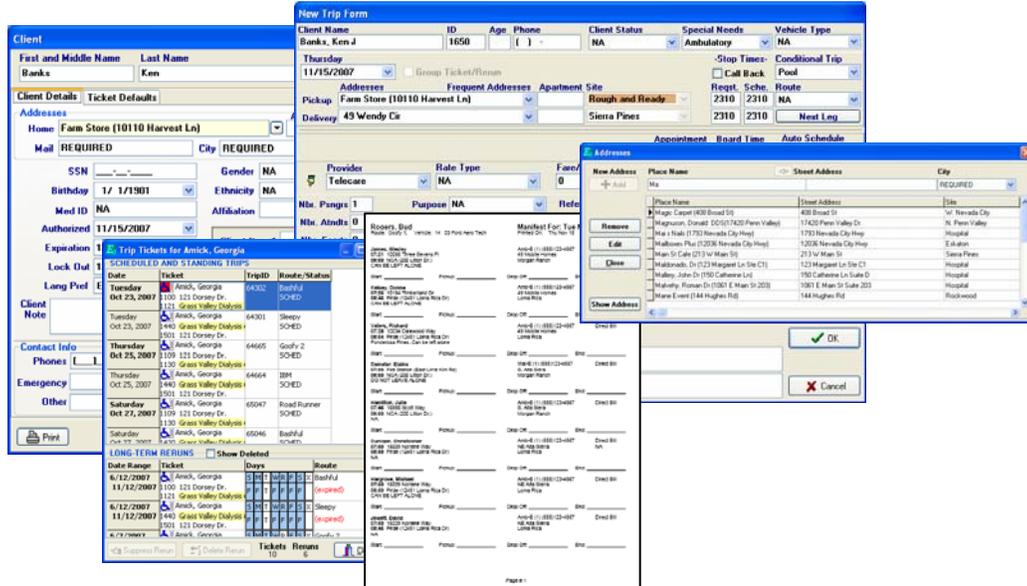


Correcting Easy Rides Addresses

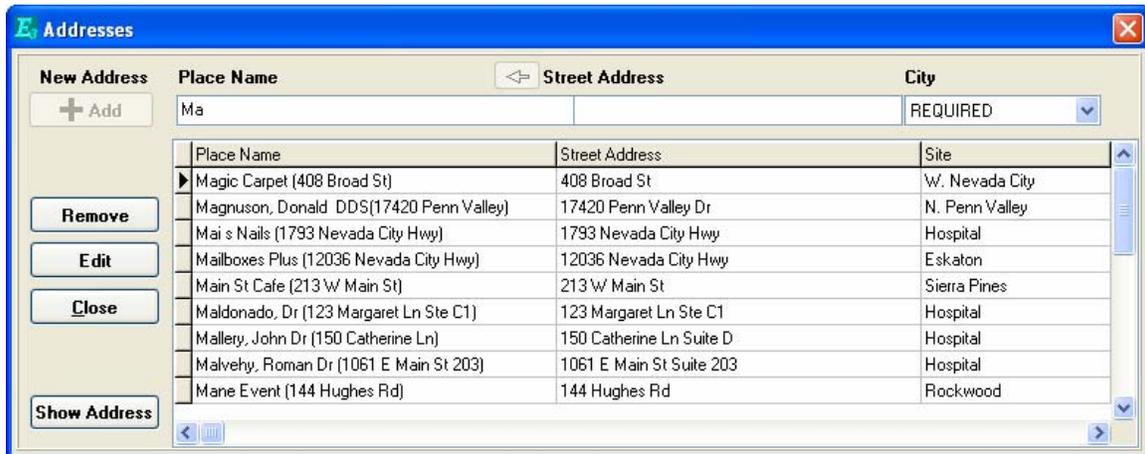
Easy Rides addresses appear in nearly every part of the software, from the client's file, to the tickets, to the manifests. Because they appear in so many places, it makes a lot of sense to spend time to make sure list of address is accurate and consistent.



Here we will go over some things to keep in mind while working with address information. We will also review the tools available in Easy Rides for working with address records.

Recommended Address Format

For dispatching and driving, locations fall into in two groups: those with a location name, and those with only a street address.



The screenshot shows a software window titled "Addresses" with a blue header. It features a "New Address" section with a "+ Add" button and a "City" dropdown menu set to "REQUIRED". Below this is a table with three columns: "Place Name", "Street Address", and "Site". The table contains several entries, including "Magic Carpet (408 Broad St)", "Magnuson, Donald DDS(17420 Penn Valley)", "Mai s Nails (1793 Nevada City Hwy)", "Mailboxes Plus (12036 Nevada City Hwy)", "Main St Cafe (213 W Main St)", "Maldonado, Dr (123 Margaret Ln Ste C1)", "Mallery, John Dr (150 Catherine Ln)", "Malvehy, Roman Dr (1061 E Main St 203)", and "Mane Event (144 Hughes Rd)". On the left side of the table, there are buttons for "Remove", "Edit", "Close", and "Show Address".

Place Name	Street Address	Site
Magic Carpet (408 Broad St)	408 Broad St	W. Nevada City
Magnuson, Donald DDS(17420 Penn Valley)	17420 Penn Valley Dr	N. Penn Valley
Mai s Nails (1793 Nevada City Hwy)	1793 Nevada City Hwy	Hospital
Mailboxes Plus (12036 Nevada City Hwy)	12036 Nevada City Hwy	Eskaton
Main St Cafe (213 W Main St)	213 W Main St	Sierra Pines
Maldonado, Dr (123 Margaret Ln Ste C1)	123 Margaret Ln Ste C1	Hospital
Mallery, John Dr (150 Catherine Ln)	150 Catherine Ln Suite D	Hospital
Malvehy, Roman Dr (1061 E Main St 203)	1061 E Main St Suite 203	Hospital
Mane Event (144 Hughes Rd)	144 Hughes Rd	Rockwood

Named Locations

Most people call businesses and landmarks by their name instead of a street address. In Easy Rides the locations have a *Place Name* which is used everyplace the address appears and a *Street Address* which helps give the actual location. On many of the manifests, the *Place Name* is the only information that is printed for the driver. For that reason Easy Rides encourages putting the street address in parentheses as the last part of the *Place Name*.

Street Addresses

Ride services also often go to locations that don't have a common name, like home addresses. Most often these addresses begin with a number. For these addresses, it's recommended that the *Place Name* and *Street Address* be identical. For housing complexes with names, it might be a good idea to put the name of the complex in parentheses for the driver.

No matter how you choose to format addresses it is important to be consistent. Consider how the dispatchers and clients will refer to the location. Start the *Place Name* with the same name or numbers that the clients typically use. This will make it easy to find the address when making a ticket. Be sure the *Place Name* is very familiar, or include the address after place name to increase the ability of the drivers to find it.

Editing Addresses - Address Form

Fixing address records is fairly easy. You can select an address and click Edit from any of the address tables. The Client form, Trip form and Addresses form all have this Edit button.

The screenshot shows a window titled "Edit Location" with a close button in the top right corner. The form is organized into several sections:

- Location Name:** A text field containing "Gold Country Telecare". To its right is a checkbox labeled "Frequent Drop Off Address" which is currently unchecked.
- Street Address:** A text field containing "17030 Aileen Way".
- Mailing Address:** A text field containing "NA".
- Zip:** A text field containing "NA".
- Directions:** A text field containing "(17030 Aileen Way)".
- Site:** A dropdown menu showing "S. Alta Sierra".
- Phone:** A text field containing "() -".
- Geographical Information:** A section containing two text fields: "Latitude" with the value "39.1112850387522" and "Longitude" with the value "-121.052772571079".
- Run Geocode Wizard for this Address:** A checkbox that is checked.
- Hint City:** A dropdown menu showing "Alta Sierra".
- Hint State:** A dropdown menu showing "CA".

At the bottom of the form are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

The length of the name is limited to 40 letters. The street address also has this limit. Using standard abbreviations is helpful for keeping the names short.

The Location records also have a Mailing Address. This is optional information that can be useful for mailing lists. It might be used for the address of who to contact for information about the locations. The phone number field is for the same purpose.

The *Directions* field appears on the Ticket forms and some manifests. Additional information here can help a dispatcher direct the driver. If it appears on the manifest the drivers can refer to this information in addition to the *Place Name*. By default, Easy Rides sets this to be the same as the *Street Address* field with parentheses.

Addresses can be marked as Frequent Drop-Off Addresses. This doesn't change how the addresses are used in Easy Rides, but it can help identify a set of important addresses in a custom report.

The site can be set manually here. The Latitude and Longitude values appear for GIS systems. These values can be changed (to all the geo-cache buffs delight). If you feel the location needs to be geo-coded the process can be set to start once the OK button is pressed. Two additional fields will appear so you can suggest in which City and State the computer should expect the find the address.

Consolidate Addresses Tool

Another tool that can help review many of the existing addresses is the consolidate address tool. It is described in Easy Rides user guide.

Active Address Info (Load info from Results Table with dbl-click)

Place Name: Big Farm Store (10110 Harvest Ln) Also Search On: Compared Chars: 1

Street Address: 10110 Harvest Ln Latitude: 39.20982924842 Longitude: -121.163642009

City: Rough and Ready ID Selected: 2419 Start At:

Address Operations

Right click on a button to get more information.

Find Similar Addresses Get Next Address

Replace Selected Addresses Get Next Non-geocoded

Geocode Delete

Auto GeoCode

Search Results Table

Place Name	Street Address	Site	Latitude	Longitude	ID
Farm Store (10110 Harvest Ln)	10110 Harvest Ln	Rough and Ready	39.20982484265	-121.163642009451	2419

Even though the primary use of the Consolidate Addresses form is to find duplicate addresses, it can also be used to correct or update addresses. Find the address that needs to be corrected. Double-click the address in the Results Table to move it information into the *Active Address Info* fields. Make the changes to *Place Name* or *Street Address*. Then click Replace Select Addresses.