

## How do I enter and use Primary and Secondary addresses for Contacts?

Version 4

Most contacts will only have one mailing address, which is entered as the primary address. For those contacts with summer and winter addresses, you may enter a primary and secondary mailing address. When using a secondary address, enter the MM/DD range when the contact wishes to receive his or her mail at the secondary address (e.g. November 1<sup>st</sup> to April 30<sup>th</sup> would be 11/01 to 04/30.) PastPerfect will automatically switch to displaying and printing the secondary address during the specified date range. You may select a type of primary and secondary address, such as Summer, Winter, Home, or Work.

For example, if you have a contact who is at his/her primary address in Missoula, MT between May 1 and October 31, but then goes to Tampa, FL between November 1 and April 30 each year, here is how you would enter the addresses:

In the primary address, enter the address in Missoula, MT, but do not enter any dates. Choose "Summer" as the type when Primary is selected.



In the secondary address, enter the address in Tampa, FL and enter the dates: From "11/01" To "04/30", then choose "Winter" as the type when Secondary is selected.



PastPerfect will automatically display and print the primary address in MT between May 1 and October 31 of each year. During November 1 and April 30, it will display and print the secondary address in FL.

The address that you enter when the Primary radio button is selected is the primary address (white background color in the address fields). The address that you enter when the Secondary radio button is selected is the secondary address (light gray background color in the address fields). Once the addresses are both entered and saved, you may view and edit the other address by clicking the "Edit" button at the top of the Contact record, and then the "Edit other address" button at the top. The primary and secondary addresses also include the phone number and fax number fields.

If you do not enter a date range for the secondary address, you can manually select either Primary or Secondary as the address to display and print on labels and letters. This can be useful if you have a contact with two addresses, but they do not have a set date range for each address.

When you are printing letters and labels from Lists & Labels, you can change the Mailing Date as needed. This Mailing Date will make sure that the correct address is used when printing. So if you are printing a mailing early, the program will use the address where the contact will be at the time of the mailing, not the address at the time of printing. For example, if the contact is currently at his/her primary address in December when you print, and you enter a Mailing Date of January 20<sup>th</sup>, the address where the contact is as of January 20 will be what prints.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!