

Web Address Validation

Adding an Address to a Record using the Web Address Validation Service

1. Search for the required individual and open their record (this may be a pupil/student record, contact record, staff record etc...).
2. Select the **Addresses** hyperlink to show the Addresses panel.

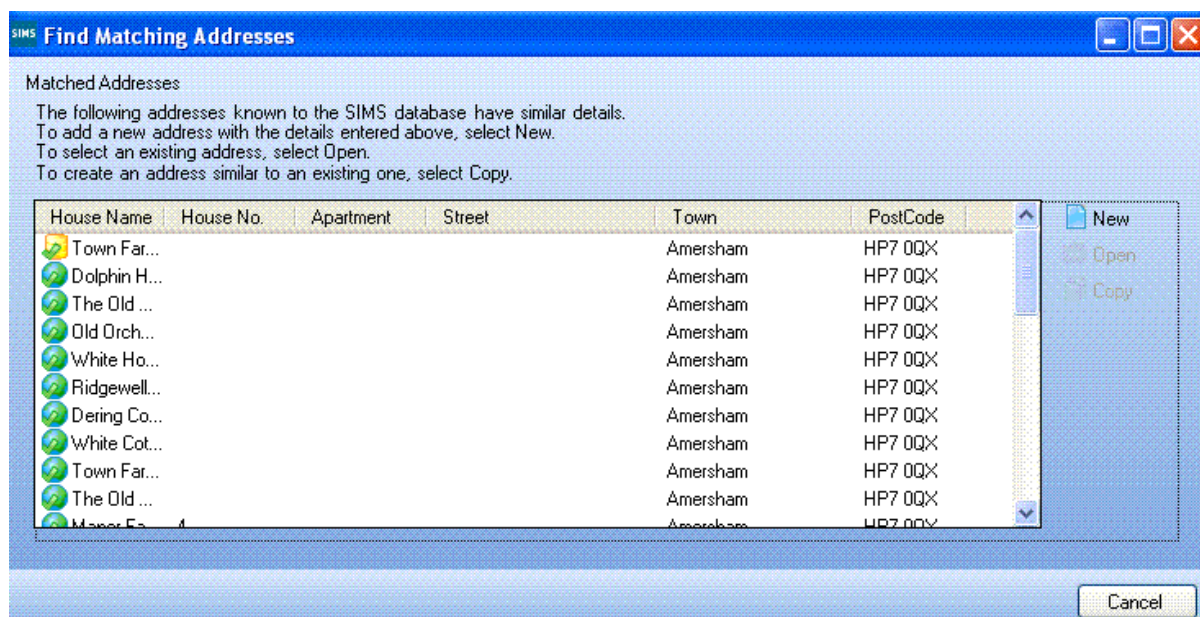
3. The address panel now contains two additional search options, these are: **Search Validation Service** and **Search Existing Address**. These will automatically be selected if the **Advanced** button is visible.

NOTE: The Advanced button is a toggle button, if you select it it changes to Basic. The view in the address panel also changes and only Search Existing Addresses will be visible. To make use of the Web Address Validation Service please ensure this button is toggled so Advanced is visible.

4. Enter the relevant postcode and click on **Continue**. Take care that the postcode is formatted correctly (numbers and letters) otherwise you will get an Invalid Postcode error showing to the bottom left of your screen.

NOTE: If you do not know the postcode for the address please check for it on the Royal Mail's online Postcode Finder:
<http://www.royalmail.com/portal/rm/postcodefinder>
Alternatively contact Jackie Bougouneau on 01296 383904.

5. This will open the **Find Matching Address** window.



6. The system will search for addresses with matching **Postcodes**. Matching addresses are displayed in the following order (the icon identifies which type of address is being displayed):



Validated addresses already in use in your SIMS database



Addresses from the external database



Addresses from your SIMS database that are not validated

7. Highlight the required address and click on the **Open**  button to the right hand side of the window. This will return you to the record.

8. Set the required **Address Type**.

3 Addresses

History

New Home Address Details (Validated)

Apartment		House Name	Town Farm House
House No.			
Street			
District	Little Missenden	Town / City	Amersham
County		Post Code	HP7 0QX
Country	United Kingdom	Address type	Home

Note

Start date

27/01/2011

End date

9. **Save** the record.

10. The address panel will now appear as follows:

3 Addresses

Current Home Address Details [Validated]

Address: Town Farm House
Little Missenden
Amersham
HP7 0QX
United Kingdom

Note:

Start date: 27/01/2011 End date:

Buttons: Delete, Modify Address, Move House, Validate, History

11. Please check that the address is recorded as **Validated**, this is shown above the address.

NOTE: If the address is showing as Not Validated you must follow the processes outlined in the next section- Validating an Existing Address.

Validating an Existing Address

NOTE: Once you have the Validate Address Service on your SIMS database all future addresses added will be Validated on entry. However it may be in your interests to validate addresses already on your database.

1. Search for the required individual and open their record.
2. Click on the **Addresses** hyperlink to view their current address details. The address will be showing as **Not Validated**.

3 Addresses

Current Home Address Details (Not validated)

Address: White Cottage
Little Missenden
Amersham
HP7 0QX
United Kingdom

Note:

Start date: 27/01/2011 End date:

Buttons: Delete, Modify Address, Move House, Validate, History

3. Click on the **Validate** button.
4. This will open the **Find Matching Address** window.

SIMS Find Matching Addresses

Matched Addresses

To select an address press OK.

House Name	House No.	Apartment	Street	Town	PostCode
 White Cot...				Amersham	HP7 0QX

OK Cancel

5. Highlight the required address and click on the **OK** button.

6. **Save** the record.

7. The address will now be **Validated**.

3 Addresses

History

Current Home Address Details (Validated)

 Address

Town Farm House
Little Missenden
Amersham
HP7 0QX
United Kingdom

 Delete
 Modify Address
 Move House
 Validate

Note

Start date 27/01/2011  End date 