## How do I globally update a constituency?

Found under Global Icon - Constituencies - Global Updates - Update

Click on the globe icon



Choose constituency updates and you see a notification to read. Say YES here.



Next window shows the constituency info.

I Global Constituencies Update						
From Constituency  Current Parent	To Constituency Alumni Parent					
Reset Constituency Dates Update Gift Constituencies (The Gift Constituencies will be updated if the Gift date is greater than the Constituency 'To Date' or the Constituency 'To Date' is blank.)						
Query List Query Name *** fixing constituencies Parents who s	should be withdrawn par 👻 🔍	In Process				
	Gift Options	OK Cancel				
		NUM				

The selection you will choose is the Current constituency to put in the From Constituency section



To the right you will choose the new constituency in the To Constituency section

Query name – click on the magnifying glass to choose the query. (I always verify this info in the constituency search screen first.

Gift Constituencies – leave unchecked so you don't lose historical donor counts and money.

Click OK. You see the count of constituent records to update. If this looks good, click YES.

Constitue	ncy Global Update 🛛 🕅					
The number of Constituent records that will be updated is: 2. Do you wish to continue?						
	Yes No					

Next window gives you the chance to print. Click the setup and choose the pdf printer. If you don't want to print just uncheck the print pending changes report checkbox.

Z	- Lun	10		Constituents	Citt Destine	C.8.
1	Print Pending	Changes	;			<b>—</b> X—
1	Print Options	: Report				
	No. of Copies	s 1	Page Ra	nge 1	To 9999	Setup
					OK	Cancel

Once all set, click OK. You will verify the information, then say Yes to complete.

