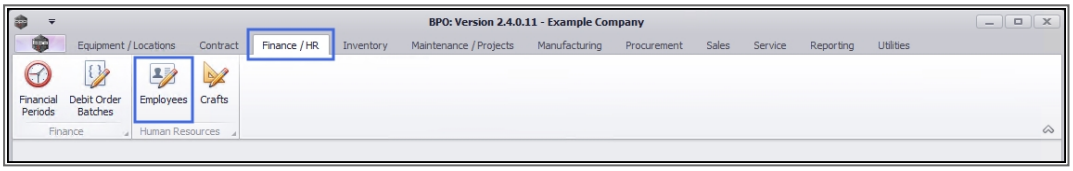
# HUMAN RESOURCES

## EMPLOYEES - ADDRESSES

You can **Add**, **Edit** and **Delete** an employee address from the **Employees** listing screen.

***Ribbon Access:*** *Finance and HR > Employees*




1. The ***Employees*** listing screen will display.

## VIEW EMPLOYEE ADDRESSES

### SELECT EMPLOYEE

2. Select the ***row*** of the employee whose address details you wish to ***view***.
3. Click on the ***Addresses*** tile



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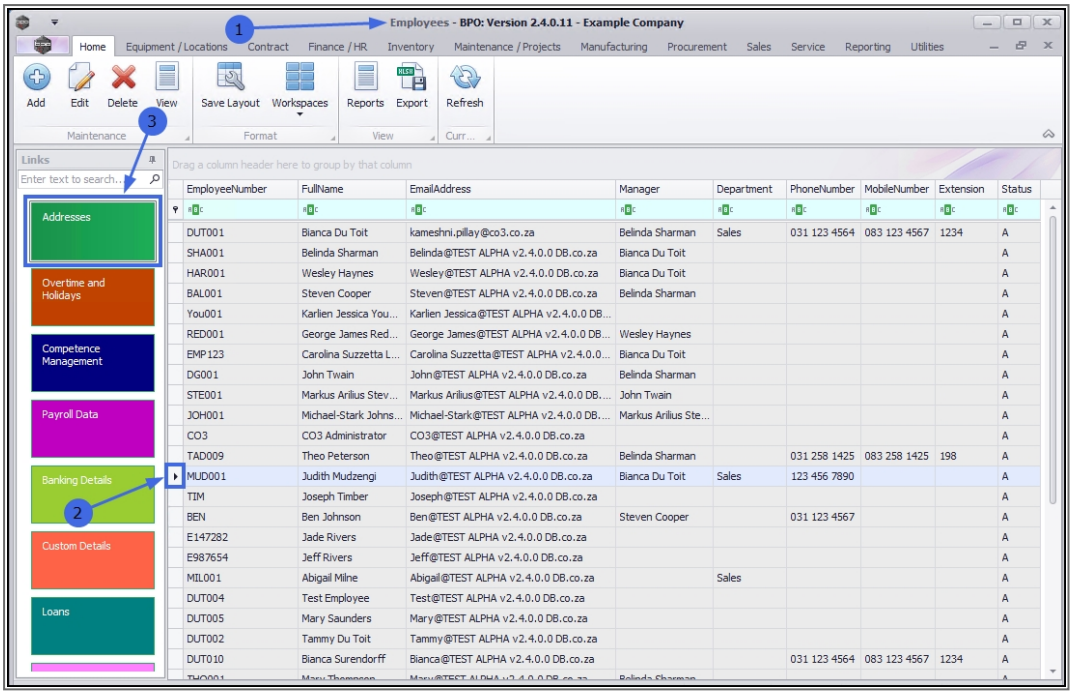


1. The ***Address List for : [ ]*** screen will open.

## VIEW ADDRESS

1. Here you can view <u>all</u> of the addresses currently linked to the selected employee.

## ADD EMPLOYEE ADDRESS

2. Click on ***Add***.



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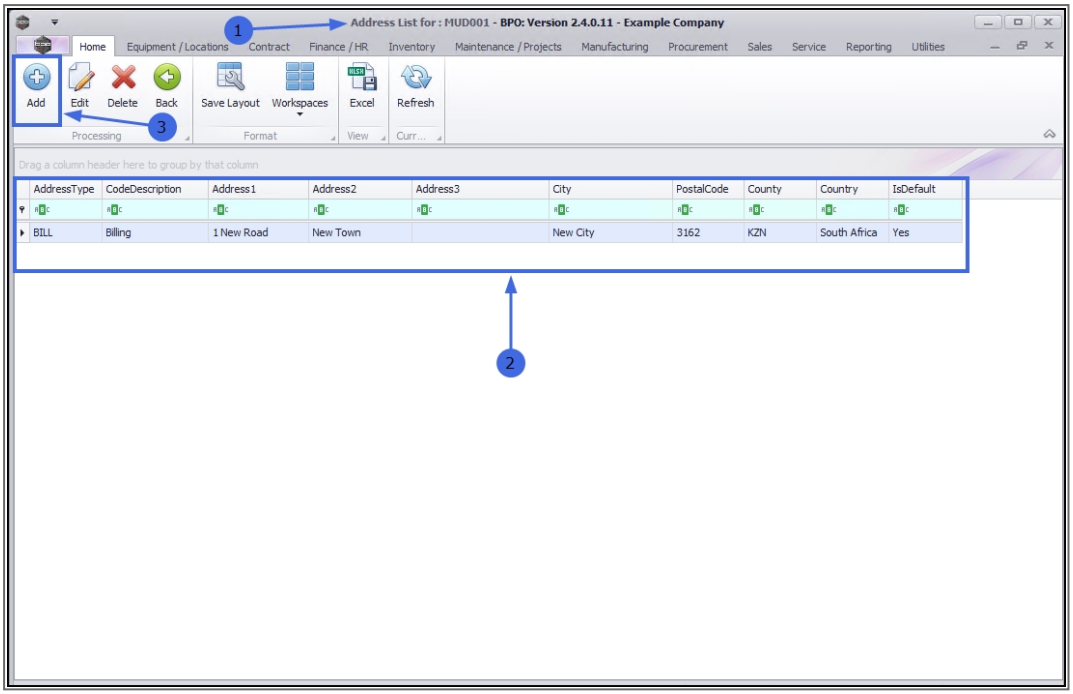


1. The ***Add new address*** screen will open.

## ADD ADDRESS DETAILS

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



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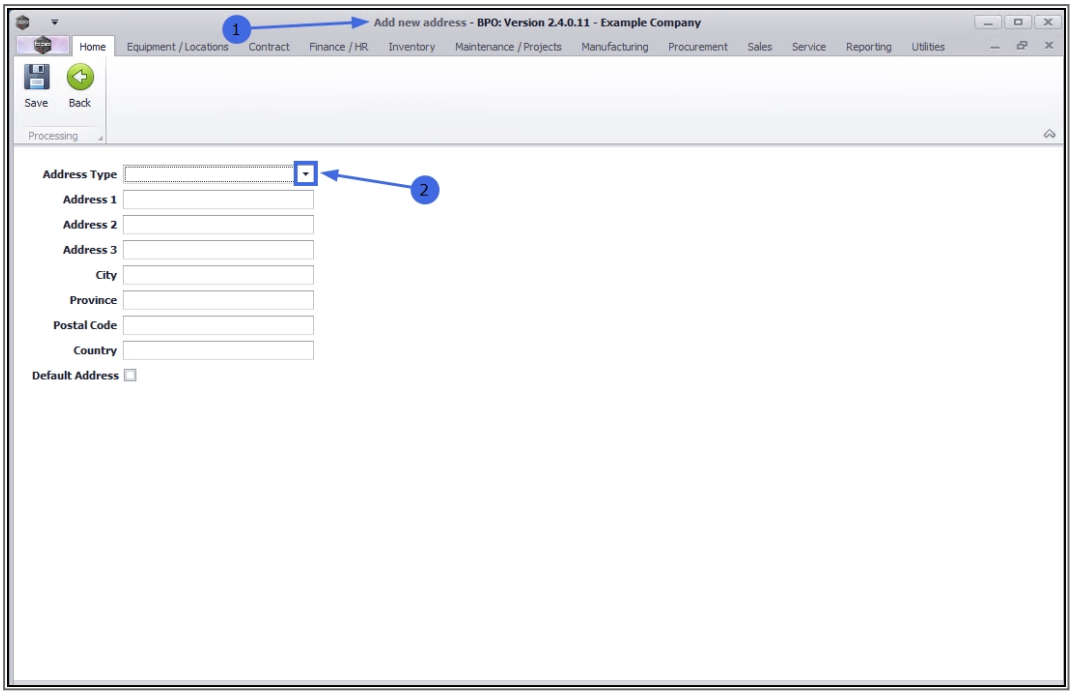
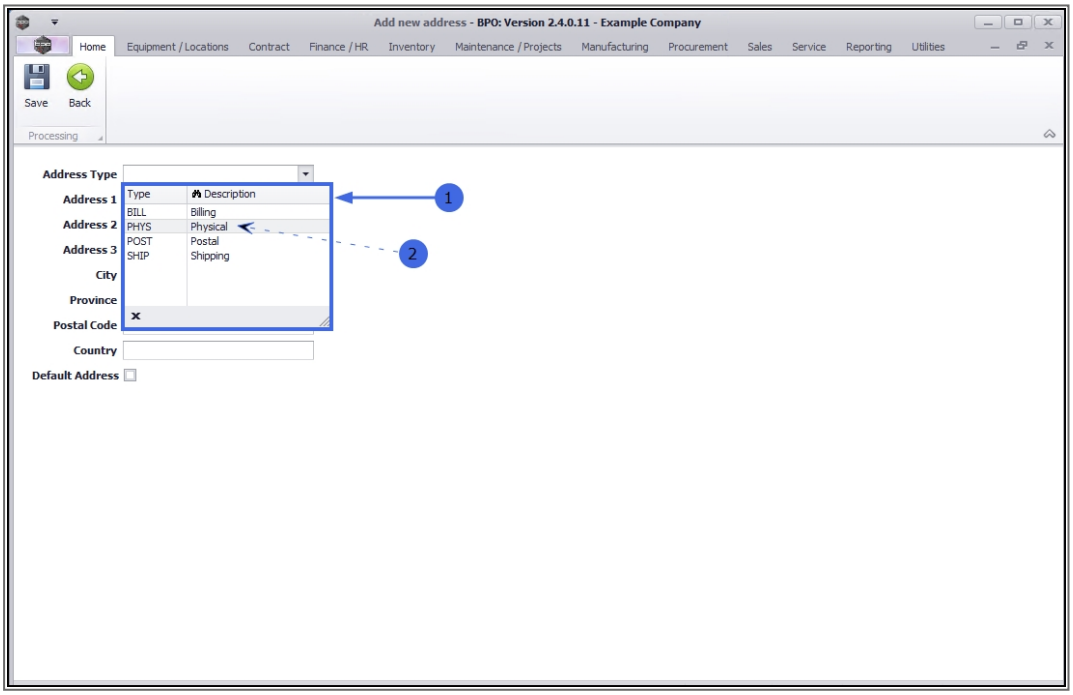



1. The Address Type **list** will display
2. Select from this list, the type you wish to add to the employee.
    - In this example, ***Phys*** - ***Physical*** is selected.



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

## DEFAULT ADDRESS

3. **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

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



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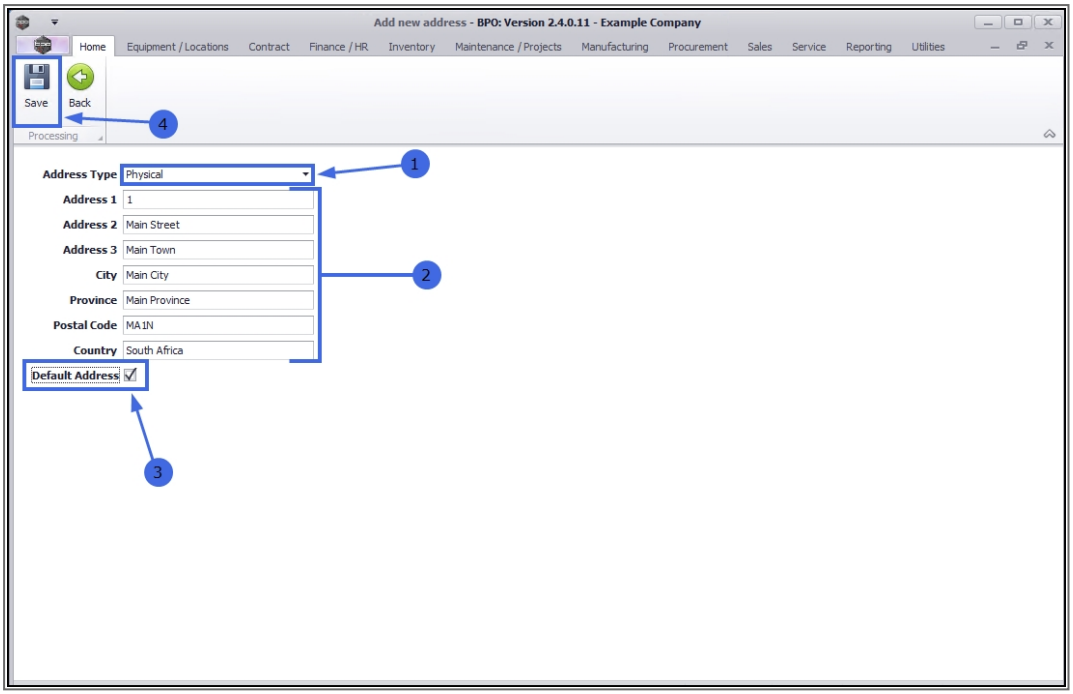
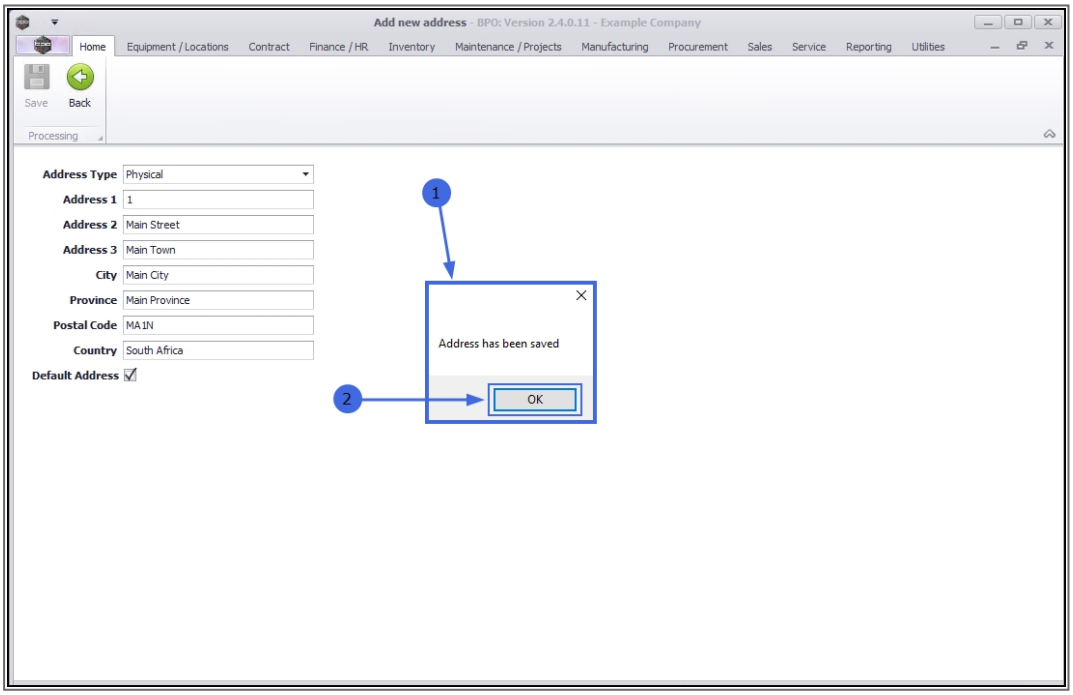



1. A notification message box will pop up informing you;
    - ***Address has been saved.***
2. Click on ***OK***.



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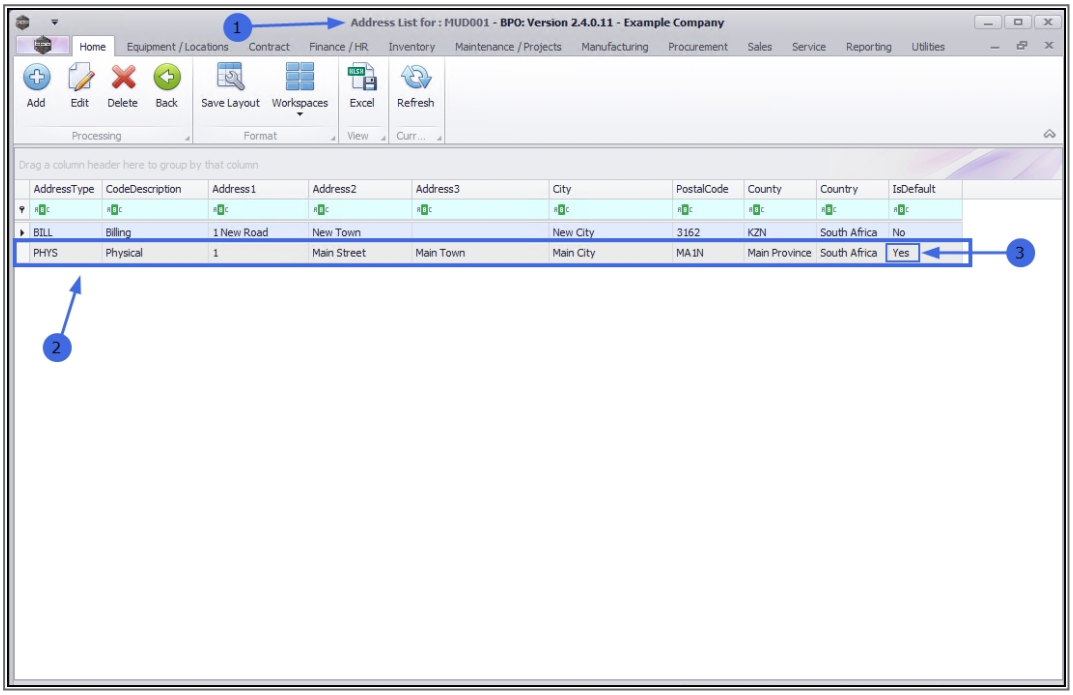
## VIEW SAVED ADDRESS

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




# EDIT EMPLOYEE ADDRESS

## SELECT EMPLOYEE

1. In the ***Employees*** listing screen
2. Select the ***row*** of the employee for whom you wish to ***edit*** an Address.
3. Click on the ***Addresses*** tile



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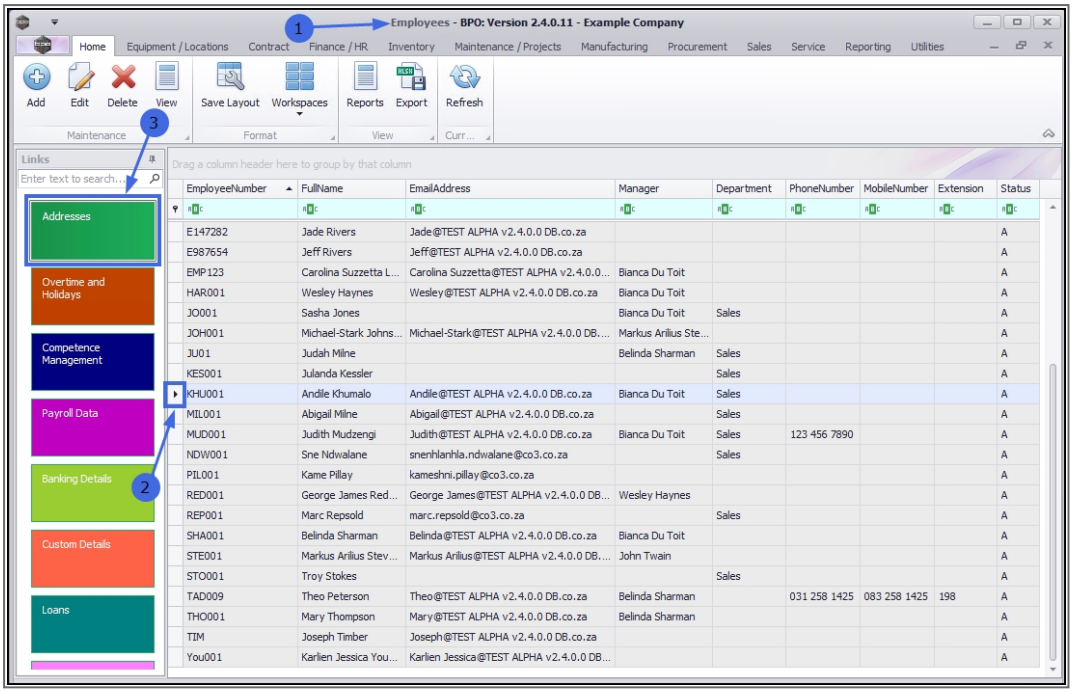


## SELECT ADDRESS TO EDIT

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



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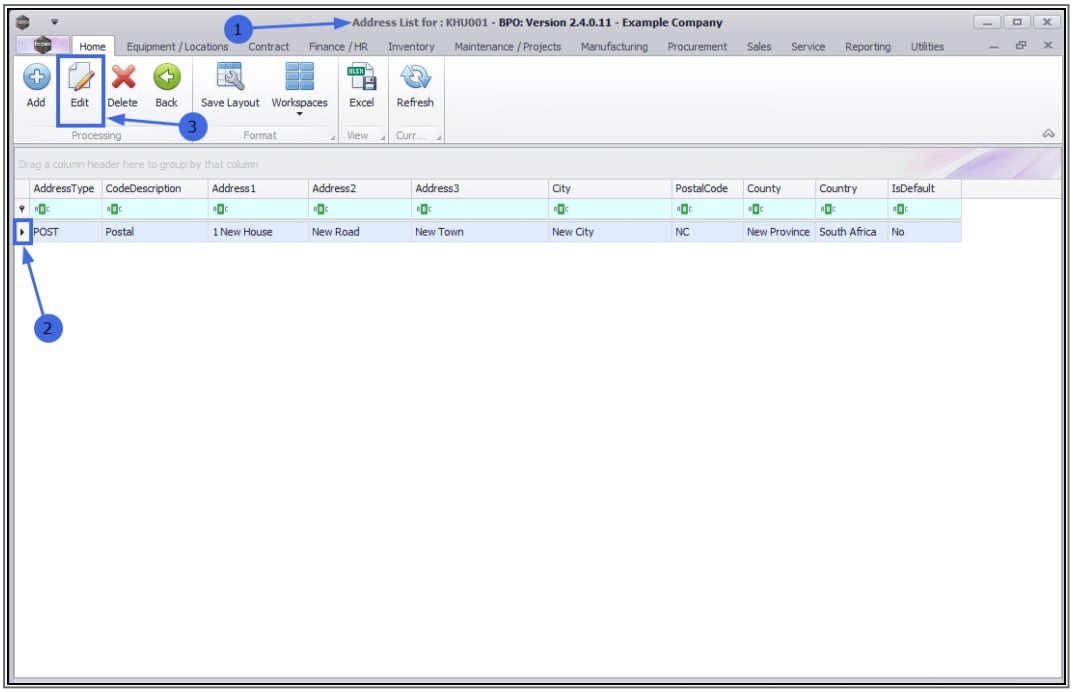


1. The ***Edit address*** screen will open.

## EDIT ADDRESS DETAILS

2. 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.
3. If you wish to edit the ***Address Type***, click on the drop-down ***arrow*** and select an alternative address type from the list displayed.
4. 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.



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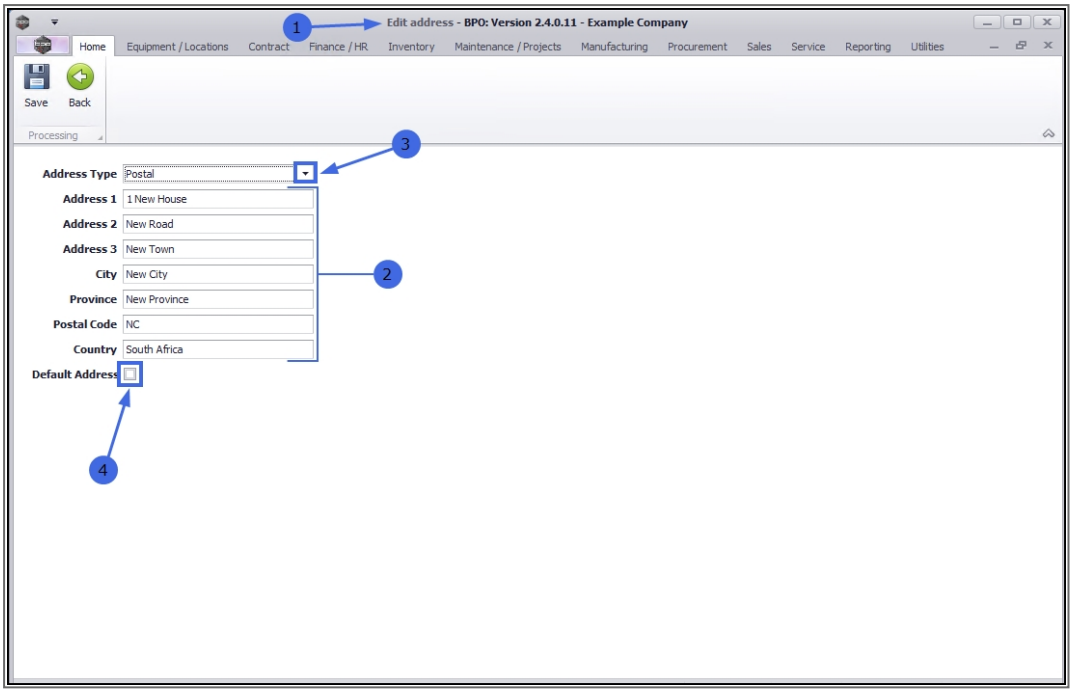
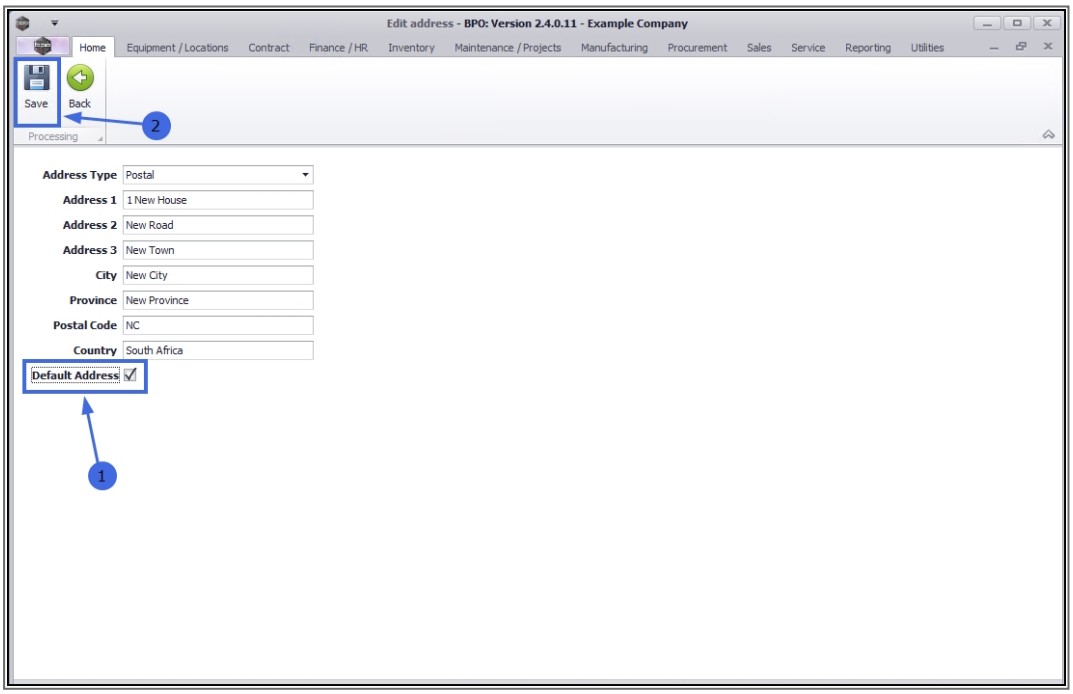



## SAVE EDITED DETAILS

1. When you have finished editing the employee address,
2. Click on ***Save***.



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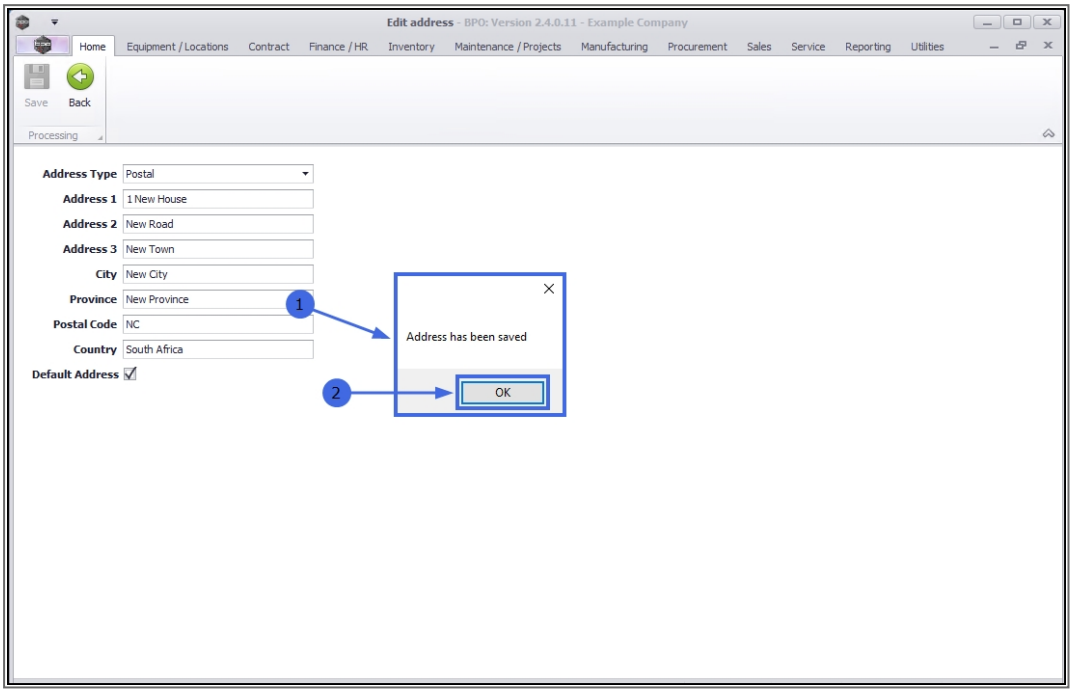
1. A notification message box will pop up informing you;
    - ***Address has been saved.***
2. Click on ***OK***.




## VIEW EDITED ADDRESS

1. You will return to the ***Address List for: [ ]*** screen.
2. The recent changes to the employee address can now be viewed in the data grid.
3. Click on ***Back*** to return to the ***Employees*** listing screen.



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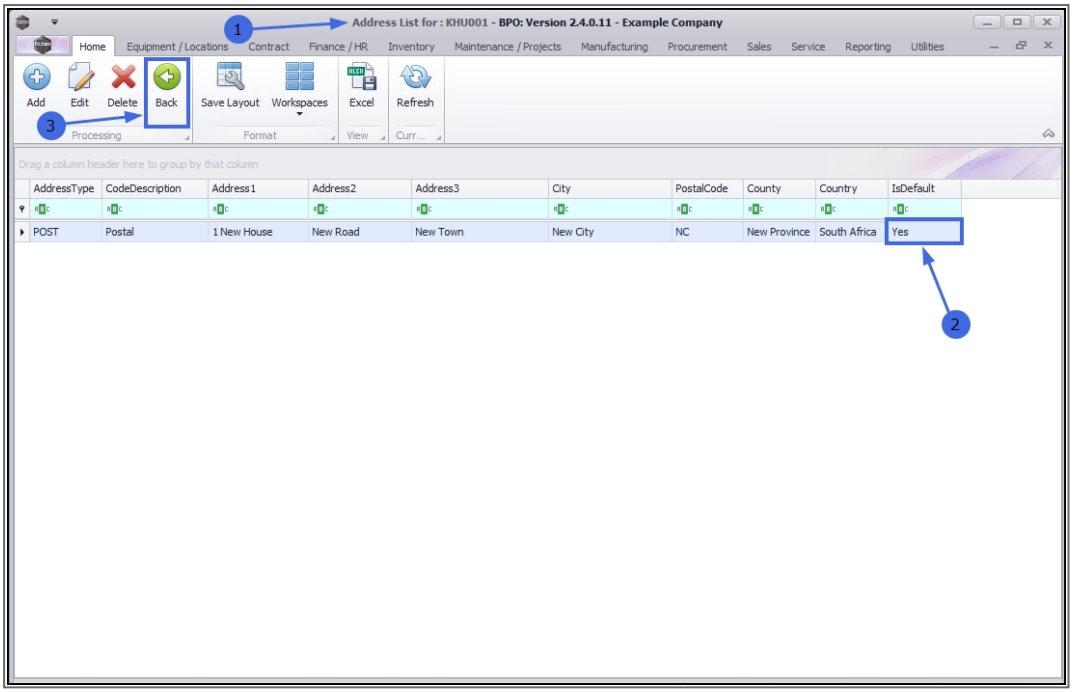


# DELETE EMPLOYEE ADDRESS

## SELECT EMPLOYEE

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



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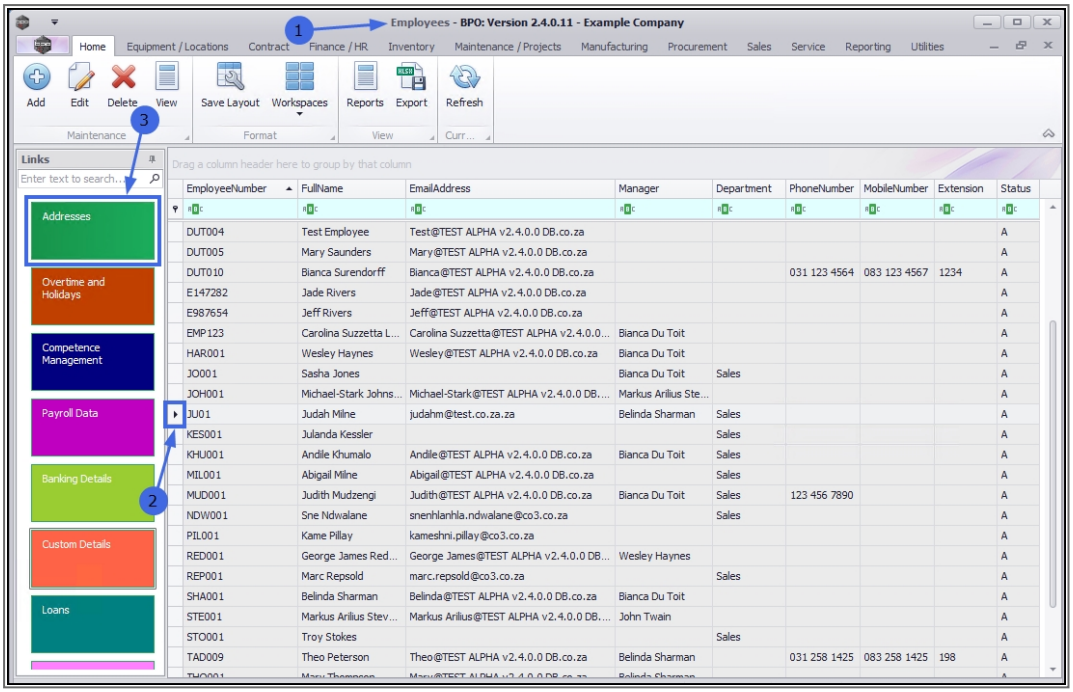


## SELECT ADDRESS TO DELETE

1. The ***Address List for : [ ]*** screen will open.
2. Select the ***row*** of the employee address that you wish to ***delete***.
3. Click on ***Delete***.



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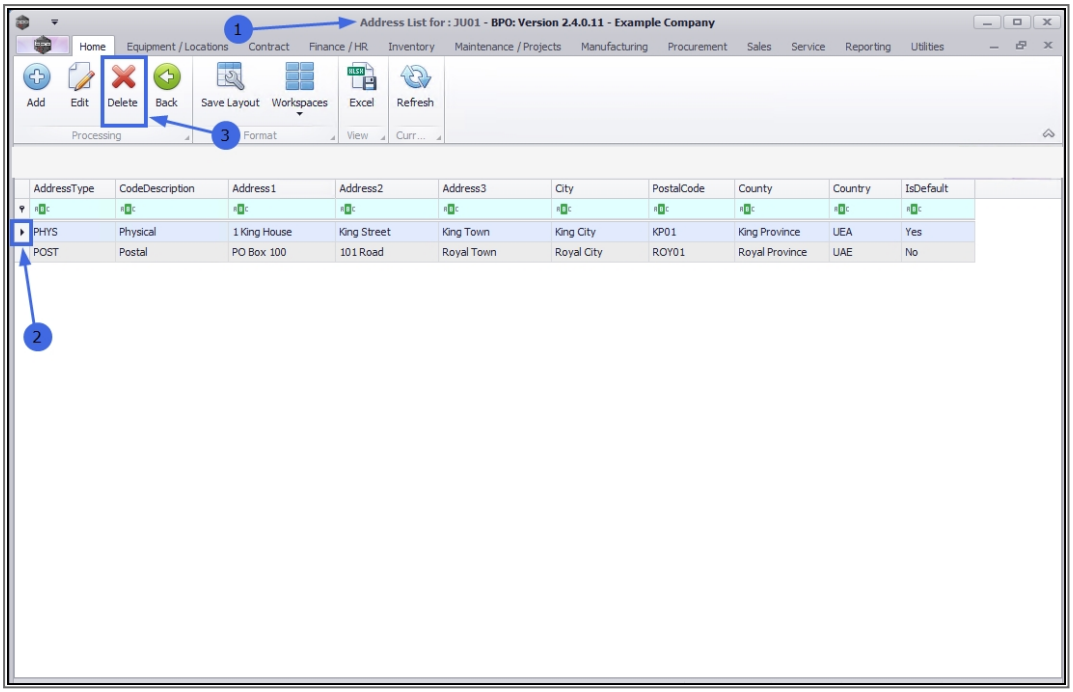


## CONFIRM DELETION

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



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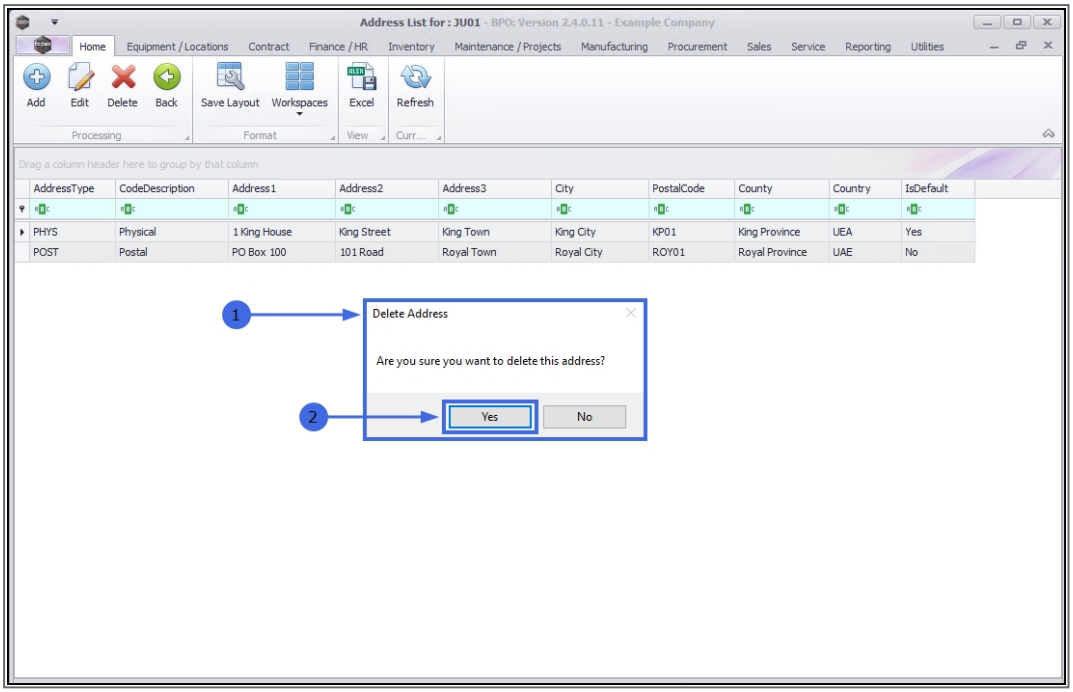
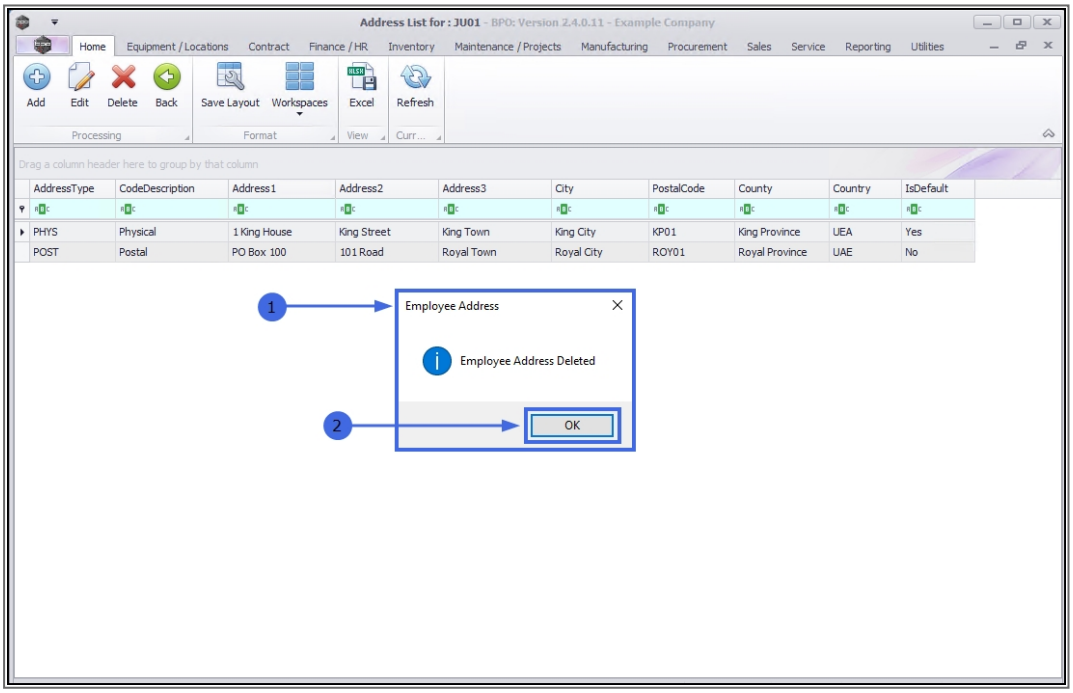



1. An ***Employee Address*** message box will pop up informing you;
    - ***Employee Address Deleted***.
2. Click on ***OK***.



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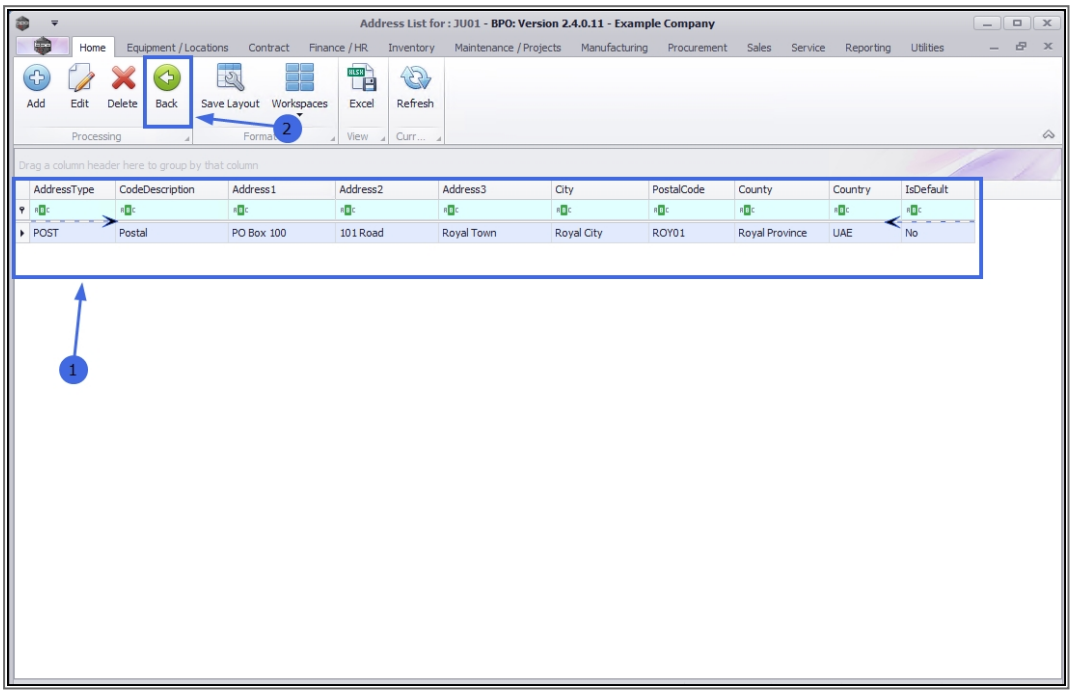
## VIEW DELETION RESULTS

1. The deleted address will be ***removed*** from the data grid.
2. Click on back to return to the ***Employees*** listing screen.

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