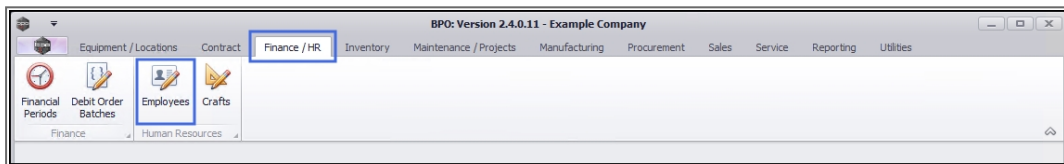


HUMAN RESOURCES

EMPLOYEES – ADDRESSES

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

Ribbon Access: *Finance and HR > Employees*

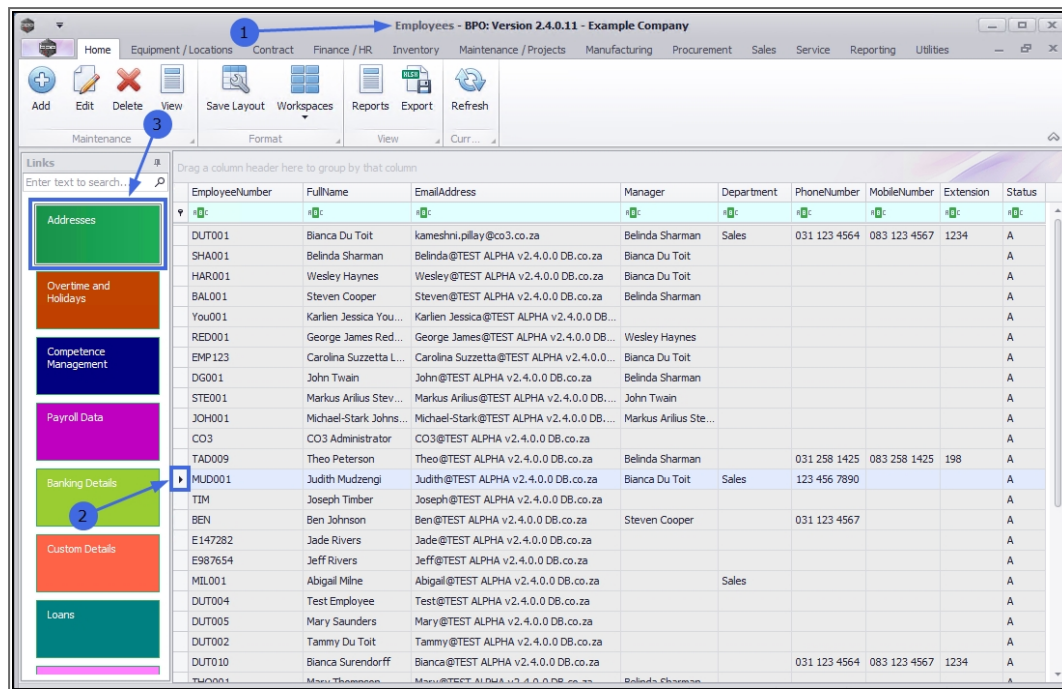


1. The **Employees** listing screen will display.

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



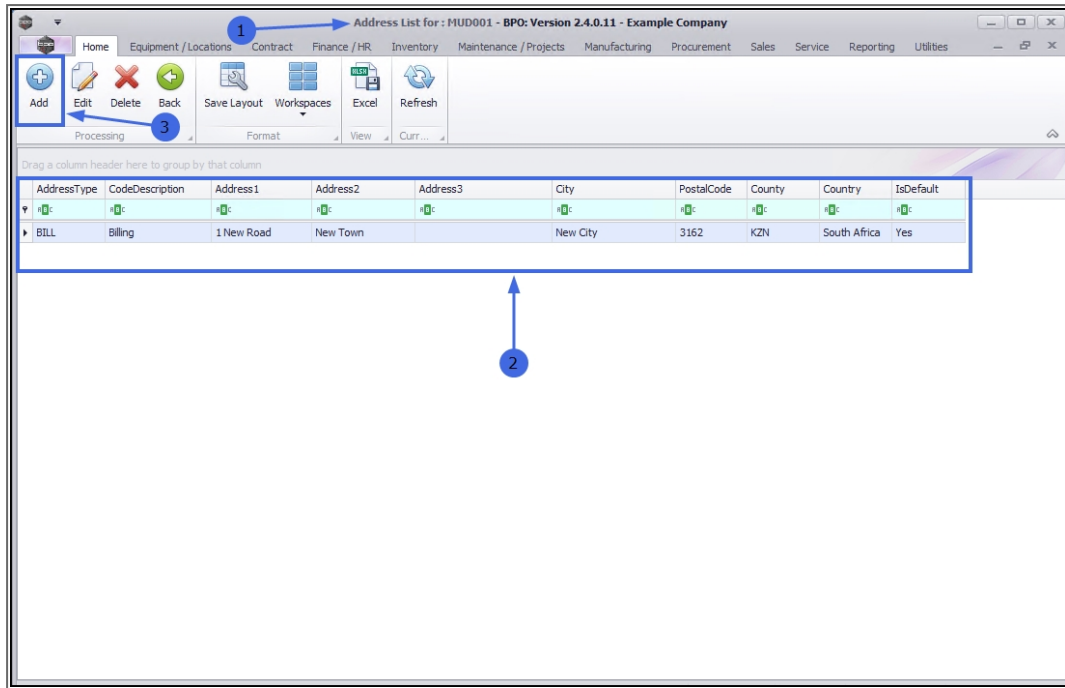
1. The **Address List for : []** screen will open.

VIEW ADDRESS

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

ADD EMPLOYEE ADDRESS

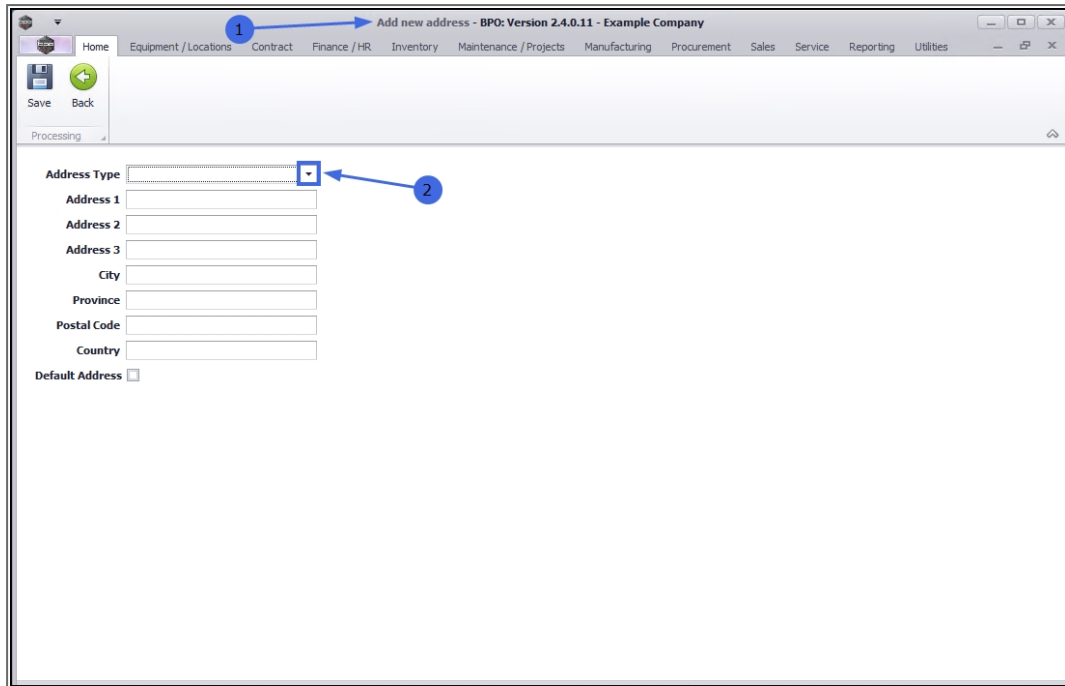
2. Click on **Add**.



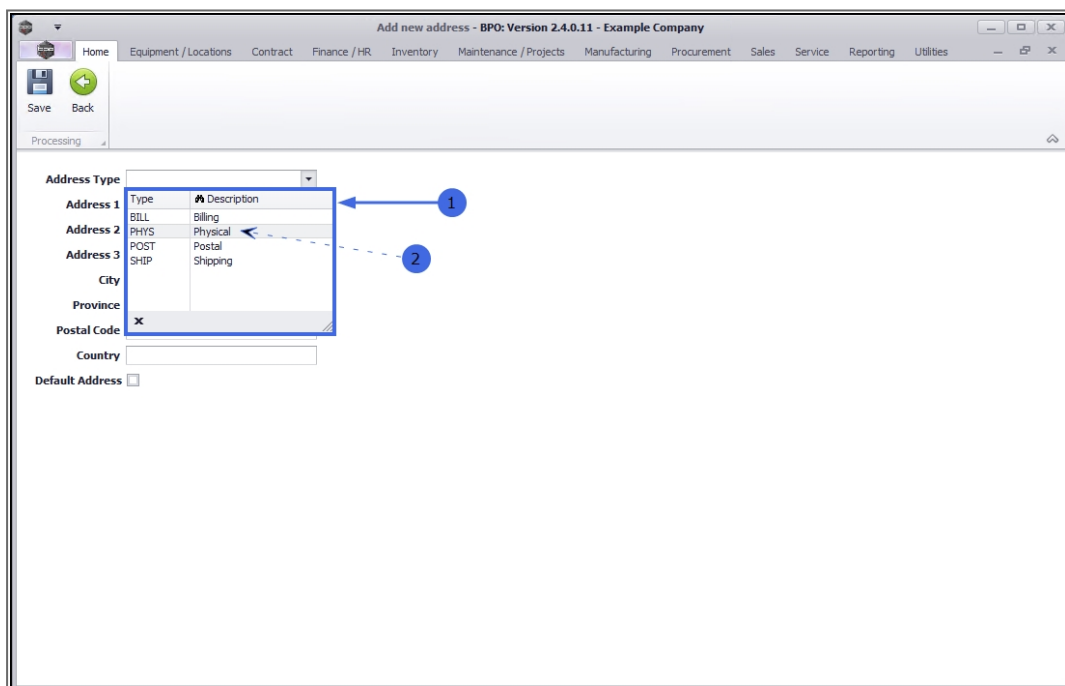
1. The **Add new address** screen will open.

ADD ADDRESS DETAILS

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



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.



Type	Description
BILL	Billing
PHYS	Physical
POST	Postal
SHIP	Shipping

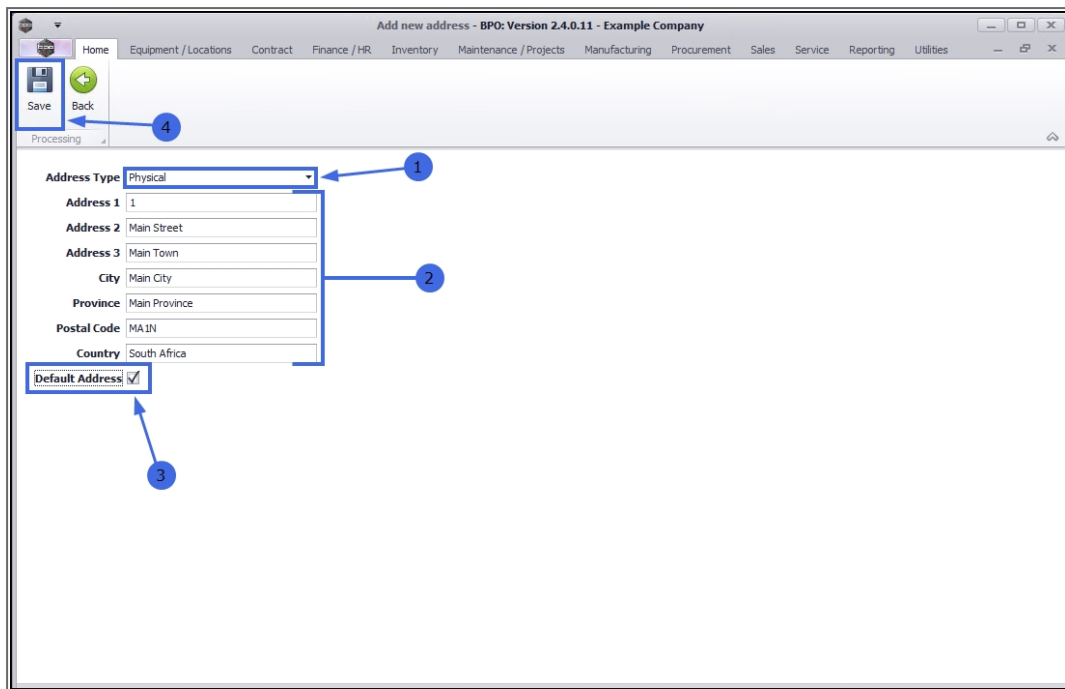
1. The **Address Type** field will populate with your selection.
2. Add the remaining address details:
 - **Address 1 - 3:** Type in the number, street and town in these first 3 rows.
 - **City:** Type in the City of this address
 - **Province:** Type in the province of this address.
 - **Postal Code:** 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**.



Save Back

Processing

Address Type: Physical

Address 1: 1

Address 2: Main Street

Address 3: Main Town

City: Main City

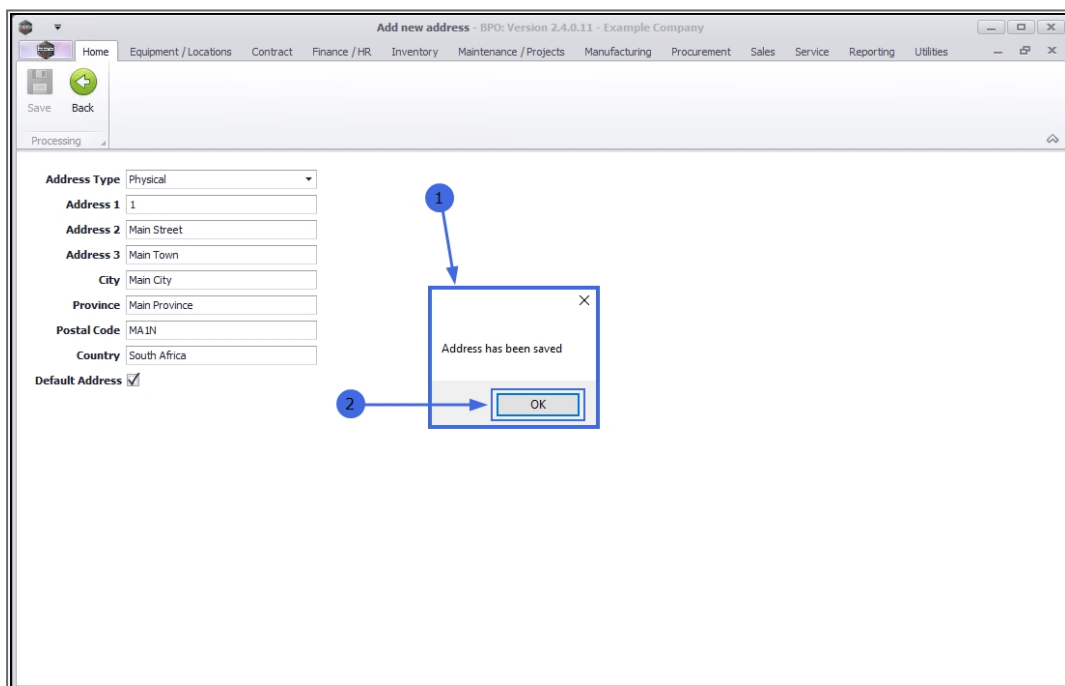
Province: Main Province

Postal Code: MAIN

Country: South Africa

Default Address: ☒

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



Save Back

Processing

Address Type: Physical

Address 1: 1

Address 2: Main Street

Address 3: Main Town

City: Main City

Province: Main Province

Postal Code: MAIN

Country: South Africa

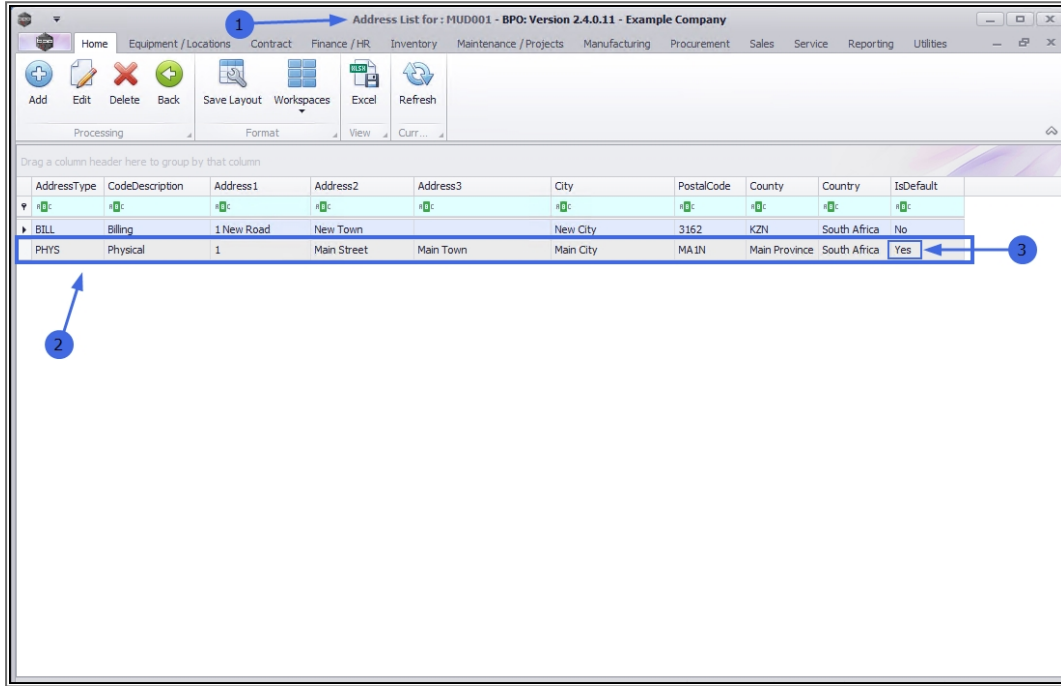
Default Address: ☒

Address has been saved

OK

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.



AddressType	CodeDescription	Address1	Address2	Address3	City	PostalCode	County	Country	IsDefault
BILL	Billing	1 New Road	New Town		New City	3162	KZN	South Africa	No
PHYS	Physical	1	Main Street	Main Town	Main City	MA1N	Main Province	South Africa	Yes

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

Employees - BPO: Version 2.4.0.11 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Reports Export Refresh

Maintenance Format View Curr...

Links

Enter text to search...

Drag a column header here to group by that column

EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A
EMP123	Carolina Suzzetta L...	Carolina Suzzetta@TEST ALPHA v2.4.0.0...	Bianca Du Toit					A
HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A
JO001	Sasha Jones		Bianca Du Toit	Sales				A
JOH001	Michael-Stark Johns...	Michael-Stark@TEST ALPHA v2.4.0.0 DB...	Markus Arilius Ste...					A
JU01	Judah Milne		Belinda Sharman	Sales				A
KES001	Julanda Kessler			Sales				A
KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A
NDW001	Sne Ndwane	snehlaniha.ndwalane@co3.co.za		Sales				A
PIL001	Kame Pillay	kameshni.pillay@co3.co.za						A
RED001	George James Red...	George James@TEST ALPHA v2.4.0.0 DB...	Wesley Haynes					A
REP001	Marc Repsold	marc.repsold@co3.co.za		Sales				A
SHA001	Belinda Sharman	Belinda@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A
STE001	Markus Arilius Stev...	Markus Arilius@TEST ALPHA v2.4.0.0 DB...	John Twain					A
STO001	Troy Stokes			Sales				A
TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A
THO001	Mary Thompson	Mary@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
TIM	Joseph Timber	Joseph@TEST ALPHA v2.4.0.0 DB.co.za						A
You001	Karlien Jessica You...	Karlien Jessica@TEST ALPHA v2.4.0.0 DB...						A

Addresses

Overtime and Holidays

Competence Management

Payroll Data

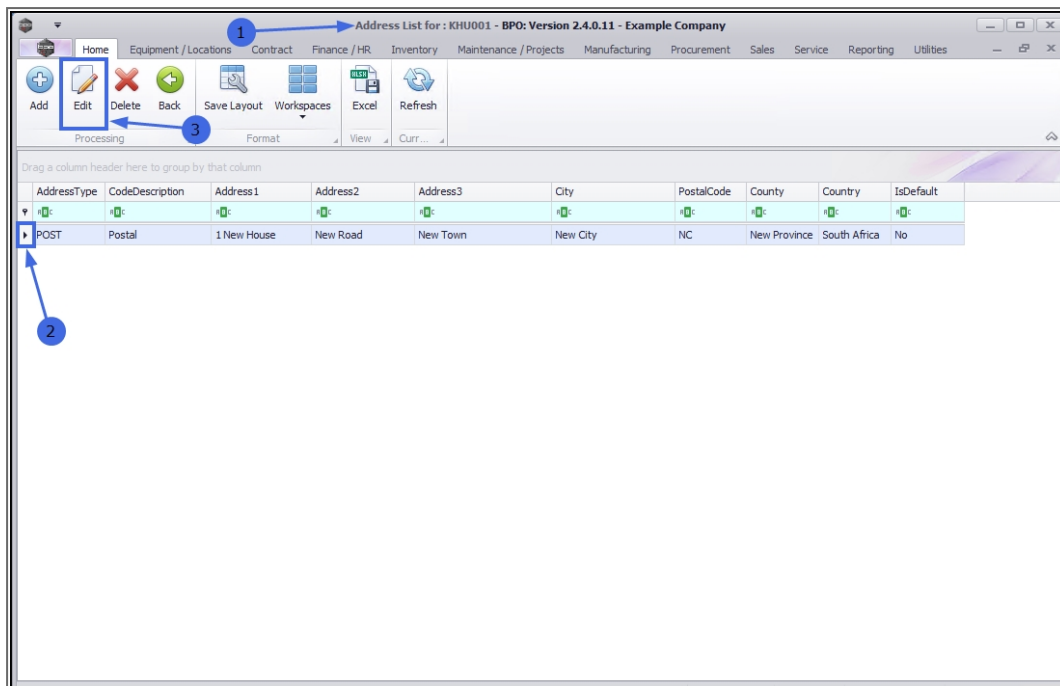
Banking Details

Custom Details

Loans

SELECT ADDRESS TO EDIT

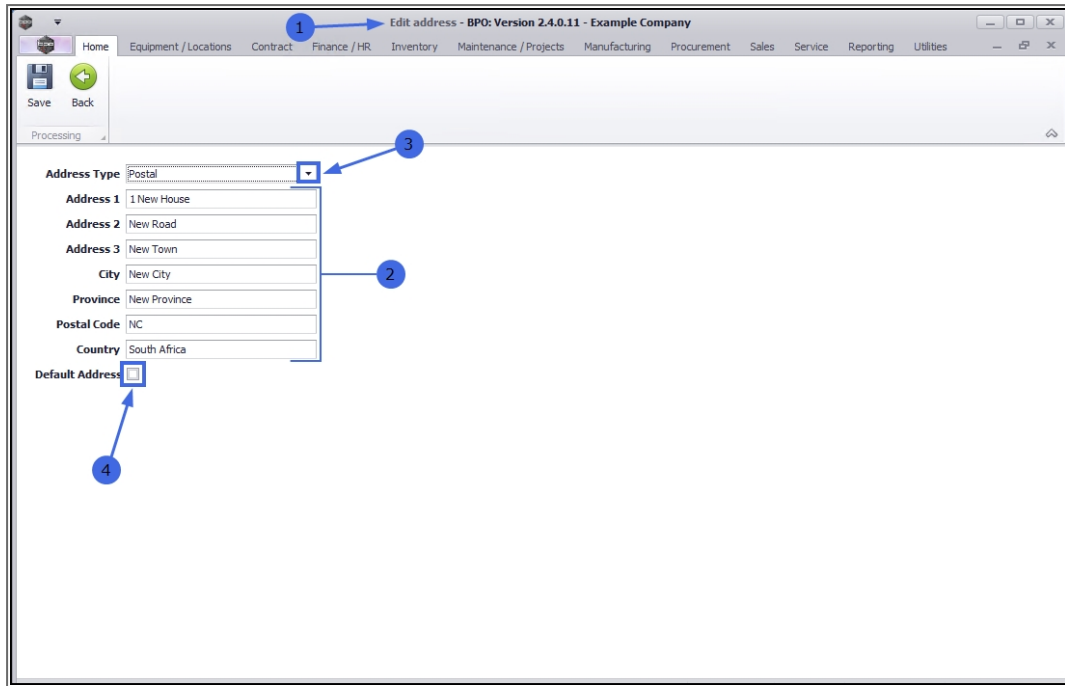
1. The **Address List for : []** screen will open.
2. Select the **row** of the employee address where you wish to make **changes**.
3. Click on **Edit**.



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

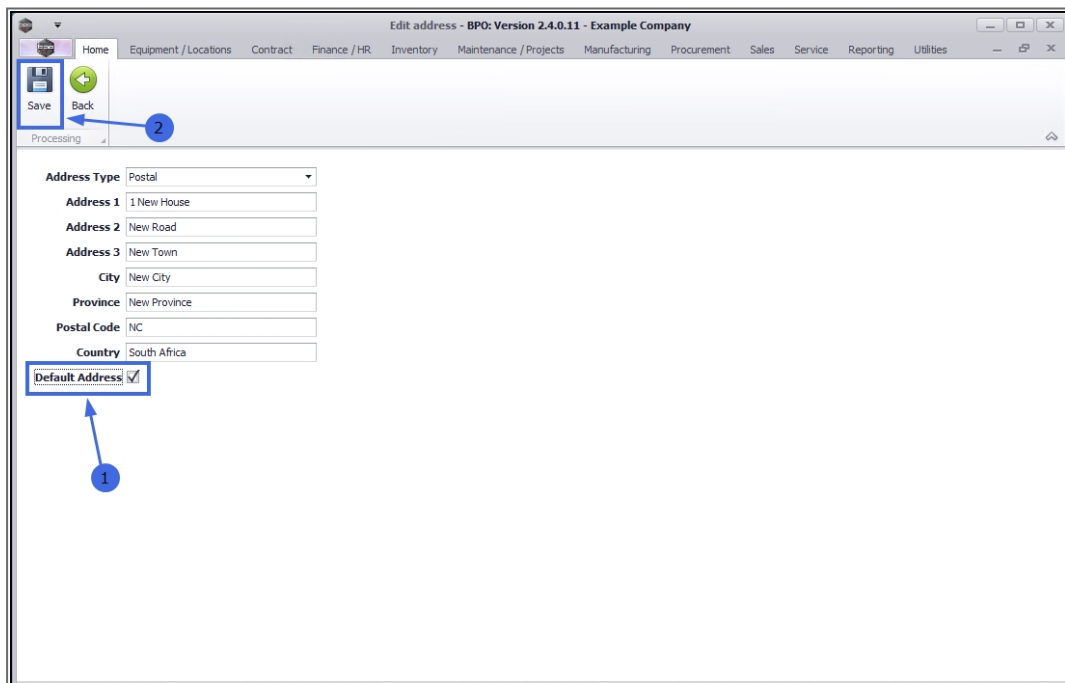
EDIT ADDRESS DETAILS

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.

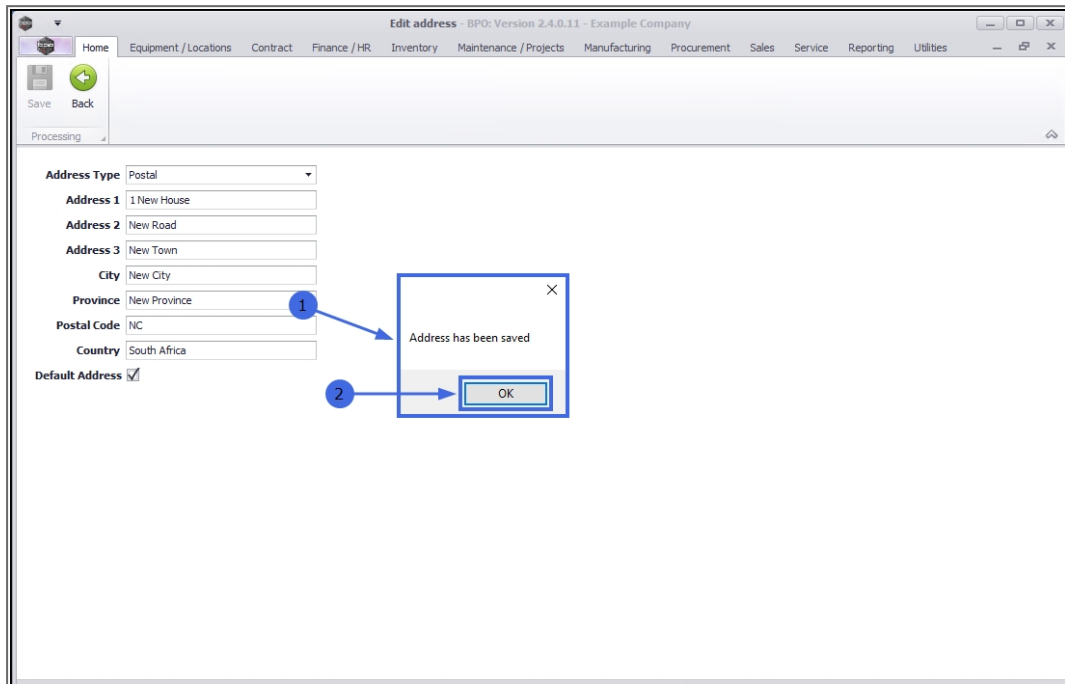


SAVE EDITED DETAILS

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

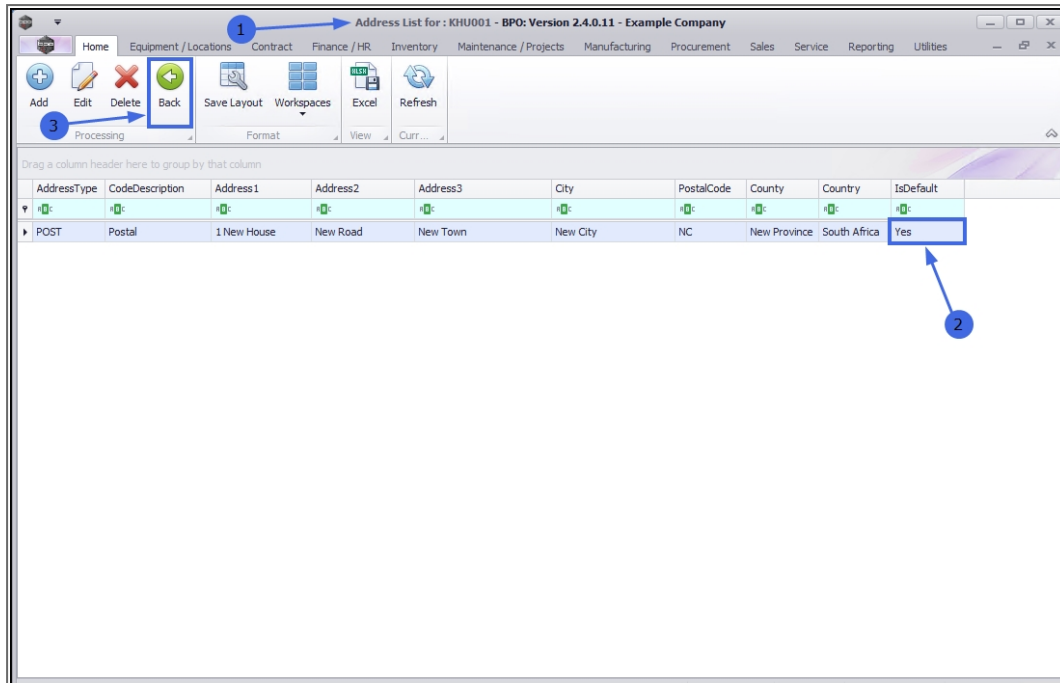


1. A notification message box will pop up informing you;
 - ***Address has been saved.***
2. Click on ***OK***.



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.



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.

Employees - BPO: Version 2.4.0.11 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Reports Export Refresh

Maintenance Format View Curr...

Links

Enter text to search...

Drag a column header here to group by that column

EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						A
DUT010	Blanca Surendorff	Blanca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A
E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A
EMP123	Carolina Suzzetta L...	Carolina Suzzetta@TEST ALPHA v2.4.0.0...	Blanca Du Toit					A
HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit					A
JO001	Sasha Jones		Blanca Du Toit	Sales				A
JOH001	Michael-Stark Johns...	Michael-Stark@TEST ALPHA v2.4.0.0 DB...	Markus Arilius Ste...					A
JU001	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales				A
KES001	Julanda Kessler		Belinda Sharman	Sales				A
KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit	Sales				A
MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit	Sales	123 456 7890			A
NDW001	Sne Ndwalane	sne@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
PIL001	Kame Pillay	kameshni.pillay@co3.co.za						A
RED001	George James Red...	George James@TEST ALPHA v2.4.0.0 DB...	Wesley Haynes					A
REP001	Marc Repsold	marc.repsold@co3.co.za		Sales				A
SHA001	Belinda Sharman	Belinda@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit					A
STE001	Markus Arilius Stev...	Markus Arilius@TEST ALPHA v2.4.0.0 DB...	John Twain					A
STO001	Troy Stokes			Sales				A
TAD009	Theo Peterson	Theo@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman		031 258 1425	083 258 1425	198	A
THO001	Mark Thompson	Mark@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A

Addresses

Overtime and Holidays

Competence Management

Payroll Data

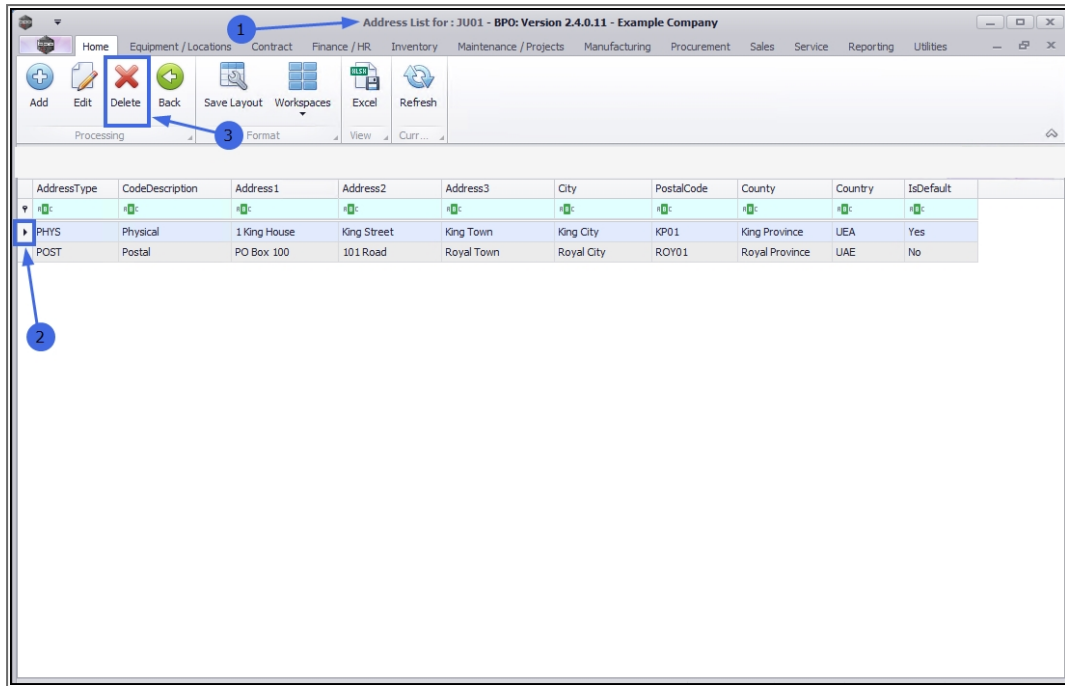
Banking Details

Custom Details

Loans

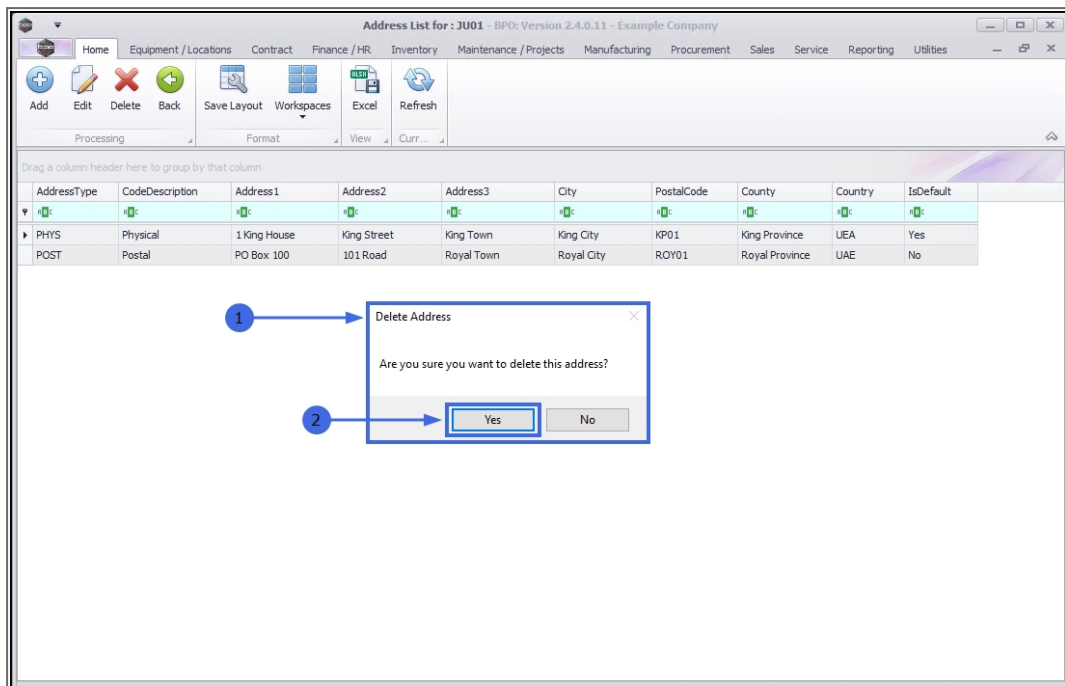
SELECT ADDRESS TO DELETE

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**.

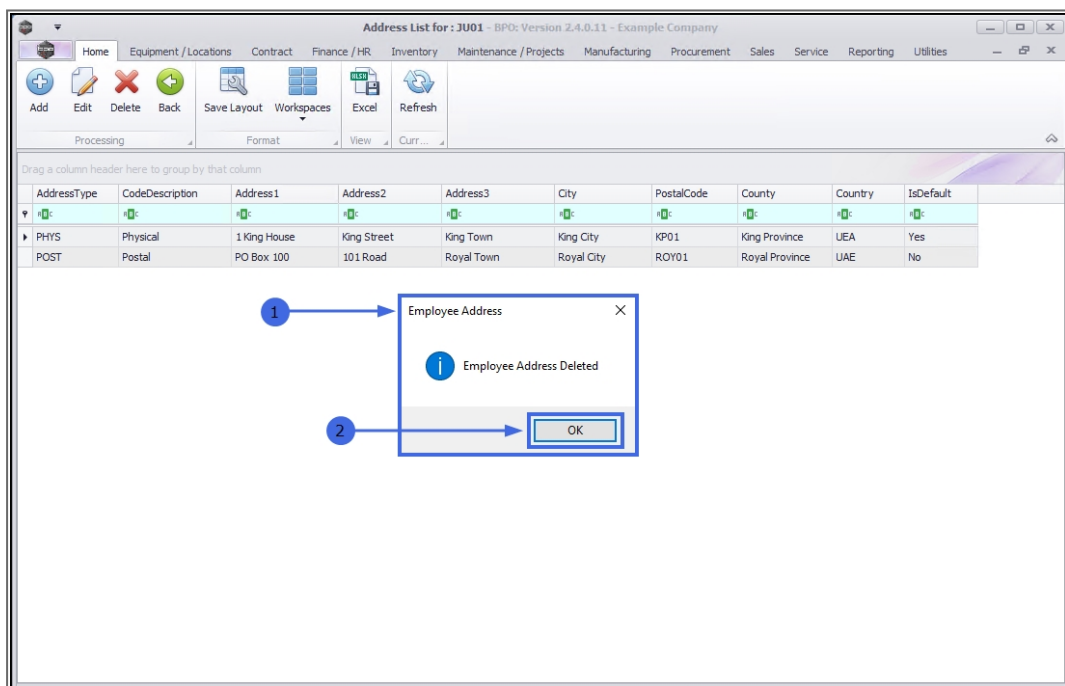


CONFIRM DELETION

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

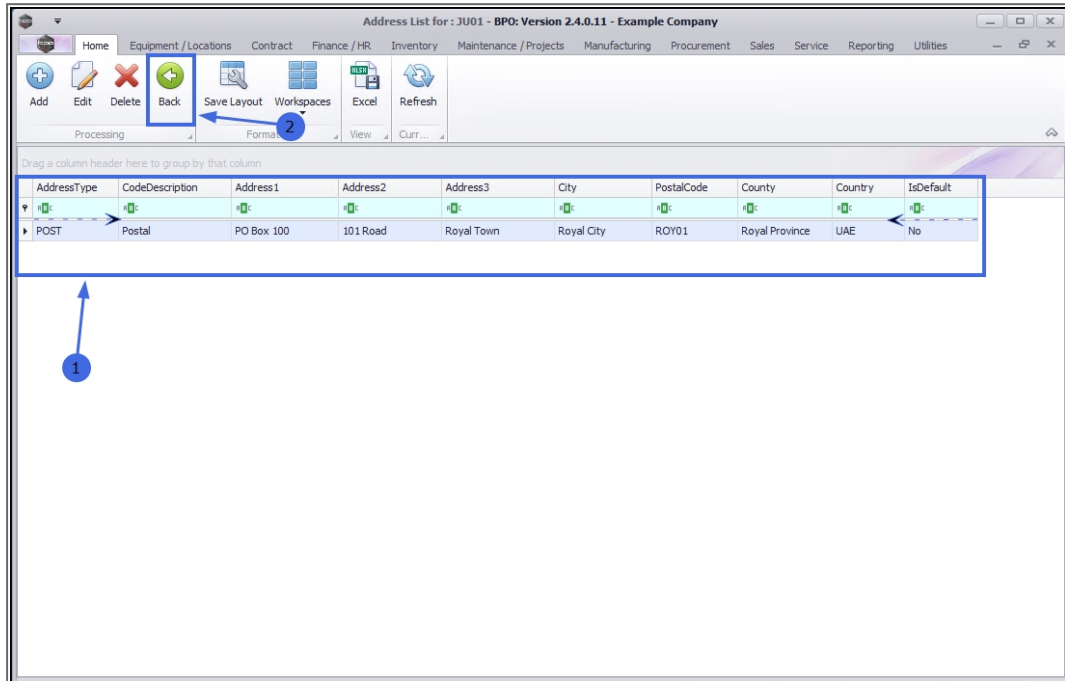


1. An **Employee Address** message box will pop up informing you;
 - **Employee Address Deleted.**
2. Click on **OK**.



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.



MNU.021.013