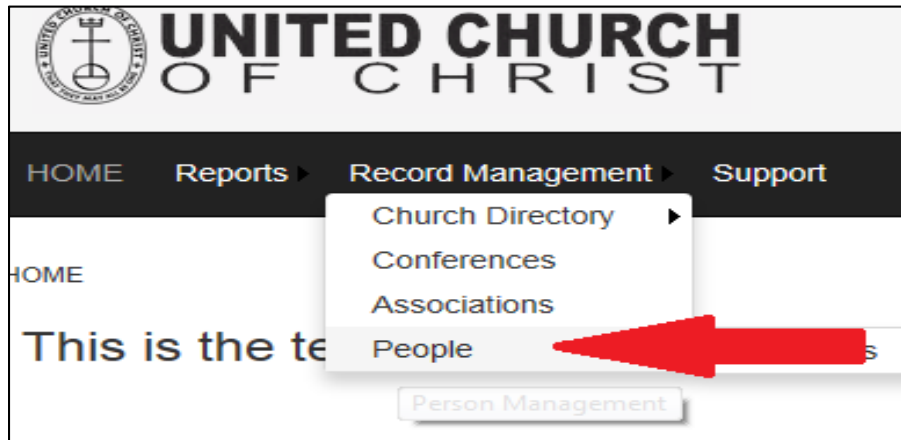


Updating an address for a person

To update an address for a person: Log into the Data Hub. Using the black Menu Bar, place your mouse over **Record Management** and select **People**.



Search for and select the correct person's record by clicking on the **First Name**.

PeopleID	Conference	First Name	Last Name
700935	Ohio	Douglas	
700425	Ohio	Chad	Abbot
33183	Ohio	Lucille	Abern
10424	Ohio	Mendle	Adam

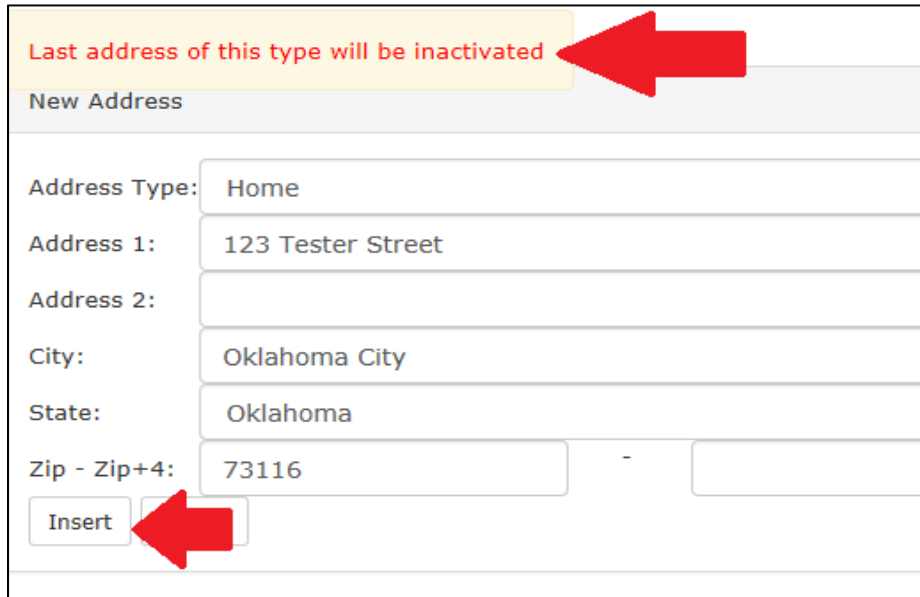
Open the **Addresses Tab** and click on the **Add New Address** button. **DO NOT EDIT CURRENT ADDRESSES!** Current addresses will automatically be inactivated in a later step.

The screenshot shows the 'Addresses' tab selected. The 'Add New Address' button is prominent. Below it, a dropdown menu is set to 'Active Addresses Only'. A table below shows the 'Address Type' column with a value of 'Home' and an 'Edit' button next to it.

Select the **Address Type** that you want to update. In this case we are updating the home address.

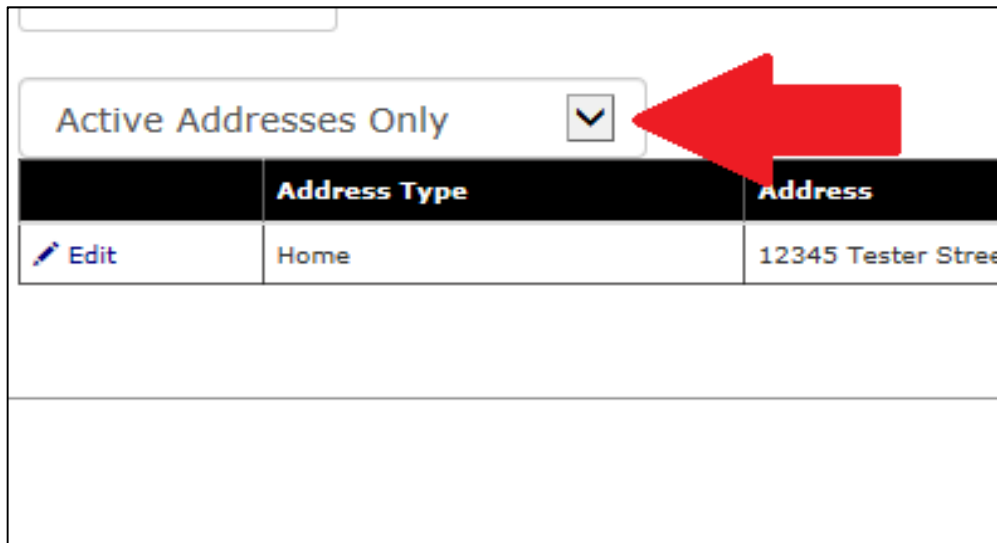
The screenshot shows the 'New Address' form. A red arrow points to the 'Address Type' dropdown menu, which is open and showing 'Home' and 'Work' options. The form includes fields for 'Address 1:', 'Address 2:', 'City:', 'State:', and 'Zip - Zip+4:'. There are 'Insert' and 'Cancel' buttons at the bottom.

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**.



The screenshot shows a 'New Address' form. At the top, a yellow banner contains the text 'Last address of this type will be inactivated' with a red arrow pointing to it from the right. Below the banner, the form fields are: Address Type: Home; Address 1: 123 Tester Street; Address 2: (empty); City: Oklahoma City; State: Oklahoma; Zip - Zip+4: 73116. At the bottom left of the form is an 'Insert' button with a red arrow pointing to it from the left.

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



The screenshot shows a table with a dropdown menu at the top. The dropdown menu is currently set to 'Active Addresses Only' and has a red arrow pointing to it from the right. Below the dropdown is a table with the following data:

	Address Type	Address
Edit	Home	12345 Tester Street

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 a person's address!

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