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Edit Incorrect Data

Some of your supporters may have been keyed in and the information is incorrect due to typos or a zip code or area code may have changed. The Edit Data tool will let you easily fix typos of incorrect information in your program. Each correction searches for all incorrect values and replaces all of them with the correct value.

Follow the steps below to Edit Data in your system.

1. Click on Procedures from the Main Menu of the Supporter Donation System
2. Click on the Edit Data button in the right column
3. Click on the Choose a Field dropdown and select City
4. Click on the 'with a current value of' dropdown and select an incorrect spelling of a city
5. Choose a correct spelling of the City in the 'change it to a value of' dropdown
6. Click on the Change button
7. You will receive a message Changes have been completed. Do you want to do another?
8. Click Yes or No accordingly

The Edit Data Tool is available for Area Code, City, State, Zip, State City Zip combination, Country, Industry, Occupation and Source