Using PostCode Look-up

Introduction

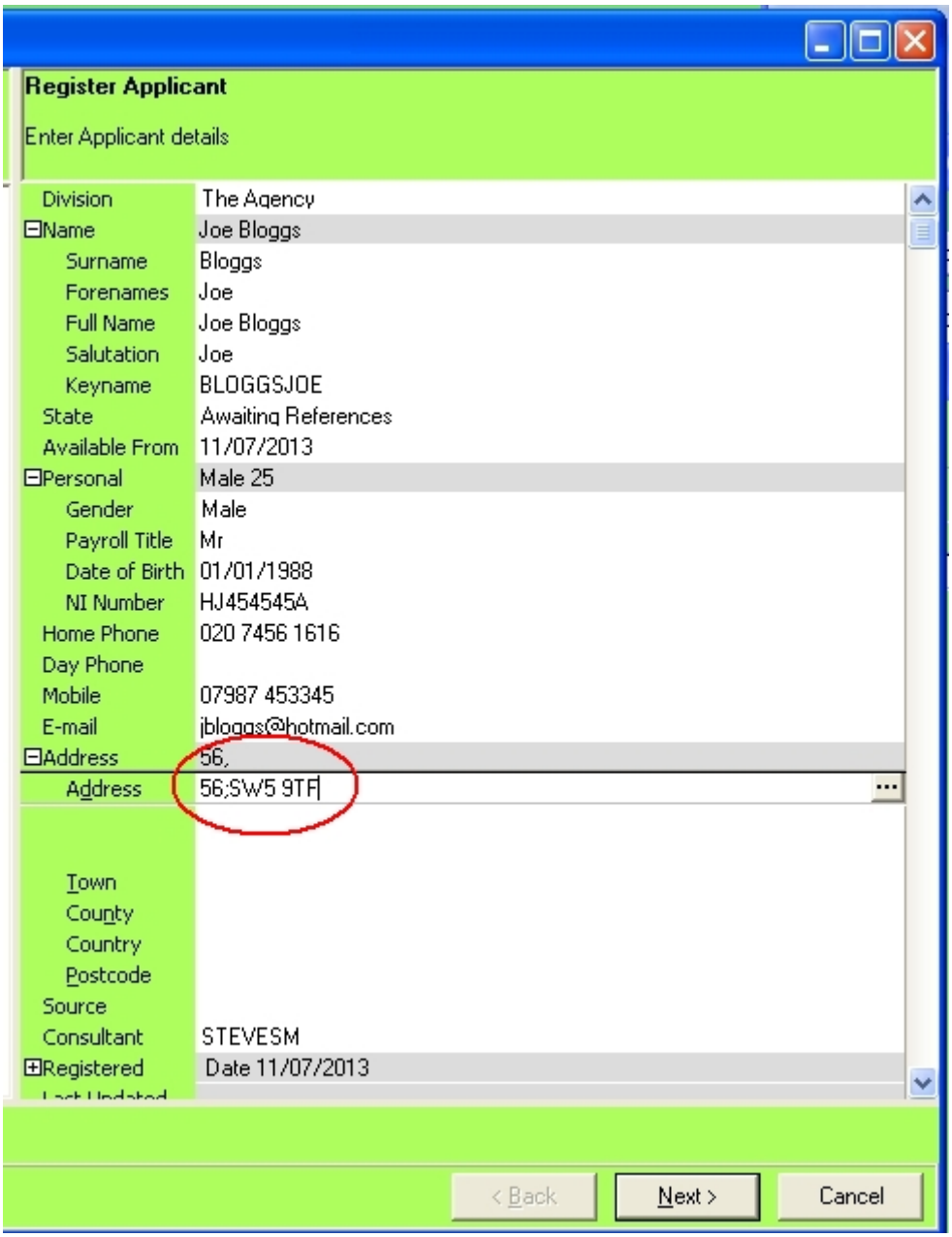
This functionality is only available if you have purchased a subscription to the Post Office's postcode database (PAF) from IQX[1)].

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.

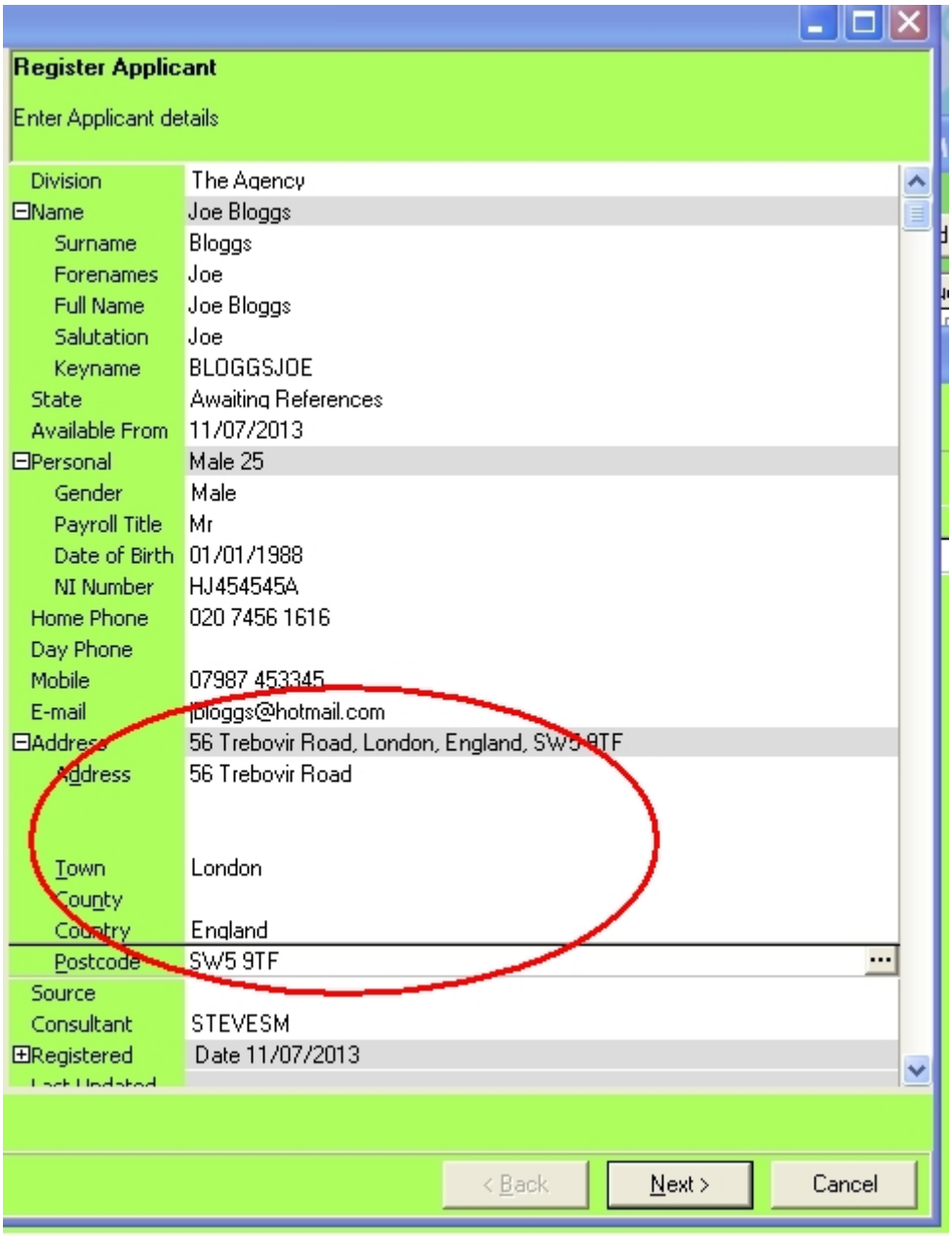
How to Use PostCode Look-up

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:



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.



If you gave 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.

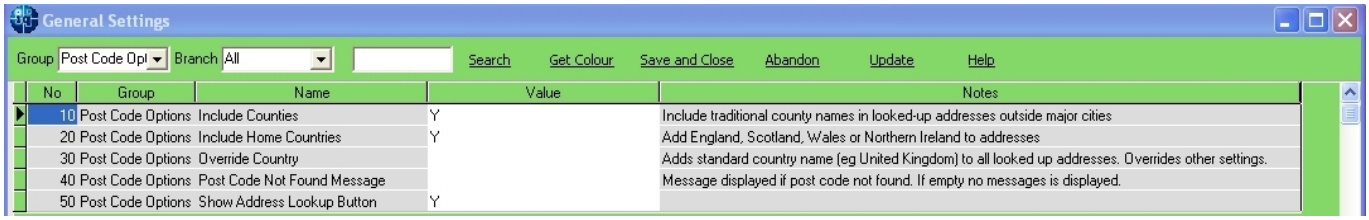
Looking up addresses for Companies and Vacancies works in just the same way.

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.



In particular, you can control whether or not County and Country names are included in the looked-up addresses.

IQX also has the ability to validate addresses of new and edited records to help maintain data quality. The Validate Address function can be used to check for valid PostCodes, and properly completed address fields. Please contact your IQX Support Representative for help with this function.

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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