



Add receiving addresses

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District Administration > Tables > Receiving Addresses

Image

The screenshot shows a web application interface for managing receiving addresses. At the top, there is a navigation bar with the text "Tables > Receiving Addresses" and a session timer "SessionTimer: 237 min and 34 sec". Below this, there is a "Save" button with a red arrow pointing to it. Underneath the "Save" button is a "Receiving Addresses" section containing "Retrieve" and "Print" buttons. A table with the following columns is visible: "Delete", "Details", "Active", "Description", "Contact", "Organization", and "Department". The table contains one row with the following data: "Receiving", "Mike Jones", "061 - 061 School", and "Receiving". Below the table is an "Add" button. At the bottom of the interface is a form with the following fields: "Active" (checked), "Description" (Receiving), "Organization" (061 061 School), "Address Line 1" (9621), "City" (San Antonio), "State" (TX TEXAS), "Phone" ((210) 555-5555), "Fax" ((210) 555-5556), "Contact" (Mike Jones), "Department" (Receiving), "Street" (Street Ave.), "Zip Code" (78250 +4 8888), and "Email" (mike.jones@email.com).

Create a contact list of receiving addresses for the LEA. There can be multiple receiving sites at one campus and multiple addresses for a single person.