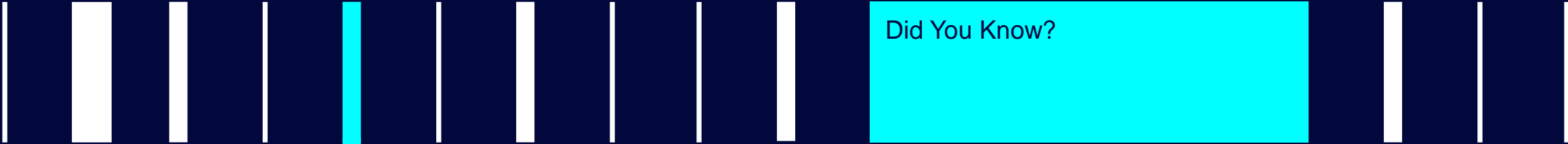


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Did You  
Know?





Did You Know?

## **Address Accuracy: Essential for Operational Excellence**

**With the constant growth in new properties, roads, and streets across the UK, it's vital to keep your address system up to speed. Manual entries risk duplicates and inaccuracies, potentially causing hiccups in your operations.**

**Leaving your Address imports out of date for so long can lead to a slower and inaccurate address system.**

**That's where both our Address Import and Address Tidy Service shines. By staying on top of importing and running an Address Tidy afterward, you'll keep your database in top shape. A smooth-running database means happier users, both inside and outside your organisation who can rely on your system with confidence.**

# How do we use Address Tidy?

Import the file into the system by selecting choose files and then click on the 'Import' button

## Address Utilities

### Manage Addresses

Import Addresses

#### Import Options

[Choose Files](#)   [Import Log](#)

#### File Selected

File Name

sx9090.csv

#### Import Stage

AddressBase Premium file format

# How do we use Address Tidy?

Once complete click on update Address and tick the 2 boxes and OK

The screenshot shows the 'Manage Addresses' interface with the following components:

- Navigation:** One Home, System Admin, Address Management.
- Page Header:** Address Utilities, Manage Addresses.
- Import Addresses:** Import Options, Choose Files, Import Log.
- File Selected:** File Name: sx9090.csv, Address in England.
- Import Status:**
  - Updating BLPU records: ...Updated 3590 properties
  - Updating LPI records: ...Updated 8848 properties
  - Updating street records: ...Updated 0 properties
  - Added 50252 new addresses
  - Updated 8848 addresses
  - Load completed
  - Indexing dictionary: Indexing dictionary, updated 318742 records
  - Indexing completed
  - Removing redundant dictionary entries
  - Import completed
- Process Addresses:** Bulk Match, Update Addresses.

The 'Update Addresses - Matched Address Options' dialog box contains the following text and options:

**Update Addresses - Matched Address Options**

The following address information will be updated for matched addresses: Easting, Northing, LEA, UPRN and USRN. The fields are overwritten with the incoming Gazetteer data if they are blank.

Also overwrite fields even if they have existing values.

The following street information will also be updated by checking the option below: Road, Neighbourhood, Town, County, Postcode.

Overwrite existing streets

Buttons: OK, Cancel

# How do we use Address Tidy?

Finally go into the Address auto Tidy and click all the boxes and Start auto tidy.

The screenshot shows a web application interface. At the top, there is a dark navigation bar with the following items: 'System admin', 'Data management', 'Address management' (highlighted in yellow), 'Welcome Simon Sysadmin | Help | Forums | My Account | Logout'. Below this is a lighter navigation bar with 'Address auto tidy' (highlighted in yellow) and 'Address manual tidy'. The main content area has a large heading 'Address tidy' and a sub-heading 'What addresses would you like to have processed by the auto tidy routine?'. Below this are four checked checkboxes: 'Remove blank addresses', 'Remove unused addresses', 'Remove unused streets', and 'Merge duplicate addresses'. A 'Start auto tidy' button is located to the right of these checkboxes. A horizontal line is present below the checkboxes.

# Address Tidy complete

Below is the result of a completed Address Import and Tidy

## One users

- More robust system due to tidier address base
- Confidence in using the addresses from One system
- Less risk of data breaches due to incorrect correspondence

## System Admins

- Reduced B2B suspense
- Any new information is updated against the existing addresses in One
- Dwellings and street data is accurately updated
- Correct street details get linked to dwellings

## DBA

- Faster system response times
- Work is done with no downtime to the system.

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Thank you