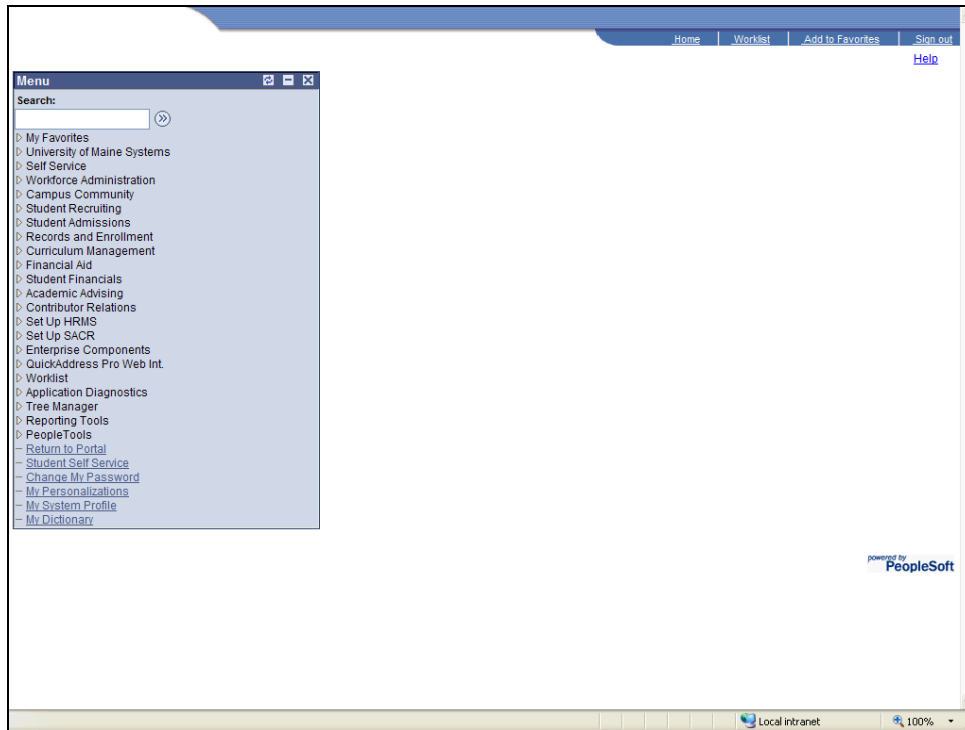


<b>Version</b>	<b>8.9</b>
<b>Date Modified</b>	<b>2/5/2008</b>
<b>Last Changed by</b>	<b>ASDS</b>
<b>Status</b>	<b>Final</b>

## Add Address

## Procedure



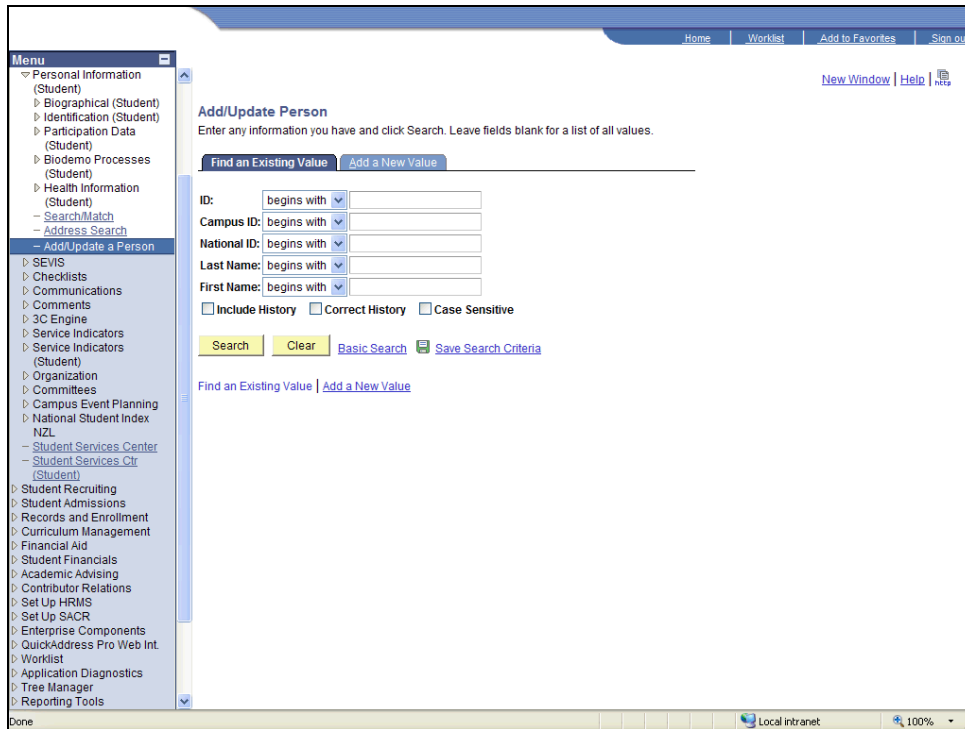
Step	Action
1.	Addresses are added and edited from <b>Edit Address</b> page. There are different navigation paths to the <b>Edit Address</b> page. For this example, click the <b>Campus Community</b> link. <a href="#">▶ Campus Community</a>



Step	Action
2.	You are entering an address for a student so click the <b>Personal Information (Student)</b> link.
3.	Click the <b>Add/Update a Person</b> link.

# Reference Guide

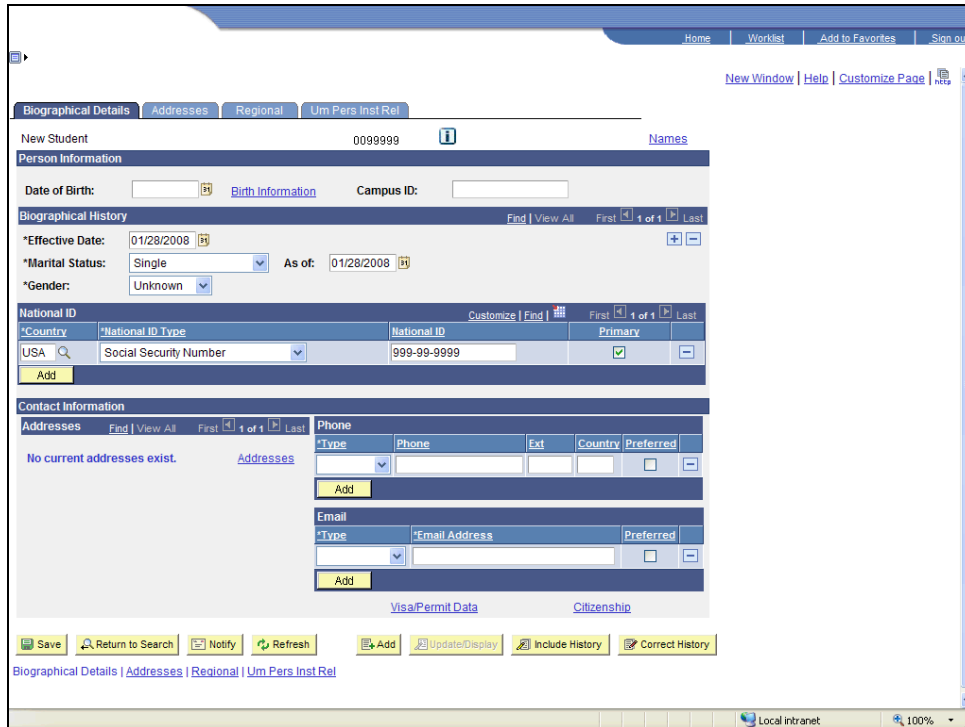
## Campus Community: Add Address 012808



The screenshot shows the 'Add/Update Person' search interface. On the left is a 'Menu' with various categories like 'Personal Information', 'Health Information', and 'Add/Update a Person'. The main area is titled 'Add/Update Person' and contains a search form with the following fields and options:

- Instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Buttons: "Find an Existing Value" and "Add a New Value"
- Fields:
  - ID: begins with [dropdown]
  - Campus ID: begins with [dropdown]
  - National ID: begins with [dropdown]
  - Last Name: begins with [dropdown]
  - First Name: begins with [dropdown]
- Options:  Include History,  Correct History,  Case Sensitive
- Buttons: "Search", "Clear", "Basic Search", "Save Search Criteria"
- Footer: "Find an Existing Value | Add a New Value"

Step	Action
4.	On the <b>Add/Update Person</b> search page, if you know the student's MaineStreet ID, enter it in the ID field. You can also search for the student by entering their name.



The screenshot shows a web application interface for a student's profile. The 'Addresses' tab is active, displaying a table with the following structure:

*Type	Phone	Ext	Country	Preferred
No current addresses exist.				

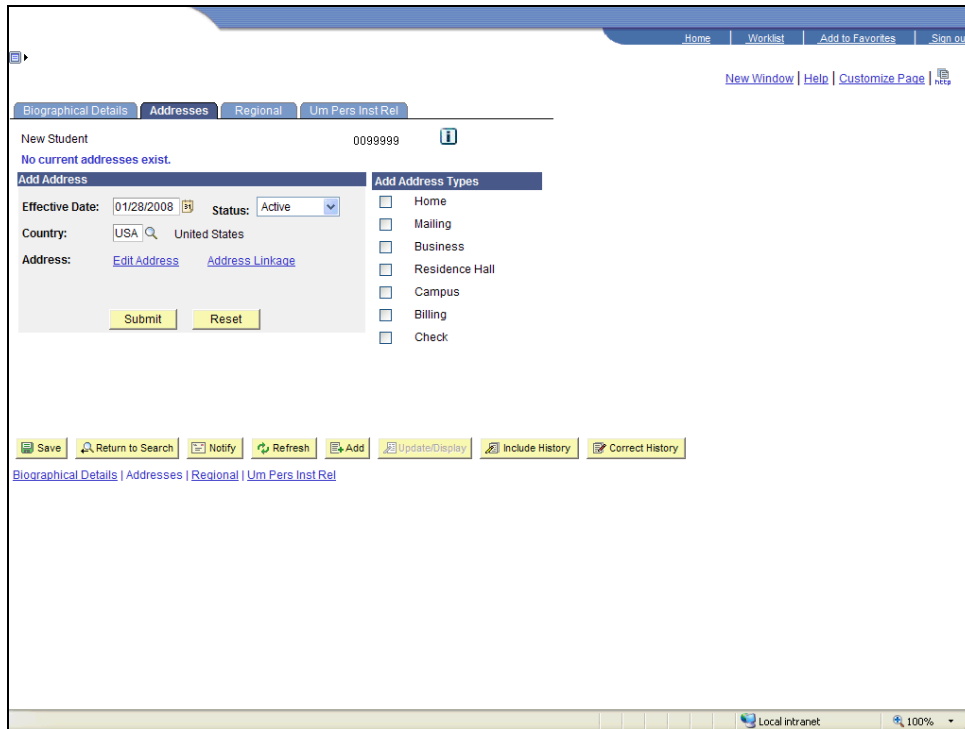
Other visible sections include:

- Person Information:** Date of Birth, Birth Information, Campus ID.
- Biographical History:** \*Effective Date (01/28/2008), \*Marital Status (Single), \*Gender (Unknown).
- National ID:** \*Country (USA), \*National ID Type (Social Security Number), National ID (999-99-9999), Primary (checked).
- Contact Information:** Phone and Email sections with 'Add' buttons.

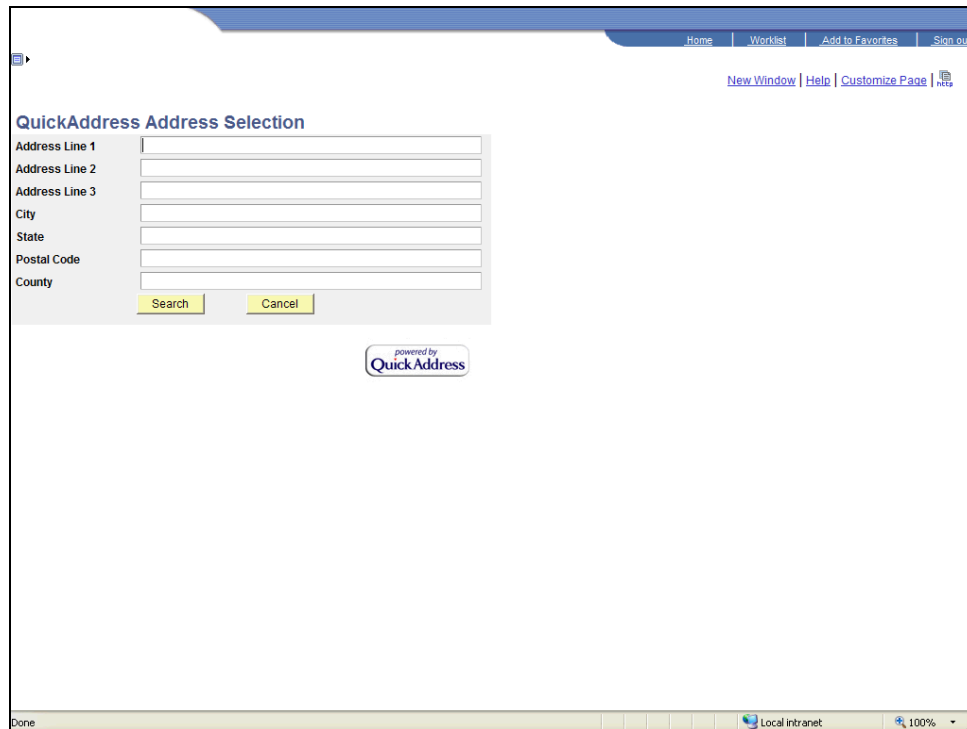
Step	Action
5.	On the <b>Biographical Details</b> page, click the <b>Addresses</b> link.

# Reference Guide

## Campus Community: Add Address 012808



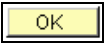
Step	Action
6.	<p>There are several different types of addresses, all of which have effective dates and will be stored as history. All students will have a <b>Permanent</b> address which will be populated from the first <b>Home</b> address entered and will never be changed. The Permanent address is stored for research and marketing purposes and is never modified unless it was mistyped.</p> <p>When communicating with students there are several different hierarchical address types whereby if one type is blank, the next type will be examined. If that one is also blank, another one will be checked, and so on. There is no need to enter the same address in all the different types.</p> <p>Although you are adding a new address, click the <a href="#">Edit Address</a> link in <b>Add Address</b> section of the page.</p> <p><a href="#">Edit Address</a></p>




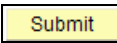
Step	Action
7.	<p>The <b>QuickAddress Address Selection</b> page opens.</p> <p>The <i>Quick Address</i> (QAS) system validates addresses against the latest U.S. Postal Service address file. QAS also automatically corrects misspellings, applies preset address standards and auto-fills missing information (county, 4 digit code).</p> <p>Enter the first line of the address.</p>
8.	Enter the appropriate City in the <b>City</b> field.
9.	Enter the appropriate State into the <b>State</b> field.
10.	Enter the appropriate Zip Code into the <b>Postal Code</b> field.
11.	Enter the appropriate <b>County</b> into the <b>County</b> field.
12.	<p>Now you're ready to run a search to validate the address you've entered and standardize its format.</p> <p>Click the <b>Search</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>


# Reference Guide

## Campus Community: Add Address 012808

Step	Action
13.	<p>If QAS was able to validate the address you entered, the address text will appear grayed-out. Notice the address is entered in the proper case and the 4- digit postal code was added.</p> <p>If QAS incorrectly altered the address, click the <a href="#">Override</a> link to change the address entered by QAS.</p> <p>When the correct address is entered, click the <b>OK</b> button.</p> 



Step	Action
14.	<p>The next step is to select the address type in the <i>Add Address Types</i> section. Place a checkmark next to the appropriate address.</p> <p><b>Note:</b> if this address should go into effect on a future date, you can enter the future date in the <i>Effective Date</i> field.</p>
15.	<p>Click the <b>Submit</b> button.</p> 

Step	Action
16.	<p>Notice the address you entered now appears in the <i>Current Addresses</i> section of the page.</p> <p><b>Note:</b> if you had entered a future <i>Effective Date</i>, the address will not appear in the <i>Current Addresses</i> section until that date arrives. You can view or change it by clicking the <a href="#">Edit/View Address Detail</a> link.</p> <p>Click the <b>Save</b> button to save the address.</p> 
17.	<b>End of Procedure.</b>