Adressverwaltung

The address administration can be used to organize you're addresses.

An address can have zero, one or more underlying contacts and can be a part of zero, one or more address groups.

Summary

Address management usage

Create addresses that should be shown on each map. (eg: Overview map)

For it the addresses will be shown in different colors at maps, depending to the address group that owns the address. An address can also be used as start- or end point of a routing and the address book can be accessed from research, quick search and position listings.

Address parts are: the address record and any number of contacts.

Contacts can be eg. different employees on one of your clients locations, with a known address.

Prerequisites

The address management is available in all bookable rates.

The address management portal user right can be changed by calling "Administration" > "User rights" > "portal rights" > "address management".

There you can select:

- **no**: The user can not access the address management
- **view**: Readonly access to address management.
- **edit**: Full address management access. (no limitations)

Address management functions & features

- Address book (address list with filtering and sorting)
- Create/Edit addresses
- Address contacts
- Address group list with filtering and sorting
- Create/Edit address groups
- Colored address map pins with a color, depending to the group color

Address book

You can find some informations about the address book inside the Address book documentation area.

Create/Edit addresses

Details for create/edit addresses you can find inside the depending Create/Edit addresses documentation area.

Address contacts

Each address can have zero, one or more associated contacts. Here you can find some informations about contacts.

Address groups

Informations about address groups you can find inside the address groups documentation area.

Create/Edit address groups

Details for creating and editing address groups you can find inside the Create/Edit address groups documentation area.