



# Receiving Addresses - DA1100



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# 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:<br><br><b>Street</b><br><b>City</b><br><b>State</b><br><b>Zip Code</b><br><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.<br><br>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><br>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><br>Click to print the Receiving Addresses report.<br><a href="#">Review the report.</a>   |
|  | <a href="#">Delete a row.</a><br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br>Click <b>Save</b> . A message is displayed asking if you want to delete the row. Click <b>OK</b> .<br><br>Click <b>Cancel</b> to not delete the row. |