



Map an Address

WinSearch can initiate mapping an address with MapQuest. When you are looking at a person, company or job order, the EDIT menu includes a MAP MAILING ADDRESS command.

With people and job orders, you can choose which address to map. Once the command is chosen, your web browser opens to the MapQuest site with the chosen address. If the selected address is missing sufficient components to map an address, you will see a message letting you know.

Person's Addresses

The address area displays home or work address depending on whether the button at the end of the first line of the address contains H or W. You can switch between the two addresses by pressing **Ctrl**+**Shift**+**S** or clicking the H/W button.

A person can have two addresses with one marked as primary. Contacts start off with their work address as their primary one and all other people start with their home address as their primary one.

The EDIT | ADDRESS SETTINGS command or right-clicking the H/W button sets which address is the primary one. The home address often comes from a candidate's resume. The work address often comes from the company's address when you link the person to a company.

Job Order Addresses

The billing and work location entries come from the company's address but can be overwritten for a specific job order. The city and state of the work location appears as Work Location in several reports. Also, these addresses and those of the hiring authorities are what WinSearch uses with the EDIT | MAP MAILING ADDRESSES command.