

Address Types

Are used to categorize and organize the different types of addresses managed within the system. To add or edit an address type, complete the fields for Name, Description, and Comments, then click Save Address Type to apply the changes.

- help standardize how addresses are categorized, making it easier to manage contact information efficiently and accurately within the system.

When adding or editing a Address Type, you typically fill out the following fields:

- **Name** - Enter a clear and descriptive title for the address type.
- **Description** - Provide additional details explaining the purpose or context of this address type.
- **Comments** - Add any notes or relevant information that may help users understand or use the address type correctly.
- **Save Address Type** - Click this button to save and apply your changes to the system.

Please find attached the video for the Address Types.

Follow these Steps to navigate and use Address Types:

- 1. Click "Administrative Task"**
- 2. Click "Address Types"**
- 3. Click "New Address Type"**
- 4. Navigate to "Name "field, enter the desired name for the new Address type.**
- 5. Add a Description if desired.**
- 6. Add a Comment if desired**
- 7. Click "Save Address Type"**

Please find the link to the Step-By-Step reference guide for Address Types. [Address Type.png](#)

? Tips for Address Types:

Use Clear and Descriptive Names - Label each address type clearly.

Provide Relevant Descriptions - Add a brief description to clarify the purpose of each address type.

Add Comments When Necessary - Use the comments field for additional context or notes about the address type.

Organize Systematically - Maintain consistent naming and categorization to make addresses easy to track and manage.

Review Regularly - Periodically update address types to ensure they remain accurate and relevant.

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