

**Author:** Kristenson, Joel

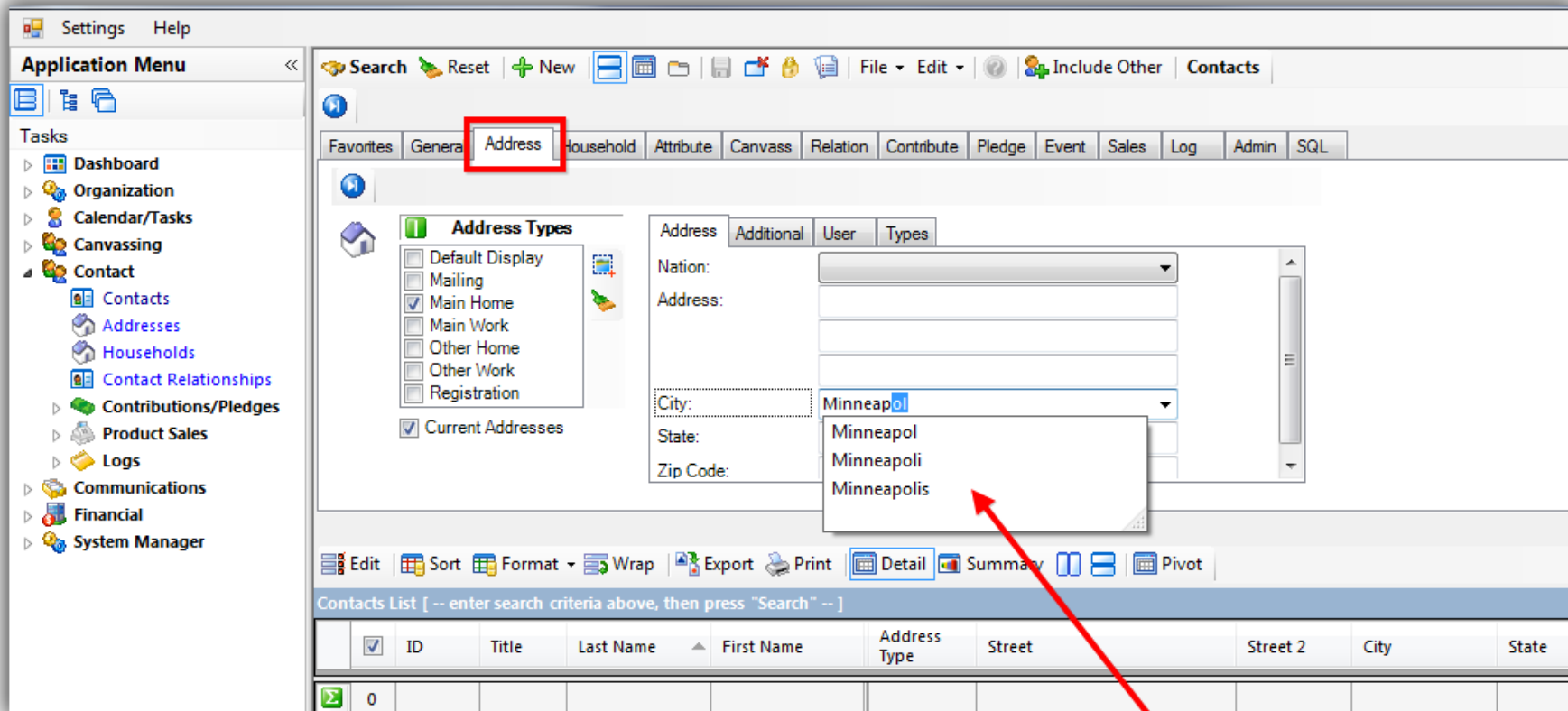
**Last Updated:** 2017-01-05

## Overview

This article provides a quick walk-through on **'normalizing' addresses** in your database so that **slight misspellings** are **cleaned up en masse**. Databases can get messy from time-to-time especially if there is a lot of activity taking place – instead of going one-by-one to clean up your address records, this article shows how to fix it with a mass update.

**Scenario:** as users enter data into the system or people come into your database through an [online donation](#) or [event sign-up](#) it's possible that one of the address fields was entered slightly wrong e.g. city. This will cause the drop-downs in the database to contain inconsistent data. The example below shows the city **Minneapolis** spelt three different ways when only one of the ways is correct:

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)




**Example of a city that should be consistent but as data was entered slightly different it adds incorrect spellings to the drop-down in the database.**

**In this example all of the cities should read 'Minneapolis' but only one is correct.**

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

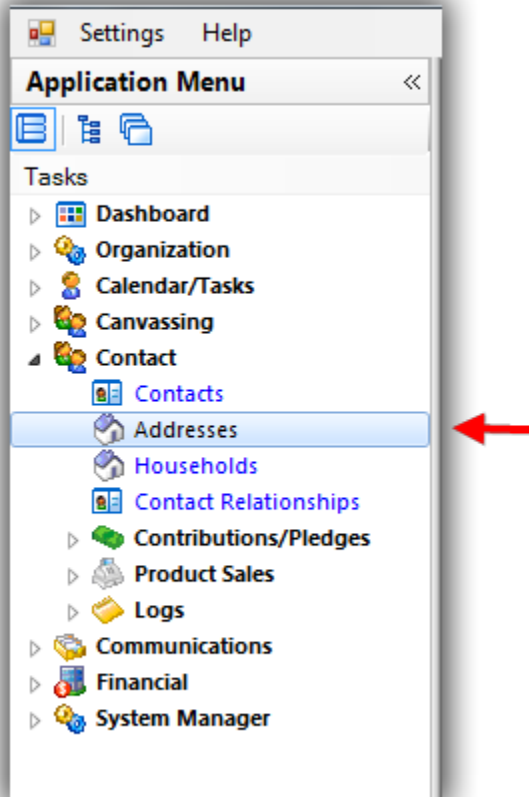
---

 **Tip:** After you clean-up the misspelled data in your drop-downs, you further cleanup your database by [conforming addresses](#) en masse as well as [merging duplicate](#) address data.

### Steps

Open the **Addresses** list.

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)



Run a [search query](#) by the **misspelled address field** i.e. City, State, Country, Street, Zipcode, etc. *In my example I searched for the city “Minneapolis” which should be Minneapolis which produced 10 results.*

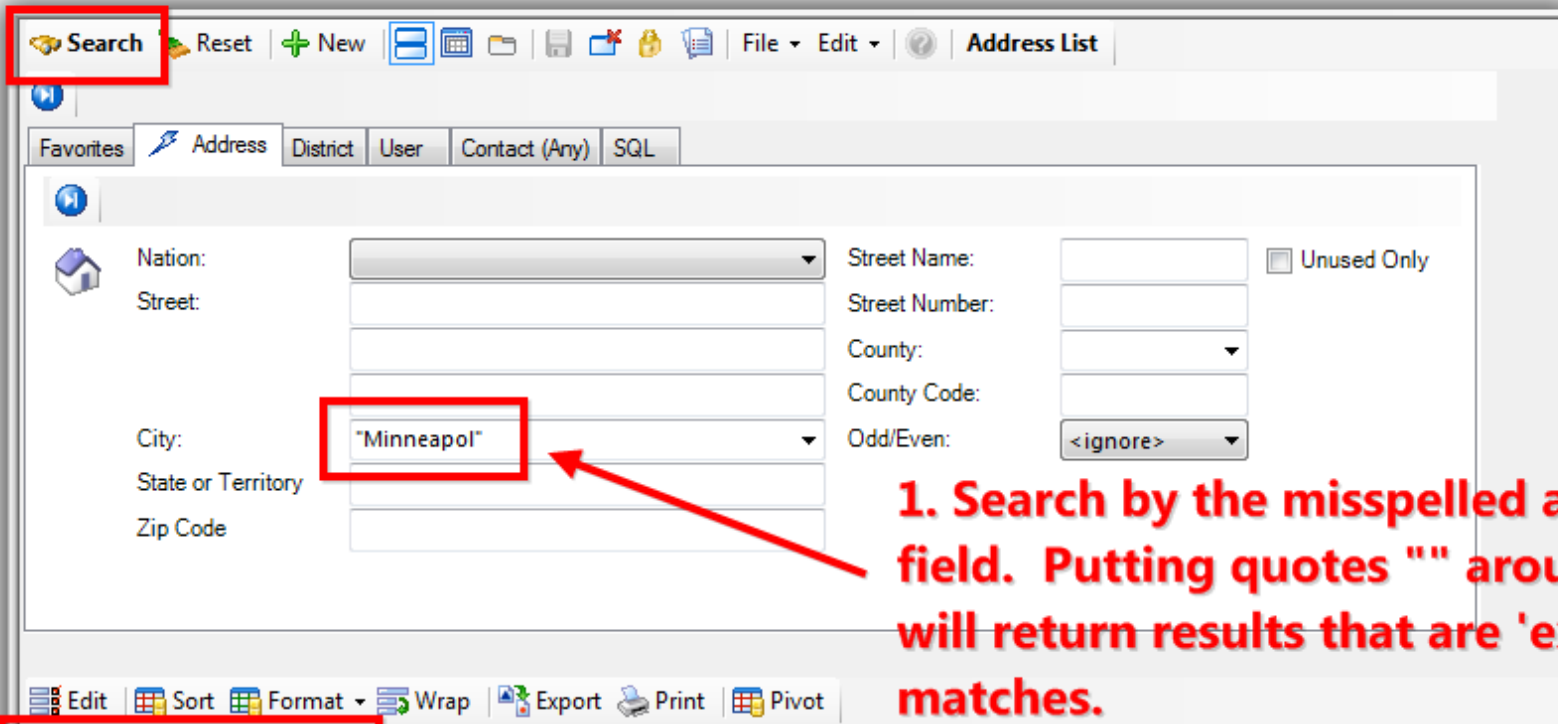
 **Tip:** if you put quotes “” around the word it will only return **exact** matches which in this example was important.

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

2



**Search** Reset + New [Address List]

Nation: [dropdown] Street Name: [text]  Unused Only

Street: [text] Street Number: [text]

City: **"Minneapol"** County: [dropdown]

State or Territory: [dropdown] County Code: [text]

Zip Code: [text] Odd/Even: [ignore]

Edit Sort Format Wrap Export Print Pivot

**1. Search by the misspelled address field. Putting quotes "" around it will return results that are 'exact' matches.**

**results**

Address List [ 10 records found ]

	Address ID	Address Type	Street	Street 2	City	State	Zip Code	Nation	Use Count
<input checked="" type="checkbox"/>	<a href="#">691</a>	Residential	<a href="#">2101 River Ter E</a>	Apt 101	Minneapolis	MN	55414	US	1
<input checked="" type="checkbox"/>	<a href="#">706</a>	Residential	<a href="#">2121 Minnehaha Ave</a>		Minneapolis	MN	55404	US	2
<input checked="" type="checkbox"/>	<a href="#">2278</a>	Residential	<a href="#">2110 Lowry Ave N</a>		Minneapolis	MN	55411	US	1
<input checked="" type="checkbox"/>	<a href="#">2314</a>	Residential	<a href="#">2121 Minnehaha Ave</a>	Apt 309	Minneapolis	MN	55404	US	1
<input checked="" type="checkbox"/>	<a href="#">4371</a>	Residential	<a href="#">2100 Bloomington Ave S</a>	Apt 202	Minneapolis	MN	55404	US	1
<input checked="" type="checkbox"/>	<a href="#">8615</a>	Residential	<a href="#">2106 2nd Ave S</a>		Minneapolis	MN	55404-2...	US	1
<input checked="" type="checkbox"/>	<a href="#">8942</a>	Residential	<a href="#">2121 Minnehaha Ave</a>	Apt 308	Minneapolis	MN	55404	US	1
<input checked="" type="checkbox"/>	<a href="#">9069</a>	Residential	<a href="#">2101 Portland Ave S</a>		Minneapolis	MN	55404	US	1
<input checked="" type="checkbox"/>	<a href="#">9473</a>	Residential	<a href="#">PO Box 13 059</a>		Minneapolis	MN	55427	US	1
<input checked="" type="checkbox"/>	<a href="#">0770</a>	Residential	<a href="#">2113 Durant Ave S</a>	Apt 2	Minneapolis	MN	55405	US	1

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---

Click the **Edit** drop-down at the top of the screen and select **Set Fields....**

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

The screenshot shows the TrailBlazer software interface. The 'Edit' menu is open, and the 'Set Fields...' option is selected. Red arrows point to the 'Edit' menu (1) and the 'Set Fields...' option (2). The background shows address entry forms and a data table.

**Address List [ 10 records found ]**

	<input checked="" type="checkbox"/>	Address ID	Address Type	Street	Street 2	City	State	Zip Code	Nation	Use Count
	<input checked="" type="checkbox"/>	691	Residential	2101 River Ter E	Apt 101	Minneapolis	MN	55414	US	1
	<input checked="" type="checkbox"/>	706	Residential	2121 Minnehaha Ave		Minneapolis	MN	55404	US	2
	<input checked="" type="checkbox"/>	2278	Residential	2110 Lowry Ave N		Minneapolis	MN	55411	US	1

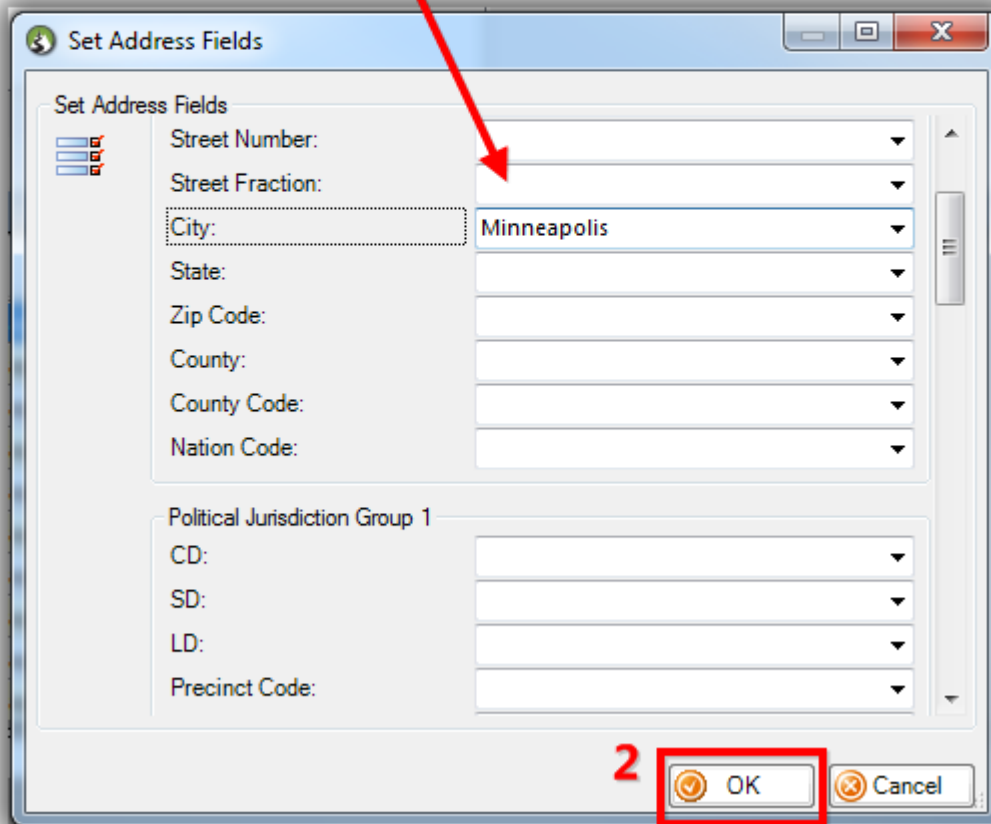


## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---

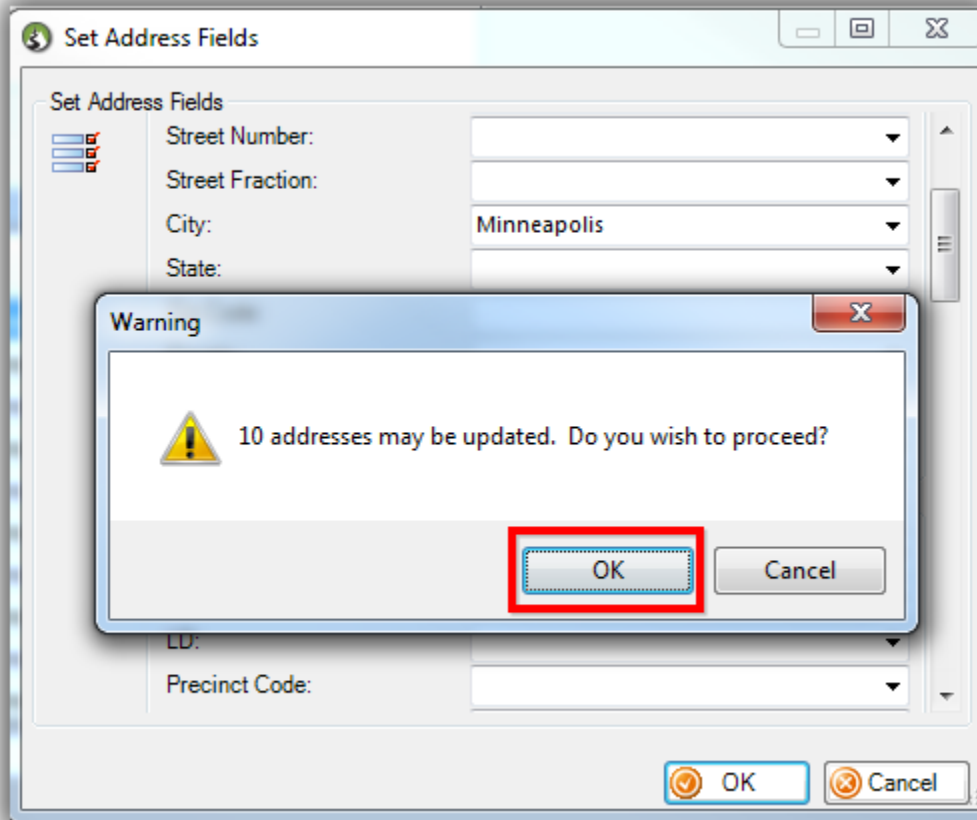
Scroll down to the **field** in the list that is **misspelled**. Enter the correct spelling and click **[OK]**. *In my example it was the City field.*

## 1. Type in the correct spelling for the misspelled field (in this case, the city field).



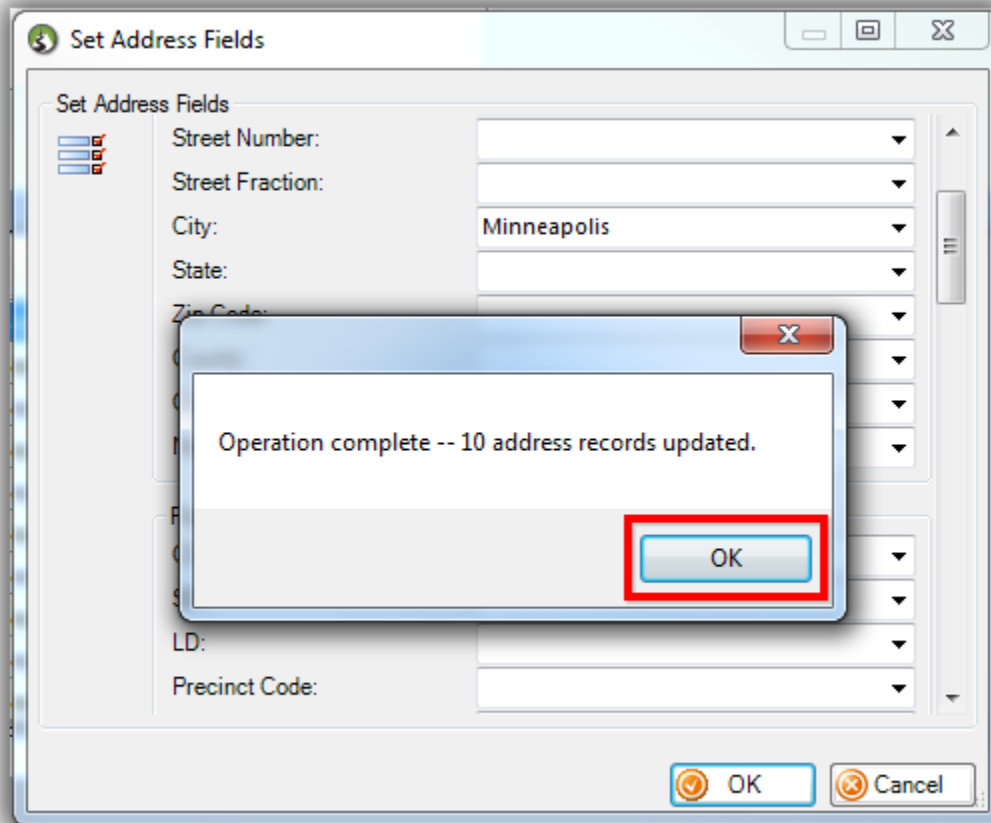
## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

Double-check that everything is correct and click **[OK]**.



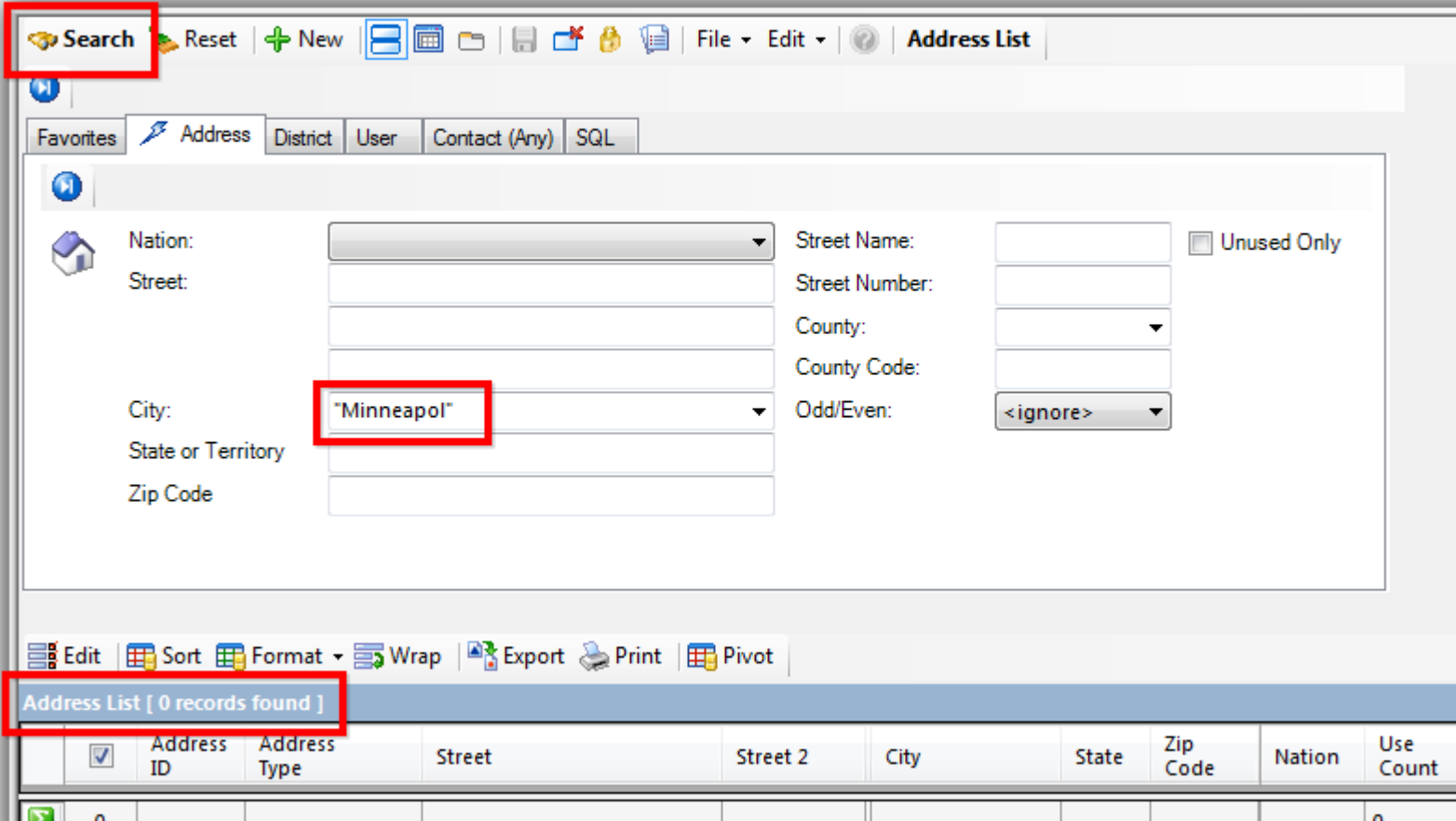
You'll get a prompt when the process is finished. Click **[OK]** to proceed.

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)



Run another search in the **Address** list by the **same misspelled field** (using quotes around it) and the results should equal **zero**. *My example is below.*

**Once the update has been made you can search by the misspelled field again (using quotes around it) and the results should equal zero.**



The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'Search' highlighted in a red box. Below the menu bar, there are tabs for 'Address', 'District', 'User', 'Contact (Any)', and 'SQL'. The main area contains search filters for Nation, Street, City, State or Territory, Zip Code, Street Name, Street Number, County, County Code, and Odd/Even. The 'City' dropdown menu is set to 'Minneapolis' and is highlighted with a red box. At the bottom, there is a toolbar with 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', and 'Pivot'. Below the toolbar, a status bar shows 'Address List [ 0 records found ]' in a red box. At the very bottom, a table displays the search results with columns for Address ID, Address Type, Street, Street 2, City, State, Zip Code, Nation, and Use Count. The table shows a single row with a sum icon and the value '0' in the Use Count column.

Address ID	Address Type	Street	Street 2	City	State	Zip Code	Nation	Use Count
0								0

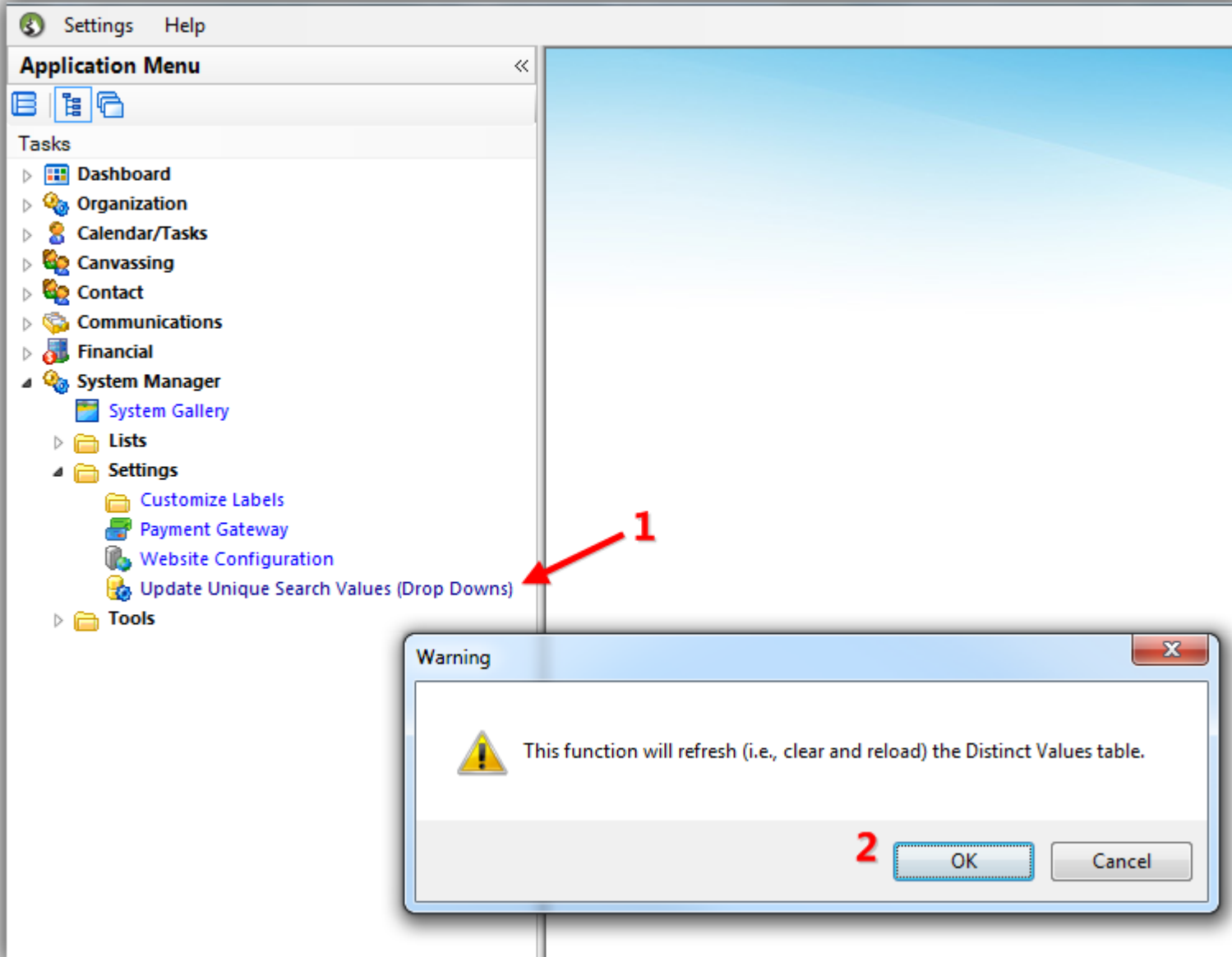
## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---

**Repeat** these steps until **all** the misspellings have been corrected.

Once you're finished you'll need to refresh the values in the drop-down menus. Navigate to **Application Menu > System Manager > Settings > Update Unique Search Values (Drop Downs)** and click **[OK]**.

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)



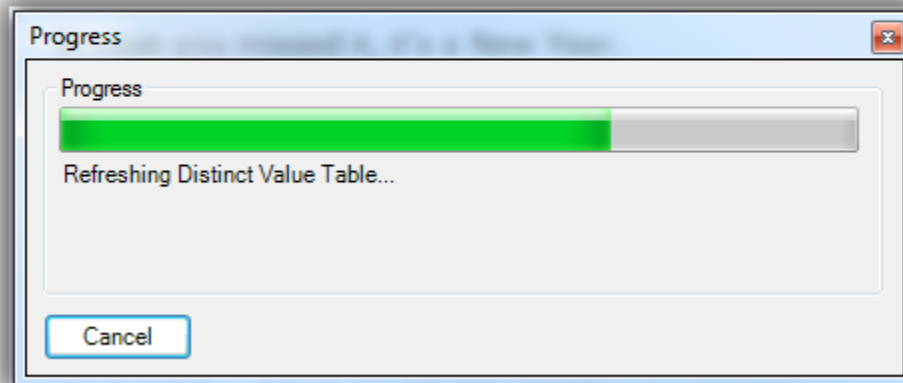
The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view of tasks. The 'System Manager' folder is expanded, showing sub-items like 'System Gallery', 'Lists', 'Settings', and 'Tools'. The 'Settings' folder is also expanded, showing 'Customize Labels', 'Payment Gateway', 'Website Configuration', and 'Update Unique Search Values (Drop Downs)'. A red arrow labeled '1' points to the 'Update Unique Search Values (Drop Downs)' item. In the foreground, a 'Warning' dialog box is open, containing a yellow warning icon and the text: 'This function will refresh (i.e., clear and reload) the Distinct Values table.' At the bottom of the dialog, there are 'OK' and 'Cancel' buttons, with a red '2' next to the 'OK' button.

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---

If you have a large database and/or you haven't done this in a while it may take 15+ minutes for the process to complete.

**If you have a large database (100k+) contacts and you haven't done this in awhile, it may take some time for this process to complete.**

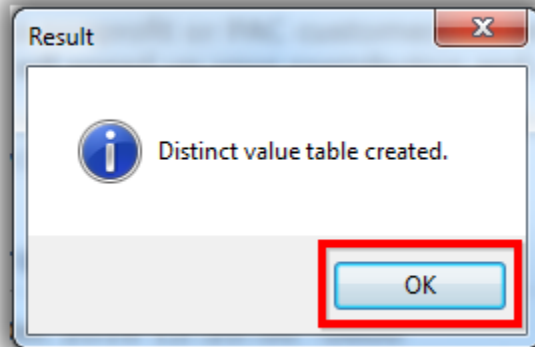


Click **[OK]** once the process is finished.



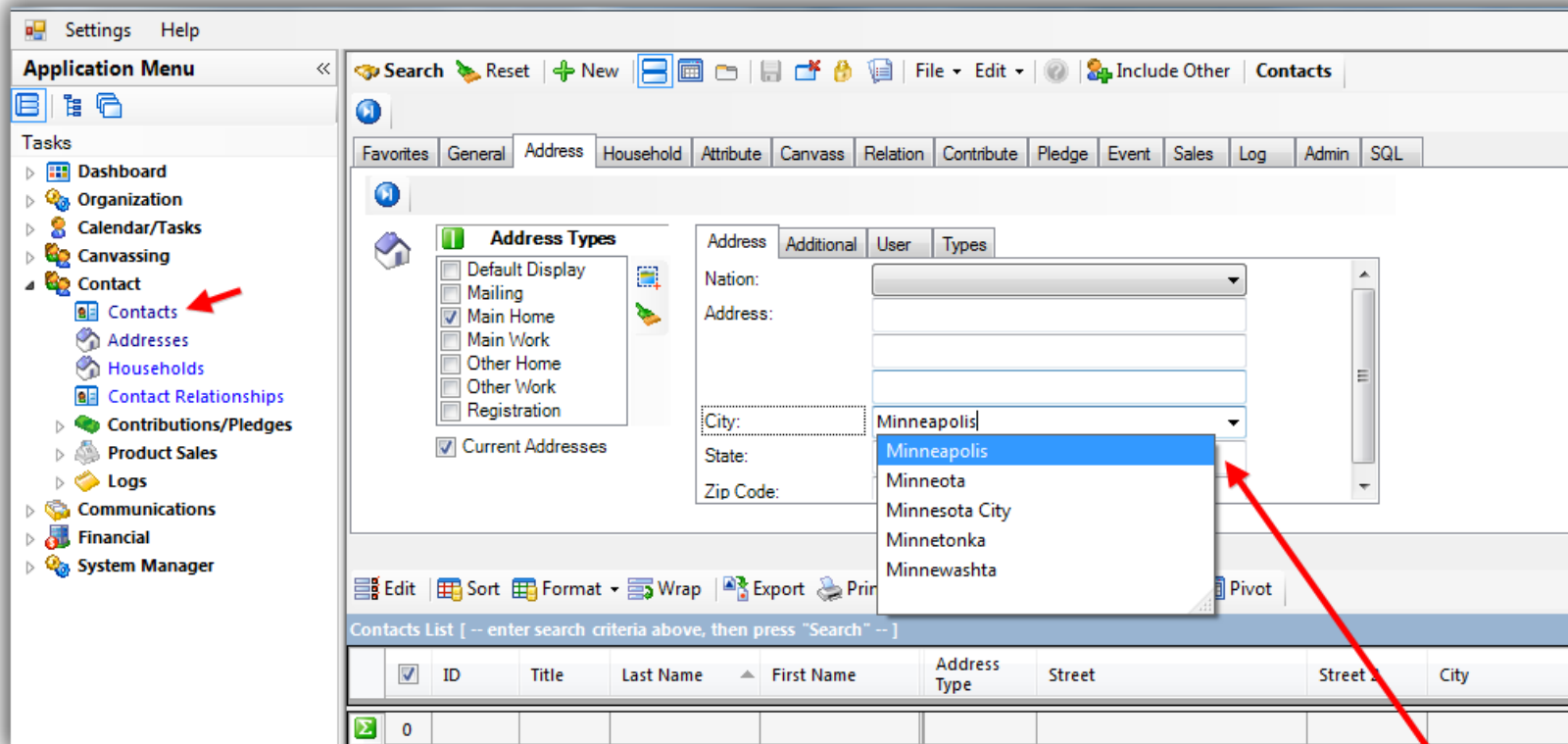
## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---



Navigate back to the **Contacts (Voters/Donors)** list and **verify** that your **drop-downs** are cleaned up (*if it's not a field that's a drop-down you can verify by [formatting](#) the column into the grid*). *In my example the 2 misspelled cities for 'Minneapolis' have been cleaned and now the correctly spelled one is all that remains.*

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)



**After cleaning up the address misspellings the incorrect options will no longer populate in the drop-down.**

The **related resources** below link to a wide variety of other useful articles and videos related to **cleaning up** your database.

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

### Related Resources

**Article:** [Automatically Conform Addresses](#)

**Article:** [Auto-Merging Duplicate Address Records](#)

**Article:** [Unable to Make A Change to an Address](#)

**Article:** [Refreshing your Address Records with Political Jurisdiction Data i.e. CD, SD, LD... \(Only Applies to Customers who Live in a State we Provide Updated Voter Data For\)](#)

**Article:** [Address Normalization \(unlimited addresses per person\)](#)

**Article:** [Address Management](#)

**Article:** [How to 'Manually Merge' Duplicate Contact Records with Drag-and-Drop](#)

**Article:** [How to Find Duplicate Contact Records by Identical \\*Primary\\* Email Address, and Automatically Merge them Together](#)

**Article:** [Find Possible Duplicates](#)

**Article:** [How to Print Mail-Merge Address Labels](#)

**Article:** [Printing Envelopes](#)

**Article:** [Rollback – Undo Function – Also, Tips on Viewing the Activity for Changes to a Specific Field \(Requires Admin Access\)](#)

**Video:** [Updating or Changing Data in a Field for all or Some of Your Records](#)

**Video:** [Households – What To Do B4 Householding!!](#)

### Trail Blazer Live Support

## Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings (Ex: Minneapolis vs Mineapolis)

---

📞 **Phone:** 1-866-909-8700

✉️ **Email:** [support@trailblz.com](mailto:support@trailblz.com)

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*