

Service Address

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Overview

The Service Address tab lists any current service address or previous service address in the history table that has been recorded against the service. The requirement to provide a mandatory or optional service address will depend on the service type's requirements. A single address can be 'current' at one time. Addresses recorded previously against a service are displayed in the *Service Address History* section.

The Service Address Tab

To access this screen users have one of two pathways:

Nav: **Customer > List**

1. Click on the ID of a customer to open the customer record.
2. Click the **Service Subscription** tab to open the customer's service subscription.
3. Click on the **Service Address** tab.

Alternatively, users can:

Nav: **Services > List All**

1. Click on the **Service ID** or **Service Subscription ID** link to open the customer's service subscription.
2. Click on the **Service Address** tab.

ConfigurationService ContactService AddressCost CentresService ConfigurationFeature ManagementService Feature HistoryProduct Rate OverrideCancel SubscriptionService IdentifiersSubscription NotesProvisioning LogsSubscription Period HistoryService QualificationsRelated Purchase

Service Address #548445

Copy Address from: Select Address

Address Layout: Standard Address (inc LOT)

Address Type: Not stated/unknown

Nearest Cross Street:

Lot Number:

* Lot number or Street number are required

Street Number: 450

* Street Name: Bourke

* Street Type: StreetStreet Suffix: Street Suffix

* Suburb: Melbourne

* Postcode: 3000

* State: Victoria

* Country: Australia

Edit Address

Service Address History

ID	Address	Date Effective ↕	Modified By
No Result Found			
1			

Add or Update a Service Address

To add a new service address, or to update the existing address:

1. Click on the **Edit Address** button to put the page into EDIT mode.
2. Complete the address fields as required.
3. Press the **Save Changed Address** button.

The new address will be recorded and take effect immediately. Users cannot change the *Effective From* date on a service address.

Related Pages

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- [Service Identifiers](#)
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