

FP2 - TIP 'O THE WEEK #91 FIXING DUPLICATED STREET OR TOWN NAMES



Fixing Duplicated Street and Town Names

It is very important for the accuracy of your records that duplicated street names or town/township names are corrected. Generally street or town names are duplicated when either the spelling of one is incorrect (Main vs. Maine), or the spaces between and/or after letter are entered differently on different data entry occasions (a name with a space such as "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.

Tip: Once you have most of your addresses in the system, make sure you have the "Use Street List" box checked on the Custom Settings window. This is another way to avoid duplicate entries as you select the street name and town from existing lists on the property window rather than typing them in each time you add a new property.

Custom Settings

Smoke Alarm Hydrant Daily Log Standby Daily Personnel Messages Other

Properties Inspections Incidents Fire Fighters Meeting/Training Accounting OG Inventory

General Custom Fields Pre-Plan Permits Pub-Ed

Occupancy Optional

Use Street List

Use Street List for Find

Show Sub Files

Show Last Inspection Date

Title Non-Property records

Use Concession List

Street Number - Numeric Only

Show Occupant Suite # as

123-1 Main St.

1-123 Main St.

123 Main St., Suite 1

Address Duplicate Check

Street Number & Name only

Edit

OK

Cancel

So, how would you know that there are duplicate properties entered in the system?

1. Run the "Check for Duplicate Properties" Report
Go to: Reports → Management Report Menu → Properties → Check for Duplicate Properties

This report will show you possible duplicates in your system. From here you can determine which addresses need to be fixed.

2. Check the drop-down lists for either of these fields on the Properties window. If you have "Main" two or three times, or you have different spellings for the same street name "Main" and "Maine", this needs fixing.

Properties

Civic Address Rural/Legal Description

13 MAIN DRIVE N

Street # Type Dir.

Suite # 1ST

Postal Code

Complex: FALSE

Occupancy: Over 12 Units

AKA:

MAIN

BAKER

DAVIES

FALLS

FALSE

MAIN

MAIN

MAINE

VERNON

3. 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.



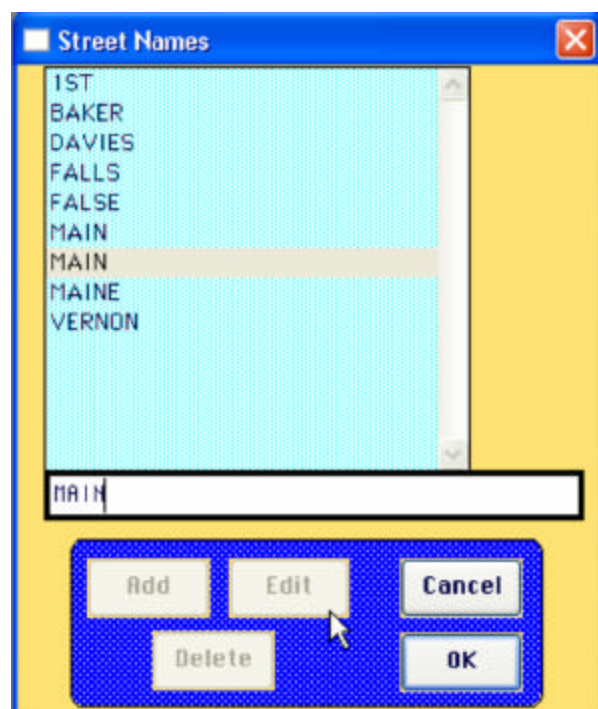
If you find any duplications, here's how to fix them.

A. For spelling errors:

Go to Maintenance → Edit Pop-up Lists → Address Pop-ups → Street Names or Town/Township names.

Choose the correct spelling of the name you wish to keep. Highlight an incorrectly spelled name by clicking on it.

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 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)

Go to Maintenance → Edit Pop-up Lists → Address Pop-ups → Street Names or Town/Township names.

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 second to "Main2", and others to "Main3" etc. 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.



Quote of the week:

"Start by doing what's necessary; then do what's possible, and suddenly you are doing the impossible!"

Doug sent me this quote, but I'm not sure he is really that profound! ;)