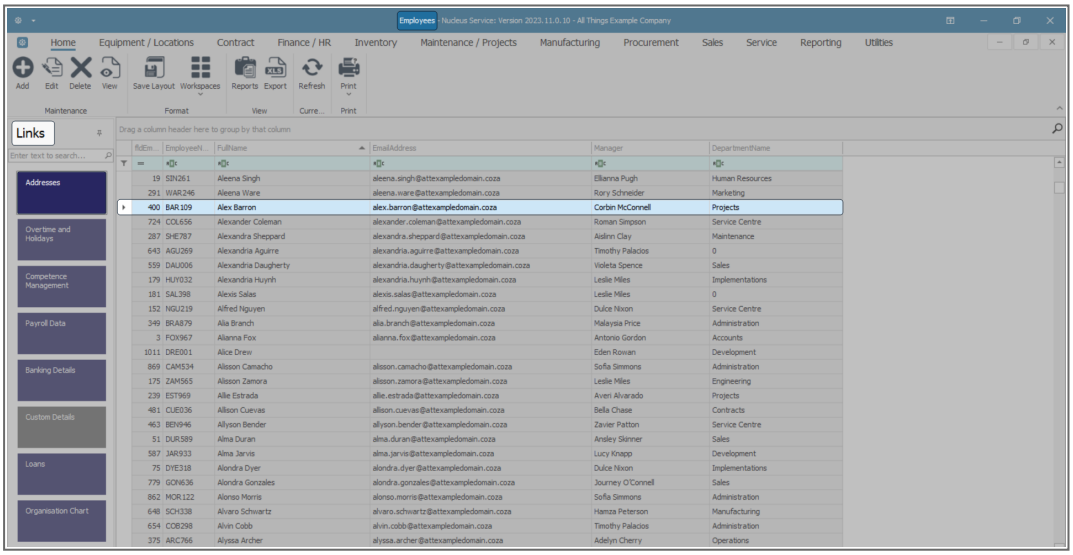


	A	B	C	D	E	F	G	H	I	J
1	AddressType	CodeDescription	Address1	Address2	Address3	City	PostalCode	County	Country	IsDefault
2	POST	Postal	P O Box 20			DURBAN	4000	KZN	South Africa	No
3	PHYS	Physical	5 Silver Road	Morningside		Durban	4001	KZN	South Africa	Yes
4										

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.



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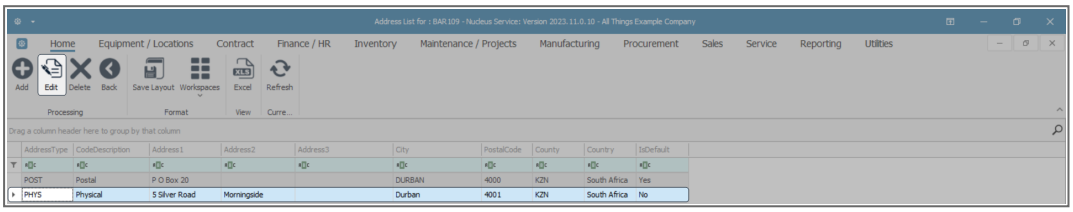
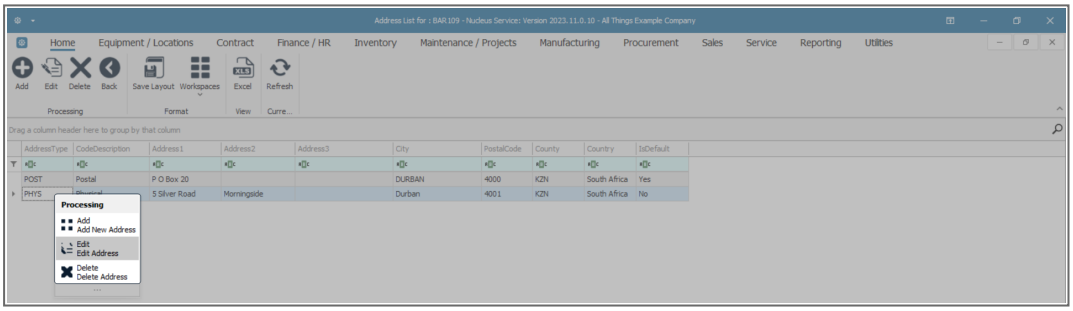
SELECT ADDRESS TO EDIT

- 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.

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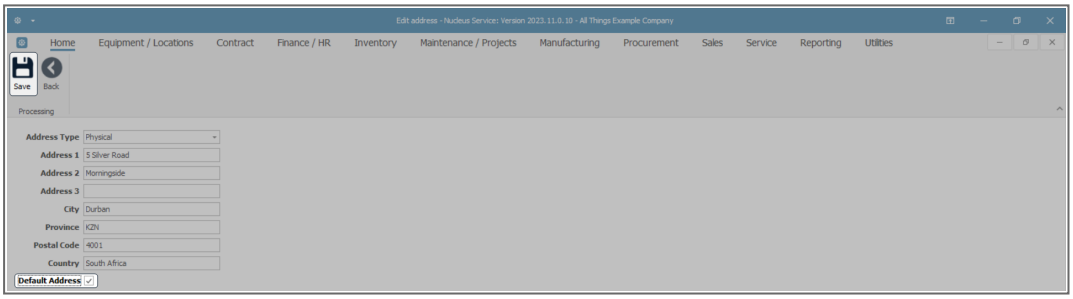
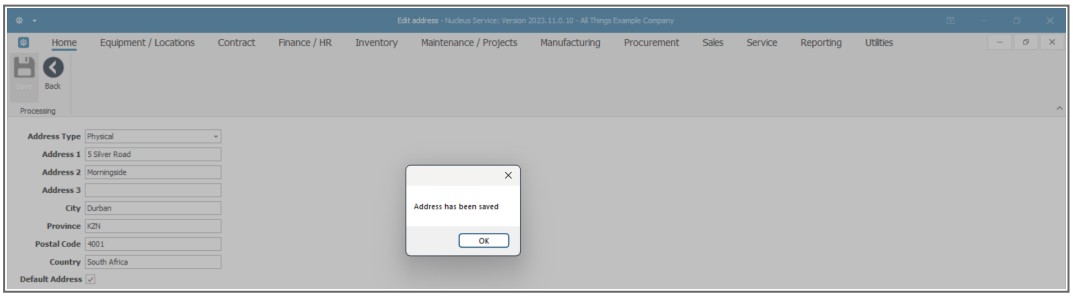
- In this example, this address is to be edited to become the primary or default address, therefore the **Default Address** check box is to be selected.

SAVE EDITED DETAILS

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



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



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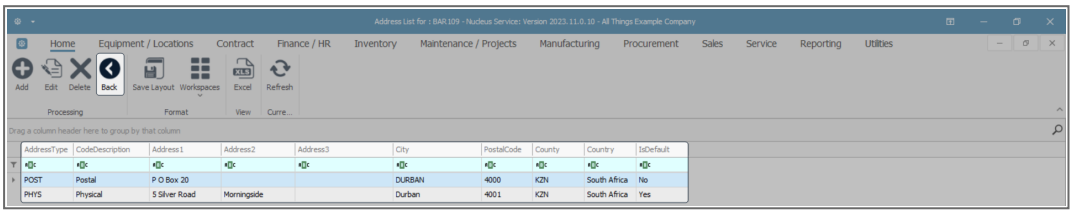
VIEW EDITED ADDRESS

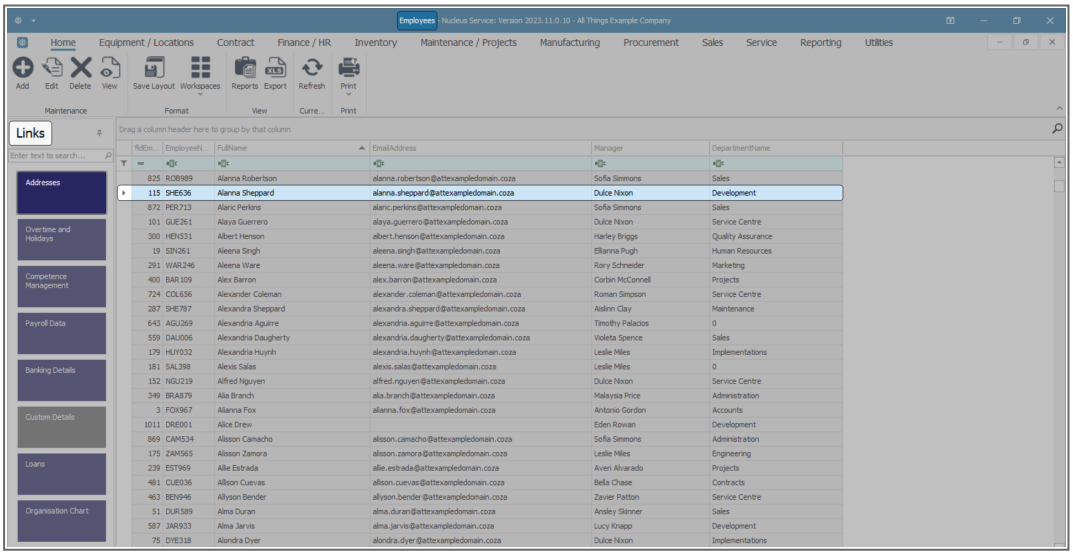
- You will return to the **Address List for: [ ]** screen where you will view the recent changes that were made.
- Click on **Back** to return to the **Employees** listing screen.



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.



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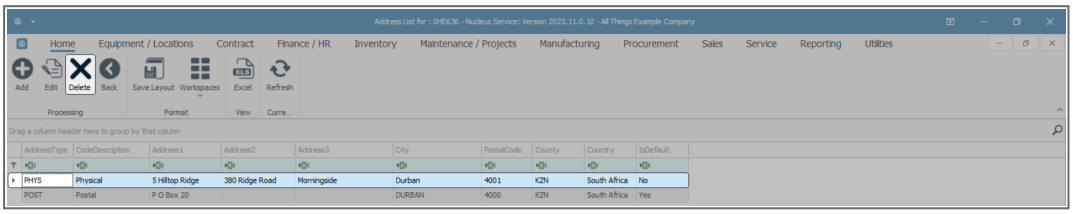
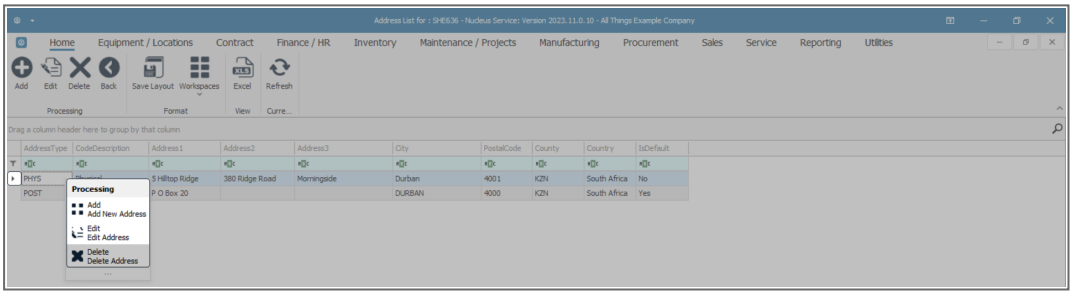
SELECT ADDRESS TO DELETE

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

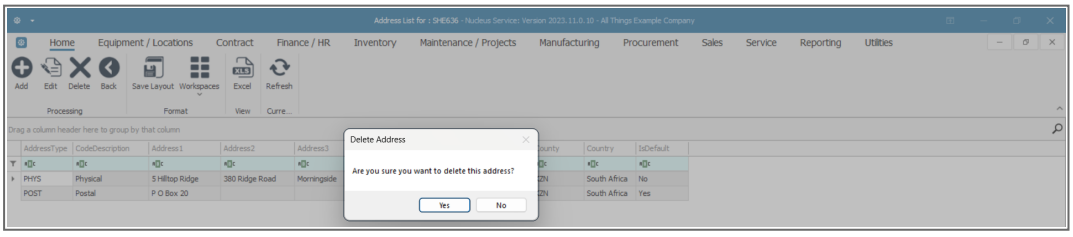


- **Or right-click** on the **row** that you wish to **delete**.
- A **Processing** menu will pop up.
- Click on **Delete Address**.



CONFIRM DELETION

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



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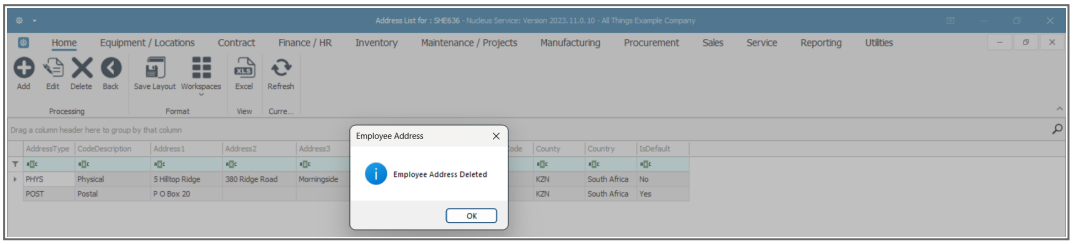
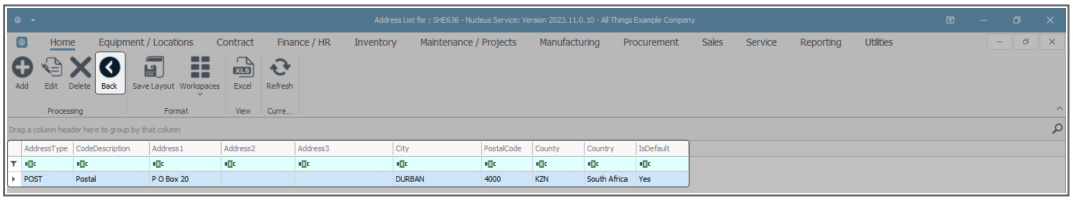
- An **Employee Address** message box will pop up informing you -
    - **Employee Address Deleted**.
- Click on **OK**.



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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