

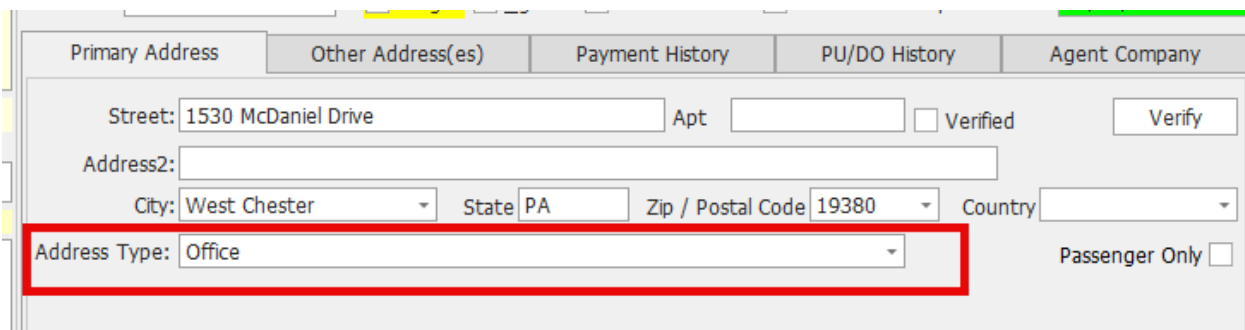
## Tech Tip Tuesday—October 8, 2024

### No Tech Tip Next Week—we (and many of you) will be at the CD/NLA show

Because we (and many of you) will be at the show next week in National Harbor, MD, there will be no Tech Tip next week. We hope to see you at the show—Chip and David will be in booth 83, right next to the GroundWidgets booth. Safe travels!

### Cleaning up your address types

One of the elements of the contact record is the address label—basically, what kind of address have you entered? This field is a drop-down list, but by default, any user can add a new Address Type to the list right from the contact, if the appropriate selection is not available.



The screenshot shows a contact record form with several tabs: Primary Address, Other Address(es), Payment History, PU/DO History, and Agent Company. The Primary Address tab is active. The form contains the following fields:

- Street: 1530 McDaniel Drive Apt [ ] Verified  Verify
- Address2: [ ]
- City: West Chester State: PA Zip / Postal Code: 19380 Country: [ ]
- Address Type: Office (highlighted with a red box)
- Passenger Only

Because of this flexibility, however, over time you can end up with a whole lot of data in this list that aren't really Address Type labels, and the whole thing can end up being a bit of a mess.

Fortunately, there is a way to bring order to chaos, and even prevent it from happening again.

To clean up your labels, navigate to Setup->Maintain-> System Default Configuration->Contact settings. There, you will see all the entries that currently exist (meaning assigned to at least one contact).

Separated TITLE by ;;; (3 semicolons)

Prefix Title :;;Mr.;;;Mrs.;;;Ms.;;;Miss.;;;Dr.

Suffix Title :;;Jr.;;;Sr.;;;I.;;;II.;;;III.;;;IV

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- OFrface
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- ok
- ON TIME
- Onetime
- ONTIME
- OPS Center
- OPS HQ
- PA Office

Address Type Change To

To fix this mess, select one (or more) of the “incorrect” labels and then type what you want them all to be in the bottom white box. Just make sure that you have the right selection, since there is no Undo!

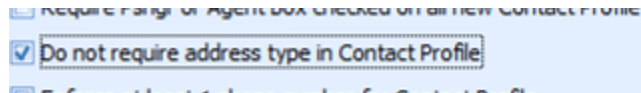
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Address Type Change To

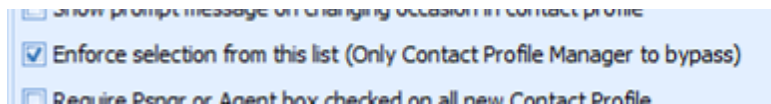
Once you click on the Update button, all the “wrong” labels will be gone, and any contacts with those “wrong” labels will be corrected.

Once you have cleaned up the mess, now you might want to keep it that way, and there are two different ways to do that.

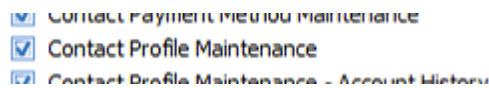
First of all, if you don’t find these labels useful, then you can turn off the requirement that they be entered. To do that, simply check “Do not require address type in Contact Profile” on the Contact Settings tab (same tab where you cleaned up the types).



Secondly, you can restrict users from adding their own labels to new contacts, by checking “Enforce selection from this list”.



Do note that this setting says “Only Contact Profile Manager to bypass”, which means that if a user has the “Contact Profile Maintenance” permission in security (as shown below), then that user will still be able to put anything in that field.



But, if you take away that permission (which will also restrict the user from changing first and last names in a profile), then the user will also get an error message when making up a new address type.

