

## iAddress™ Screen Shots: Step-by-Step

This guide is intended for a quick reference only. **For a complete guide to all the features and services provided in iAddress™, refer to the iAddress™ manual on the Customer Portal:**

[www.flagshipsoftware.com](http://www.flagshipsoftware.com)

Additional services include access to Demographics, MoveUpdate (NCOA), PCT and more. Please refer to the Customer Portal for more details and reference guides for these products.

When you load iAddress™, click the **Help** menu to register the software and download the updates. (Refer to the Customer Portal reference section for downloading iAddress™ data).

First step is to set up your iAddress™ software.

Click on **Company Information** and complete the **Company Information, Customer Information** and **Job Details** screens, click **OK** to save.

The screenshot shows a software dialog box titled "IA Company Information". It has a standard Windows-style title bar with a close button (X). The dialog is divided into three main sections by tabs: "Seed Records", "Seed Groups", and "Job Details". Under "Seed Records", there are three sub-tabs: "Company Information", "Customer Information", and "U.S. Publication Information". The "Company Information" sub-tab is currently selected. It contains several input fields: "Company Name", "Contact Name", "Address", "Telephone Number" (with a dropdown menu for area code), "City", "Province/State", "Postal / Zip", and "Country". Below these fields is a section labeled "CPC & USPS Account Numbers and IDs" with a corresponding input field. At the bottom of the dialog are three buttons: "Settings", "OK", and "Cancel". A mouse cursor is pointing at the "OK" button.

Enter the account numbers, NCOA id's, etc. here:

**Customer ID Codes** [X]

Canada Post

Account Number:  Contract Number:

NCOA Terms of use ID:

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Unites States Postal Service

Permit Number:

PAF ID:

Mailer ID:  CRID:

Add your customers to the Customer Information Screen and then Select CPC & USPS acct numbers and ID's as applicable:

**IA Company Information** [X]

Seed Records | Seed Groups | Job Details

Company Information | **Customer Information** | U.S. Publication Information

Customer Name:

Address:

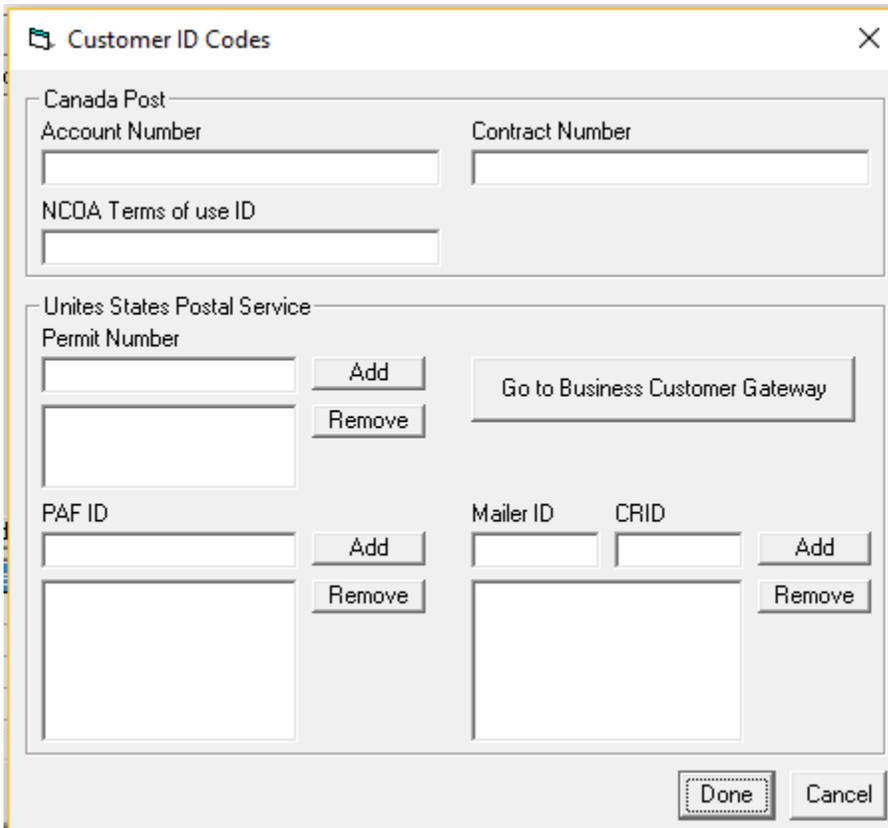
City:

Prov/State:  Postal / Zip Code:

Email:

CustomerID	CustomerName	CustomerNumber	USPS_PermitNumber
5	ABC Company	7654321	
4	Flagship Software Ltd.	7094170	

Complete this section in the applicable fields:



The "Customer ID Codes" dialog box is divided into two main sections: "Canada Post" and "Unites States Postal Service".

**Canada Post Section:**

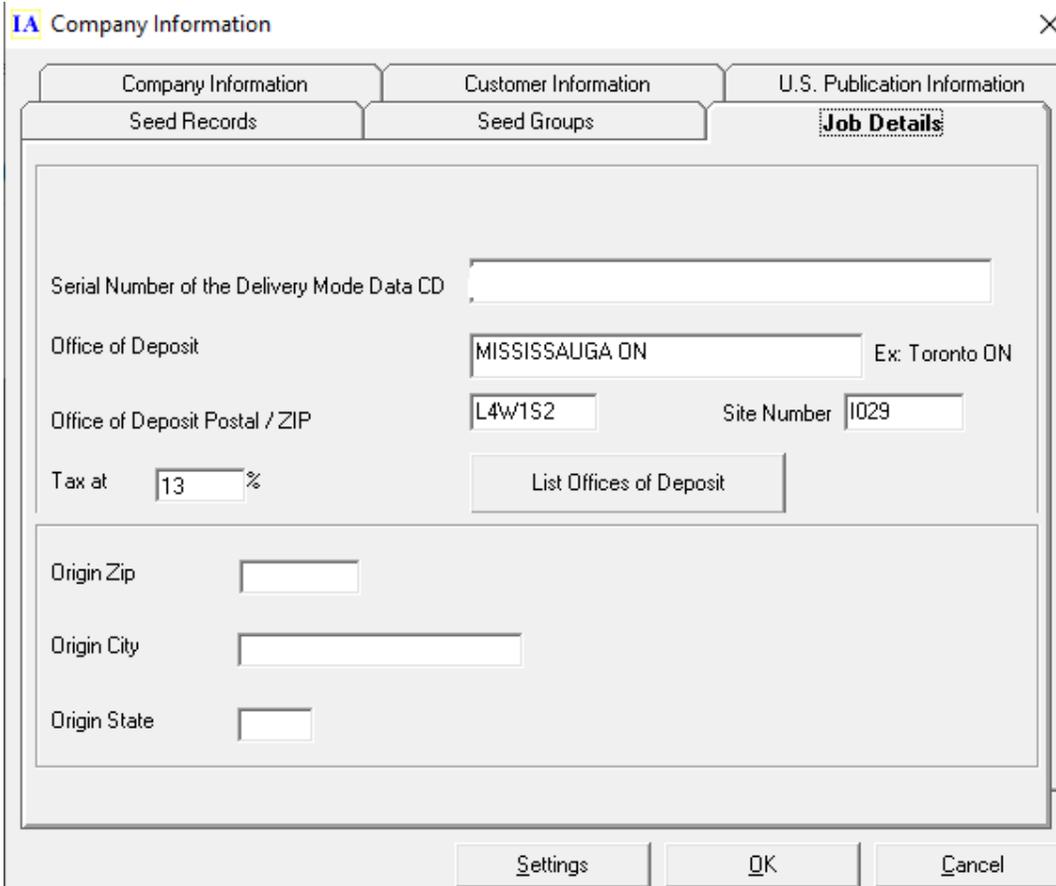
- Account Number:
- Contract Number:
- NCOA Terms of use ID:

**Unites States Postal Service Section:**

- Permit Number:
- PAF ID:
- Mailer ID:
- CRID:
- Go to Business Customer Gateway:

Buttons at the bottom:

Enter the tax rate and choose the outlet from the List of Offices of Deposit to save it as your default, click **OK** to save.



The "Company Information" dialog box has three tabs: "Company Information", "Customer Information", and "U.S. Publication Information". The "Job Details" sub-tab is active.

**Company Information Section:**

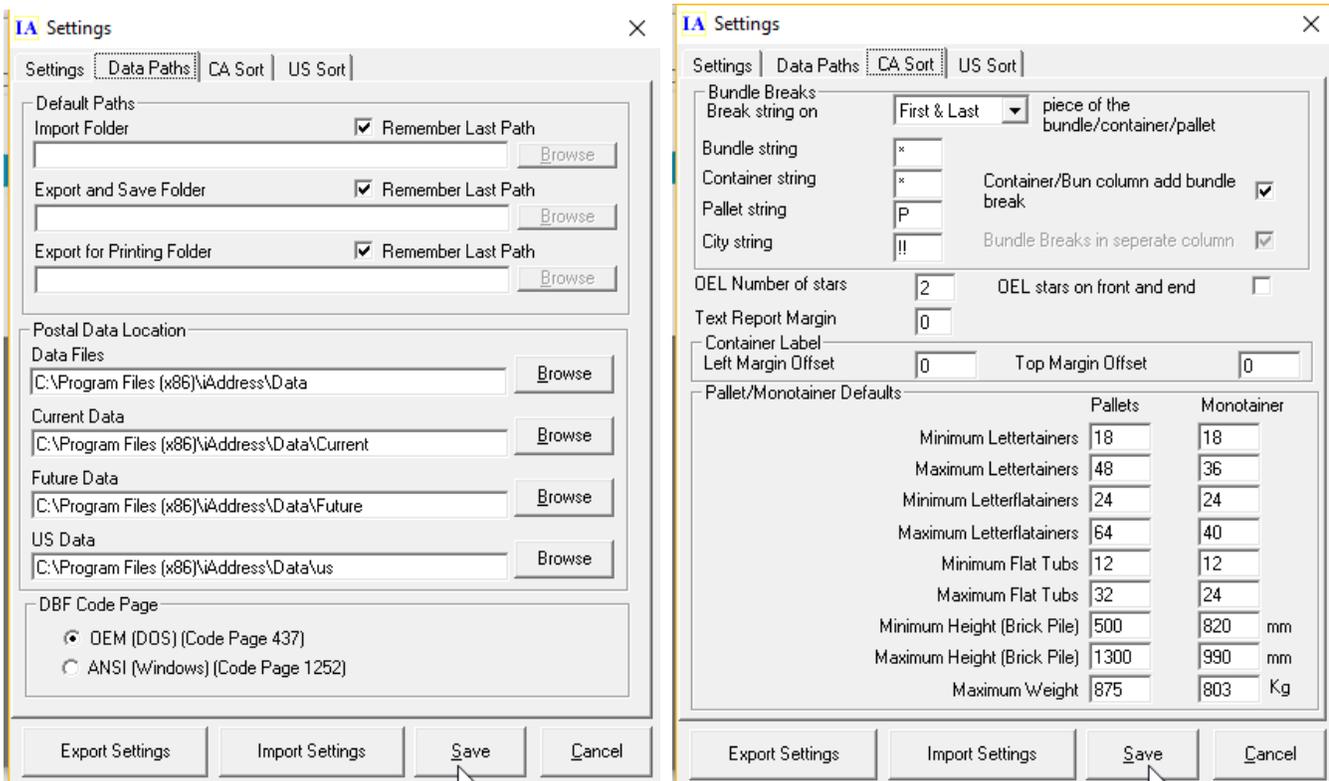
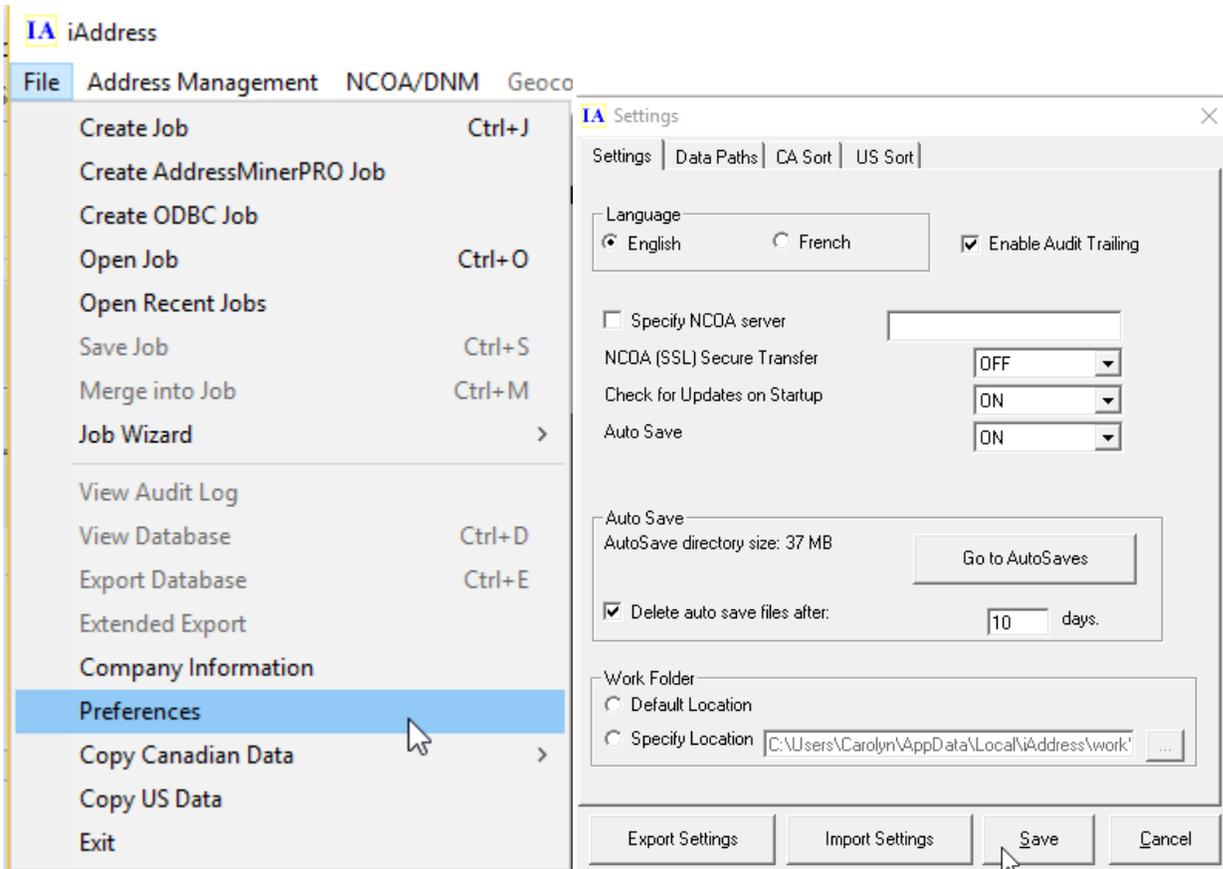
- Serial Number of the Delivery Mode Data CD:
- Office of Deposit:  Ex: Toronto ON
- Office of Deposit Postal / ZIP:  Site Number:
- Tax at:  %

**Origin Information Section:**

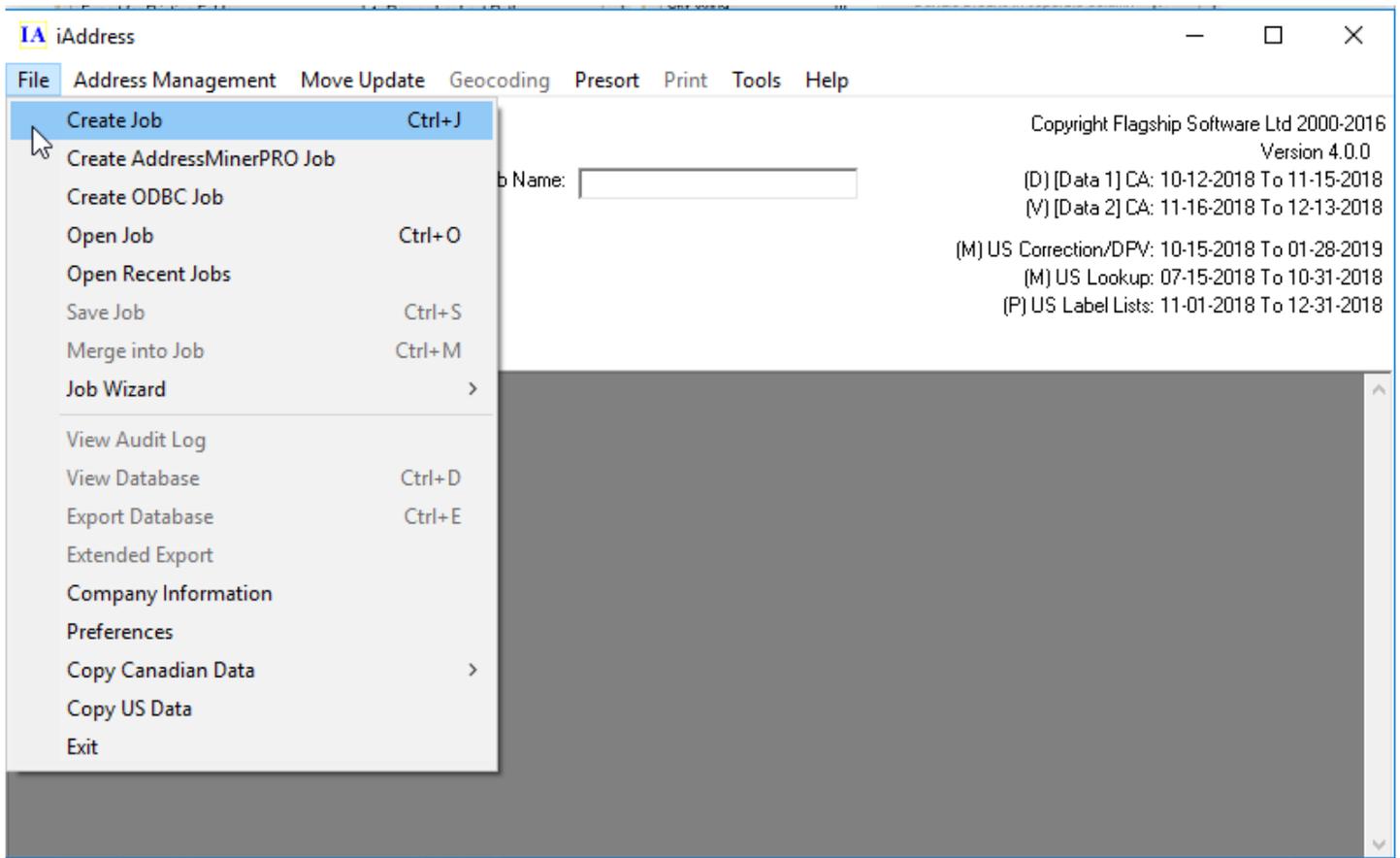
- Origin Zip:
- Origin City:
- Origin State:

Buttons at the bottom:

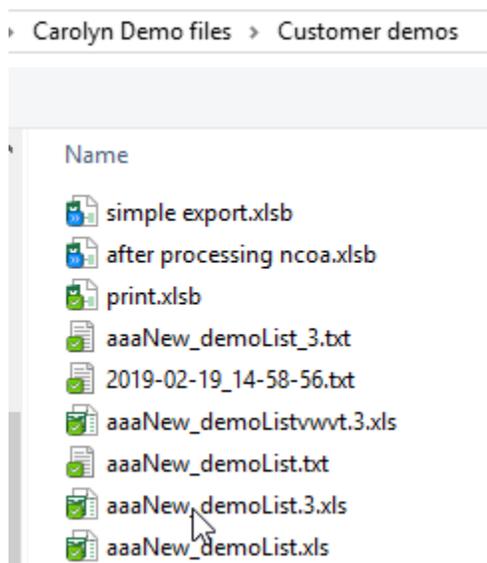
Complete the Preferences screens by selecting your preferred settings:



To begin a job, click on **File, Create Job**:



Choose your file from the folder where it is located and click on it and press Open or just Double click on the file to bring it into iAddress™:



You will now see the "mapping screen".  
If you have a header row, tick the box beside "Remove Header Row" to suppress this row.

**IA Select Address** [X]

Database	Field	Value
1	FIRST NAME	
2	LAST NAME	
3	COMPANY NAME	
4	ADDRESS 1	
5	ADDRESS 2	
6	ADDRESS 3	
7	CITY	
8	PROVINCE	
9	POSTAL CODE	
10	CUSTOMER NUMBER	
11	FIRST NAME DUP	
12	LAST NAME DUP	
13	LANGUAGE	
14	DONATION	

First Name (optional)   
 Last Name (optional)   
 Name Fields (optional)  ...  
 Language Indicator (optional)   
 English   
 French   
 Address  ...  
 Country (optional)   
 City  Province  Postal / ZIP   
 Weight g  Thickness mm   
 One Field: City Province Postal / ZIP  Remove Header Row  
 One Field: City Province  
 Postal Code List

Seed Records:

Template:  Save Delete  
 US or Canada:  US  CA  
 CA aprx 100%  
 US aprx 0%  
 Unknown aprx 0%  
 Files Character Set:  Windows (Ansi)  Dos (OEM)

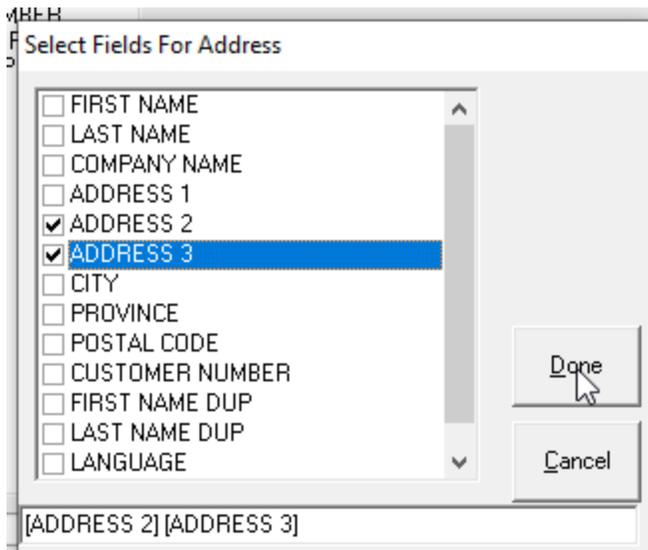
Job Name:  Customer:  +  
 Flagship Software Ltd.

Map your fields as required. If you are doing this job for someone else, you can select the Customer name from the pre-populated Customer Information Screen, located under the Company Information menu.

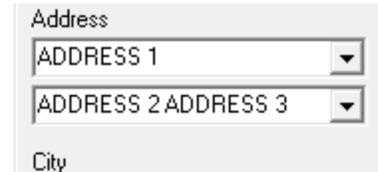
If your address is more than 2 fields, you can merge address fields by selecting the button to merge address fields:

Database	Field	Value
3	COMPANY NAME	
4	ADDRESS 1	
5	ADDRESS 2	
6	ADDRESS 3	
7	CITY	
8	PROVINCE	
9	POSTAL CODE	
10	CUSTOMER NUMBER	
11	FIRST NAME DUP	
12	LAST NAME DUP	
13	LANGUAGE	
14	DONATION	

Name Fields (optional)  ...  
 Language Indicator (optional)   
 English   
 French   
 Address  ...  
 Country (optional)   
 City  Province  Postal / ZIP

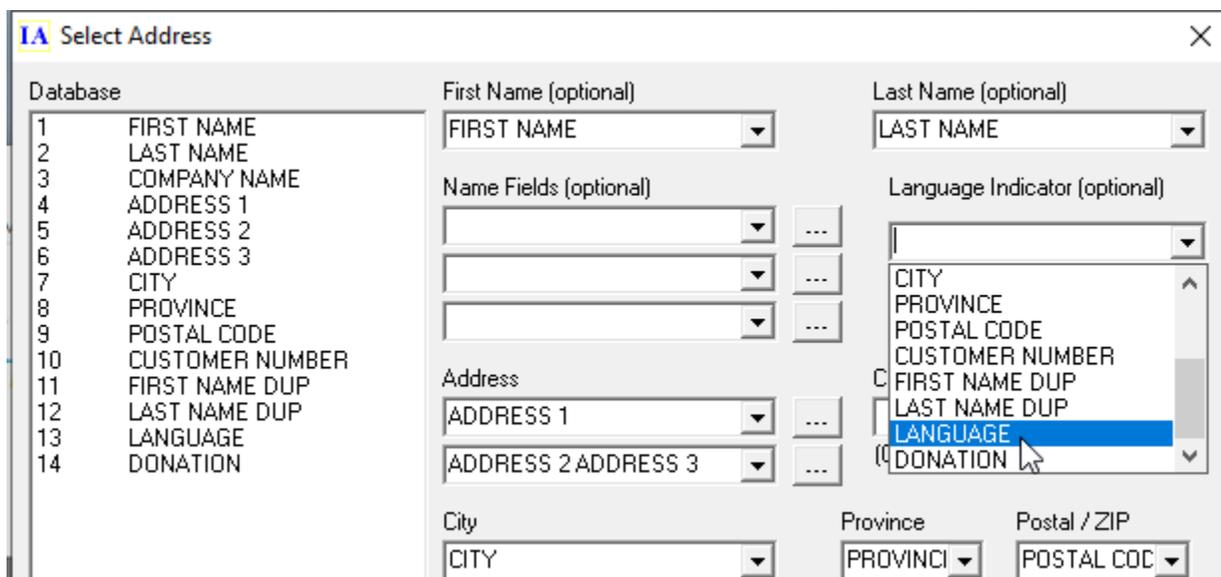


Address becomes:

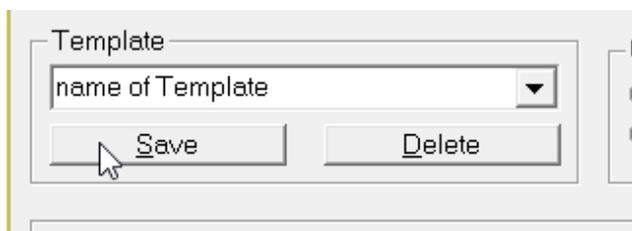


If you want to check for **duplicates**, then map the fields such as name fields, etc. (see screenshot below)

If you have a **Language Indicator** in your database, you can map that in iAddress™ so that the address will be corrected to the language selected for each individual record.

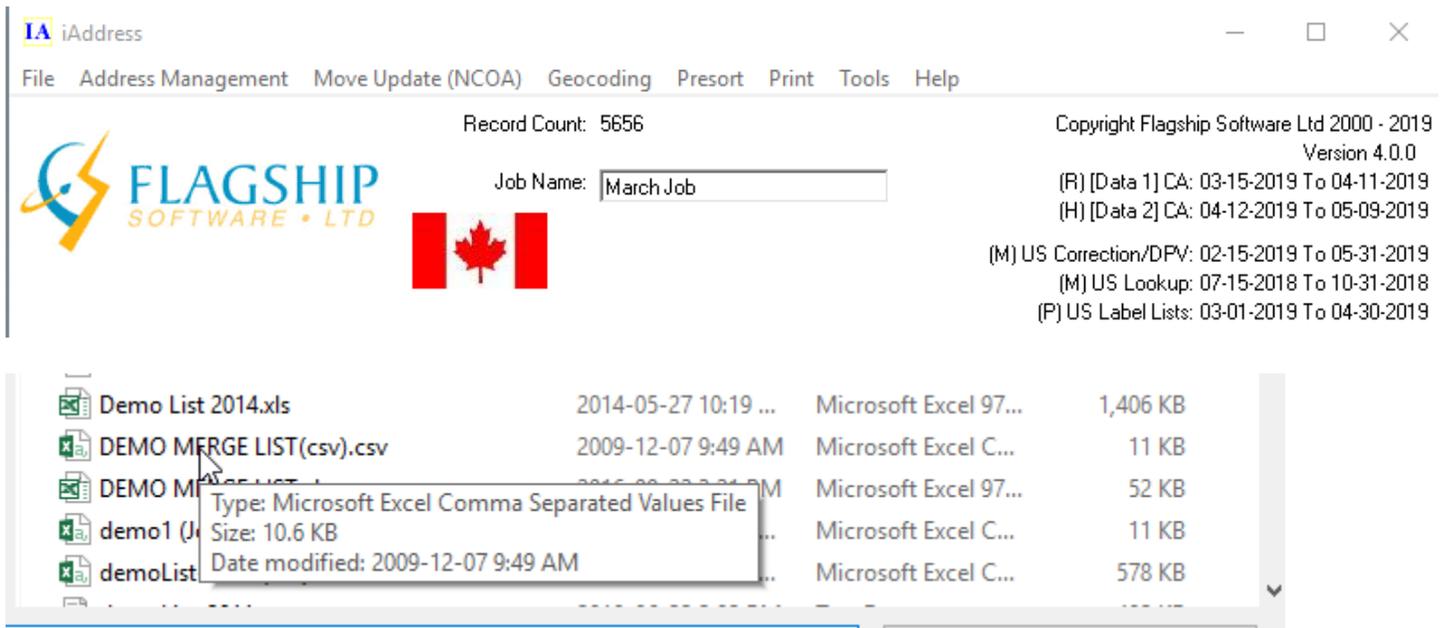


Once you map your file, you have the option to save a template so the next time you come into iAddress™ you will select from the Template list to retrieve that template with the mapping you saved. This is convenient if you are mapping the same information each time.

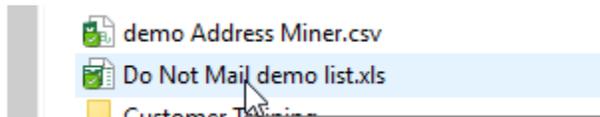


Name your job, and then click **OK** to load that mapped file into iAddress™.

If you want to add additional files to that iAddress™ job, such as a KILL file, click on **File, Merge into Job**, and follow the steps above to map the job. You can **merge multiple file formats into the same job**, as well as several files.



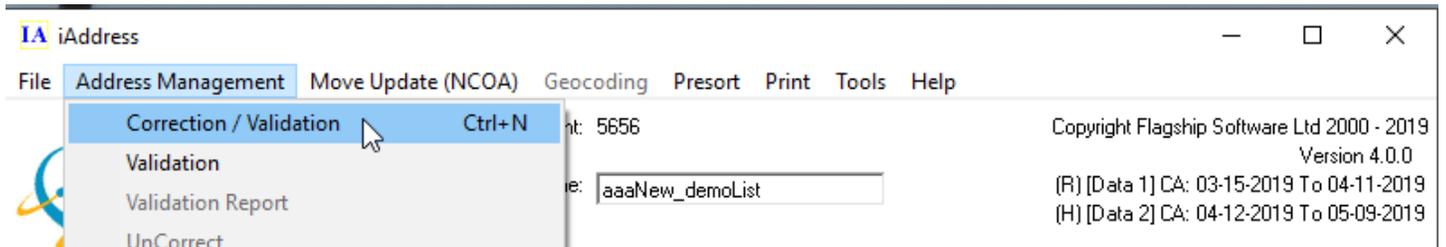
You may have a Do Not Mail (also referred to as a Suppression or Kill file)



You will see a Record Count of the total number of records in the job.

Map the merged job(s) by following the same mapping procedure, then click OK.

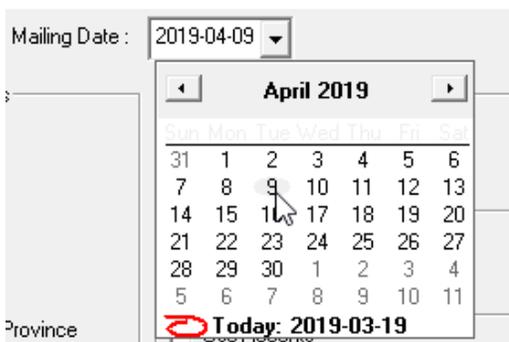
Next, Click on **Address Management**, and **Correction/Validation**:

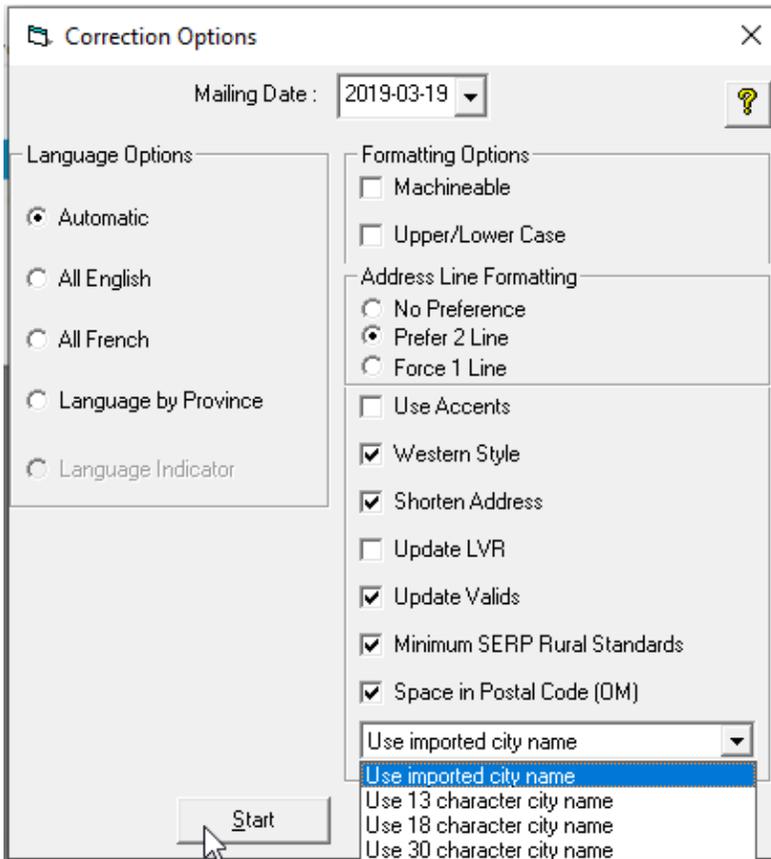


Choose your Mailing Date and Correction Options:

The Mailing Date always defaults to today's date, however, if you know when you are mailing the job, then you can choose the appropriate date to correspond to the data set (Data 1) and (Data 2).

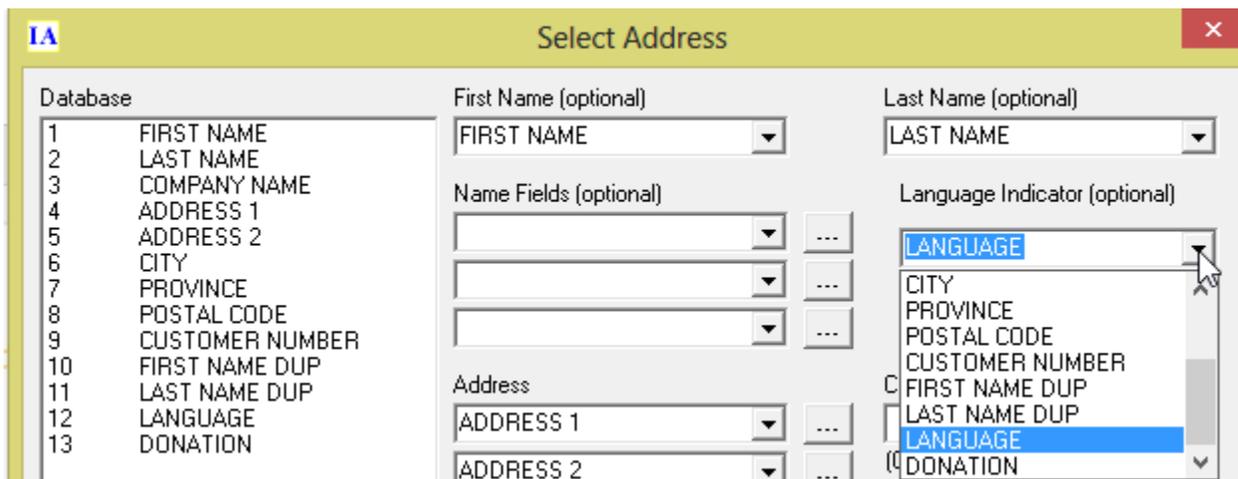
Example:



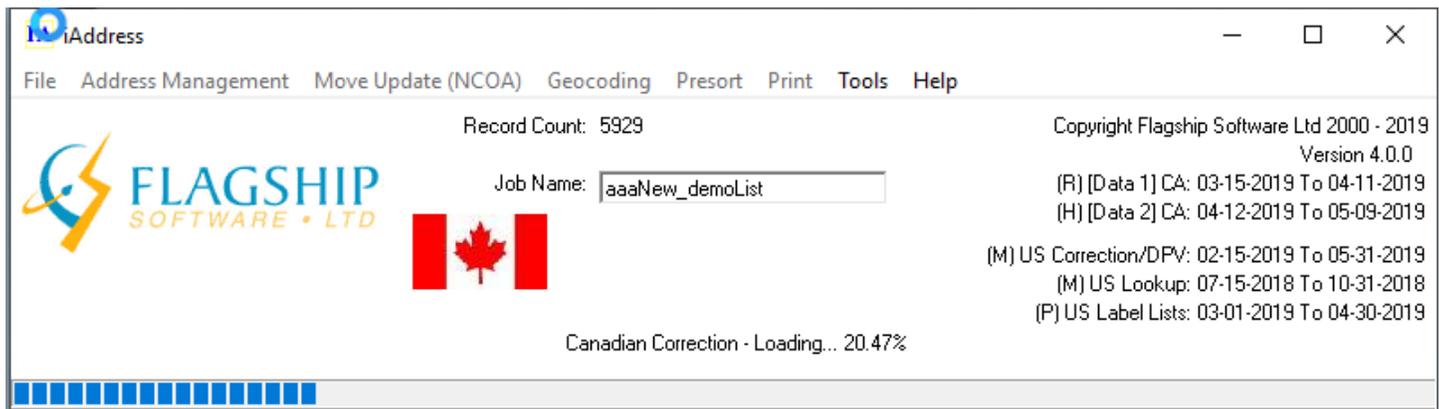


As above, the City name field can be abbreviated if required.

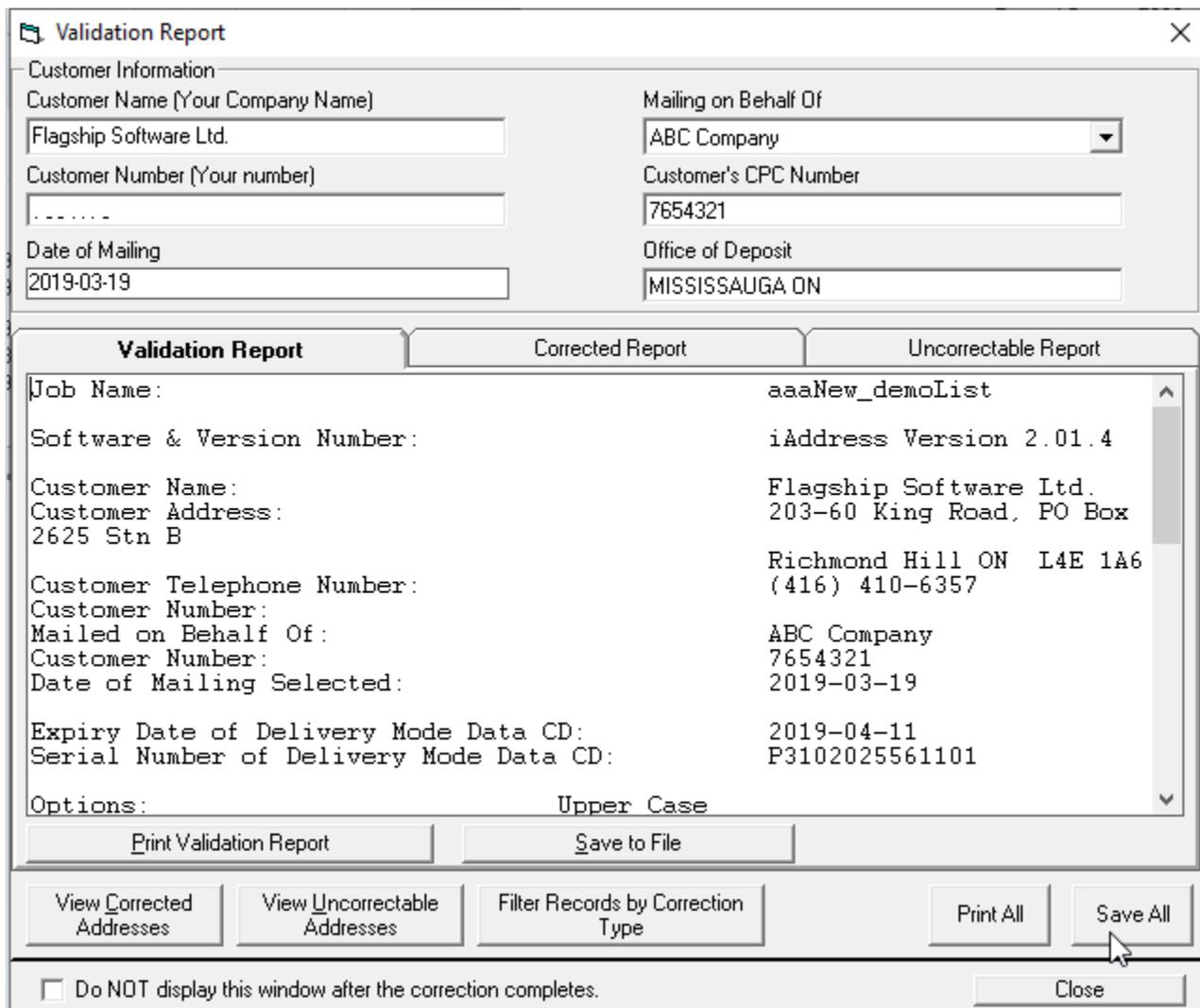
**NOTE:** If you had selected **Language Indicator** as illustrated below in the Select Address screen, it will be highlighted in the **Correction Options** and the other options will be greyed out.



Press **Start** to begin correction.



Correction will run, and the Validation report will be produced:



Save and/or Print your Validation Report.

You can **view** your Corrected addresses or Uncorrectable addresses by clicking on the appropriate button and you will see the Database view.

Click on **All Fields** to see all the columns and you can scroll over to the right to see the **Correct Text** column which gives the codes for what the software did to correct or if it could not correct.

**C** = Corrected, **V** = Valid, **U** = Uncorrectable, **G** = Foreign (non-Canadian address)

**IA Database View**

Refresh Search Delete Lookup Print Addresses Merge Add Field Close

Valid  Uncorrectable  Duplicates  Uncoded  All Fields  
 All  Corrected  Questionable  Common

Record Count: 1135 Job Name: aaaNew\_demoList File: aaaNew\_demoList\_3.xls DEMO MERGE LIST(csv).csv 83307330.xls

Next Previous First Last

	Dupes	IsDupe	IsCommon	Correct	Correct Text	Valid
	0	0	0	60T	Municipality	C
	0	0	0	22V24V	Route Service Keyword,Route Service identifier	C
	0	0	0	15M	Street direction	C
	0	0	0	60I	Municipality	C
	0	0	0	11114M	Civic number,Street type	C
	0	0	0	22V24V60T	Route Service Keyword,Route Service identifier,Municipality	C
	0	0	0	10T	Address Reformatted	C
	0	0	0	22V24V	Route Service Keyword,Route Service identifier	C
	0	0	0	22V24V	Route Service Keyword,Route Service identifier	C
	0	0	0	22V24V60T	Route Service Keyword,Route Service identifier,Municipality	C
	0	0	0	60T	Municipality	C
	0	0	0	32I	PO Box/Bag keyword	C
	0	0	0	60T	Municipality	C
	0	0	0	22V24V	Route Service Keyword,Route Service identifier	C
	0	0	0	56I64I	Delivery Inst Qualifier,Postal Code	C
	0	0	0	22V24V	Route Service Keyword,Route Service identifier	C
	0	0	0	60T	Municipality	C
	0	0	0	60T	Municipality	C
	0	0	0	10T	Address Reformatted	C
	0	0	0	10T	Address Reformatted	C
	0	0	0	64I	Postal Code	C
	0	0	0	10T	Address Reformatted	C

**Lookup OPTIONAL:**

If you want to correct the Uncorrectable addresses, you can select Uncorrectable then **Lookup**:

**IA Address Look-Up**

The results are based on address ranges and should not be used to validate the existence of individual addresses.

Street #	Suite #	Name	City	Postal	Other
4098 to 4120 Even		MONTROSE CRES	BURLINGTON	L7M4J4	
4101 to 4119 Odd		MONTROSE CRES	BURLINGTON	L7M4J4	
2104 to 2114 Even		TURNBERRY RD	BURLINGTON	L7M4J4	
2113 to 2131 Odd		TURNBERRY RD	BURLINGTON	L7M4J4	

Quick Search

Address1: **3205 TURNBERRY RD**

Address2:

City: **BURLINGTON**

Province: **ON** Postal / ZIP: **L7M 4J4**

Longitude: Latitude:

Possible Problem: **Civic number**

Comment:

Auto Search  
    
    
 Signed Degrees  Unsigned Degrees   
  Edit Record  Add Record  
 Status: **Address UnCorrectable**

You can then attempt to correct addresses yourself, however, the Lookup database uses a range-based database that is not required to have units, suites or apartment numbers. It is **not** the PoCAD database that is used by iAddress™ for batch correction. However, if you are able to correct some addresses using this database, iAddress™ will re-correct the addresses in PoCAD after you close this database.

To use the Lookup for Uncorrectable addresses, click on Search Postal / Zip button to bring up all the addresses associated with that Postal Code, or Street Name as appropriate.

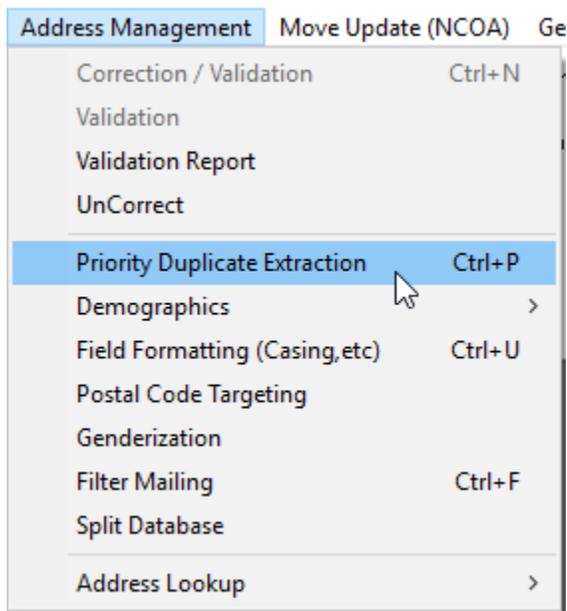
From the example in the screenshot on the previous page, we see that Turnberry Road does exist, however the number 3205 is out of range as we see that it only goes up to 2131. Click next to proceed to the next address.

If you see an address that you can correct, type in the correct one, click on **Suggest**, and then **Address Save**.

After you press **Address Save**, iAddress™ will re-correct and update your Validation report.

When you are finished using the Lookup, close down the screens.

To check for **Duplicates**, click on **Address Management, Priority Duplicate Extraction**.



If you have a Do Not Mail /Suppression List/ill file, process this first by selecting the file and choosing your options as required:

**Duplicate Extraction** [X]

**Criteria**  
 Select fields to check for duplicates

Address Line 1     City  
 Address Line 2     Province  
 First Name     Name Line 1  
 Last Name     Name Line 2  
 Name Line 3

**Options**

Percent Match for Name Fields: 75 % [?]

Partial Names [?]  
 Ignore Rural Addresses  
 Blank and non-blank names are not duplicates [?]  
 Records with all blank names are not part of duplicate processing. [?]  
 Ignore Address for LVR [?]

**Info**

Total Records:	5929
Records with Duplicates:	0
Duplicates:	0
Common Records:	0

Perform Quick Dupe (faster, less extensive)

[Process] [Save Job] [Set Priority] Priority Order: Length [v]

**Duplicates**    **Common Records**

[Delete] [View / Print]    [Subtract] [View / Print]  
[Export] [Print Report]    [Export] [Print Report]

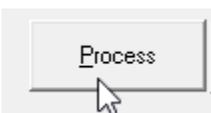
[Select Kill File] [Close]

**Select Kill File** [X]

1 - aaaNew\_demoList\_3.xls  
2 - DEMO MERGE LIST(csv).csv  
3 - 83307330.xls

[Select] [Cancel]

Then press Process.



**Duplicate Extraction** [X]

**Criteria**  
Select fields to check for duplicates

Address Line 1     City  
 Address Line 2     Province  
 First Name     Name Line 1  
 Last Name     Name Line 2  
 Name Line 3

**Options**

Percent Match for Name Fields: 75 % [?]

Partial Names [?]  
 Ignore Rural Addresses  
 Blank and non-blank names are not duplicates [?]  
 Records with all blank names are not part of duplicate processing [?]  
 Ignore Address for LVR [?]

**Info**

Total Records:	5929
Records with Duplicates:	114
Duplicates:	127
Common Records:	91

Perform Quick Dupe (faster, less extensive)  
 Dupe took less than a minute to complete.

[Process] [Save Job] [Set Priority] Priority Order: Length [v]

---

**Duplicates**

[Delete] [View / Print]  
 [Export] [Print Report]

**Common Records**

[Subtract] [View / Print] [Select Kill File]  
 [Export] [Print Report] [Close]

If there are any **Common** records that appear on both files they can be Subtracted. They will be removed from any file in which they appear, plus any records on the Kill file will also be subtracted. You have the option to Export these results.

If you **do not** have a Kill file:

Select the fields that you want to check for duplicates, (i.e. first name, last name), select your **Priority Order**, and if desired, untick Partial Names and Ignore Rural Addresses, and click on **Process**:

### Duplicate Extraction

**Criteria**  
Select fields to check for duplicates

Address Line 1     City

Address Line 2     Province

Postal / ZIP

First Name     Name Line 1

Name Line 2

Last Name     Name Line 3

**Options**

Percent Match for Name Fields:  % ?

Partial Names ?

Ignore Rural Addresses

Blank and non-blank names are not duplicates ?

Records with all blank names are not part of duplicate processing. ?

Ignore Address for LVR ?

---

**Info**

Total Records: 5740

Records with Duplicates: 114

Duplicates: 36

Common Records: 0

Perform Quick Dupe (faster, less extensive) Complete

Priority Order: Length

- Length
- File Order
- Correct or Valid
- Sequential
- Random

**Duplicates**

**Common Records**

**NOTE:** You can start at 100% match, then drop down to 75% etc. and manage accordingly

Click on **View / Print** and manage your dupe accordingly (de-flag, set to keep), then click on **Close**.

Database View

Refresh Search Delete Lookup Print Addresses Merge Add Field Close

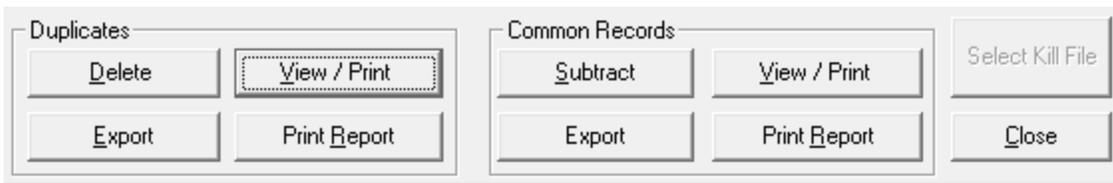
Validates     Uncorrectable     Duplicates     Uncoded     All Fields  
 All     Corrected     Questionable     Common

Record Count: 65    Job Name: aaaNew\_demoList    File: aaaNew\_demoList\_3.xls DEMO MERGE LIST(csv).csv

	IsDupe	Dupes	ID	FNAM	LNAM	ADD	ADD2	CITY	PROV	PC	BAGBUN
	-1	1	3900	EMILIE	ROBID	112 RUE C		SAINT-RE	QC	J0L 2L0	
	-1	1	3905	EMILIE	ROBID	112 RUE C		SAINT-RE	QC	J0L 2L0	
	0	1	1961	EMILIE	ROBID	112 RUE C		SAINT-RE	QC	J0L 2L0	
	0	2	138	PIERR	DESJA	1396 COTE		SAINT-LIN	QC	J5M 1Z6	
	-1	2	3608	PIERR	DESJA	1396 COTE		SAINT-LIN	QC	J5M 1Z6	
	-1	3	3906	RAYMI	LAROC	303 MONT		OTTAWA	ON	K1L 5N7	
	0	3	1962	RAYMI	LAROC	303 MONT		OTTAWA	ON	K1L 5N7	
	-1	3	3901	RAYMI	LAROC	303 MONT		OTTAWA	ON	K1L 5N7	
	0	4	3463	DIANE	LABEL	118 SCRIV		OTTAWA	ON	K2B 6H4	
	-1	4	3650	DIANE	LABEL	118 SCRIV		OTTAWA	ON	K2B 6H4	
	0	5	2604	KIMBE	NUGEI	1319 ANDO		OSHAWA	ON	L1K 2K3	
	-1	5	3890	KIMBE	NUGEI	1319 ANDO		OSHAWA	ON	L1K 2K3	
	-1	5	3897	KIMBE	NUGEI	1319 ANDO		OSHAWA	ON	L1K 2K3	
	0	6	313	JEAN	PERIA	340 BELAN		STURGEON	ON	P2B 3C5	
	-1	6	3494	JEAN	PERIA	340 BELAN		STURGEON	ON	P2B 3C5	
	0	7	5275		PERR	2288 ROSA		THUNDEI	ON	P7K 1G7	
	-1	7	5383		PERR	2288 ROSA		THUNDEI	ON	P7K 1G7	
	0	8	2246	TIMOT	FLANK	PO BOX 20		MINIOTA	MB	R0M 1M0	
	-1	8	2397	TIMOT	FLANK	PO BOX 20		MINIOTA	MB	R0M 1M0	
	-1	9	3884	NICHO	ELIAS	BOX 1 GRF		WINNIPE	MB	R3C 2E7	
	-1	9	3885	NICHO	ELIAS	BOX 1 GRF		WINNIPE	MB	R3C 2E7	
	-1	9	3883	NICHO	ELIAS	BOX 1 GRF		WINNIPE	MB	R3C 2E7	

If you want to delete your duplicates, click on Delete, and follow steps to export the Duplicates and the Original:

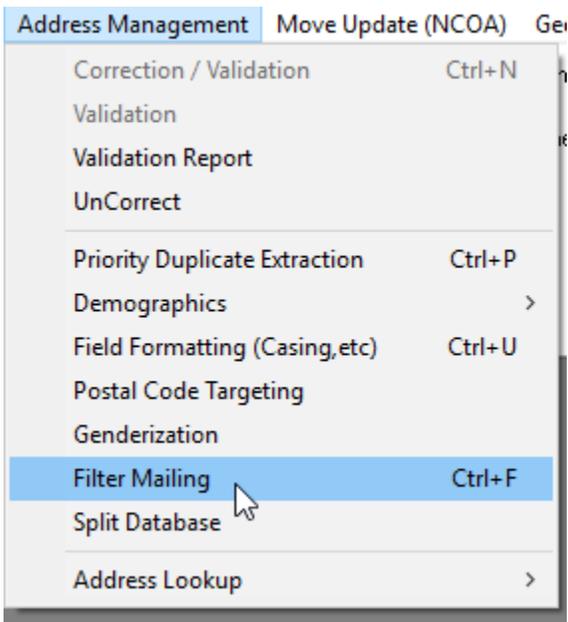


Close the dups when done.

### Filtering Records:

This will give you several options. This is the task of **excluding records** from the database.

To Filter records:



Select a tab that meets your filtering criteria:



Many options are available to exclude records.

Example – If you want to remove all the Uncorrectable addresses, select the **Address Filter** tab:

The screenshot shows the 'Filter Mailing' dialog box with the 'Address Filter' tab selected. The dialog is divided into several sections:

- Remove records that are of the following type:**
  - Uncorrectable Addresses
  - Questionable Addresses
  - Corrected Addresses
  - Valid Addresses
  - Foreign Addresses
    - U.S.
    - U.K.
    - Unknown
  - Uncoded / Invalid PC/Zip

Exclude
- Remove records that originated in the following merged file:**
  - 1 - aaaNew\_demoList\_3.xls
  - 2 - DEMO MERGE LIST(csv).csv

Exclude
- Remove records where the following fields are blank:**
  - Address 1
  - Address 2
  - City
  - Province
  - Postal / ZIP

Exclude

**Job Info**

- Filter Seed Records
- # of Records: 5093
- 647 records have been filtered

Buttons: View Filtered, Export Filtered, Restore, Save Filtered, Clear, Done

Select Uncorrectables and press Exclude, then once you have exported them, you can clear them out of the list.

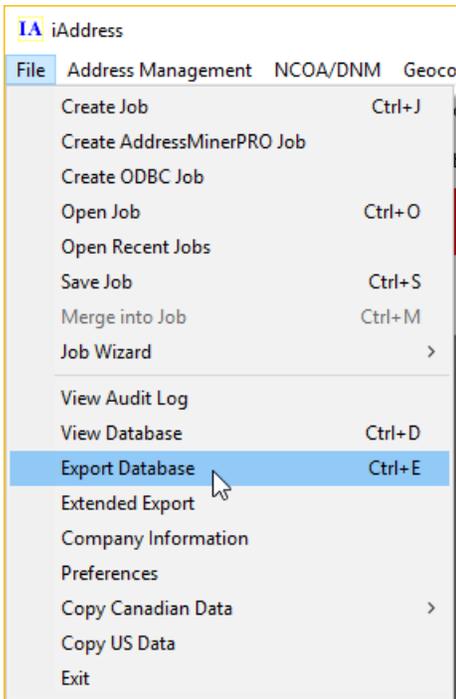
If you want to filter out Uncoded records select Uncoded and then Export them.

If you do not want to do this, then your Uncoded addresses **will not** be included in the sort and will appear at the beginning of the print file without any sort info. You can choose to mail them using first class postage, and any undeliverables will be returned.

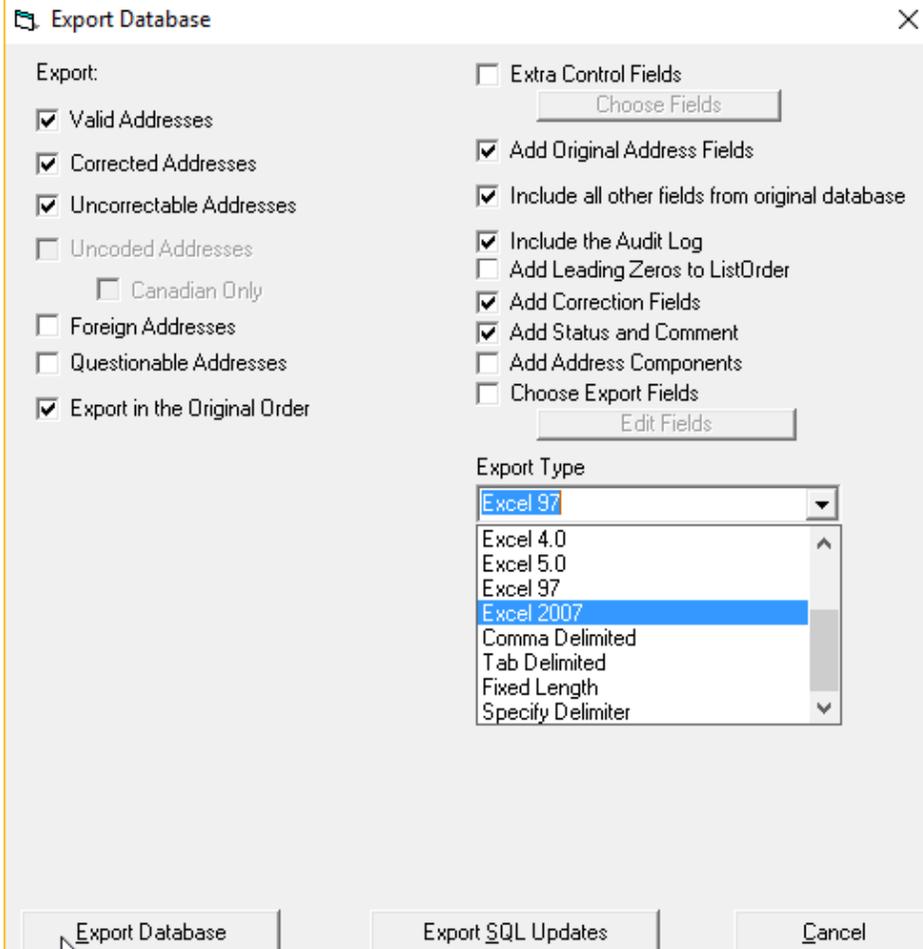
The Address Filter tab can be accessed straight from the Validation Report as well:

The screenshot shows a navigation bar with three buttons: 'View Corrected Addresses', 'View Uncorrectable Addresses', and 'Filter Records by Correction Type'. A mouse cursor is pointing at the 'Filter Records by Correction Type' button.

To **Export** your database:



Select your desired options as in example below:

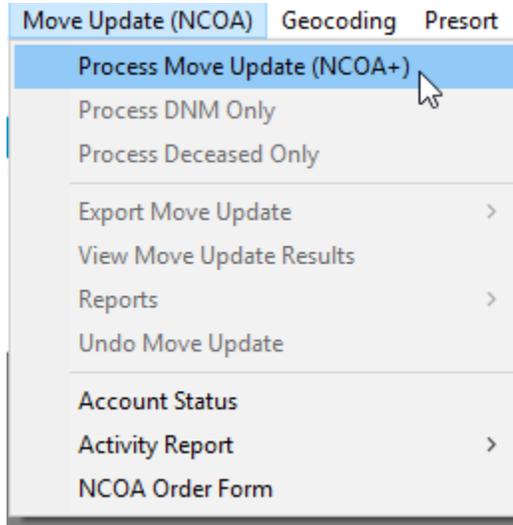


Then press Export Database, and save the file.

## OPTIONAL NCOA (PAY BY USE SERVICE)

**NOTE:** There is a full NCOA Processing Guide and the Move Update codes in the Customer Portal in the iAddress™ Manual tab under Reference Documents.

If you want to run Canadian NCOA (National Change of Address) (See pricing information or send a note to [ncoa@flagshipsoftware.com](mailto:ncoa@flagshipsoftware.com) for more information)



A screenshot of the "Job Wizard" form. At the top, it says "Job Wizard". Below that is a table with columns: ORIGFNAM, FNAM, ORIGNAM, LNAM, and COM. The table contains five rows of data. Below the table is a section titled "Select the fields which contain the name information". There are two radio buttons: "Separate Name Fields" (selected) and "Combined Name Fields". Below this are five dropdown menus: "First Name:" (FNAM), "Middle Name:" (empty), "Last Name:" (LNAM), "Name Suffix:" (empty), and "Company Name:" (COMPANY NAME). At the bottom right are "Next >" and "Cancel" buttons.

ORIGFNAM	FNAM	ORIGNAM	LNAM	COM
TIMOTHY E	TIMOTHY E	SIMON	SIMON	
CECILE	CECILE	AUDETTE	AUDETTE	
LINDSAY J	LINDSAY J	THOMAS	THOMAS	
LEONA	LEONA	GLENNON	GLENNON	
HEATHER I	HEATHER I	MUIR	MUIR	

### Job Wizard

A screenshot of the "Job Wizard" configuration panel. The title is "Job Wizard". The main heading is "Select how iAddress should handle the results from the move update". Below this are several sections:

- Job Name:** Demo List
- End User:** Flagship Software Ltd.
- NCOA Matching:**
  - Apply Matches
  - Purge Nixies
- Additional Move Update Services:**
  - Run Deceased
  - Purge Deceased
  - Run DNM
    - Match First And Last Name
    - Match Last Name Only
    - Match Address Only
  - Purge DNM
- Run In Secure Mode

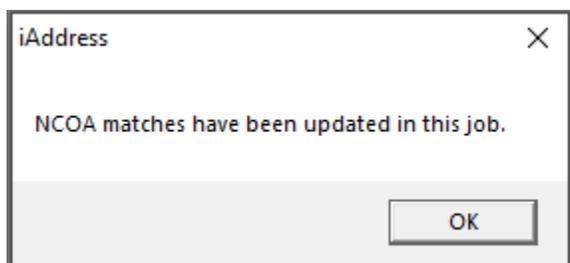
At the bottom are "< Back", "Process", and "Cancel" buttons.

DNM and Deceased Suppression

If you wish to include the DNM list and/or the Deceased Suppression, select the Run DNM and Run Deceased box and select your match preference. This is included in the NCOA fee. Click Process and results will be displayed.

Ncoa_Sfx	Ncoa_add1	Ncoa_add2	Ncoa_City	Ncoa_PC	Ncoa_Prov	Ncoa_Cntry	C	O	ORIGADD	ORIGADD2
	5806 242 RD		BALDONNEL	V0C1C6	BC	CANADA	k	B	Barnes Dr	
Y	3Y MEADOW LN		SAINT LOUIS	631418833	MO	USA	C	B	acinth Ave	
Y	? DALE LAKE RD		QUESNEL	V2J6M9	BC	CANADA	k	B	d Bluff Rd	
Y	526 MCLEAN ST		QUESNEL	V2J2P4	BC	CANADA	C	C	nbardie Dr	
Y	NEWTON CRES		PRINCE GEORGE	V2N3L6	BC	CANADA	k	C	ancher Rd	
Y	11722 103 ST		PEACE RIVER	T8S1M1	AB	CANADA	E	C	PO Box 11	
Y	2055 YORK AVE		VANCOUVER	V6H1F5	BC	CANADA	E	C	PO Box 11	

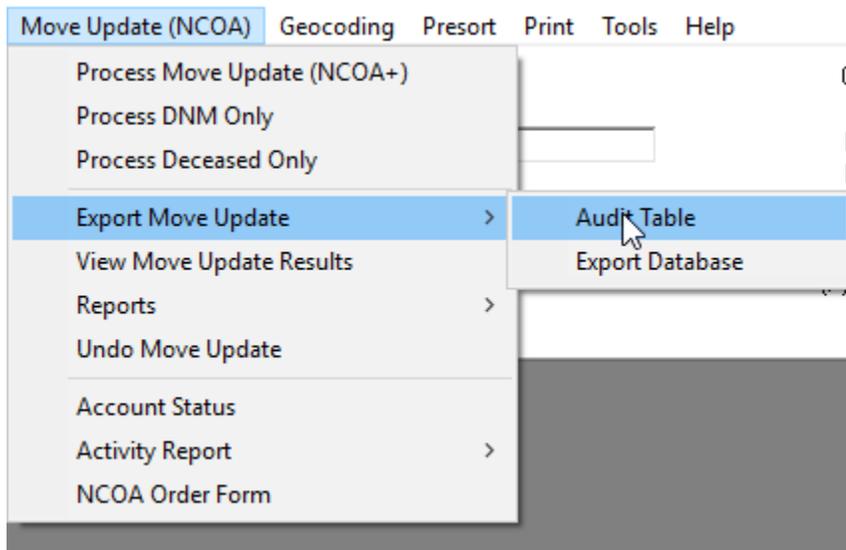
Click on **Apply Changes** to update anyone who has moved within 6 years. UI / UF/ UB = Unapplied Individual, Unapplied Family, Unapplied Business



Repeat to Purge Nixie Records to remove those records of people who have moved but have not updated Canada Post therefore have no current address to update = undeliverable mail to that person.

If you had included DNM or Deceased you can purge these records as well.

Then press Close and Export your results and access your transaction report:



The Audit table will Export the original address and the updated address.

### NCOA Export

Fields To Export

 NCOA Values  
 Original Values  
 Corrected Values

Types to Export

 All Types  
 Just Nixies  
 Just Matches

Include DNM records in Export  
 Include deceased records in Export  
 Export Header Row  
 Surround Fields With Quotes  
 Specify Delimiter  
 Export Type: Tab Delimited

Export NCOA Audit Table
Cancel

The Export database will export the new address only that has been updated to the database.

#### Extended Export

Select Record Types  
Select the record types to include in the export

Correction Status

 Valid Addresses  
 Corrected Addresses  
 Uncorrectable Addresses  
 Foreign Addresses  
 Questionable Addresses

Move Update

 Matches
 

- Individual
- Family
- Business

 Nonmatches  
 Unmatchables

Nixies  
 DNM Records  
 Deceased Records

Sortation

 Sorted Addresses  
 Uncoded Addresses
 

- Canadian Only

Select Fields  
Select fields to be included in the export. Use the shortcut buttons below to add fields quickly

ORIGFNAM  
ORIGLNAM  
COMPANY NAME  
ORIGADD  
ADDRESS 2  
ADDRESS 3  
ORIGCITY  
ORIGPROV  
ORIGPC  
CUSTOMER NUMBER  
FIRST NAME DUP  
LAST NAME DUP  
LANGUAGE  
DONATION  
ORIGADD2  
BAGBUN  
DMC  
SORTEDID  
ListOrder  
Dupes  
IsDupe

FNAM  
LNAM  
ADD  
CITY  
PROV  
PC  
ADD2  
COUNTRY  
NCOA  
DNM\_CODES  
MVUP\_CODES

→
←

↑
↓
Input Order

Quick Select (Shortcut)  Add Leading Zeros to ListOrder

Correction Fields
Address Components
Sort Fields
Original Address Fields

All Other Original Fields

Order

 Original Order  
 Reverse Order  
 Sort Order (Listorder)
 

- Reverse Within Bundles

 Reverse Sort Order  
 Order by user defined field
 

Field

 Unsorted records at end

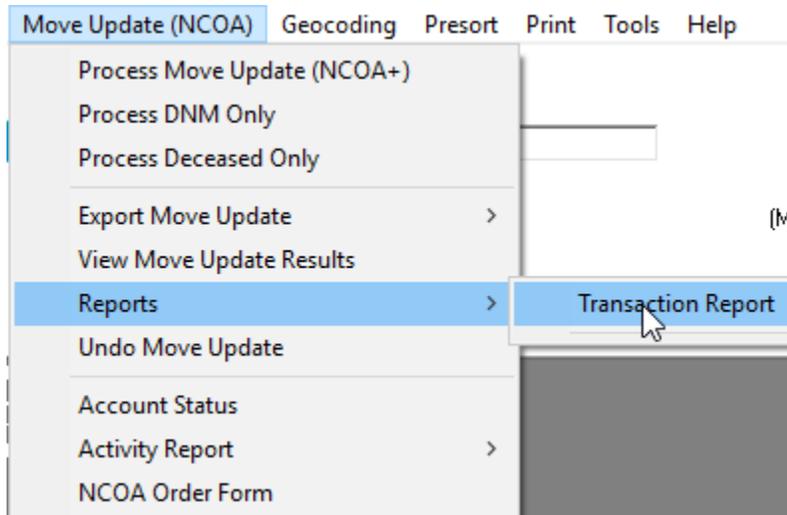
Export Options

 Include the Audit Log  
 Export Type Excel 2007

Filename   Browse

Export
Close

A transaction report is created when you process NCOA:



```
TRANSACTION REPORT -- aaaNew_demoList
=====

```

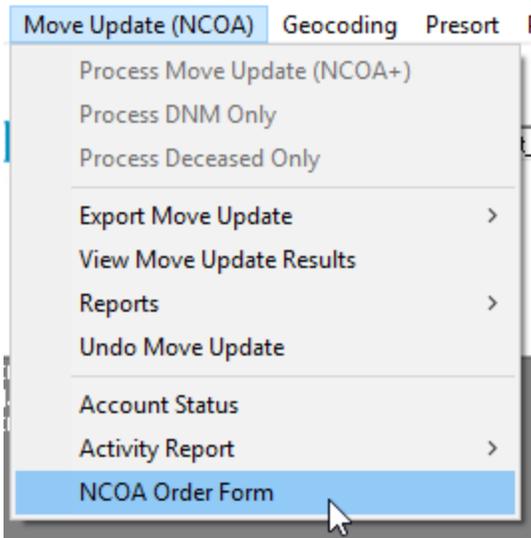
	Applied	Unapplied	Total
Match Total	253	0	253
Business Match	7	0	7
Family Match	2	0	2
Individual Match	244	0	244
Nixies	0	95	95
Non-Matched			4601
UnMatchable			137
Move Update Extras			
DNM Records	5	0	5*
Deceased Records	2	0	2*
Total Processed			5086
Percent Matches	- 4.97%		
Percent Nixies	- 1.87%		
Percent UnMatchable	- 2.69%		
Percent Non-Match	- 90.46%		

\* These records are not a part of the total.

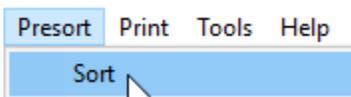
This transaction report will show you how many records were applied.

**NOTE:** Unmatchable records are not sent through for NCOA processing; there is no charge. Non-matched means that these people have not moved so there is no new address on file.

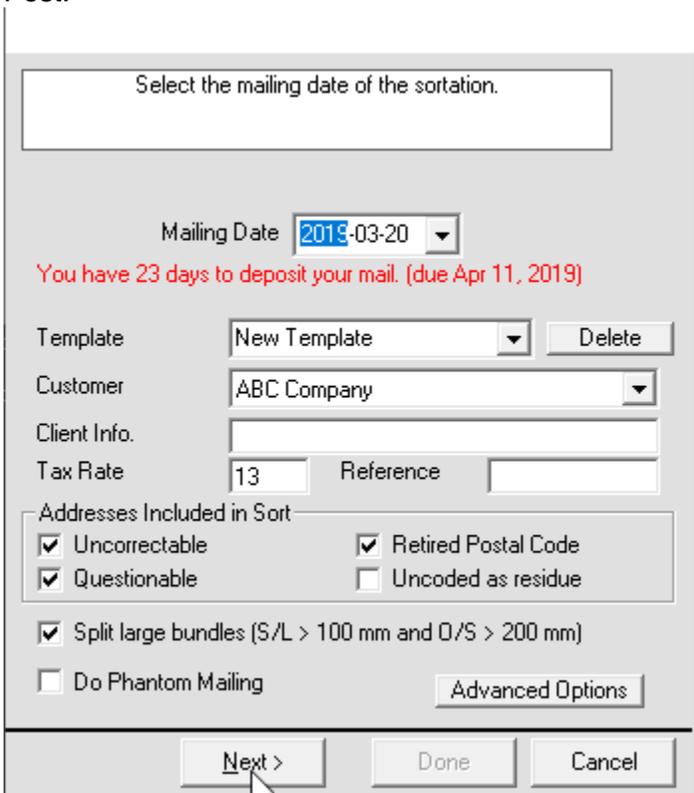
To order NCOA transactions, please select NCOA Order Form from the Move Update tab and the transactions will be added to your account immediately. You can also contact [ncoa@flagshipsoftware.com](mailto:ncoa@flagshipsoftware.com)



To **Sort** your mail:



The mailing date selected must be within one of the data sets when you are delivering your mail to Canada Post.



Select the type of mail you are sorting:

Personalized Mail™ Special Handling, goes either in a LFT - Letterflatainer

Select the type of sortation for this job

- Personalized Mail (SH) (Formerly Addressed Admail)
- Personalized Mail Machineable
- Personalized Mail Machineable Labels Only
- Publication Mail (SH) (Formerly LCP)
- Publication Delivery Facility Presort (Formerly NDG)
- Publication Mail Machineable
- Incentive Lettermail Machineable
- Incentive Lettermail Machineable Labels Only

< Back   Next >   Done   Cancel

Select the type of container you will be using for this job

Mail Size

- Standard
- Oversized
- Dimensional
- Rigid

Container Type

- Letterflatainer - LFT
- Flat Tub

Pallets

- None
- Pallet
- Monotainer

Brick Piling

- Brick Pile
- Residue (Special Permission is required)
- Level 3 (DCF)
- Level 4 (FCP)

< Back   Next >   Done   Cancel

Publications Mail is typically oversized. All oversized must go into a Flat tub. Select Pallet or Monotainer as required.

Select the type of sortation for this job

- Personalized Mail (SH) (Formerly Addressed Admail)
- Personalized Mail Machineable
- Personalized Mail Machineable Labels Only
- Publication Mail (SH) (Formerly LCP)
- Publication Delivery Facility Presort (Formerly NDG)
- Publication Mail Machineable
- Incentive Lettermail Machineable
- Incentive Lettermail Machineable Labels Only

< Back   Next >   Done   Cancel

Select the type of container you will be using for this job

Mail Size

- Standard
- Oversized
- Dimensional
- Rigid

Container Type

- Letterflatainer - LFT
- Flat Tub

Pallets

- None
- Pallet
- Monotainer

Brick Piling

- Brick Pile
- Residue (Special Permission is required)
- Level 3 (DCF)
- Level 4 (FCP)

< Back   Next >   Done   Cancel

Optional: Select Pallet or Monotainers if required  
Personalized Mail™ Special Handling sort (example):

Specify the dimensions of your piece and specify container and bundle maximums.

**Letterflatainer can be filled along its length.**

Mail Characteristics

Thickness 1.5 mm	Weight* 9 g
Length mm	Height mm

Max. # of Pieces in a Bundle: 67

Max. # of Pieces in a Container: 262

Save template

< Back   Next >   Done   Cancel

Select the office of deposit of your mailing.

Office of Deposit: MISSISSAUGA ON

Office of Deposit Postal Code: L4W1S2

Office of Deposit Site Number: I029

List

< Back   Next >   Done   Cancel

Choose the filename for your mailing plan and printing options.

Mailing Plan File

C:\Users\Carolyn\Desktop\Carolyn Demo files\Cus   Browse

Labels  
DO NOTHING   Options  
Not printing or saving labels

Prefix files with   (optional)

Reports  
DO NOTHING   Options  
Not printing or saving reports

Prefix files with   (optional)

Save template

< Back   Next >   Done   Cancel

Then press Done.

iAddress™ will sort your mail and provide you with the Statement of Mailing:

**Statement of Mailing Summary**

Customer Information

Customer Name (Your Company Name): Flagship Software Ltd.      Mailing on Behalf Of: ABC Company

Customer Number (Your number): 0000000      Customer's CPC Number: 7654321

Office of Deposit: MISSISSAUGA ON      Tax at: 13 %

Do not display this window after the sortation completes

View Uncoded  
Delete Uncoded  
Print  
Print All Reports  
Save to File  
Close

Date of mailing : 2019-03-28 00:00:00  
Run Date of Mailing Summary : 2019-03-27 10:52:38

Mailing Plan ID : EST\_E504225719  
Mailing Type : Personalized Mail SH  
Piece Type : STANDARD  
Container Type : Letterflatainer  
Maximum Letters per Container : 262  
Maximum Letters per Bundle : 67  
Piece Length : 0.00 mm / 0.00 In  
Piece Height : 0.00 mm / 0.00 In  
Piece Thickness : 1.50 mm / 0.06 In  
Piece Weight : 9.00 g / 0.32 oz  
Total number of Bundles : 299  
Total number of Containers : 26  
Total Weight : 44.9190 KG / 99.0290 lbs

Mailing Summary	Pieces	Price	Total Cost
Special Handling	4991	\$0.54000	\$2,695.14
SUB-TOTAL			\$2,695.14
TAX		13%	\$350.37
TOTAL			\$3,045.51

**IMPORTANT:**  
The amounts listed on this Statement of Mailing are based on the most updated information provided by Canada Post. Final totals, including applicable taxes, will be calculated by Canada Post's Electronic Shipping Tools.

Your Mailing Plan File will be saved ready for upload to the CP website.

Presort   Print   Tools   Help

- Sort      Ctrl+T
- UnSort
- Print All Labels >
- Container Labels >
- Bundle Labels >
- Monotainer/Pallet Labels >
- Print All Reports      Ctrl+R
- Validation Report
- Statement of Mailing >
- Container and Bundle Report
- Delivery Office Volume Summary
- Mailing Plan** >
  - Uncompressed (.xml)
  - Compressed (.zip)
- Electronic Files >

## Print your labels and Reports:

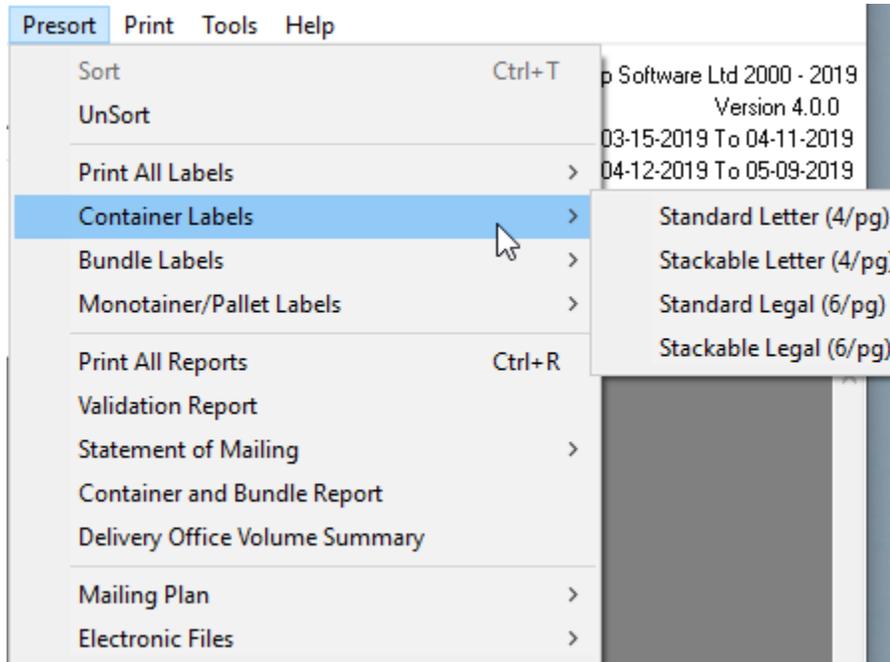
**NOTE:** Be sure to select **ACTUAL SIZE:**

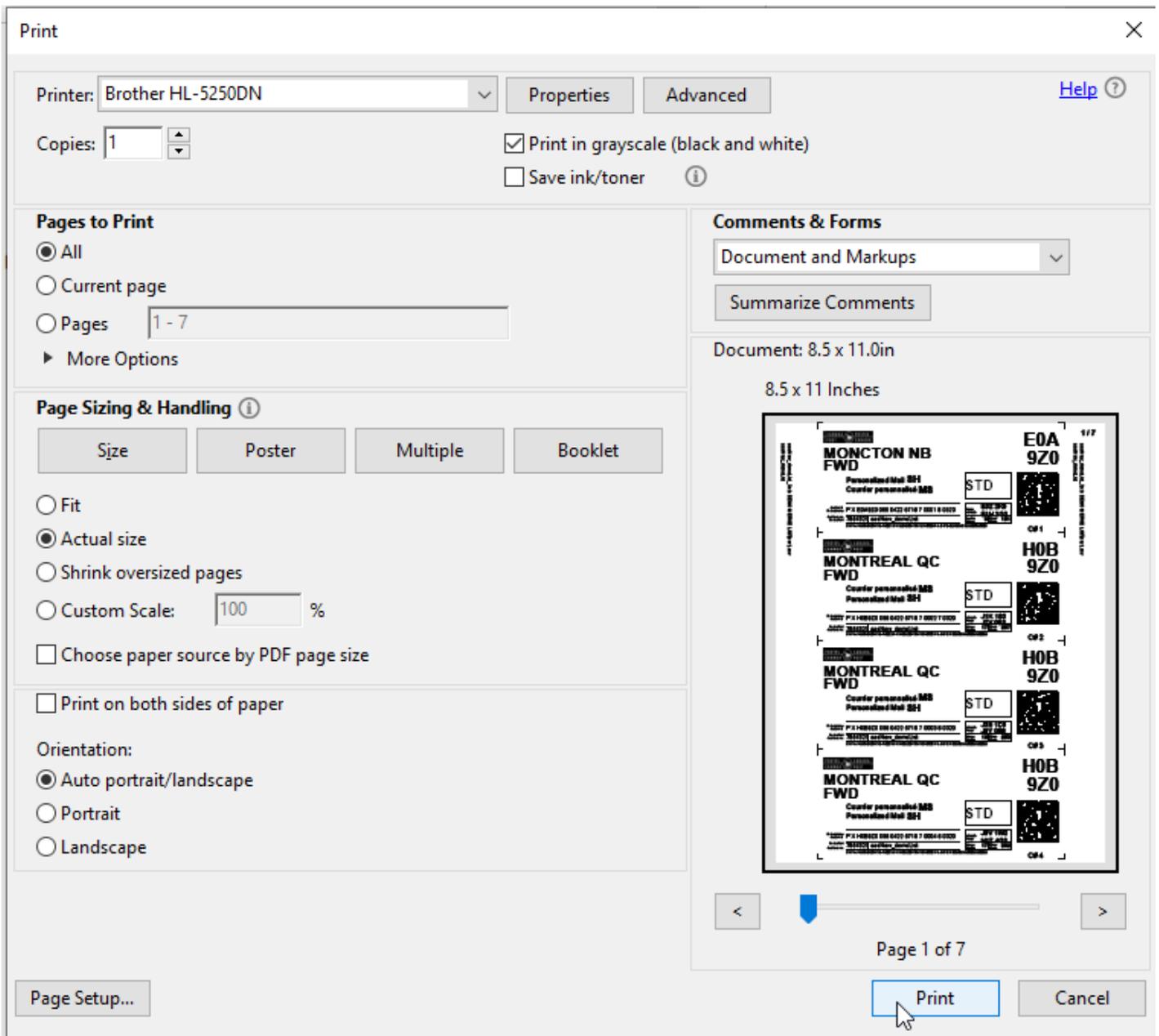
Container labels

Bundle labels

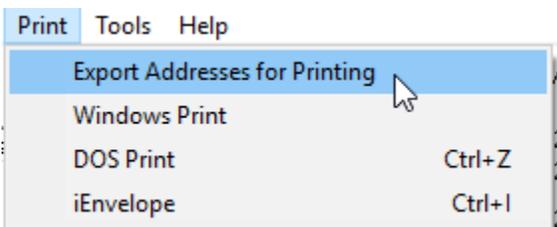
Container and Bundle Report

Delivery Office Volume Summary

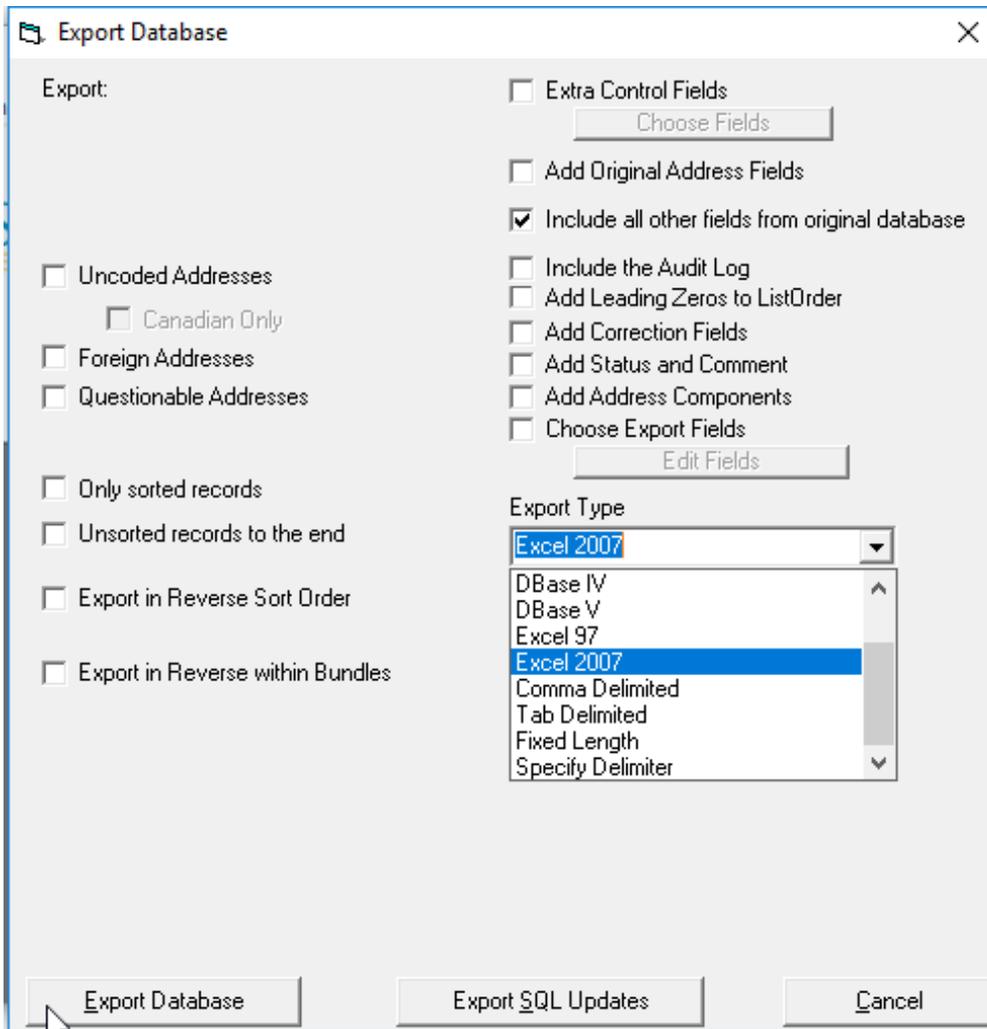




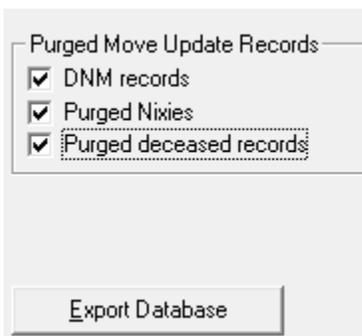
**Export** your print file to your Inkjet printer, or use the Windows Print option if using labels:



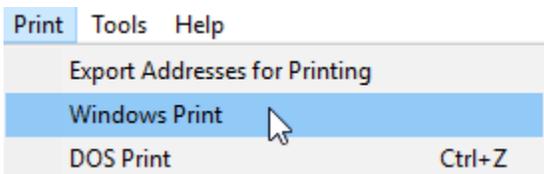
Select the fields that you require:

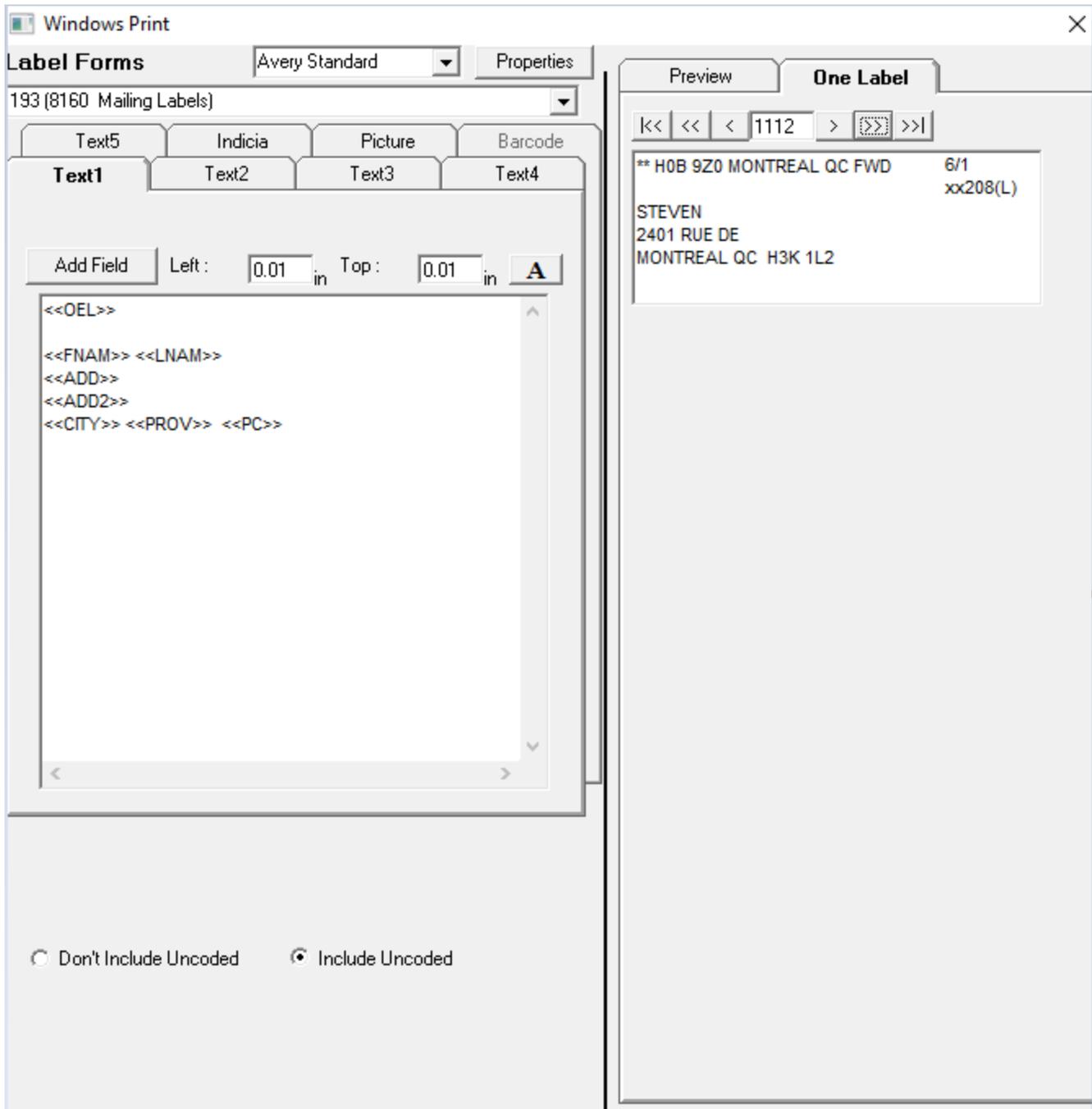


If you had processed NCOA and want to export the purged NCOA records, you can select them:

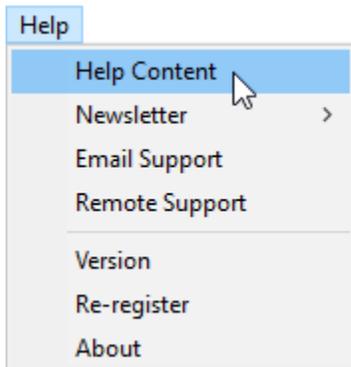


Windows Print will give you options for labels:

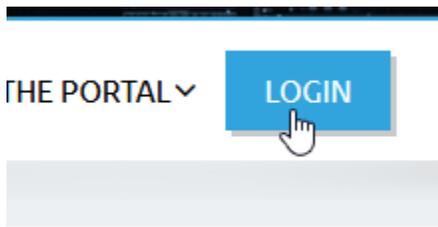




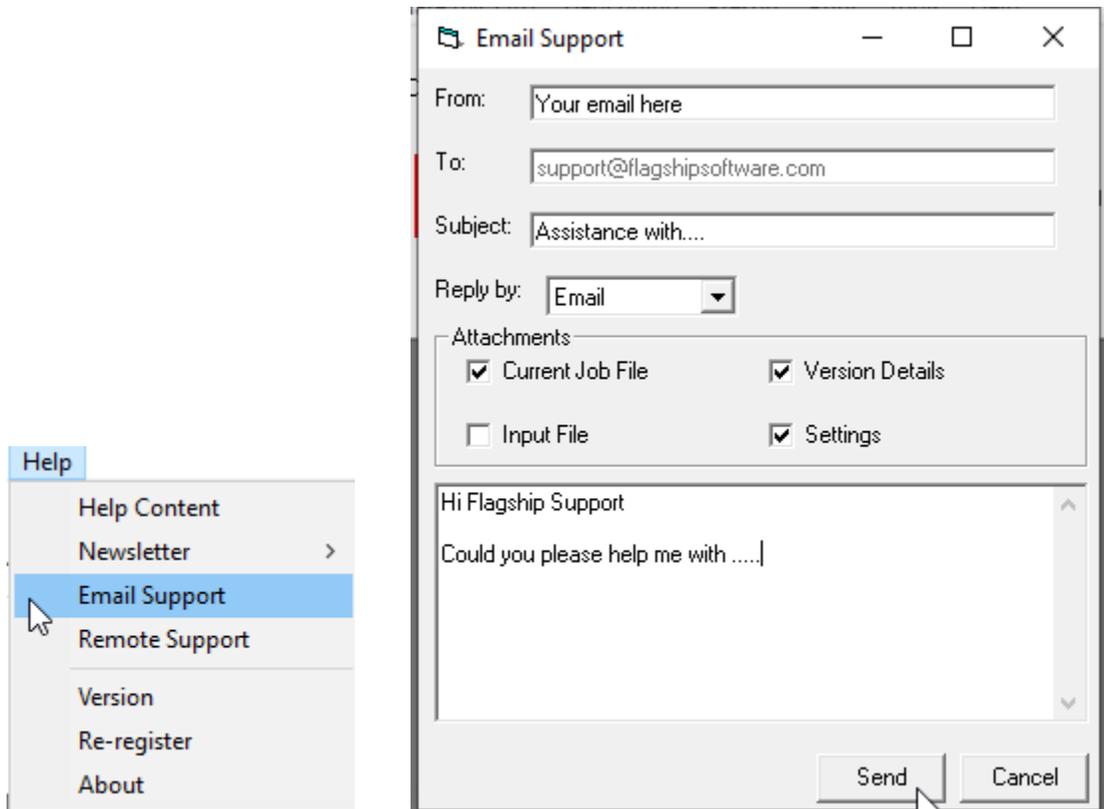
To access the manual:



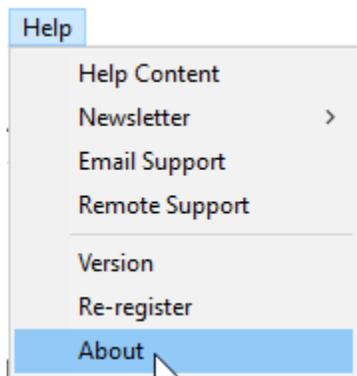
Please create an account on the Customer Portal. There is a verification step, then you will receive an email confirming access to the Portal.



To access our technical support team:

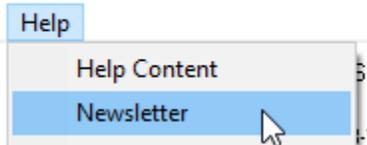


To Contact us:



P.O. Box 2625 • Richmond Hill • ON • Canada  
L4E 1A6 • TEL: 416-410-6357 • 866-672-0007  
Technical Support: ext 3 • Sales: ext 1  
Support: support@flagshipsoftware.com

To access our monthly customer newsletters in English or French, please register on the customer Portal:



# iAddress™ Newsletter

[Home](#) / iAddress™ Newsletter

## iAddress™ Newsletter 2019

## Mise à Jour d'iAddress™ 2019

### The newsletter for January 2019 includes:

- *Come Chat with Us!*
- *Reminders for 2019*
- *Personalized Mail & Loyalty Programs*
- *iAddress™ DVD & Customer Portal*
- *Web Training and Demonstrations*

**Read the newsletter: [201901E](#)**

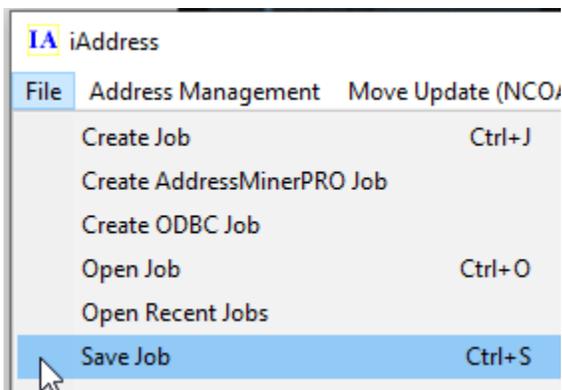
### Le bulletin pour janvier 2019 est ici! Cette édition inclut:

- *Venez discuter avec nous!*
- *Rappels pour 2019*
- *Programmes de courrier et de fidélisation personnalisés*
- *iAddress™ DVD et portail client*
- *Flagship Software Cours de formation*

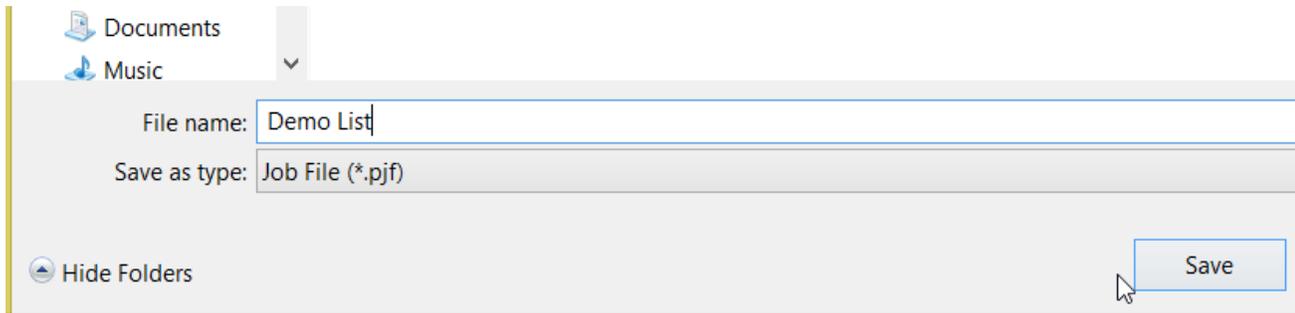
**Lire le bulletin: [201901F](#)**

Send us an email to [newsletter@flagshipsoftware.com](mailto:newsletter@flagshipsoftware.com) if you want to be added to our email distribution list!

To **SAVE** your iAddress™ job, click:



This will be saved as a pjf file.



For **Technical Assistance**, please contact our support team:



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P.O. Box 2625 • Richmond Hill • ON • Canada  
L4E 1A6 • TEL: 416-410-6357 • 866-672-0007  
Technical Support: ext 3 • Sales: ext 1  
Support: [support@flagshipsoftware.com](mailto:support@flagshipsoftware.com)

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For **Web Training**, contact Carolyn Trebell, 1-866-673-0007 x. 101 or [carolyn@flagshipsoftware.com](mailto:carolyn@flagshipsoftware.com) ,  
[sales@flagshipsoftware.com](mailto:sales@flagshipsoftware.com)