

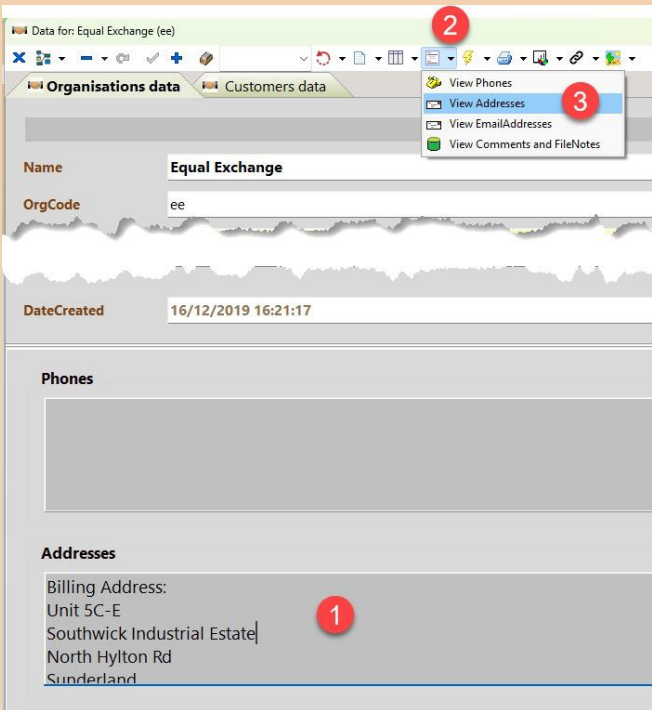
# Viewing, editing and adding to People and Organisations in Orixia

The Orixia system includes a data-tables to store addresses. As People and Organisations may have several of each of these, the system builds in the ability to store as many as necessary. A "Current" field also allows you to mark any of these records "false" if they are no longer in use, but you wish to keep a record of the prior value.

It is also possible to use Orixia's "CSV Importation" systems to bulk import and bulk export the data in these data-tables. This can be useful if you have large quantities of data in other software programmes and you wish to import it.

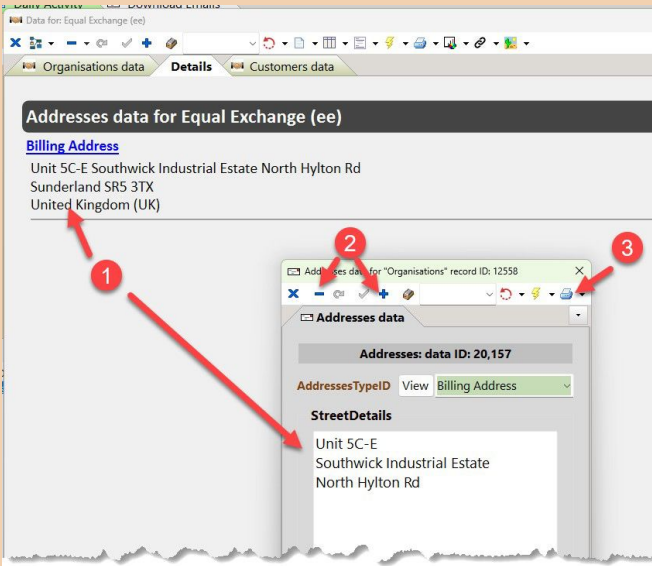
## Accessing Address details

Note the example shows addition of data within the "Organisations" Entity. Identical steps can be used in the "People" entity to access the same data, and it is possible to connect other Entities to the address data-table, so all the explanations below, apply to records in any Entity linked to "Addresses"



Address data displayed on the "Organisations" edit-form, with menu to access the data

1. On the main edit window of the "Organisation" entity, the "Addresses" are shown in a **read-only** window.
2. The "View details" button gives access to options to view "Phones", "Addresses", "EmailAddresses" and other Linked entities.
3. To view the Addresses for editing, click "View Addresses"



## Editing Addresses

1. All address data for the selected organisation will be listed on the page, clicking on the link opens an Edit Window for the clicked address.
2. Add or Delete addresses.
3. Print the selected Address as an address-label.

To update an address, edit / change the data shown in "Street Details" or other fields in the Addresses window.

## Reports and other outputs from the Addresses data-table

Addresses are stored in a full "SQL" data-table, just like other Orix data.

This means that the values stored in them can be used anywhere in the system, if your developer write SQL code to extract the data from the data-table.