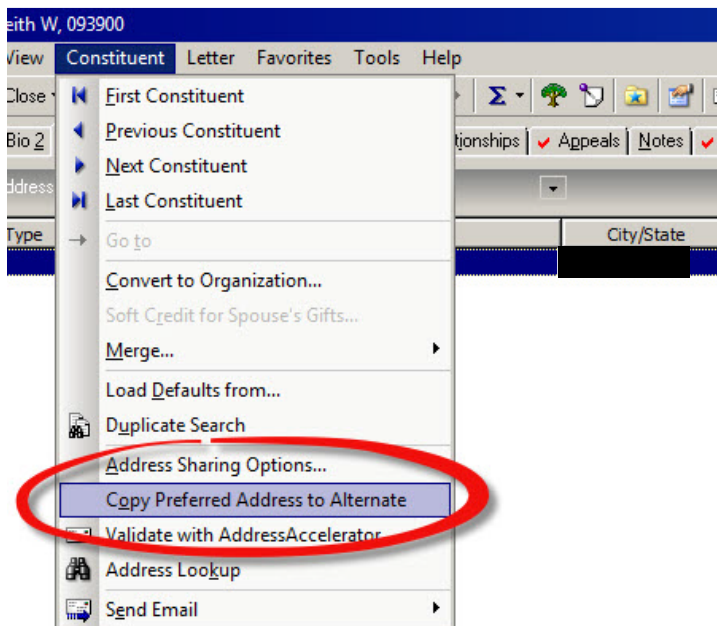
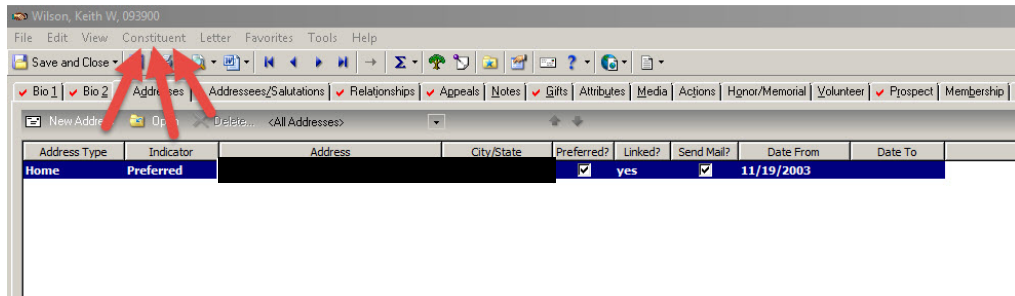


Address Changes:

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.

Wilson, Keith W, 093900

File Edit View Constituent Letter Favorites Tools Help

Save and Close

Bio 1 Bio 2 Addresses Addressee/Salutations Relationships Appeals Notes Gifts Attributes Media Actions Honor/Memorial Volunteer Prospect Membership Events NetCommuni

New Address Open Delete... <All Addresses>

Address Type	Indicator	Address	City/State	Preferred?	Linked?	Send Mail?	Date From	Date To
Home	Preferred			<input checked="" type="checkbox"/>	yes	<input checked="" type="checkbox"/>	11/19/2003	
Previous address	Alternate			<input type="checkbox"/>	no	<input type="checkbox"/>	11/19/2003	1/24/2019

Spouse Addresses

Address Type	Indicator	Address	City/State	Preferred?	Linked?	Send Mail?
Home	Spouse Preferred			<input checked="" type="checkbox"/>	yes	<input checked="" type="checkbox"/>

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.

Address for Wilson, Keith W, 093900

File Edit View Address Help

Save and Close

Address Attributes

Country: United States

Address lines: [redacted] Dr

City: [redacted]

State: [redacted] as

ZIP: [redacted] DPC: 08

Address block: [redacted]

Address Information

Address type: Home

Info source: Employee

County: Denton

Region:

CART: C028 LOT: A0136

☒ Send mail to this address

☒ Set this address to the preferred address

Valid Dates

Date from: 1/24/2019

Date to:

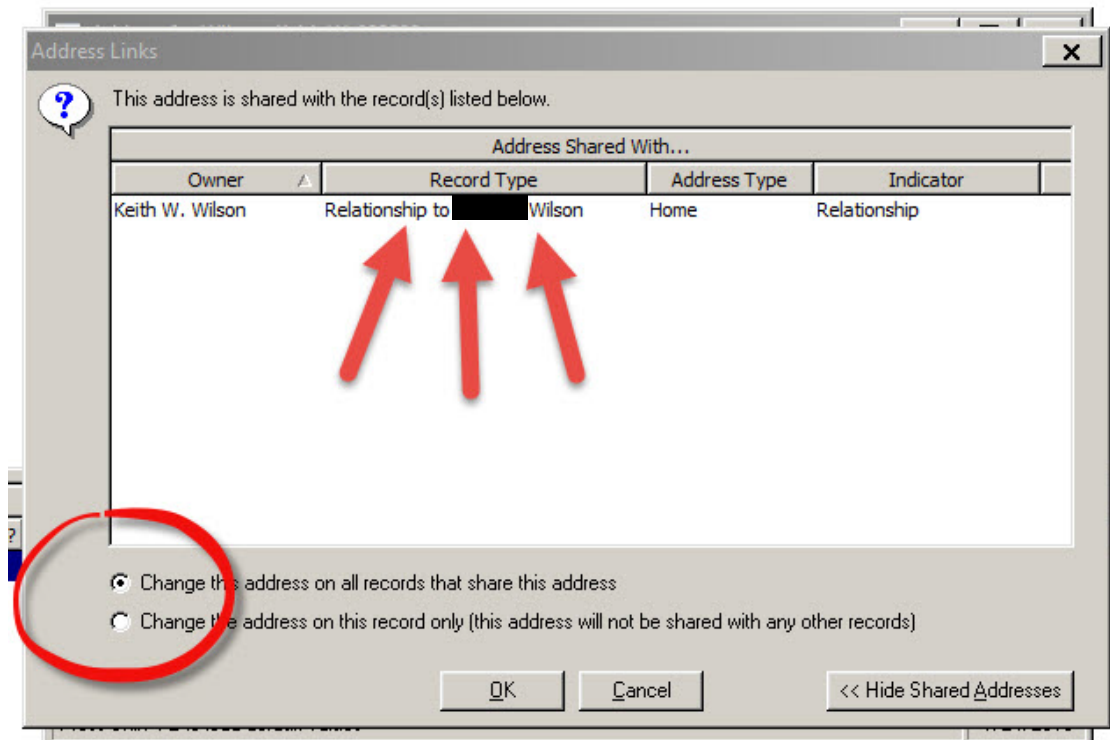
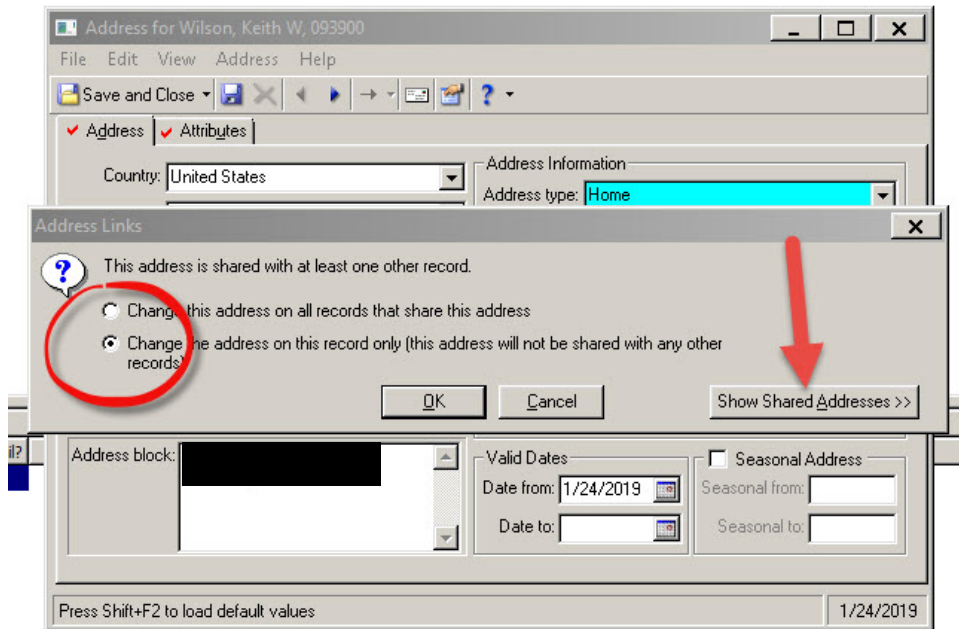
Seasonal Address

Seasonal from:

Seasonal to:

Press F3 for today's date, F7 for calendar, F8 for AddressAccelerator, Shift+F2 to load default values 1/24/2019

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.

Address Type	Indicator	Address	City/State	Preferred?	Linked?	Send Mail?	Date From	Date To
Home	Preferred			<input checked="" type="checkbox"/>	yes	<input checked="" type="checkbox"/>	1/24/2019	
Previous address	Alternate			<input type="checkbox"/>	no	<input type="checkbox"/>	11/19/2003	1/24/2019

Address Type	Indicator	Address	City/State	Preferred?	Linked?	Send Mail?
Home	Spouse Preferred			<input checked="" type="checkbox"/>	yes	<input checked="" type="checkbox"/>

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.