

## How to use address dates

January 2007 (updated December 2007)

***Please review the entire document before proceeding.***

The SOS program has the ability to store multiple addresses per family and to associate dates with each address. What this means is the SOS program will use the address and date associated with the current computer date.

**SOS Process:** Enter all of the addresses that you want associated with the current Member ID. Then go back and assign address dates. When assigning dates, the dates that you assign must cover the entire year.

### ***Add new address from General Family screen:***

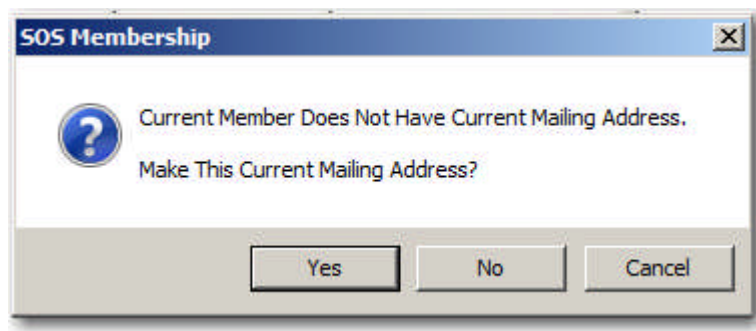
To add an address, first select the Member # then click Add New address. Then enter the street, city, state and enter a telephone number. (If you do not have a telephone number, enter 000). Then click update. Check in the address drop down box to be sure the new address is listed. If not, go back and add the address again.

### ***Add new address from Family Members Screen:***

You can also add a new address on the Family Members screen, by selecting the A1 or A2 member, then click Add new address and complete the address fields, then click update. Then go to the General Family screen and assign address dates to the each of the addresses.

You can delete all addresses associated with the current member ID. Select Membership, General family, and then delete all addresses with Current Member ID. Once this is complete, you can then Add one or multiple addresses associated with the same member ID. Once the addresses have been added and they appear in the address drop down, then you can associate an address with a date range.

When adding a 2<sup>nd</sup> or 3<sup>rd</sup> address, from the General Family Screen and you get the following message, select No.

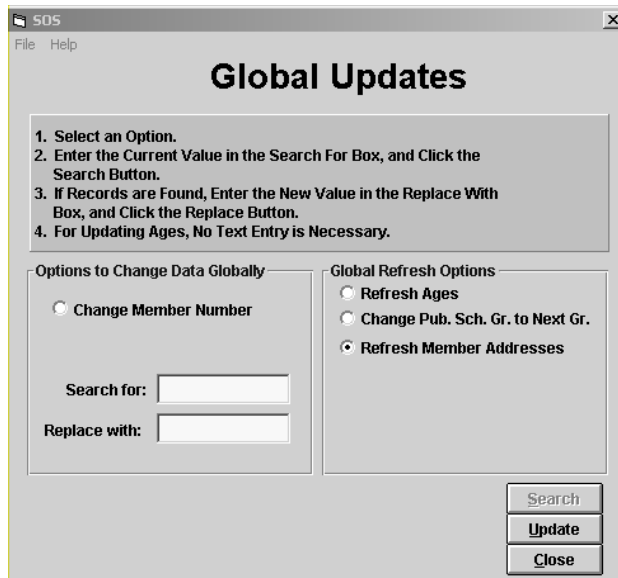




### Review Data:

After adding a new address, the information does not appear in the address and City State zip fields do not move off the record. Select from the address drop down, the address you just added and then click Update button.

Periodically, the administrator should open the **Global Updates** section, under management menu and perform an update on the Refresh Member Addresses. This is critical for data accuracy, especially before generating any reports or labels in relation to addresses.



**Every 30 Days, when the administrator opens SOS, the address dates are automatically updated.**

In reports and Labels, you can print a list of members that have more than 1 address, by selecting A1, A2 Adult Combo, then on the search option page, select Members with Multiple addresses.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to [SoSSupport@ansintech.com](mailto:SoSSupport@ansintech.com) or [SoSrequest@ansintech.com](mailto:SoSrequest@ansintech.com)

For more details about SOS visit our web site at [www.ansintech.com/sos](http://www.ansintech.com/sos)

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**SOS Address Dates last reviewed December 2007**  
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