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.

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.

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

**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!