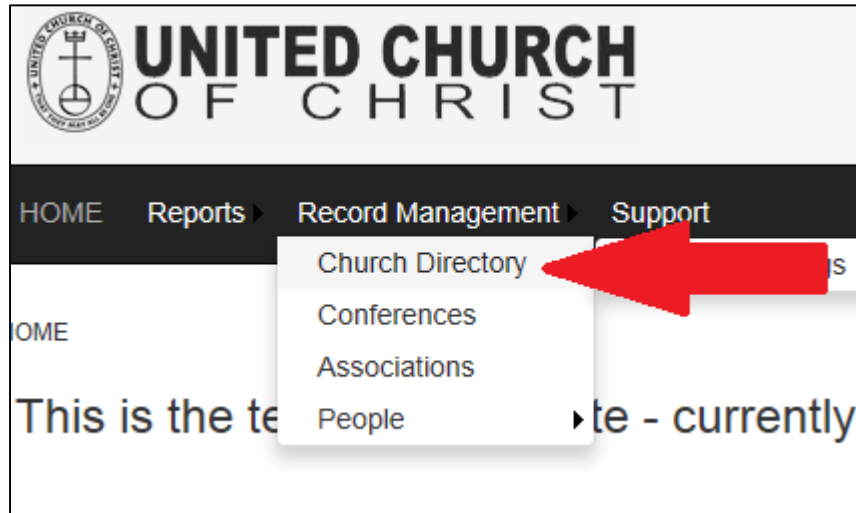


Updating an address for a church

To update an address for a church: Log into the Data Hub. On the top of the screen there is a black Menu Bar. Place your mouse over **Record Management** and select **Churches**.

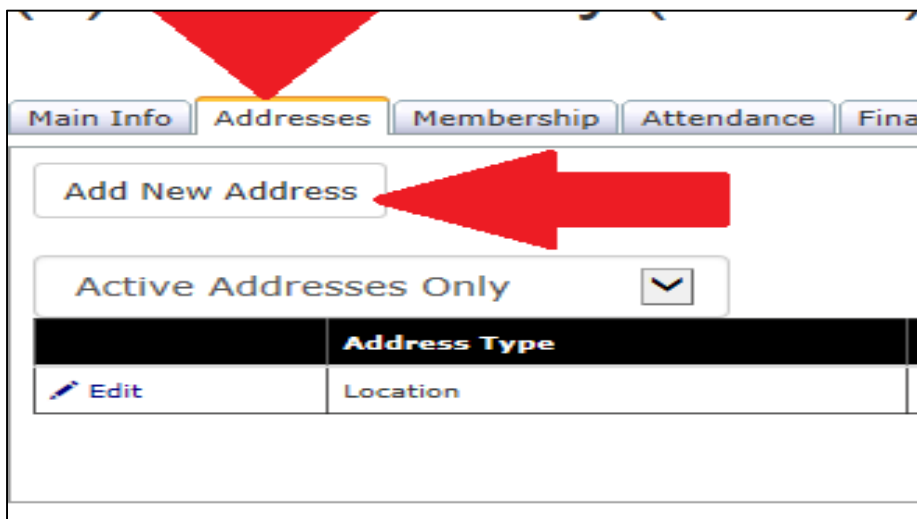


Search for and select the correct church by clicking on the **Church Name:**

The screenshot shows the 'Churches' page with a table listing church information. A red arrow points to the 'Church Name' column header.

Church Name	Church ID	Mailing Address
Advent United Church of Christ	521640	
Archwood United Church of Christ	521290	2800 Archwood Ave
Auburn Community Church UCC	520310	11076 E Washington St

Open the **Addresses** tab to view the active address. In this case, we are updating the location address type. Click on **Add New Address**. **DO NOT EDIT CURRENT ADDRESSES!** Current addresses will automatically be inactivated in a later step.



Click **Add New Address**. The Data Hub System will alert you with this message: **The last address of this type will be marked inactive (the old address will not be deleted, only marked inactive)** once you type in the new address information, click **Insert**.

By default, the **Active Addresses Only** are displayed. Therefore, the newly updated address will be showing. To view the inactive address, use the drop down menu to change the viewing option.

Active Addresses Only		
	Address Type	Address
Edit	Mailing	PO Box 14 Address 2
Edit	Location	2415 Pleasant Ridge
Edit	Campus	123 Main St Address 2

REMEMBER: when updating an address, **DO NOT EDIT**, always select the **ADD NEW ADDRESSES** button. Current addresses will automatically be inactivated

You have successfully updated an address for a church!

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