

The System "Email Addresses" data edit form

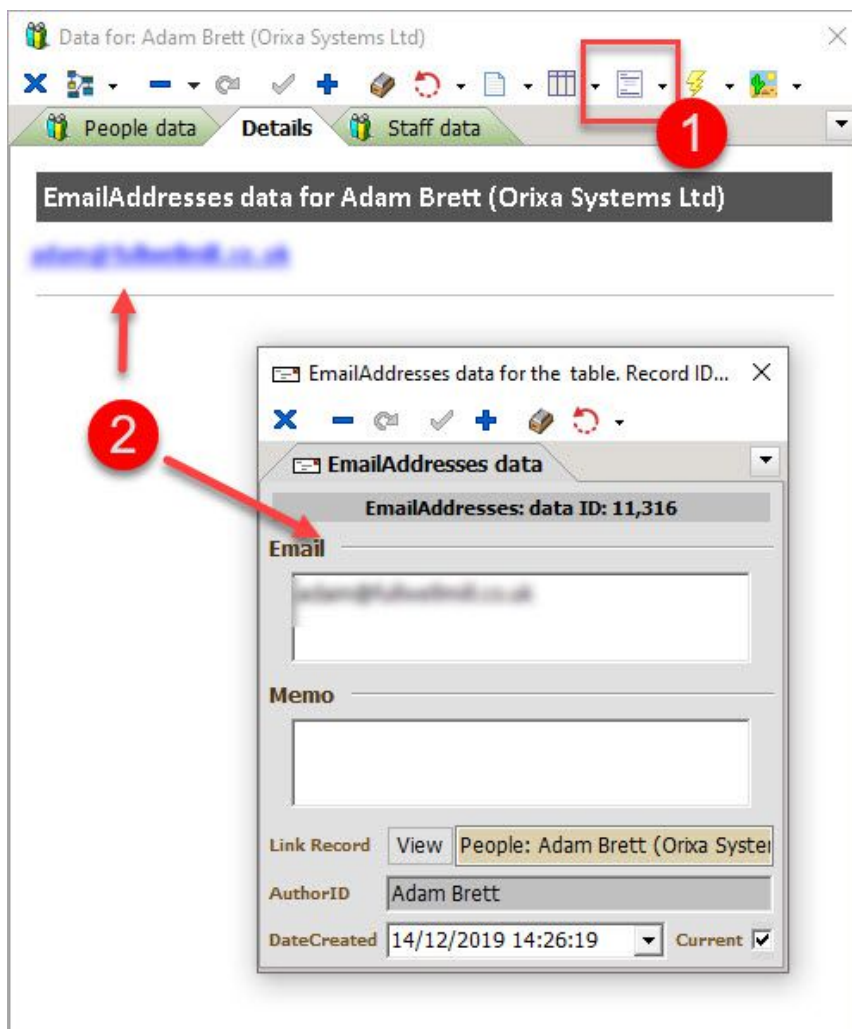
This edit form is used to hold email and other digital contact information for people, organisations, customers and suppliers. Note that systems may use this data, for example to send automated emails to Staff, so it is useful for it to be entered, and for it to be correct.

Within Orixa the Organisations and People BusinessObjects both automatically link to Addresses, Emails and Phones BusinessObjects. So you can add as many of each of these three types of data to your system as you need to. It also means that any Extension BusinessObjects you add to the Organisations and People BusinessObjects automatically share these addresses, for example if a Customer or Staff BusinessObject is added to your system it will share the Email Addresses of its "master" Organisation record.

Any BusinessObject in your App can link to the "EmailAddresses" data-entity if needed. For example you might wish to store phone-numbers relating to a Project or some other data-entity through a direct link to the entity. In this case your Administrator can edit the BusinessObjects settings for Projects to achieve this, and the features required to add an view these records will become available.

Note that the exact layout of your Email Addresses Edit form may look slightly different from the images below, if it has been customized by your Administrator. Your Administrator may also have extended it with other features, including extra data-fields, actions and reports.

Features of the Email Addresses Edit form



EmailAddresses Edit Form

1. Details of a Person or Organisation's Email Addresses can be found from the List-Items tool-button in the main tool bar on either the People or Organisations Edit Form.
2. Once the list of phone numbers is shown, click on any record to view, edit or delete it.

NOTE: Orixa expects email addresses to be "normally" formatted. This means the following forms of Email Address are all acceptable:

John Smith <john@fullwellmill.co.uk>

john@fullwellmill.co.uk

"John Smith" <john@fullwellmill.co.uk>

Orixa attempts to spot errors made when email addresses are added, but sometimes makes mistakes. If a bad email address is added when the system is used to send emails they will bounce back or you will receive a "badly formatted email address" error.