

Using the Address Book Bin

Updated: July 14, 2014

This document will walk you through using the address book bin to merge address book objects.

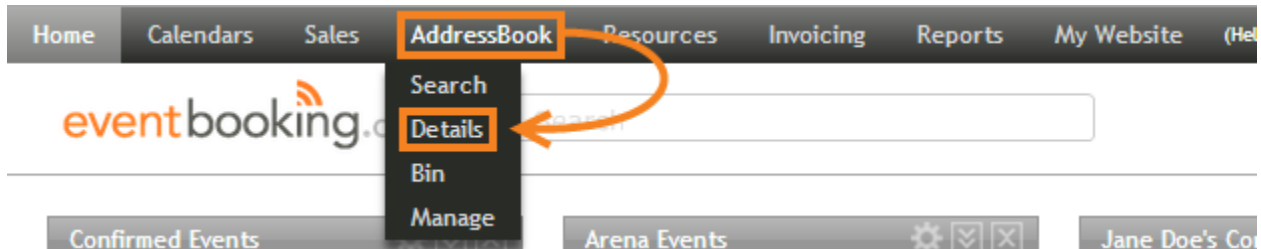
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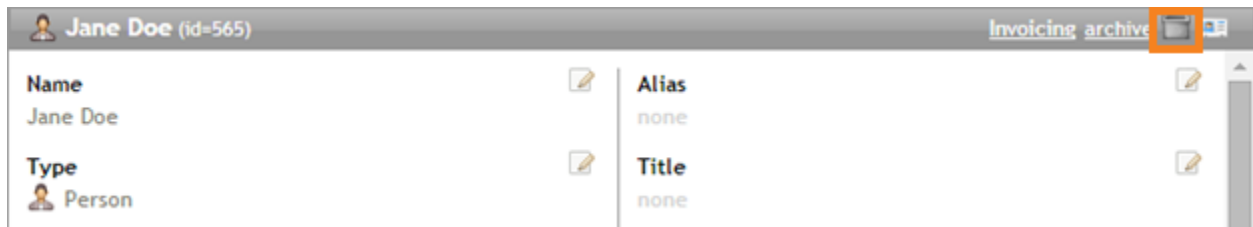
Adding Address Book Objects to the Bin

From the Details Page

1. Hover over **Address Book**.
2. Click **Details**. This will take you to the most recent address book object you have viewed.

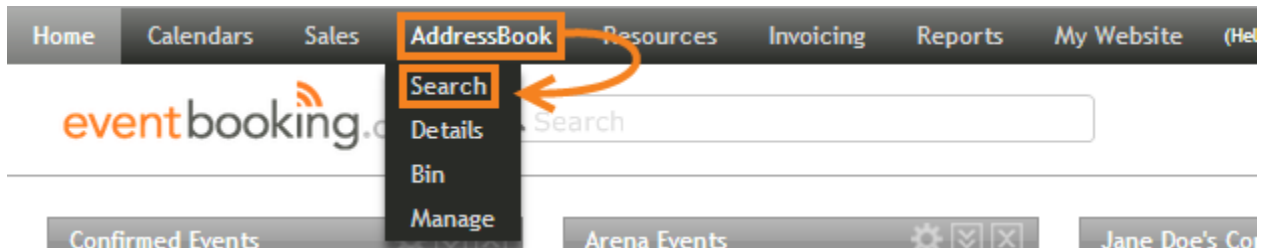


3. Click the grey bin icon in the upper-right of the address book details page to add the object you are currently viewing to the bin.

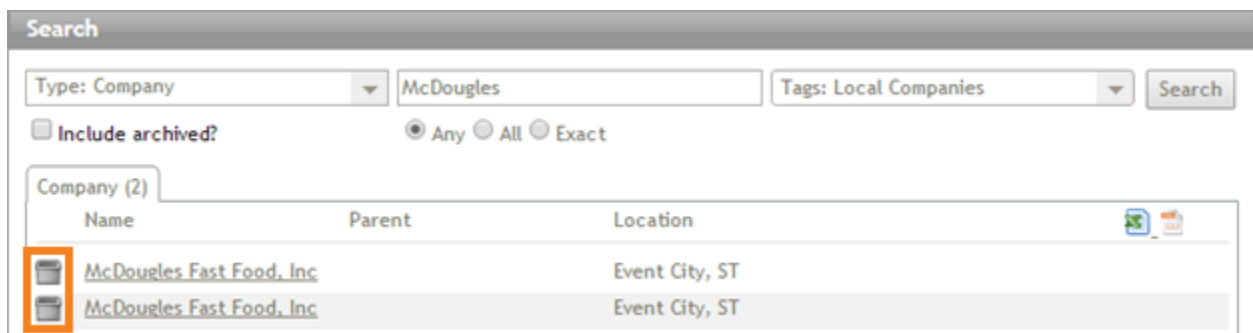


From the Search Page

1. Hover over **Address Book**.
2. Click **Search**.



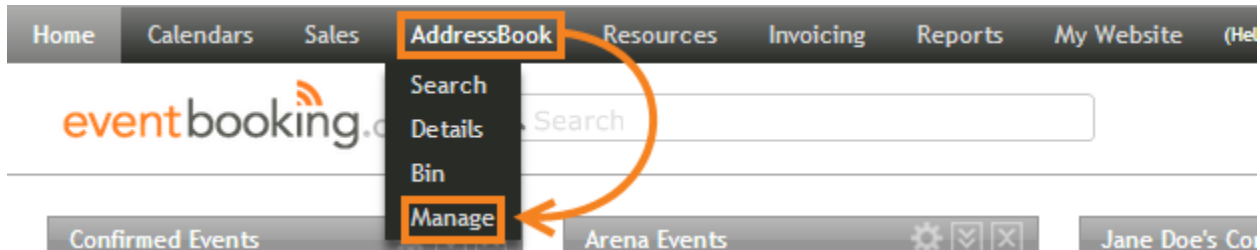
3. Search for the address book objects you would like to add to the bin.
For more information on using the address book search page, please [see the corresponding article](#).
4. Click the grey bin icons to the left of your results to add them to the address book bin.



From the Manage Page

The address book manage page contains a list of all of the potential duplicate entries in your address book that the program has been able to identify. This page is extremely useful when trying to consolidate many address book objects.

1. Hover over **Address Book**.
2. Click **Manage**.



3. Click the grey bin icons to the left of the address book objects you would like to add to the address book bin.

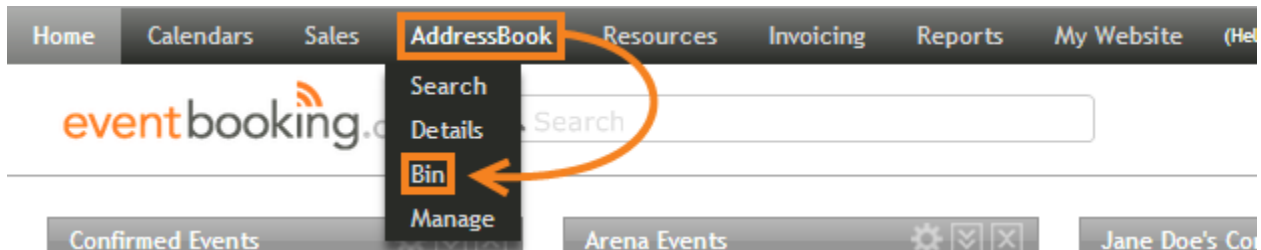
Possible Duplicates

Filter by:

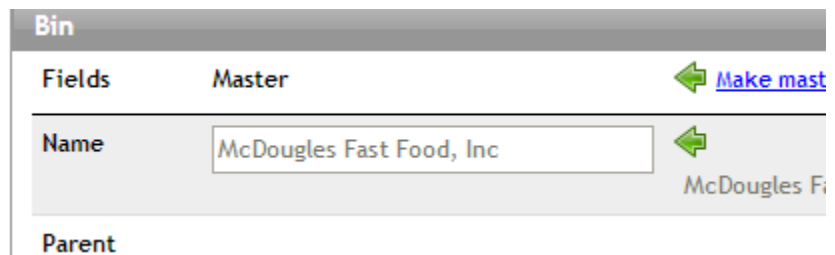
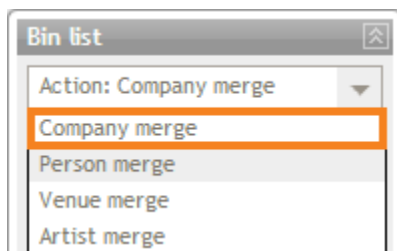
	Name	Parent	Location	Phone	Email
	Go Support			(865) 966-4900	support@eventbooking.com
	Go Support			(865) 966-4900	support@eventbooking.com
	Go Support			(865) 966-4900	support@eventbooking.com
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Merge Address Book Entries










1. Hover over **Address Book**.
2. Click **Bin**.



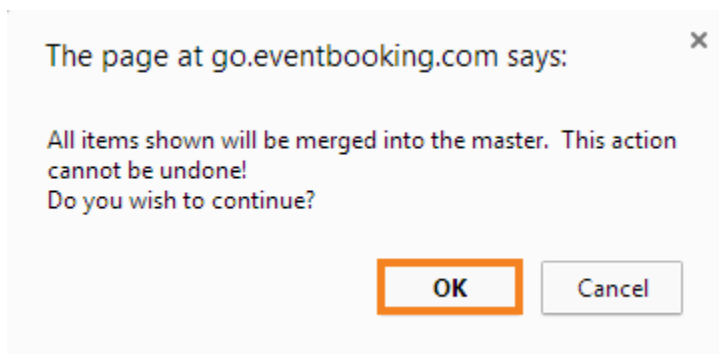
3. Select the type of address book objects you will be merging from the action drop-down.



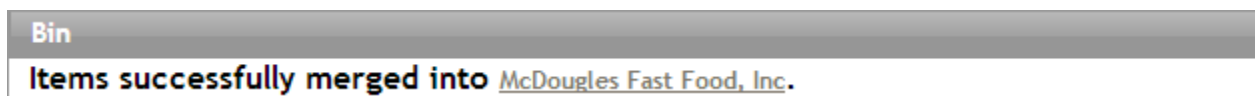
4. Click **Make master** at the top of a column to use that address book object's information as the default.
5. You can click the green arrows to copy information from other objects into the master, or you can manually enter and adjust the information already present in the master.
6. Once all of the master's information is correct, click Merge.

Bin	
Fields	Master
Name	<input type="text" value="McDougles Fast Food, Inc"/>  Make master
Parent	McDougles Fast Food, Inc
Address	<input type="text" value="1209 Eaters Hwy"/> 
	<input type="text"/>
	<input type="text"/>
Event City	<input type="text" value="Event City"/> <input type="text" value="ST"/> <input type="text" value="12345"/>
	<input type="text" value="USA"/>
	<input type="text"/>  1209 Eaters Hwy
	<input type="text"/>  Event City ST 12345
	<input type="text"/>  USA
Phone	<input type="text" value="(123) 847-4988"/> 
	<input type="text"/>  (123) 847-4988
Email	<input type="text" value="info@mcdougles.com"/> 
	<input type="text"/>  info@mcdougles.com
<input type="button" value="Reset"/> <input type="button" value="Merge"/>	

7. A warning message will appear. If you are absolutely sure that you would like to permanently merge the objects in the address book bin, click **OK**.



8. After a few seconds, you will receive confirmation that the address book objects have been successfully merged.



Remove Objects from the Address Book Bin

To remove an address book object from the bin, click **remove** from the *Bin list* on the left side of the screen.

