

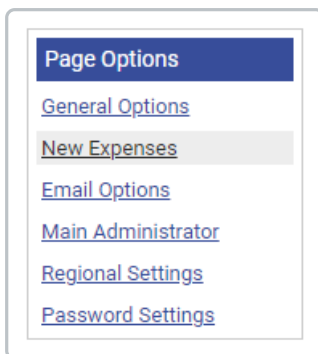
General Options - Addresses & Distances

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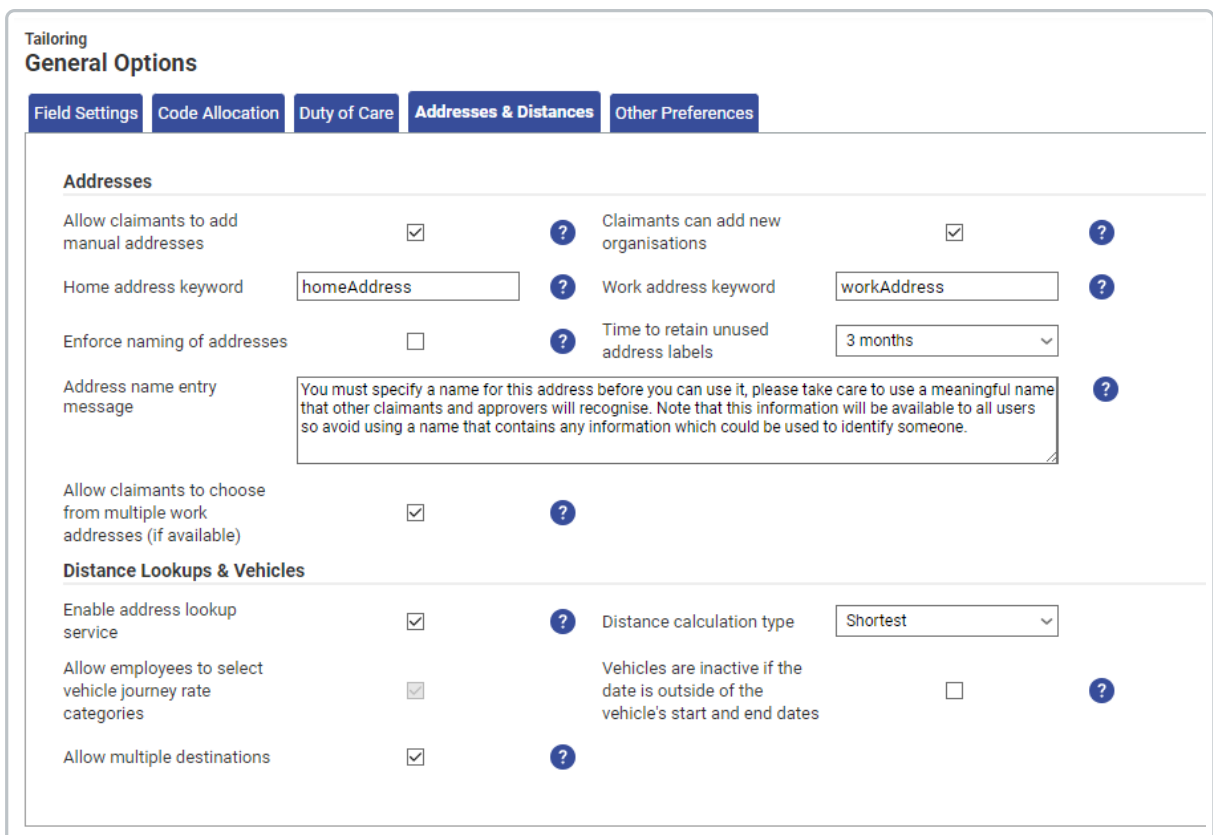
Permissions

You will require an Access Role with the following permissions:

- General Options.
1. Navigate from the **Home** page to **Administrative Settings | Tailoring | General Options**.
 2. In the 'Page Options' menu, click **New Expenses**.



3. Click on the '**Addresses & Distances**' tab.

A screenshot of the 'General Options' configuration page, specifically the 'Addresses & Distances' tab. The page has a header 'Tailoring General Options' and a navigation bar with tabs: 'Field Settings', 'Code Allocation', 'Duty of Care', 'Addresses & Distances' (selected), and 'Other Preferences'. The main content area is divided into two sections: 'Addresses' and 'Distance Lookups & Vehicles'.
Addresses Section:


- 'Allow claimants to add manual addresses' (checked)
- 'Home address keyword' (text input: homeAddress)
- 'Enforce naming of addresses' (unchecked)
- 'Address name entry message' (text area: You must specify a name for this address before you can use it, please take care to use a meaningful name that other claimants and approvers will recognise. Note that this information will be available to all users so avoid using a name that contains any information which could be used to identify someone.)
- 'Allow claimants to choose from multiple work addresses (if available)' (checked)
- 'Claimants can add new organisations' (checked)
- 'Work address keyword' (text input: workAddress)
- 'Time to retain unused address labels' (dropdown: 3 months)

Distance Lookups & Vehicles Section:

- 'Enable address lookup service' (checked)
- 'Allow employees to select vehicle journey rate categories' (checked)
- 'Allow multiple destinations' (checked)
- 'Distance calculation type' (dropdown: Shortest)
- 'Vehicles are inactive if the date is outside of the vehicle's start and end dates' (unchecked)

4. The following options are available for configuring your Addresses & Distances settings:

Option	Description
Allow Claimants to add manual addresses	Allows a claimant to add a manual address if the address they are searching for is not yet saved in the system. This will be visible in the address widget as a link labelled 'Can't find what you're looking for?'.
Claimants can add new organisations	Allows a claimant to add a new organisation if the organisation they are searching for is not yet saved in the system. The claimant will be able to do this when adding an expense on the Add Expense page.
Home address keyword	<p>Enter a word that can be used by claimants to automatically populate their home address within the journey grid. When this keyword is entered in to the 'To' or 'From' fields, the claimant's home address will be populated.</p> <p>The claimant must have their work address configured within their employee record to use this feature.</p>
Work address keyword	<p>Enter a word that can be used by claimants to automatically populate their work address within the journey grid. When this keyword is entered in to the 'To' or 'From' fields, the claimant's stored work addresses will be populated.</p> <p>The claimant must have their work address configured within their employee record to use this feature.</p>
Enforce naming of addresses	<p>Enforces users to enter a name for an address before they can use it.</p> <p>Note: This option is only available to organisations who are on the 'Standard' Address+ Service Level.</p>
Time to retain unused address labels	From the drop-down list, select a time period for how long an unused address label will remain. After the time period, the address label will no longer appear when selecting an address.
Address name entry message	Create a message to prompt claimants to enter an address name.

Option	Description
Allow claimants to choose from multiple work addresses (if available)	<p>If enabled, users will be able to select from multiple work addresses when adding a mileage expense. Upon clicking on the  icon on the journey address widget, a list of all available work addresses will appear. This also applies to typing the work address keyword.</p> <p>For more information on how to add home and work addresses, view Adding Home and Work Addresses</p> <p>Note: If a work address is not entered into the journey grid, the date of the expense will determine which active work address will be applied for Home and Office calculations.</p>

Option	Description
Allow multiple destinations	Select to allow a claimant to add multiple journeys steps to an expense. If not selected, the claimant will only be able to add a single journey step using the 'To' and 'From' fields.
Enable address lookup service	If enabled, Assure Expenses will automatically calculate the distance of the journey entered by the claimant.
Distance calculation type	When the above option (Enable address lookup service) is enabled, use the drop-down list to select either the quickest or shortest route available when calculating the journey distance.
Allow employees to select vehicle journey rate categories	<p>Allows a claimant to select Vehicle Journey Rate categories for their vehicle from a list predefined by their organisation.</p> <p>If 'Activate vehicle when employee adds own' is off, this option can still be activated but the vehicle will be required to pass through approval.</p> <p>If 'Force vehicle journey rate' is set on an Expense Item, the claimant will not be able to select from the Vehicle Journey Rates which they have added.</p>
Vehicles are not active if the date is outside of the start and end date	<p>A vehicle will only be available for selection if the date of expense falls in the range between the start and end date of the vehicle.</p> <p>When activated, the 'Vehicle is active' option will be disabled.</p>

5. Click **Save** to confirm or **Cancel** to discard any changes and return to the Tailoring page.