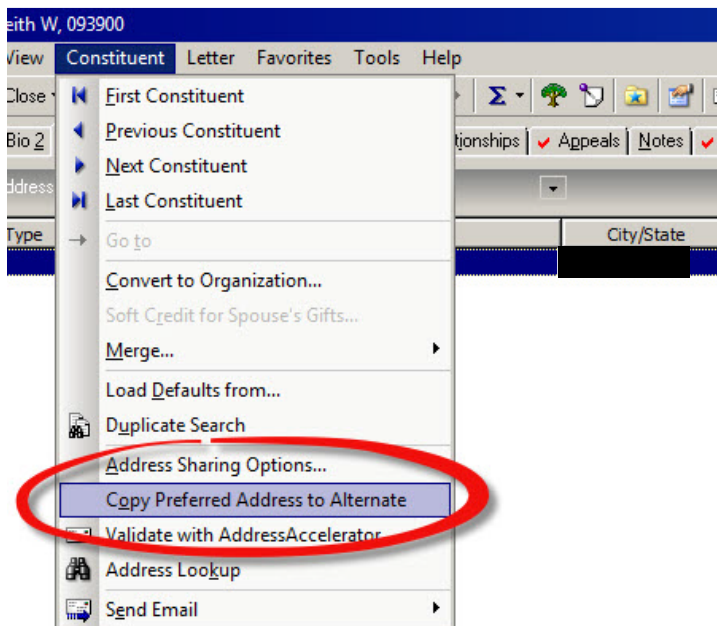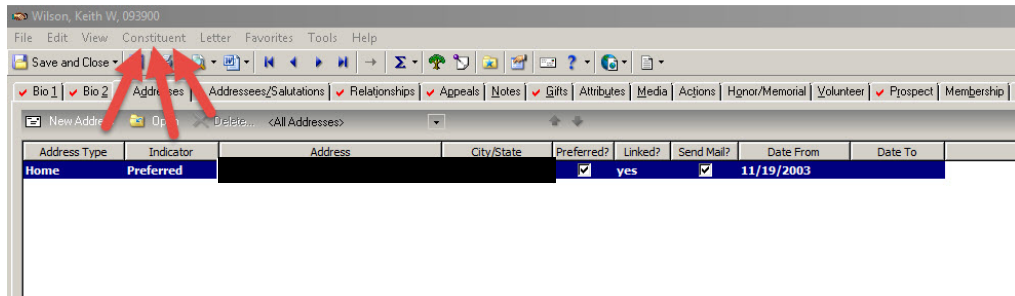**Address Changes:**

1. I recommend that to begin you go to the Addresses tab, however you can access the Constituent menu on any tab within the constituent record. Click on the Constituent Menu, and select "Copy Preferred Address to Alternate".

2. RE will automatically change the Address Type to Previous Address, and uncheck the Preferred? and Send Mail? boxes, as well as enter the current date in the "Date To" field. Also note the Spouse Address below is still unchanged at this time.

3. Open the Preferred Address and update the information to the current address. Be sure to also enter/update the current date in the "Date From" field. HINT: Pressing the F3 Key in any date field in Raiser's Edge will auto-populate the current date.

4. When you click on Save and Close, you will be prompted to change linked addresses. If you are unsure what addresses are shared, click on the Show Shared Addresses button. If it is the spouse relationship record that shares the address, click on "Change this address on all records that share this address" and click OK. If there are other shared addresses in addition to the Spouse, use your discretion on whether or not all addresses should be changed. If in doubt, please ask.
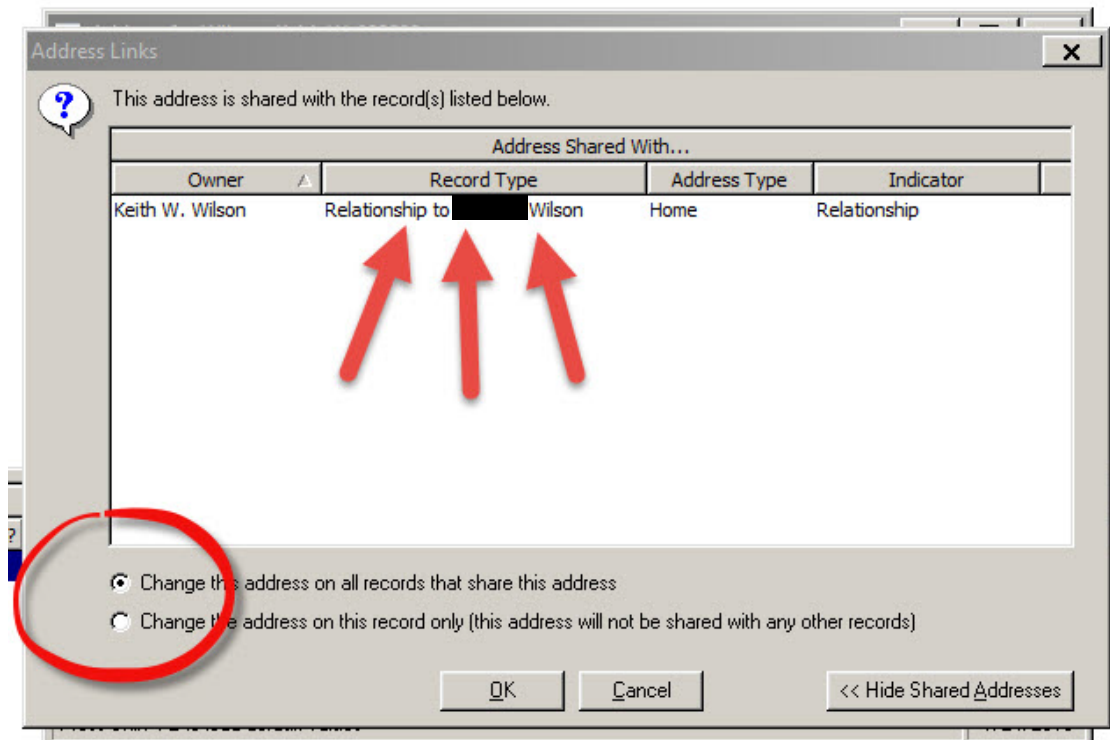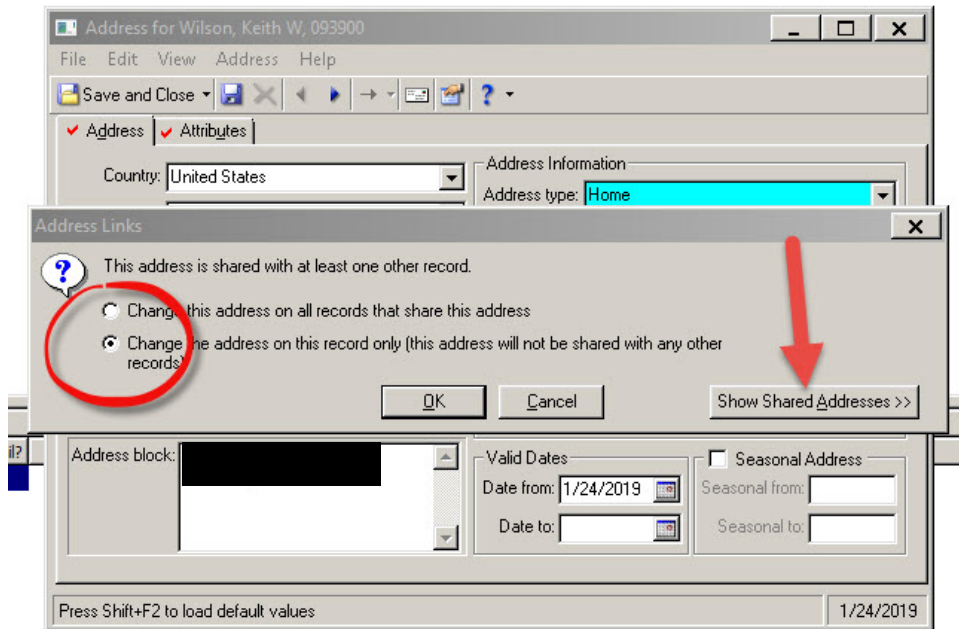
5. The new address is saved, and the Spouse address is also updated accordingly.

6. This only applies when a constituent has moved. There are other situations where constituents may have two homes, and adding an additional address is warranted. Please let me know if you have any questions regarding this procedure.