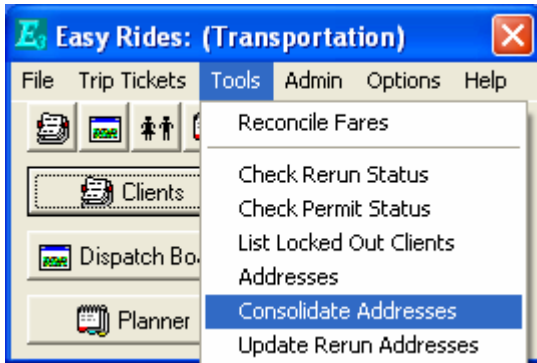


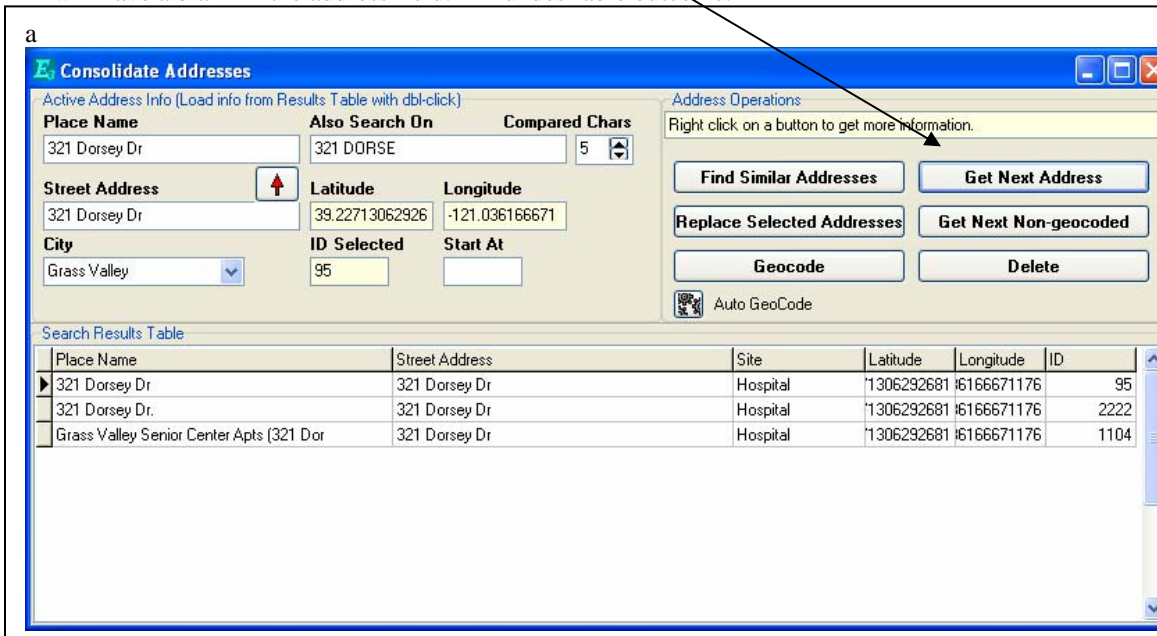
CONSOLIDATE ADDRESSES

What if you end up with two or three of the same Place Names and Addresses, how is that corrected?

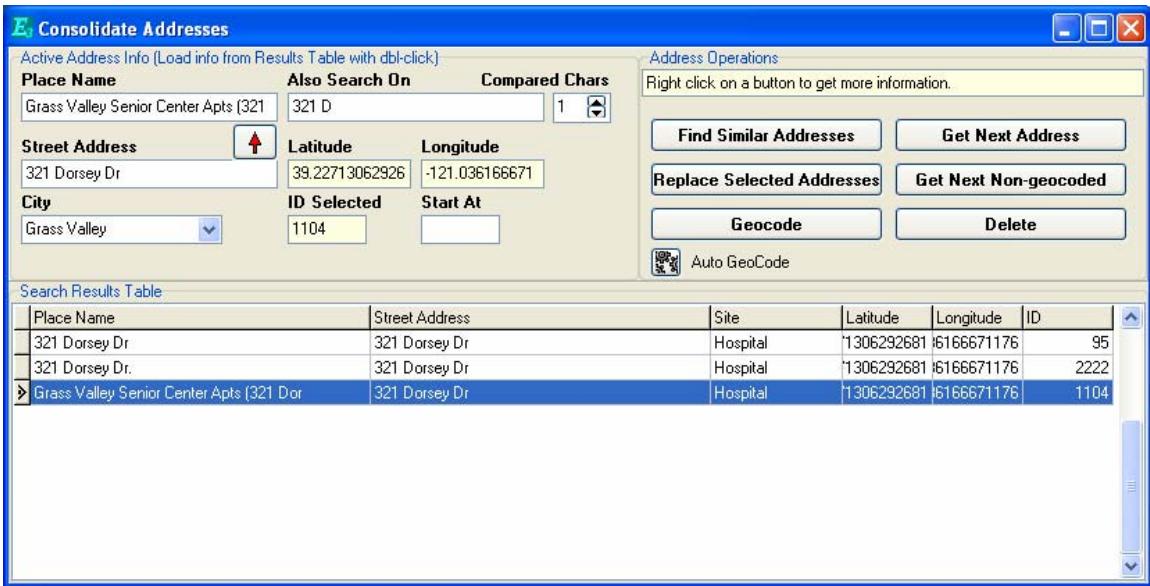
1. The Consolidate Addresses form is shown in Tools – Consolidate Addresses



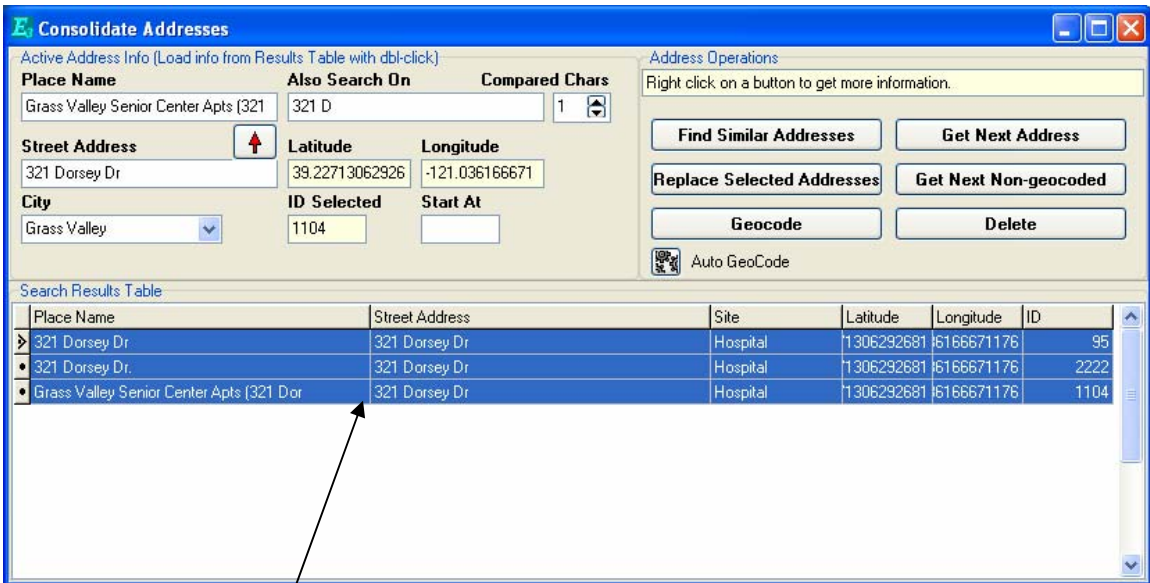
2. In my example below I clicked Get Next Address until I found a duplicate. Notice it found other addresses similar to the address with ID number 95. Remember the ID number and use it to jump to a point in the address records.
3. You **can not** simply delete the other addresses on the list
4. Why? You already have a ride request or an archived ride in the system with the soon to be removed address. If you simply delete the second address, then the all tickets with that address will have a blank in the address field. An undesirable outcome.



5. If the Active Address Info is not the information you want, Double click on the address record that matches the information you want to keep. Notice how "Grass Valley Senior Center Apts" pops into the *Place Name*. You can also just edit the active address information to be what you want it to be.



- The Active Address Information is the details that will be used in replacement.
- Hold down the Ctrl key** and click on each of the address you wish to consolidate.



- Notice how all three addresses are highlighted, but the address information you want is in the Active Address Info.
- Click on the “Replace Selected Addresses” to replace all tickets with the old addresses, with the active address info.