



# Receiving Addresses - DA1100



# Table of Contents

<b>Receiving Addresses - DA1100</b> .....	<b>i</b>
<b>Receiving Addresses - DA1100</b> .....	<b>1</b>




# Receiving Addresses - DA1100

## District Administration > Tables > Receiving Addresses

This page is used to create a contact list of receiving addresses for the district. There can be multiple receiving sites at one campus and multiple addresses for a single person.


### View and edit a receiving address:

A list of existing receiving address records is displayed in the grid.

Click  to view and edit the details for the selected receiving address. The details are displayed in the free-form area at the bottom of the page.


### Add a receiving address:

Click **+Add**. A row is added to the grid and the free-form fields at the bottom of the page are cleared allowing you to enter the receiving address details.

Field	Description
<b>Active</b>	Selected by default to indicate that the receiving address is available to receive.
<b>Description</b>	Type the description of the receiving site.
<b>Contact</b>	Type the name of the employee.
<b>Organization</b>	Click  to select an organization, and then click <b>Load</b> to populate the following fields:  <b>Street</b> <b>City</b> <b>State</b> <b>Zip Code</b> <b>Phone</b>
<b>Department</b>	Type the receiving site department.
<b>Address Line 1</b>	Type any additional receiving address information (e.g., back dock, bldg. 600, etc.).
<b>Email</b>	Type an e-mail address to be used to send information to the contact person. The field can be a maximum of 45 characters.  Click <b>E-mail</b> to compose an email message using your default email client. If the <b>E-mail</b> field contains an e-mail address, the To: e-mail address is populated.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
<b>Print</b>	<a href="#">Print the report.</a> Click to print the Receiving Addresses report. <a href="#">Review the report.</a>
	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .  Click <b>Cancel</b> to not delete the row.