Changing a Household Address

Overview

PATH: Search > Household

- Search for Household name. •
- Click on the Name of the Household in the Index. •
- Click on the Address tab. •

MOUSE Household Phone: (775)333-3333 Household Info Addresses Members \$ Fees Find New Address Household Location Editor
Household Info Addresses Members \$ Fees
S Find New Address
Household Location Editor
Household Editori Editori
Address Start Date End Date Mailing Secondary Private
927 BIRCHWOOD CIR 09/25/2012 09/25/2012 X 223 MORAN ST

Click on the

address line.

End Date the address. •

MOUSE Household Phone: (775)333-3333 Household Info Addresses Members & Fr	
Save X Delete S Find New Address	
Address Start Date End Date This household has no current primary address. 927 BIRCHWOOD CIR 09/25/2012 09/25/201	Mailing Secondary Private
Household Location Detail	
Start Date O9/25/2012	End Date 09/25/2012
Mailing Secondary	Private - Modified by: SNELL, DEANNA 09/25/2012 14:47

- Click Save. You will notice that the Household now has no current Primary Address. •
- Click on the Index tab and Open Census. •
- Click on Census Wizard. •



• Search for the Household name.

Index Search Help Search for a: Imouse Imouse Imouse Go Advanced Search >>	Census Wizard Step 1 - Assemble New or Select Household This wizard will walk you through the process of creating a new • To Edit a household, simply click on the Household nar • To Assemble a new household, select people and/or ar If you enter a first and last name, you can create and link in a r
MOUSE (3 members) MOUSE BIG B MOUSE, BIG B MOUSE, NICKEY MOUSE (0 members) 927 4TH ST , SPARKS	Person Search Last Name First Name Student Number Birth Date Gender Judie Name Suffix Address Search House/P.O. Number Street Name Apt Number City
	Household Search Household Name Home/Other Phone Search Clear Search Fields

• Click on the name of the Household. This will transfer all the people in the Household into the Edit window.



PATH: Census > Census Wizard

- Click on Census Wizard in the Index.
- Enter the name of the Household.
- Click Search
- Find the address in the search list.

<u> </u>	Person Search	Editing an Existing Household
	Last Name	× 🖗 MOUSE
	First Name	
	Student Number	X MOUSE, ITTY BITTY
	Birth Date	X 🖸 MOUSE, MICKEY
	Gender	
	Middle Name	
Addresses not in Households	Suffix	
🚳 123 ANDREW LN , RENO	Address Search	
🚳 123 ANITRA DR , RENO	House/P.O. Number 123	
123 AURORA AVE , RENO	Street Name	
123 BOXER DR., RENO	Apt Number	
123 FLGES WAY SPARKS	City	J
123 GREENRIDGE DR , RENO	Household Search	Continue - Step 2 » Clear Household
S 123 HAROLD DR , INCLINE VILI	Household Name	
🚳 123 JUANITA DR , INCLINE VILL	Home/Other Phone	
123 KENNEDY DR , RENO		
123 MARK TWAIN AVE , RENO	Search Clear Search Fields	

- Click on the address and it will appear in the Edit an Existing Household field.
- The address your are looking for may be connected to another Household. Click on the address line showing in the Household and will appear in the Edit an Existing Household field. It will not remove it from the Household it is currently attached to.

Editing an Existing Housel	nold
X 🕸 MOUSE	
🗙 🚳 123 ANDREW LN , F	RENO
🗙 🕵 Mouse, Big Bad	
X 🙎 MOUSE, ITTY BITTY	(
🗙 😰 MOUSE, MICKEY	
Continue - Step 2 »	Clear Household

- Click Continue—Step 2.
- Add a Start Date to the new address and check the Mailing box.

Start	End	Private	Secondary	Mailing
09/25/2012	09/25/2012			~
	Start 09/25/2012	Start End 09/25/2012 09/25/2012 Image: Start	Start End Private 09/25/2012 09/25/2012 Image: Comparison of the second	Start End Private Secondary 09/25/2012 09/25/2012 Image: Compare the secondary Image: Compare the secondary Image: Compare the secondary

- Click Continue—Step 3.
- Click Save & Done.