

Receiving Addresses - DA1100

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

Click **Save**.

Other functions and features:

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