



Search for an Address

Overview


The Maintenance and Utilization module Address process provides the ability to define location addresses and Points of Contact (POC) for later use in DPAS.

Navigation

Master Data > Address > Maintenance Address Search page

Procedures

Search for an Address


One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

Search Criteria ^

Address Type <input style="width: 90%;" type="text" value="-Select-"/>	Maint Division <input style="width: 90%;" type="text" value="-Select-"/>
DoDAAC <input style="width: 90%;" type="text"/>	



2. Select . The results appear in the Search Results grid.

Search Criteria

Address Type

DoDAAC

Maint Division

Search Results

	Maint Division	Address Type	DoDAAC	Contact	Office	Address1
<input type="checkbox"/>	SAT002	DE	W4TK34	TEST 1	TEST ACTY	3990 E BROAD ST

items per page
 1 - 1 of 1 items




Add an Address

Navigation

Master Data > Address > Search Criteria > [+ Add](#) > Add Address slide-out window

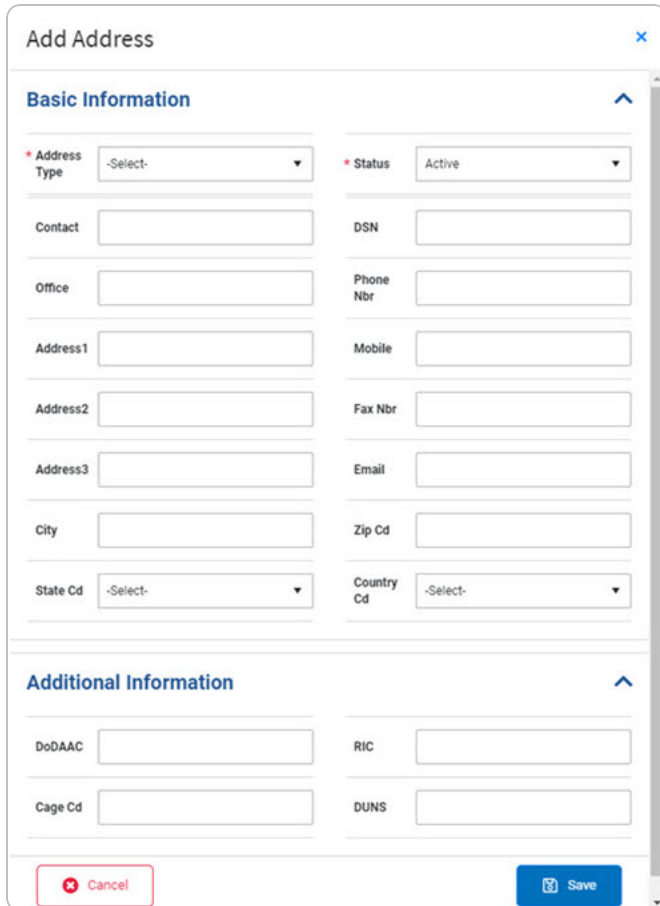
Procedures

Add an Address

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.




1. Select  **Add** . The **Add Address** slide-out window appears on the right.





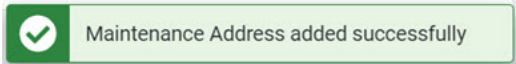
- A. Use  to select the Address Type.

Note





Depending on the Address Type, additional fields may become mandatory.

- B. Use  to select the Status.

2. Select  **Save** . The **Add Address** slide-out window closes and  appears as the entry is added to the Search Results grid.


Update an Address

Navigation

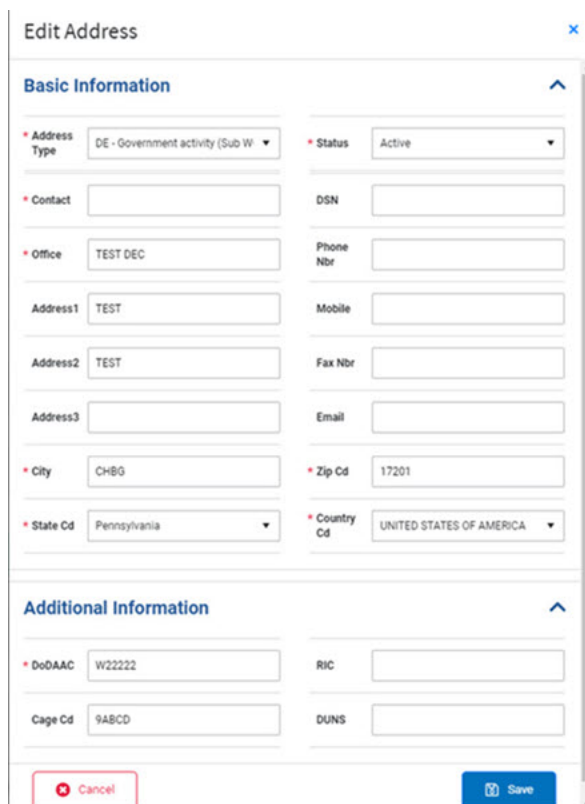
Master Data > Address > Search Criteria >  Search > Search Results >  Edit >
 Edit Address slide-out window

Procedures

Update an Address

Selecting  at any point of this procedure removes all revisions and closes the page.
Bold numbered steps are required.

1. Select  . The **Edit Address** slide-out window appears on the right.






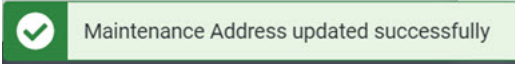
Help Reference Guide

- A. Update the Address Type, using ▼ to select the desired type.

Note



If the Address Type is DN, additional fields become mandatory.

- B. Update the Contact, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
- C. Update the Office, entering the revised information in the field provided. *This is a 11 alphanumeric character field.*
- D. Update the City, entering the revised location in the field provided. *This is a 22 alphanumeric character field.*
- E. Update the State Cd, using ▼ to select the desired code.
- F. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*
- G. Update the Country Cd, using ▼ to select the desired code.
2. Select . The **Edit Address** slide-out window closes and  appears as the entry is updated in the Search Results grid.

