

We are currently updating our site; thank you for your patience.

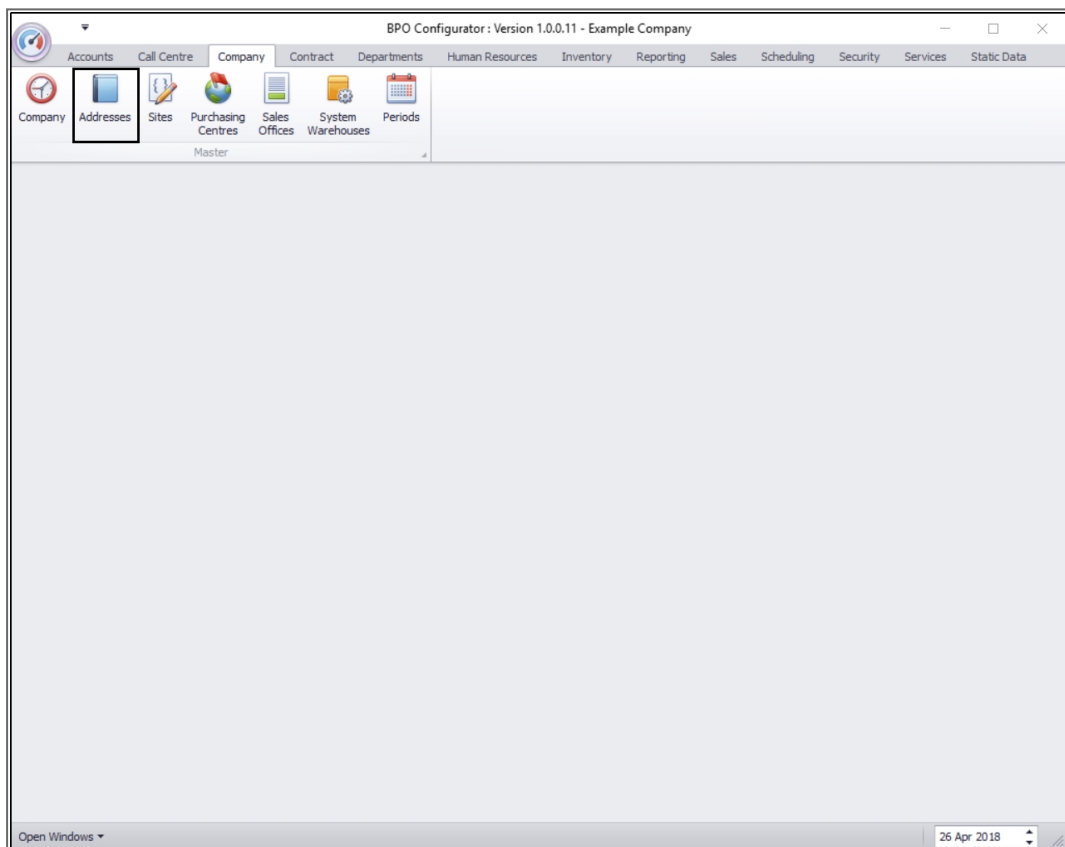
COMPANY

ADDRESSES

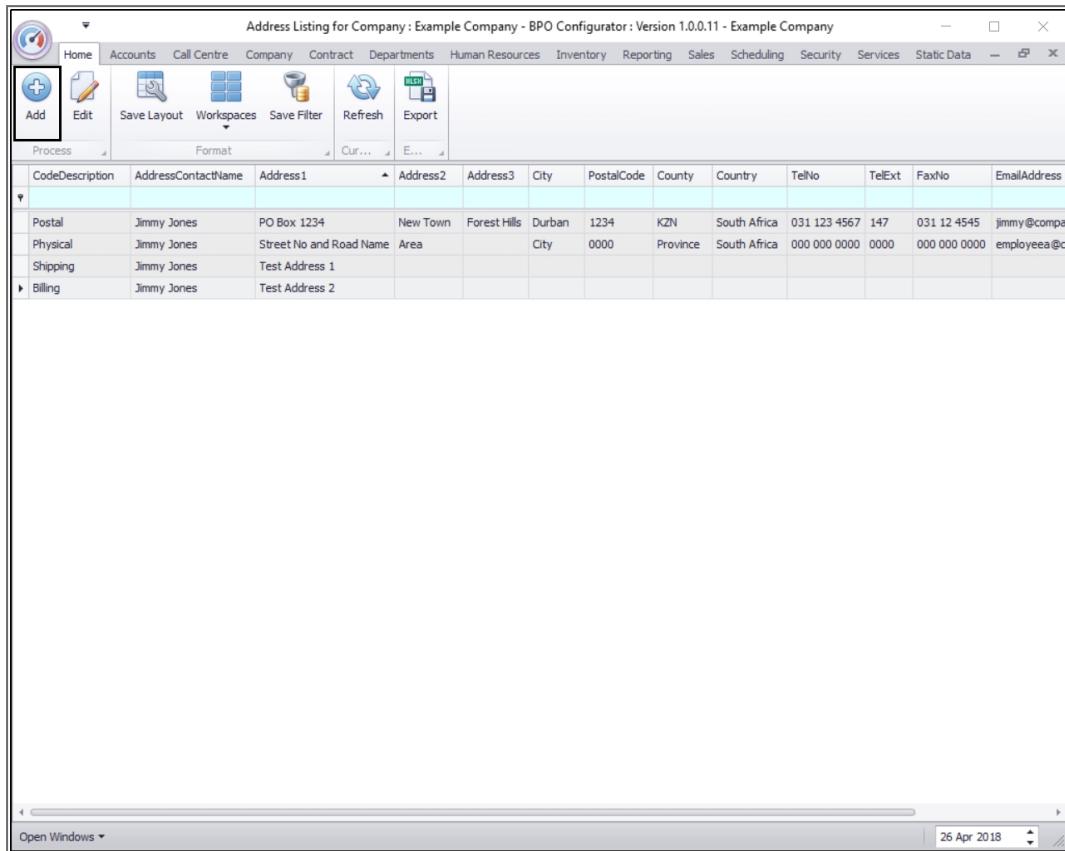
The **company address** is used on the header details of the documentation in Nucleus Service.

The default address should be **Physical** .

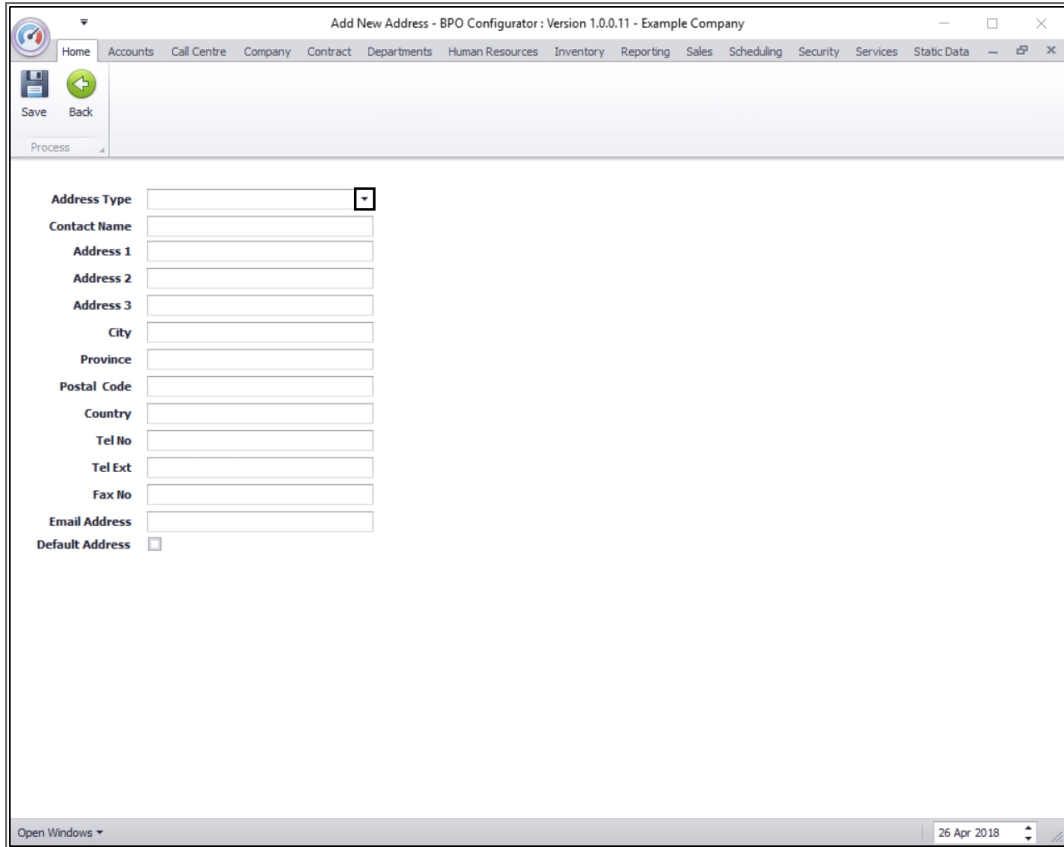
Ribbon Access: Configurator > Company > Addresses



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



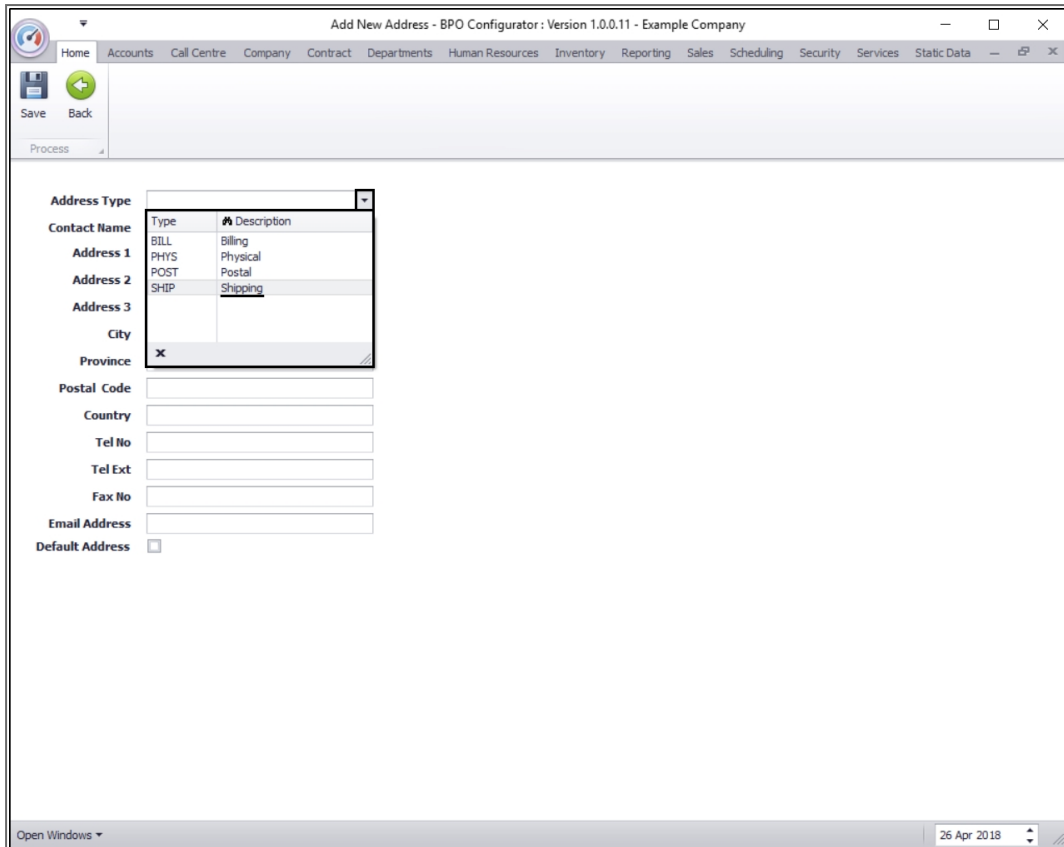
- The **Add New Address** screen will be displayed.
 - **Address Type:** Click on the drop-down arrow in this text box.



The screenshot shows a web-based form titled "Add New Address - BPO Configurator : Version 1.0.0.11 - Example Company". The form contains the following fields:

- Address Type (dropdown menu, with "Shipping" selected)
- Contact Name (text input)
- Address 1 (text input)
- Address 2 (text input)
- Address 3 (text input)
- City (text input)
- Province (text input)
- Postal Code (text input)
- Country (text input)
- Tel No (text input)
- Tel Ext (text input)
- Fax No (text input)
- Email Address (text input)
- Default Address (checkbox, currently unchecked)

- 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

Contact Name

Address 1

Address 2

Address 3

City

Province

Postal Code

Country

Tel No

Tel Ext

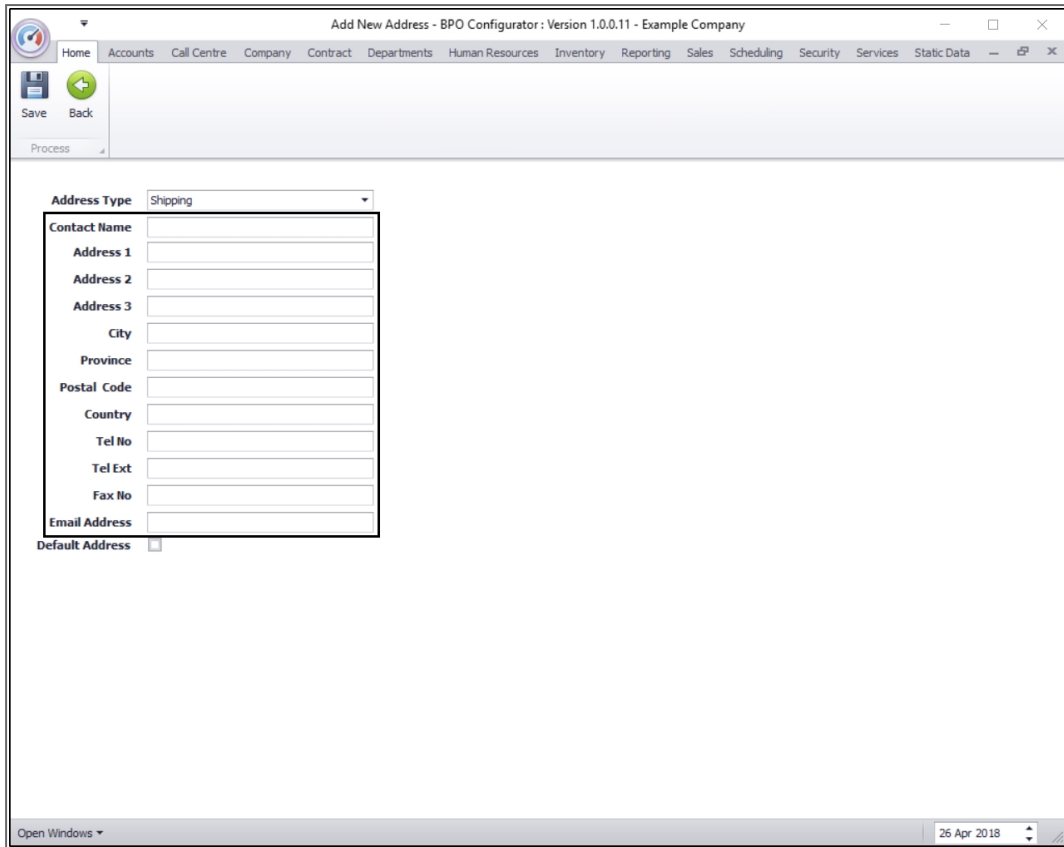
Fax No

Email Address

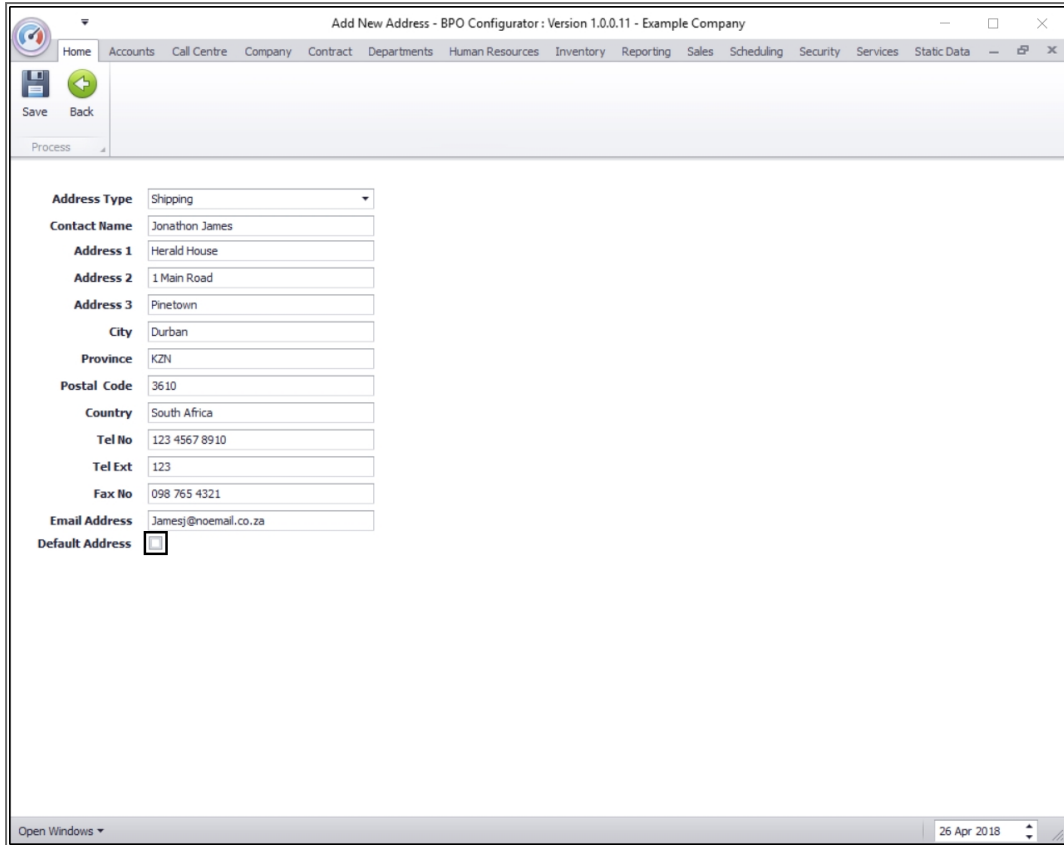
Default Address

Type	Description
BILL	Billing
PHYS	Physical
POST	Postal
SHIP	Shipping

- 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

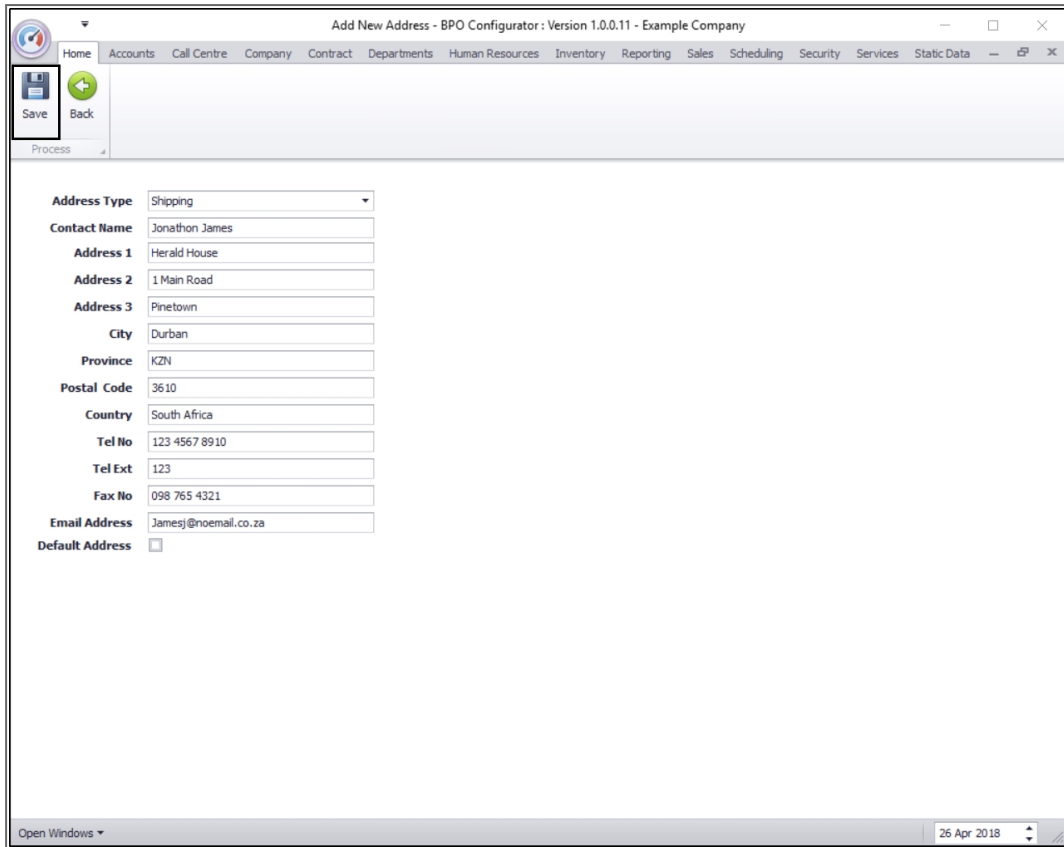


The screenshot shows a web application window titled "Add New Address - BPO Configurator : Version 1.0.0.11 - Example Company". The window has a menu bar with options: Home, Accounts, Call Centre, Company, Contract, Departments, Human Resources, Inventory, Reporting, Sales, Scheduling, Security, Services, and Static Data. Below the menu bar are "Save" and "Back" buttons. The main content area contains the following form fields:

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	<input checked="" type="checkbox"/>

At the bottom of the window, there is a status bar with "Open Windows" on the left and "26 Apr 2018" on the right.

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



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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	<input type="checkbox"/>

At the bottom of the window, there is a status bar with "Open Windows" on the left and "26 Apr 2018" on the right.

- 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

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