## ConnectRight™ Mailer

## Processing Move Updates

**Objective:** To compare and update addresses in your mailing list with information from the USPS NCOA directory.

	Comment	ACTION – DO THIS		
1	Move ID will allow you to compare the names and addresses in your mail list against the USPS National Change of Address (NCOA) directory, and update the records with the new address.	Proceedinged Maler - Markening Male 2014       Concert Sing Male Process Sing Concert Process S		
2	<ul> <li>Begin by selecting the MoveID option from one of the following locations:</li> <li>The Process Definition menu,</li> <li>The MoveID icon on the tool bar, or</li> <li>The MoveID option in the Process List menu</li> </ul>	Process       Provide		





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7	A "Job Processing Status" window will appear and a progress bar will display letting you know the progress ConnectRight Mailer has made and the estimated time remaining to complete the move update process. The Job Processing Status window will also indicate when the process is complete. Select "Close" to continue	ConnectRight M File Edt Ma New Open Same Process Defined Werfy a New Open Same New Open Same Process Defined Present 1 Same as Job	Asiler - Marketin ail List Cat ( Son Group task non togeth More tank process B Run Al Save Cear Cear	g Mailing 2014 MoveD (NCOALink) Sandardze addresse: When Co Job Processing Statu: When Co Job Process Complete Process Complete Process Complete Process Complete Data of the second	S Bapse 2380 VI Fairview Ave 123 S Auto Dr 2399 Stokie Valley Rd 7501 Lincoln Are 2390 M Buck Rd "" "yr_SYS_ORDER	ed: 0:05:50 Estim Boise Boise Hiphand Park Stokie Conservoite	ID ID IL	Close	Cose 224 2713 224 224 224 2914	
8	Your mail list has now been updated with any moves ConnectRight Mailer discovered. Select "Close" to Exit the MoveID screen.	ConnectRight M File Edt Ma New Com Save Process Definit Cick to xn a mige task MoveD * DeelD * Process Definit Suppost * Process Definit Suppost * Suppost * Save as Job	Asiler - Marketin ail List P Cat ( kon Group task matrixed process B Run Al Seve Cear Cear	g Mailing 2014 MoveD (NCOALink) kdcress Verification Options Sandardize addresse: [] When Conçay Ware mail lit © Update mail lit Authorized representative: Lotta Mayle USPS Requested Infomation Class of mai (check all that apply) [] F Entry point 21P Code: Uit sold to: Sare Run @ Auti Sates 5 Service Auti American Dodge Inc Auti American Dodge Inc	Intch to Company Name found is at Company Name value Company Name value Company Name to match USPS intess, individual, Family) elected (Clert Education int Class Periodical 1 230 Periodical 1 230 Periodical 1 230 Source Name 230 Sour	n USPS ZIP+4 databas Company Name Randard Mal Park Boise Highland Park Stokie Connectville	e:	Ces 83704 8 83709 0 60035 1 60035 1 60035 1 60035 1 9 60035 1 9 6005 1 9 6005 1 9 6005 1 9 6005 1 9 6005 1 9 6005 1 9 6005 1 9 6005 1 9 6005 1 9 7 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8	Cose 224 2713 040 851 914	

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9	If you want to see details about your list, such as the records that were updated or the type of move, you can modify your mail list to display that level of detail. Begin by selecting the "Mail List" menu. Then select "Mail List Control Panel."	ConnectRight Mailer - Marketing Mailing 2014         File       Edit         Mail List       Process List       Connect         ConnectRight Mailer - Marketing Mailing 2014         Image State       Clean filter       Clean filter         New Open       Mail List Control Panel.       Mail List Control Panel.         Opticate selected record(s)       Process List       Mail List Control Panel.         Work       Add record       Boot selected record(s)       Process List Selected record(s)         Work       Soft record       Control Panel.       Mail List Control Panel.         Work       Soft record       Control Panel.       Mail List Control Panel.         Work       Soft record       Control Panel.       Mail List Control Panel.         Work       Soft record       Control Panel.       Mail Soft Record         Work       The Brogen Mail List Control Panel.       Mail Soft Record       Mail Soft Record         Work       The Brogen Mail List Control Panel.       Mail Soft Record       Mail Soft Record       Mail Soft Record         Work       The Brogen Mail List Control Forter       Mail Soft Record       Mail Soft Record       Mail Soft Record         Storest Panel.       Work       Brecord       Connel Control Acuta	w         Leip           Image: Construction of the second seco
10	A "Modify Mail List" window will appear. Fields with a check mark in the "Visible" column, such as "CITY" or "STATE", will display on your mail list. Using the scroll bar, scroll down to see other fields that are available.	ConnectRight Mailer - Marketing Mailing 2014         Ele       fat         Mail List       Process List         Connect View       Open Save         Open Save       Cat Copy Paste         Werey Open Save       Cat Copy Paste         Viswig       Open Save         SYS_ORDER       Mapping         SYS_ORDER       Full Name         ADDRESS       Primary Address         CitY       Cop         SYS_PREFIX       System parsed in         SYS_PREFIX       System parsed in         Syst_PREFIX       System parsed in         Size as ab Definition       Acute Of Diate         Save as ab Definition       Acute Of Edite         Acute Of Edite       Acute Of Edite         Save as ab Definition       Acute Of Edite         Acute Of Edite       Acute Of Edite         Save as ab Definition       Acute Of Edite         Acute Of Edite       Acute Of Edite         Save as ab Definition       Acute Of Edite	

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11	<ul> <li>Scroll to COA_MOVDAT and Check the "Visible" box next to:</li> <li>COA_MOVDAT which will show the date the move became effective</li> <li>COA_MOVTYP which will show the type of match such as a business or individual</li> <li>COA_RTNCOD which will show Additional information about NCOA<sup>Link</sup> matches such as the person moved without a forwarding address.</li> <li>Select "Modify" when complete.</li> </ul>	Concettigipiti Malier       Malier       New Help         File       See Malier			
12	Additional columns for COA_MOVDAT, COA_MOVTYP, and COA_RTNCOD will be visible at the end of each row indicating which records were modified due to a move.	Concettight Maker - CM Import Important Service			



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