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

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.

IA Company Information		×
Seed Records	Seed Groups Job Details	
Company Information	Customer Information U.S. Publication Information	
Company Name Contact Name Address Telephone Number City Postal / Zip Email	() · Province/State Country Country CPC & USPS Account Numbers and IDs	
	Settings OK Cancel	

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

🖏 Customer ID Codes	×		
Canada Post Account Number 0000000 NCOA Terms of use ID SP Number	Contract Number 098765		
Unites States Postal Service Permit Number Add Remove	Go to Business Customer Gateway		
PAF ID Add (filemove)	Mailer ID CRID Add 987654321- Remove		
	Done Cancel		

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

A Company Information				×
Seed Records	Seed Grou	ibs 🔪	Ji	ob Details
Company Information	Customer Infor	nation	U.S. Public	ation Information
Customer Name				
Address				
City				
Prov/State	Postal / Zip C	ode		
Email				
		CPC & US	RS Account	Numbers and IDs
Add to List Save Custo	omer	Copy Customer		Clear
CustomerID CustomerName	e Cust	omerNumber	USPS_I	PermitNumber
5 ABC Company 4 Elagship Softw	are I td	76543	321	
		1004		
	Delete			
	<u>S</u> ettings	<u>(</u>	<u>o</u> k	<u>C</u> ancel

Complete this section in the applicable fields:

🖏 Customer ID Codes				×
Canada Post Account Number NCOA Terms of use ID		Contract Nur	nber	
Unites States Postal Service Permit Number	Add Remove Add Remove	Go to Bus	siness Customer I	Gateway Add Remove
			Done	Cancel

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.

Company Information	Customer Information	U.S. Publication Information	
Seed Records	Seed Groups	Job Details	
Serial Number of the Delivery Mode Data CD Office of Deposit	MISSISSAUGA ON	Ex: Toronto ON	
)ffice of Deposit Postal / ZIP	L4W132	Site Number [1025	
「axat <mark>13</mark> %	List Offices of Deposit		
Drigin Zip			
Drigin City			
Drigin State			
	1		

Complete the Preferences screens by selecting your preferred settings:

IA	iAddress		
File	Address Management NCOA/D	NM Geoco	0
	Create Job	Ctrl+J	IA Settings ×
	Create AddressMinerPRO Job		Settings Data Paths CA Sort US Sort
	Create ODBC Job		Language
	Open Job	Ctrl+0	C French ✓ English ✓ French ✓ Enable Audit Trailing
	Open Recent Jobs		Specify NCOA server
	Save Job	Ctrl+S	NCOA (SSL) Secure Transfer
	Merge into Job	Ctrl+M	Check for Updates on Startup
	Job Wizard	>	Auto Save ON 💌
	View Audit Log		
	View Database	Ctrl+D	Auto Save AutoSave directory size: 37 MB
	Export Database	Ctrl+E	Go to AutoSaves
	Extended Export		✓ Delete auto save files after: 10 days.
	Company Information		r Work Folder
	Preferences		C Default Location
	Copy Canadian Data	>	C Specify Location C:\Users\Carolyn\AppData\Local\iAddress\work'
	Copy US Data		
	Exit		Export Settings Import Settings Cancel

IA Settings	X IA Settings X
Image: Settings Data Paths CA Sort US Sort Default Paths Import Folder Import Folder Browse Export and Save Folder Image: Remember Last Path Browse Export for Printing Folder Image: Remember Last Path Browse Export for Printing Folder Image: Remember Last Path Browse	★ ▲ Settings Data Paths CA Sort US Sort Bundle Breaks Break string on First & Last piece of the bundle/container/pallet Bundle string * Container string * Container string * Container/Bun column add bundle ✓ Pallet string P Bundle Breaks in seperate column ✓ OEL Number of stars 2 OEL stars on front and end ✓
Postal Data Location Data Files C:\Program Files (x86)\iAddress\Data C:\Program Files (x86)\iAddress\Data\Current Browse Future Data C:\Program Files (x86)\iAddress\Data\Current Browse Future Data C:\Program Files (x86)\iAddress\Data\Current Browse	Text Report Margin 0 Container Label 0 Left Margin Offset 0 Pallet/Monotainer Defaults Pallets Minimum Lettertainers 18 Maximum Lettertainers 48 Minimum Letterflatainers 24
US Data C:\Program Files (x86)\iAddress\Data\us DBF Code Page © DEM (DOS) (Code Page 437) © ANSI (Windows) (Code Page 1252)	Maximum Letterflatainers 64 40 Minimum Flat Tubs 12 12 Maximum Flat Tubs 32 24 Minimum Height (Brick Pile) 500 820 mm Maximum Height (Brick Pile) 1300 990 mm Maximum Weight 875 803 Kg
Export Settings Import Settings Save Cance	Export Settings Import Settings Save Cancel

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

		1.4 D			Definition of the			
IA	iAddress							– 🗆 X
File	Address Management	Move Update	Geocoding	Presort	Print	Tools	Help	
N	Create Job	Ctr	I+J					Copyright Flagship Software Ltd 2000-2016
43	Create AddressMinerPR	O Job						Version 4.0.0
	Create ODBC Job		b Name	.				(D) (Data 1) CA: 10-12-2018 To 11-15-2018 (V) (Data 2) CA: 11-16-2018 To 12-13-2018
	Open Job	Ctrl-	+0					(M) US Correction/DEV: 10-15-2018 To 01-28-2019
	Open Recent Jobs							(M) US Lookup: 07-15-2018 To 10-31-2018
	Save Job	Ctrl	+S					(P) US Label Lists: 11-01-2018 To 12-31-2018
	Merge into Job	Ctrl+	M					
	Job Wizard		>					
	View Audit Log							
	View Database	Ctrl	+D					
	Export Database	Ctrl	+ E					
	Extended Export							
	Company Information							
	Preferences							
	Copy Canadian Data		>					
	Copy US Data							
	Exit							
	6	0						· · · · · · · · · · · · · · · · · · ·

Chose 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™:

Carolyn Demo files Customer demos
Name
🚮 simple export.xlsb
🚮 after processing ncoa.xlsb
🔄 print.xlsb
aaaNew_demoList_3.txt
🗃 2019-02-19_14-58-56.txt
aaaNew_demoListvwvt.3.xls
aaaNew_demoList.txt
🗃 aaaNew _t demoList.3.xls
aaaNew_demoList.xls

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		×
Database	First Name (optional)	Last Name (optional)
1 FIRST NAME 2 LAST NAME	•	_
3 COMPANY NAME 4 ADDRESS 1	Name Fields (optional)	Language Indicator (optional)
5 ADDRESS 2 6 ADDRESS 3		_
7 CITY		English E
9 POSTAL CODE		French F
10 COSTOMER NOMBER 11 FIRST NAME DUP	Address	Country (optional)
12 LAST NAME DUP 13 LANGUAGE	ADDRESS 1	
14 DONATION	ADDRESS 2	
	City	Province Postal / ZIP
	Weight g	Thickness mm
	🔲 One Field: City Province Postal /	ZIP 🔽 Remove Header Row
	One Field: City Province Destal Code List	
•	Seed Becords:	
- Template	US or Canada	Eiles Character Set
New Template	O US US US US US	00% © Windows (Ansi)
<u>S</u> aveDelete	CA Unknown a	.prx 0%
Job Name aaaNew_demoList	_3 Customer:	• +
		ABC Company
<u>0</u> K	*	

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:

ł	ileias:		• • • • • •	
	Å .		Name Fields (optional)	Language Indicator (optional)
	4			
	0			▼
	5	ADDRESS 3		
	17			English E
	8	PROVINCE		
	9	POSTAL CODE		French F
	10	CUSTOMER NUMBER		
	11	FIRST NAME DUP	Address	Country (optional)
	12	LAST NAME DUP		
	13			
	14	DONATION	ADDRESS 2	(Canada, CAN, CA)
	14	DONATION	ADDRE352	
			If your address is more than	one field click this button.
			City	

(BEB				
Select Fields For Address				
1				
FIRST NAME	^			
LAST NAME				
COMPANY NAME				
ADDRESS 1				
ADDRESS 2				
ADDRESS 3				
PROVINCE				
POSTAL CODE				
CUSTOMER NUMBER		Dave	1	
FIRST NAME DUP		V		Address
LAST NAME DUP				ADDRESS 1
LANGUAGE	~	<u>C</u> ancel		
,				ADDRESS 2 ADDRESS 3
[ADDRESS 2] [ADDRESS 3]				C
r ,			Address becomes:	Lity

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.

IA Select Address		×
Database 1 FIRST NAME 2 LAST NAME 2 COMPANY NAME	First Name (optional) FIRST NAME	Last Name (optional)
4 ADDRESS 1 5 ADDRESS 2 6 ADDRESS 3 7 CITY 8 PROVINCE 9 POSTAL CODE		CITY PROVINCE POSTAL CODE
10 CUSTOMER NUMBER 11 FIRST NAME DUP 12 LAST NAME DUP 13 LANGUAGE 14 DONATION	Address ADDRESS 1 ADDRESS 2 ADDRESS 3	CUSTOMER NUMBER CFIRST NAME DUP LAST NAME DUP LANGUAGE
	City CITY	Province Postal / ZIP PROVINCI POSTAL COD

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.

_ Template		L
name of Template	-	0
<u>Save</u>	<u>D</u> elete	(

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

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

IA iAddress			-	- 🗆 🛛	C
File Address Management Move Update (NCOA)	Geocoding Presort Pri	nt Tools Help			
Record C	ount: 5656 ame: March Job		Copyright Flagship So (R) [Data 1] CA: 03- (H) [Data 2] CA: 04-	oftware Ltd 2000 - 20 Version 4.0. 15-2019 To 04-11-20 12-2019 To 05-09-20)19 0)19)19
*		(M) US (F	Correction/DPV: 02-1 (M) US Lookup: 07-1 ?) US Label Lists: 03-(15-2019 To 05-31-20 15-2018 To 10-31-20 01-2019 To 04-30-20	/19 /18)19
🔟 Demo List 2014.xls	2014-05-27 10:19	Microsoft Excel 97	1,406 KB		
DEMO MERGE LIST(csv).csv	2009-12-07 9:49 AM	Microsoft Excel C	11 KB		
DEMO M Type: Microsoft Eycel Comma Su	enarated Values File	Microsoft Excel 97	52 KB		
demo1 (Je Size: 10.6 KB	in and the second se	Microsoft Excel C	11 KB		
demoList Date modified: 2009-12-07 9:49 /	AM	Microsoft Excel C	578 KB	~	

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

🚮 demo Address Miner.csv 🚮 Do Not Mail demo list.xls

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:

IA i	Address							– 🗆 X
File	Address Management	Move Update (NCOA)	Geocoding	Presort	Print	Tools	Help	
	Correction / Valida	ation 📐 Ctrl+N	nt: 5656					Copyright Flagship Software Ltd 2000 - 2019
(Validation	N						Version 4.0.0
X	Validation Report		ie: aaaNe	w_demoLi:	st			(H) [Data 1] LA: U3-15-2019 16 04-11-2019 [(H) [Data 2] CA: 04-12-2019 To 05-09-2019]
	UnCorrect							

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:

Mailing Date :	2019-	04-09	•					
;	▪		Ар	ril 20	19		ł	
	Sun						Sat	
	31	1	2	3	4	5	6	
	7	8	্র	10	11	12	13	
	14	15	163	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	1	2	3	4	
	5	6	7	8	9	10	11	
Province	2	Tod	lay: 2	2019	-03-1	19		

5. Correction Options	×
Mailing Date :	2019-03-19 🗸 💡
Language Options	Formatting Options
 Automatic 	Upper/Lower Case
C All English	Address Line Formatting
C All French	 ○ No Preference ○ Prefer 2 Line ○ Force 1 Line
C Language by Province	Use Accents
C Language Indicator	₩estern Style
	Shorten Address
	Update LVR
	🔽 Update Valids
	✓ Minimum SERP Rural Standards
	☑ Space in Postal Code (OM)
	Use imported city name
Start	Use imported city name Use 13 character city name Use 18 character city name Use 20 shorester sity name

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.

Database First Name (optional) Last Name (optional) 1 FIRST NAME FIRST NAME LAST NAME 2 LAST NAME FIRST NAME LAST NAME 3 COMPANY NAME Name Fields (optional) Language II 4 ADDRESS 1 Image II Image III 5 ADDRESS 2 Image III Image III 6 CITY Image III Image III 7 PROVINCE Image III Image III 8 POSTAL CODE Image III Image III			ess	Select Addre		IA
9 CUSTUMER NUMBER POSTAL C 10 FIRST NAME DUP CUSTOME 11 LAST NAME DUP Address 12 LANGUAGE ADDRESS 1	optional) E Indicator (optional) E E E CODE ER NUMBER ME DUP ME DUP	Last Name (option LAST NAME Language Indic LANGUAGE CITY PROVINCE POSTAL CODE CUSTOMER N C FIRST NAME D		First Name (optional) FIRST NAME Name Fields (optional) Address ADDRESS 1	FIRST NAME AST NAME COMPANY NAME ADDRESS 1 ADDRESS 2 CITY PROVINCE PROVINCE POSTAL CODE CUSTOMER NUMBER FIRST NAME DUP AST NAME DUP ANGUAGE	Database 1 2 3 4 5 6 7 8 9 10 11 12

Press Start to begin correction.

Address		- 🗆 X
File Address Management	Move Update (NCOA) Geocoding Presort Print Tools H	felp
0	Record Count: 5929	Copyright Flagship Software Ltd 2000 - 2019 Version 4.0.0
FLAGSE	Job Name: aaaNew_demoList	(R) [Data 1] CA: 03-15-2019 To 04-11-2019
SOFTWARE .		(H) [Data 2] CA: 04-12-2019 To 05-09-2019
-		(M) US Correction/DPV: 02-15-2019 To 05-31-2019
		(M) US Lookup: 07-15-2018 To 10-31-2018
		(P) US Label Lists: 03-01-2019 To 04-30-2019
	Canadian Correction - Loading 20.47%	

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

C3, Validation Report				×
- Customer Information Customer Name (Your Company Name)			Mailing on B	ehalf Of
Flagship Software Ltd.			ABC Compa	any 💌
Customer Number (Your number)		-	Customer's C	CPC Number
J			7654321	
Date of Mailing		7	Office of Dep	posit
2019-03-19			MISSISSAU	IGA ON
Validation Report		Corrected R	eport	Uncorrectable Report
Job Name:				aaaNew_demoList
Software & Version Number	·:			iAddress Version 2.01.4
Customer Name: Customer Address: 2625 Stn B				Flagship Software Ltd. 203-60 King Road, PO Box
Customer Telephone Number Customer Number:	·:			Richmond Hill ON L4E 1A6 (416) 410-6357
Mailed on Behalf Of: Customer Number: Date of Mailing Selected:				ABC Company 7654321 2019-03-19
Expiry Date of Delivery M Serial Number of Delivery	lode Da Mode 1	ta CD: Data CD:		2019-04-11 P3102025561101
Options:		Upper	Case	¥
Print Validation Report		<u>S</u> ave to	o File	
View Corrected View Uncorrect Addresses Addresses	able	Filter Records b Type	y Correction	Print All Save All
Do NOT display this window after the	correction	completes.		Close

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 Da	tabase Vie	w						_			×
<u>R</u> efi	resh	<u>S</u> earch	<u>D</u> elete	Loo	kup	Print <u>A</u> ddresses	<u>M</u> erge	Add Fie	ld	<u>_</u> [ose
	O Valids		O Uncorrec	table	O Duplic	ates () Uncoded		V Å	Il Fields	
O AL		Correct	ted	C Questio	nable	C Common			c.		
		Ν				1					1
	_	63			Next			st		Last	
Record l	Count:	1135	Job Name: a	aaNew_demoL	list	File: aaal	New_demoList_3.:	xis DEMO N	4ERG	ie listį	csvj.csv
						6330	17.330.XIS				
	Dupes	IsDupe	IsCommon Correc	ot	Correct_Text				Va	lid	
	0	0	0 60T		Municipality				С		
	0	0	0 22V2	4∨	Route Servic	e Keyword,Route Serv	vice identifier		С		
	0	0	0 15M		Street direction	on			С		
	0	0	0 601		Municipality				С		
	0	0	0 11114	М	Civic number,	Street type			C		
	0	0	0 22V24	4V60T	Route Service	e Keyword,Route Serv	vice identifier,Mun	icipality	C		
	0	0	0 10T		Address Refo	ormatted			C		
	0	0	0 22V2	4∨	Route Service	e Keyword,Route Serv	vice identifier		C		
	0	0	0 22/2	4V	Route Servic	e Keyword,Route Serv	vice identifier		C		
	0	0	0 22/2	4V60T	Route Servic	e Keyword,Route Serv	vice identifier,Mun	icipality	C		
	0	0	0 60T		Municipality				C		
	0	0	0 321		PO Box/Bag	keyword			C		
	0	0	0 60T		Municipality				C		
	0	0	0 22V2	4V	Route Servic	e Keyword,Route Serv	vice identifier		C		
	0	0	0 56164		Delivery Inst (Qualifier,Postal Code			C		
	0	0	0 22/2	4V	Route Servic	e Keyword,Route Serv	vice identifier		C		
	0	0	0 60T		Municipality				C		
	0	0	0 60T		Municipality				C		
	0	0	0 10T		Address Refo	ormatted			C		
	0	0	0 10T		Address Refo	ormatted					
	0	0	0 641		Postal Code						
•	n	nı	TITIT		IAddress Refo	hattem			IF		

ı.

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

IA Address Look-	Up						_		\times
The results are based	l on address i	anges and should not be us	ed to validate th	he existence of indiv	vidual addre	sses.			
Street #	Suite #	Name	City		Postal	Other			
4098 to 4120 Even		MONTROSE CRES	BURLI	INGTON	L7M4J4				
4101 to 4119 Odd		MONTROSE CRES	BURLI	INGTON	L7M4J4				
2104 to 2114 Even		TURNBERRY RD	BURLI	INGTON	L7M4J4				
2113 to 2131 Odd		TURNBERRY RD	BURLI	INGTON	L7M4J4				
- Quick Search									
Quick Search	TURNRER	RY RD		Suggest		ddress UnCorrectable	🔽 Auto	Search	
Quick Search	TURNBER	RY RD		Su <u>gge</u> st 🥳	<u>م</u>	ddress UnCorrectable	Auto) Search (t record	
Quick Search Address1 32.05 Address2	TURNBER	RY RD		Suggest	A A	ddress UnCorrectable	Auto) Search (t record	
Quick Search Address1 32 05 Address2 City BUBL	TURNBER	RY RD		Suggest Search Stree	t Name	ddress UnCorrectable	Auto <u>N</u> ex) Search R record pus record	
Quick Search Address1 32 05 Address2 City BURL 1 Province Qui	TURNBER Ington	RY RD Postal / 7IP	1.74 5.15	Suggest Search Stree	t Name	ddress UnCorrectable <u>A</u> ddress Save Delete record) Search At record Dus record Dear	
Quick Search Address1 32 05 Address2 City BURL 1 Province ON	TURNBER Ington	RY RD Postal / ZIP	L7M 4J4	Suggest Search Stree	t Name	ddress UnCorrectable <u>A</u> ddress Save <u>D</u> elete record	Auto <u>N</u> ex Previo) Search at record ous record Qlear	
Quick Search Address1 32 05 Address2 City BURL 1 Province ON Longitude	TURNBER Ington	RY RD Postal / ZIP	L7M 4J4	Suggest Search Stree Search Posta	Name	ddress UnCorrectable Address Save Delete record O Unsigned Degrees	✓ Auto <u>N</u> e» Previo) Search kt record bus record Qlear ion <u>O</u> ption:	
Quick Search Address1 32 05 Address2 City BURL 1 Province ON Longitude	TURNBER	RY RD Postal / ZIP	L7M 4J4	Suggest Search Stree Search Posta	Name	ddress UnCorrectable Address Save Delete record Unsigned Degrees Revert to Import	Auto <u>N</u> ex Previo <u>Correct</u> Correct	Search t record ous record <u>Clear</u> ion <u>Option</u> : ord	8
Quick Search Address1 32 05 Address2	TURNBER INGTON Civic n	RY RD Postal / ZIP Latitude umber	L7M 4J4	Suggest Search Stree Search Posta Search Deg	t Name	ddress UnCorrectable Address Save Delete record C Unsigned Degrees Revert to Import		Search st record ous record Qear ion Options ord ord]] 8]
Quick Search Address1 32.05 Address2	TURNBER INGTON Civic n	RY RD Postal / ZIP Latitude umber	L7M 4J4	Suggest Search Stree Search Posta Signed Deg	A the Name	ddress UnCorrectable Address Save Delete record Unsigned Degrees Revert to Import SS UnCorrectable	Auto <u>N</u> ex Previo <u>Correct</u> Correct Add Reco	o Search at record ous record Dear Dear ion Options ord	

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 <u>not</u> the PoCAD database that is used by iAddressTM for batch correction. However, if you are able to correct some addresses using this database, iAddressTM 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 Extractio	on	×
Criteria		Options
Select fields to check	for duplicates	Percent Match for Name Fields 75 🐾 🌋
Address Line 1	🗖 City	✓ Partial Names ? ✓ Ignore Rural Addresses
	Province	Blank and non-blank names are not duplicates
Address Line 2	🔽 Postal / ZIP	□ Records with all blank names are not part of?
		☐ Ignore Address for LVR (?)
🔽 First Name	🔲 Name Line 1	Info Total Records: 5929
	🔲 Name Line 2	Becords with Duplicates: 0
🔽 Last Name	🗖 Name Line 3	Duplicates: 0
		Common Records: 0
Duplicates		Common Records
Delete	⊻iew / Print	Subtract View / Print Select Kill File
<u>E</u> xport	Print <u>R</u> eport	Export Print Report Close
IA Select Kill File	×	
1 - aaaNew_demoList 2 - DEMO MERGE LIS 3 - 83307330.xls	3.xls T(csv).csv	
Select	Cancel	

Then press Process.



5, Duplicate Extractio	on	×
Criteria Select fields to check	for duplicates	Options Percent Match for Name Fields 75 %
Address Line 1	🔲 City	Partial Names Ignore Rural Addresses
	Province	Blank and non-blank names are not duplicates
Address Line 2	✓ Postal / ZIP	Records with all blank names are not part of duplicate processing. ?
		Ignore Address for LVR ?
🔽 First Name	🔲 Name Line 1	Total Records: 5929
Last Name	🔲 Name Line 2	Records with Duplicates: 114
	🔲 Name Line 3	Duplicates: 127
		Common Records: 91
Perform Quick Dup extensive) Dupe took less than a r	e (faster, less	Process Save Job Set Priority Order
Duplicates		Common Records
Delete	⊻iew / Print	Select Nil Print
<u>Export</u>	Print <u>R</u> eport	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.

lf 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 Extracti	on					Х	
Criteria Select fields to check	for duplicates		Options Percent Match for	Name Fields	100	× ?	
Address Line 1	🗖 City		 Partial Names Ignore Rural A 	? ddresses			
	✓ Province		🔲 Blank and non	-blank names ar	e not dup	licates ?	
🔽 Address Line 2	✓ Postal / ZIP		Records with a duplicate proce	all blank names a essing.	are not pa	rt of ?	
			🔲 Ignore Address	s for LVR		?	
🔽 First Name	🔲 Name Line 1		- Info Total Records:		5740)	
🔽 Last Name	Name Line 2		Records with Du	plicates:	114		
	Name Line 3		Duplicates:		36		
			Common Record	s:	0		
□ Perform Quick Dup extensive) Complete	e (faster, less	G	Process Sa	ve Job Set	Priority	Priority Order Length Length File Order	
						Correct or Valid	
Delete	View / Print		Subtract	View / P	rint	Random	
	<u></u>		Jubriace	<u>v</u> iew / Fi			
Export	Print <u>R</u> eport		Export	Print <u>R</u> ep	ort	<u>C</u> lose	

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

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

IA Da	atabase Vie	ew									_			\times
<u>R</u> ef	resh	<u>S</u> earch	<u>D</u> elete		<u>L</u> ookup		Prin	nt <u>A</u> ddress	ses	<u>M</u> erge	Add Fi	eld		ose
	O Valida	:	C Uncorrec	table		Duplica	ates		Ċ	Uncoded			All Fields	
O AI		C Correct	ted	0.0	luestionable		0	Common						
							1		- 1	-				1
U	ej⊦lag Dupl =	icate	Set to Keep		<u>N</u> e	xt		Previou	s	<u> </u>	irst		Last	
Hecord	L'ount:	65	Job Name: a	aaNew_(demoList		File:		aaaN	ew_demoList_3	3.xis DEMU	MERI	ae Lis i	(csv).cs
	IsDupe	Dupes	ID FNAM	1 LNAM	ADD	ADD2	C	JTY	PROV		PC	BAG	BUN	
•	-1	1	3900 EMIL	ie Robid	112 RUE C		S	AINT-RE	QC		JOL 2LO			
	-1	1	3905 EMIL	ie Robid	112 RUE C		S	AINT-RE	QC		JOL 2LO			
	0	1	1961 EMIL	ie Robid	112 RUE C		S	AINT-RE	QC		JOL 2LO			
	0	2	138 PIER	R DESJA	1396 COTE		S	AINT-LIN	QC		J5M 1Z6			
	-1	2	3608 PIER	R DESJA	1396 COTE		S	AINT-LIN	QC		J5M 1Z6			
	-1	3	3906 RAYN	41 LAROC	303 MONT		0)TTAWA	ON		K1L 5N7			
	0	3	1962 RAYN	41 LAROC	303 MONT		0)TTAWA	ON		K1L 5N7			
	-1	3	3901 RAYN	/II LARO(303 MONT		0)TTAWA	ON		K1L 5N7			
	0	4	3463 DIAN	ELABEL	118 SCRIV	1	0)TTAWA	ON		K2B 6H4			
	-1	4	3650 DIAN	ELABEL	118 SCRIV	1	0)TTAWA	ON		K2B 6H4			
	0	5	2604 KIMB	e NUGEI	1319 AND(0)SHAWA	ON		L1K 2K3			
	-1	5	3890 KIMB	e NUGEI	1319 AND		0)SHAWA	ON		L1K 2K3			
	-1	5	3897 KIMB	e NUGEI	1319 AND		0)SHAWA	ON		L1K 2K3			
	0	6	313 JEAN	7 PERIA	340 BELAN		S	TURGE(ON		P2B 3C5			
	-1	6	3494 JEAN	7 PERIA	340 BELAN		S	TURGE(ON		P2B 3C5			
	0	7	5275	PERR'	2288 ROS		T	HUNDEI	ON		P7K 1G7			
	-1	7	5383	PERR'	2288 ROS		T	HUNDEI	ON		P7K 1G7			
	0	8	2246 TIMO	T FLANN	PO BOX 20		M	IINIOTA	MB		ROM 1M0			
	-1	8	2397 TIMO	T FLANN	PO BOX 20		M	INIOTA	MB		ROM 1M0			
	-1	9	3884 NICH	OELIAS	BOX 1 GR		<u>۷</u>	VINNIPE	MB		R3C 2E7			
	-1	9	3885 NICH	OELIAS	BOX 1 GR		- V	VINNIPE	MB		R3C 2E7			
	.1		3883 MICH		ROV 1 GR	:	- Tu	UNNIPE	MR		R3C 2F7	1		

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

Duplicates		Common Records		
<u>D</u> elete	View / Print	Subtract	<u>V</u> iew / Print	Select Kill File
<u>E</u> xport	Print <u>R</u> eport	Export	Print <u>R</u> eport	<u>C</u> lose

Close the dups when done.

Filtering Records:

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

To Filter records:



Select a tab that meets your filtering criteria:

Special Filter	Custom Exclude	Geocode Filter	Demographics	
Intelligent Selectior	Random Selection	SQL Exclude	Address Filter	Extra Characters

Many options are available to exclude records.

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

IA Filter Mailing							×
Special Filter	Custom Exclude	G	eocode Filter	1	Demographics		
Intelligent Selection	Random Selection	SQ	L Exclude	Ad	dress Filter	Extra Characters	
Remove realist Image: Corrected J Questionat Corrected J Valid Addre Foreign Ad U.S. U.K. Uncoded J Exclude	cords that are of the lowing type: able Addresses ble Addresses Addresses esses dresses	he	Remove of 1 - aaaNew_q 2 - DEMO ME Remove V Add V City	recor ollowi demoLis RGE Li recor field lress 1	ds that origi ing merged t_3.xls ST(csv).csv Exclude rds where th ds are blank V Postal / ZIP Exclude	nated in the file: e following c: Address 2 Province	-
Job Info			⊻iew Filtered		E	<u>x</u> port Filtered	
Filter Seed Records # of Records: 5093		<u>R</u> estore		1	Save Filtered		
647 records have been f		<u>C</u> lear <u>D</u> r			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 <u>will not</u> 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:



To Export your database:



Select your desired options as in example below:

🔄, Export Database	×
 Export Database Export: Valid Addresses Corrected Addresses Uncorrectable Addresses Uncoded Addresses Canadian Only Foreign Addresses Questionable Addresses Export in the Original Order 	 Extra Control Fields Choose Fields Add Original Address Fields Include all other fields from original database Include the Audit Log Add Leading Zeros to ListOrder Add Correction Fields Add Status and Comment Add Address Components Choose Export Fields Export Type Excel 97
	Excel 9.0 Excel 97 Excel 2007 Comma Delimited Tab Delimited Fixed Length Specify Delimiter
<u>Export Database</u>	Export <u>S</u> QL Updates <u>C</u> ancel

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 <u>ncoa@flagshipsoftware.com</u> for more information)

l	Move Update (NCOA)	Geocoding	Presort							
	Process Move Upd	ate (NCOA+)	N							
	Process DNM Only	r	63							
	Process Deceased	Process Deceased Only								
	Export Move Upda	te	>							
	View Move Update	Results								
	Reports		>							
	Undo Move Updat	e								
	Account Status									
	Activity Report		>							
	NCOA Order Form									

Job Wizard									
ORIGENAM	FNAM	ORIGLNAM	LNAM	СОМ 🔨					
TIMOTHY E	TIMOTHY E	SIMON	SIMON						
CECILE	CECILE	AUDETTE	AUDETTE						
LINDSAY J	LINDSAY J	THOMAS	THOMAS						
LEONA	LEONA	GLENNON	GLENNON						
HEATHER L	HEATHER L	MUIR	MUIR	~					
<				>					
Selec	ct the fields in	which cont formation	ain the nam	ie					
Separate	e Name Fields	: C Coi	mbined Name	Fields					
First Name:	FN	АМ		•					
Middle Nam	e:			•					
Last Name:	LN	АМ		•					
Name Suffix	:			•					
Company Name: COMPANY NAME									
			· > _ C	Cancel					

Job Wizard

Select how iAddress should handle the results from the move update								
Job Name								
Demo List								
End User								
Flagship Software Ltd.								
NCOA Matching								
F Apply Matches Furge Nixies								
Additional Move Update Services								
Run Deceased Purge Deceased								
Run DNM Durge DNM								
Match First And Last Name								
Match Last Name Only								
C Match Address Only								
🗖 Run In Secure Mode								
< Back Process Cancel								

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.

🖏 View	v Move Update Resu	llts										_		×
	Apply NCOA Mat	ch Update	:\$						Apply All Up	dates			Close	
View	NCOA Changes	N	-					Un	do All Data	Updates				
U View View	Nixie Records	2	Ī	Ncoa_Sfx	Ncoa_add1	Ncoa_add2	Ncoa_City	Ncoa_PC	Ncoa_Prov	Ncoa_Cntry	(0	ORIGADE	ORIGADD2	2
Y View	Deceased Record	s			5806 242 RD		BALDONNEL	V0C1C6	BC	CANADA	kΒ	Barnes Dr		
Y	1119 UI	(В		RY MEADOW LN		SAINT LOUIS	631418833	MO	USA	ίB	acinth Ave		
Y	1165 UI	k	В		2 DALE LAKE RD		QUESNEL	V2J6M9	BC	CANADA	k Β.	:d Bluff Rd		
Y	1174 UI	[C		526 MCLEAN ST		QUESNEL	V2J2P4	BC	CANADA	[C	nbardie Dr		
Y	1197 UI	ķ	C		NEWTON CRES		PRINCE GEORGE	V2N3L6	BC	CANADA	КC	encher Rd		
Y	1243 UI	5	C		11722 103 ST		PEACE RIVER	T8S1M1	AB	CANADA	5 C	PO Box 15		
Y	1268 UI	F	C.		-2055 YORK AVE		VANCOLIVER	V6I1E5	BC	ΓΔΝΔΠΔ	FC	PO Boy 19		

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

iAddress	×
NCOA matches have been updated in this job.	
ОК	

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:

Move Update (NCOA)	Geocoding	Presort	Print Tools	Help
Process Move Upo	late (NCOA+)		1	С
Process DNM Only	/			
Process Deceased	Only			(
Export Move Upda	te	>	Audit Ta	ble
View Move Update	e Results		Export D	atabase
Reports		>		. ,
Undo Move Updat	e			
Account Status				
Activity Report		>		
NCOA Order Form	n			

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

NCOA Export					
Fields To Export	Types to Export				
✓ NCOA Values	 All Types Just Nixies 				
✓ Original Values	C Just Matches				
Corrected Values					
Include DNM records	in Export				
Include deceased records in Export					
Export Header Row					
Surround Fields With	Quotes				
; Specify Delimiter					
Export Type:	ab 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 Fields Select Record Types Order Select the record types to include in the export Select fields to be included in the export. Use the shortcut buttons below to Original Order add fields quickly C Reverse Order Correction Status C Sort Order (Listorder) ORIGENAM FNAM ▼ Valid Addresses ~ E Reverse Within Bundles ORIGLNAM LNAM Corrected Addresses COMPANY NAME ADD. C Reverse Sort Order ORIGADD CITY ✓ Uncorrectable Addresses C Order by user defined field ADDRESS 2 PROV Foreign Addresses ADDRESS 3 PC Field ADD2 $\overline{\mathbf{v}}$ ORIGCITY COUNTRY ORIGPROV Questionable Addresses -• NCOA DNM_CODES MVUP_CODES ORIGPC CUSTOMER NUMBER FIRST NAME DUP 4 Move Update Unsorted records at end LAST NAME DUP Matches LANGUAGE 🗹 Individual Export Options DONATION Include the Audit Log 🔽 Family ORIGADD2 BAGBUN ✓ Business Export Type DMC. Nonmatches -SORTEDID Excel 2007 ✓ Unmatcheables ListOrder Dupes IsDupe 🗹 Nixies Input Order T. Ψ DNM Records Deceased Records Add Leading Zeros to ListOrder Filename Quick Select (Shortcut) Browse Correction Address Original Address Sortation Sort Fields Fields Components Fields Sorted Addresses 🔽 Uncoded Addresses All Other Original 🔲 Canadian Only Fields Close Export

A transaction report is created when you process NCOA:

Mov	e Update (NCOA)	Geocoding	Presort	Print	Tools	Help
	Process Move Upo	late (NCOA+)		1		
	Process DNM Only			L		
	Process Deceased	Only		-		
	Export Move Upda	ite	>			(M
	View Move Update	e Results				
	Reports		>	Т	ransacti	on Report
	Undo Move Updat	te			45	
	Account Status					
	Activity Report		>			
	NCOA Order Form	n				

```
TRANSACTION REPORT -- aaaNew_demoList
```

		Applied		Unapplied	Total
		Appileu			10041
Match	Total Business Match Family Match Individual Mat	253 7 2 ch 244		0 0 0 0	253 7 2 244
Nixie	5	0		95	95
Non-M	atched				4601
UnMat	chable				137
Move D DNM Re Decea	Update Extras ecords sed Records	5 2		0 0	5* 2*
Total	Processed				5086
Perce Perce Perce Perce	nt Matches nt Nixies nt UnMatchable nt Non-Match	- 4.97% - 1.87% - 2.69% - 90.46%			
* The:	se records are :	not a part o	f 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 <u>ncoa@flagshipsoftware.com</u>



To Sort your mail:

Presort	Print	Tools	Help
Sor	t N		

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

Select the mailing date of the sortation.					
Mailing Date 2019-03-20 💌 You have 23 days to deposit your mail. (due Apr 11, 2019)					
Template	New Te	mplate	-	Delete	
Customer	ABC Co	mpany		•	
Client Info.					
Tax Rate	13	Reference			
Addresses Included in Sort Uncorrectable Questionable					
✓ Split large bundles (S/L > 100 mm and O/S > 200 mm) ✓ Do Phantom Mailing Advanced Options					
	<u>N</u> ext >	Done		Cancel	

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	Select the type of container you will be using for this job
 Personalized Mail (SH) (Formerly Addressed Admail) Personalized Mail Machineable 	Mail Size Image: Standard Image: Description of the standard Image: Standard Image: Description of the stan
Personalized Mail Machineable Labels Only Publication Mail (SH) (Formerly LCP) Publication Delivery Facility Presort (Formerly NDG)	Letterflatainer - LFT C Elat Tub
 Publication Mail Machineable Incentive Lettermail Machineable Incentive Lettermail Machineable Labels Only 	None C Pallet C Monotainer Brick Pile Brick Pile Residue (Special Permission is required)
< Back Next > Done Cancel	< <u>B</u> ack <u>N</u> ext > Done Cancel

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

Select the type of sortation for this job	Select the type of container you will be	using for this job
Personalized Mail (SH) (Formerly Addressed Admail) Personalized Mail Machineable Personalized Mail Machineable Labels Only Publication Mail (SH) (Formerly LCP)	Mail Size Standard Size Rigid Container Type C Letterflatainer - LFT	C <u>D</u> imensional
 Publication <u>D</u>elivery Facility Presort (Formerly NDG) Publication Mail Machineable Incentive Lettermail Machineable Incentive Lettermail Machineable Labels Only 	Pallets	Monotainer Level 3 (DCF) Level 4 (FCP)
< Back Next > Done Cancel	<pre> required) < Back Next > 1 </pre>	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.	Select the office of deposit of your mailing.
Mail Characteristics Weight* 1.5 9 Length Height mm mm Max. # of Pieces in a Bundle: 67 Max. # of Pieces in a Container: 262	Office of Deposit MISSISSAUGA ON Office of Deposit Postal Code L4W1S2 Office of Deposit Site Number 1029
<u>Save template</u>	< 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 DD NOTHING Options Not printing or saving labels Prefix files with (optional)	
Reports Options DD NOTHING ■ Not printing or saving reports Prefix files with (optional) Save template	

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

ľ

🔄 Statement of Mailing Summary				- 🗆	Х
Customer Information	Mailing on Bok			<u>V</u> iew Uncoded	1
Flagship Software Ltd.	ABC Company		-	Delete Uncode	а
, Customer Number (Your number)	Customer's CP	C Number		Diat	
	7654321			Euni	_
Office of Deposit	- '	*		Print All Report	s
MISSISSAUGA ON	Tax at 13	~		Save to <u>F</u> ile	
Do not display this window after the sortation complete	es			<u>C</u> lose	
Run Date of Mailing Summary	: 2019-	-03-27 10:52:38			^
Mailing Plan ID Mailing Type Piece Type Container Type Maximum Letters per Container Maximum Letters per Bundle Piece Length Piece Height Piece Height Piece Weight Total number of Bundles Total number of Containers Total Weight	: EST_E : Perso : STANI : Lette : 262 : 67 : 0.00 : 0.00 : 1.50 : 9.00 : 299 : 26 : 44.91	SO4225719 omalized Mail SH OARD mrflatainer mm / 0.00 In mm / 0.00 In mm / 0.06 In g / 0.32 cz			
Mailing Summary Special Handling :	Pieces 4991	Price \$0.54000	Te	otal Cost \$2,695.14	
SUB-TOTAL TAX	4991	13%		\$2,695.14 \$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 UnSort	Ctrl+T hip Software Ltd 2000-2016 Version 4.0.0 10-12-2018 To 11-15-2018
Print All Labels	> 11-16-2018 To 12-13-2018
Container Labels Bundle Labels Monotainer/Pallet Labels	 > 10-15-2018 To 01-28-2019 > 07-15-2018 To 10-31-2018 > 11-01-2018 To 12-31-2018 >
Print All Reports Validation Report Statement of Mailing Container and Bundle Report Delivery Office Volume Summary	Ctrl+R
Mailing Plan	Uncompressed (.xm
Electronic Files	> Compressed (.zip)

Print your labels and Reports:

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

Container labels

Bundle labels

Container and Bundle Report

Delivery Office Volume Summary

Preso	ort Print Tools Help		
	Sort UnSort	Ctrl+T	p Software Ltd 2000 - 2019 Version 4.0.0 03-15-2019 To 04-11-2019
	Print All Labels	>	04-12-2019 To 05-09-2019
	Container Labels	N >	Standard Letter (4/pg)
	Bundle Labels	13 >	Stackable Letter (4/pg)
	Monotainer/Pallet Labels	>	Standard Legal (6/pg)
	Print All Reports	Ctrl+R	Stackable Legal (6/pg)
	Validation Report		
	Statement of Mailing	>	
	Container and Bundle Report		
	Delivery Office Volume Summary		
	Mailing Plan	>	
	Electronic Files	>	

Print	×
Printer: Brother HL-5250DN V Properties Ad	lvanced Help ⑦
Save ink/toner	0
Pages to Print All Current page Pages 1 - 7 ▶ More Options	Comments & Forms Document and Markups Summarize Comments Document: 8.5 x 11.0in
Size Poster Multiple Booklet Size Poster Multiple Booklet Fit Actual size Shrink oversized pages Custom Scale: 100 % Choose paper source by PDF page size Print on both sides of paper Orientation:	8.5 x 11 Inches
 Auto portrait/landscape Portrait Landscape Page Setup	<

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



Select the fields that you require:

🔄, Export Database		×
Export:	Extra Control Fields Choose Fields	elds
	🔽 Include all other fields fr	om original database
 Uncoded Addresses Canadian Only Foreign Addresses Questionable Addresses 	 Include the Audit Log Add Leading Zeros to Li Add Correction Fields Add Status and Commendation Add Address Component 	istOrder : nt : nts
Only sorted records	Export Type	
🔲 Export in Reverse Sort Order	DBase IV DBase V Excel 97	^
Export in Reverse within Bundles	Excel 2007 Comma Delimited Tab Delimited Fixed Length Specify Delimiter	v
Export Database	Export <u>S</u> QL Updates	<u>C</u> ancel

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



Windows Print will give you options for labels:

Print	Tools	Help		
E	Export A	ddresses	for Printing	
1	Vindows	s Print		
[OOS Prin	ıt	~	Ctrl+Z

Windows Print	t							Х
Label Forms	Avery Sta	ndard 🔻	Properties	цĺ	Preview	One Label)	
193 (8160 Mailing L	abels)		•				л <u></u>	
Text5	Indicia	Picture	Barcode			7 (22) 771	C/4	
Text1	Text2	Text3	Text4		HUB 920 MONTRE	AL QC FWD	xx208(L)	
Add Field Add Field <<0EL>> < <fnam>> <<lt< td=""> <<add>> <<add>> <<city'>> <<pr< td=""></pr<></city'></add></add></lt<></fnam>	Text2 Left : 0.01 in NAM>> OV>> < <pc>></pc>	Top: 0.01	Text4		** HOB 9Z0 MONTRE STEVEN 2401 RUE DE MONTREAL QC H3M	AL QC FWD	6/1 xx208(L)	
C Don't Include	Uncoded 🕫 In	iclude Uncoded						

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:

			🖻, Email Support – 🗆 🗙	
			From: Your email here	
			To: support@flagshipsoftware.com	
			Subject: Assistance with	
			Reply by: Email	
			Attachments	h
			Current Job File 🔽 Version Details	
			Input File 🔽 Settings	
Help		_		
1	Help Content		Hi Flagship Support	I
	Newsletter >		Could you please help me with	I
	Email Support			
13	Remote Support			
	Version		V	
	Re-register		,	
	About		Send Cancel	

To Contact us:



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

Help			
	Help Content		51
	Newsletter		
		15	P-

iAddress™ Newsletter

Home / iAddress[™] Newsletter

iAddress™ Newsletter 201	9 Mise à Jour d'iAddress™ 2019
The newsletter for January 2019 includes:	Le bulletin pour Janvier 2019 est ici! Cette édition inclut:
 Come Chat with Us! Reminders for 2019 Personalized Mail & Loyalty Programs iAddress™ DVD & Customer Portal Web Training and Demonstrations 	 Venez discuter avec nous! Rappels pour 2019 Programmes de courrier et de fidélisation personnalisés iAddress ™ DVD et portail client Flagship Software Cours de formation
Read the newsletter: 201901E	Lire le bulletin: 201901F

Send us an email to <u>newsletter@flagshipsoftware.com</u> 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.

laction Documents	
📣 Music	\sim
File name:	Demo List
Save as type:	Job File (*,pjf)
) Hide Folders	Save

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



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

For **Web Training**, contact Carolyn Trebell, 1-866-673-0007 x. 101 or <u>carolyn@flagshipsoftware.com</u>, <u>sales@flagshipsoftware.com</u>