1.2 Address details

Address details can be obtained from the New Appointment Request Form, section C – personal details. Address details can be viewed by selecting [🖅 Address details] menu from the action pane
The address(es) for the person will be displayed in the object pane.

Address type	Address	Mailing address	Start date	End da
○ Home/ Personal	12 Beech Drive CAMBRIDGE CB3 1BC	No	23/04/2007	

1.2.1 Amending address details

These steps should be followed where an error has been made with the address.

1. Use the search facility to locate the person whose contact details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Choose the address type that you wish to change from the object pane
3. Click on [🖅 Address details] menu in the action pane

Address details: Mr Ronald Baba	Name: Mr Ronald Baba **Job title:** Temporary Clerical **Social security number:** AB445566D **Pay ref:** 30000022 **Pers ref:** 30000022

Address type | Home/ Personal ▼
Mailing address | ☑
House Name |
Number/Street | 12 Beech Drive
Local Area |
POSTTOWN | CAMBRIDGE
COUNTRY |
POSTCODE | CB3 1BC 🔍
Country | United Kingdom ▼
Start date | 23/04/2007
End date | ▦

[Save]   [Delete]

4. The selected address will be displayed.

5. Amend as necessary.

6. Click on the [Save] button.

1.2.2 Adding a future change of address

1. Use the search facility to locate the person whose address details you wish to maintain. Where do you set the date?

2. Click on the Addresses menu in the Action Pane.
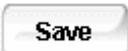
3. Select the address that is to be changed

Address type	Home/ Personal
	Correspondence
Mailing address	Home/ Personal
House Name	Term-time

4. Select new

Address details:
New

Name: Mr Ronald Baba **Job title:** Temporary Clerical
Social security number: AB445566D **Pay ref:** 30000022
Pers ref: 30000022

Address type	Home/ Personal
Mailing address	☐
House Name	
Number/Street	
Local Area	
POSTTOWN	
COUNTRY	
POSTCODE	🔍
Country	United Kingdom
Start date	07/05/2007
End date	

Save

5. Set the date to be the start date for the new address, and type in the new address details.

6. Click on the [Save] button.

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7. Address history will report this and automatically end dates the old address.

Address history:
Home/ Personal

Name: Mr Ronald Baba **Job title:** Temporary Clerical
Social security number: AB445566D **Pay ref:** 30000022
Pers ref: 30000022

Start date	End date	Address type	Mail	Address
07/05/2007		Home/ Personal	No	Greenacres Church Street Duxford CAMBRIDGE CB10 1GB
23/04/2007	06/05/2007	Home/ Personal	No	12 Beech Drive CAMBRIDGE CB3 1BC

1.2.3 Adding a new address

1. Use the search facility to locate the person whose address details you wish to maintain.
2. Click on the Addresses menu in the Action Pane.
3. Select ![icon] New - Address details
   The new address details screen will be displayed.
4. Click the drop down arrow and select which address you wish to add.

5. Home/Personal address is displayed as default and this address is supplied on the New Appointment Request Form CHRIS/10, section C, personal details.
   Correspondence and term time address currently appear in the drop down list but these will disappear post Go Live.
   The UMS address held against position will be used for mailings.
6. Key in address details. The COUNTRY field only needs to be filled for an address that is not in the United Kingdom. (Note this field *is* meant to be Country and not County. The Post Office guidelines for writing addresses are that a post town with a postcode is all that is necessary as the County is reflected in the postcode). The Country field will automatically default to United Kingdom.

7. Click the Save button.