

Addresses

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Overview

This article covers the operation and use of the address fields within:

- Cumulus
- [the Sign Up Portal](#)
- [the End User Portal](#) (not including US)

The capture and storage of address information into Emersion happens on various screens for a variety of reasons. In almost all cases, our address fields are standardised and support international address. This ensures consistency and integrity of contact-related data across the system.

Across the system, in Cumulus, [Sign Up Portal](#) and the [End User Portal](#), the presentation and functionality of the address fields is identical.



The functionality described here does not apply to service addresses.

Only standard address can support the function of search address using the data sources.

If an address is not in the data store, it cannot be populated.

Address Data Sources

Addresses are populated from multiple data stores. Within Australia, Emersion sources address data from GNAF. For addresses in the United States, Emersion sources address data from Smarty Streets APIs. For addresses outside the Australia and the US, Emersion sources these from Google.

The **Search Address** field enables users to start typing an address and have the full address returned to them.

Display Types

There are 4 types of address display:

- standard - Basic
- standard - Advanced
- postal
- unstructured

Country-Specific Fields

Based on the country chosen, the fields may change on the form to show fields appropriate for the country.

Country = Australia

Country = New Zealand

Country = Singapore

Country = United States

Address Purpose: Not stated/unknown

* Country: United States

Address Type: Standard Address

Basic Advanced

Search Address: Enter a location

Unit Type: Select Unit Type

Unit Number:

Level Type: Select House Level Type

Level Number:

* Street Number: -

Street Prefix: Street Suffix:

* Street Name:

Street Type: Street - Street Suffix:

* City / Country:

* Zip Code:

Postal Code:

State: Select State

Display Modes

Addresses are displayed in two 'modes'. **View** and **Edit** mode.

View Mode

Personal Address

Formatted Address: James Kim

LOT 136, 186 - 188 Boomerang Drive

KOORALBYN QUEENSLAND 4285

AUSTRALIA

Edit Mode

Personal Address

Address Purpose: Not stated/unknown

* Country: Australia

Address Type: Standard Address

Basic Advanced

Search Address: 186-188 Boomerang

Building Name:

Site Location: Site Name:

Unit Type: Select Unit Type

Unit Number:

Level Type: Select House Level Type

Level Number:

Lot Number: 136

* Lot number or Street number are required

* Street Number: 186 - 188

* Street Name: Boomerang

* Street Type: Drive - Street Suffix:

Nearest Cross Street:

* Suburb: Kooralbyn

* Postcode: 4285

* State: Queensland

Address Field Definition

There are 4 types of address display:

- standard - basic
- standard - advance
- postal
- unstructured

Field	Description	Basic	Advanced	Postal	Unstructured
Search Address	Smart search field to return a known address that can then be used in the form	X	X	-	-
Unit Type	A list of unity types	X	X	-	-
Unit Number	Enter the unit type number	X	X	-	-
Level Type	A list of level types	X	X	-	-
Level Number	Enter the level type number	X	X	-	-

Street Number	Street number 1 and 2 fields. E.g. 103 - 108. Street or Lot is mandatory	X	X	-	-
Street Name	The name of the street	X	X	-	-
Street Type	The type of street	X	X	-	-
Street Suffix		X	X	X	X
Suburb (or City / Town)		X	X	X	X
State (or City / Town or State / Province)		X	X	X	X
Postcode		X	X	X	X
Building Name			X		
Site Location			X		
Site Name			X		
Lot Number			X		
Nearest Cross Street			X		X
Postal Delivery Type,				X	
Postal Delivery Number				X	
Address Line 1					X
Address Line 2					X
Zip Code (US)		X	X	X	X
City / County (US)		X	X	X	X
Plus4 Code (US)		X	X	X	X
Prefix (US)		X	X	-	-

Copy Address From

In many screens, users have the ability to take an address they have entered previously against the customer account and use it in a new contact, preventing the need to type the same address over and over again.

To do this:

Select an address from the **Copy Address From** field.

Entering Addresses

To enter an address:

- Start by entering the **Country**. The country will auto-complete and present the relevant fields for the standard basic address for that country.
- Choose the address type.
- If standard, choose from Basic or Advanced via the radio buttons.

Then;

- In the **Search Address** field, start entering the full address. The system will attempt begin a search and present matching addresses.
- Select the correct address.

The address fields will be populated. Check all fields.

Building Name			
Site Location		Site Name	
Unit Type	Select Unit Type	Unit Number	
Level Type	Select House Level Type	Level Number	
Lot Number	136		
	* Lot number or Street number are required		
* Street Number	186	-	188
* Street Name	Boomerang		
* Street Type	Drive	-	Street Suffix
Nearest Cross Street			

* Suburb	Kooralbyn
* Postcode	4285
* State	Queensland

Importing Addresses

See our [address import tool](#) for importing addresses against contacts.

Related Pages

- [Address Import For Organisations, Account and Service Contacts](#)
- [Contact Importer](#)
- [GNAF Address Infrastructure](#)
- [ConnectWise Company and Contact Settings](#)
- [Contact and Export Update](#)
- [Contacts](#)
- [Addresses](#)
- [Map Company Status](#)
- [Map Communication Types](#)
- [ConnectWise Contacts Data Mapping](#)
- [Migrating Account and Contact Data](#)
- [Phone Number and Fax Fields](#)
- [Contact Form Identification Fields](#)