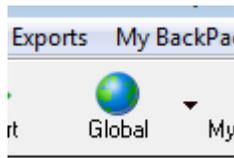


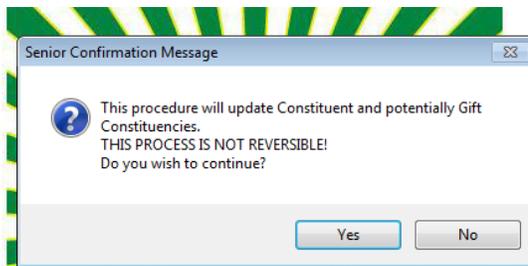
# How do I globally update a constituency?

Found under Global Icon – Constituencies – Global Updates – Update

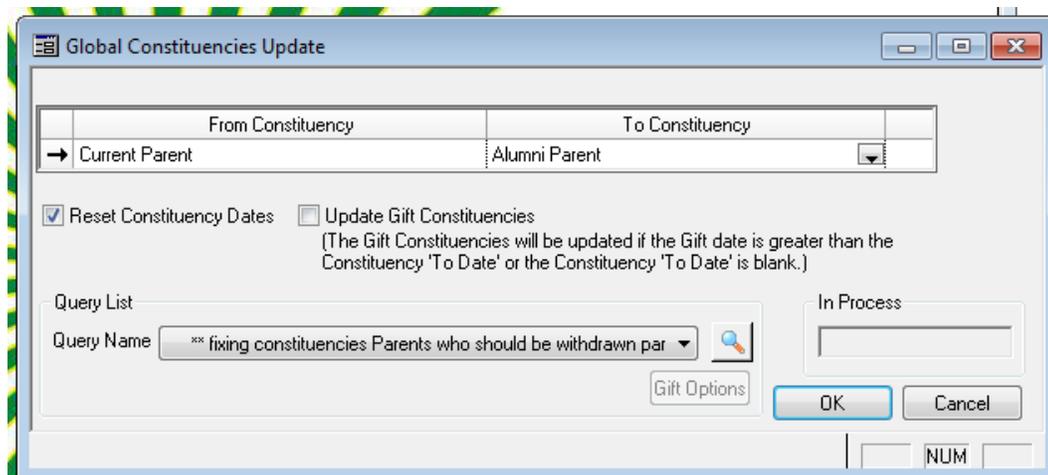
Click on the globe icon



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



Next window shows the constituency info.



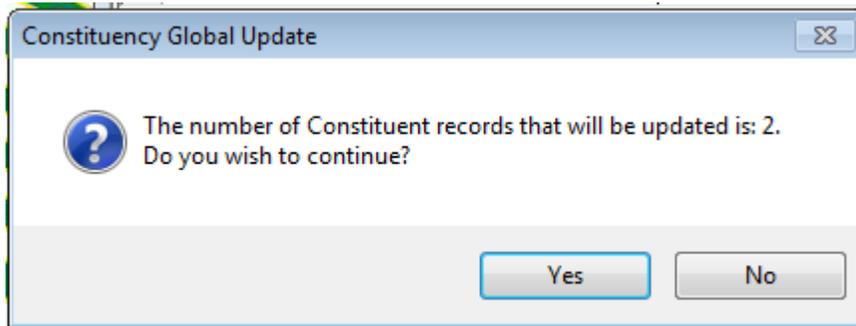
The selection you will choose is the Current constituency to put in the From Constituency section

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

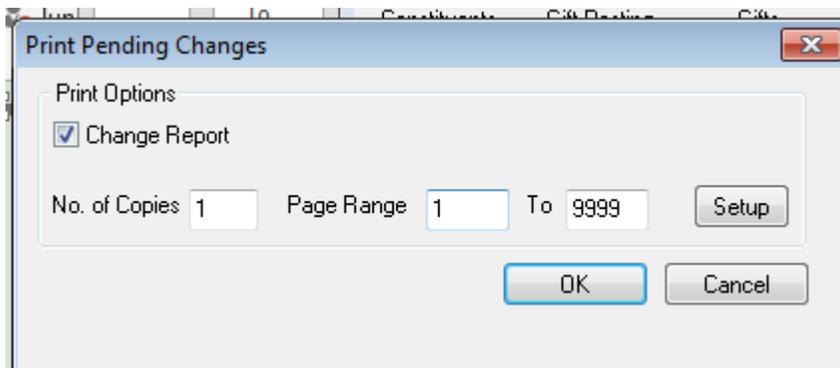
Query name – click on the magnifying glass to choose the query. (I always verify this info in the constituency search screen first.

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.



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.



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