

# **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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Home Equ	uipment / Le	ocations	Contract	Finance /	HR In	ventory	Mainter	ance / Project	Manufactu	ring	Procurement	Sales	Service	Reporting	Utilities	-	ø
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Addresses	825	ROB989	Alanna Roberts	ion		alanna.rob	bertson@atte	xampledomain.coza		Sofia Sir	mons	Sales					
	> 115	SHE636	Alanna Sheppar	rd		alanna.sh	eppard@atte	kampledomain.coza		Duice N	xon	Devel	opment				
	872	PER713	Alaric Perkins			alaric.perk	ons⊜attexam	pledomain.coza		Sofia Sir	mons	Sales					
Overtime and	101	GUE261	Alaya Guerrero			alaya.gue	rrero@attexa	mpledomain.coza		Dulce N	xon	Servic	e Centre				
Holidays	300	HEN531	Albert Henson			albert.her	nson@attexar	pledomain.coza		Harley E	riggs	Qualit	y Assurance				
	19	SIN261	Aleena Singh			aleena.sin	igh@attexam	oledomain.coza		Ellianna	Pugh	Human	n Resources				
	291	WAR246	Aleena Ware			aleena.wa	are@attexamp	edomain.coza		Rory Sc	hneider	Marke	ting				
Competence Management		BAR 109	Alex Barron					edomain.coza			4cConnell	Projec					
	724	COL656	Alexander Coler	man		alexander	.coleman@at	exampledomain.co	ta	Roman !	Simpson	Servic	e Centre				
		SHE787	Alexandra Shep	opard		alexandra	.sheppard@a	ttexampledomain.c	oza	Aislinn C		Mainte	enance				
Payroll Data	643	AGU269	Alexandria Agui	irre		alexandria	a.aguirre@att	exampledomain.coz	a	Timothy	Palacios	0					
	559	DAU006	Alexandria Dau	gherty		alexandria	a.daugherty@	attexampledomain.	coza	Violeta S		Sales					
		HUY032	Alexandria Huy	nh				xampledomain.coza		Leslie M		Impler	nentations				
Banking Details		SAL398	Alexis Salas					edomain.coza		Leslie M		0					
		NGU219	Alfred Nguyen					npledomain.coza		Dulce N			e Centre				
		BRA879	Alia Branch					edomain.coza		Malaysia			istration				
Custom Details		FOX967	Alianna Fox			alianna.fo	x@attexampl	edomain.coza		Antonio		Accou					
		DRE001	Alice Drew							Eden Ro			opment				
		CAM534	Alisson Camach					ampledomain.coza		Sofia Sir			istration				
Loans		ZAM565	Alisson Zamora					mpledomain.coza		Lesle M		Engine					
		EST969	Allie Estrada					ledomain.coza		Averi Al		Projec					
		CUE036	Allison Cuevas					pledomain.coza		Bella Ch		Contra					
		BEN946	Allyson Bender					mpledomain.coza		Zavier P			e Centre				
Organisation Chart		DUR 589	Alma Duran					edomain.coza		Ansley S		Sales					
		JAR933 DYE318	Alma Jarvis Alondra Dyer			alma.jarvi alondra.dy	s@attexample			Lucy Kn	xon	Devel	opment nentations				

• The Address List for : [] screen will open.

#### **VIEW ADDRESS**

• Here you can view <u>all</u> 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.





• The Add new address screen will open.

#### **ADD ADDRESS DETAILS**

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

۰ م					Add n	new address - Nucleus Service: Versi	on 2023. 11.0. 10 - All Thin	igs Example Company					Œ	-	٥	×
۲	Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities			Ø	×
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Defat	in Address	1														

- 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.

۰					Add n	ew address - Nucleus Service: Versio	m 2023.11.0.10 - All Thin	gs Example Company					œ	- 6	5	×
Home	Equipmer	nt / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities			ø	×
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Country																
Default Address	s 🗌															

- 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.
- <sup>°</sup> **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**.

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Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 0	×
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Address Typ	e Postal	*											
Address	1 P O Box 100												
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Address	3												
Cit	y DURBAN												
Provinc	e KZN												
Postal Cod	e 4000												
Countr	y South Africa												
Default Addre	8 🗸												

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



ø -				Add ni	ew address - Nucleus Service: Versio	n 2023.11.0.10 - All Thin	gs Example Company					- a	×
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities		ø×
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	Dented												
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Address 1	P O Box 100												
Address 2													
Address 3						×							
City	DURBAN												
Province	KZN				Address has been s	aved							
Postal Code	4000					_							
Country	South Africa					<u>×</u>							
Default Address	<b>v</b>												

#### **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.

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(	Hom	e Equipmen	nt / Locations	Contract Fi	nance / HR I	Inventory M	laintenance / Projects	Manufactu	uring Pr	ocurement	Sales	Service	Reporting	Utilities		0	×
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÷.	PHYS	Physical	5 Hilltop Ridge	380 Ridge Road	Morningside	Durban	4001	KZN	South Africa								
	POST	Postal	P O Box 100			DURBAN	4000	KZN	South Africa	Yes							

• Or export data to Excel, if required.

#### **EXPORT TO EXCEL**

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

۲					Add	ress List for : BAR 109 - Nu											
8	Э н	lome Equipment	/ Locations	Contract Fin	ance / HR Invento	ry Maintenance	/ Projects	Manufactu	iring Pr	ocurement	Sales	Service	Reporting	Utilities		Ø	×
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Þ.	POST	Postal	P O Box 20			DURBAN	4000	KZN	South Africa	No							
	PHYS	Physical	5 Silver Road	Morningside		Durban	4001	KZN	South Africa	Yes							

• 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.

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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.

			Employees - Nucleus Service: Version 2023.11.0.1			
Home Equip	oment / Locations	Contract Finance / HR In	iventory Maintenance / Projects Manuf	acturing Procurement	Sales Service Reporting	Utilities – Ø >
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inter text to search P	T = x0c	eDc	*Dc	ADC .	x[]::	
Addresses	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	Human Resources	
Addresses	291 WAR246	Aleena Ware	aleena.ware@attexampledomain.coza	Rory Schneider	Marketing	
	+ 400 BAR 109	Alex Barron	alex.barron@attexampledomain.coza	Corbin McConnell	Projects	
	724 COL656	Alexander Coleman	alexander.coleman@attexampledomain.coza	Roman Simpson	Service Centre	
Overtime and Holidays	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.coza	Aislinn Clay	Maintenance	
	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.coza	Timothy Palacios	0	
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.coza	Violeta Spence	Sales	
Competence Management	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.coza	Leslie Miles	Implementations	
Management	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Leslie Miles	0	
	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Dulce Nixon	Service Centre	
Payrol Data	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration	
	3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts	
	1011 DRE001	Alice Drew		Eden Rowan	Development	
Banking Details	869 CAM534	Alisson Camacho	alisson.camacho@attexampledomain.coza	Sofia Simmons	Administration	
	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza	Leslie Miles	Engineering	
	239 EST969	Alle Estrada	allie.estrada@attexampledomain.coza	Averi Alvarado	Projects	
Custom Details	481 CUE036	Allison Cuevas	allison.cuevas@attexampledomain.coza	Bella Chase	Contracts	
Custom CCusis	463 BEN946	Allyson Bender	allyson.bender@attexampledomain.coza	Zavier Patton	Service Centre	
	51 DUR589	Alma Duran	alma.duran@attexampledomain.coza	Ansley Skinner	Sales	
	587 JAR933	Alma Jarvis	alma.jarvis@attexampledomain.coza	Lucy Knapp	Development	
Loans	75 DYE318	Alondra Dyer	alondra.dyer@attexampledomain.coza	Dulce Nixon	Implementations	
	779 GON636	Alondra Gonzales	alondra.gonzales@attexampledomain.coza	Journey O'Connell	Sales	
	862 MOR122	Alonso Morris	alonso.morris@attexampledomain.coza	Sofia Simmons	Administration	
Organisation Chart	648 SCH338	Alvaro Schwartz	alvaro.schwartz@attexampledomain.coza	Hamza Peterson	Manufacturing	
	654 COB298	Alvin Cobb	alvin.cobb@attexampledomain.coza	Timothy Palacios	Administration	
	375 ARC766	Alyssa Archer	alyssa.archer@attexampledomain.coza	Adelyn Cherry	Operations	

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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.

¢	-				Addr	ess List for : BAR 109 - Nuc	leus Service: Ve	ersion 2023.11.0	). 10 - All Things	Example Compa	ny				æ	-	٥	×
8	B Home	e Equipme	nt / Locations	Contract Fina	ince / HR Inventor	y Maintenance /	Projects	Manufactu	uring Pr	ocurement	Sales	Service	Reporting	Utilities		-	Ø	×
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		Postal	P O Box 20			DURBAN	4000	KZN	South Africa	Yes								
Þ	PHYS	Physical	5 Silver Road	Morningside		Durban	4001	KZN	South Africa	No								

- 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.

۲																				×
2	3	Home	Equipr	ment / Locations	Contract	Fin	ance / HR	Inventory	Maintenance /	Projects	Manufact	uring Pi	ocurement	Sales	Service	Reporting	Utilities		Ø	×
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	POST	Pos	tal	P O Box 20				D	URBAN	4000	KZN	South Africa	Yes							
Þ	PHYS		rical	5 Silver Road	Morningsi	de		D	urban	4001	KZN	South Africa	No							
		k≟ Ed Ed	d d New Addr																	

• 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 <u>alternative</u> 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.

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۲	Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 0	×
HC	3													
Save Ba	ack													
Processin	ng													^
Addre	ess Type	Physical												
Ad	ddress 1	5 Silver Road												
Ad	ddress 2	Morningside												
Ad	ddress 3													
	City	Durban												
P	Province	KZN												
Post	tal Code	4001												
	Country	South Africa												
Default	Address													

#### SAVE EDITED DETAILS

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

۰ م													×
B Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	- 0	9 ×
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Address Type	Physical	Ŧ											
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.

φ -															
Home	Equipment / Locations	Contract	Finance / HR	Inventory	Maintenance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities			ø	×
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Address Type	Physical	*													
Address 1	5 Silver Road														
Address 2	Morningside				×										
Address 3															
City	Durban				Address has been saved										
Province	KZN														
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Country	South Africa														
Default Address	V														

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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.

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8	Home	Equipment	/ Locations	Contract Fina	nce / HR Inventor	y Maintenance /	Projects	Manufactu	iring Pr	ocurement	Sales	Service	Reporting	Utilities			Ø	×
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Þ.	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.

			Employees - Nucleus Service: Version 2023.11.0.1			
Home Equip	oment / Locations	Contract Finance / HR In	ventory Maintenance / Projects Manuf	acturing Procurement	Sales Service Reporting	Utilities – Ø
Add Edit Delete View	Save Layout Workspa					
	Drag a column header here					
ter text to search P	T = s⊡c	AD C	s [] c	KÜ:	*() c	
	825 ROB989	Alanna Robertson	alanna.robertson@attexampledomain.coza	Sofia Simmons	Sales	
Addresses	115 SHE636	Alanna Sheppard	alanna.sheppard@attexampledomain.coza	Duice Nixon	Development	
	872 PER713	Alaric Perkins	alaric.perkins@attexampledomain.coza	Sofia Simmons	Sales	
	101 GUE261	Alaya Guerrero	alaya.guerrero@attexampledomain.coza	Dulce Nixon	Service Centre	
Overtime and Holidays	300 HEN531	Albert Henson	albert.henson@attexampledomain.coza	Harley Briggs	Quality Assurance	
	19 SIN261	Aleena Singh	aleena.singh@attexampledomain.coza	Ellianna Pugh	Human Resources	
	291 WAR246	Aleena Ware	aleena.ware@attexampledomain.coza	Rory Schneider	Marketing	
Competence Management	400 BAR 109	Alex Barron	alex.barron@attexampledomain.coza	Corbin McConnell	Projects	
Management	724 COL656	Alexander Coleman	alexander.coleman@attexampledomain.coza	Roman Simpson	Service Centre	
	287 SHE787	Alexandra Sheppard	alexandra.sheppard@attexampledomain.coza	Aislinn Clay	Maintenance	
Payrol Data	643 AGU269	Alexandria Aguirre	alexandria.aguirre@attexampledomain.coza	Timothy Palacios	0	
	559 DAU006	Alexandria Daugherty	alexandria.daugherty@attexampledomain.coza	Violeta Spence	Sales	
	179 HUY032	Alexandria Huynh	alexandria.huynh@attexampledomain.coza	Leslie Miles	Implementations	
Banking Details	181 SAL398	Alexis Salas	alexis.salas@attexampledomain.coza	Leslie Miles	0	
	152 NGU219	Alfred Nguyen	alfred.nguyen@attexampledomain.coza	Dulce Nixon	Service Centre	
	349 BRA879	Alia Branch	alia.branch@attexampledomain.coza	Malaysia Price	Administration	
Custom Details	3 FOX967	Alianna Fox	alianna.fox@attexampledomain.coza	Antonio Gordon	Accounts	
Custom Details	1011 DRE001	Alice Drew		Eden Rowan	Development	
	869 CAM534	Alisson Camacho	alisson.camacho@attexampledomain.coza	Sofia Simmons	Administration	
	175 ZAM565	Alisson Zamora	alisson.zamora@attexampledomain.coza	Leslie Miles	Engineering	
Loans	239 EST969	Allie Estrada	allie.estrada@attexampledomain.coza	Averi Alvarado	Projects	
	481 CUE036	Allison Cuevas	allison.cuevas@attexampledomain.coza	Bella Chase	Contracts	
	463 BEN946	Allyson Bender	allyson.bender@attexampledomain.coza	Zavier Patton	Service Centre	
Organisation Chart	51 DUR589	Alma Duran	alma.duran@attexampledomain.coza	Ansley Skinner	Sales	
	587 JAR933	Alma Jarvis	alma.jarvis@attexampledomain.coza	Lucy Knapp	Development	
	75 DYE318	Alondra Dyer	alondra.dyer@attexampledomain.coza	Duice Nixon	Implementations	

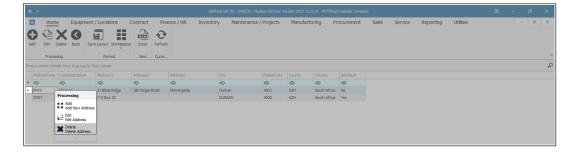


#### **SELECT ADDRESS TO DELETE**

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

4	<ul> <li>Address Let for 19 6536 - Hochana Services Yorson 2022 11.0. 10 - All Things Example Company</li> <li>CD - CT X</li> </ul>																	
	0	Home	Equipment	/ Locations	Contract Fi	nance / HR In	ventory Main	tenance / Projects	Manufactu	iring Pr	ocurement	Sales	Service	Reporting	Utilities		0	×
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Dra	ig a colur	mn header he	re to group by t	nat column														م م
	Addres	IsType Code	Description	Address1	Address2	Address3		PostalCode		Country	IsDefault							
Ψ	#[]c	#∐c		*[]c	*[]c	a∏c	s⊡c	*[]:	#[]c	#[]c	s∐c							
Þ	PHYS	Phys	ical	5 Hiltop Ridge	380 Ridge Road	Morningside	Durban	4001	KZN	South Africa	No							
	POST	Post	al	P O Box 20			DURBAN	4000	KZN	South Africa	Yes							

- 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.

4								Address Lis	t for : SHE636 - Nucleus Service: Ve	rsion 2023.11	0.10 - All Thing	Example Comp	any						×
	<u> </u>	lome	Equipme	ent / Locations	Contract	Fina	nce / HR	Inventory	Maintenance / Projects	Manufact	uring Pi	rocurement	Sales	Service	Reporting	Utilities	-	ø	×
4		it Delete	Back :	Save Layout Workspace	Excel	<b>₽</b> Refrest													
	Pr	ocessing		Format	View	Curre													^
Dra	ig a columr	n header her	e to group b	y that column				Delete Address	×										Q
	AddressT	Type Code	Description	Address1	Address2		Address3	Delete Address		lounty		IsDefault							
т	n∏c	n∏ c		a∐c	n[]c		n[]c		want to delete this address?	C) c	∎C .	a∐c							
Þ	PHYS	Physi	cal	5 Hilltop Ridge	380 Ridge	Road	Morningside	Are you sure you	want to delete this address?	ZN	South Africa	No							
	POST	Posta	1	P O Box 20						ZN	South Africa	Yes							
									Yes No										



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

۵							Address Lis	t for : SHE636 - Nucleus Ser		ersion 2023.11.0	. 10 - All Things	Example Compa							×
۲	Home	Equipn	nent / Locations	Contra	act F	nance / HR	Inventory	Maintenance / Proje	cts	Manufactu	iring Pr	ocurement	Sales	Service	Reporting	Utilities		Ø	×
G		elete Back	Save Layout Workspo	ices Ex		sh													
	Processin		Format	Vie	ew Curr	<b>1</b>													
Drag	a column heade	er here to group	by that column				Employee Add	ployee Address X											Q
	AddressType	CodeDescriptio	Address 1	Addre	ess2	Address3			ode		Country	IsDefault							
T I	⊡c	a∏c	e 🗍 c	#[]c		# [] c				#[]c	∎∐c	a∐c							
► F	HYS	Physical	5 Hilltop Ridge	380 R	idge Road	Morningside	Empl	oyee Address Deleted		KZN	South Africa	No							
F	POST	Postal	P O Box 20							KZN	South Africa	Yes							
								ОК	J										

#### **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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