

Fast•Class File

Client Data System

Volume 64: Area Code Change

To Update Phone Numbers in CDS after an Area Code Change:

- Verify the prefixes affected by the area code change.
- From the main screen in CDS, select **Database** in the menu bar.
- In the **Database** menu, select **Maintenance**.
- In the Maintenance menu, select **Area Code Change**.
- CDS will open the **Area Code Change** tool.

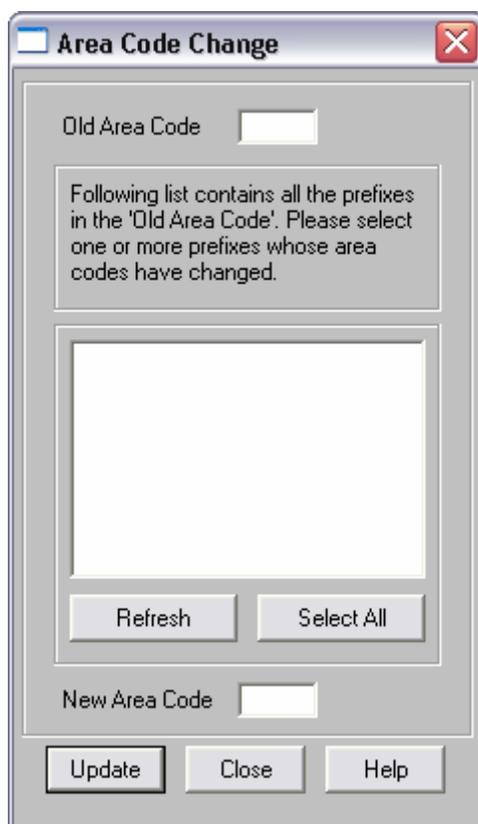


Figure 1: The Area Code Change tool.

- Enter the old area code in the **Old Area Code** field.
- Click the **Refresh** button.
- The **Area Code Change tool** will display all phone number prefixes associated with the old area code.
- Select the prefixes affected by the change in area codes.
- Enter the new area code in the **New Area Code** field.

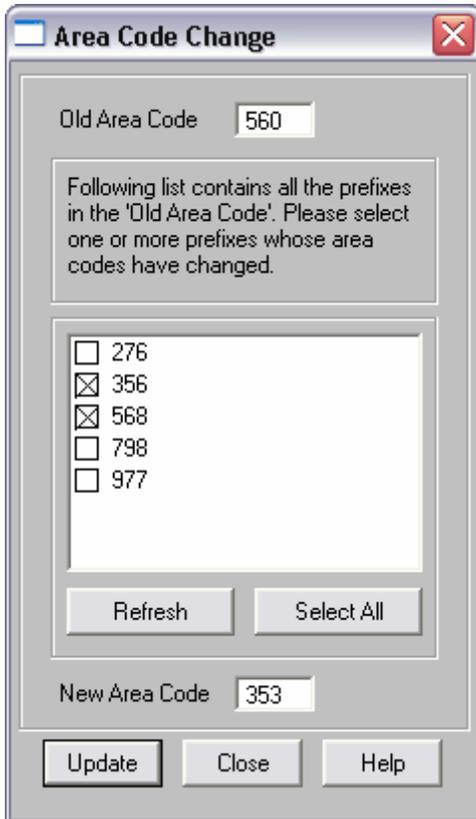


Figure 2: The Area Code Change tool (Old and New Area Codes entered, prefixes selected).

- Click the **Update** button.
- The selected prefixes will be updated with the new area code.

After phone numbers have been updated, the **Area Code Change** tool can be used to verify the updated telephone number prefixes.

- Enter the new area code in the **Old Area Code** field.
- Click the **Refresh** button.
- The **Area Code Change** tool will display the prefixes associated with the new area code.