

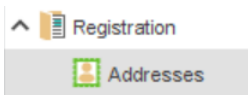
NECS Clinical Systems Specialist Team

SystemOne - Registration Pre-set Addresses

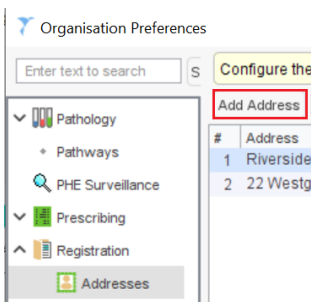
Creating a Pre-set Address

This guide shows how to create and use an address pre-set which can be used when recording the patient's address during the registration process or updating their address.

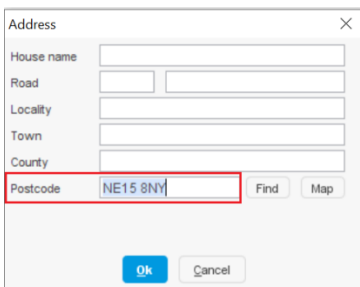
1. Click **Setup** and select **Users & Policy - Organisation Preferences**
2. Select **Registration - Addresses**



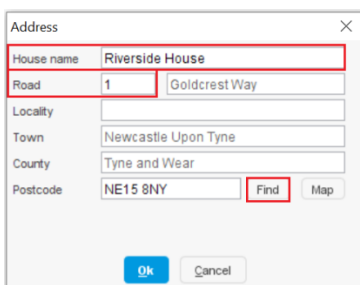
3. Click **Add Address**.



4. Enter the **Postcode**



5. Click **Find** and enter the **Road number** and/or **House name**



6. Click **Ok**. The new address is now displayed in the list.

Add Address	Delete Address	Set Residential Code	Remove Code
#	Address		
1	Riverside House, 1 Goldcrest Way, Newcastle Upon Tyne NE15 8NY		

Using a Pre-set Address

1. When recording a new address within the patient's record, click onto the **Address Presets** tab.

The screenshot shows a 'New Home Address' window. On the left is a form for 'New Address Details' with fields for House name, Road, Locality, Town, County, and Postcode, along with 'Find', 'Add', and 'Map' buttons. On the right, the 'Previous Addresses' tab is active, showing a table with one entry: '1 Riverside House, 1 Goldcrest Way, Newcastle Upon Tyne NE15 8NY'. The 'Address Presets' sub-tab is highlighted with a red box.

2. Highlight the required address and click **Use Selected Preset**.

This close-up shows the 'Address Presets' sub-tab selected. The 'Use Selected Preset' button, which includes a left-pointing arrow, is highlighted with a red box. Below it is a table with one entry: '1 Riverside House, 1 Goldcrest Way, Newcastle Upon Tyne NE15 8NY'.

3. You can also add Address Pre-sets from this screen using the **Configure Presets** button.

This close-up shows the 'Address Presets' sub-tab selected. The 'Configure Presets' button is highlighted with a red box. Below it is a table with one entry: '1 Riverside House, 1 Goldcrest Way, Newcastle Upon Tyne NE15 8NY'.