



Using PostCode Look-up

Introduction

This functionality is only available if you have purchased a subscription to the Post Office's postcode database (PAF) from IQX¹⁾.

PostCode Look-up is available for Person, Company and Vacancy Site addresses. The Examples are all taken from the Person form, but the system is used in just the same way in the Company and Vacancy forms. As well as speeding up address entry, PostCode Look-up helps to ensure accurate and correctly formatted addresses.

How to Use PostCode Look-up

When entering an address (in either an existing or a new record) move the cursor to the first line of the address.

If you know the building name or number enter it followed by a semi-colon and then the PostCode:



Register Applicant	
Enter Applicant details	
Division	The Agency
☐ Name	Joe Bloggs
Surname	Bloggs
Forenames	Joe
Full Name	Joe Bloggs
Salutation	Joe
Keyname	BLOGGSJOE
State	Awaiting References
Available From	11/07/2013
☐ Personal	Male 25
Gender	Male
Payroll Title	Mr
Date of Birth	01/01/1988
NI Number	HJ454545A
Home Phone	020 7456 1616
Day Phone	
Mobile	07987 453345
E-mail	jbloggs@hotmail.com
☐ Address	56,
Address	56,SW5 9TF
Town	
County	
Country	
Postcode	SW5 9TF
Source	
Consultant	STEVESM
☐ Registered	Date 11/07/2013
Last Updated	
< Back Next > Cancel	

Just type in the PostCode by itself, if you don't have the building number or name. Then press the button and the address will then be looked up and the address fields in IQX filled in.



Register Applicant	
Enter Applicant details	
Division	The Agency
☐ Name	Joe Bloggs
Surname	Bloggs
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Full Name	Joe Bloggs
Salutation	Joe
Keyname	BLOGGSJOE
State	Awaiting References
Available From	11/07/2013
☐ Personal	Male 25
Gender	Male
Payroll Title	Mr
Date of Birth	01/01/1988
NI Number	HJ454545A
Home Phone	020 7456 1616
Day Phone	
Mobile	07987 453345
E-mail	jbloggs@hotmail.com
☐ Address	56 Trebovir Road, London, England, SW5 9TF
Address	56 Trebovir Road
Town	London
County	England
Country	England
Postcode	SW5 9TF
Source	STEVE SM
Consultant	STEVE SM
☐ Registered	Date 11/07/2013
Look Up Address	

< Back Next > Cancel

If you have included a building number or name, the address is now complete and the cursor is positioned in the PostCode field ready for you to continue. If not, the cursor will be positioned in the top line of the address for you to manually complete the address.

Looking up addresses for Companies and Vacancies works in just the same way.

Using the Lookup Address Button

Most useful when updating existing records, the **Lookup Address** button, gives you an alternative way of finding addresses. When you press the button, a pop-up box asks you for the PostCode (and building number / name). If the address is found then the address record is updated.



Configuring PostCode Look-up

There are a number of options that you can use to control PostCode Look-up. These are all found in Maintenance | General Settings in the PostCode Options group.



No	Group	Name	Value	Notes
10	Post Code Options	Include Counties	Y	Include traditional county names in looked-up addresses outside major cities
20	Post Code Options	Include Home Countries	Y	Add England, Scotland, Wales or Northern Ireland to addresses
30	Post Code Options	Override Country		Adds standard country name (eg United Kingdom) to all looked up addresses. Overrides other settings.
40	Post Code Options	Post Code Not Found Message		Message displayed if post code not found. If empty no messages is displayed.
50	Post Code Options	Show Address Lookup Button	Y	

In particular, you can control whether or no County and Country names are included in the looked-up addresses.

1)

If you need to check whether PostCode Look-up has been activated on your system, check the IQX Licence in Maintenance | Database Setup | Licence and look for PostCode Lookup Enabled and an expiry date.

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