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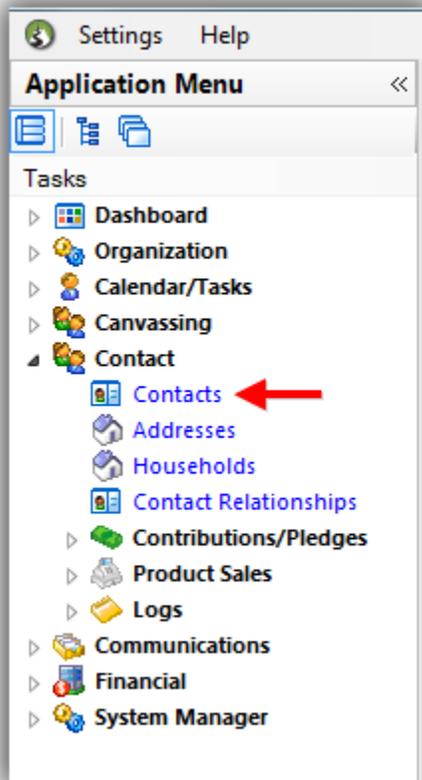
Overview

This article walks through the steps to flag an address as **no longer current** within a contact's record card. The address will still be **retained** it just **won't display** when opening the record (by default) and it won't display in **the grid** when running [search queries](#).

 **Tip:** Become a master of address management in Trail Blazer by [reading this](#) in-depth tutorial.

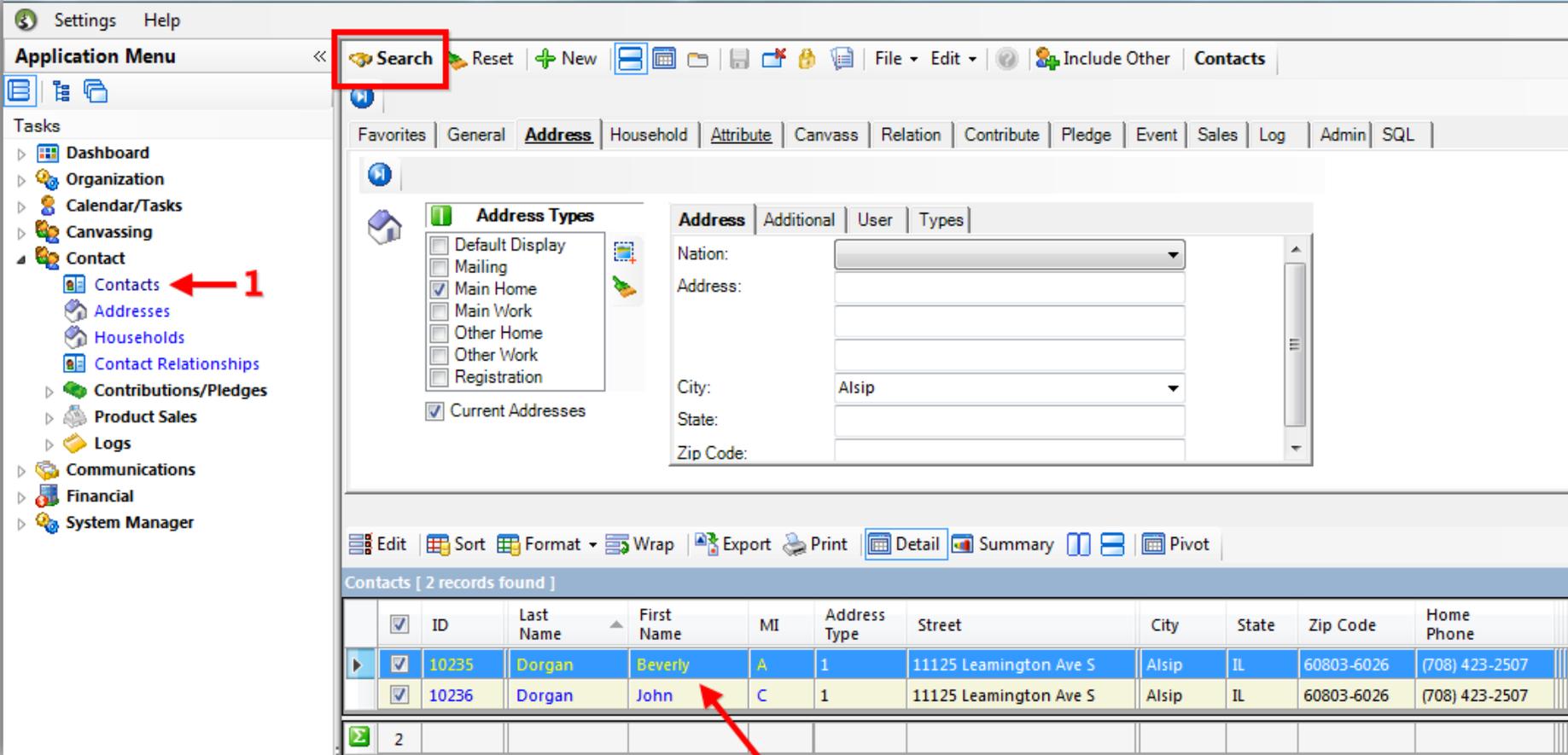
Steps

Navigate to the **Contacts (Voters/Donors)** list.



Run a **search** for the contact you **need** to flag the address as **no longer current** for and **click on their name** to open the record card. *In my example I used Beverly Dorgan.*

2. Search for the contact's record that you need to modify an address for.

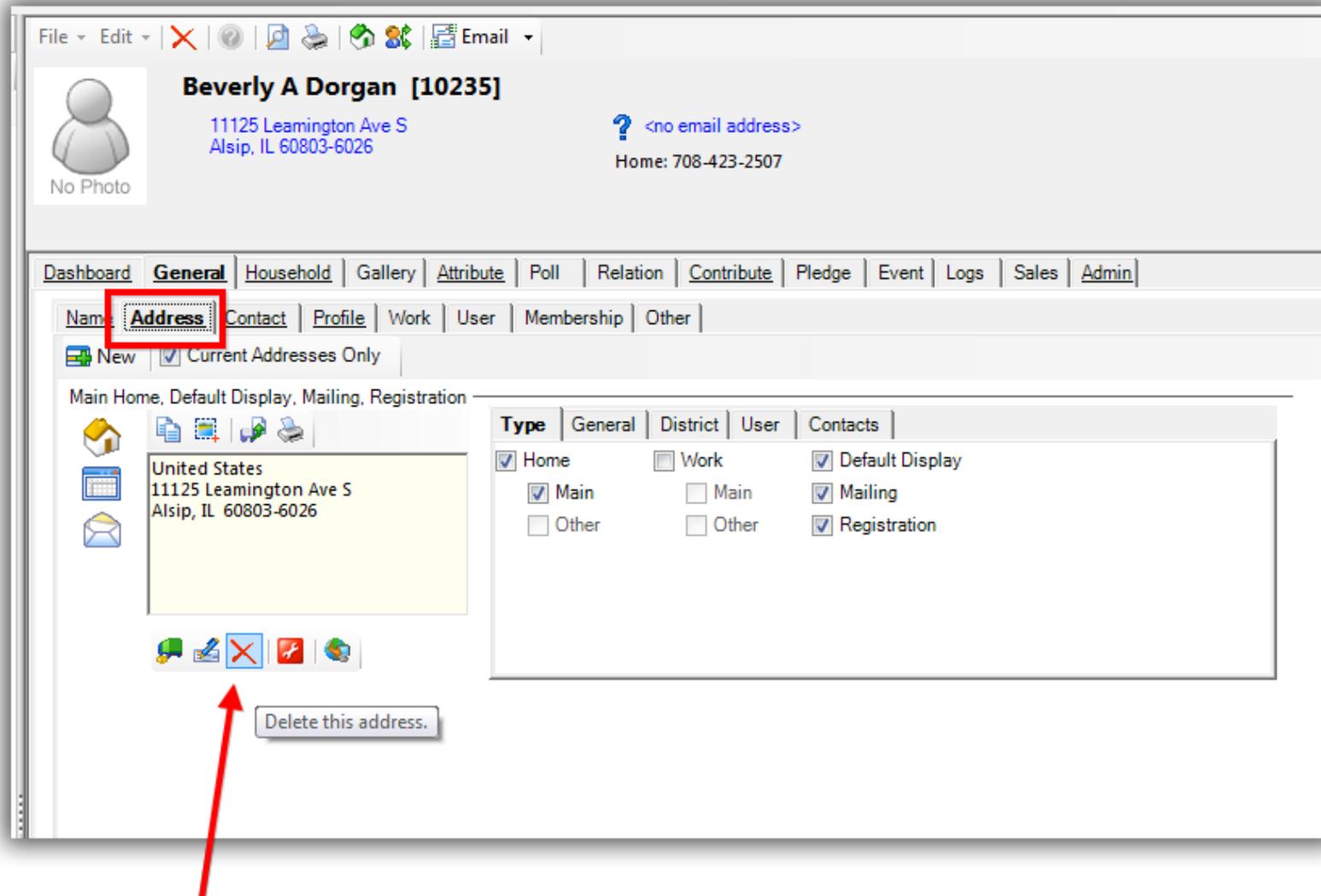


The screenshot shows the TrailBlazer software interface. On the left is the 'Application Menu' with a 'Tasks' list. The 'Contact' folder is expanded, and 'Contacts' is highlighted with a red arrow and the number '1'. The main window shows a search bar with 'Search' highlighted in a red box. Below the search bar is the 'Address' tab, which includes a list of 'Address Types' and a form for entering address details. At the bottom, a table displays search results for contacts. A red arrow points to the name 'John' in the first name column of the second row.

ID	Last Name	First Name	MI	Address Type	Street	City	State	Zip Code	Home Phone
10235	Dorgan	Beverly	A	1	11125 Leamington Ave S	Alsip	IL	60803-6026	(708) 423-2507
10236	Dorgan	John	C	1	11125 Leamington Ave S	Alsip	IL	60803-6026	(708) 423-2507

3. Click on on their name to open the contact's record card.

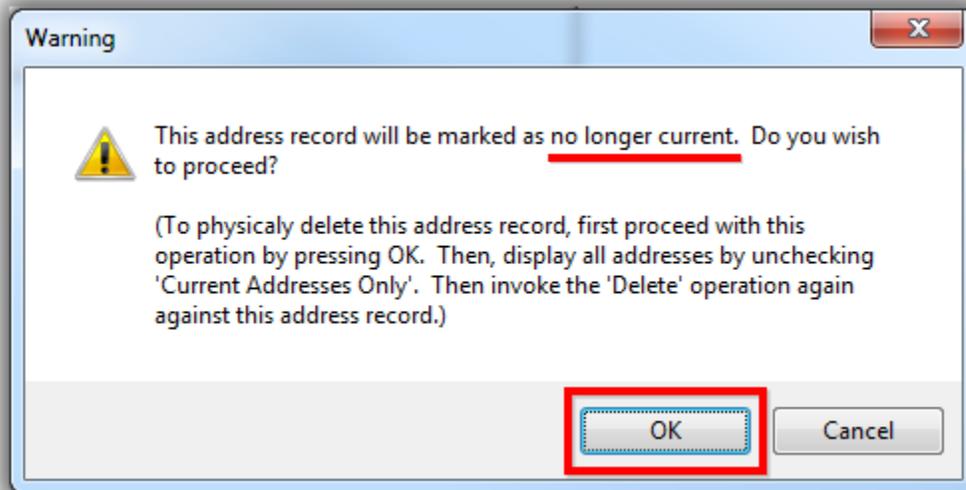
Navigate to the **Address** tab and click the red **[x]** under the address that you need to mark as no longer current. *In my example there was only one address present.*



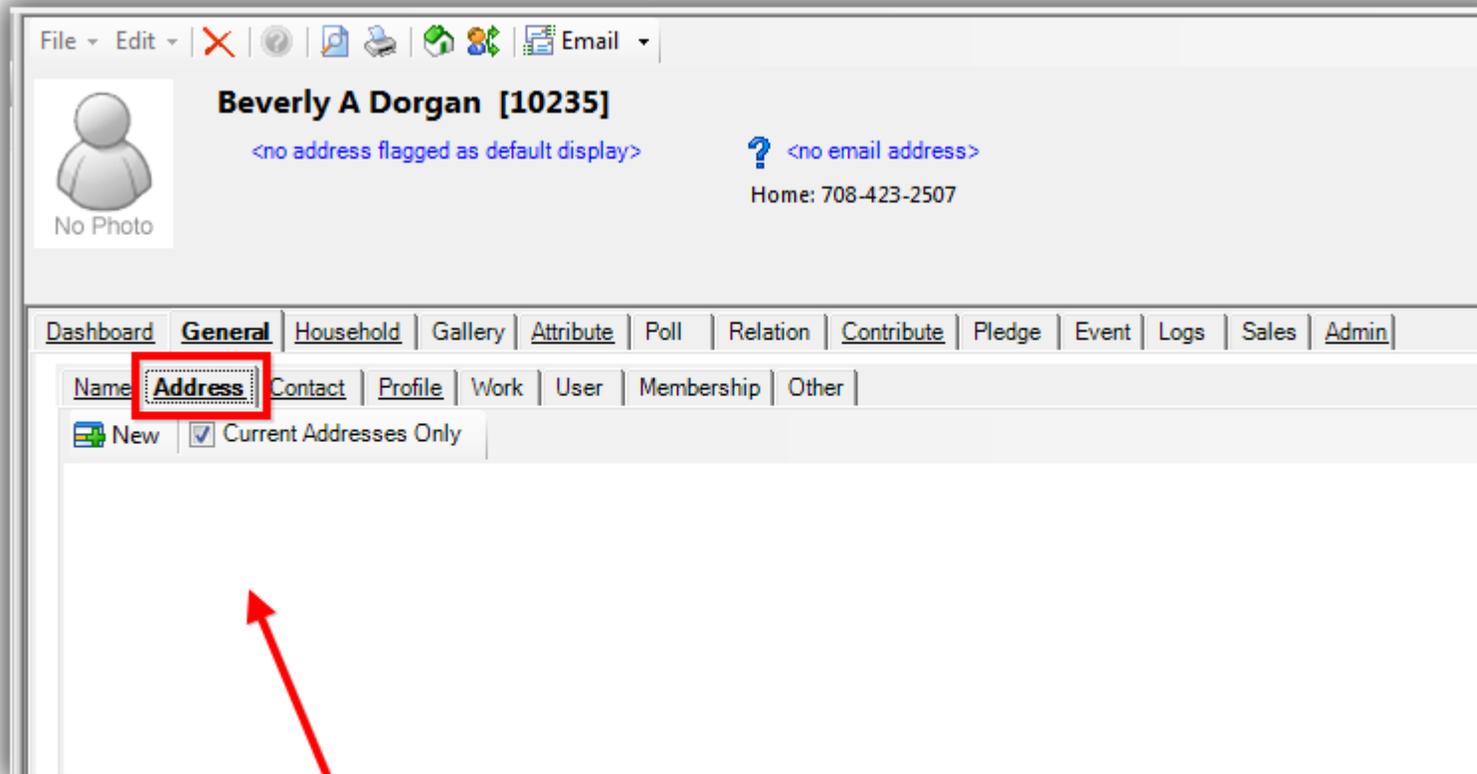
Click the red [x] to 'delete' the address.

NOTE: this will not delete the address from your database

You'll get a warning message with details on what's about to happen. If you're 100% sure you need to flag this address as no longer current, click **[OK]**. *You can always reinstate the address in the future if need be.*



The address will now be **hidden** by default when viewing this contact record.

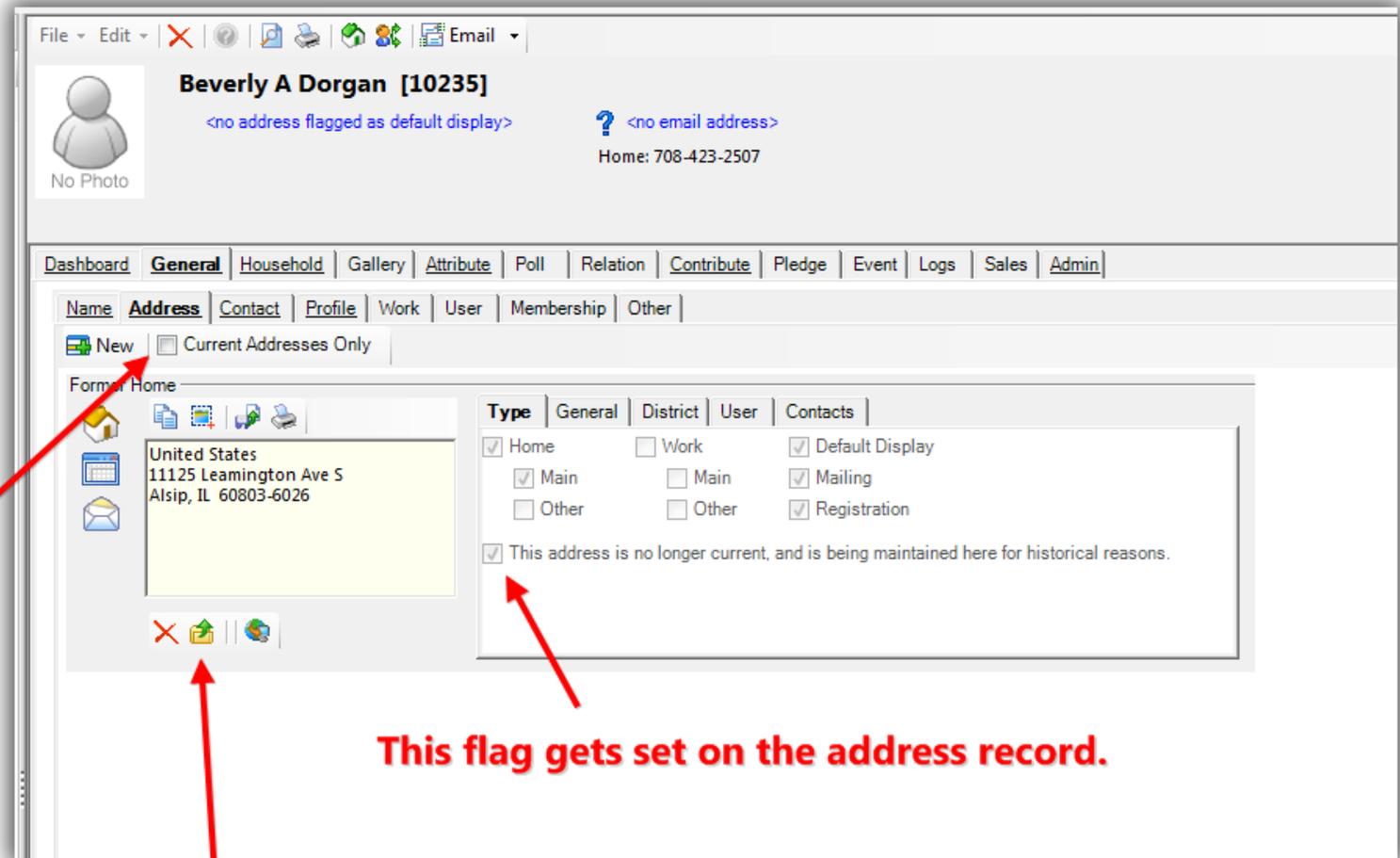


The address will disappear from the contact's record card.

If there's another address present that's their current address you'll want to flag it as such or add their new address at this point if you have one.

To view the address you can **uncheck** the box for **Current Addresses Only** (which is always checked by default).

How to Flag an Address as No Longer Current (Former) in a Contact's Record Card



If you uncheck this box the 'hidden' address(s) will show.

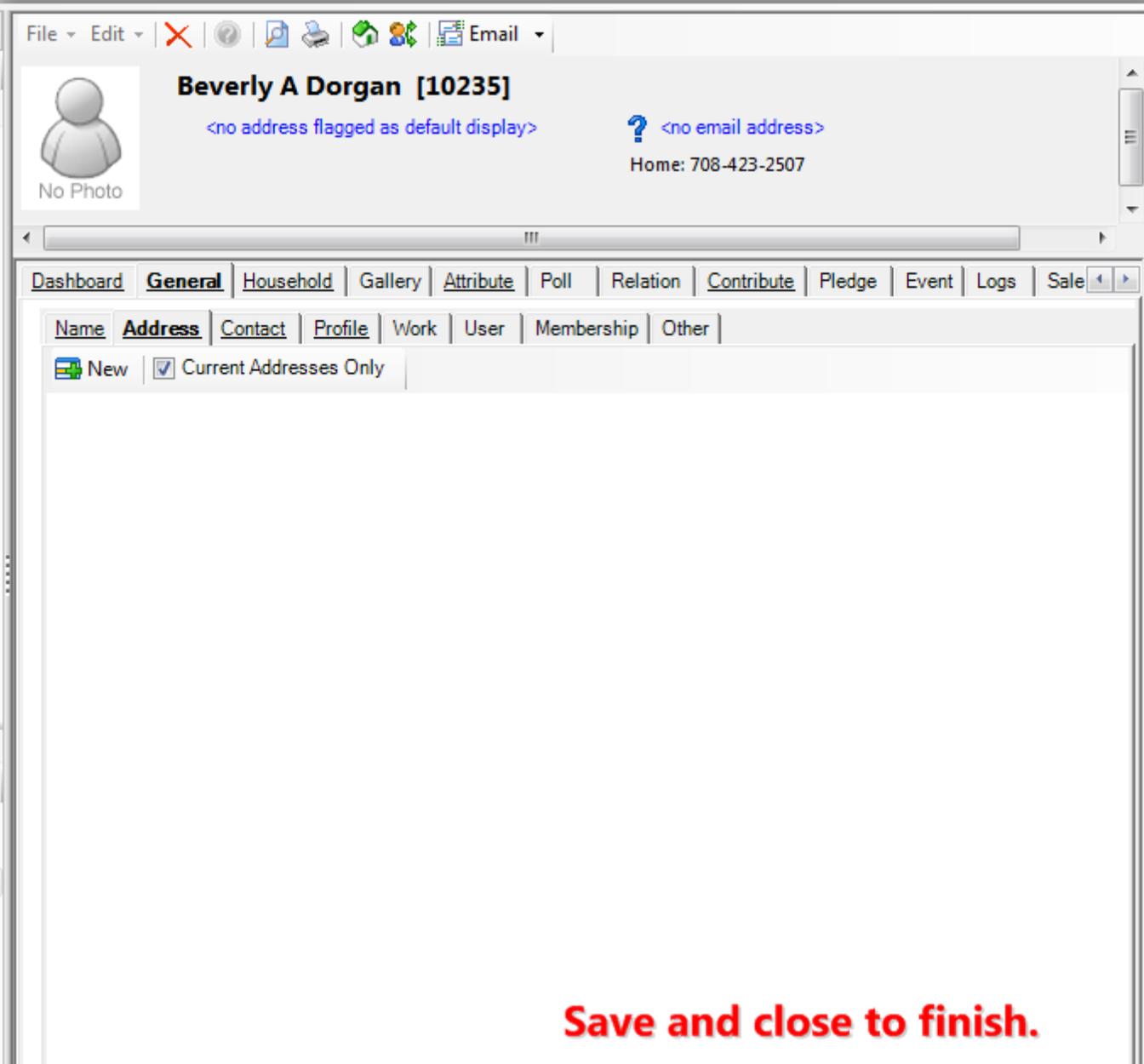
This flag gets set on the address record.

***IF* a mistake was made or the address needs to be re-instated you can click this button.**

How to Flag an Address as No Longer Current (Former) in a Contact's Record Card

Click **[Save and Close]** in the bottom-right of the contact record card to finish.

How to Flag an Address as No Longer Current (Former) in a Contact's Record Card

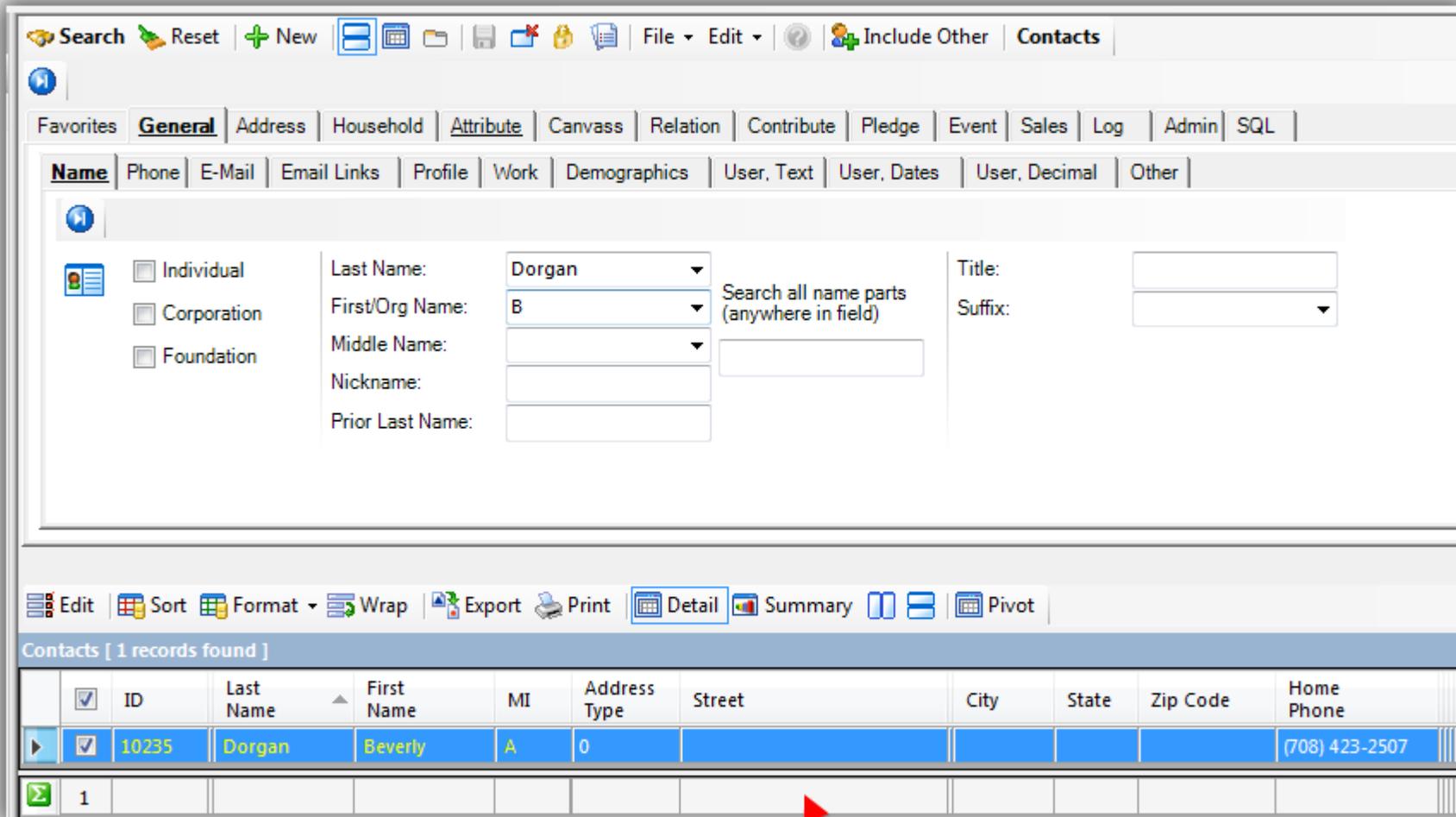


The screenshot shows a web-based contact management interface. At the top, there is a menu bar with 'File', 'Edit', and 'Email' options. Below this is a header section for the contact 'Beverly A Dorgan [10235]'. It includes a 'No Photo' placeholder, the text '<no address flagged as default display>', a question mark icon with '<no email address>', and the phone number 'Home: 708-423-2507'. A horizontal scroll bar is present below the header. The main content area has a tabbed interface with 'General' selected. Below the tabs, there is a 'New' button and a checked checkbox labeled 'Current Addresses Only'. The rest of the page is blank.

Save and close to finish.

Run a search for the person back in the Contacts (*Voters/Donors*) list to verify the address no longer displays in the grid. *If you marked a different address as their new default address, that address will display instead.*

Run a search for the contact that you just marked the address as no longer current for.



The screenshot shows the TrailBlazer software interface. At the top, there is a search bar with 'Search' and 'Reset' buttons. Below the search bar, there are tabs for 'General', 'Address', 'Household', 'Attribute', 'Canvass', 'Relation', 'Contribute', 'Pledge', 'Event', 'Sales', 'Log', 'Admin', and 'SQL'. The 'General' tab is selected. Below the tabs, there are fields for 'Name', 'Phone', 'E-Mail', 'Email Links', 'Profile', 'Work', 'Demographics', 'User, Text', 'User, Dates', 'User, Decimal', and 'Other'. The 'Name' field is expanded, showing search criteria: Last Name: Dorgan, First/Org Name: B, Middle Name: (empty), Nickname: (empty), Prior Last Name: (empty), Title: (empty), and Suffix: (empty). Below the search criteria, there are buttons for 'Edit', 'Sort', 'Format', 'Wrap', 'Export', 'Print', 'Detail', 'Summary', and 'Pivot'. The 'Detail' button is selected. Below the buttons, there is a table with the following data:

ID	Last Name	First Name	MI	Address Type	Street	City	State	Zip Code	Home Phone
10235	Dorgan	Beverly	A	0					(708) 423-2507

A red arrow points to the 'Address Type' column in the table.

The **related resources** below link to a wide variety of other articles and videos related to this topic.



Trail Blazer™

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

Related Resources

Article: [Address Management](#)

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

Article: [Automatically Conform Addresses](#)

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

Article: [Fixing and Cleaning Up Address Misspellings En Masse – Typical when Users Enter a City or State with Slightly Different Spellings](#)

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 \(unlimited addresses per person\) – Retired Article](#)

Article: [How to Print Household Labels](#)

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

Article: [Printing Envelopes](#)

Article: [\(Mail-Merge\) – How to Write a Letter, and Save it as a Template](#)

Article: [Mail Merge – Write a Letter](#)

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

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