

## FP2 - TIP 'O THE WEEK #5

### MERGING DUPLICATED STREET OR TOWN NAMES

It is very important for the accuracy of your reports that duplicated street names or town/township names are merged. Generally street or town names are duplicated when either the spelling of one is incorrect (Main St. vs. Main St.), or the spaces between and/or after letter are entered differently on different data entry occasions (a space entered after "Main" would show up as a different street name than "Main" with no space.). These mistakes are easy to make, especially in cases where there are numerous people entering information into the software.

So, how would you know that street or town/township names were being repeated in different forms?

1. Check the drop-down lists for either of these fields on the Properties window. If you have "Main" twice or three times, this needs fixing up.
2. You can go to FP2's Maintenance area and look for repetitions there. (Maintenance menu → Pop-up lists → Address pop-ups → Street Names or Town/Townships Names.

If you find any duplication, here's the recipe for fixing them.....

*(the use of a food-related word is deliberate – I know that software tips is a dry topic, but people usually perk up when food is mentioned. If I could find a way to work in the word **chocolate**, that would be even better....)*

#### **A. For incorrect spelling errors:**

1. Go to Maintenance → Edit Pop-up Lists → Address Pop-ups → Street Names or Town/Township names.
2. Choose the correct spelling of the name you wish to keep. Highlight an incorrectly spelled name by clicking on it.
3. Change the spelling of the incorrect name by clicking on "Edit" and changing the spelling to match the one you want to keep. When you click "OK", the names will be merged as they are now identical. This change will transfer to the each Property record. Repeat this process as many times as necessary.

**B. For spacing errors:** (these will appear to already have the same spelling, yet there will be 2 entries for "Main" for example)

1. Go to Maintenance → Edit Pop-up Lists → Address Pop-ups → Street Names or Town/Township names.
2. Click on Edit and rename each of the apparently identically-spelled names, adding a sequential number beside them. For example, if you have "Main" listed 3 times, rename the first, "Main1, Main2, and Main3. Now, go through the process in reverse, highlighting them one at a time,

clicking Edit and removing the numbers. Make sure that you leave NO spaces after Main, as spaces will prevent the names from merging with others that have no space. When this is done, all three street entries will merge into one.