

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:



Using PostCode Look-up

Register Applic	ant			
Enter Applicant de	tails			
Division	The Agency			~
⊟Name	Joe Bloggs			
Surname	Bloggs			
Forenames	Joe			
Full Name	Joe Bloggs			
Salutation				
Keyname	BLOGGSJOE			
State Available From	Awaiting References 11/07/2013			
Available From Personal	Male 25			
Gender	Male 20 Male			
Payroll Title	Maic Mr			
Date of Birth				
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				
Cou <u>n</u> ty				
Country				
Postcode				
Source	STEVESM			
Consultant ERegistered	Date 11/07/2013			
Loct Updated	Date 11/07/2013			~
		< <u>B</u> ack	<u>N</u> ext>	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.



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		×
Register Applic	ant	
Enter Applicant de	tails	
priver ppicer de		
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	jologgs@hotmail.com	
⊟Addres	56 Trebovir Road, London, England, SW39TF	
dress	56 Trebovir Road	
1		
1		
Town	London	
Cou <u>n</u> ty		
Country	England	
Postcode	SW5 9TF 🔤	
Source		
Consultant	STEVESM	
	Date 11/07/2013	
Lock Updated		<u> </u>
		1
	< <u>B</u> ack <u>N</u> ext > 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.

General Settings							- 🗆 🗙
Group Post Code Opl 🗨 Branch All 🗨	<u>Se</u>	arch <u>Get Colour</u>	Save and Close	<u>Abandon</u>	<u>Update</u>	Help	
No Group Name		Value				Notes	<u>^</u>
10 Post Code Options Include Counties			Include tradition	Include traditional county names in looked-up addresses outside major cities			
20 Post Code Options Include Home Countries			Add England,	Add England, Scotland, Wales or Northern Ireland to addresses			
30 Post Code Options Override Country			Adds standard	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 disp	Message displayed if post code not found. If empty no messages is displayed.			
50 Post Code Options Show Address Lookup Button							

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.

Notes for System Administrators

The PostCode data is maintained centrally in IQX, no updates are required to individual client machines. The data includes UK postcodes that relate to a physical address (ie not PO Box numbers etc), and does not include non-UK PostCodes (eg Isle of Man, Jersey etc).

IQX can supply updates quarterly, but some new developments or re-coded areas may not be available immediately. Reading in the update file can take some time.

The PostCode data used by IQX is derived from the Royal Mail PAF database, and can only be used in strict accordance with the Royal Mail terms and conditions.

Please take a look at our Postcode Lookup Video: https://vimeo.com/334940196

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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.

From: https://iqxusers.co.uk/iqxhelp/ - **iqx**

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