

# The System "Addresses" data edit form

This edit form is used to hold physical addresses for the location of people, organisations, customers and suppliers. Note that many reports and systems may use "Addresses" data, so it is useful for it to be entered, and for it to be correct.

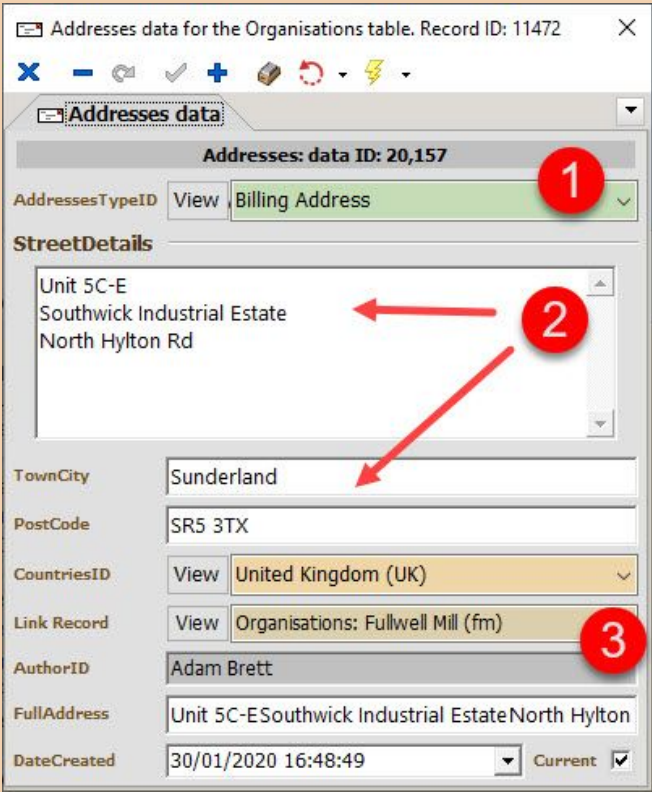
As some reports use specific "Address Types" remember that unless an address with the correct type is present certain reports may not be generated correctly, for example a "Delivery Note" report may rely on a Customer having an Address with AddressType = "Delivery Address", without this the Delivery address may appear blank.

One key idea of Orixia is that any Organisation or Person can have multiple addresses. If a person or business moves it is not necessary to delete the old address, simply untick the "Current" field. Leaving this data rather than deleting it ensure that you always maintain a full and accurate record of all transactions for your business. Non-current addresses can be deleted, but it is not necessary.

Within Orixia the Organisations and People BusinessObjects both automatically link to Addresses, Emails and Phones BusinessObjects. So you can add as many of each of these three types of data to your system as you need to. It also means that any Extension BusinessObjects you add to the Organisations and People BusinessObjects automatically share these addresses, for example if a Customer or Staff BusinessObject is added to your system it will share the Addresses of its "master" Organisation record.

Note that the exact layout of your Addresses Edit form may look slightly different from the images below, if it has been customized by your Administrator. Your Administrator may also have extended it with other features, including extra data-fields, actions and reports.

## Features of the Addresses Edit form



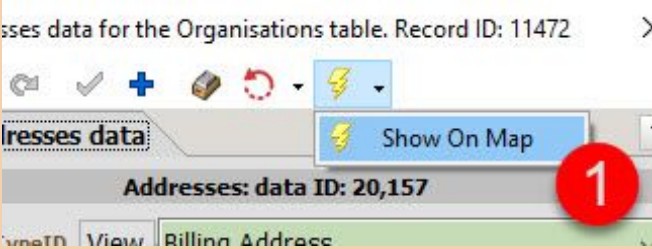
**Addresses Edit Form**

### The Main "Edit form"

1. Pick the type of address from this list, remember every person / organisation can have more than one address, and that you can add and remove "AddressTypes".
2. Enter the main location details here.
3. Note the "Link Record" field, which connects back to the person / organisation

"Addresses" also have a "Current" field, to indicate whether the detailed address is currently in use. If a person / organisation moves to a new address, untick the old address's "Current" field to mark it as an "old" or "former" address.

It is not necessary to delete the old address , as it may be useful to keep it to keep the record so that the database stores details of where past orders for that customer were sent.



**Addresses Edit Form Actions**

### Actions in the Addresses Edit form

1. "Show On Map", click here and the system will link to Google-maps and try to find the address you have entered

Note that if more actions, dashboards or reports are added to the Addresses Business Object on your system they will show on the Edit Form's menu.

