StreetSweeper®
Address Management Software
USER GUIDE
PitneyBowes

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Trademarks

Canada Post

Postal Code™ is an official mark of Canada Post Corporation.

The data that has been used in conjunction with StreetSweeper Recognized Software (Address Accuracy) is the Postal Code™ data that Canada Post creates and compiles, along with other data, into the Postal Code™ Address Database.

Canada Post has now created an enhanced database known as the Point of Call (range based) Address Database, which is more precise than the Postal Code™ Address Database and in particular eliminates addresses that either do not exist or are addresses to which there is no mail delivery.

As the creator of the Postal Code™ data, Canada Post is the original source of, and the owner of the copyright in, all such data. As the compiler of the Postal Code™ Address Database and the Point of Call (range based) Address Database, Canada Post is the original source of, and the owner of the copyright in, each of those database compilations.

Canada Post Data is subject to change and the Canada Post Data Files are updated on a monthly basis to incorporate the changes, which changes may include, but are not limited to, changes to update data that is no longer valid.

Statistics Canada

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Introduction

StreetSweeper is an address validation/correction system that improves the deliverability of you mail and is your first step toward taking advantage of Canada Post discounts. StreetSweeper matches input addresses to the addresses in the Canada Post street database, corrects input informations, and adds postal information. Processing results are written to one or more output files, depending on your processing needs. This postal information can include:

- Postal Codes
- Standardized address elements (civic numbers; street directionals, names, and types; unit keywords and identifiers; route designators and indicators; lockbox/bag identifiers)
- Standardized municipality names and province abbreviations.

StreetSweeper saves you money by helping you to qualify your mail for Canada Post's accuracy-level discounts. StreetSweeper uses information obtained from the Canada Post masterfiles to ensure that your addresses are correct and standardized according to Canada Post conventions. In addition, accurate addresses get your mail delivered more quickly.

StreetSweeper, when used with other modules in this family is the first step to a total postal discount and list management solution. Once you have processed a file with StreetSweeper, you can:

- Use the StreetSweeper reports and status codes to determine the quality of the input file
- Update an in-house database
- Use StreetSweeper Merge/Purge and Geo-Smart utilities to enhance your data quality
- Compare your address files against the NCOA (National Change of Address) database to determine new mover addresses
- Perform StreetSweeper Presort to obtain Canada Post discounts for sorting your mail

StreetSweeper provides a comfortable and productive user interface as well as a batch-driven system that also provides a high

performance environment. StreetSweeper batch job definitions are specified through a series of parameter records.

StreetSweeper can store the following match results relating to match attempts for each input record:

- Postal code
- Standardized address elements
- Municipality and province information
- Address match information (for example, return codes, match statistics).

During address validation and correction, address lines are extracted from the input record, separated into components (parsed), and compared to the contents of the Canada Post database. If a match is found, the input address is corrected according to the contents of the database.

The following terms were discussed in the previous section and will be used throughout this book:

- **Standardized Address** — The corrected or validated output address (includes the street address, municipality, province, and postal code).

- **Normalized Address** — An uncorrected or non-validated address that has been formatted to conform to CPC standards.

- **Extra Address Information** — Extra address information is a string of information that is removed from the standardized output because it cannot be found on the Canada Postal Database. The extra information string contains CPC-recognized words like “sitea” and “comp.”

- **Address Components** — The pieces that make up an entire input or output record (Addressee information, delivery address, municipality, province, postal code).

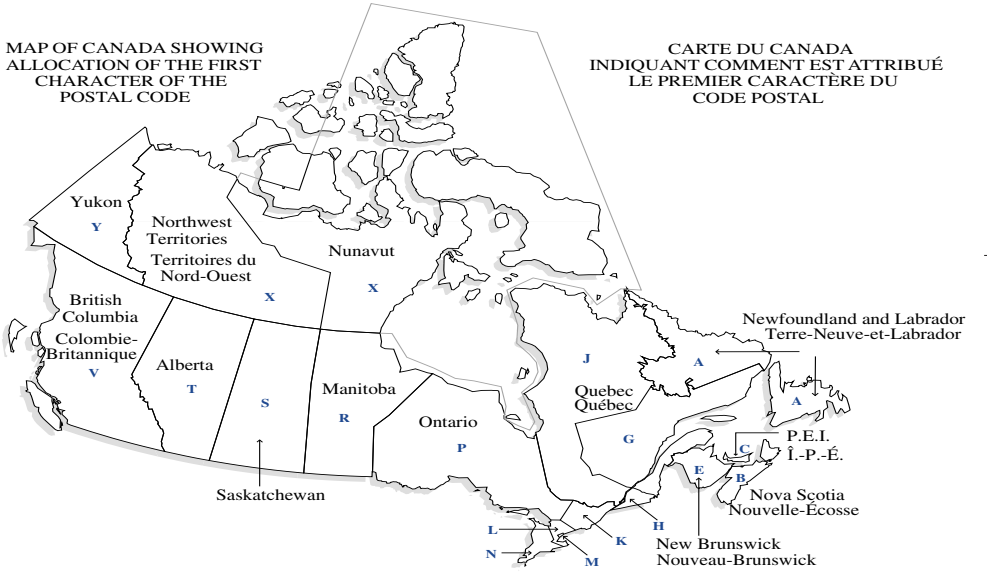
- **Address Elements** — The individual pieces that make up the delivery address (civic number, street name, street type, street directional, unit keyword, unit identifier, route designator, route identifier, lockbox/bag identifier).

The following sections of this chapter provide more information about Canada Post addressing guidelines, the Software Evaluation and Recognition Program (SERP), and how StreetSweeper applies these guidelines.

Understanding a Postal Code

Canada Post Corporation (CPC) collects, processes, and delivers mail across the second-largest geographic area in the world (second only to the area covered by the former Soviet Union). To ensure that each piece of mail arrives at its destination promptly, CPC has developed a system of postal codes. Each postal code identifies a specific delivery location within Canada, from an office suite in downtown Toronto to a village in the Yukon Territo+ry.

Figure 1: Canada FSA Map



©2001 Canada Post Corporation

This map shows the provinces, territories, and largest cities in Canada labeled with the appropriate first letter of the postal code. Table 1 below corresponds to the map. It lists the province or city name, the official Canada Post province/territory symbol, and the first letter of the postal code.

Canadian Postal Code System

Table 1:

Province/City Name	Province Symbol	First Character of Postal Code
Newfoundland and Labrador	NL	A
Nova Scotia	NS	B
Prince Edward Island	PE	C
New Brunswick	NB	E
Québec - East/Est	QC	G
Montréal - Metro	QC	H
Québec - West/Ouest	QC	J
Ontario - Eastern	ON	K
Ontario - Central	ON	L
Ontario - Toronto	ON	M
Ontario - Southwestern	ON	N
Ontario - Northern	ON	P
Manitoba	MB	R
Saskatchewan	SK	S
Alberta	AB	T
British Columbia	BC	V
Northwest Territories	NT	X
Nunavut	NU	X
Yukon Territory	YT	Y

NOTE: There is a special circumstance with a postal code starting with K1A. This denotes a federal government agency or department and can be located in either Ontario or Québec.

What is a Postal Code?

The postal code appears on the last line of the address, after the city and province. It must be the last piece of data in the address. It consists of six characters with one space in the middle. For example, in Figure 2 below the postal code is T3A 4C7.

Figure 2: Postal Code Example

MR & MRS STEVEN BROWN
16 EDGELAND RISE NE
CALGARY AB T3A 4C7

The first three characters are always letter-number-letter, while the last three are number-letter-number. The postal code identifies the place where you collect your mail, not necessarily where you live.

Anatomy of a Postal Code

The first three characters of the postal code are called the Forward Sortation Area (FSA). The first character of the FSA (and of the postal code) is always a letter that identifies the province (or in the case of Montreal and Toronto, the city) where the mail is going. The table on the preceding page lists the letter codes and their related city or province.

The second character of the FSA indicates an urban or rural delivery area. Numbers 1-9 indicate that this piece of mail is going to an urban area; 0 indicates a rural area. An urban FSA describes the area in a city or town to which that piece of mail will be delivered. If this is a rural FSA, it indicates a large geographic area. The last three characters of the postal code are called the Local Delivery Unit (LDU). The LDU designates a specific city, street, block, office building or suite, post office box, or even department within a company —

anywhere mail is received. In the case of a rural LDU it indicates a geographic area that is typically served by a rural post office. The LDU is the finest level of delivery designated by CPC

All of the regulations for presorting Canadian mail are based on an understanding of the postal codes. How the mail is sorted depends on the FSA where it will be delivered. The LDU becomes important after the mail piece reaches the post office of delivery. A single mail carrier in most cases delivers mail to several LDUs.

Canadian Addressing Guidelines

This section provides an overview of Canada Post's regulations for addressing mail. Specifically, this chapter covers addressing envelopes and the format mailers ideally use for the most efficient mail processing and timely delivery of their mail pieces.

Addressing Canadian Mail

Canada Post Corporation (CPC) has developed addressing standards to facilitate modern mail processing and timely delivery. CPC requires that all mail items must contain the following address components for delivery of the mail piece:

- Addressee
- Delivery address
- Community/municipality
- Province
- Postal code

Your mail is most efficiently processed when it follows the optimum address format, which uses symbols, capital letters, and no delimiters (such as commas or periods).

The CPC addressing conventions include guidelines for:

- Format
- Punctuation
- Address components

StreetSweeper from Pitney Bowes conforms to these CPC addressing guidelines to enhance mail deliverability.

Address Format

Canada Post defines a mailing address as the information required to identify a point of call and/or delivery point. The CPC sequence of components of an address block for mail originating in and addressed to a destination within Canada is:

- Non-address data and addressee information
- Delivery address information
- Municipality, province, postal code.

If the mailer follows the optimum addressing format for the most efficient mail processing and timely delivery, the following rules apply:

- The symbol for an address element must be used rather than the full name.
- Upper-case letters are preferred on all lines of the address block.
- The number sign (#) or the French equivalent (n^{o}) must not be used in an address.
- Punctuation, such as a comma, should not be used as a delimiter between address elements or components unless otherwise noted.
- All lines of the address must be formatted with a flush-left margin.

Non-Address Data

If there is any data that is extraneous, such as “Attention” or “Address Correction Required,” this type of non-address data must

always appear above the top line of the address block, above the delivery address information line. Non-address data includes any additional information a mailer wishes to put on the mail piece. This includes words such as “Attention” and “Confidential” or account numbers and customer identification numbers.

Addressee Information

Addressee information, delivery address information, municipality, province, and postal code must always be the bottom three lines of the address block. Addressee information identifies the intended person(s), firm, or establishment to which the piece of mail is addressed. Addressee information, with multiple lines of information, may include the following elements in the listed order:

- Name or in-care-of information
- Title
- Department or division name
- Company or establishment name.

The above order also applies for Large Volume Receivers (LVRs) and government departments or agencies. For departments with branches, branch names appear above the department name.

Delivery Address Information—Civic Address

Civic addressing generally applies to customers who receive door-to-door delivery or who receive their mail at a community mail box (CMB) or “superbox”. Unless otherwise noted, address components and elements on the same line should be separated from each other by one space.

Civic addresses may include the following elements:

- **Civic Number**—The official number that has been assigned to that address by the municipality.
- **Civic Number Suffix**—An alpha character or fraction appearing after the civic number that must be included in the address, such as 11D JESSOME ST, or 91 1/2 KING ST.
- **Street Name**—The official street name as it is recognized by the municipality, with no translation. If the street name is a number followed by an ordinal such as “ST”, “ND”, “TH”, or “E”, as in “1ST”, “2ND”, “3RD”, “4TH” or “1E”, “2E,” there will be no space between the number and the ordinal. If the street name is alpha-numeric, there will be no space between the numeric and the alpha portion (14B ST instead of 14 B ST).
- **Street Type**—When an address is presented in English, the street type always follows the street name. When an address is presented in French, the street type appears before the street name (RUE RENE-LEVESQUE) unless the street name is an ordinal. In this case, the street type follows the street name (2061 36E RUE). The street type is always identified by CPC symbols.
- **Street Direction**—Where required, it should be identified by a one- or twocharacter symbol (such as N, S, NE, NW, O, NO) and located as the last element of street information.
- **Unit Designator**—The unit designator identifies the specific unit as assigned by the building. The value can be alpha, alphanumeric, or numeric. Where the unit identifier is a number, it is presented in numeric format (“2” instead of the word “two”). If the unit designator is not used in the address, the unit designator is placed before the street information separated by a hyphen (317-10228 148 ST). Valid examples for placement of the unit designator include: 1 MAIN ST APT 2 or APT 2 1 MAIN ST or 2-1 MAIN ST.

Delivery Address Information—Non-Civic Address

Non-civic addresses are used when the service provided to a customer is a lock box, general delivery, or route service where civic address information is not available.

Mode of Delivery Information

Mode of delivery information is to be placed on the same line as delivery installation information. Mode of delivery information may consist of the following elements:

- **Mode of Delivery Designator** — The official CPC symbol for Postal Box (PO BOX), Rural Route (RR), Suburban Service (SS), Mobile Route (MR), or General Delivery (GD).
- **Mode of Delivery Identifier** — Numeric identifier separated from the mode of delivery designator by one space. Do not use the number sign (#) or the French abbreviation (nº) before the mode of delivery identifier (PO BOX 123, not PO BOX #123).

Delivery Installation Information

In areas where there is more than one delivery facility in the municipality, delivery installation information is used with mode of delivery to identify the specific facility servicing the delivery address.

When delivery information is required, it is placed after the mode of delivery information, separated by one space.

Delivery installation information may consist of these elements:

- Delivery Installation Area Name—The area name identifies the general location of the delivery installation and is usually a village, town, community, municipality, or metropolitan area. The delivery installation area name is not required if it is the same as the municipality name.

Use	***Not***
PO BOX 59 BELL ISLAND FRONT NF A0A 1H0	PO BOX 59 BELL ISLAND FRONT BELL ISLAND FRONT NF A0A 1H0

- Delivery Installation Type and Qualifier—The type and qualifier identify the specific delivery installation in urban areas where there is more than one installation (for example, in the delivery address **GD SCARBOROUGH STN LCD WEST HILL**, the delivery installation area name is SCARBOROUGH,

the delivery installation type is STN, and the delivery installation qualifier is LCD WEST HILL).

Municipality

Municipality refers to a municipality, town, village, community, or directory area name recognized as a valid mailing destination. The municipality is the first component of the last line of the Canadian address and is required for all address types.

Province

The province component is required for all address types. It is the second component of the last line of a Canadian address. It should appear on the same line as the municipality, separated from it by a single space.

Province should be identified by the international two-character symbol as listed on page 9 of this chapter.

Postal Code

The postal code component is required for all address types and is made up of six alphanumeric characters arranged in two sets of three. The first set of three (letter, number, letter) is known as the Forward Sortation Area (FSA). The second set of three characters (number, letter, number) is known as the Local Delivery Unit (LDU).

The format of the postal code is always A9A 9A9, where A is a letter and 9 is a number. There should always be one space between the first three and the last three characters of the postal code.

The postal code should appear on the same line as the municipality and the province and is separated from the province by at least two spaces.

Country

The country name is used only on mail pieces delivered outside Canada. The official English or French language spelling for the country name will appear alone on the last line of the address block for a foreign address.

Mail originating in other countries for delivery in Canada will have CANADA appear alone on the last line of the address block.

Software Evaluation and Recognition Program (SERP)

This section briefly explains what the Software Evaluation and Recognition Program (SERP) is and provides examples of the evaluation process based on SERP rules for correction and validation. These actual examples provide a step-by-step analysis with explanations and an evaluation of the results.

What Is SERP?

SERP is Canada Post's acronym for Software Evaluation and Recognition Program, an independent body that is responsible for testing and recognizing software packages that meet or exceed stated standards for address correction and validation. It is important to you, the user, because Canada Post accepts the Address Accuracy Statement only from software packages that have been SERP-recognized.

CPC created SERP to evaluate address correction/validation computer software packages, recognize those programs meeting CPC addressing requirements, and make available a list of officially recognized software Packages. SERP provides CPC customers with the support and tools they need to prepare mail to take advantage of incentive rates according to CPC criteria.

How Does the Process Work?

The evaluation and recognition process consists of three steps:

1. **Self-Test** — This step allows the software vendor to determine the readiness of the software package by testing the software package

with a SERP-provided test file of addresses and comparing the results with a SERP-provided Expected Results File.

2. **Formal Test** — This step allows the software vendor to submit the software package to SERP. SERP tests the software by running a test file of addresses to generate a Formal Test Vendor Results. Prior to testing, the vendor signs a Recognition Agreement and a Subscription and License Agreement with CPC.

3. **Evaluation** — SERP evaluates the test results, determines the performance level of the software package, and provides the vendor with detailed results. If the performance level of the software package meets SERP evaluation requirements, it is added to the list of Officially Recognized Software Packages and recognized for one or more years.

The software packages must validate and correct an address.

Address validation requires the software package to properly categorize addresses as either valid or invalid in 98% of the cases. An address is considered valid if it is complete and correct when compared to the CPC Postal Code Data Files.

Address correction takes invalid addresses and attempts to correct the “correctable” address (addresses that result in only one given address, based on the provided information), and to reject those that are deemed “non-correctable” (addresses that could result in more than one address, based on the provided information).

When the software attempts to correct correctable addresses, SERP requires it to be successful in 75% of the cases.

The CPC Postal Code Data Files

Canada Post Corporation maintains the CPC Postal Code Data Files.

These files assign a postal code to every address in Canada. The information needed to validate or correct address lists is contained in these data files. The CPC Postal Code Data Files include the following four files:

- Address Lookup File
- Municipality Cross-Reference File
- Street Cross-Reference File
- Building, Large Volume Receiver (LVR), and Government Names File.

During the validation and correction procedures, every address in your address file is matched against the data in the CPC Postal Code Data Files. If your address matches an address or address range in the Postal Code Data Files (by meeting the minimum match criteria), then the address in your address file is returned as “valid”; otherwise, the address is “invalid.” Addressing quality — the content, not just the readability — is essential to reduce instances of undeliverable or misdirected mail and to avoid delivery delays.

What Is a “Valid” Address?

Canada Post defines a mailing address as the information required to identify a point of call and/or delivery point. CPC has regulations that define a “valid” address:

- The address must contain all required components as found the CPC Postal Code Data Files.
- The address must provide an exact match on all components for only one address in the CPC Postal Code Data Files, allowing for acceptable alternate words and names listed in the CPC Postal Code Data Files.
- Address components must be presented in a form that allows them to be identifiable without ambiguity. Certain components may require key words or “qualifiers” to identify them. For instance, a Route Service address requires the key words “Rural Route” or

"RR" for differentiation from a "Suburban Service" or "SS" address with the same number.

There are exceptions to this definition. For further information, you should contact your local CPC representative.

What Is an "Invalid" Address?

An "invalid" address is one that does not meet CPC requirements for a valid address. Examples of this include address components that are missing, invalid, or inconsistent.

StreetSweeper is certified for every Canada Post mailing category. It keeps you well ahead in cleaning up and streamlining your direct mail lists.

This document explains the procedures. We recommend the sequence of tasks.

- Opening a new project requires the address database file to be uploaded.
- Merging any other applicable files into the project.
- Verifying of addresses. Now you need to decide what will happen with the invalid addresses. Do you need to correct or find the correct addresses? Do you need to update your original content?
- Purging addresses with appropriate criteria.
- Creating the valid reports needed by Canada Post, since 95% accuracy is required for a discount with Canada Post. These reports are certified and required by Canada Post.
- Presort the mail and bundle the mailing as Canada Post requires for a discount price.

Program & Document Conventions

StreetSweeper follows the conventions of any typical Windows applications. There is a menu bar, as well as buttons that can perform the same functions.

Table 2: Document Convention Used

Label Format	Description of where this is found in StreetSweeper
File	Found on menu bar
New Project	Button label
REC_ID	Field label (heading of a column)

For example, open ***File*** on the menu bar, and then select ***New Project...*** is an equivalent command to clicking on **New Project**.

Purchasing Options

One licence for software comes with one dongle. This is one program for one computer.

The dongle has a USB connector with a LED light, which lights up red when the computer is on.The LED light is found on the upside.

Figure 2: Views of the Dongle

Upside of Dongle

Underside of Dongle

Software is still functional without the dongle, but you will not be able to export or create output files.

Software licence comes in:

- single user
- 10 users
- 25 users

By default, one dongle is sent out with every purchase.

For multiuser licence, more dongles can be requested for stand-alone installations or a multiuser activation key can be provided for server install.

Monthly Updates

Each month Canada Post updates the Letter Carrier route files. These updates are sent to you approximately three weeks ahead of time

It is highly recommended that you update the StreetSweeper software monthly.

Install Procedure

Place the CD in the drive and wait until the splash screen appears. Use the links that correspond to the modules you have:

- Install programs in c:\streetsweeper2
- lcp current in c:\streetsweeper\lcp
- lcp next in c:\streetsweeper\lcp1
- address file in c:\streetsweeper\post

These folders are the recommended locations.

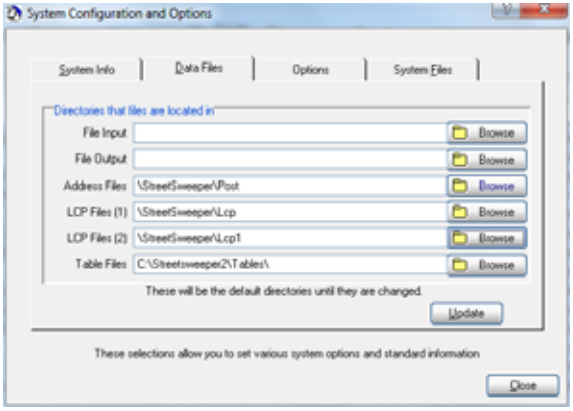
Setup & Configuration

Files can be installed anywhere as long as you define the location(s).

- Select ***Setup.***
- Select ***System Configuration.***
- Select ***Data Files*** tab.

Make sure it appears as in Figure 3, "System Configuration, Data File Tab".

Figure 3: System Configuration, Data File Tab



- Click **Update**.
- Click **OK**.
- Click **Close**.

The StreetSweeper program is now updated with the most current data.

These options are only available on the menu bar. There are no buttons associated with these functions.

You have the option of redirecting the locations of files in your computer system, and this is where you let the StreetSweeper program know where the new folders and files are located.

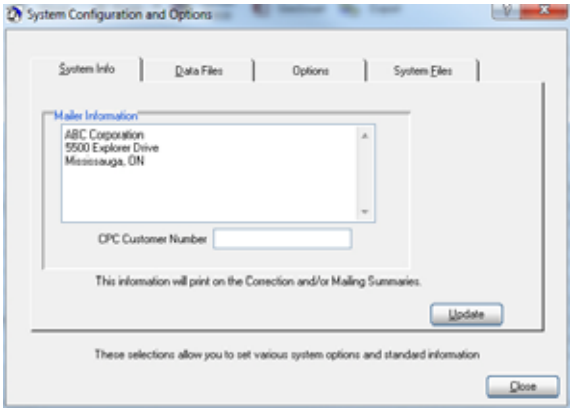
There are tables in address correction. You can modify or customize elements of these tables to better reflect your mailing list.

System Configuration...

These options are for your system setup. The initial setup should only need to be set once.

Select ***Setup***, and then select ***System Configuration...***

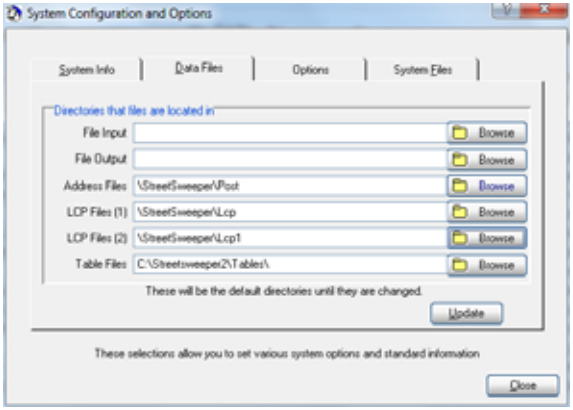
Figure 4: System Configuration Screen, System Info Tab



Mailer Information: This information will, by default, print on the Mailing Summary. It may be changed when you run the pre-sort.

CPC Customer Number: This is the default Canada Post customer number that will print on the Mailing Summary. It may be changed when you run the presort.

Figure 5: System Configuration Screen, Data Files Tab



File Input: This is the default directory when accessing a file. If blank, the default is the main StreetSweeper directory.

File Output: This is the default directory when creating output files after running a presort. If blank, the default directory will be the directory that the original file is in.

Address Files: This is the directory that your address files are located in. Normally this directory should not be changed.

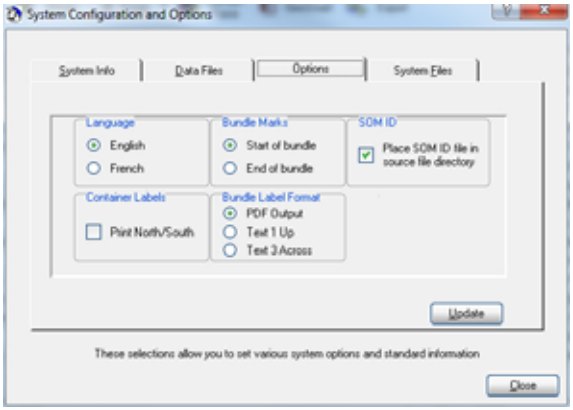
> If a drive letter is specified, the system will look on that drive for the directory. If no drive letter is specified, the system will look on the drive that you are currently running on.

LCP Files (1 and 2): This is the directory that your presort files are located in. Normally this directory should not be changed. However, you may wish to create multiple directories with different month's LCP files, in order to concurrently maintain more than one set of files. If you specify different directories for LCP 1 and LCP 2, whenever you run a pre-sort, you will be prompted for which month's LCP files that you wish to use.

> If a drive letter is specified, the system will look on that drive for the directory. If no drive letter is specified, the system will look on the drive that you are currently running on.

Table Files: This is the directory where the Table Files are located. Refer to "Table - Modify/Update..." on page 32 for further details.

Figure 6: System Configuration Screen, Options Tab



Language: Select which language you would prefer. The system must be exited and restarted before the language change will take effect.

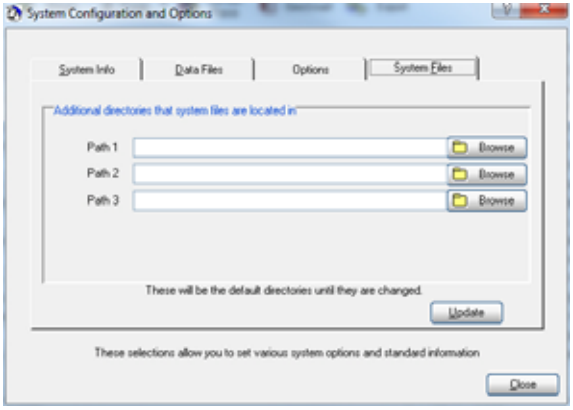
Bundle Marks: Within your project, the bundle marks (*) found in the column, *CONT_BAG*, indicates the beginning or end of the bundle. The placement of the bundle mark is determined here. (You should be setting the View to Presort. Refer to "View" on page 103 for more details.)

SOM ID: Select where you want the SOM ID file to be located. By default it is located in the \STREETSWEEPER2 directory.

Container Labels: This is to enable *Print North/South*. This option will print the labels numbered underneath each other so that they can be cut with a paper cutter.

Bundle Label Format: You have three choices to print labels. StreetSweeper can produce a fully formatted label, or you can provide text files, which you can format in another program.

Figure 7: System Configuration Screen, System Files Tab



Additional paths to system files may be specified here. You may have a requirement to locate some of the files split over more than one drive, if that is the case, then the system will check these additional paths when trying to locate the files.

Table - Modify/Update...

This is the opportunity to customize some of the tables.

French Accents...

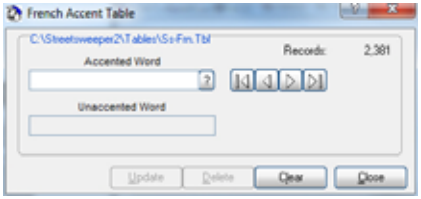
The system maintains a list of words that require French accents. If this option is selected in Address Correction a word, in any of the defined fields, that requires an accent will have one added.

You may have additional last names with accents that you need to include for your mailing list. This section explains how to change and add more names and words.

This is controlled by the file ss-frn.tbl, which by default is in the directory of \StreetSweeper2\Tables.

Select ***Setup***, then select ***Table Modify/Change...***, and finally select ***French Accent...***

Figure 8: French Accent Table Screen



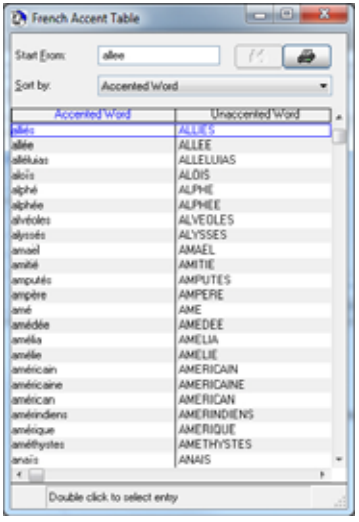
Type a word in the *Accented Word* box to see if it is included in the table. Click on one of the arrows to the side of *Accented Word* field. If the word does not exist, you will be asked if you want to create this new word. You can alter the spelling of names and words here. (It is suggested that open the *Character Map* in your Microsoft Windows system to find the accented letters to generate your new accented words.)

You can open *Character Map* with the **Start** button, select *Accessories* folder, then select *System Tools* folder, and finally select *Character Map*.

By clicking on **?,** you may browse through the list. The following screen appears. This lets you see words already being accented.

To delete a word with an accent, click **?,** and select the word by double-clicking and then selecting the delete button.

Figure 9: French Accent Table Screen 2


French Accent Table
Start From:
allee
Sort by:
Accented Word
Accented Word
Unaccented Word
allée ALLEE
alléluias ALLELUIAS
alléluias ALLELUIAS
alléluias ALLELUIAS

Maintaining the Table Changes

You should maintain your table in a different location other than \StreetSweeper2\Tables, because any changes you make will be overwritten by any new table installed during the monthly program update.

Copy all the tables located in \StreetSweeper2\Tables to another directory altogether.

Select ***Setup***, then select ***System Configuration*** and select ***Data Files*** tab to define where the new location is.

UPPER and Lower Case...

This file contains words or acronyms that require a unique upper and/or lower format. When choosing the upper and lower case options in Address Correction, this table will be used to format the word exactly as it is in the table.

This is controlled by the file ss-case.tbl, which by default in the directory of \StreetSweeper2\Tables.

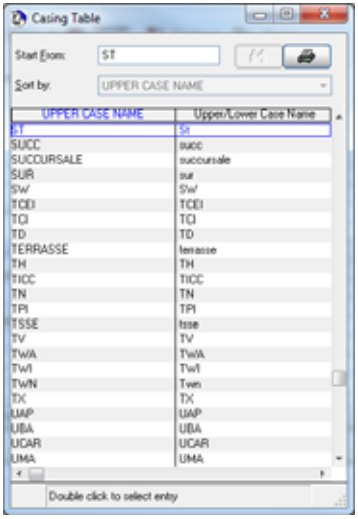
Select ***Setup***, then select ***Table Modify/Change...***, and finally select ***UPPER and Lower Case...***

Figure 10: Casing Table Screen

Type in a word in the *UPPER CASE NAME* to see if it is included in the table. Click on one of the arrows to the side of *UPPER CASE NAME* field. If the word does not exist, you will be asked if you want to create this new word. You can alter the spelling of names and words here. You can alter the name in *Upper and Lower Case Name*.

By clicking on **?,** you may browse through the list. The following screen appears. This lets you see words in the appropriate cases.

Figure 11: Casing Table Screen 2



Refer to "Maintaining the Table Changes" on page 34 on keeping your changes after updating the software.

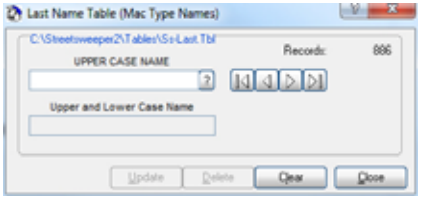
Mac Type Names...

This file contains last names that begin with Mac. When choosing the upper and lower case options in Address Correction, this table will be used to format the word exactly as it is in the table.

This is controlled by the file ss-last.tbl, which by default in the directory of \StreetSweeper2\Tables.

Select ***Setup***, then select ***Table Modify/Change...***, and finally select ***Mac Type Names...***

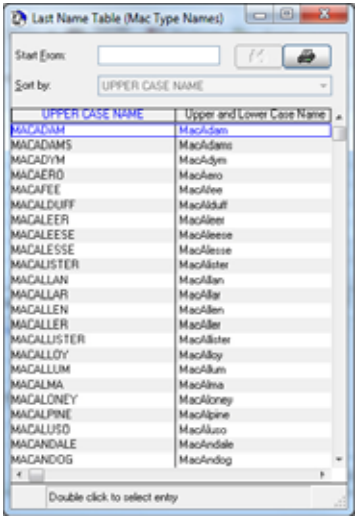
Figure 12: Last Name Table (Mac Type Names) Screen



Type in a word in the *UPPER CASE NAME* to see if it is included in the table. Click on one of the arrows to the side of *UPPER CASE NAME* field. If the word does not exist, you will be asked if you want to create this new word. You can alter the spelling of names and words here. You can alter the name in *Upper and Lower Case Name*.

By clicking on **?,** you may browse through the list. The following screen appears. This lets you see words in the appropriate cases.

Figure 13: Last Name Table (Mac Type Names) Screen 2



Refer to "Maintaining the Table Changes" on page 34 on keeping your changes after updating the software.

Purge Keywords...

The purge keyword file is used to remove common words or abbreviations from an address when using the Purge function. Removing these common words will help find true duplicates.

This is controlled by the file ss-purge.tbl, which by default in the directory of \StreetSweeper2\Tables.

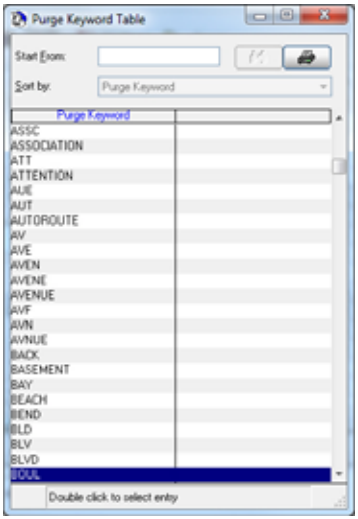
Select ***Setup***, then select ***Table Modify/Change...***, and finally select ***Purge Keywords...***

Figure 14: Purge Keyword Table Screen

Type in a word in the *Purge Keyword* to see if it is included in the table. Click on one of the arrows to the side of *Purge Keyword* field. If the word does not exist, you will be asked if you want to create this new word. You can alter the spelling of names and words here.

By clicking on **?,** you may browse through the list. The following screen appears. This lets you see words in the appropriate cases.

Figure 15: Purge Keyword Table Screen 2



Refer to "Maintaining the Table Changes" on page 34 on keeping your changes after updating the software.

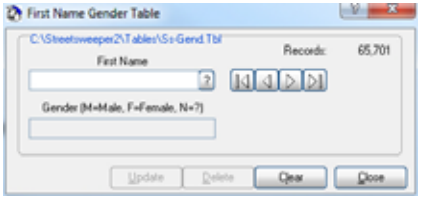
Gender Table...

This option allows you to analyze a file and determine whether a particular name is male, female or a neutral name (common to both male and female). This table contains a large number of first names that are coded according to gender.

This is controlled by the file ss-gend.tbl, which by default is in the directory \StreetSweeper2\Tables.

Select ***Setup***, then select ***Table Modify/Change...***, and finally select ***Gender Table...***

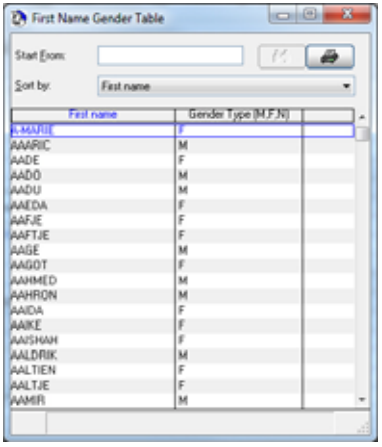
Figure 16: First Name Gender Table Screen



Type in a name in the *First Name* to see if it is included in the table. Click on one of the arrows to the side of *First Name* field. If the name does not exist, you will be asked if you want to create this new name. You can alter the spelling of names here, and you can designate the *Gender (M=Male, F=Female, N=?)* for the table.

By clicking on **?,** you may browse through the list. The following screen appears. This lets you see words in the appropriate cases.

Figure 17: First Name Gender Table Screen 2



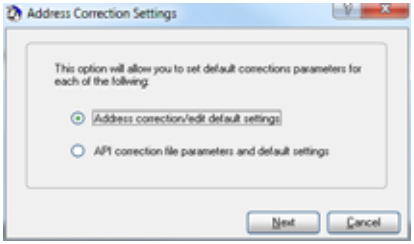
Refer to "Maintaining the Table Changes" on page 34 on keeping your changes after updating the software.

Set Correction Options....

This option allows you to set the default settings that will be used by the Address Correction module. Address Correction is available in the GUI, in batch Address Correction, in the Address Files with the Edit option and when using the API functions.

Select ***Setup***, and then select ***Set Correction Options...***

Figure 18: Address Correction Settings Screen



Address Correction/Edit: When doing Address Correction in either GUI, batch or edit mode, these default settings will be used unless a file with the same name as the one you are using has been previously processed. If that is the case, the settings that were last used with that file will be the default settings.

API Address Correction: The selected file format and the settings for Address Correction will be the settings that are used for the API Address Correction option.

File Importing & Mapping

You create a new project to begin the process. It is assumed that you have a file of names and addresses in a valid format for the StreetSweeper program.

Each project should be in its own individual folder. The reason for this recommendation is that all the generated files will be placed in the same folder as the project file.

Importing the Data Files

The program can open a variety of file types. The valid file types are:

- Excel files (either .xls or .xlsx)
- Delimited files (commas, tabs, pipes)
- DBF files
- FoxPro files (special type of DBF file)
- Fixed length text files (with or without CR/LF at the end of each record)

The fields in these files require mapping.

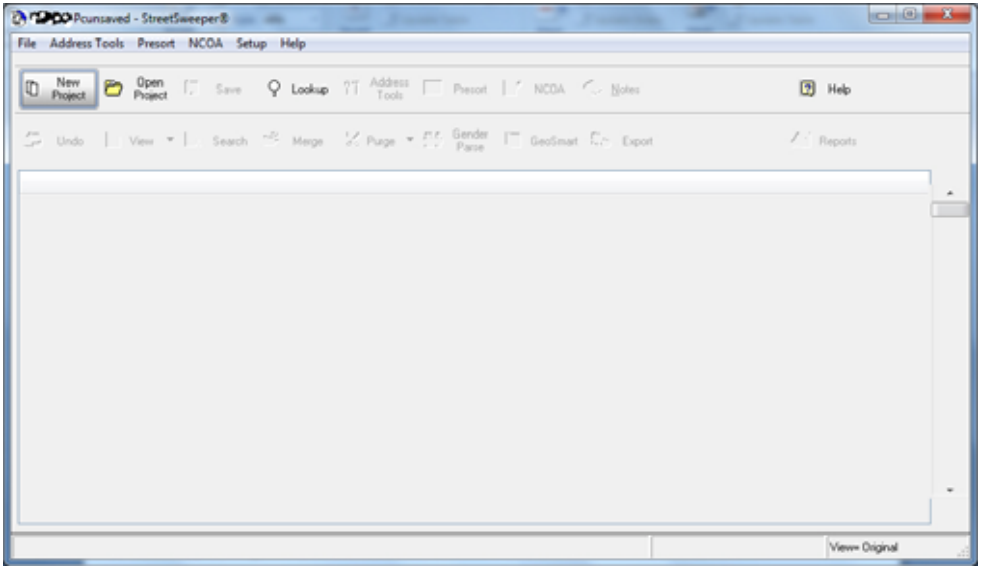
Procedure

The sequence begins with the setting up of the project. You must first open the file of your address list. Since the order and fields arrangements can be varied, you must indicate what and where the fields are.

The following steps are how to create a new project.

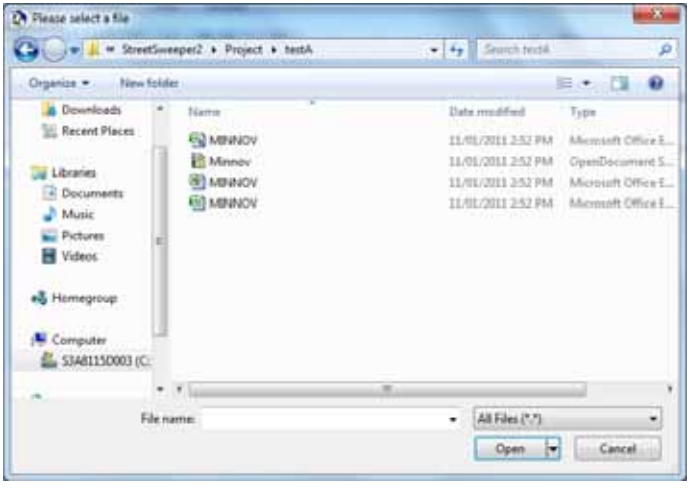
- Open the StreetSweeper program.

Figure 19: New Project Screen



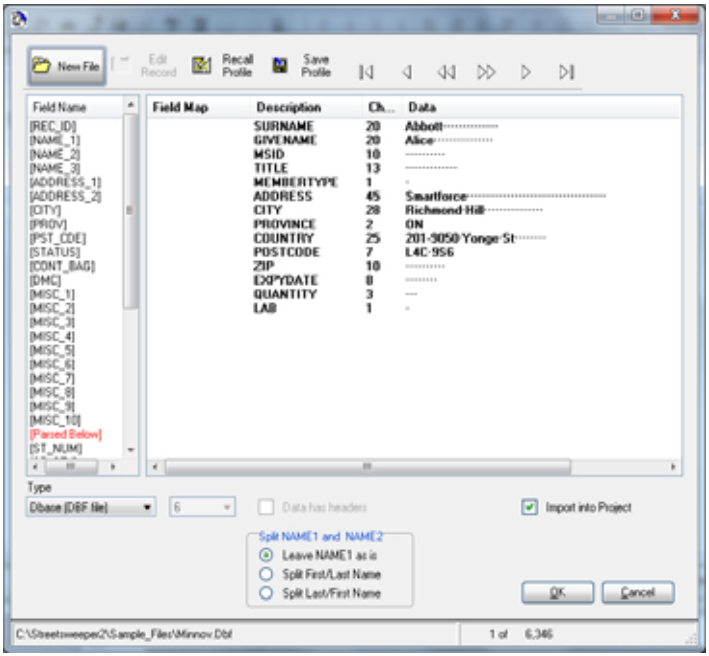
- Click on **New Project**. This will open another window.

Figure 20: File Selection Screen



- Select the file. This will open the mapping screen for your database file.

Figure 21: Mapping Fields



Mapping fields tells StreetSweeper what data components the software will be utilizing.

- Select the *Field Name* by clicking on it. To apply your chosen field, drag the Field Name Selection to the *Field Map* column in the appropriate row. An alternative method of selection is to select the Field Name by clicking on it and then double click on the row in *Field Map*.

  The mandatory fields to be mapped are: Address, City, Province, and Postal Code (*[ADDRESS_1]* or *[ADDRESS_2]*, *[CITY]*, *[PROV]*, and *[PST_CDE]*).

- If not all the necessary fields are labelled, then a message will appear to fill the fields when clicking on **OK**.
- When you click **OK**, you are prompted to name the project file. It is recommended to save the project in the default StreetSweeper Project folder.

By default a file is imported into the project. Only when a DBF or a fixed length file is selected, there will be an added check box, *Import into Project*.

Importing the file will give the project the following properties:

- It will count all the records into the project when processing the data into the project.
- Data structure will change to conform to the project.
- All the new columns will be added automatically by StreetSweeper.
- All StreetSweeper functions are available.

New fields are created in your data. These fields will be populated when you click on another button.

Not importing the files will give the project the following properties.

- Your data structure is maintained.
- You will be required to add all the columns that StreetSweeper needs. The additional columns that may be required are *STATUS* with field length of 10 (used in Address Correction), *CONT_BAG* with field length of 13 (used in Presort), *DMC* with field length of 10 (used in Presort), *OEL* (mapped *MISC_4*) with field length of 45 (used in Presort), and *NCOA* with field length of 14 (used in NCOA).
- The second row on the main StreetSweeper screen will not have available the functions. You cannot **Undo**, **View**, **Merge**, **Purge**, **CMA Suppression List**, **Gender Parse**, **GeoSmart** or **Export**.

Save Profile Button

Saving a profile allows you to use multiple files that have the same file format. This simplifies importing or merging a file that has a saved profile. Click on **Save Profile** and you will be prompted to name it.

Once a profile has been saved it, can be used later with **Recall Profile**.

If the profile is saved then whenever you run Address Correction or Presort the options used will be automatically saved for reuse when you have a new file that uses this profile.

Recall Profile Button

Recall Profile is used when you have a file with the same structure but only the data changes.

This saves you time as mapping the fields is done automatically.

Arrows

The arrows at the top of the window allow you to navigate through your address entries. This can be used to see that your data is consistent throughout.

"Data has headers" Checkbox

On the bottom of the page, there is a checkbox for ***Data has headers***. Use this when a descriptive header appears as the first record, so this row will be ignored.

"Split NAME1 and NAME2" Checkbox

The mail can be addressed with the full name in one field or with two fields (first name and surname). You can have the program parse the data, if applicable. You can choose one of three conditions that reflect your data: ***Leave NAME1 as is*** (this is used when the names are already in different fields), ***Split FIRST/LAST Name*** (a space or comma is where the split in the name fields will happen), or ***Split LAST/FIRST Name***.

Type

This dropdown box allows you to change the definition of new file. It is recommended that you do not change this. If you do, please use the arrows to verify that other entries still make sense.

File Format

Table 3: StreetSweeper SSQ File Format of Imported File

Field	Description
FID	File ID
RID	Record ID
PID	Purge ID
Record ID	
Name 1	
Name 2	
Name 3	
Address 1	
Address 2	
City	
Province	
Postal Code	
Status	V, N, C
Container/Bundle/ Pallet	1/1/1
DMC	xxx(A)
Misc 1	
Misc 2	
Misc 3	
Misc 4	
Misc 5	
Misc 6	
Misc 7	
Misc 8	
Misc 9	
Misc 10	
Old Address 1	
Old Address 2	

Field	Description
Latitude	
Longitude	
Origin Postal Code	
Destination Postal Code	
Distance (km)	
LCP Sequence	
Sort Level	
OEL	Optional Endorsement Line
Container Number	
Bundle Number	
Pallet Number	
Container Break	
Bundle Break	
Pallet Break	
DMC	
Audit Code	
Container Postal Code	
Run Date	YYYYMMDD
Drop Date	YYYYMMDD
Mail Type	LM=Lettermail, PM=Publication, AM=Admail
Ncoa Move Date	YYYYMMDD
Ncoa Type	F=Family, I=Indivual, B=Business
Ncoa Destination	D=Domestic, F=Foreign
Ncoa Language	E=English, F=French
Ncoa Nixie	Y or N
Ncoa ID	Identification Number
Ncoa Country	

Table 3: StreetSweeper SSQ File Format of Imported File

Field	Description
Old City	
Old Province	
Old Postal Code	
Address Type	
Street Number	
Street Number Suffix	
Street Name	
Street Type	
Street Direction	
Unit Type	
Unit Number	
Service Type	
Service Number	
Box Type	
Box Number	
Area Name	
Station Type	
Station Description	
Gender	
Gender Name	

Field	Description
Fields 01 to 50	Original data fields

Notes

This allows you to place a note onto the project. This is used to remind yourself or others about any special things to note about the project.

Click on **Notes**.

Figure 22: Notes Button

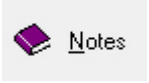
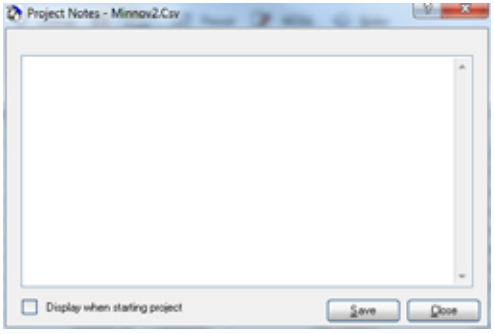


Figure 23: Notes Screen



Type in your message. Check the box *Display when starting project* to open the message for anyone who opens the project.

Address Correction

Once your files are part of your project in StreetSweeper, you want to find out how accurate your address data is.

You may want to remove the invalid addresses or correct them manually, if possible. Error codes are provided to help guide you to correct the addresses.

Click on **Address Tools**.

Figure 24: Address Tools Button

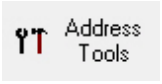
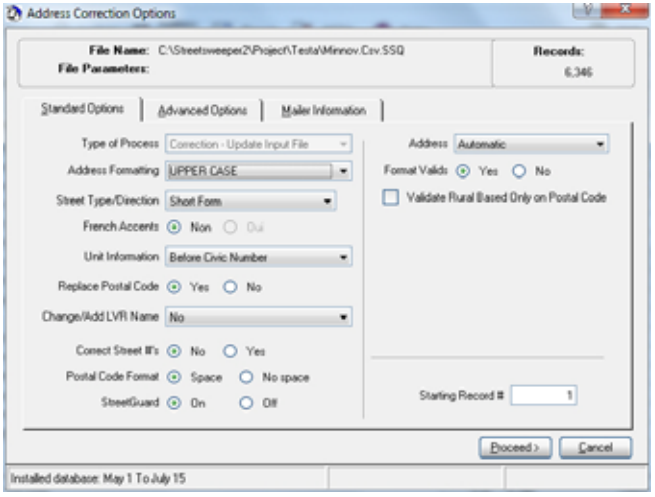


Figure 25: Address Tools - Tab: Standard Options



It it suggested that only the first four fields on the *Standard Options* tab should be changed.

The following are the explanations for the options available.

Address Formatting: You have a choice to have the addresses formatted in all in upper case (*UPPER CASE)* or in combination of upper and lower case (*Upper and Lower Case*).

Street Type/Direction: You have a choice to format out the street address as *Short Form* or *Long Form*.

> For example, if the address is Queen Street West it can be written as Queen St W (short form) or Queen Street West (long form).

French Accents: This option is only available when you have selected *Address Formatting*: *Upper and Lower Case*. Your choices are *Non* or *Oui*.

> When *Oui* is selected, the addresses will be accented and formatted in the French addressing style. Also see the Advanced Options.

Unit Information: This option deals with apartment/suite numbers. Your choices are *Before Civic Number*, *Use Keywords (Same Line)*, or *Use Keywords (Separate Line)*.

> Examples for these choices are:
>
> - Before Civic Number: 103-333 Vaughan St
> - Use Keyword (Same Line): 333 Vaughan St Apt 103
> - Use Keyword (Separate Line): 333 Vaughan St
>
> Apt 103

Replace Postal Code: Your choice are *Yes* and *No*.

> In the case of a conflict between the street name and the postal code, the option *Yes* will give more weight to the street name and change the postal code to match the street address.

Change/Add LVR Name: The choices are *No, Yes- Name Field One, Yes - Field Two,* or *Yes - Name Field Three.*

LVR is Large Volume Receiver. Canada Post assigns a unique postal code to large companies and organizations. In this case the name of the company is maintained on the database. By choosing to add the LVR name, you will then be asked which field to insert the name into. This option may help standardize company names and/or assist in subsequently purging duplicate companies from your file.

Correct Street #'s: The choices are *No* or *Yes*.

If the street name is valid, but the street number does not exist on that street, the system will use the postal code to find the address. If the postal code refers to a business or apartment building, then it will correct the street number if you have selected *Yes*. Generally you should NOT use this option as there is a chance that the street number and postal code are BOTH wrong!

Postal Code Format: The choices are *Space* or *No Space*.

Whenever StreetSweeper is printing an address, a space will automatically be inserted in the postal code, if the option is on.

If the parameters for the postal code are 7 or more characters you have the option of formatting the postal code with or without a space.

StreetGuard: The choices are *On* or *Off*.

If the street name is spelled wrong, the system will use the postal code to find the correct name. Providing the street number also matches the postal code, the street name will then be corrected. In most cases this will be the proper correction. However, in some cases the street name is incorrect and the postal code is incorrect, but, by chance, it matches the street number range.

With the StreetGuard option *On,* the street name will only be corrected if the change phonetically matches the misspelled name.

Address: The choices are *Automatic* or *Name 3 and address 1 & 2*.

In most cases the address information is located on address lines one and two. In some cases it may span three lines — in this case *Name 3* may also be defined as possibly containing address information. Parameters must be defined for *Name 3* for this option to be active.

Format Valids: The choices are *Yes* or *No*.

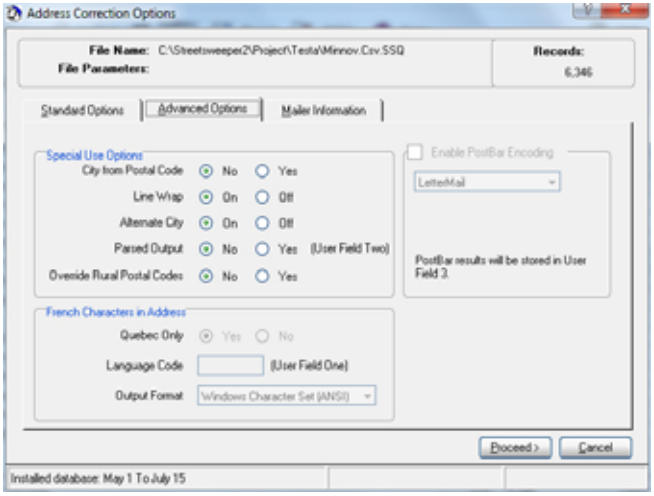
Valid addresses may optionally be reformatted to match the criteria that you have selected. By default, all corrected addresses are automatically reformatted.

Valid Rural Based Only on Postal Code: This is a checkbox to enable this selection.

For rural addresses Canada Post requires only a valid postal code. All the mail will be directed to a central location. All other content in the address line(s) will be maintained, which may help in the last step in mail delivery.

Starting Record #: You can select the first address to be verified.

Figure 26: Address Tools - Tab: Advanced Options



City from Postal Code: The choices are *No* or *Yes*.

In some cases the city name is always wrong, or the province is always missing. Therefore each address has at least one error, and StreetSweeper will not be able to correct as many addresses as it otherwise could. If you select *Yes*, the system will ignore the city and province names, and only rely on the postal code to fill in these fields. Almost always you should accept the default of *No* to this option.

Line Wrap: The choices are *On* or *Off*.

If two or more lines of address have been defined and the address information is too long to fit on one line, the system will wrap the information over two lines. The information to be moved to the second line will always be at least three characters or more.

i.e. 1243-4532 Mississauga Valley Boulevard

If this will not fit on one line, the system will check to see if the short form of Blvd. will fit, if it won't it will then move Boulevard to the second line.

Alternative City: The choices are *On* or *Off*.

In some cases an address may have a city name that is not the official name, but it is an acceptable alternate name — that city name will be retained. If you select *Off* the city name will be changed to the official name.

i.e. West Hill is a valid alternate for Scarborough in the M1B area and would be retained. With *Off* selected the city name would be changed to Scarborough.

Parsed Output: The choices are *No* or *Yes*.

In order for this option to be active, you must have defined at least 64 characters in *User Field Two*.

User Field Two is a custom-defined field.

Parsed output will format the address in address lines one and two AND parse the output into *User Field Two*. This formats the address information into separate fields for the Suite #, Street #, Street Name, Type and Direction. It also separates the information for PO Box, Rural Routes and General Delivery addresses.

You are required to define the field length in terms of characters (letters, numbers or spaces). The following explains how each entry is formatted.

Parsed Output Format

This format describes Fixed Length and DBF files.

The parsed output option will, in addition to returning the formatted address, return the parsed form of the address in *User Field Two* that must contain a minimum of 64 characters. In order to invoke this option it must be selected when running address correction.

Addresses will be parsed for *Valid* and *Corrected* records but not *Invalid* records. If the address is *Invalid* we cannot guarantee the parsed output would be correct. Note that parsed output is returned in upper or upper and lower case and with or without French accents, depending on the options that you have chosen. The street type will always be returned in the short form.

Table 4: Record Types

Code	Description
1	Street Address
2	Street Address (Route Service)
3	PO Box
4	Rural Route
5	General Delivery

The details of the composition of the record types are in the following tables.

Table 5: Record Type 1

Parameter	Character Size & Description
Record Type	1 (1)
Suite Number	6
Civic Number	6 (Right Justified)
Street # Suffix	1 (Blank=None, 1=1/4, 2=1/2, 3=3/4 or A-Z)
Street Name	30
Street Type	6
Direction	2
Filler	12

Table 6: Record Type 2

Parameter	Character Size & Description
Record Type	1 (2)
Suite Number	6
Civic Number	6 (Right Justified)
Street # Suffix	1 (Blank=None, 1=1/4, 2=1/2, 3=3/4 or A-Z)
Street Name	30
Street Type	6
Direction	2
Route Keyword	2 (RR or SS or MR)
Route Number	4
Filler	6

Table 7: Record Type 3

Parameter	Character Size & Description
Record Type	1 (3)
Box Keyword	7 (PO Box or CP)
Box Number	6
Area Name	30
Installation Type	5
Installation Desc	15

Table 8: Record Type 4

Parameter	Character Size & Description
RECORD TYPE	1 (4)
ROUTE KEYWORD	7 (RR or SS or MR)
ROUTE NUMBER	6
AREA NAME	30
INSTALLATION TYPE	5
INSTALLATION DESC	15

Table 9: Record Type 5

Parameter	Character Size & Description
Record Type	1 (5)
General Del	2 (GD)
Keyword	
Filler	11
Area Name	30
Installation Type	5
Installation Desc	15

Override Rural Postal Codes: The choices are *No* or *Yes*.

> In some cases a file may contain a large number of rural addresses without postal codes. In these cases you may get a low correction rate because the rural address is not specific enough. If this option is activated, the system will check for an EXACT match on the city and province, if it is rural the postal code will be added without verifying the address information.

Quebec Only: To enable this option, you must selected *Oui* for *French Accents*. The accents can be for Quebec only or all addresses. The choices are *No* or *Yes*. Refer to page 51 for more details.

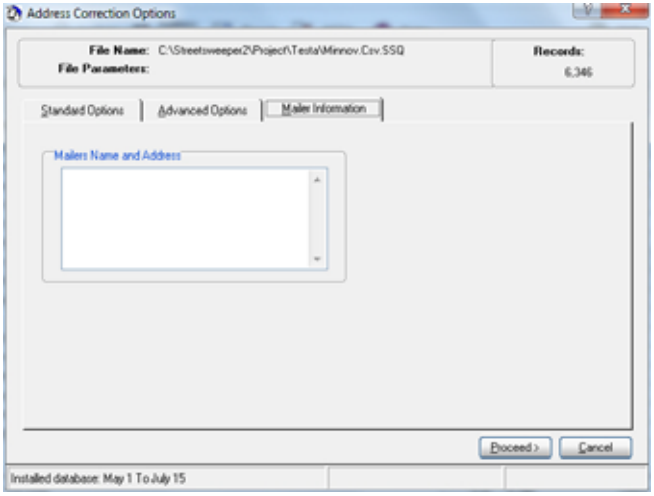
Language Code (User Field One): The optional Language code will be active if you have defined at least one character in *User Field One*. This is user input field. If you are using this option, enter the character that refers to the address being a French address.

User Field One is a customer-defined field.

Output Format: As the character set is different for Windows and DOS applications, choose the character set that you will be using for subsequent processing and/or printing of this file. The choices are Windows Character Set (ANSI) or *PC8 (DOS)*,

Enable PostBar Encoding: Maintain the default settings.

Figure 27: Address Tools - Tab: Mailer Information



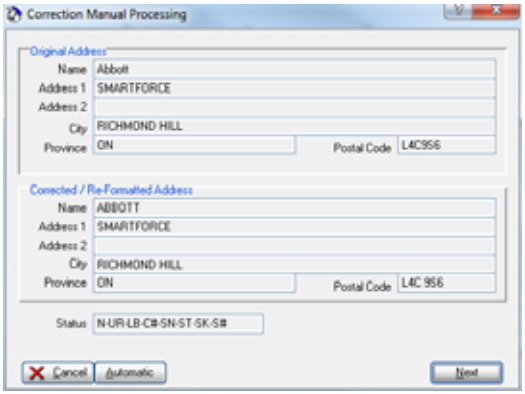
The field ***Mailers Name and Address*** is an opportunity to put in your company's mailing information. This will be printed on the mailing summary.

Procedure

Now, you are ready to process the file against the Canada Post address database.

Click on **Proceed>**. It will process one record and bring up the following screen.

Figure 28: Correction Manual Processing

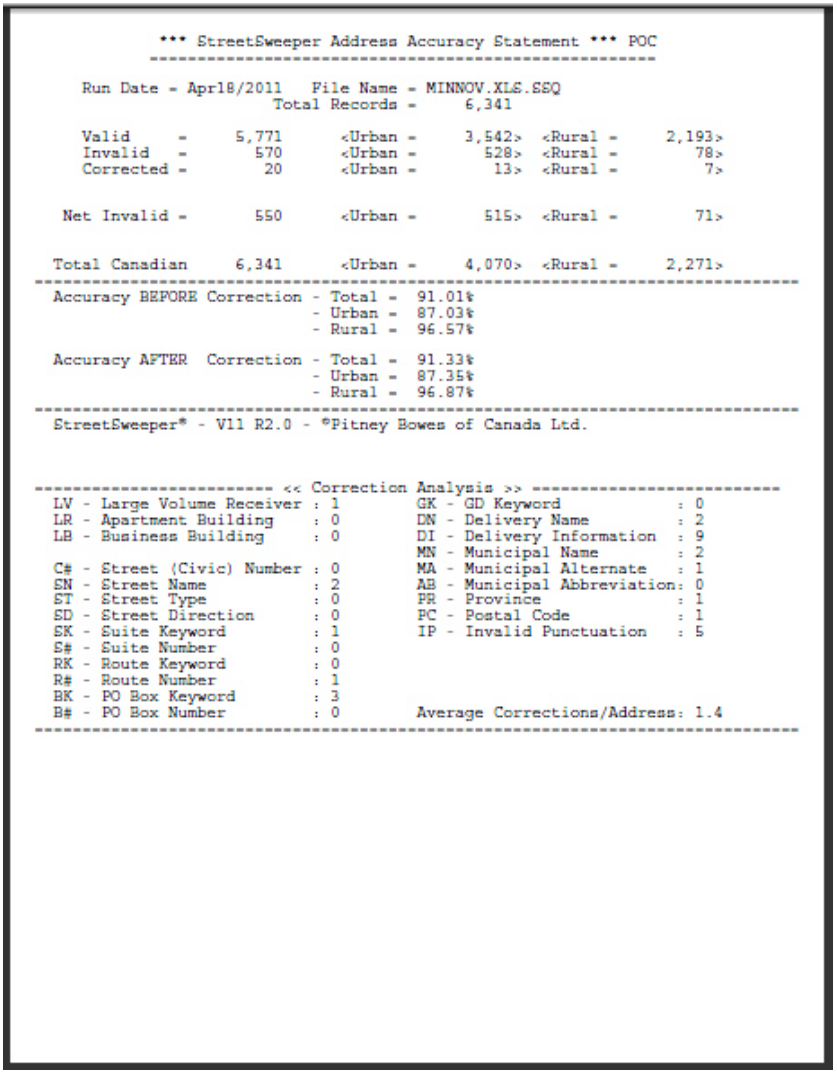


You can click on **Next** to see each record process, or you can click **Automatic** to go through the whole file.

Generated Report

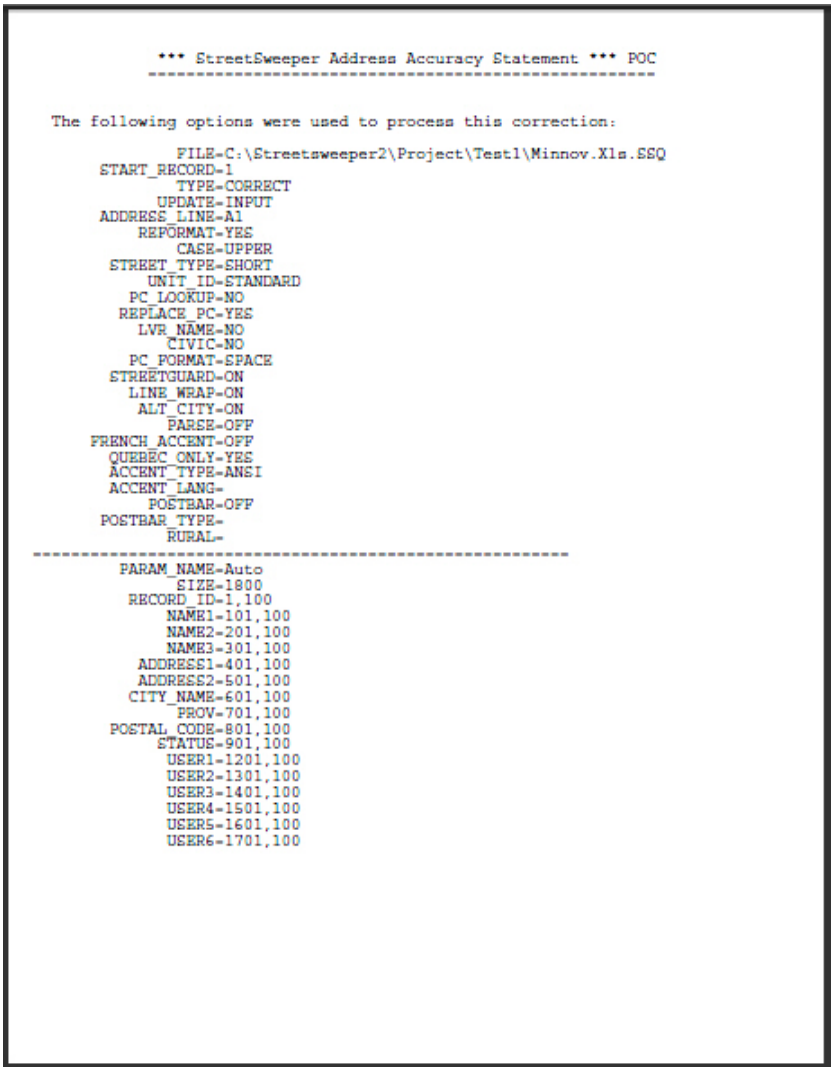
A report will be generated that is named {*filename with database file extension*}.inf.pdf, which states the summary of the address accuracy.

Figure 29: Sample of *.INF.pdf: page 1



```
            *** StreetSweeper Address Accuracy Statement *** POC
            ----------------------------------------------------

     Run Date = Apr18/2011    File Name = MINNOV.XLS.SSQ
                          Total Records =     6,341

     Valid     =     5,771      <Urban =     3,542>  <Rural =     2,193>
     Invalid   =       570      <Urban =       528>  <Rural =        78>
     Corrected =        20      <Urban =        13>  <Rural =         7>


   Net Invalid =       550      <Urban =       515>  <Rural =        71>


  Total Canadian     6,341      <Urban =     4,070>  <Rural =     2,271>
-------------------------------------------------------------------------------
  Accuracy BEFORE Correction - Total =  91.01%
                             - Urban =  87.03%
                             - Rural =  96.57%

  Accuracy AFTER  Correction - Total =  91.33%
                             - Urban =  87.35%
                             - Rural =  96.87%
-------------------------------------------------------------------------------
  StreetSweeper® - V11 R2.0 - ©Pitney Bowes of Canada Ltd.


------------------------ << Correction Analysis >> -------------------------
  LV - Large Volume Receiver : 1        GK - GD Keyword             : 0
  LR - Apartment Building    : 0        DN - Delivery Name          : 2
  LB - Business Building     : 0        DI - Delivery Information   : 9
                                        MN - Municipal Name         : 2
  C# - Street (Civic) Number : 0        MA - Municipal Alternate    : 1
  SN - Street Name           : 2        AB - Municipal Abbreviation: 0
  ST - Street Type           : 0        PR - Province               : 1
  SD - Street Direction      : 0        PC - Postal Code            : 1
  SK - Suite Keyword         : 1        IP - Invalid Punctuation    : 5
  S# - Suite Number          : 0
  RK - Route Keyword         : 0
  R# - Route Number          : 1
  BK - PO Box Keyword        : 3
  B# - PO Box Number         : 0        Average Corrections/Address: 1.4
-------------------------------------------------------------------------------
```

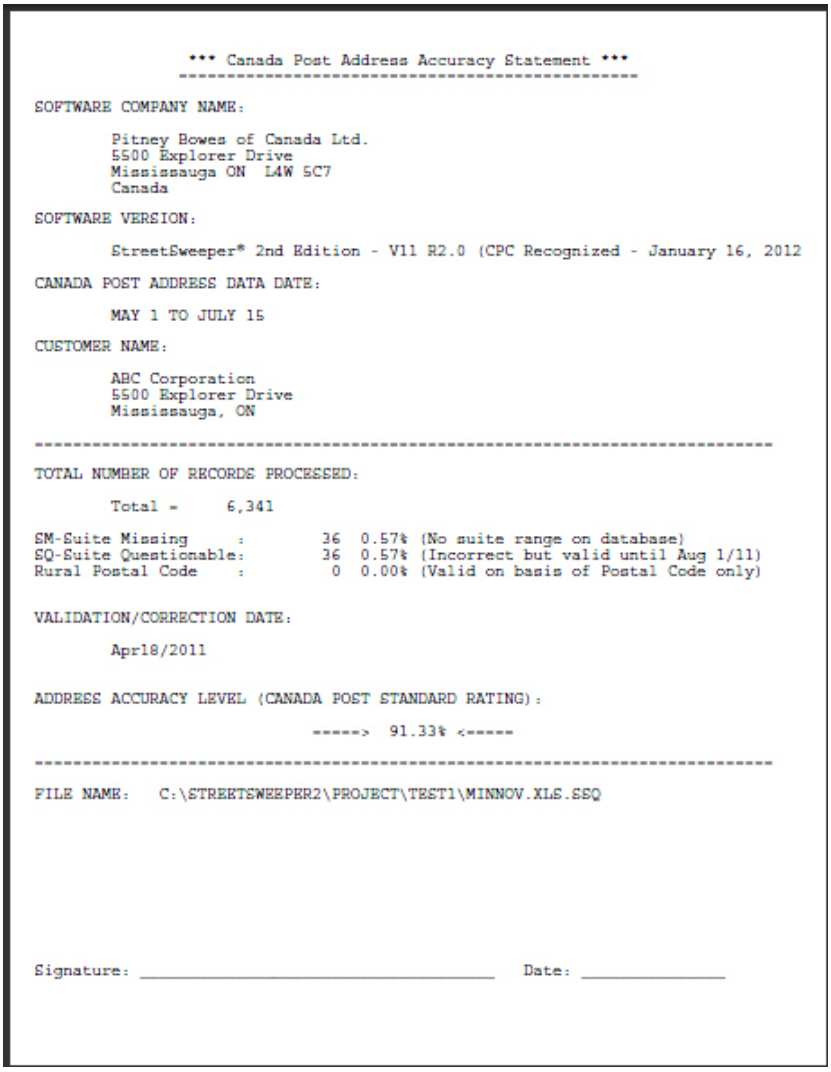
Figure 30: Sample of *.INF.pdf: page 2



```
            *** StreetSweeper Address Accuracy Statement *** POC
            ----------------------------------------------------


  The following options were used to process this correction:

                FILE=C:\Streetsweeper2\Project\Test1\Minnov.X1s.SSQ
        START_RECORD=1
                TYPE=CORRECT
              UPDATE=INPUT
        ADDRESS_LINE=A1
            REFORMAT=YES
                CASE=UPPER
         STREET_TYPE=SHORT
             UNIT_ID=STANDARD
          PC_LOOKUP=NO
         REPLACE_PC=YES
           LVR_NAME=NO
              CIVIC=NO
          PC_FORMAT=SPACE
        STREETGUARD=ON
          LINE_WRAP=ON
           ALT_CITY=ON
              PARSE=OFF
      FRENCH_ACCENT=OFF
       QUEBEC_ONLY=YES
       ACCENT_TYPE=ANSI
       ACCENT_LANG=
           POSTBAR=OFF
        POSTBAR_TYPE=
              RURAL=
-------------------------------------------------------------
           PARAM_NAME=Auto
                SIZE=1800
          RECORD_ID=1,100
               NAME1=101,100
               NAME2=201,100
               NAME3=301,100
            ADDRESS1=401,100
            ADDRESS2=501,100
           CITY_NAME=601,100
                PROV=701,100
         POSTAL_CODE=801,100
              STATUS=901,100
               USER1=1201,100
               USER2=1301,100
               USER3=1401,100
               USER4=1501,100
               USER5=1601,100
               USER6=1701,100
```

The final page of this report is required by Canada Post.

Figure 31: Sample of *.INF.pdf: page 3, Final Page



*** Canada Post Address Accuracy Statement ***

SOFTWARE COMPANY NAME:

Pitney Bowes of Canada Ltd.
5500 Explorer Drive
Mississauga ON L4W 5C7
Canada

SOFTWARE VERSION:

StreetSweeper® 2nd Edition - V11 R2.0 (CPC Recognized - January 16, 2012

CANADA POST ADDRESS DATA DATE:

MAY 1 TO JULY 15

CUSTOMER NAME:

ABC Corporation
5500 Explorer Drive
Mississauga, ON

TOTAL NUMBER OF RECORDS PROCESSED:

Total = 6,341

SM-Suite Missing	:	36	0.57% (No suite range on database)
SQ-Suite Questionable:		36	0.57% (Incorrect but valid until Aug 1/11)
Rural Postal Code	:	0	0.00% (Valid on basis of Postal Code only)

VALIDATION/CORRECTION DATE:

Apr18/2011

ADDRESS ACCURACY LEVEL (CANADA POST STANDARD RATING):

=====> 91.33% <=====

FILE NAME: C:\STREETSWEEPER2\PROJECT\TEST1\MINNOV.XLS.SSQ

Signature: _____ Date: _____

Understanding the Address Status Codes

The Address Status Code helps you know what was corrected, as well as telling you what was the cause of the errors. Understanding the code will help you quickly find the addresses in error.

Search for the column with the heading of *STATUS* in your project.

The format for codes is found in the following examples:

- V-LV-RF
- C-LB-SN-ST
- N-UR-SN-PC

The number of status codes that can be stored depends on the length of the Address Status Code. Normally the length should be ten characters. This will allow room to store the Status and up to three codes. Each code is separate by hyphens.

This information is needed only when not importing the file.

The first character of the code indicates the status of the address.

- V - Valid Address
- C - Corrected Address
- N - Invalid Address

Invalid addresses will have at least one of these codes:

Table 10: Code and Descriptions

Code	Descriptions
RU	Rural Address
UR	Urban Address
US	United States Address

The following table shows the following codes for addresses.

Table 11: Codes and Descriptions

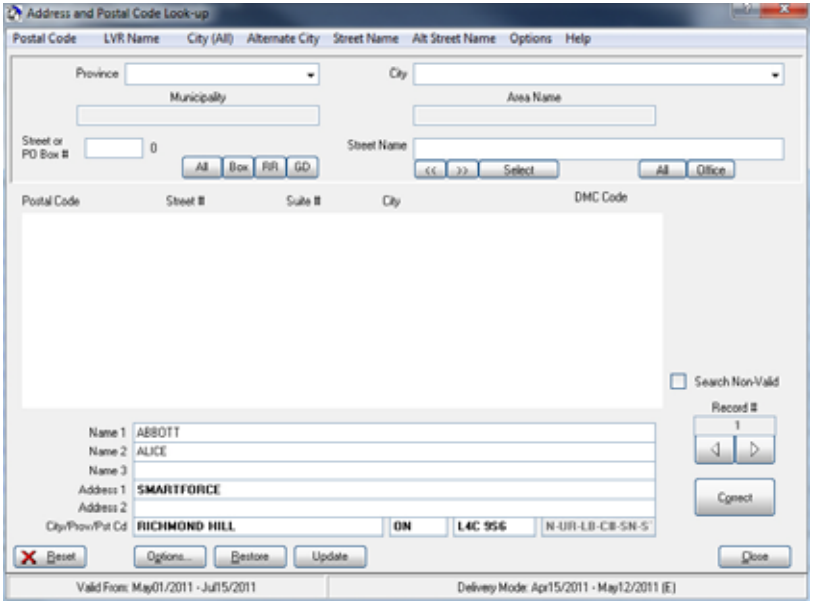
Code	Description
AB	Municipal Abbreviation
AL	Address information will not fit the defined length
BK	PO Box Keyword
B#	PO Box Number
C#	Street (Civic) Number
DI	Delivery Information (STN MAIN)
DN	Delivery Name
GK	General Delivery Keyword
IP	Invalid Punctuation
LB	Business Building
LR	Apartment Building
LV	Large Volume Receiver (LVR)
LV-??	LVR Postal Code, address information could not be validated
MA	Municipal Alternate
ML	Municipality name will not fit the defined length
MN	Municipal Name
PC	Postal Code
PR	Province
RF	Valid address that has been reformatted
RK	Route Keyword
RU-??	Valid rural postal code, address information could not be validated
R#	Route Number
SA	Alternate Street Name (Valid)
SD	Street Direction
SK	Suite Keyword
SM	Suite Number Missing (Apartment Building or Business Building)

Table 11: Codes and Descriptions (Continued)

Code	Description
SN	Street Name
SQ	Suite Questionable
ST	Street Type
S#	Suite Number
??	Unknown Address

On a record, double-click or right-click the mouse to bring up the Lookup function. A new screen appears.

Figure 32: Edit Screen



You can see the address that you need to correct.

The arrows in the bottom right corner will let you scroll through all the records. It is recommended to enable *Search Non-Valid*, so that you are looking at only the addresses that need correction.

Select ***Postal Code***, and the postal code used is the one in the current record. You can use this information to help correct the address.

Select ***City (All)*** will function similarly as ***Postal Code***.

When you enter a change, click on **Correct**. If this information is correct, the *Status* will change to indicate that the address is now valid.

For more details, refer to "Lookup" on page 95.

The invalid addresses can be corrected. To correct addresses, refer to "Lookup" on page 95.

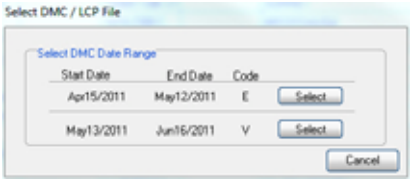
Presort

You need to presort to obtain postage discounts from Canada Post. The following describes how StreetSweeper does this for your project.

Click on **Presort**.

Figure 33: Presort Button

Figure 34: Initial Presort Screen

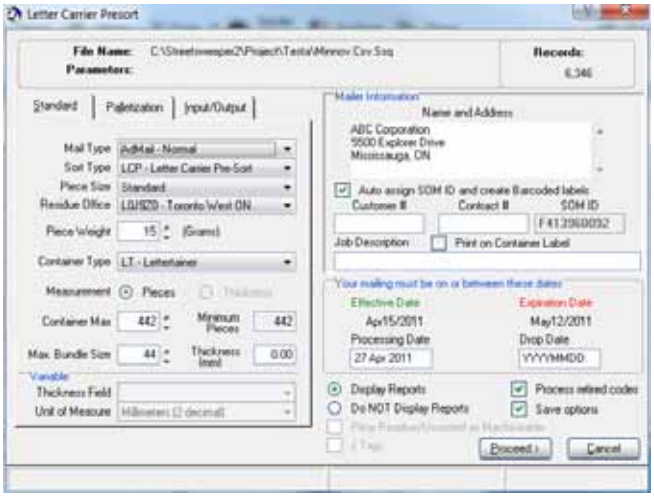


Click on **Select** corresponding to the date that the mailing will be deposited. This bring up the next screen.

Letter Carrier Presort (LCP)

The following options are available in the presort.

Figure 35: Letter Carrier Presort: Standard



Mail Type

Lettermail must have a contract with Canada Post. Requires high density and is usually suitable for utility companies. Minimum bundle size is 5.

Publications Mail must have a publication registration number from Canada Post Minimum bundle size is 6.

Admail is advertising type mail, must have a permit number. Minimum bundle size is 8.

Sort Type

LCP - Letter Carrier Presort sorts by postal station and assigns a letter carrier route number to each mail piece. This offers the lowest postage rates

NDG - National Distribution Guide sorts by postal station, where normally it is only used for small volume publications.

Piece Size

Minimum size for cards coupons and envelopes:

140mm x 90mm x 0.18mm

Minimum size for others:

100mm x 70mm x 0.18mm

Maximum standard size:

245mm x 150mm x 5mm

Oversize maximum:

380mm x 270mm x 20mm

Residue Office

A residue bag or container will be made up when there is an insufficient volume of mail to send directly to a postal installation. The Residue Office identifies where this mail should be sent.

i.e. L0J9Z0 - Toronto West ON

Piece Weight

Enter the weight of each mail piece in grams. Incorrect weight may affect the postage calculation and/or the mail makeup. Bags or containers are normally made up on the basis of the number of pieces. In some situations, with heavy pieces, they will made up on the basis of weight.

Container Type

Bags and containers have a minimum quantity, and, therefore, it is important to know what kind of bag or container you will be using.

Minimum quantities:

Small bags 4 bundles

Large bags 6 bundles

Containers: Half of the maximum

Container Maximum

It is suggested to fill one container, and then count the number of pieces in the container. This is the most practical way to confirm the maximum number of pieces that will fit in a container.

Maximum weights:

Small bags: 15 kg (33 lb)

Large bags: 22.7 kg (55 lb)

Lettertainers: 11 kg (24 lb)

Flats Tubs: 16 kg (35 lb)

Approx. 2.2 lb = 1 kg

Note: While technically all bags or containers can weigh up to 22.7 kg, the weights listed above are what is normally used.

Table 12: Canada Post Corporation Container Weight

Type of Container	Weight	Length	Width	Height	Maximum Weight (Including Container, Contents and Lid)
Lettertainer	1.8 kg	535 mm	251 mm	156 mm	22.7 kg (50 lb)
Flat Tub	1.7 kg	405 mm	240 mm	303 mm	22.7 kg (50 lb)

Maximum Bundle Size

Normally this is gauged by how many pieces will fit in one hand for standard size mail and how many pieces will fit in two hands for oversize mail.

Standard size: 4 inches in height

Oversize: 8 inches in height

Name and Address

The first four lines of this information will print on the MAILING SUMMARY report.

Auto assign SOM ID and create Barcoded labels

SOM ID is a Statement of Mailing ID. This is required by Canada Post for most mailings.

Customer

The Canada Post customer number will print on the MAILING SUMMARY report. Space will be left on the report to hand write it, if it is not filled in here.

Contract

This is the contract number that Canada Post gives to its customers to give them permission to do discount mailings.

SOM ID

The Statement of Mailing (SOM) must be entered when processing Addressed Admail in order to generate barcoded container labels. The resulting files are either located in the \StreetSweeper\SOM_ID directory or in the same directory as the original file. In this directory, there are separate folders for each SOM ID, which contain the files used to process the Electronic Shipping Tools (EST).

Job Description

An optional description of this particular job. Prints on the Mailing Summary and also on the container label.

Effective Date and Expiration Date

Your mail MUST be deposited with Canada Post on or between these dates. Failure to adhere to this may result in your mail being refused or a surcharge applied.

Display Options

When the presort is finished the complete Mailing Summary is optionally displayed. An option to subsequently print this report is also provided.

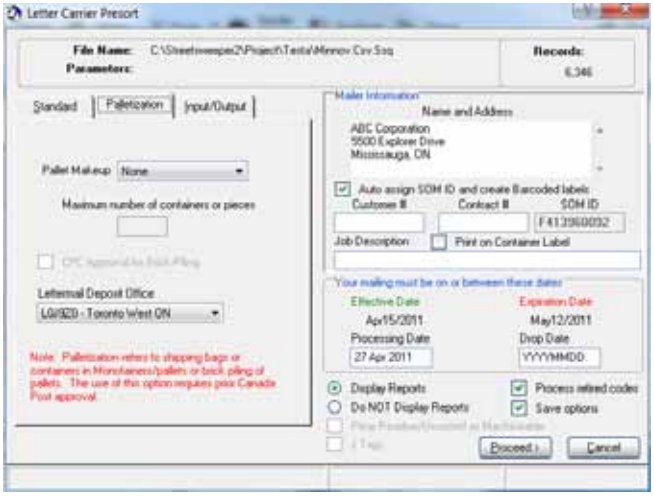
Process Retired Codes

Canada Post maintains a large number of retired or obsolete postal codes in their LCP database. These codes are normally valid for routing purposes.

Save Options

This saves the settings for the next time that you run **Presort**. If a Profile was associated with this project the options are saved with the Profile.

Figure 36: Letter Carrier Presort: Palletization



Pallet Makeup

Select the method by which the mail is being made up — either bags, containers or brick piling. The number of containers or pieces must be accurate as only so many will actually fit in a monotainer or on a pallet.

Lettertainers 36 maximum

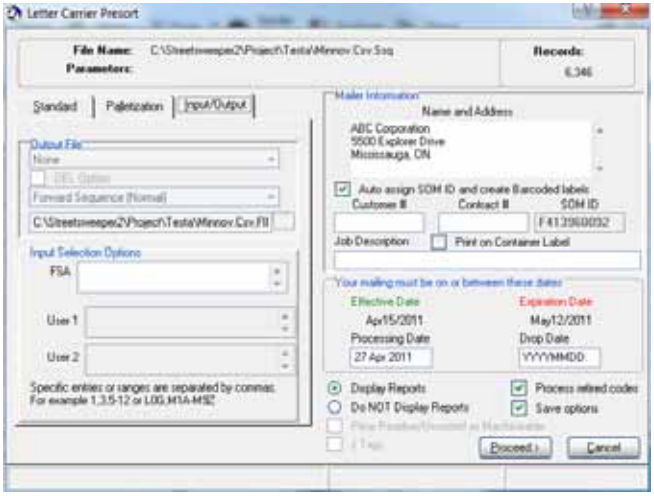
Flats Tubs 18 maximum

Pieces, which depends on the size and weight of the piece.

Lettermail Deposit Office

This is the deposit office where your company will bring your mailing (Only in the case of Lettermail).

Figure 37: Letter Carrier Presort: Input/Output



Output File

A file may be directly output as a result of the presort in any one of the following formats:

These options only apply when a DBF or fixed length file has not been imported into the project.

- Fixed length
- Comma delimited
- Tab delimited
- DBF format (if the incoming file is not a DBF file or does not have predefined fields for Bag/Bundle and DMC code it will be output to a standard format DBF file)

OEL Option

An alternative to the manual application of bundle labels is the Optional Endorsement Line (OEL). This will enable it.

Bundle Sequence

Will sequence each Bundle in either forward or reverse sequence. Primarily used when sending data to an ink-jet printer you may select

reverse bundle — this will ensure that the bundle end up in the correct order.

File Name

You may accept the default file output name or change it. The file will be output to the directory that the processing file is in unless you have defined an output file default directory using the *Setup* option. Refer to "System Configuration..." on page 29.

Input Selection Options

You may wish to select only certain records from your database to be sorted. There are three options by which to do this:

- *FSA* - first three characters of the postal code (Forward Sortation Area)

  For example:

  L0G,L0A,M1A-M9Z would select FSA's L0G and L0A and M1A through M9Z (Toronto)

- *User Field 1* - if parameters have been defined

  For example:

  12,14,18,20-30 would select code 12 and code 14 and code 18 and codes 20 through 30

- *User Field 2* - if parameters have been defined

In each of these selections you may make specific entries and/or ranges with each of these separated by a comma.

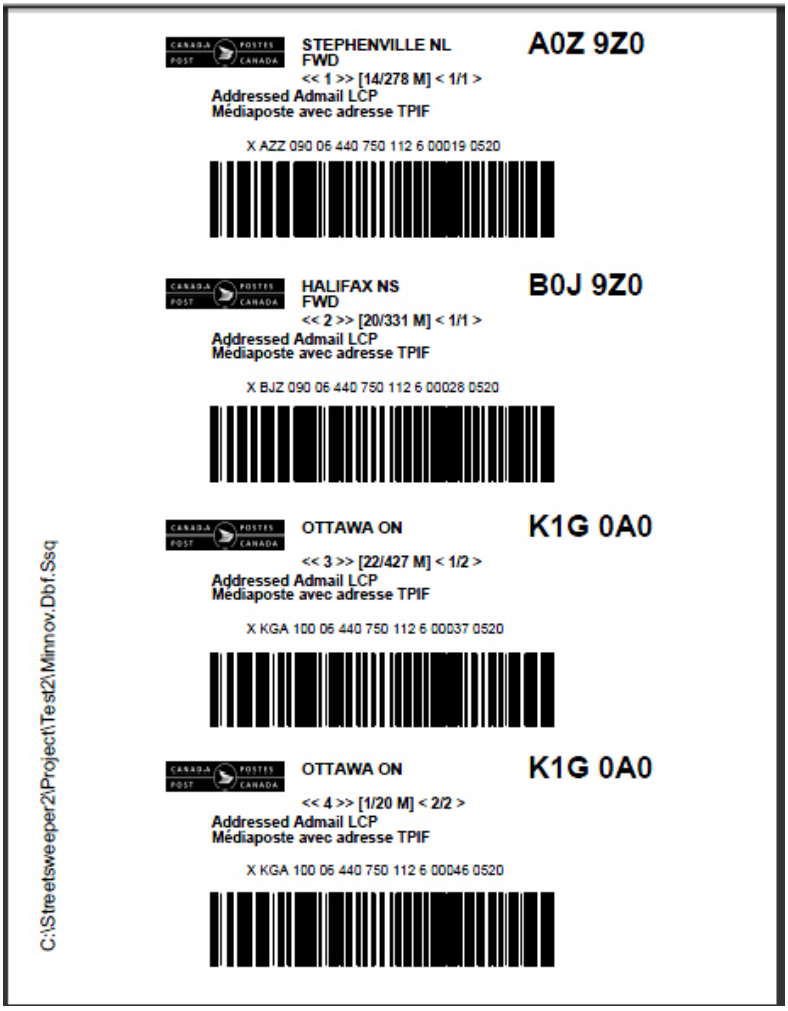
Generated Reports

Multiple files are generated:

- {*filename with database file extension*}_con.pdf

This report contains the labels required for containers.

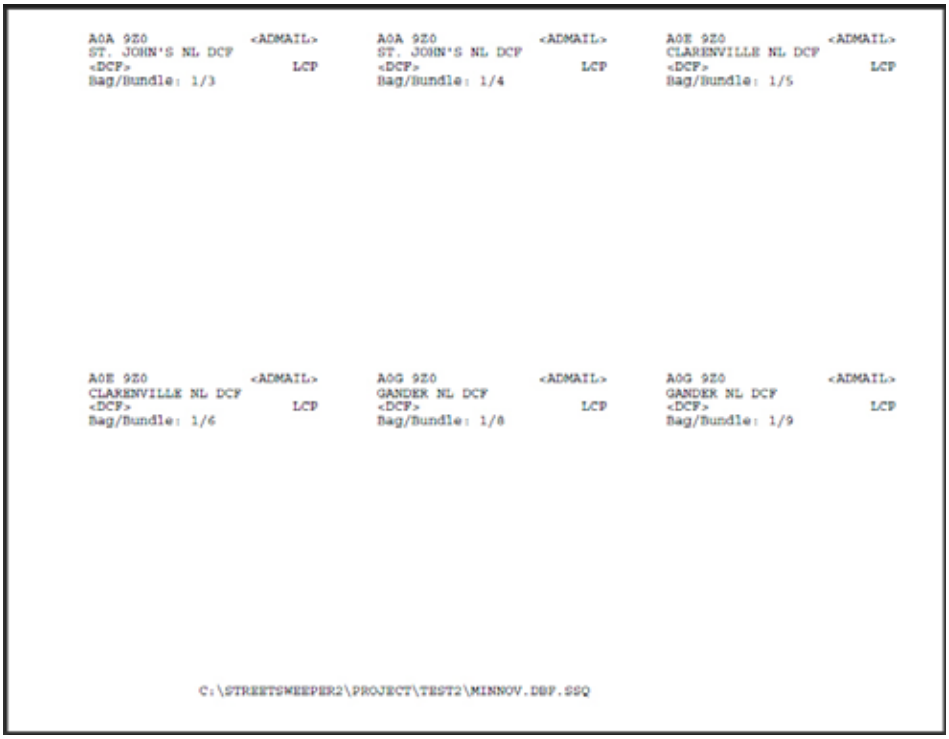
Figure 38: Sample of *_con.pdf



- {*filename with database file extension*}_bun.pdf

These labels are only required for mixed bundles.

Figure 39: Sample of *_bun.pdf



- {*filename with database file extension*}.SUM.pdf

  This report is the detailed mailing summary. It gives the price of postage, volume of mailing to areas, weights of bundles, etc.

Figure 40: Sample of *.SUM.pdf

```
                          *** MAILING SUMMARY ***
                          ======================

Customer Name :  ABC COMPANY LTD
and Address   :  123 ANY STREET
              :  OAKTOWN ON  L3R 7V1
              :
DMC Control # :  C00001-T         CPC Customer # : 1234567
Valid From    :  Jun17/2011           CPC SOM ID : F405500362
Valid To      :  Jul14/2011           Contract # :    7654321

Mail Class    :  Admail - Addressed (LCP)
Piece Weight  :     15 grams - Short and Long (Standard)

Residue Office:  L0J 9Z0  MISSISSAUGA ON FWD
Run Date      :  May26/2011
Drop Date     :  Jun20/2011

Lettertainers :      21   <Min = 400   Max =   400>
Bundles       :     335   <Min =   8   Max =    40>
Bundle Labels :     122
Uncoded Items :     146   (Not included in mailing)

                *** VOLUME DISTRIBUTION SUMMARY ***
                     Rates Effective Jan17/2011

DMC Direct    :              280         @ 0.3800  =           106.40
Rural Route   :               26
Del. Facility:            3,055         @ 0.4200  =         1,294.02
DCF           :            2,092         @ 0.4400  =           920.48
FCP           :              729         @ 0.5400  =           393.66
Residue       :               18         @ 0.5500  =             9.90
                         --------                          -----------
Totals        :            6,200         @ 0.4390  =         2,724.46

                 *** PALLET/MONOTAINER SUMMARY ***

Station       :             0  City         :             0
DCF           :             0  FCP          :             0
Totals        :             0

Sub-Total           :                                      $2,724.46
H.S.T. @ 13.00 %    :                                        $354.18
                                                        -------------
Total Postage Due   :                                      $3,078.64
                                                        =============

NOTE: This is not an official postage statement, Canada Post may amend.

File Name       =  C:\STREETSWEEPER2\SAMPLE_FILES\MINNOV.DBF.SSQ
Description     =  LCP-01

StreetSweeper® (Version 11 R2.0) - ©Pitney Bowes of Canada Ltd.
```

Detail pages from the Mailing Summary

Drop Date: Jun20/2011
File Name: C:\STREETSWEEPER2\SAMPLE_FILES\MINNOV.DBF.SSQ

Cont: 1 << FCP >> Label: A0Z 9Z0 STEPHENVILLE NL FWD

Bundle	Type	Size	DMC	Destination
1	station	28		A1B 3T0 ST. JOHN'S NL STN MAIN
2	rural direct	8		A0A 1G0 BAY ROBERTS NL
3 *	dcf	40		A0A 9Z0 ST. JOHN'S NL DCF
4 *	dcf	8		A0A 9Z0 ST. JOHN'S NL DCF
5 *	dcf	40		A0E 9Z0 CLARENVILLE NL DCF
6 *	dcf	16		A0E 9Z0 CLARENVILLE NL DCF
7	rural direct	11		A0G 4M0 TWILLINGATE NL
8 *	dcf	40		A0G 9Z0 GANDER NL DCF
9 *	dcf	12		A0G 9Z0 GANDER NL DCF
10 *	dcf	15		A0H 9Z0 GRAND FALLS NL DCF
11	rural direct	9		A0K 3T0 NIPPERS HARBOUR NL
12 *	dcf	33		A0K 9Z0 DEER LAKE NL DCF
13 *	fcp	13		A0Z 9Z0 STEPHENVILLE NL FWD
13 <=== Totals ===>		273		Weight = 4.10 Kilos Sub-Total = 273

Cont: 2 << FCP >> Label: B0J 9Z0 HALIFAX NS FWD

Bundle	Type	Size	DMC	Destination
1	station	15		B1A 4X0 GLACE BAY NS STN MAIN
2	station	9		B1P 5Z0 SYDNEY NS STN MAIN
3 *	dcf	12		B0E 9Z0 PORT HAWKESBURY NS DCF
4 *	dcf	40		B0J 9Z0 HALIFAX NS DCF
5 *	dcf	8		B0J 9Z0 HALIFAX NS DCF
6	station	11		B2H 3P0 NEW GLASGOW NS STN MAIN
7 *	dcf	18		B0K 9Z0 NEW GLASGOW NS DCF
8 *	dcf	9		B0L 9Z0 AMHERST NS DCF
9	l/c direct	10	RET	B2N 6P0 TRURO NS STN MAIN
10	station	25		B2N 6P0 TRURO NS STN MAIN
11 *	dcf	12		B0M 9Z0 TRURO NS DCF
12 *	dcf	18		B0P 9Z0 KENTVILLE NS DCF
13 *	dcf	9		B0T 9Z0 LIVERPOOL NS DCF
14	station	12		B5A 1T0 YARMOUTH NS STN MAIN
15 *	dcf	10		B0W 9Z0 YARMOUTH NS DCF
16	station	16		B2W 3E0 DARTMOUTH NS STN EAST
17	station	19		B3K 1V0 HALIFAX NS STN LCD 1
18	l/c direct	9	1	B3K 1W0 HALIFAX NS LCD 2
19	station	29		B3K 1W0 HALIFAX NS LCD 2
20 *	fcp	37		B0J 9Z0 HALIFAX NS FWD
20 <=== Totals ===>		328		Weight = 4.92 Kilos Sub-Total = 601

Cont: 3 << CITY >> Label: K1G 0A0 OTTAWA ON

Bundle	Type	Size	DMC	Destination
1	station	23		K1B 3E0 OTTAWA ON STN TERMINAL 1
2	station	16		K1G 2C0 OTTAWA ON LCD CENTRETOWN
3	station	14		K1G 5E0 OTTAWA ON LCD GLEBE
4	station	11		K1G 7S0 OTTAWA ON LCD S
5	station	13		K1C 1L0 ORLEANS ON STN ORLEANS
6	station	8		K1L 5A0 OTTAWA ON STN VANIER
7	l/c direct	13	21	K1Y 1H0 OTTAWA ON STN C
8	l/c direct	9	23	K1Y 1H0 OTTAWA ON STN C
9	station	40		K1Y 1H0 OTTAWA ON STN C
10	station	22		K1Y 1H0 OTTAWA ON STN C
11	l/c direct	11	1	K2A 0A0 OTTAWA ON STN J
12	l/c direct	10	3	K2A 0A0 OTTAWA ON STN J
13	l/c direct	18	4	K2A 0A0 OTTAWA ON STN J
14	l/c direct	15	7	K2A 0A0 OTTAWA ON STN J
15	l/c direct	12	8	K2A 0A0 OTTAWA ON STN J
16	l/c direct	13	9	K2A 0A0 OTTAWA ON STN J
17	l/c direct	8	10	K2A 0A0 OTTAWA ON STN J
18	l/c direct	8	14	K2A 0A0 OTTAWA ON STN J
19	station	40		K2A 0A0 OTTAWA ON STN J
20	station	36		K2A 0A0 OTTAWA ON STN J
21	station	8		K2A 0A0 OTTAWA ON STN J
22	station	40		K2G 4V0 NEPEAN ON LCD MERIVALE
22 <=== Totals ===>		388		Weight = 5.82 Kilos Sub-Total = 989

May26/2011 - 16:34 Delivery Office Volume Summary Page #: 1
File Name: C:\STREETSWEEPER2\SAMPLE_FILES\MINNOV.DBF.SSQ

Containers	Pieces	Post Cd	Office Name
1	273	A0Z 9Z0	STEPHENVILLE NL FWD
1	328	B0J 9Z0	HALIFAX NS FWD
2	455	K1G 0A0	OTTAWA ON
3	922	K0A 9Z0	OTTAWA ON FWD
2	482	L4W 1T0	MISSISSAUGA ON
2	539	L0J 9Z0	MISSISSAUGA ON FWD
1	315	L0R 9Z0	HAMILTON ON FWD
1	293	N0B 9Z0	KITCHENER ON FWD
1	348	N0L 9Z0	LONDON ON FWD
1	301	R0C 9Z0	WINNIPEG MB FWD
1	289	T0N 9Z0	EDMONTON AB FWD
1	235	T0S 9Z0	CALGARY AB FWD
1	378	V0T 9Z0	VANCOUVER BC FWD
3	1,042	L0J 9Z0	MISSISSAUGA ON FWD (CDA MX)
1	146	Z9Z ú	Uncoded or errors
22	6,346	<===== Grand Totals	

May26/2011 - 16:34 FSA Volume Summary Page #: 1
File Name: C:\STREETSWEEPER2\SAMPLE_FILES\MINNOV.DBF.SSQ

A0A -	40	A0B -	11	A0C -	15	A0E -	41
A0G -	58	A0H -	8	A0J -	5	A0K -	41
A0L -	2	A0M -	5	A0N -	1	A0P -	2
A0R -	1	A1A -	2	A1B -	7	A1C -	5
A1E -	5	A1K -	2	A1L -	1	A1N -	9
A1V -	5	A1Y -	2	A2A -	2	A2H -	4
A2N -	1	A2V -	2	A8A -	1	B0C -	4
B0E -	12	B0H -	4	B0J -	12	B0K -	18
B0L -	2	B0M -	12	B0N -	30	B0P -	13
B0R -	4	B0S -	4	B0T -	9	B0V -	1
B0W -	10	B1A -	15	B1H -	1	B1N -	1
B1P -	3	B1R -	3	B1S -	2	B1V -	1
B2A -	1	B2G -	2	B2H -	11	B2N -	35
B2T -	2	B2V -	4	B2W -	8	B2X -	2
B2Y -	4	B2Z -	2	B3A -	3	B3H -	15
B3J -	3	B3K -	9	B3L -	11	B3M -	10
B3N -	6	B3R -	1	B3S -	1	B3T -	2
B3V -	1	B3Z -	2	B4A -	5	B4C -	1
B4H -	7	B4N -	5	B4V -	2	B5A -	12
C0A -	18	C0B -	21	C1A -	11	C1B -	2
C1C -	1	C1E -	4	C1N -	7	E1A -	2
E1B -	4	E1C -	7	E1E -	3	E1G -	1
E1N -	3	E1V -	2	E2A -	3	E2E -	7
E2H -	2	E2J -	7	E2K -	5	E2L -	4
E2M -	4	E2V -	1	E3A -	9	E3B -	20

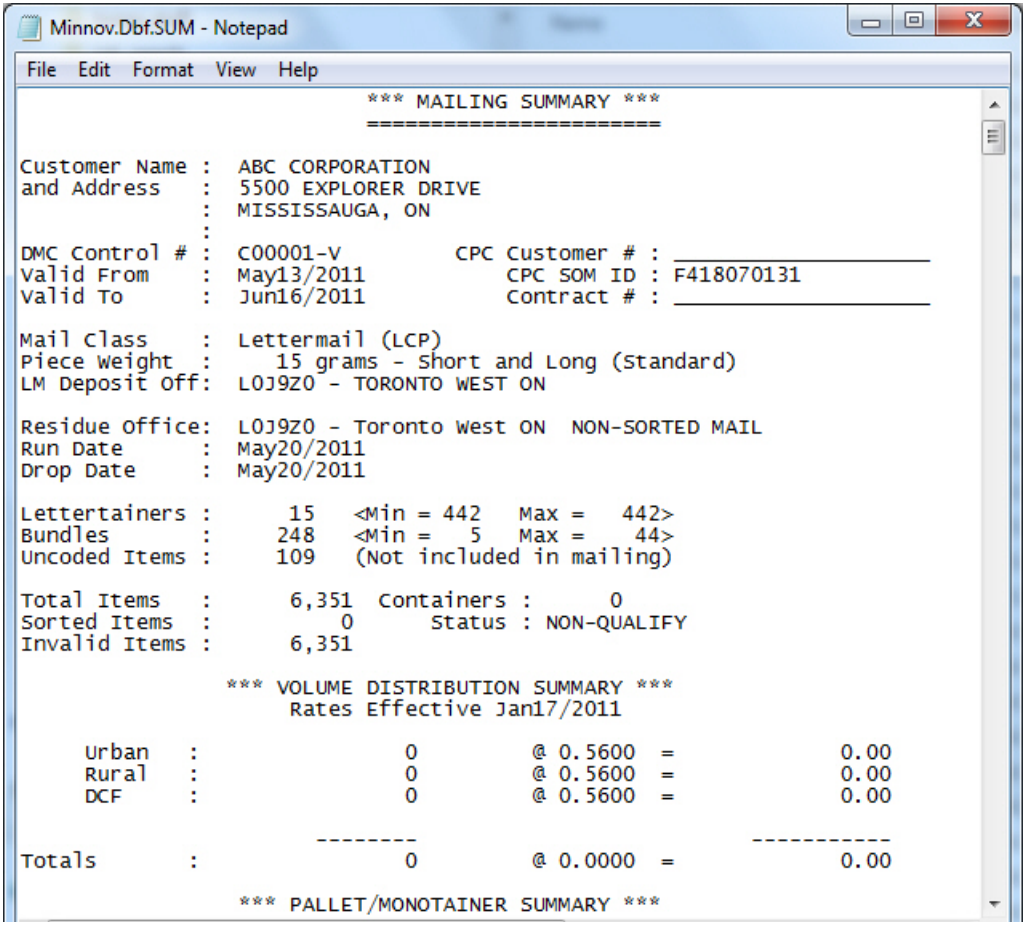
May26/2011 - 16:34 Delivery Analysis Summary by Province Page #: 1
File Name: C:\STREETSWEEPER2\SAMPLE_FILES\MINNOV.DBF.SSQ

Total	Rural	+-- Residential --+ Block	Apart	+----- Business Office -----+ Building	LVR	LVR Box	PO Box	+---------- Urban Post Office ----------+ RR	SS	MR	GD	Retired Code
(A) Newfoundland												
278	213	39	1	0	0	0	6	0	0	0	0	19
(B) Nova Scotia												
328	129	136	8	1	9	0	18	6	0	0	1	20
(C) Prince Edward Island												
64	39	14	1	0	0	0	3	7	0	0	0	0
(E) New Brunswick												
152	0	143	0	0	0	2	3	0	0	0	0	4
(G) Quebec East												
9	5	4	0	0	0	0	0	0	0	0	0	0
(H) Montreal												
66	0	60	1	1	2	0	1	0	0	0	0	1
(J) Quebec West												
70	39	27	1	0	0	0	0	0	1	0	0	2
(K) Eastern Ontario												
1,360	567	547	108	1	23	6	13	92	0	0	0	3
(L) Central Ontario												

- {*filename with database file extension*}.SUM

  This report is the same as above, but can be formatted with another program.

Figure 41: Sample of *.SUM opened with Notepad

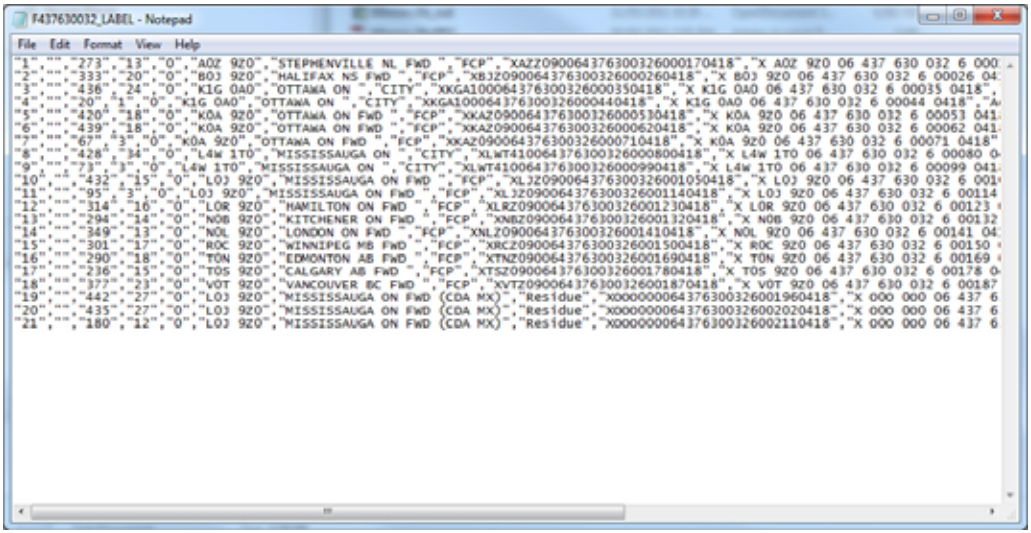


- F{*nine numeric characters*}_LABEL.txt

  This data contains the text information for labels required for containers. This is the same content as {*filename with database file extension*}_con.pdf.

  This is used to generate your own labels with different software.

Figure 42: Sample of *_LABEL.txt opened in Notepad



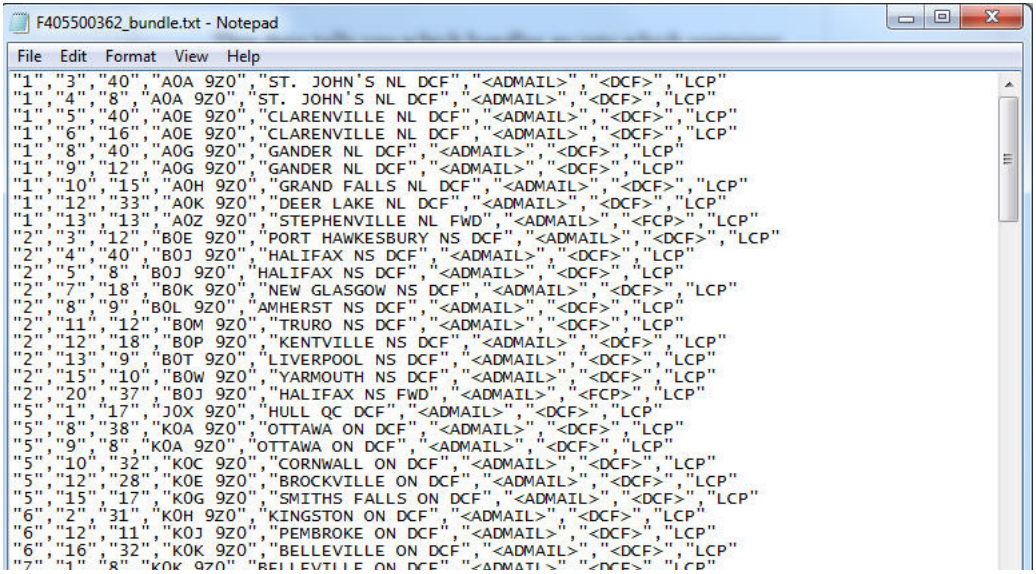
Container file details:

1. Container number
2. Spare
3. Total pieces
4. Total bundles
5. Pallet number
6. Destination postal code
7. Destination name
8. Destination station
9. Barcode data
10. Human readable barcode data
11. Mail type (English)
12. Mail type (French)

- F{*nine numeric characters*}_bundle.txt

  This data tells you which bundles go into which container. This is the same content as {*filename with database file extension*}_bun.pdf.

Figure 43: Sample of *_bundle.txt opened with Notepad



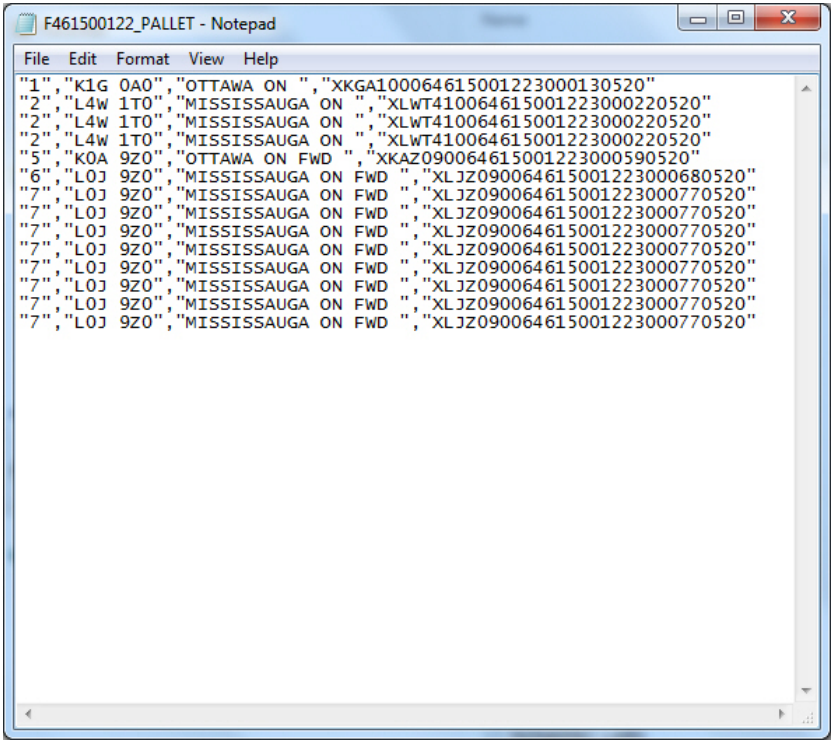
Bundle file details

1. Container number
2. Bundle number
3. Pieces in bundle
4. Destination postal code
5. Destination name
6. Mail type
7. Bundle type
8. Sort type (LCP or NDG)

- F{*nine numeric characters*}_PALLET.txt

  This data file gives the pallet information.

Figure 44: Sample of *_PALLET.txt



Pallet file details

1. Pallet number
2. Destination Postal Code
3. Destination Name
4. Barcode data

National Change of Address (NCOA)

Maintaining a relationship with customers is important to every business. Keeping your mailing list updated is the key to success. The National Change of Address is a value-added service offering the best available mover data in the country.

The NCOA data is the most accurate, comprehensive and up-to-date mover information available in Canada. Of the 16% - 18% of Canadians who move each year, over 70% notify Canada Post through the use of a Change of Address Notification form. This information is maintained in the NCOA database for a period of six years (72 months).

StreetSweeper NCOA software has met the criteria established by Canada Post to reliably match your mailing names and addresses to the NCOA database and update any moves that have taken place. The software and NCOA data are available from Pitney Bowes, please call us for complete details on how your organization can benefit from this opportunity.

How to obtain the NCOA service

There are two methods of obtaining the NCOA service:

- Sign up for the subscription service from Pitney Bowes that will allow you to directly connect your StreetSweeper software to our secure (SSL) servers. This service is available for small quantities per year (<500,000 records) to unlimited use, on a tiered basis.
- Subscribe with Canada Post and Pitney Bowes to have the NCOA data sent to you on a monthly basis. This option is primarily intended for large volume service bureaus.

In either case, please contact us for further information on how you can benefit from this service.

NCOA - Inquiry

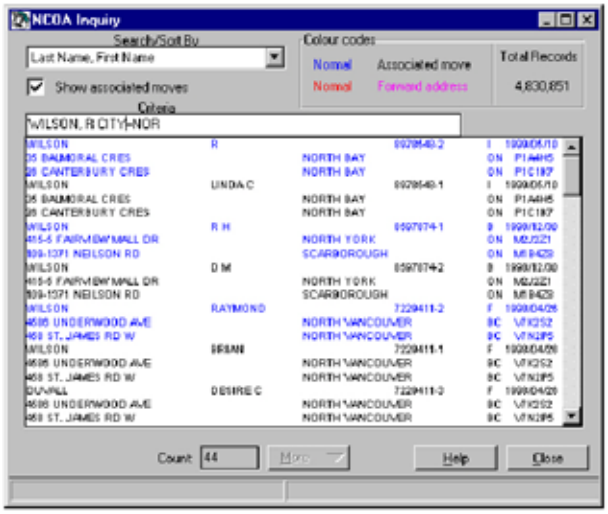
This inquiry program allows you to search the NCOA database using variety of search options, which are detailed in section.

The inquiry is not included with the online NCOA service.

The data presented is for information only.

This is only available on the menu bar. Select ***NCOA*** and then select ***Inquiry...***

Figure 45: NCOA Inquiry



Search/Sort By

There are four options to retrieve move information:

- *COAN (Change Of Address Number)* identifies the NCOA number assigned to the individual, family or business.
- *Last Name, First Name* identifies name of the mover.
- *Old Postal Code* identifies all moves by previous postal code.
- *New Postal Code* identifies all moves by new postal code.

Colour Codes

This indicates the link between family members and/or multiple moves. When a family moves all the persons identified on the *Change of Address Notification* will be displayed linked with the same Mover ID number. In some cases the mover may have made multiple moves within six years. In these cases the original and forwarding moves are displayed.

Show Associated Moves

This option is to display names of persons who where listed on the same *Change of Address Notification* form.

Criteria

Enter the <*Search / Sort By*> information. When searching by name you may also specify the city name (in full or partial).

Some examples of searching by name: If you are searching for Roger Wilson / 123 Main Street / Toronto ON

This information may be in the database as WILSON, ROGER or WILSON, R or WILSON, ROG. As there may be many people with the same name it is often a good idea to narrow the search by the city name as well as the persons name. For example, this name may be searched in the following ways:

- SMITH
- SMITH, R
- SMITH, RO (partial first name)

In conjunction with the name, you can do the same search but adding a full or partial city name:

- SMITH CITY=TOR
- SMITH, R CITY=TORONTO

The information that is displayed in the main window has three lines of data for each move.

Table 13: Description of Address Format Change

Line 1	Last Name	First Name	COAN (Change of Address Number)	Move Type	Move Date
Line 2	Old Address		Old City	Old Province	Old Postal Code
Line 3	New Address		New City	New Province	New Postal Code

COAN (Change of Address Number)

A maximum ten digit number (primary) followed by up to three digits (secondary). The primary number is assigned to each move with the secondary number assigned to each associated move.

Move Type

On the right side is a code that indicates the type of move:

Table 14: Status Code

Code	Description
Move Date:	
YYYYMMDD	Year Month Date
Record Type:	
I	Individual
F	Family
B	Business
Move Type:	
D	Domestic

Table 14: Status Code (Continued)

Code	Description
F	Foreign
Language:	
E or space	English
F	French
Nixie:	
Y	Yes
N	No
COAN Type:	
0 (zero)	Regular
C	Canada Post Initiated
D	Estate
M	NCOA Moveback
U	Rural to Urban conversion
X	Nixie
Address Status Code: Codes 1-5 indicate a valid address	
X	Nixie or Estate (No new address supplied)
0	Non Valid
1	Street Address
2	Street Address served by Route Service
3	PO Box
4	Route Service (RR, SS, MR)
5	General Delivery

Note: Nixie is defined as someone who has moved but does not want their new address published.

Table 15: Move Types

Code	Description
I	Individual move
Blank	Normal
F	Family move
C	Canada Post initiated move (new address information)
B	Business move
D	Estate
M	NCOA move back
U	Rural to Urban conversion

More Button

The **More** is activated when you have performed a search that result in more than 500 matches. The system will display the first 500, you may then click **More** to add the next 500 to the display etc. The maximum number of matches that can be displayed is 10,000.

NCOA - Match Moves

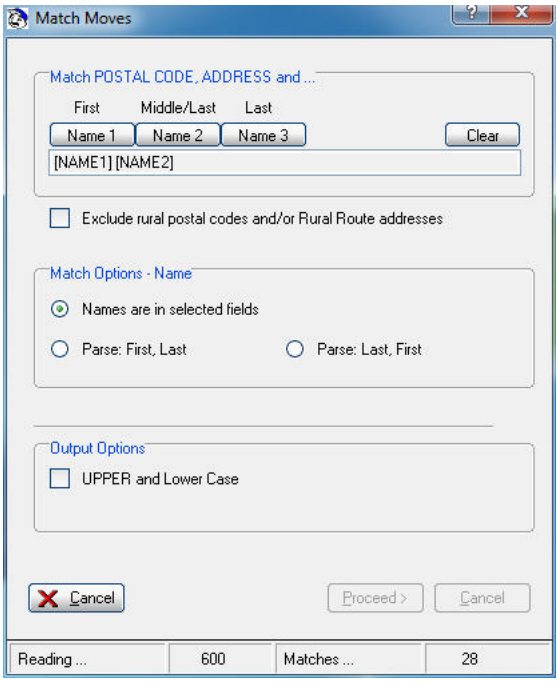
This option allows you to match moves to your name and address database. A number of options are available that determine how the matching process is done. These options should be thoroughly understood as they may directly effect the reliability of the resulting data.

StreetSweeper NCOA utilizes a number of specialized algorithms for matching that results in a higher match rate than simply doing a direct comparison. The data output provided by this software has been audited by Canada Post and meets their guidelines for address matching software.

Click on **NCOA**.

Figure 46: NCOA Button

NCOA Option Screen



The NCOA option shown here is using a project where the file has been imported.

Match From: This is your original name and address file.

Output To: The new move information is updated in this file.

Matches To: The original address and the new address are updated in this file.

These options are available only when using a DBF or fixed length file in a non-import project.

Match Postal Code, Address and ...: This identifies which name fields include the first and last names of the individual. As data files store names in a variety of ways, it is important that you identify how they are stored in the file that you are processing.

Exclude Rural Postal Codes: You may or may not want to include rural address in the matching process. If your file predominately contains just the last name of the individual, there may be more than one of these people at a rural route type address.

Output Options

UPPER and Lower Case: Name and address information is output in mixed case regardless of how it was presented in the original data file.

Update Moves in Input File: Option to update the new address information in the original data file.

Update Moves and Space in Postal Code are only available in a non-import project.

Space in Postal Code: The postal code may be formatted with or without a space. This option is not available unless you have a postal code field defined with at least 7 characters.

Name Matching: Although exact matching of names provides the highest level of comfort, it can also provide the lowest match rate. StreetSweeper NCOA provides a method of matching names that accounts for the wide variety of input errors and unique situations with name data. Some of these situations include:

- hyphenated names (Smith-Dole)
- multi word names (Van Dyke)
- names with apostrophes (O'Reilly)
- misspellings (McDonald vs MacDonald, Smith vs Smyth etc.)

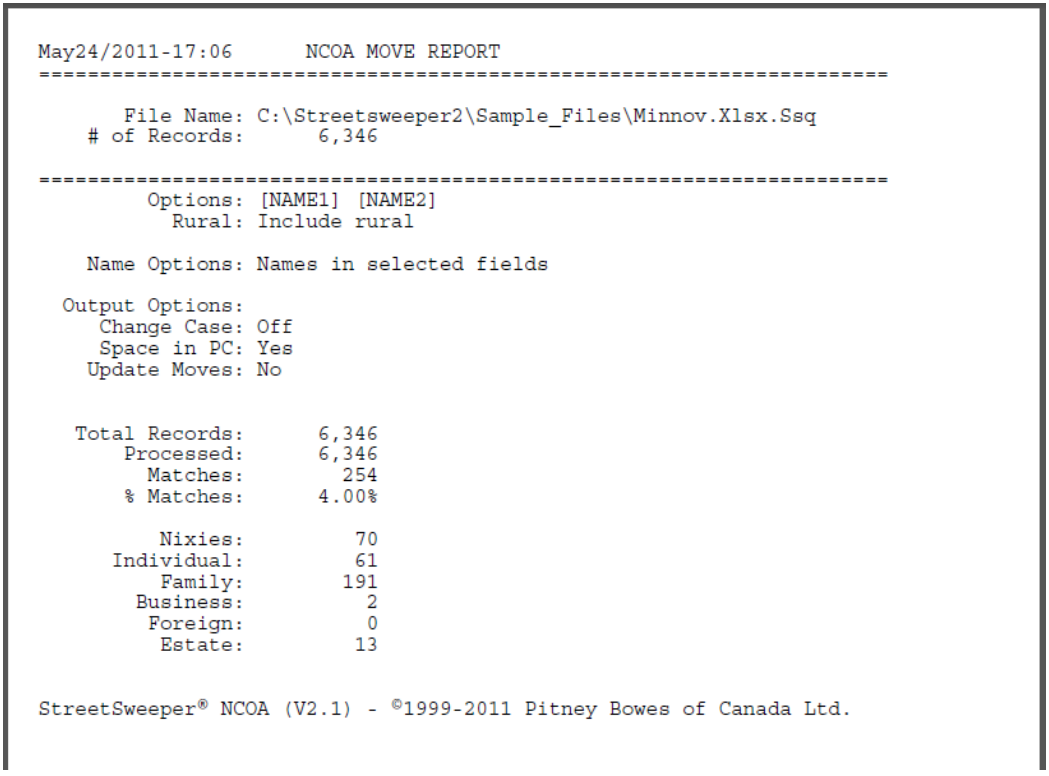
Family moves and individual moves are identified in the NCOA database. If the name and address matches an individual move, then in order for a match to take place the first name must also match.

There is a particular problem with individual moves where the mover should have a suffix of SR or JR. StreetSweeper NCOA requires that

if a suffix exists on either the input name or the NCOA database, then a match must exist on the suffix for the move to take place.

Address Matching: Your original data file should be Address Corrected prior to processing the NCOA match. This will result in a higher level of matching due to the standardization of the address information. In addition, the StreetSweeper NCOA software utilizes the ***Purge Keyword Table*** to remove common elements from the address data, this result in a higher match rate due to inconsistencies in the address data.

Move Report: A report is produced at the end of the matching process that details the options used and the results. This report can also be accessed by the Reports button.



```
May24/2011-17:06      NCOA MOVE REPORT
========================================================================

       File Name: C:\Streetsweeper2\Sample_Files\Minnov.Xlsx.Ssq
    # of Records:      6,346

========================================================================
         Options: [NAME1] [NAME2]
           Rural: Include rural

    Name Options: Names in selected fields

  Output Options:
     Change Case: Off
     Space in PC: Yes
    Update Moves: No


   Total Records:      6,346
       Processed:      6,346
         Matches:        254
       % Matches:      4.00%

          Nixies:         70
      Individual:         61
          Family:        191
        Business:          2
         Foreign:          0
          Estate:         13


StreetSweeper® NCOA (V2.1) - ©1999-2011 Pitney Bowes of Canada Ltd.
```

Utilities

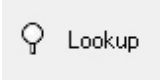
This section of the document explains Lookup, Search, View, Undo, Merge and Purge functions.

Lookup

This is an opportunity to lookup addresses without using external tools. Refer to *STATUS* field in your project and their *Status Codes*. See "Address Correction" on page 50 for more details.

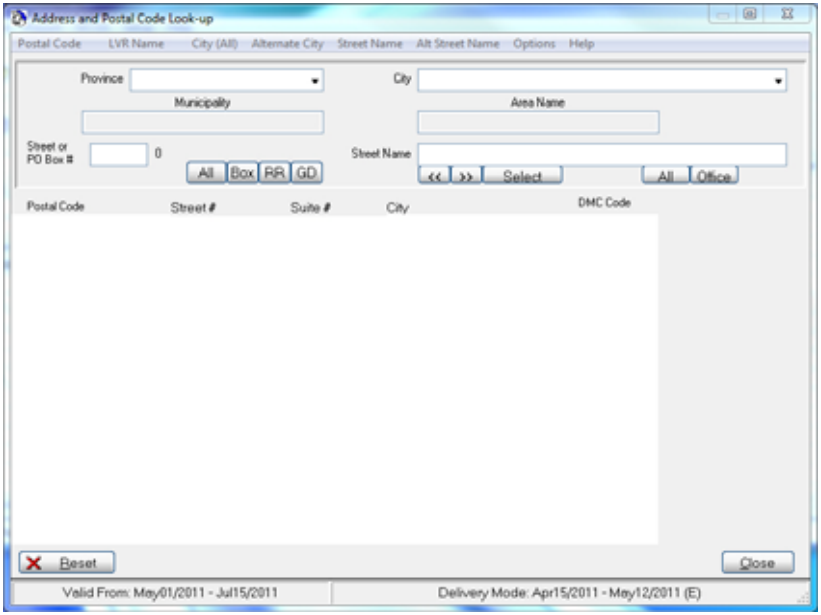
Click on **Lookup**.

Figure 47: Lookup Button



Detailed explanations of each option are in this section.

Figure 48: Look-up Screen



Dropdown Boxes and Buttons

Province: The province may be selected in one of two ways:

- Enter the two character province abbreviation and then advance to the next field.
- Click on the drop box arrow and select the province.

City: The city name may be found by different methods:

- Enter the name and advance to the next field if the name is found it will be displayed — otherwise a list of possible names, in phonetic order, will be displayed.
- Click on the drop box arrow — as you type the name the list of possible names will be displayed.

Street Name: The street name may be found by different methods:

- Enter the name and advance to the next field — if the name is found it will be displayed — otherwise a list of possible names, in phonetic order, will be displayed.

  Remember when entering the street name only enter the name without the street type or direction.

- Click on **All**, this will display all of the street names for the selected city.
- Click on **Office**, this will display all of the postal office locations in the selected city.

  Note: French street types are positioned before the street name if it is alphabetic or after the street name in the case of number street names.

  i.e. 123 rue Main or 123 12E rue.

All and Office Buttons

The **All** will display all street names, in phonetic order, in the selected city. The **Office** will display the post office locations in the selected city.

Box, RR and GD Buttons

These buttons are only active when displaying post office location information.

Box will narrow the list to PO Box entries, and if you have entered a specific PO Box number, only those matches will be displayed.

RR will narrow the list to Rural Route entries.

GD will narrow the list to General Delivery entries.

Street or PO Box Number

Street: Once the information for the street name has been displayed, you may enter the street number to narrow the entries to match the street number.

PO Box: Once the information for the postal station has been displayed, you may enter the PO Box number and click on **Box** to narrow the entries to match the PO Box number.

Main Display

On the left side, there is a code that indicates the type of address record.

Table 16: Code and Description at Extreme Left

Code	Description
1	Street address
2	Street address served by route service
3	PO Box
4	Rural Route
5	General Delivery

DMC Code indicates the letter carrier route number for the particular address. The letter indicates the method of delivery.

Table 17: Code and description of DMC Code

Code	Description
A	Letter Carrier Route
B	Apartment/Residential building
E	Business building
G	LVR business building
H	Rural Route
J	General Delivery
K	PO Box

Table 17: Code and description of DMC Code (Continued)

Code	Description
M	LVR PO Box
T	Suburban Service
X	Mobile Route
Z	Retired Postal Code

City Name

When an exact match for the city name you entered was not found, there will be displayed here, in phonetic order, the closest matches. Select one of these city names or redo your entry.

Street Name

An exact match for the street name you entered was not found, there will be displayed here, in phonetic order, the closest matches. Select one of these street names or redo your entry.

Only enter the street name, without the street type or direction.

Menu Bar Options

The following explains the options available from the menu bar on the Lookup screen.

Postal Code

Enter the postal code for which you wish to find the corresponding address. In some cases a postal code will refer to multiple locations — in these cases you will be presented with a list of possibilities.

Multiple Locations for a Postal Code: The selected postal code referred to multiple entries. Select the one that you are looking for.

LVR (Large Volume Receiver)

Where a company or organization receives a large volume of mail, they are assigned a postal code unique to them. In these cases, it is possible to find the address by searching the name.

City (All)

If you are unsure of which province the city is in, you may search for the city name and it associated province.

Alternate City

Some cities may be commonly referred to by another name or an abbreviated name.

- *Invalid*: the alternate name is an invalid name and must be changed
- *Valid*: the alternate name is a valid alternate and for urban postal codes only valid for the FSA that is displayed
- *Abbreviated*: Either a 13 or 18 characters official abbreviation for the city name - used for space considerations.

Street Name

You may inquire by street name. All matches and phonetic matches to your entry are displayed. The entries are displayed alphabetically by province and city.

Alternate Street Name

In some cases streets are known by two different names. The alternate name is just as valid as the official name.

Options

This program may optionally be run either in English or French. Simply select which language that you prefer.

Search

This is an opportunity to search the entries in your project.

Click on **Search**.

Figure 49: Search Button

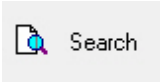


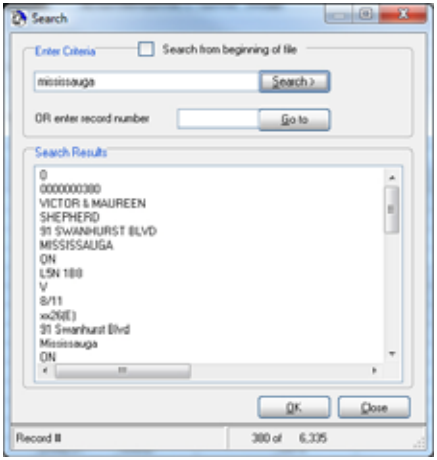
Figure 50: Search Screen

Enter Criteria

You have an option to *Search from beginning of file* by checking it's box.

Enter the name or part of the address to find the record, or enter the record number. Clicking on **Search>** or **Go to**. The record is displayed with each field on a new line.

Figure 51: Search Result



Continue to click on **Search>** to find other records that fit your search criteria.

When you click on **OK**, you will highlight the record that you have found.

When you click on **Cancel**, the cursor will not change its position in your project.

View

This option has four choices to view the order of entries in your project.

Click on the arrow button beside **View**.

Figure 52: View Button

Your choices are: **Original**, **Status Code**, **Presort**, and **Purge ID (PID)**.

The results for each selection are:

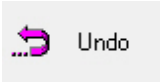
- **Original**: The entries/records are shown in the order that they were in the original database file.
- **Status Code**: The entries are shown in the order of STATUS column in your project.
- **Presort**: The entries are shown in the order of CONT_BAG and DMC columns in your project.
- **Purge ID (PID)**: The entries are shown in the order of the PID column.

  It is recommended to do this when you need to verify the purge/marked items that should be removed.

Undo

This button allows you to undo any step that you have done.

Figure 53: Undo Button



The following screen will appear.

Figure 54: Undo Screen

You have the option to select any of these operations to undo.

Merge

Multiple files in different formats can have their data merged. Each data file needs to have their fields mapped. These files can be in different formats.

Merge two or more files together regardless of their format. Each merged file retains its own FID (File Identification) in order to determine which file each record came from.

Procedure

- Open the next file by clicking on **Merge**.

Figure 55: Merge Button

- You will need to map the fields. Follow the steps after Figure 21 on page 43 to add the file's content to the project.

There is one additional option when merging files.

Create Suppression (KILL) File FID=999

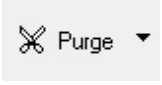
This allows you to merge another file into your current file. It will have a FID (File ID) of 999. It is used as a KILL file or Suppression file, which means that you want to remove anyone who is on this list from your main list. This is also sometimes called a DO NOT MAIL list. You need to follow the process as outlined in "Purge" on page 106.

Purge

The Purge function is used to find duplicates and mark them for removal.

Click on **Purge**.

Figure 56: Purge Button



When the **Purge** is run the items are marked for removal but are not actually removed from the database until you have checked the selection *Remove marked items from database*. The status bar at the bottom will show the total number of records in the file and the number of items that have been marked for removal.

Figure 57: Purge Screen

Compare Postal Code and

You need to select which fields to compare when doing the purge. Keep in mind that the name and address fields are whatever fields that you have mapped the data to — in other words, they may be any information. The system maintains a keyword list in a file called SS-PURGE.TBL. This file contains many common words that will be removed from each field before doing the comparison. You may add or modify entries in this list.

Exclude Rural Postal Codes and/or Rural Route Addresses

If checked, any addresses that have a rural postal code (zero in the second position) OR have a Rural Route (RR) type address will be excluded from the purge. Otherwise all the D Smith's in a rural area would be purged, when they may not be duplicates!

Purge Options - Name

Choose what information to compare when doing the purge. If your list is a business list (i.e. company names) choose *Complete Name Field*. However if your list is a consumer type list, you may wish to select one of the other options.

Exact Match

An exact match will remove the keywords, remove all punctuation, remove all spaces, and then do the comparison.

Near Match

This checks for misspellings and other minor differences. Nickname table for matching is used. e.g. Tom/Thomas, Tim/Timothy, Bob/Rob/Robert/Robby/Bobby, Dick/Richard, Liz/Elizabeth, Sue/Susan etc.

Sound-Alike Match

As above, but in addition will use a phonetic based metaphone matching method to determine similar names. This allows accurate matching of similar sounding names.

Caution: You should check the results when using this option, as some ethnic names are very similar to each other.

Purge Options - Words

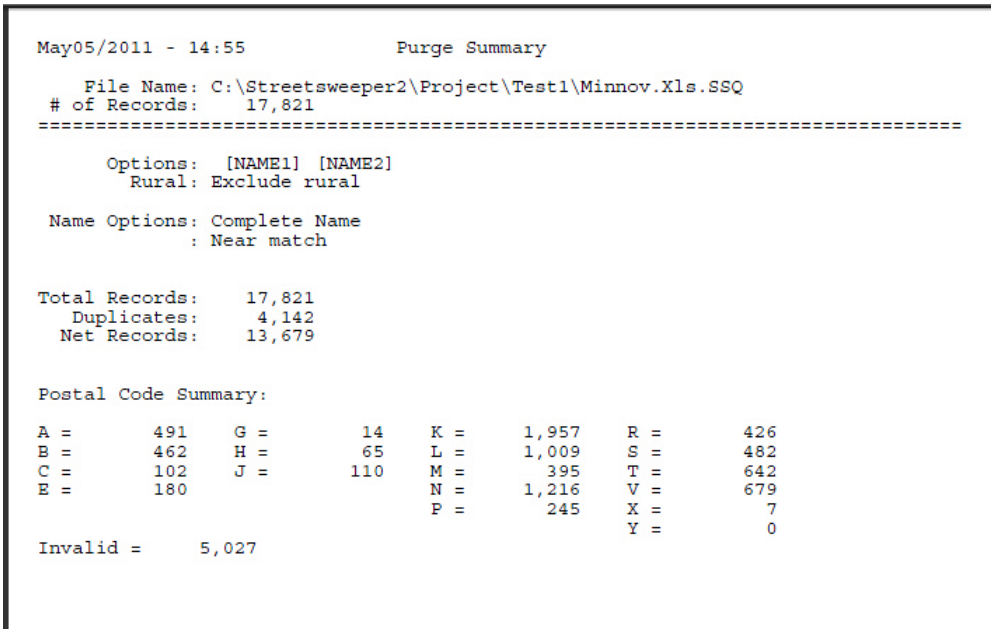
Check for offensive words: Depending on how you have acquired your mailing list, there may be some address data in the file that you do not want to mail because of inappropriate or offensive language.

Caution: Reviewing these addresses may offend some people.

Generated Report

A pdf file is generated with a summary of purge results. This file is named {*filename with database file extension*}.PRG.pdf.

Figure 58: Sample of *.PRG.pdf

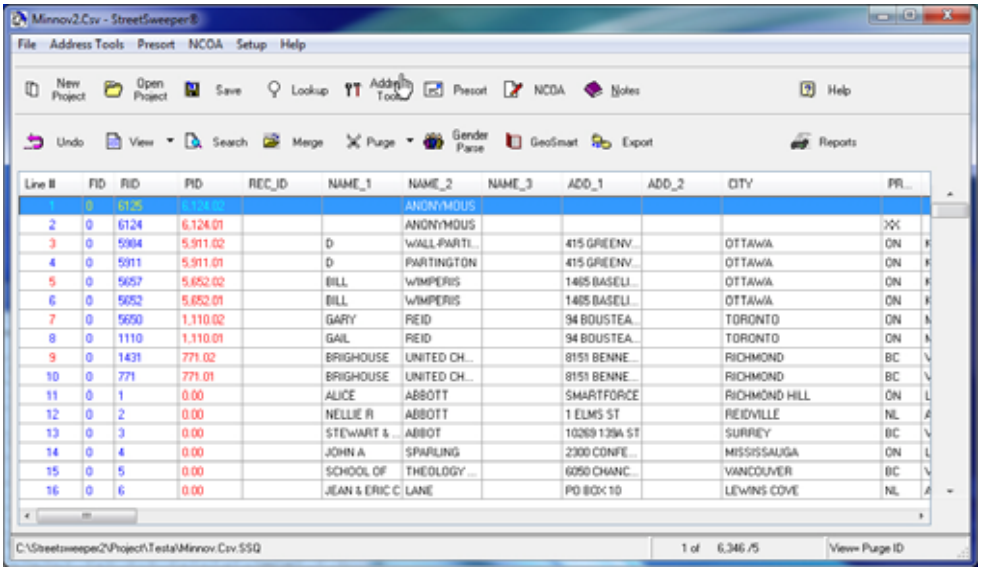


```
May05/2011 - 14:55              Purge Summary

    File Name: C:\Streetsweeper2\Project\Test1\Minnov.Xls.SSQ
 # of Records:     17,821
================================================================================

      Options:  [NAME1] [NAME2]
        Rural: Exclude rural

 Name Options: Complete Name
             : Near match


Total Records:     17,821
   Duplicates:      4,142
  Net Records:     13,679


Postal Code Summary:

A =        491    G =         14    K =      1,957    R =        426
B =        462    H =         65    L =      1,009    S =        482
C =        102    J =        110    M =        395    T =        642
E =        180                      N =      1,216    V =        679
                                    P =        245    X =          7
                                                      Y =          0
Invalid =      5,027
```

Display PURGE View When Complete

It is highly recommended to check this option. You may want to review that the potential purged/marked addresses are truly duplicates. A report will be created after the purge has been completed.

Figure 59: Displayed Purge Entries



The column with new data (shown in red) is *PID (Purge ID)*. The first instance of the duplicate is listed with the number ending with ".01". The first duplicate ends in ".02"; the second duplicate ends in ".03"; and so on. This is done so you can easily review the duplicates. The rest of the entries (others that are not duplicates) have a *PID* value of 0.00.

To unmark a purge/marked item, click on the row and right-click the mouse button. You will be given three options: ***Lookup Address...***, ***Undo Purge***, or ***View***. When you undo the purge, the *PID* will now become 0.00.

This same technique, right-click the mouse on the row, lets you mark any entry for purge.

Purge Options - Marked Options

Remove marked items from database: This option can be used after identifying the purge entries. After clicking on **OK** the items that have been marked to be purged will be removed. This function cannot be undone.

Remove SUPPRESSION File FID=999: After merging and then marking the FID 999 file's entries, you can remove the entries from your mailing list.

Canadian Marketing Association (CMA) Suppression List

The Canadian Marketing Association (CMA) maintains a list of people that have registered their desire to restrict unsolicited mail from marketers. A number of people have registered with them and in order for mailers to eliminate them from their mailing we have implemented a suppression function within StreetSweeper. This suppression function matches people in your mailing list to the CMA Do Not Mail list and gives you the opportunity to remove them from the mailing.

In order to access this function, click the arrow button next to **Purge** on the main screen. Or select ***CMA Suppression*** under the Address Tools menu.

Figure 60: CMA Suppression Screen

Defined LAST Name Field

Click on the button that defines where the last name is located. **Name 1 or Name 2 or Name 3**.

Exclude rural postal code and/or Rural Route address: This enables excluding rural postal code or addresses that have a RR, SS or MR in them.

Purge Options - Name

The option choices are to reflect the way that you mapped the name fields. Choose:

- *Last name is in selected field* when the last name is all that is in the field
- *Parse: First name, Last name* when this is the arrangement in the field
- *Parse: Last name, First name* when this is the arrangement in the field.

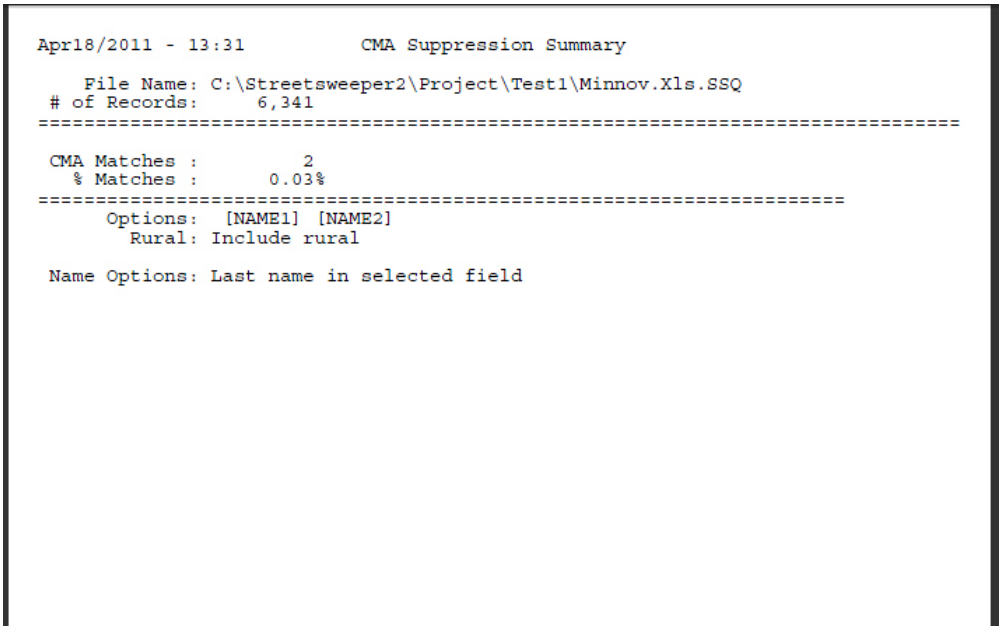
Display PURGE view when complete: You may want to review the marked addresses. A report will be created after the purge has been completed.

Remove marked items from database: The entries will be removed the database. This option cannot be undone.

Generated Report

After clicking **OK**, a pdf file is generated, which is named {*filename with database file extension*}.CMA.pdf. This file gives you a CMA suppression summary.

Figure 61: Sample of *.CMA.pdf



```
Apr18/2011 - 13:31          CMA Suppression Summary

    File Name: C:\Streetsweeper2\Project\Test1\Minnov.Xls.SSQ
 # of Records:     6,341
================================================================================

 CMA Matches :         2
   % Matches :      0.03%
================================================================
      Options:  [NAME1] [NAME2]
        Rural: Include rural

 Name Options: Last name in selected field
```

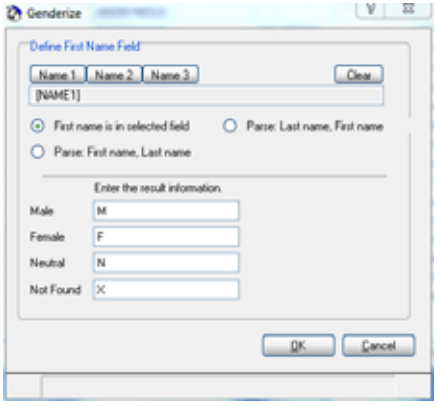
Gender Parse

This option allows you to analyze a file and determine whether a particular name is male, female or a neutral name (common to both male and female). The system contains a table SS-GEND.TBL that contains a large number of first names that are coded according to sex.

Clicking on **Gender Parse** brings up a screen.

Figure 62: Gender Parse Button

Figure 63: Gender Parse Screen



Define First Name Field

You must select the field that contains the first name for gender identification. Click on the appropriate field name.

The first name may either be in a field by itself, or it may be combined with the last name. You must select one of these choices.

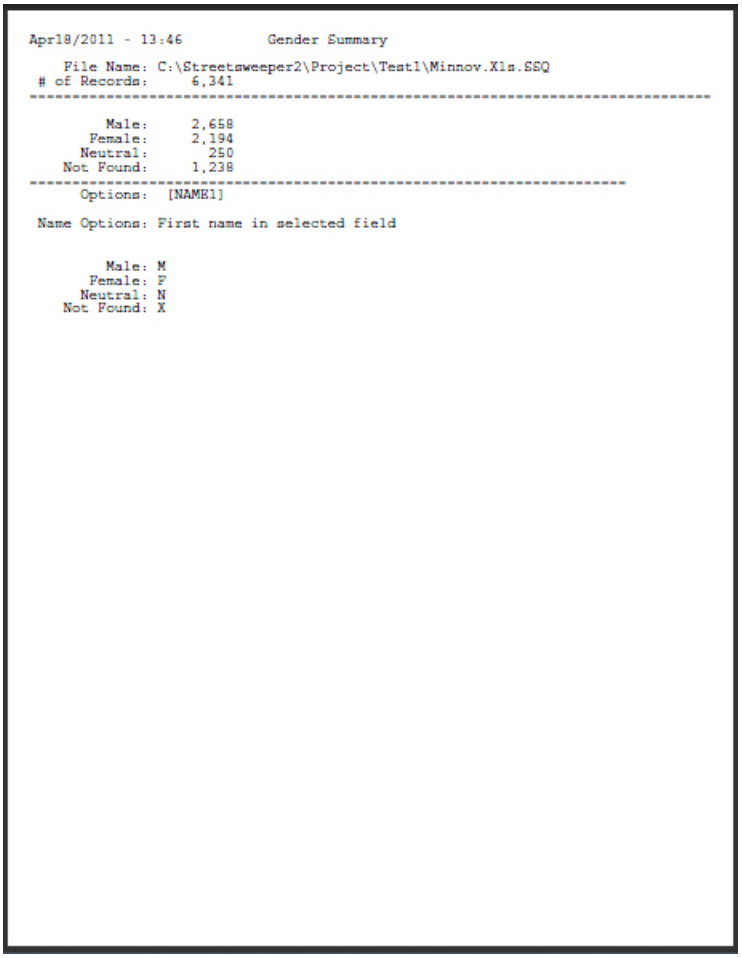
- ***First Name in Selected Field***: Check this selection if the name field you have selected contains only the first name.
- ***Parse: First name, Last name***: Check this selection if the name field you have selected contains the first and last names in that order.
- ***Parse: Last name, First name***: Check this selection if the name field you have selected contains the last and first names in that order.

You may output result codes, words, phrases etc. according to sex. You can rename the field from the default of **M**, **F**, **N**, or **X**.

Generated Report

Your project will have *Gender* column, and a pdf report will be generated, which is named {*filename with database file extension*}.GEN.pdf.

Figure 64: Sample of *.GEN.pdf,page 1 Summary



Apr18/2011 - 13:46 Gender Summary

File Name: C:\Streetsweeper2\Project\Test1\Minnov.Xls.SSQ
# of Records: 6,341

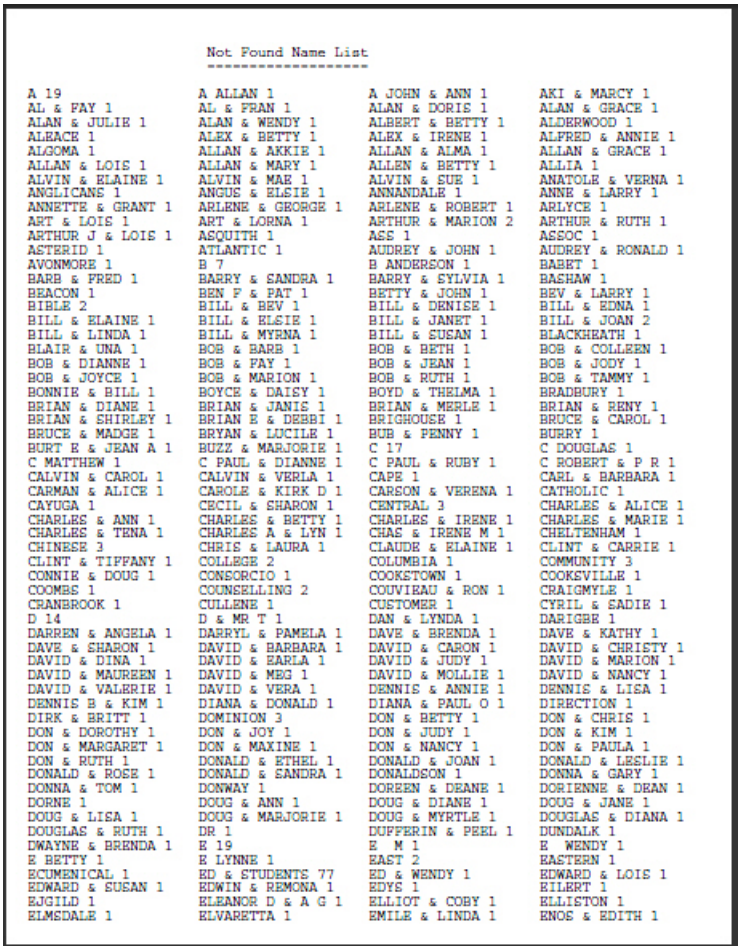
Male:	2,658
Female:	2,194
Neutral:	250
Not Found:	1,238

Options: [NAME1]

Name Options: First name in selected field

Male: M
Female: F
Neutral: N
Not Found: X

Figure 65: Sample of *.GEN.pdf,page 2 Detail of Names



Not Found Name List

A 19	A ALLAN 1	A JOHN & ANN 1	AKI & MARCY 1
AL & FAY 1	AL & FRAN 1	ALAN & DORIS 1	ALAN & GRACE 1
ALAN & JULIE 1	ALAN & WENDY 1	ALBERT & BETTY 1	ALDERWOOD 1
ALEACE 1	ALEX & BETTY 1	ALEX & IRENE 1	ALFRED & ANNIE 1
ALGOMA 1	ALLAN & AKKIE 1	ALLAN & ALMA 1	ALLAN & GRACE 1
ALLAN & LOIS 1	ALLAN & MARY 1	ALLEN & BETTY 1	ALLIA 1
ALVIN & ELAINE 1	ALVIN & MAE 1	ALVIN & SUE 1	ANATOLE & VERNA 1
ANGLICANS 1	ANGUS & ELSIE 1	ANNANDALE 1	ANNE & LARRY 1
ANNETTE & GRANT 1	ARLENE & GEORGE 1	ARLENE & ROBERT 1	ARLYCE 1
ART & LOIS 1	ART & LORNA 1	ARTHUR & MARION 2	ARTHUR & RUTH 1
ARTHUR J & LOIS 1	ASQUITH 1	ASS 1	ASSOC 1
ASTERID 1	ATLANTIC 1	AUDREY & JOHN 1	AUDREY & RONALD 1
AVONMORE 1	B 7	B ANDERSON 1	BABET 1
BARB & FRED 1	BARRY & SANDRA 1	BARRY & SYLVIA 1	BASHAW 1
BEACON 1	BEN F & PAT 1	BETTY & JOHN 1	BEV & LARRY 1
BIBLE 2	BILL & BEV 1	BILL & DENISE 1	BILL & EDNA 1
BILL & ELAINE 1	BILL & ELSIE 1	BILL & JANET 1	BILL & JOAN 2
BILL & LINDA 1	BILL & MYRNA 1	BILL & SUSAN 1	BLACKHEATH 1
BLAIR & UNA 1	BOB & BARB 1	BOB & BETH 1	BOB & COLLEEN 1
BOB & DIANNE 1	BOB & FAY 1	BOB & JEAN 1	BOB & JODY 1
BOB & JOYCE 1	BOB & MARION 1	BOB & RUTH 1	BOB & TAMMY 1
BONNIE & BILL 1	BOYCE & DAISY 1	BOYD & THELMA 1	BRADBURY 1
BRIAN & DIANE 1	BRIAN & JANIS 1	BRIAN & MERLE 1	BRIAN & RENY 1
BRIAN & SHIRLEY 1	BRIAN E & DEBBI 1	BRIGHOUSE 1	BRUCE & CAROL 1
BRUCE & MADGE 1	BRYAN & LUCILE 1	BUB & PENNY 1	BURRY 1
BURT E & JEAN A 1	BUZZ & MARJORIE 1	C 17	C DOUGLAS 1
C MATTHEW 1	C PAUL & DIANNE 1	C PAUL & RUBY 1	C ROBERT & P R 1
CALVIN & CAROL 1	CALVIN & VERLA 1	CAPE 1	CARL & BARBARA 1
CARMAN & ALICE 1	CAROLE & KIRK D 1	CARSON & VERENA 1	CATHOLIC 1
CAYUGA 1	CECIL & SHARON 1	CENTRAL 3	CHARLES & ALICE 1
CHARLES & ANN 1	CHARLES & BETTY 1	CHARLES & IRENE 1	CHARLES & MARIE 1
CHARLES & TENA 1	CHARLES A & LYN 1	CHAS & IRENE M 1	CHELTENHAM 1
CHINESE 3	CHRIS & LAURA 1	CLAUDE & ELAINE 1	CLINT & CARRIE 1
CLINT & TIFFANY 1	COLLEGE 2	COLUMBIA 1	COMMUNITY 3
CONNIE & DOUG 1	CONSORCIO 1	COOKSTOWN 1	COOKSVILLE 1
COOMBS 1	COUNSELLING 2	COUVIEAU & RON 1	CRAIGMYLE 1
CRANBROOK 1	CULLENE 1	CUSTOMER 1	CYRIL & SADIE 1
D 14	D & MR T 1	DAN & LYNDA 1	DARIGBE 1
DARREN & ANGELA 1	DARRYL & PAMELA 1	DAVE & BRENDA 1	DAVE & KATHY 1
DAVE & SHARON 1	DAVID & BARBARA 1	DAVID & CARON 1	DAVID & CHRISTY 1
DAVID & DINA 1	DAVID & EARLA 1	DAVID & JUDY 1	DAVID & MARION 1
DAVID & MAUREEN 1	DAVID & MEG 1	DAVID & MOLLIE 1	DAVID & NANCY 1
DAVID & VALERIE 1	DAVID & VERA 1	DENNIS & ANNIE 1	DENNIS & LISA 1
DENNIS B & KIM 1	DIANA & DONALD 1	DIANA & PAUL O 1	DIRECTION 1
DIRK & BRITT 1	DOMINION 3	DON & BETTY 1	DON & CHRIS 1
DON & DOROTHY 1	DON & JOY 1	DON & JUDY 1	DON & KIM 1
DON & MARGARET 1	DON & MAXINE 1	DON & NANCY 1	DON & PAULA 1
DON & RUTH 1	DONALD & ETHEL 1	DONALD & JOAN 1	DONALD & LESLIE 1
DONALD & ROSE 1	DONALD & SANDRA 1	DONALDSON 1	DONNA & GARY 1
DONNA & TOM 1	DONWAY 1	DOREEN & DEANE 1	DORIENNE & DEAN 1
DORNE 1	DOUG & ANN 1	DOUG & DIANE 1	DOUG & JANE 1
DOUG & LISA 1	DOUG & MARJORIE 1	DOUG & MYRTLE 1	DOUGLAS & DIANA 1
DOUGLAS & RUTH 1	DR 1	DUFFERIN & PEEL 1	DUNDALK 1
DWAYNE & BRENDA 1	E 19	E M 1	E WENDY 1
E BETTY 1	E LYNNE 1	EAST 2	EASTERN 1
ECUMENICAL 1	ED & STUDENTS 77	ED & WENDY 1	EDWARD & LOIS 1
EDWARD & SUSAN 1	EDWIN & REMONA 1	EDYS 1	EILERT 1
EJGILD 1	ELEANOR D & A G 1	ELLIOT & COBY 1	ELLISTON 1
ELMSDALE 1	ELVARETTA 1	EMILE & LINDA 1	ENOS & EDITH 1

You can use this list to update your Gender Table. Refer to "Gender Table..." on page 38 for more details.

GeoSmart

This function has the ability to calculate the distance of each address from a central point. As well, it calculates the latitude and longitude of each address, based on the postal code.

Click on **GeoSmart**.

Figure 66: GeoSmart Button

Figure 67: GeoSmart Screen

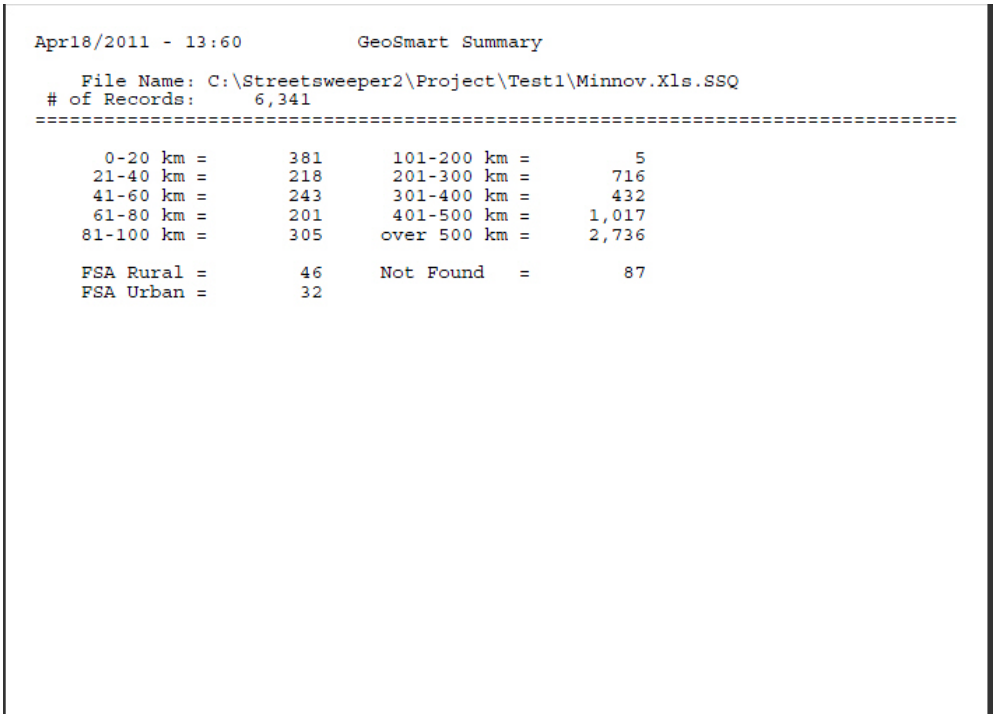
In your project, there will be additional columns: *Latitude*, *Longitude*, *Origin*, *Destination*, and *Distance*. Also, a pdf report will be generated.

Note: Any ***Not Founds*** (term used in pdf file) will have a -1 value in the *Distance* column in project file.

Generated Report

The file is created called:
{*filename with database file extension*}.GEO.pdf.

Figure 68: Sample of *.GEO.pdf



Apr18/2011 - 13:60 GeoSmart Summary

File Name: C:\Streetsweeper2\Project\Test1\Minnov.Xls.SSQ
# of Records: 6,341

0-20 km =	381	101-200 km =	5
21-40 km =	218	201-300 km =	716
41-60 km =	243	301-400 km =	432
61-80 km =	201	401-500 km =	1,017
81-100 km =	305	over 500 km =	2,736
FSA Rural =	46	Not Found =	87
FSA Urban =	32		

Export

Provides the ability to export the results to a file that is compatible with Excel, Access and other programs such as envelope design software.

Click on **Export**.

Figure 69: Export Button

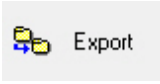


Figure 70: Export File Screen

You can select the data that you want exported.

Select Status Code

These records are categorized by the Address Correction function. Refer to “Address Correction” on page 50 for the process.

The selections are: *No Status Code*, *Valid*, *Corrected*, and *Non-Valid*. You can select as many selections as you want to.

Distance (km)

These records are categorized by the GeoSmart function. Refer to "GeoSmart" on page 119 for the process. You have the option to limit the records from a specific geographic range.

Note: *Minimum* of -1.00 refers to addresses that are not found.

Select Information

The selections are:

- *Standard Information*: Includes all the StreetSweeper columns: both standardized and generated columns.
- *Old Address*: The original address information is included.
- P*arsed Address*: The address is split into multiple fields. The fields are *St Num, St Name, St Type, St Dir, Unit Typ, Unit Num, Srv Typ, Srv Num, Box Typ, Box Num, Area Nme, Stn Typ,* and *Stn Dsc.*
- *Original Fields (Updated)*: This will give all the original records corrected. All the column titles are maintained with the standardized columns in the same structure and format.
- *Presort Sequence/Data*: This is ordered for presort, including all columns relevant for presort. The presort columns include: *CONT_BAG, DMC, Lcp_Seq, Sort_Level, OEL, Con_Num, Bun_Num, Pal_Num, Con_Brk, Bun_Brk, Pal_Brk, DMC_Rte, Audit_Cde, Con_PST* and *SOM_ID.*
- E*xclude Uncoded*: This gives you the option to exclude items that were not able to be sorted.
- *NCOA*: This will only show the addresses that have been updates with NCOA changes.

Purge

The selection of *Export marked items only* enables the other choices. The choices are:

- *All items*: All records are exported.
- *Retained items*: Only the records that are retained are exported. These records are listed in the project with the *PID* ending with ".01".
- *Purged items*: Only purged items are exported. These records are listed in the project with the *PID* ending with ".02", ".03", etc.

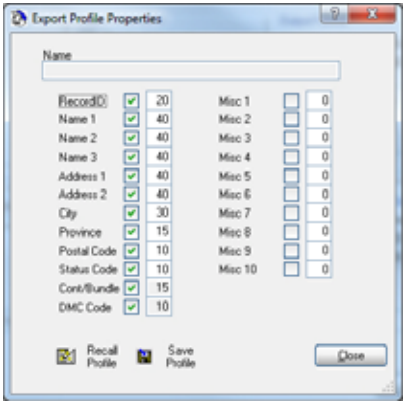
Output Format

The choices are:

- *Comma Delimited (Excel) - CSV*
- *Tab Delimited - TAB*
- *Fixed Length - TXT*
- *DBF File - DBF*

Output Profile is available for *Fixed Length - TXT* and *DBF File - DBF*. You are now able to click on **Properties**.

Figure 71: Properties Screen



Reports

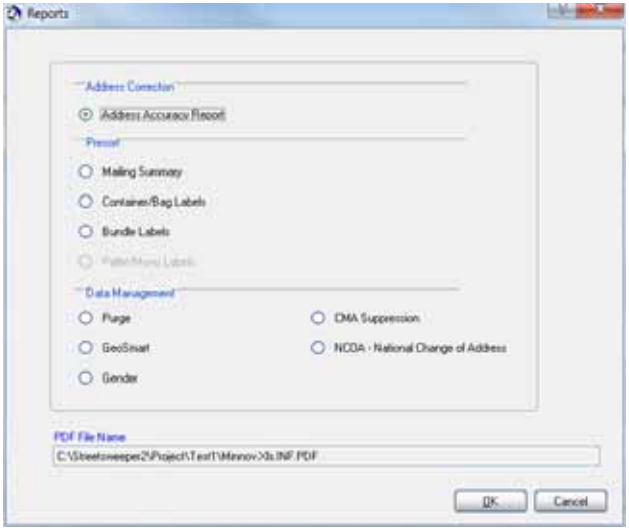
All reports are created as PDF files and stored in the directory where the original file is located. To get access to these PDF **Reports** will get you the appropriate report, even if you don't recall the report name and its location.

Click on **Reports**.

Figure 72: Reports Button

Reports are generated in the same folder.

Figure 73: Reports Screen



- Select the report that you want to view.
- Click on **OK**.

Reports must be in the original file's directory.

The buttons that create these reports are listed below:

- ***Address Accuracy Report*** is created by **Address Tools**.

  Refer to "Address Correction" on page 50 for details on report creation.

- ***Mailing Summary*** report is created by **Presort**.
- ***Container/Bag Labels*** report is created by **Presort**.
- ***Bundle Labels*** report is created by **Presort**.
- ***Pallet/Mono Labels*** report is created by **Presort**.

  Refer to "Presort" on page 68 for details on report creation for the above reports.

- ***Purge*** report is created by **Purge**.

  Refer to "Purge" on page 106 for details on report creation.

- ***GeoSmart*** report is created by **GeoSmart**.

  Refer to "GeoSmart" on page 119 for details on report creation.

- ***Gender*** report is created by **Gender Parse.**

  Refer to "Gender Parse" on page 115 for details on report creation.

- ***CMA Suppression*** report is created by **CMA Suppression List...**

  Refer to "Canadian Marketing Association (CMA) Suppression List" on page 112 for details on report creation.

- ***NCOA - National Change of Address*** is created by **NCOA**.

  Refer to "National Change of Address (NCOA)" on page 86 for details on report creation.

The *PDF File Name* gives you the location and file name.

Batch Processing Overview

The batch processing options automate the following functions:

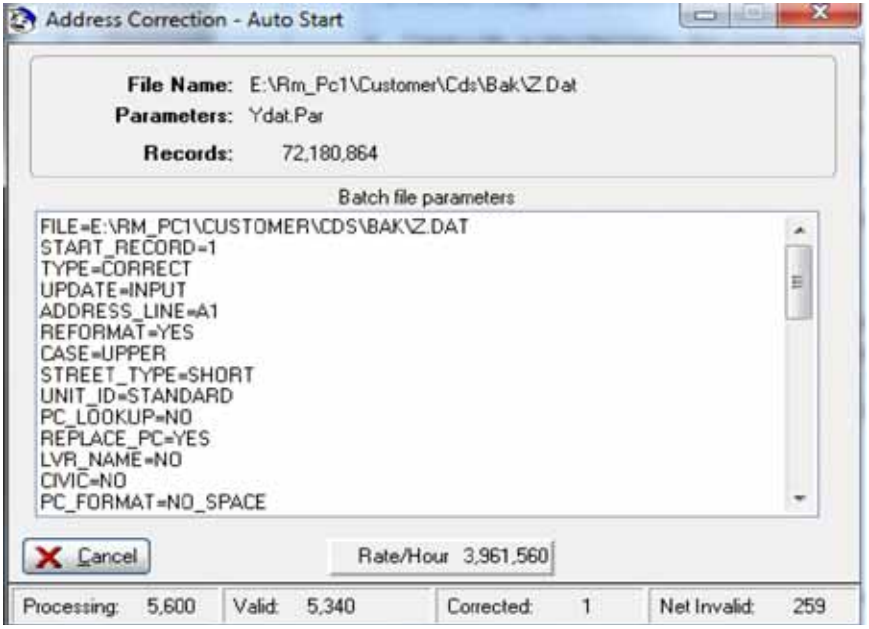
- Address Correction
- Presort
- NCOA functions
- Delivery Analysis

The batch commands allow you to start the process either from a command line or by invoking the command(s) from a batch file or user program

Address Correction

The Address Correction process may be fully automated by starting it in a batch mode.

- Create a file, as described below, that contains all of the options and parameters to be used
- From a batch file or another process use the command below to invoke the automated sorting process
- While running, a screen is displayed showing the progress of the sort and the options
- When finished, StreetSweeper will exit and resume the process that started it



To start from a command line or batch file:
(Note the spaces in the command line)

S2-WIN32.EXE {space} SS-AUTO.PGM {space} -ARG {space} /AC/C:\DIRECTORY\FILENAME.PAR

This file must contain the following keywords and parameters, a brief explanation is given for each of them. Use any standard text editor to prepare this file. Note that no spaces are in any of the commands.

During normal operation a directory is created in the program directory (normally STREETSWEEPER2) called AUTO_AC. Whenever a correction is run, a file is created in this directory with the same name as the file name but with !ac_ at the beginning of the file name i.e. File name = SAMPLE.DAT the name in the AUTO_AC directory would be !ac_SAMPLE.DAT. This file contains the options and parameters that were used to run the correction and may be used when running the batch correction process thus simplifying the setup of the batch file.

Table 18:

COMMAND	DESCRIPTION
FILE=	File name including directory
START_RECORD=	Record number to start at (normally 1)
TYPE=	CORRECT or VALIDATE
UPDATE=	INPUT or OUTPUT (.val, .cor, .inv)
ADDRESS_LINE=	A1= ADDRESS ONE AND TWO A2=NAME3, ADDRESS1,ADDRESS2
REFORMAT=	YES = Reformat Valids, NO = No reformat
CASE=	UPPER or LOWER
STREET_TYPE=	SHORT or LONG
UNIT_ID=	STANDARD or KEYWORD KEYWORD1 = Keyword one separate line
REPLACE_PC=	YES or NO
NAME=	NO or NAME1, NAME2, NAME3 Add LVR name to the file
CIVIC=	NO = No change, YES = Change civic #
PC_FORMAT=	SPACE = Insert space, NO_SPACE = Leave as is

Table 18:

COMMAND	DESCRIPTION
STREETGUARD=	ON or OFF
PC_LOOKUP=	NO or YES
LINE_WRAP=	ON or OFF
ALT_CITY=	ON or OFF
PARSE=	OFF or ON (Only active if at least 64 characters in USER2 field)
FRENCH_ACCENT=	OFF or ON
QUEBEC_ONLY=	YES or NO
ACCENT_TYPE	ANSI or PC8
ACCENT_LANG=	Code in USER FIELD ONE that indicates French language address
PARAM_NAME=	Parameter description
SIZE=	Record length including CR/LF if any
RECORD_ID=x,y	X= Start position, Y = Number of characters
NAME1=x,y	
NAME2=x,y	
NAME3=x,y	
ADDRESS1=x,y	
ADDRESS2=x,y	
CITY_NAME=x,y	
PROV=x,y	
POSTAL_CODE=x,y	
STATUS=x,y	
USER1=x,y	

Table 18:

COMMAND	DESCRIPTION
USER2=x,y	
USER3=x,y	
USER4=x,y	
USER5=x,y	
USER6=x,y	
USER7=x,y	
USER8=x,y	
MAILER_1=	Mailer Name and Address
MAILER_2=	Prints on the Accuracy Report
MAILER_3=	
RURAL=VALID	Validate rural addresses solely on the postal code (zero in the second position).

Table 18:

COMMAND	DESCRIPTION
Parsed Address:	
ST_NUM=x,y	Street Number
ST_SFX=x,y	Street Number Suffix
ST_NME=x,y	Street Name
ST_TYP=x,y	Street Type
ST_DIR=x,y	Street Direction
UNIT_TYP=x,y	Unit Type (APT, SUITE, UNIT)
UNIT_NUM=x,y	Unit Number
SRV_TYP=x,y	Service Type (RR, SS, MR)
SRV_NUM=x,y	Service Number
BOX_TYP=x,y	Box Type (PO Box, CP)
BOX_NUM=x,y	Box Number
STN_TYP=x,y	Station Type (STN, LCD etc)
STN_DSC=x,y	Station Description

Sample Batch Address Correction Parameter File

Table 19: Batch Address Correction

Commands

```
FILE=E:\RM_PC1\CUSTOMER\CDS\BAK\Z.DAT
START_RECORD=1
TYPE=CORRECT
UPDATE=INPUT
ADDRESS_LINE=A1
REFORMAT=YES
CASE=UPPER
STREET_TYPE=SHORT
UNIT_ID=STANDARD
PC_LOOKUP=NO
REPLACE_PC=YES
LVR_NAME=NO
CIVIC=NO
PC_FORMAT=NO_SPACE
STREETGUARD=ON
LINE_WRAP=ON
ALT_CITY=ON
PARSE=OFF
FRENCH_ACCENT=OFF
QUEBEC_ONLY=
ACCENT_TYPE=ANSI
ACCENT_LANG=
==================================
PARAM_NAME=AUTO
SIZE=104
RECORD_ID=0,0
NAME1=1,27
NAME2=0,0
NAME3=0,0
ADDRESS1=28,27
ADDRESS2=55,27
```

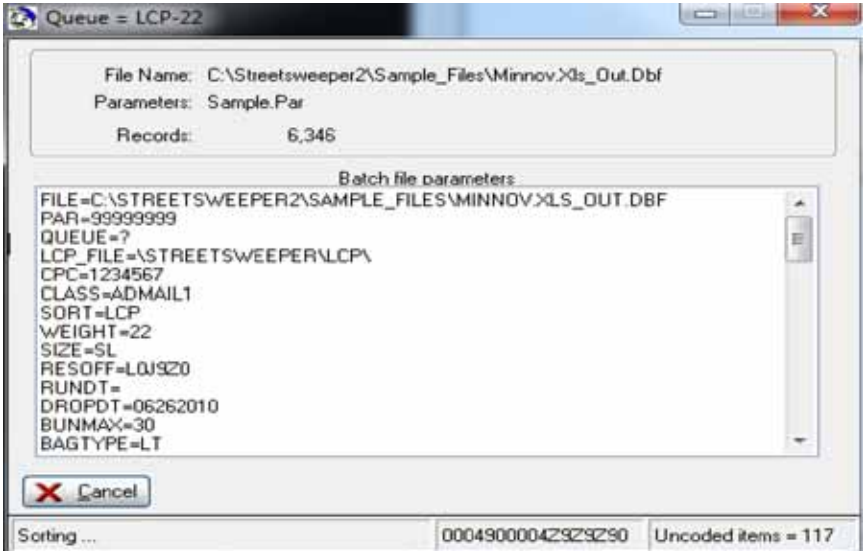
Table 19: Batch Address Correction

Commands
CITY_NAME=82,13
PROV=95,2
POSTAL_CODE=97,6
STATUS=0,0
USER1=0,0
USER2=0,0
USER3=0,0
USER4=0,0
USER5=0,0
USER6=0,0
||END

Letter Carrier Presort (LCP)

The Letter Carrier Presort process may be fully automated by starting it in a batch mode.

- Create a file, as described below, that contains all of the options and parameters to be used
- From a batch file or another process use the command below to invoke the automated sorting process
- While running, a screen is displayed showing the progress of the sort and the options
- When finished, StreetSweeper will exit and resume the process that started it



To start from a command line or batch file:
(Note the spaces in the command line)

S2-WIN32.EXE {space} SS-AUTO.PGM {space} -ARG {space} /LC/C:\DIRECTORY\FILENAME.PAR

This file must contain the following keywords and parameters, a brief explanation is given for each of them. Use any standard text editor to prepare this file. Note that no spaces are in any of the commands.

Table 20:

COMMAND	DESCRIPTION
FILE=	File name to be sorted
PAR=	Not required
QUEUE=	? = use next available
LCP_FILE=	Location of the Canada Post presort files
CPC=	Customer Number (also available as CPC_CUSTOMER)
CLASS=	LM = LETTERMAIL, PUB = PUBLICATION MAIL ADMAIL1 = ADMAIL, ADMAIL2 = DIMENSIONAL ADMAIL,
SORT=	LCP or NDG or AMP (Admail Machinable Presort)
WEIGHT=	Piece weight in grams
RESOFF=	Residue Office L0J9Z0 is used for Toronto
SIZE=	SL or OS
RUNDT=	MMDDYYYY (Uses system date if blank)
DROPDT=	MMDDYYYY (Uses system date if blank)
BUNMAX=	Maximum pieces in a bundle
BAGTYPE=	Container type: LT lettertainer, FT flats tub, A3 large bag, A6 small bag
BAGMAX=	Maximum pieces in a container
RETIRED=	YES or NO (default YES to use retired postal codes)

Table 20:

COMMAND	DESCRIPTION
OUT_FILE_TYPE=	FIXED or DBF or COMMA or TAB
OUT_FILE_NAME=	Name of the output file
JOB_DESC=	Description that will print on reports
OUT_FILE_SEQ=	FORWARD or REVERSE sequence within a bundle
CALC_WEIGHT=x,y	X= Start position, Y = Number of characters
MAILER_1=	Mailer name and address
MAILER_2=	Prints on the Mailing Summary
MAILER_3=	
MAILER_4=	
MAILER_5=	
THICK=	YES (Calculate container fill based on thickness)
THICK_USER_FIELD=x,y	X= Start position, Y = Number of characters
THICK_TYPE=	1 or 2 (One or two decimals in field)
MAIL_SUM=	ALL pages or COVER page
LM_RATE_UNSORTED=	MACHINE (Price unsorted LM at Machinable rate)
CPC_APPROVE=	Y = Reduced pallet sizes approved by Canada Post
LM_DEPOSIT=	Postal code of the LM deposit office
CPC_CUSTOMER=	Canada Post customer number
CPC_CONTRACT=	Canada Post contract number
OEL_OPTION=Y	Optional Endorsement Line (USER4 must be at least 45 characters)

Table 20:

COMMAND	DESCRIPTION
BUN_LAB=	4 = Create PDF bundle labels
CON_LAB=	5 = Create PDF container labels
CPC_SOMID=Y	Will create barcoded container labels and EST file for Electronic State-ment of Mailing (ESOM) preparation.
PAL_COPY=	Number of copies of the pallet label (normally 1 or 2)
PAL_LAB=	7 = Create PDF pallet/mono labels
PALLETTYPE=	CONT or PIECES
PALLET_TYPE=	1= None, 2= LT per Mono, 3= FT per Mono, 4 = Pieces per Mono 5= LT per Pallet, 6 = FT per Pallet, 7 = Pieces per Pallet
PALLETMAX=	Maximum container or pieces on a pallet
SORT_SUMMARY=	A,B,C,E,G,H,J,K,L,M,N,P,R,S,T,V,X,Y The mailing summary will print in the postal code sequence that is de-fined above. All 18 characters must be present or the SORT_SUMMARY will be ignored.
JTAG=	Y= Print a Jtag logo on the container and pallet label. Used for time sensitive Publications Mail
WEIGHT_FIELD=x,y	Weight in grams. Categories 0-30,30-50,50-100 will print on the MAILING SUMMARY
SOM_ID=x,y	SOM ID that was used for the mailing

Table 20:

COMMAND	DESCRIPTION
SORT_LEVEL=x,y	Sort level for this record: 1DMD, 2DF, 3CITY, 4DCF, 5FCP, 6RES, 7ERR
RECLEN=x	Record length include CR/LF if any
PSTCDE=x,y	X= Start position, Y = Number of characters
RECORD_ID=x,y	
NAME1=x,y	
NAME2=x,y	
NAME3=x,y	
ADDRESS1=x,y	
ADDRESS2=x,y	
CITY_NAME=x,y PROV=x,y	
CON_BUN=x,y	Mandatory for DBF output
DMC_CDE=x,y	Mandatory for DBF output
USER1=x,y	
USER2=x,y	
USER3=x,y	
USER4=x,y	
USER5=x,y	
USER6=x,y	

Table 20:

COMMAND	DESCRIPTION
USER7=x,y	
USER8=x,y	
USER9=x,y	
USER10=x,y	
LCP_SEQ=x,y	Sequence for each record in the presort
LCP_MSK=	Y = pad sequence number with leading zeros
SOM_ID=x,y	Place SOM_ID in the defined field, length (y) must be at least 10
||END	Indicates the end of the file (not required)

Notes When Creating Output Files:

Fixed Length

If you do not specify the CON_BUN and DMC_CDE fields they will automatically be created as the first two fields of each record with a length of 13 and 10 characters.

DBF

You must have CON_BUN and DMC_CDE fields already specified in order to update the output file

Comma or Tab Delimitted

If you do not specify the CON_BUN and DMC_CODE fields they will automatically be created as the first two fields of each record with a length of 13 and 10 characters. You must specify all other fields that you want in the output record.

Sample Batch LCP File:

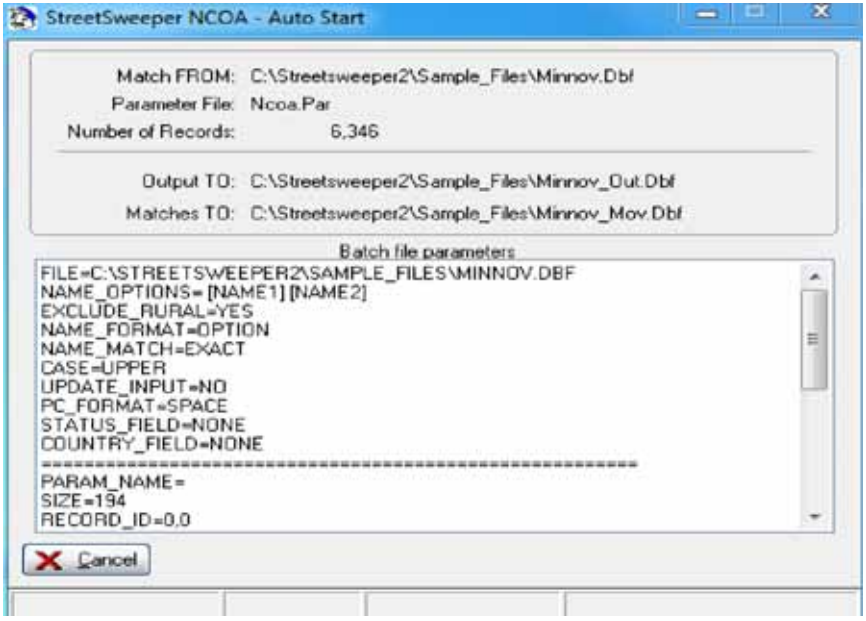
FILE=C:\SAMPLE_FILES\SAMPLE.DBF	PARAM_NAME=AUTO
PAR=99999999	RECLEN=339
QUEUE=?	PSTCDE=272,10
LCP_FILE=\STREETSWEEPER\LCP	RECORD_ID=0,0
CPC=	NAME1=27,40
CLASS=ADMAIL1	NAME2=67,40
SORT=LCP	NAME3=0,0
WEIGHT=22	ADDRESS1=147,40
SIZE=SL	ADDRESS2=187,40
RESOFF=L0J9Z0	CITY_NAME=227,30
RUNDT=	PROV=257,15
DROPTDT=	CON_BUN=292,15
BUNMAX=30	DMC_CDE=307,10
BAGTYPE=LT	USER1=0,0
BAGMAX=300	USER2=0,0
RETIRED=YES	USER3=0,0
OUT_FILE_TYPE=DBF	USER4=0,0
OUT_FILE_NAME=C:\XXX\SAMPLE_OUT.DBF	USER5=0,0
OUT_FILE_SEQ=	USER6=0,0
JOB_DESC=	USER7=0,0
MAILER_1=YOUR COMPANY NAME	USER8=0,0
MAILER_2=ADDRESS 1	USER9=0,0
MAILER_3=ADDRESS 2	USER10=0,0
MAILER_4=CITY PROV POSTAL CODE	LCP_SEQ=317,6
MAILER_5=	LCP_MSK=Y
THICK=NO	||END

MAIL_SUM=ALL
LM_RATE_UNSORTED=
CPC_APPROVE=
LM_DEPOSIT=
CPC_CUSTOMER=1234567
CPC_CONTRACT=987654321
CPC_SOMID=Y
OEL_OPTION=N
CON_LAB=5
BUN_LAB=4
PAL_LAB=7
PALLETTYPE=CONT
PALLET_TYPE=4
PALLETMAX=18

National Change Of Address (NCOA)

The National Change of Address process may be fully automated by starting it in a batch mode.

- Create a file, as described below, that contains all of the options and parameters to be used
- From a batch file or another process use the command below to invoke the automated sorting process
- While running, a screen is displayed showing the progress of the sort and the options
- When finished, StreetSweeper will exit and resume the process that started it



To start from a command line or batch file:
(Note the spaces in the command line)

S2-WIN32.EXE {space} SS-AUTO.PGM {space} -ARG {space} /NCOA/C:\DIRECTORY\FILENAME.PAR

This file must contain the following keywords and parameters, a brief explanation is given for each of them. Use any standard text editor to prepare this file. Note that no spaces are in any of the commands.

Table 21: Batch NCOA Parameter File

COMMANDS	DESCRIPTION
FILE=	File name to be processed
NAME_OPTIONS=	[NAME1] [NAME2] [NAME3] (Name1=First Name, Name2=Last Name or Initial, Name3=Last Name) If a Company name is mapped in the project leave NAME3 unused and the software will automatically use NAME3 as the Company Name.
EXCLUDE_RURAL=	YES or NO (Rural is where the second position of the Postal Code is zero)
NAME_FORMAT=	OPTION (Names are in selected fields) FIRST/LAST (Parse name) LAST/FIRST (Parse name)
NAME_MATCH=	EXACT
CASE=	UPPER or LOWER
UPDATE_INPUT=	YES or NO
PC_FORMAT=	SPACE or NO_SPACE
STATUS_FIELD=	1 or 2 (Referring to User Field 1 or 2—Must be at least 13 characters)
COUNTRY_FIELD=	1 or 2 (Referring to User Field 1 or 2—Must be at least 15 characters)
PARAM_NAME=	Parameter Description (Not required)
SIZE=	Record length including CR/LF if any
RECORD_ID=x,y	X= Start position, Y = Number of characters
NAME1=x,y	

Table 21: Batch NCOA Parameter File

COMMANDS	DESCRIPTION
NAME2=x,y	
NAME3=x,y	
ADDRESS1=x,y	
ADDRESS2=x,y	
CITY_NAME=x,y	
PROV=x,y	
POSTAL_CODE=x,y	
STATUS=x,y	
USER1=x,y	
USER2=x,y	
USER3=x,y	
USER4=x,y	
USER5=x,y	
USER6=x,y	
REPORT_TYPE=TEXT	Creates the report in text format as well as PDF format
||END	Indicates end of the file (not required)

Table 22: NCOA Status Code

Move Date	YYYYMMDD
Record Type	I=Individual, F=Family, B=Business
Move Type	D=Dometic, F=Foreign
Language	E=English, Space=English, F=French
Nixie	Y=Yes, N=No
COAN Type	0 (zero)=Regular
	C=Canada Post Initiated
	D=Estate
	M=NCOA Moveback
	U=Rural to Urban Conversion
	X=Nixie
Address Status Code	X=Nixie or Estate (No new address)
	0=Non-Valid
	1=Street Address
	2=Street Address/Route Service
	3=PO Box
	4=Route Service
	5=General Delivery

Codes 1-5 indicate a valid address

Nixie is defined as someone who has moved but does not want their new address published.

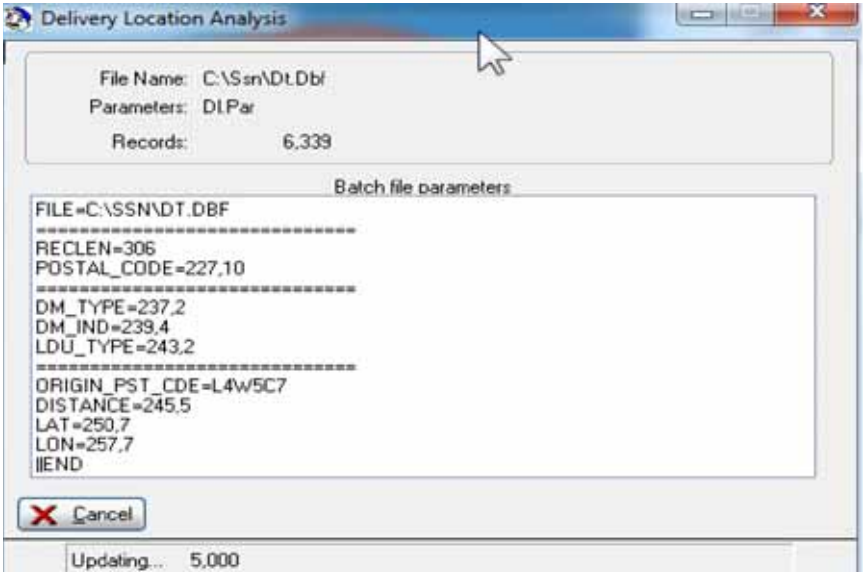
Sample Batch NCOA File:

```
FILE=C:\SAMPLE_FILES\SAMPLE.DBF
NAME_OPTIONS= [NAME1]
EXCLUDE_RURAL=NO
NAME_FORMAT=LAST/FIRST
NAME_MATCH=EXACT
CASE=UPPER
UPDATE_INPUT=NO
PC_FORMAT=SPACE
STATUS_FIELD=1
COUNTRY_FIELD=2
================================
PARAM_NAME=AUTO
SIZE=402
RECORD_ID=1,40
NAME1=81,80
NAME2=0,0
NAME3=0,0
ADDRESS1=161,40
ADDRESS2=201,40
CITY_NAME=241,30
PROV=271,2
POSTAL_CODE=273,10
STATUS=283,13
USER1=296,15
USER2=0,0
USER3=0,0
USER4=0,0
USER5=0,0
USER6=0,0
||
```

Delivery Location Analysis (DLA)

The Delivery Location Analysis process may be fully automated by starting it in a batch mode.

- Create a file, as described below, that contains all of the options and parameters to be used
- From a batch file or another process use the command below to invoke the automated sorting process
- While running, a screen is displayed showing the progress of the sort and the options
- When finished, StreetSweeper will exit and resume the process that started it



To start from a command line or batch file:
(Note the spaces in the command line)

S2-WIN32.EXE {space} SS-AUTO.PGM {space} -ARG {space} /DL/C:\DIRECTORY\FILENAME.PAR

This file must contain the following keywords and parameters, a brief explanation is given for each of them. Use any standard text editor to prepare this file. Note that no spaces are in any of the commands.

Table 23:

COMMAND	CHAR	DESCRIPTION
FILE=		File name to be processed
RECLEN=		Number of characters in each record including CR/LF if any
PST_CDE=x,y POSTAL_CODE=x,y	7	Location of the postal code in the record
DM_TYPE=x,y	2	The first part of the Delivery Mode The first part of the Delivery Mode, identifying the type of delivery ser-vice. • CF = Call For • DR = Direct • GD = General Delivery • LB = Lock Box • LC = Letter Carrier • MR = Mobile Route • RR = Rural Route • SS = Suburban Service
DM_IND=x,y	4	Delivery Mode Identifier The second part of the Delivery Mode, uniquely identifying each occur-rence of the Delivery Mode Type within the delivery installation.

Table 23:

COMMAND	CHAR	DESCRIPTION
LDU_TYPE=x,y	2	LDU Type (Local Delivery Unit) 00 - Rural (Route Service, General Delivery, Lock Box, External Delivery Site, Urban Installation) 01 - Route Service 02 - General Delivery 03 - Block Face 04 - Community Mail Box (CMB) 05 - Large Volume Receiver (LVR) 06 - LVR - CMB 07 - LVR - Lock Box 08 - Building 09 - Federal Government 10 - Federal Government Lock Box 11 - Lock Box 12 - Business Reply 13 - Federal Government CMB 14 - External Delivery Site (EDS) 15 - LVR - EDS Lock Box 16 - LVR - EDS Street Address 17 - Federal Government EDS Lock Box 18 - Federal Government EDS Street Address
ORIGIN_PST_CDE=x,y	7	Central postal code location
DISTANCE=x,y	5	Distance from Origin postal code to destination postal code
LAT=x,y	7	Latitude
LON=x,y	7	Longitude

API (Application Program Interface) Overview

StreetSweeper software provides the ability to correct/verify addresses according to the standards required by Canada Post Corporation. Utilizing the TCP interface allows the user to connect to the StreetSweeper address correction engine from any PC connected either on a local network or over the internet. If you have the NCOA option installed you may also access it in a similar manner.

The TCP/IP interface is used by our customers in a variety of environments including web applications, data entry assist/ verification and many others.

The following information gives the basics on how this API is implemented. Please contact us if you need additional information.

Licensing Requirements

Normally the installation and use of the StreetSweeper API requires a server license with at least ten users. The number of users may need to be increased depending on the intended use and scope of the system.

Commands

From your application write the following data to the TCP port:

· SS_API_SEND:CMD=XXXX,CMD=XXXX,CMD=XXXX etc

Possible commands are:

EXIT Terminate the API

MULTI_ON Activates multiple street name look-up
MULTI_OFF De-activates multiple street name look-up

UPPER Results are returned in UPPER case
LOWER Results are returned in UPPER and lower case

MIN_ON API is minimized on the task bar
MIN_OFF API panel is displayed

HIDE_ON API panel is hidden
HIDE_ON_PERSIST API panel is hidden and will be on restart until HIDE_OFF is sent
HIDE_OFF API panel is restored

TASK_HANDLE:nnnn Windows handle of task to restore focus to
TASK_NAME:aaaaaa Windows task name (caption line), to restore focus to (Only one method of TASK should be used)

PARSE_ON Returns parsed address information using API Option 2
PARSE_OFF Turns off parsed address information when using API Option 2

CMD_ACK Enables a response to the client when a CMD has been received (ACK)
CMD_ACK_OFF Disable the acknowledgment to the client for a CMD command (This is the default)

RURAL_ON Address information for rural postal codes will be recalled
RURAL_OFF Only the city and province for rural postal codes will be recalled
TERM_ON All responses will be terminated with a CR (hex $0D$)
TERM_OFF Turns off the termination character (default)

Postal code and Optional Street Number Look-Up

From your application write the following data to the TCP port

SS_API_SEND:FIND_POSTAL_CODE=X1X1X1,YYYYYY

Where X1X1X1 is the postal code and YYYYYY is the optional street number

- Start polling the TCP port, waiting for an answer

When a postal code has NOT been found the API will write the following back to the TCP client.:

- ·SS_API_RESULT:NOT_FOUND
-

When a postal code has been found the API will write the following data to the TCP client:

· SS_API_FOUND: followed by the following information

The information is contained in a 187 character record containing the API Signature, Number Found and one of the record types on the following pages. If there are multiple address locations for the postal code the first one is returned in the 187 character format. The second and subsequent ones are in a comma delimited format.
Civic # start, civic # end, street name, street type, street direction, spare,;

Note that each comma delimited record set end with a semi-colon (;). In the following example the postal code L3Y7V1 yields 5 records.

```
SS_API_FOUND: 1,13 API Signature
Number found 14,3 Total matches
SS_API_FOUND:··545·····RR···················LCD·1·········
·····················NEWMARKET·····················ONL3Y7
V1·····················································
·········1339,2075,GREEN,LANE,E,;1590,2056,GREEN,LANE,E,;1
8101,18685,LESLIE,ST,,;18106,18694,LESLIE,ST,,;
```

NOTE: The (·) character represents a space.

Table 24: Data Header (0n all records)

Data	Position	Comments
SS_API_FOUND	1,13	API Signature
Number Found	14,3	Total Matches

Table 25: Type One Record (Street Address)

Data	Position	Comments
Record Type	17,1	Always 1
Suite Number From	18,6	
Suite Number To	24,6	
Civic Number From	30,6	
Civic Number From Suffix	36,1	
Civic Number To	37,6	
Civic Number To Suffix	43,1	
Spare	44,1	
Street Name	45,30	
Street Type	75,6	
Street Direction	81,2	
City Name	83,30	
Province	113,2	
Postal Code	115,6	
LVR Type	121,2	
LVR Name	123,60	
Delivery Mode Type	183,2	
Delivery Mode Code	184,4	

Table 26: Type Two Record (Street/Route Service)

Datg	Position	Comments
Record Type	17,1	Always 2
Route Number	18,6	
Route Type	24,6	RR, SS or MR
Civic Number From	30,6	
Civic Number From Suffix	36,1	
Civic Number To	37,6	
Civic Number To Suffix	43,1	
Spare	44,1	
Street Name	45,30	
Street Type	75,6	
Street Direction	81,2	
City Name	83,30	
Province	113,2	
Postal Code	115,6	
LVR Type	121,2	
LVR Name	123,60	
Delivery Mode Type	183,2	
Delivery Mode Code	184,4	

Table 27: Type Three Record (PO Box)

Data	Position	Comments
Record Type	17,1	Always 3
PO Box Number From	18,6	
PO Box Number To	24,6	
Delivery Information	30,30	i.e. STN A
Blank	60,23	
City name	83,30	
Province	113,2	
Postal Code	115,6	
LVR Type	121,2	
LVR Name	123,60	
Delivery Mode Type	183,2	
Delivery Mode Code	184,4	

Table 28: Type Four Record (Route Service)

Data	Position	Comments
Record Type	17,1	Always 4
Route Number	18,6	
Route Type	24,6	RR, SS or MR
Delivery Information	30,30	i.e. STN A
Blank	60,23	
City Name	83,30	
Province	113,2	
Postal Code	115,6	
LVR Type	121,2	
LVR Name	123,60	
Delivery Mode Type	183,2	
Delivery Mode Code	184,4	

Table 29: Type Five Record (General Delivery)

Data	Position	Comments
Record Type	17,1	Always 5
Delivery Information	30,30	i.e. STN A
Blank	60,23	
City Name	83,30	
Province	113,2	
Postal Code	115,6	
LVR Type	121,2	
LVR Name	123,60	
Delivery Mode Type	183,2	
Delivery Mode Code	184,4	

Table 30: Type Six Record (Rural Post Office Delivery)

Data	Position	Comments
Record Type	17,1	Always 6
Blank	18,65	
City Name	83,30	
Province	113,2	
Postal Code	115,6	
Blank	121,67	

OPTION 1 Address Correction/Validation

This function may be used to send a name and address to the API and have it validate/correct the information and optionally reformat it according to pre-determined options. The data is returned to the TCP client and is read back by the users application.

- From SETUP - API ADDRESS CORRECTION OPTIONS select the file format and options that you wish to use. This information is stored in the \StreetSweeper\Auto_Ac\$AC_API.$$$ file.
- Start the API and your application
- From your application write the following data to the TCP server: · SS_API_SEND:ADDRESS_CORRECT=your name and address data

The API will return the following information to the client that sent the message

SS_API_FOUND:your name and address data · The format of the data will be identical to the for-mat your application sent

.

OPTION 2 Address Correction/Validation

You may also send the data in a pipe (|) delimited format. Using this option is simpler and requires less data transmission overhead. The format for this is:

```
SS_API_SEND:FIND_CORR=Name 1 | Name 2 | Name 3 | Address 1 |
Address 2 | City | Province | Postal Code | Status Code |
Misc 1 | Misc 2 | Misc 3 | Misc 4 | Misc 5 | Misc 6 |
```

Normally you would send just the address 1, address 2, city, province, postal code information. You may want to include the Name and Misc information depending on the options selected in or-der to have the case changed or accented.

The data is returned in the same format:

```
SS_API_FOUND:Name 1 | Name 2 | Name 3 | Address 1 | Address
2 | City | Province | Postal Code | Status Code | Misc 1 |
Misc 2 | Misc 3 | Misc 4 | Misc 5 | Misc 6 |City Abbrev. Name
(13 characters)|;
```

PLUS parsed information when the Status Code = Valid or Corrected

```
Address Type|Street Number|Suffix|Unit Number|Street Name/
Station Name|Street Type/Station Type|Street Direction|PO
Box Number|Service Type (RR/SS/GD)|Route Number|;
```

Note the semi-colon at the end of the data.

Parsed information will also be returned in the Misc 2 field. This is in a fixed field format described in detail ion the next pages.

NOTE: This option can be enabled or disabled with the Command:

PARSE_ON or PARSE_OFF

The default is the parse option is OFF.

Parsed Format

The parsed output option will, in addition to returning the formatted address, return the parsed form of the address in USER FIELD TWO . In order to invoke this option it must be selected when setting the Address Correction options.

Addresses will be parsed for VALID and CORRECTED records but not INVALID records. If the ad-dress is INVALID we cannot guarantee the parsed output would be correct. Note that parsed output is returned in UPPER or UPPER and Lower case and with or without French accents, depending on the options that you have chosen. The street type will always be returned in the short form

Table 31: Type One (Street Address)

Data	Position	Comments
Record Type	1	Always 1
Suite Number	6	
Civic Number	6	Right Justified
Civic Number Suffix	1	Blank, 1=1/4, 2=1/2, 3=3/4 or A-Z
Street Name	30	
Street Type	6	
Street Direction	2	
FIller	12	

Table 32: Type Two (Street Address/Route Service)

Data	Position	Comments
Record Type	1	Always 2
Suite Number	6	
Civic Number	6	Right Justified
Civic Number Suffix	1	Blank, 1=1/4, 2=1/2, 3=3/4 or A-Z
Street Name	30	
Street Type	6	
Street Direction	2	
Route Keyword	2	RR, SS or MR
Route Number	4	
Filler	6	

Table 33: Type Three (PO Box)

Data	Position	Comments
Record Type	1	
Box Keyword	7	PO Box or CP
Box Number	6	
Area Name	30	
Installation Type	5	STN, LCD etc
Installation Description	15	

Table 34: Type Four (Route Service (SS, RR, MR))

Data	Position	Comments
Record Type	1	Always 4
Route Keyword	7	RR, SS, MR
Route Number	6	
Area name	30	
Installation Type	5	
Installation Description	15	

Table 35: Type Five (General Delivery)

Data	Position	Comments
Record Type	1	Always 5
General Delivery Keyword	2	GD
Filler	11	
Area name	30	
Installation Type	5	
Installation Description	15	

Near Matches

If the address is invalid, (the status code field starts with N), then an option is available that will re-turn a number of near-matches for the address. This option is invoked by sending:

```
SS_API_SEND:SET_ADDRESS_RETURN_LIMIT=XX
```

This will return a confirmation of:

```
SS_API_FOUND:XX ;
```

Where XX is the maximum number of items to return. Normally 20 is more than enough but 500 is the maximum setting.

SS_API_SEND:FIND_CORR=|||1 YONGE ST||TORONTO|ON||

In this case the address could not be verified/corrected so the closest matches were returned.

```
SS_API_FOUND:|||1 Yonge St||Toronto|ON||N-UR-S#-PC|||||||;
SS_API_FOUND:5;
1,1,1,,,,YONGE,ST,,TORONTO,ON,M5E1E5,A2,TORONTO STAR BLDG;
1,1,1,,101,,YONGE,ST,,TORONTO,ON,M5E1Y5,B ,CANADA POST
ADMINISTRATION;
1,1,1,,1801,,YONGE,ST,,TORONTO,ON,M5E1W7,B ,TELSEC BUSINESS CENTRE;

1,1,1,,2000,,YONGE,ST,,TORONTO,ON,M5E1N4,B ,MCPHEE JENSEN/ PUNCH
(DIRECT);
1,1,1,,400,,YONGE,ST,,TORONTO,ON,M5E1E6,B ,TORONTO STAR;
```

The format is:

Record type, civic # start, Civic # end, suite # start, suite # end, blank, street name, street type, street direction, city, province, postal code, LVR/Building type, LVR/Building name;

DLL Options

Using the SS-TCP.DLL
There are two files SS-TCP.DLL and SS-TCP.INI. The INI file contains the default IP address and PORT number. You can modify this file as required.
E.g.
[Main]
IP_Address=127.0.0.1
Port=7500

NOTE: You must start the StreetSweeper TCP monitor before performing any DLL commands.

```
S2-WIN32.EXE {space} SS-API_AC.PGM {space} -ARG {space}
TCP:PORT
```

Where PORT is the TCP port number

void Start_Session(int port)
where port – is a port number. Must match an open port for StreetSweeper
You have to call this function before you can send any requests. If the port number is 0 (zero) then the port number will be taken from the INI file. The IP address is ALWAYS taken from the INI file.

void End_Session()
You must close the session after you finish your requests.

You can use the DLL as a 'wrapper' for the TCP functionality that is documented on the TCP API pages. The syntax for this is described below:

There are a few functions available.
Send_TCP_Request(char * m_request,char * reply,delay)

// where reply is char* reply, delay is int32

Delay=Number of milliseconds to wait for a reply. In some cases the server may take longer to issue a reply. This tells the client to wait for a response.

.

Example:

```
Send_TCP_Request("SS_API_SEND:FIND_NCOA=|Name1|Name2|
Name3|Address1 |Address2|Postal Code|",reply,delay)

// where reply is char* reply, delay is int32

Send_NCOA_TCP_Request("SS_API_SEND:FIND_CORR:Name1|Na
me2|Name3|Address1|Address2|City|Province|Postal
Code|Status Code|Misc 1|Misc 2|Misc 3|Misc 4|Misc
5|Misc 6|",reply,delay)

// where reply is char* reply, delay is int32
```

TCP Server Startup Options

The startup syntax is:

```
S2-WIN32.EXE SS-API_AC.PGM -ARG TCP:XXXXX
```

The TCP is followed by a colon and the XXXXX is the tcp port number i.e. 10000

Address Status Codes

Table 36: API - Address Status Codes

Codes	Codes
V = Valid	
C = Corrected	GK—General Delivery Keyword
N = Non-Valid	DN—Delivery Name
DI—Delivery Information (i.e. STN MAIN)	
LV—Large Volume Receiver	MN—Municipal Name
LR—Apartment Building	MA—Municipal Alternate
LB—Business Building	AB—Municipal Abbreviation
PR—Province	
C# - Street (Civic) Number	PC—Postal Code
SN—Street Name	IP—Invalid Punctuation
SA—Alternate Street Name	AL—Address information will not fit
ST—Street Type	ML—Municipal name will not fit
SD—Street Direction	RF—Valid address that has been reformatted
SK—Suite Keyword	R#- Route Number
SQ--Suite Questionable	
S# - Suite Number	Invalid addresses will have at least one of these codes
SM—Missing Suite in Apt or Business Bld.	RU—Rural Address
RK—Route Keyword	UR—Urban Address
BK—PO Box Keyword	US—USA Address
B# - PO Box Number	

Table 36: API - Address Status Codes

Codes	Codes
RU-?? Valid rural postal code, address information not validated	
?? - Unknown Address	

NCOA Options

You send the data in a pipe (|) delimited format. Using this option is simple and requires very little data transmission overhead. The format for this is:

```
SS_API_SEND:FIND_NCOA=| First Name | Middle Name | Last Name
| Address One | Address Two | Postal Code | Business Name
(Optional) |
```

Results:

```
NCOA_NOT_FOUND
```

Or

```
NCOA_FOUND: Address One | Address Two | City | Province |
Postal Code | Country | Status Code |
```

Table 37: Status Code

Code	Description
Move Date	YYYYMMDD
Record Type	I=Individual, F=Family, B=Business
Move Type	D=Domestic, F=Foreign
Language	E=English, Space=English, F=French
Nixie	Y=Yes, N=No

Table 37: Status Code

Code	Description
COAN Type	0 (zero)=Regular, C=Canada Post Initiated, D=Estate, M=NCOA Moveback, U=Rural to Urban Conversion, X=Nixie
Address Status Code	X=Nixie or Estate (No New Address) 0=Non Valid 1=Street Address 2=Street Address/Route Service 3=PO Box 4=Route Service (SS, RR, MR) 5=General Delivery

Codes 1-5 indicate a valid address

Nixie is defined as someone who has moved but does not want their new address published

Appendix: Standard Canada Post Abbreviations & Symbols

Table 38: Unit Designators

English Designators	Symbol	French Designators	Symbol
Apartment	APT	Appartement	APP
Suite	SUITE	Bureau	BUREAU
Unit	UNIT	Unite	UNITE
Non-Standard			
Back	BACK	Etage	ETAGE
Basement	BSMT	Logement	LOG
Floor	FLR	Piece	PIECE
Front	FRNT	Porte	PORTE
Lobby	LBBY	Rez-de-chausse	RC
Lower	LWR	Salle	SALLE
Penthouse	PH	Sous-sol	SS
Rear	REAR		
Room	RM		
Side	SIDE		
Station	STN		
Townhouse	TH, TWNHSE		
Upper	UPPR		

Table 39: Street Types

Street Type	Symbol	Street Type	Symbol
Abbey	ABBEY	Key	KEY
Acres	ACRES	Knoll	KNOLL
Allee	ALLEE		
Alley	ALLEY	Landing	LANDNG
Autoroute	AUT	Lane	LANE
Avenue (E)	AVE	Limits	LMTS
Avenue (F)	AV	Line	LINE
		Lookout	LKOUT
Bay	BAY	Loop	LOOP
Beach	BEACH		
Bend	BEND	Mall	MALL
Boulevard (E)	BLVD	Manor	MANOR
Boulevard (F)	BOUL	Maze	MAZE
By-Pass	BYPASS	Meadow	MEADOW
Byway	BYWAY	Mews	MEWS
		Montee	MONTEE
Campus	CAMPUS	Moor	MOOR
Cape	CAPE	Mount	MOUNT
Carre	CAR	Mountain	MTN
Carrefour	CARREF		
Centre (E)	CTR	Orchard	ORCH
Centre (F)	C		
Cercle	CERCLE	Parade	PARADE
Chase	CHASE	Parc	PARC
Chemin	CH	Park	PK
Circle	CIR	Parkway	PKY
Circuit	CIRCT	Passage	PASS
Close	CLOSE	Path	PATH
Common	COMMON	Pathway	PTWAY

Table 39: Street Types (Continued)

Street Type	Symbol	Street Type	Symbol
Concession	CONC	Pines	PINES
Corners	CRNRS	Place (E)	PL
Cote	COTE	Place (F)	PLACE
Cour	COUR	Plateau	PLAT
Court	CRT	Plaza	PLAZA
Cove	COVE	Point	PT
Crescent	CRES	Port	PORT
Croissant	CROIS	Private	PVT
Crossing	CROSS	Promenade	PROM
Cul-de-sac	CDS		
		Quay	QUAY
Dale	DALE		
Dell	DELL	Rang	RANG
Diversion	DIVERS	Range	RG
Downs	DOWNS	Ridge	RIDGE
Drive	DR	Rise	RISE
		Road	RD
Echangeur	ECH	Rond point	RDPT
End	END	Route	RTE
Esplanade	ESPL	Row	ROW
Estates	ESTATE	Rue	RUE
Expressway	EXPY	Ruelle	RLE
Extension	EXTEN	Run	RUN
Farm	FARM	Sentier	SENT
Field	FIELD	Square	SQ
Forest	FOREST	Street	ST
Freeway	FWY	Subdivision	SUBDIV
Front	FRONT		
		Terrace	TERR
Gardens	GDNS	Terrasse	TSSE

Table 39: Street Types (Continued)

Street Type	Symbol	Street Type	Symbol
Gate	GATE	Thicket	THICK
Glade	GLADE	Towers	TOWERS
Glen	GLEN	Townline	TLINE
Green	GREEN	Trail	TRAIL
Grounds	GRNDS	Turnabout	TRNABT
Grove	GROVE		
		Vale	VALE
Harbour	HARBR	Via	VIA
Heights	HTS	View	VIEW
Highlands	HGHLDS	Village	VILLGE
Highway	HWY	Vista	VISTA
Hill	HILL	Voie	VOIE
Hollow	HOLLOW		
		Walk	WALK
Ile	ILE	Way	WAY
Impasse	IMP	Wharf	WHARF
Island	ISLAND	Wood	WOOD
		Wynd	WYND

Table 40: Street Directions

English		French	
East	E	Est	E
North	N	Nord	N
North East	NE	Nord-est	NE
North West	NW	Nord-ouest	NO
South	S	Sud	S
South East	SE	Sud-est	SE
South West	SW	Sud-ouest	SO
West	W	Ouest	O

Table 41: Delivery Installation Types

English		French	
Post Office	PO	Bureau de poste	BDP
Postal Outlet	RPO	Comptoir postal	CSP
(Retail Post Office)			
Station	STN	Succursale	SUCC
Letter Carrier Depot	LCD	Poste de facteurs	PDF
Community Mail Centre	CMC	Centre postal communautarie	CPC
Commercial Dealership	CDO	Concession commerciale	CC
Outlet			

Table 42: Mode of Delivery Designators

English		French	
General Delivery	GD	Poste restante	PR
Mobile Route	MR	Itineraire motorise	IM
Post Office Box	PO BOX	Case postale	CP
Rural Route	RR	Route rurale	RR
Suburban Service	SS	Service suburbain	SS

Table 43: Province Abbreviations

English	Symbol	French
Alberta	AB	Alberta
British Columbia	BC	Colombie-Britannique
Manitoba	MB	Manitoba
New Brunswick	NB	Nouveau-Brunswick
Newfoundland and Labrador	NL	Terre-Neuve
Northwest Territories	NT	Territoires du Nord-Ouest
Nova Scotia	NS	Nouvelle-Ecosse
Nunavut	NU	Nunavut
Ontario	ON	Ontario
Prince Edward Island	PE	Ile-du-Prince-Edouard
Quebec	QC	Quebec
Saskatchewan	SK	Saskatchewan
Yukon	YT	Yukon

Glossary

API

Application Program Interface.

Batch mode processing

Automated process for running Address Correction, Presort and NCOA functions.

COAN

Change of Address Number.

CMA

Canadian Marketing Association.

CPC

Canada Post Corporation

Database

A large collection of data in a computer, organized so that it can be expanded, updated, and retrieved rapidly for various uses.

DBF file

This is a dBASE data file. dBase is a relational database management system.

DCF

Distribution Centre Facility.

Delimited file

This is a data file, which has a character or combination of characters to separate one item or set of data from another. Commonly a comma or a tab is used to separate the data.

DMC

Delivery Mode Code. This term is generated in the presort process to indicate the items in a container. The DMC code indicates the letter carrier route number for the particular address.

EST

Electronic Shipping Tools.

Excel file

This is a Microsoft Excel file, which is a spreadsheet program. StreetSweeper can import either an .XLS or .XLSX Excel file.

FCP

Forward Consolidation Point.

FID

File ID. Also see PID and RID.

Field

A field is a single unit of data stored as part of a database record. Each record is made up of one or more fields, which

correspond to the columns in a database table. Fields are often also referred to as attributes. A field does not have any restrictions as to how large or small it can be, but the field must be equal in size in each record in either a DBF file (FoxPro) or a fixed length text file.

Format

This is general layout of data in a specific type of file.

FoxPro

This is a FoxPro data file. Microsoft Visual FoxPro is a development environment catering to the needs of database developers.

FSA

Forward Sortation Area. This is the first three characters of the postal code. LDU (Local Delivery Unit) is the last three characters.

Header

In file management, a header is a region at the beginning of each file where bookkeeping information is kept. The file header for address files would be the titles of the files, such as name, street address, city, etc.

LCP

Letter Carrier Presort

LDU

Local Delivery Unit. The last three characters of the Postal Code. FSA (Forward Sortation Area) is the first three characters.

LVR

Large Volume Receiver. Canada Post assigns a unique postal code to large companies and organizations.

NCOA

National Change of Address. This is a Canada Post database that is used by StreetSweeper to match addresses of households and/or people that have moved.

NDG

National Distribution Guide. Details how the mail is delivered across Canada.

OEL

Optional Endorsement Line. An alternative to the manual application of bundle labels is the OEL. The OEL is generated by SERP software whereby the DCF, FCP and Residue bundle information is printed directly on to the mail item or address label as the top line of the address block

Parse

Separates the address elements into separate fields. i.e. street name, type, direction, route keyword, route number, box keyword, box number

PID

Purge ID. A record is marked to be removed from the database. Also see FID and RID.

Presort

To sort (mail) according to Postal Codes before delivering to a post office.

Profile

A description of a record in terms of field names and sizes. This is the field map to describe each data entry.

Purge

To remove a record from the database.

RID

Record ID. Identified the Record Number within the database. Also see FID and PID.

SERP

Software Evaluation Recognition Program.
Canada Post and SERP vendors have developed a file import functionality, the Presort Mailing Plan Import Program, for Customers who prepare their mail using LCP. It is mandatory to use the Presort Mailing Plan Import Program. This feature reduces the amount of data that Customers need to enter when completing Orders (Statements of Mailing). This functionality enables Customers to import their Mailing Plans directly into the EST, using both the Desktop and Online versions. Software vendors provide the Mailing Plan in one (1) of two (2) approved file formats: 1) Extensible Mark-up Language (XML); 2) Comma Separated Value (CSV).

The SERP software will continue to generate the hard copy Mailing Summary and Mailing Details Reports which will only be required upon request by Canada Post.

SOM ID

Statement of Mailing ID. It must be entered when processing Addressed Admail in order to generate barcoded container labels.

TCP Port

Transmission Control Protocol Port. This is used by StreetSweeper API to access address and/or NCOA data in a quick and reliable way from your application.

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