Manage Addresses

Last Modified on 21/05/2024 10:31 am BST

Add an Address Manually	Add an Account-wide Label	Add a Recommended Distance

Permissions

You will require an Access Role with the following permissions:

- Addresses

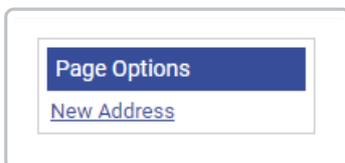1. Navigate from the homepage to **Administrative Settings** | **Base Information** | **Addresses**.

2. Click **New Address** in the 'Page Options' menu.

New Address

| Address | Account-wide Labels | Recommended Distances |

General Details

Search   Favourite

Name

Line 2

City

Country

Type the first 3 characters of your search term
to see your results here.

save   cancel

3. Begin typing the address or postcode in the **Search** field.

> **Note:** Click the flag icon to switch the country that you would like to look up the address for. The countries displayed will be those that you are licenced for and that have been set up in the 'Countries' menu. For more information on adding countries, view Manage Countries.

4. If the address or postcode you search for cannot be found, click **Can't find what you're looking for?** to manually enter the address details.

ln5rws   Favourite

No addresses could be found.

Can't find what you're looking for?

5. If required, you can select the **Favourite** checkbox to mark the address as an account-wide favourite. This will display an orange star if an employee searches for this address at any point. Employees will also be able to filter the list of addresses by favourites which have been set.

6. Click **Save** to store the address.

> After saving the address, you can create an account label for the address or add a recommended distance. Click on the tabs at the top of the page for more information.