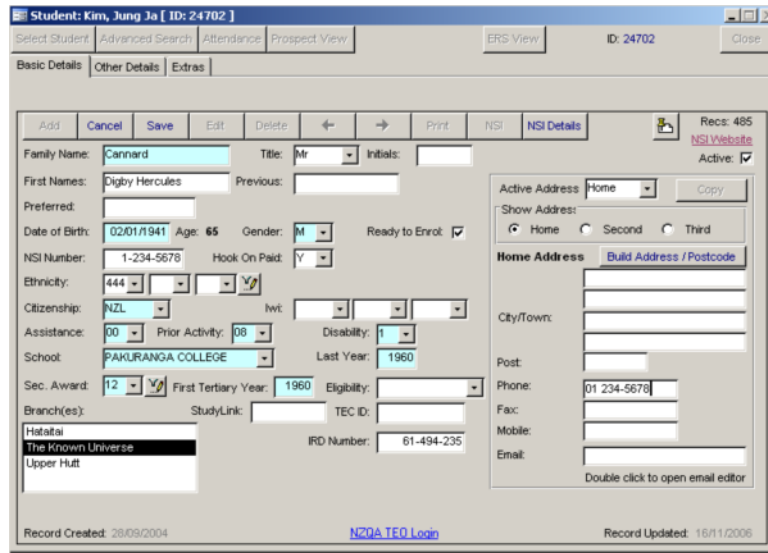


# Post Code Searching (SQL Users)

## Overview

Functionality to look-up NZ Post codes whilst adding an address on the *Students*, *Persons* or *Prospects* forms is available as an option from version 8.4.1.

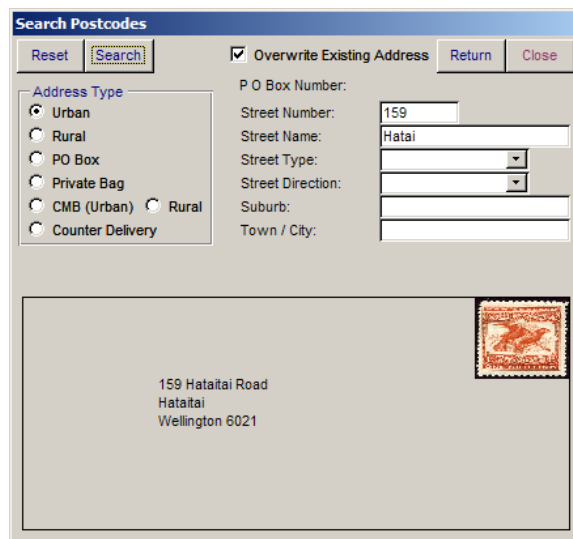
To use this functionality contact the Help Desk. You will be required to pay a small additional licence fee and to sign an end user licence agreement authorising you to make use of the NZ Post PAF (Postal Address File) supplied via Meta Office.



The screenshot shows a web-based form for a student named Kim, Jung Ja (ID: 24702). The form is titled 'Student: Kim, Jung Ja [ ID: 24702 ]' and has tabs for 'Select Student', 'Advanced Search', 'Attendance', and 'Prospect View'. The 'Basic Details' tab is active. The form contains various fields for personal information, including Family Name (Cannard), Title (Mr), First Names (Digby Hercules), Date of Birth (02/01/1941), Age (65), Gender (M), NSI Number (1-234-5678), Ethnicity (444), Citizenship (NZL), Assistance (00), School (PAKURANGA COLLEGE), and Sec. Award (12). A 'Build Address / Postcode' button is visible in the 'Home Address' section. The form also includes a 'Recs: 485' indicator and a 'Double click to open email editor' note.

### 1. Building an Address

Click on the **Add** or **Edit** button when on a *Students*, *Persons* or *Prospects* form. An extra button appears called *Build Address/Postcode*. Click on this to open the *Search Postcodes* form.



The screenshot shows the 'Search Postcodes' form. It has a 'Reset' button and a 'Search' button. The 'Overwrite Existing Address' checkbox is checked. The form contains fields for 'Address Type' (Urban, Rural, PO Box, Private Bag, CMB (Urban), Counter Delivery), 'P O Box Number', 'Street Number' (159), 'Street Name' (Hatai), 'Street Type', 'Street Direction', 'Suburb', and 'Town / City'. A preview of the address '159 Hataitai Road, Hataitai, Wellington 6021' is shown at the bottom, along with a postage stamp.

2. Select the address type: *Urban*, *Rural*, *P O Box*, or *Private Bag*.
3. Type the person's address into the available fields, beginning with **street number**, if it is not already present. You only need to type as much of the address as you think will be needed to get a match. For example, to find "159 Hataitai Road, Hataitai,

Wellington” you would need only to type “159 Hata”.

4. Click **Search** to display a list of possible matches. If there is only one match, an envelope will be displayed as above.
5. Click **Return** to write the correct address back into *Take2*.

### Multiple matches

If you type in an address or part of an address that is not unique you will get multiple matches. For example, typing in “10 Huia” and nothing else will result in 22 matches.

Street Address	Suburb	Town / City	Postcode
10 Huia Road	Otahuhu	Auckland	1062
10 Huia Street	Riccarton	Christchurch	8041
10 Huia Crescent		Dargaville	0310
10 Huia Street	Saint Leonards	Dunedin	9022
10 Huia Street	Foxton Beach	Foxton	4815
10 Huia Road	Days Bay	Lower Hutt	5013
10 Huia Street	Petone	Lower Hutt	5012
10 Huia Road	Papatoetoe	Manukau	2025
10A Huia Road	Papatoetoe	Manukau	2025
10 Huia Street		Manukau	2025

The top record is selected by default (they are sorted alphabetically by town/city).

Double-Click the correct record to select it and return to *Take2*.

### Address Types Summary

1. *Urban* is most likely to be used for students. It is an address such as 51a Waipapa Road, Hataitai, Wellington.
2. *Rural* may also be used for students. It differs from an urban address in that you enter a rural delivery number in place of a suburb and often you will not enter any street details.
3. *P O Box* is used for Post Office boxes. You only need to enter the box number and, most times, you don't even need to enter the town or city.
4. *Private Bag* is used for private bags. You only need to enter the bag number and, most times, you don't even need to enter the town or city. There are still some private bags without numbers; it is not possible to assign a post code to these using *Take2*.
5. *CMB (Urban)* and *CMB (Rural)* (Community Mail Box). These are a delivery option provided in some areas. You do need to enter a a number.
6. *Counter Delivery* is a short term delivery option available at all PostShops and some PostCentres. Normally you would just enter the town/city.