

# Address Type

## What it does:

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This allows you to create different types of addresses for a person, home, work, placement, etc. The addresses have a sort order, so mail goes to their home before their work for example. You can make an address “protected” so it will print the word “protected” instead of the address on documents. You can copy address to other family members who live together.

## Adding the table entry

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Menu | Tables | Generic Validation Tables | AddressType

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Code:	H
Short description:*	Home
Long description:*	Home Address
Copy (Y/N):	n
Sort order:	1
Protected (Y/N):	
Home (Y/N):	y
Active:*	<input checked="" type="radio"/> Yes <input type="radio"/> No

- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.
- **Copy (Y/N)** – If Y, then this type of address can be copied to a new relative who has “lives with” specified.
- **Sort order** – The priority sequence for which active addresses should be returned. When trying to mail something it will start with the lowest sort order so if home is 1, work is 2, placement is 3, that is the order it will look for addresses.
- **Protected (Y/N)** – If Y, then this type of address will print as “Protected” everywhere except on the address detail screen and from the batch printing reports.
- **Home (Y/N)** – If Y, then this type of address is considered a home address. There is a function you can use on templates (FF AGYCASP/59) that will not send notice to the home address if a case assignment. This is how it knows it this is a home address.

Click the **Update** button to save your work.