



Receiving Addresses - DA1100

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District Administration > Tables > Receiving Addresses

This page is used to 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.


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** to add a row. 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 | Click to retrieve information from the last save. If you click Retrieve , any unsaved changes will be lost. |
| Print | Click to print the Receiving Addresses report. Review the report. |
|  | 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. |