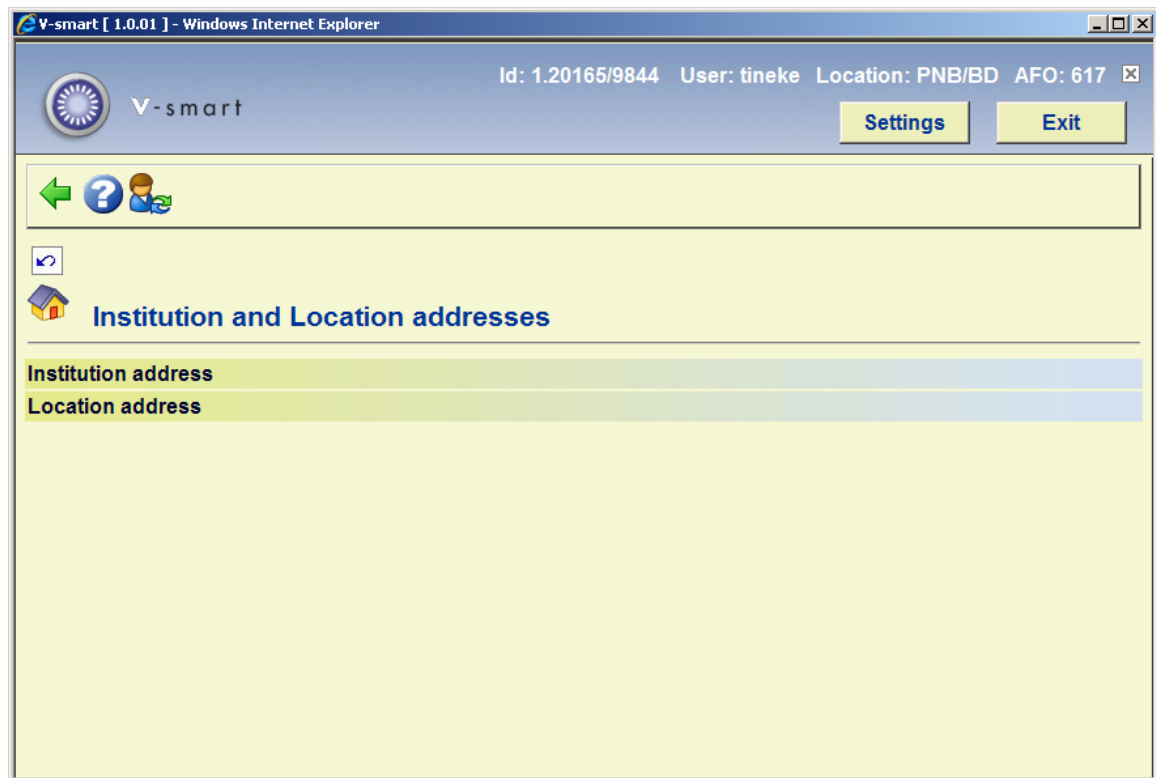# AFO 617 Institution and Location addresses

617.1 Introduction

This AFO offers you the option to define addresses for both Institutions and Locations. These addresses can then be used for the variables entered in the layout definitions for printouts from the acquisitions module (AFO 271) and the circulation module (AFO 483).

617.2 Addresses

After choosing this option a menu will be displayed:

The options are described below.

617.2.1 Institution address

When defining the layouts for the circulation module (in AFO 483) the variable $$ADRES can be used. This variable will then print the address details as defined here.

After choosing this option a selection form will be displayed.

When you have more than one meta institution, you need to choose an institution from the dropdown list. The following form will be displayed:
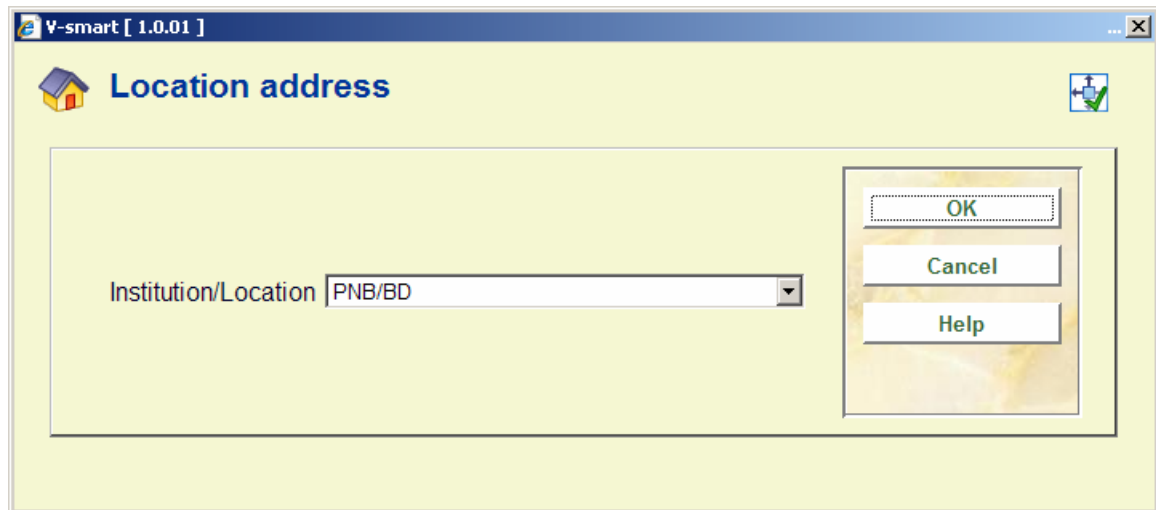

- Enter the required details and click **OK**.

617.2.2 Location address

When defining the layouts for the aquisitions module (in AFO 271) the variable $$ADRES can be used. This variable will then print the address details as defined here. This variable can be used together with or instead of SHIPTO addresses.
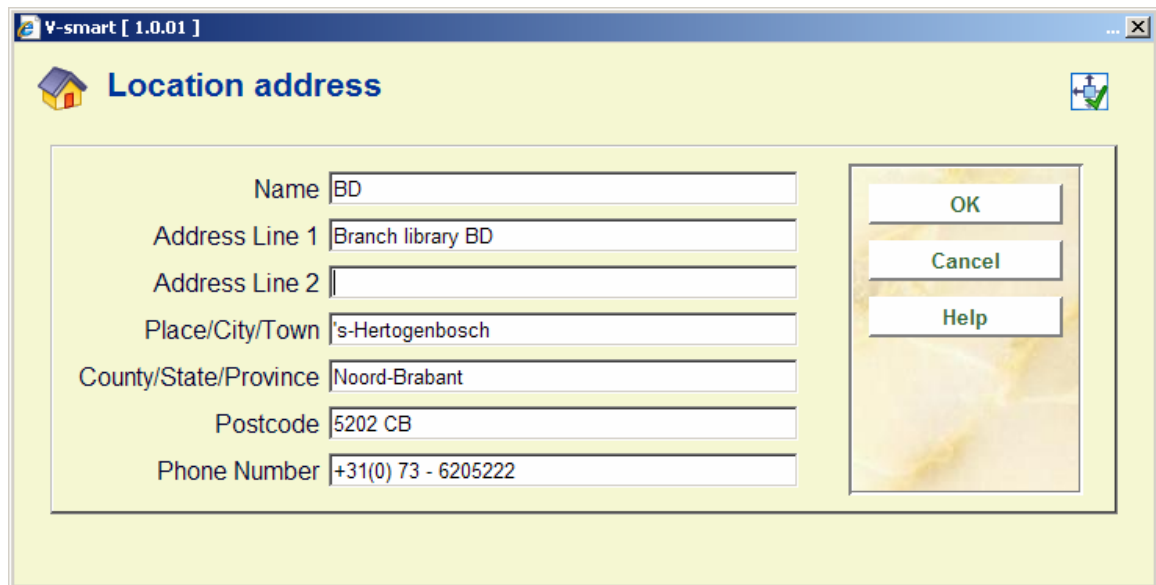
When defining the layouts for the circulation module (in AFO 483) the variable $$ADLOC can be used. This variable will then print the address details as defined here.

After choosing this option a selection form will be displayed.

Select an Institution/location combination from the dropdown list. The following form will be displayed:

- Enter the required details and click **OK**.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	June 2008	creation	