



# Managing Addresses

last updated for the Spring 2021 (3.74) release

Handbook

**CAPITA**

## Copyright

Copyright © 2020-2021 Capita Business Services Limited All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the express written consent of the publisher. Microsoft® and Windows® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

[www.capita-one.co.uk](http://www.capita-one.co.uk)

## Contact Capita Software Support

You can log a call at <https://support.capitasoftware.com/>

## Providing Feedback on Documentation

We always welcome comments and feedback on our all documentation. If you have any comments, feedback or suggestions please email:

[onepublications@capita.com](mailto:onepublications@capita.com)

# Contents

<b>01  Document Change Control</b> .....	<b>1</b>
<b>02  Importing and Tidying Addresses</b> .....	<b>2</b>
Introduction to importing and tidying addresses .....	2
Accessing the System Administration v4 site .....	2
<b>03  Importing Addresses</b> .....	<b>3</b>
Introduction to importing addresses .....	3
Unitary authorities and administrative areas .....	3
Importing a gazetteer .....	3
Import status definitions .....	6
Errors while importing.....	8
Import Street Description Parameter.....	8
Bulk match processing rules .....	9
Bulk match status messages.....	9
Bulk matching.....	10
Updating addresses .....	11
Update Addresses processing rules.....	12
Update Addresses status messages.....	12
<b>04  Managing addresses</b> .....	<b>14</b>
Introduction to managing addresses .....	14
Running the Address Auto Tidy routine.....	14
Merging addresses manually .....	16
Manage Addresses .....	19
Adding an Address.....	19
Editing an Address.....	22
Viewing an Address on a Map.....	23
GIS Configuration.....	25
Address Tidy options.....	26
Remove Blank Addresses – Processing Rules .....	26
Remove Unused Addresses – Processing Rules.....	26
Remove Unused Streets – Processing Rules .....	27
Remove Duplicate Addresses – Processing Rules .....	27
<b>Index</b> .....	<b>31</b>

# 01 | Document Change Control

Date	Release	Description
Spring 2021	3.74	<p>Multiple gazetteer files can be selected for processing if required, rather than selecting and processing files individually.</p> <p>See <a href="#">Importing a gazetteer</a> on page 3</p> <p>Where a merge file has been created to process multiple gazetteer files, an additional <b>File Merge Log</b> is displayed in the <b>Import Log</b>.</p> <p>See <a href="#">Importing a gazetteer</a> on page 3</p>
Autumn 2020	3.73	<p>A new section called <b>Manage Addresses</b> has been added to the <b>Address Management</b> area based on the format used by the Transport module. This allows users to search, view, create and edit addresses as well as manage address information.</p> <p>See <a href="#">Manage Addresses</a> on page 19.</p>
Summer 2020	3.72	<p>The LA No is no longer displayed on the <b>Choose File/Import Log</b> screens as the LPG_GEO.LEA value is updated from the import file.</p> <p>See <a href="#">Importing a gazetteer</a> on page 3</p>
February 2020	3.70	<p>Importing a Gazetteer LA No. no longer needs to be selected as it will be taken from the import file.</p> <p>See <a href="#">Importing a gazetteer</a> on page 3.</p>

# 02 | Importing and Tidying Addresses

## Introduction to importing and tidying addresses

One provides several processes for managing addresses. You can import new addresses and automatically match the imported data against existing data. Additionally, there is address tidying functionality that enables you to quickly remove address information that is no longer being used from the database.

From within v4 Online, you can import addresses, bulk match those addresses against existing data, update existing addresses and run the Address Tidy routine that removes disused address information from the One database.

### More Information:

v4 Online:

[Importing a gazetteer](#) on page 3

[Bulk match processing rules](#) on page 9

[Managing address](#) on page 14

## Accessing the System Administration v4 site

There are three methods of accessing the System Administration v4 site. This provides flexible accessibility. The following internal navigation links are controlled by permissions:

- Access directly via the configured URL.
- Access from the v4 Client via **Tools | Administration | System Administration**.
- Access from v4 Online via **Administration | System Admin | System Administration**.

The above menu routes are available if the Capita One user has appropriate permissions to any of the main business processes associated with the System Administration v4 site, including the 'System Administration' and 'Data Management' main business processes. The links are also available to users with access rights to the 'Address Management' main business process, unless their only access is to the 'Import Addresses' business process as this is currently within v4 Online and not the System Administration v4 site.

In order to access the Archive & Delete functionality, you must have a valid Pulse v4 licence.

# 03 | Importing Addresses

## Introduction to importing addresses

Within v4 Online, importing addresses is done via the **Administration** module. You can access the **Address Management** area from the v4 Online **Home** page via **Administration | Address Management**. You can import addresses, bulk match newly imported addresses and update address details.

### More Information:

[Bulk match processing rules](#) on page 9

[Updating addresses](#) on page 11

## Unitary authorities and administrative areas

By default, when One imports an AddressBase Premium or LLPG file, the **Administrative Area** is imported as the **County**. However, this is incorrect for unitary authorities. To prevent the **Administrative Area** from being placed in the **County** field on import, you must set the 'Import Admin Area as County?' system default to 'F'. A One system administrator can edit system default values on the **System defaults** page of the System Administration v4 site.

## Importing a gazetteer

Users can import multiple address gazetteers into the One database. One can import the following gazetteer types:

- LLPG files that conform to the DTF v7.3.3.1 specification (CSV or XML)
- AddressBase Premium files Epoch 39 or later (CSV).

You can import gazetteer and CSV files without having exclusive access to One, however importing large files might require significant time and therefore should be performed when other One usage is minimal.

Multiple gazetteer files can be selected for processing if required, rather than selecting and processing files individually.

The following rules apply when selecting multiple files for processing:

- A combination of AddressBase Premium FULL, COU and LLPG FULL and COU files are not permitted when processing multiple files
- Files cannot be imported if there are duplicate or missing volumes
- The number of files selected cannot exceed the maximum limit of 10
- File(s) cannot be imported where the combined size is greater than 4GB

The contents of all selected files are merged into a single file in ascending **Process Date** and ascending **Volume Number** order for import. The merged file is named in accordance with the files selected, eg Merged\_FileType\_XXX\_YYY.csv

## Importing Addresses

### File Selected

File Name	Address in Engl	Current Import Status
Merged_AddressBasePremiumFULL_19-01-2021_1-4.csv	<input type="checkbox"/>	Imported

### Import Log

Where a merge file has been created to process multiple gazetteer files, an additional **File Merge Log** is displayed in the **Import Log**. This shows which files have been included in the merge process and what the **Line No Range** is for that file. Where there are no records to be processed for a file, this is also displayed.

### File Merge Log

Filename	Line No. Range
AddressBasePremium_FULL_2020-04-09_001-Large File.csv	2-911601
AddressBasePremium_FULL_2020-04-09_002-Large File.csv	911602-5911601
AddressBasePremium_FULL_2020-04-09_003-Large File.csv	5911602-8281341
AddressBasePremium_FULL_2020-04-09_004 -Large File.csv	No records to be processed.

To import a gazetteer:

1. Open the **Address Utilities** page via **Administration | Address Management**.



2. In the **Import Addresses** tab, click the **Choose Files** hyperlink to display the **Open** dialog.
3. Select one or more CSV or XML files to import and click the **Open** button to display the **File Selected** list.

**Manage Addresses**

Import Addresses

**Import Options**

Choose Files    Import Log

**File Selected**

File Name	Address in England	Current Import Status
Merged_AddressBasePremiumFULL_19-01-2021_1-3.csv	<input type="checkbox"/>	Not Imported

**Import Stage**

AddressBase Premium file format    **Import**    Cancel

**NOTES:** The **Address in England** flag indicates that all addresses to be imported are in England. The check box is selected automatically based on the locale of the authority importing the file. For authorities in England, the check box is selected, for other nations it is deselected.

If importing individual, multi-part AddressBase files, ensure that the first volume in the sequence is imported first, and then all succeeding volumes should be imported in order.

The LA No is no longer displayed on the **Choose Files/Import Log** screens as the LPG\_GEO.LEA value is updated from the import file.

- Click the **Import** button to start the import process.

Once you click the **Import** button, the file starts uploading from your local PC to the One server. Large files can take a long time, but the progress of this step is shown as a percentage in a progress dialog.

**IMPORTANT NOTE:** Any interruption or connection failure (e.g. resetting the web page) while the file is uploading will cause the upload to fail and you will have to restart the entire import process.

After the file is uploaded, a job will be queued to run on the integration server. The progress dialog will close automatically, and the **Current Import Status** will display **Queued for Import**, your session can now be logged off as the job will run in the background on the server.

**NOTE:** If this job does not start within 30 minutes it will be marked as failed and will need to be re-imported once the integration server issue has been resolved.

You can track the progress of the import in the **Import Stage** panel. **Current Import Status** can be **Queued for Import**, **Importing**, **Imported** or **Failed**.

**More Information:**

[Errors while importing](#) on page 8



## Import status definitions

After the file has been uploaded the import goes through a number of steps to process the information. Status information is displayed in two areas, the **Import Stage** table and the **Current Import Status** column in the **Import Options** tab. The following table summarises the different statuses:

Import Status (displayed in Import Stage table)	Description	Current Import Status
Queued for Import	The file has successfully been uploaded to the One database and is queued for the integration service to start the import process.	Queued for Import
LLPG Import Failed	The import has failed, this could be a result of the integration service not running and therefore the import has timed out, e.g. queued for more than 30 minutes.  To display a tool tip detailing the reason for the failure, hover over the error status with your cursor.	Failed
Importing Local Land & Property Gazetteer Files	LLPG import process has started.	Importing
Loading LLPG Dictionary onto database		
Processing CSV LLPG file Processing XML LLPG file	CSV/XML LLPG data is being imported to the individual LPG DB tables.	Importing
Error creating street record (XX) - where 'XX' is the USRN reference for the record that failed.	There is an issue with the street, BLPU or LPI record that has prevented it from being imported.	
Error creating BLPU record (XX) - where 'XX' is the UPRN reference for the record that failed.	To display a tool tip detailing the reason for the failure, hover over the error status with your cursor.	
Error creating LPI record (XX) - where 'XX' is the UPRN reference for the record that failed.		
Import failed, too many invalid records exist.	If an LLPG file contains more than 30 errors, One will not import the file.	Failed
Imported 'X' street records, - where 'X' is the number of records created.	The LLPG import routine created 'X' number of records in the LPG_STREET DB table.	
Imported 'X' BLPU records, - where 'X' is the number of records created.	The LLPG Import routine created 'X' number of records in the LPG_BLPU DB table.	
Imported 'X' LPI records, - where 'X' is the number of records created.	The LLPG Import routine created 'X' number of records in the LPG_LPI DB table.	

Import Status (displayed in Import Stage table)	Description	Current Import Status
Started LLPG Upload	The processing of the imported data to the LPG_GEO DB table has started.	Importing
Removing Duplicates	The upload process ensures no duplicate addresses exist from the import.	
Updating Properties	Creating new records in the LPG_GEO table from the imported address data.	
Updating BLPU records	Updating any matched existing records in the LPG_GEO DB table.	
Updating LPI records		
Updating Street records		
Added 'X' new LLPG addresses - where 'X' is the number of addresses created.	The number of newly created addresses in the LPG_GEO DB table.	Importing
Updated 'X' LLPG addresses - where 'X' is the number of addresses updated.	The number of updated addresses in the LPG_GEO DB table.	
Load Complete	The importing and processing of the LLPG data to the LPG DB tables is complete.	Importing
Indexing LLPG Dictionary	Creating indexes of street information for quick address searching when geo-coding addresses.	
Indexing complete	Indexing has finished.	
Removing redundant dictionary entries	Where indexed records exist more than 10,000 times, these are deleted because it does not improve address search speed.	
Warning: Import has 'X' invalid record(s) - where 'X' is the number of errors incurred, this will not be displayed as no error(s) occurred.	If 30 or fewer errors occur, One will carry on processing the file and at the end of the import a summary of the number of errors incurred is displayed.	
LLPG import completed	The end to end processing of the LLPG file has completed.	

**NOTE:** When LPG\_GEO is updated, if the 'administrative area' is the same as the 'town' then the 'administrative area' is set to NULL.

## Errors while importing

While loading the dictionary onto the database, any errors encountered are shown in the **Import Status** table.

Import Status	Date & Time
Loading dictionary onto database 100% complete	06/03/2014 11:41
Error creating LPI record.	06/03/2014 11:41
pro_order (field 3). ORA-06502: PL/SQL: numeric or value error: character to number conversion error	
Imported 3 street records	06/03/2014 11:41
Imported 3 BLPU records	06/03/2014 11:41

You can hover over a row to display additional details for the error.

The detail of the import row is also logged to the status table for investigation.

Import Status	Date & Time
Loading dictionary onto database 100% complete	06/03/2014 11:41
Error creating LPI record.	06/03/2014 11:41
Last error was on line: 18	06/03/2014 11:41
24,"I",XXX,10023117149,"1110L000163570","ENG",1,2008-04-25,,2008-04-25,2008-04-25 "","","","","COTTAGE 1",14200712,"1",,"","Y"	

If more than 30 errors occur, the following message will be logged “Import failed too many invalid records exist” and the import will abort.

If any error causes the process to abort, this is logged to the **Import Status** table and the process marked as ‘Failed’.

## Import Street Description Parameter

In some gazetteer files, rural address information exists but the address may not have a ‘Designated Street name’. As a result, the address might have a ‘Street Description’. Where the ‘type 2’ address information is imported, this could cause the address to not be properly formed in the database. To help prevent malformed addresses, the ‘Import Street Description Parameter’ has been implemented.

The **Import Street Description (ADDR\_ST\_DE)** parameter determines if the street description value should be imported along with the other information. If the data is imported, a **STREET\_RECORD\_TYPE\_CODE** is recorded for the entry. The following table describes what each code means:

STREET_RECORD_TYPE_CODE	Description
1	Official designated street name
2	Street description
3	Numbered street
4	Unofficial street description
9	Description used for LLPG access

By default, the parameter is set to **F**, although this can be changed in System Administration v4 site via **System admin | System Defaults**.

- If the **Import Street Description (ADDR\_ST\_DE)** option is set to **F** and **LPG\_STREET** record is type 2, then **LPG\_GEO.ROAD** is set to null.

- If the **Import Street Description (ADDR\_ST\_DE)** option is set to **T**, the street description is imported (lpg\_street\_desc.street\_descriptor).

## Bulk match processing rules

During the bulk match process, the contents of the LPG\_GEO table are compared to One addresses to determine possible matches. Addresses are deemed to be matched if all of the following field values are identical (or are blank):

LPG_GEO	One
Geo_addr1	ADDR_HD.house_name
Geo_addr2	ADDR_HD.apartment
Geo_addr3	ADDR_HD.house_no
Road	ADDR_DET.address1
Postcode	ADDR_DET.post_code

Or if they have identical address references:

LPG_GEO	One
UPRN	ADDR_HD.UPRN
USRN	ADDR_DET.USRN

If an address is determined to be matched, the following information is updated/overwritten based on whether you selected the **Also overwrite fields even if they have existing values** option when you imported the file:

- Easting, Northing (These are not changed if the manual geocode flag is set to 'T')
- LA Number
- Unique Property Reference Number (UPRN)
- Unique Street Reference Number (USRN).

## Bulk match status messages

The progress of the process is noted in the **Import Stage** table, and the following status messages are displayed during processing:

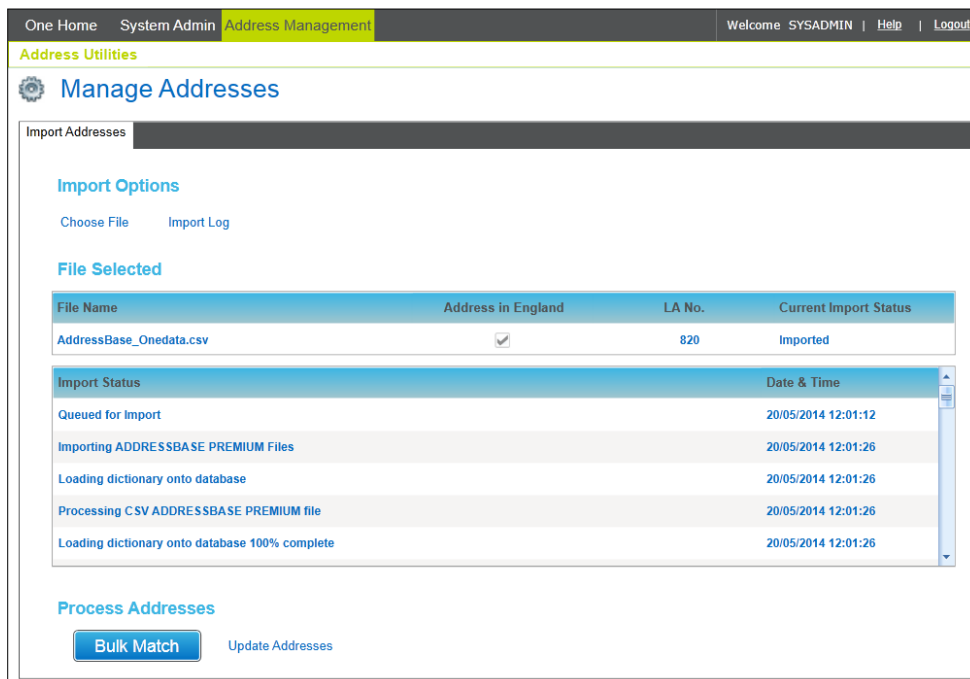
- Bulk matching process queued.
- Bulk matching process started.
- Parameters: Overwrite: *Yes/No*. - Indicates the parameter being used.
- Matching Addresses started - The number of records matched is incremented as the process runs.
- Bulk matching completed - The total of matched records will be displayed.

## Bulk matching

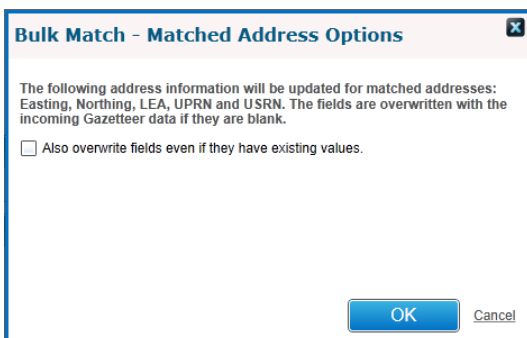
After completing a gazetteer import, you can run the bulk match process to update addresses in the One database using the uploaded addresses in the LPG\_GEO table. You can run the Bulk Match routine manually, but it is run automatically if you choose to run the Update Addresses routine. For more information on how One matches records, see [Bulk match processing rules](#) on page 9.

To bulk match a group of address:

1. Open the **Address Utilities** page via **Administration | Address Management**.
2. If no import file is selected In the **Import Address** tab, click the **Choose File** hyperlink to display the **Open** dialog and select the required file.



3. Click the **Bulk Match** button to display the **Bulk Match - Matched Address Options** dialog.



4. If required, select the **Also overwrite fields even if they have existing values** check box. By selecting this option, matched addresses in the One database that already have data for the listed fields will be overwritten with the incoming gazetteer information.

**NOTE:** The **Easting, Northing, LEA, UPRN and USRN** fields will always be populated if they are empty.

5. Click the **OK** button to run the bulk match process.

## Updating addresses

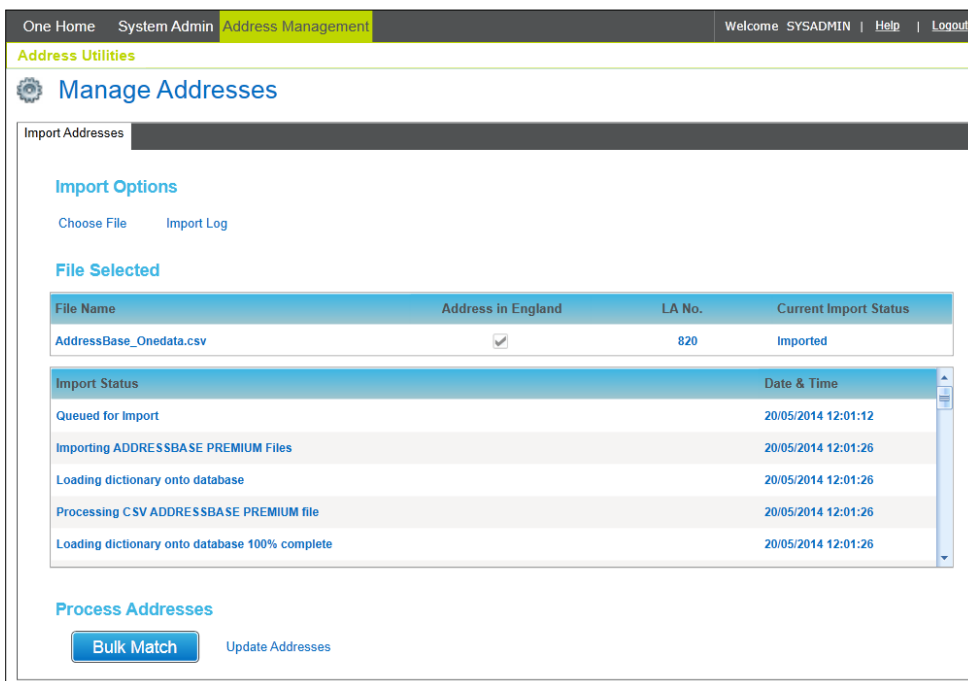
After completing a gazetteer import, the Update Addresses routine can be run. The routine does the following:

- Runs the Bulk Match routine.
- New addresses are created in One if there is no existing match to an existing One address.
- Existing property information is updated for addresses that were not matched by the bulk match process, e.g. where no match on **UPRN** and **USRN** but the **UPRN** exists and is associated with a different **USRN**.
- If required, street information can be updated.

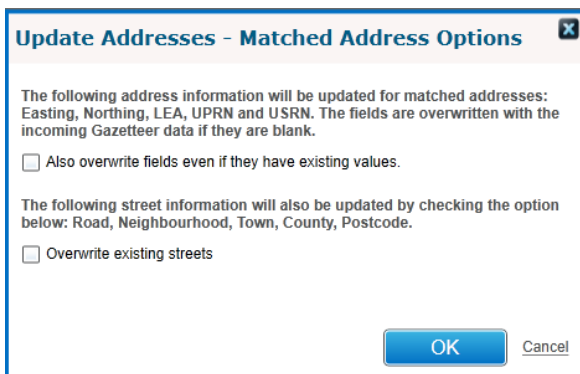
To update addresses in the One database:

1. Open the **Address Utilities** page via **Administration | Address Management**.

**NOTE:** Although only the most recently imported file is displayed in the File Selected list, the routine will be run against all imports since the last time the routine was run.



2. Click the **Update Addresses** hyperlink to display the **Update Addresses – Matched Address Options** dialog.



3. Select the required options then click **OK** to run the update addresses process.

**Also overwrite fields even if they have existing values** - Overwrites matched addresses in the One database that already have data for the listed fields with information from the incoming gazetteer.

**Updates street records (ADDR\_DET)** - If an address is matched using USRN and UPRN to an incoming gazetteer record, the existing street record is overwritten using the gazetteer information.

4. Click to the **OK** button to start the Update Address routine.

## Update Addresses processing rules

The address update routine follows the following process flow:

1. The Bulk Match routine is run. For more information, see [Bulk match processing rules](#) on page 9.
2. Gazetteer street records are matched to streets stored within the ADDR\_DET table on criteria USRN and postcode and where any unmatched streets are found the system will create a new street record in ADDR\_DET.
3. Gazetteer property records are matched to properties stored within the ADDR\_HD table on USRN and postcode and where any unmatched properties are found the system will create a new property record in ADDR\_HD.
4. Existing property records in the ADDR\_HD table whose UPRN matches an unmatched gazetteer record will always have the following information updated/overwritten:
  - Easting, Northing (These are not updated if the manual\_geocode flag is set to **T**)
  - House number, House name, Apartment
  - LA Number
  - In England.

If the **Overwrite existing streets** option is selected, then the following street information (ADDR\_DET) is overwritten by incoming gazetteer information for addresses matched on USRN and UPRN:

- Road
- Neighbourhood
- Town
- County
- Postcode.

## Update Addresses status messages

The progress of the process is noted in the **Import Stage** table, and the following status messages are displayed during processing:

- Update addresses process queued.
- Update addresses process started.
- Parameters: Overwrite: Yes/No, Update Streets: Yes/No. - Indicates the parameters chosen.
- Matching Addresses started - The number of matched records is incremented as the process runs.
- Update Addresses started - The number of records updated is incremented as the process runs.

- Update Streets started - The number of records updated is incremented as the process runs.
- Update address completed - Indicates the total number of gazetteer records (LPG\_GEO) which have been matched.



# 04 | Managing addresses

## Introduction to managing addresses

The **Address Management** area of the System Administration v4 site comprises the **Address auto tidy** and **Address manual tidy** routines as well as the **Manage Addresses** screen.

The **Address auto tidy** routine interrogates and compares existing addresses in the One database to ensure only unique and unused (where specified) streets and addresses (properties) exist, depending on the option selected.

If there are addresses that must be merged manually after the **Address auto tidy** routine is run, you can use the **Address manual tidy** page to merge them. For more information, see [Merging addresses manually](#) on page 16.

The **Manage Addresses** screen allows users to search, view, create and edit addresses as well as manage address information. The functionality is based on the functionality used by the Transport module. For more information, see [Manage Addresses](#) on page 19.

## Running the Address Auto Tidy routine

The **Address auto tidy** routine does not require exclusive use of the One system, but it is strongly recommended that you process the routine when usage of the One system is at a minimum.

The **Address auto tidy log** records which One user processed the routine, when the processing took place, and the number of records processed under each section of the routine. One displays the last two years of address tidy log events to keep the information relevant; older records are available from the database in the 'PROCESS\_RESULTS' DB table.

**Status** text is displayed beneath the log heading if the routine is currently in progress, again noting the user which started the routine along with the date and time it was started.

**Address auto tidy log**

Status: Started by SYSADMIN on 11-11-2015 18:08 for selected options and is currently in progress

Processed by SYSADMIN on 11-11-2015 18:04-Successfully completed <span style="float: right;">▼</span>
<b>Addresses processed</b> 0 blank address(es) removed 0 blank street(s) removed 0 unused address(es) removed 0 unused street(s) removed 0 duplicate street(s) with USRN removed 0 duplicate street(s) without USRN removed 0 duplicate address(es) with UPRN removed 0 duplicate address(es) without UPRN removed
Processed by SYSADMIN on 11-11-2015 07:04-Successfully completed <span style="float: right;">▶</span>
Processed by SYSADMIN on 11-11-2015 07:03-Successfully completed <span style="float: right;">▶</span>
Processed by SYSADMIN on 11-11-2015 06:22-Successfully completed <span style="float: right;">▶</span>

The routine contains the following four options to customise how the Address tidy routine behaves:

- Remove blank addresses - Removes addresses from the database that are totally blank, i.e. have no address or street details.

- Remove unused addresses – If selected, the **Remove unused street** option is selected automatically. Removes addresses (properties) from ADDR\_HD that are not used.
- Remove unused streets - Removes addresses (streets) from ADDR\_DET that are not used.
- Merge duplicate addresses - If selected, the **Remove blank addresses option is selected automatically**. Merges duplicate addresses, i.e. those with identical details.

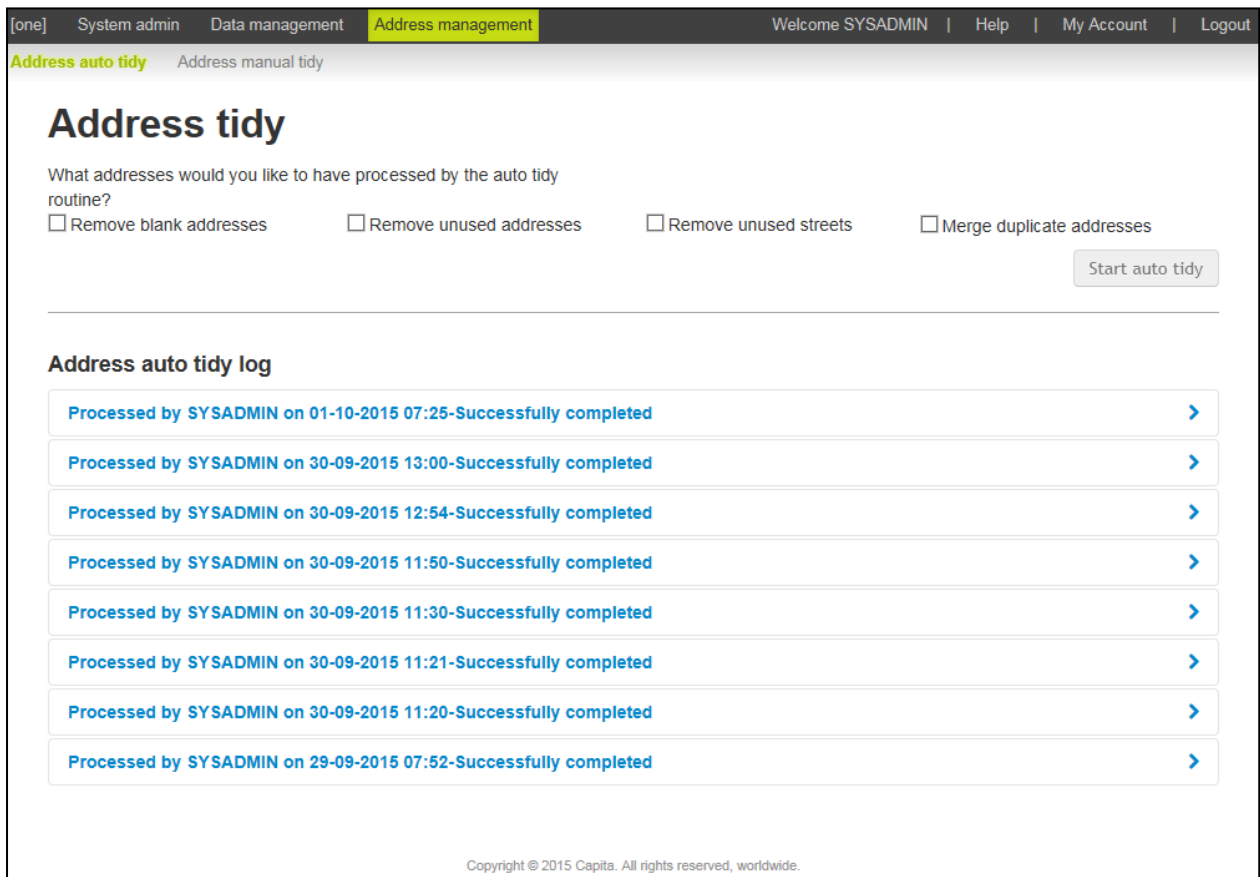
If more than one option is selected, the routine is processed in the order listed above. At the end of the routine, the accumulated number of records processed (updated, merged or deleted) by each part is displayed. For more information about the available options, see [Address Tidy options](#) on page 26.

To run the **Address auto tidy** routine:

**WARNING:** Before using Address Tidy you should back up your dataset using the correct version of DB Manager.

*You do not require exclusive use of the One database to carry out the automated Address Tidy. However, the routine should be run when system load is low and no other address routines are being processed, e.g. LLPG\AddressBase routines like Bulk Match or Import Address.*

1. In the v4 Online System Administration website, select **Address management | Address auto tidy** to display the **Address tidy** page. For more information on accessing the v4 Online System Administration website, see [Accessing the System Administration v4 site](#) on page 2..



2. Select the required options. For more information, see [Address Tidy options](#) on page 26.
3. Click the **Start auto tidy** button to display a confirmation dialog.
4. Click the Yes – continue button to display continue with the routine.

## Managing addresses

After you have clicked **Yes – continue** button, an in progress message is displayed in the **Address auto tidy log** section. When the routine is complete, a report of the number of updated records is displayed.

[one] System admin Data management **Address management** Welcome SYSADMIN | Help | My Account | Logout

Address auto tidy Address manual tidy

### Address tidy

What addresses would you like to have processed by the auto tidy routine?

Remove blank addresses  Remove unused addresses  Remove unused streets  Merge duplicate addresses

Start auto tidy

#### Address auto tidy log

- Processed by SYSADMIN on 01-10-2015 07:25-Successfully completed **▼**
  - Addresses processed**  
15 unused address(es) removed  
10 unused street(s) removed
- Processed by SYSADMIN on 30-09-2015 13:00-Successfully completed **>**
- Processed by SYSADMIN on 30-09-2015 12:54-Successfully completed **>**
- Processed by SYSADMIN on 30-09-2015 11:50-Successfully completed **>**
- Processed by SYSADMIN on 30-09-2015 11:30-Successfully completed **>**
- Processed by SYSADMIN on 30-09-2015 11:21-Successfully completed **>**
- Processed by SYSADMIN on 30-09-2015 11:20-Successfully completed **>**
- Processed by SYSADMIN on 29-09-2015 07:52-Successfully completed **>**

## Merging addresses manually

If, after running the **Address auto tidy** routine, there are still addresses that have duplicate but not identical entries in the One database, you can remove the duplicates manually. Duplicate addresses have the same Eastings and Northings and telephone number.

**WARNING:** Before using Address Tidy, you should back up your dataset using the correct version of DB Manager.

To manually merge duplicate addresses:

1. In the v4 Online System Administration website, select **Address management | Address manual tidy** to display the **Manual address tidy** page. For more information on accessing the v4 Online System Administration website, see [Accessing the System Administration v4 site](#) on page 2.

[one] System admin Data management **Address management** Welcome SYSADMIN | Help | My Account | Logout

Address auto tidy **Address manual tidy**

### Manual address tidy

Please select 'Find Addresses' to manual process address merges.

Find addresses

2. Click the **Find addresses** button to display a list of records that require manual tidying.

[one] System admin Data management **Address management** Welcome SYSADMIN | Help | My Account | Logout

Address auto tidy **Address manual tidy**

## Manual address tidy

Please select 'Find Addresses' to manual process address merges. Find addresses

---

Search  ⏪ ⏩ Go to page: 1 ⏪ ⏩ Showing 1 to 48 of 48 Addresses

23 AMPHILL ROAD, BEDFORD, MK42 9JH - 2	>
12 ASHBURNHAM ROAD, BEDFORD, MK40 1DR - 2	>
2 BEDFORD ROAD, CLAPHAM, BEDFORD, MK41 6EJ - 3	>
6 BEVERY CLOSE, OAKLEY, BEDFORD, MK43 7SH - 3	>
BIDDENHAM TURN, BEDFORD, SIMSHIRE, MK40 4AZ - 3	>
1a BRAEHEAD COTTAGES, PAVENHAM ROAD, CARLTON, BEDFORD, MK43 7NB - 3	>
104 BROMHAM ROAD, BIDDENHAM, BEDFORD, MK40 4AH - 2	>
CHESTER ROAD, QUEEN'S PARK, BEDFORD, SIMSHIRE, MK40 4HL - 3	>
EAGLE FARM ROAD, BIGGLESWADE, SIMSHIRE, SG18 8JH - 2	>
12 EDWORTH ROAD, BIGGLESWADE, BEDS, SG18 9PJ - 2	>
43 ELM TREE GROVE, KEYSOE, BEDFORD, MK44 2JE - 2	>
ENGAYNE AVENUE, SANDY, SIMSHIRE, SG19 1BN - 3	>

- Click the row with the address you would like to tidy to display the details for each of the addresses.

**NOTE:** To filter the returned address, you can enter some details of the address in the **Search** field, but if there are more than 100 entries on the page, only the records on the current page are searched.

## Managing addresses

Address auto tidy **Address manual tidy**

### Manual address tidy

Please select 'Find Addresses' to manual process address merges. Find addresses

Search  Go to page: 1 Showing 1 to 48 of 48 Addresses

23 AMPHILL ROAD, BEDFORD, MK42 9JH - 2

12 ASHBURNHAM ROAD, BEDFORD, MK40 1DR - 2

Address id	Telephone No.	OSAPR	UPRN	Easting	Northing	LA	Links
* 2150	<input checked="" type="checkbox"/> 01234 542445	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 504250	<input checked="" type="checkbox"/> 249650	<input checked="" type="checkbox"/> 928	2
* 2149	<input type="checkbox"/> 01234 778778	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 505573	<input type="checkbox"/> 249042	<input type="checkbox"/> 928	8

Merge

2 BEDFORD ROAD, CLAPHAM, BEDFORD, MK41 6EJ - 3

6 BEVERY CLOSE, OAKLEY, BEDFORD, MK43 7SH - 3

BIDDENHAM TURN, BEDFORD, SIMSHIRE, MK40 4AZ - 3

- Review the details for each entries and select the check box for to indicate which information from which record you want to include in the merged address.

In the following example, the merged record will use the phone number and LA number from the top address and the Easting and Northing from the bottom address.

Address auto tidy **Address manual tidy**

### Manual address tidy

Please select 'Find Addresses' to manual process address merges. Find addresses

Search  Go to page: 1 Showing 1 to 48 of 48 Addresses

23 AMPHILL ROAD, BEDFORD, MK42 9JH - 2

12 ASHBURNHAM ROAD, BEDFORD, MK40 1DR - 2

Address id	Telephone No.	OSAPR	UPRN	Easting	Northing	LA	Links
* 2150	<input checked="" type="checkbox"/> 01234 542445	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 504250	<input type="checkbox"/> 249650	<input checked="" type="checkbox"/> 928	2
* 2149	<input type="checkbox"/> 01234 778778	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 505573	<input checked="" type="checkbox"/> 249042	<input type="checkbox"/> 928	8

Merge

2 BEDFORD ROAD, CLAPHAM, BEDFORD, MK41 6EJ - 3

6 BEVERY CLOSE, OAKLEY, BEDFORD, MK43 7SH - 3

BIDDENHAM TURN, BEDFORD, SIMSHIRE, MK40 4AZ - 3

**TIP:** An asterisk against a record indicates that the address is linked to at least one entity. A red asterisk indicates that the address is linked to at least one entity and one of the linked entities is a student in an active transfer group.

## Manage Addresses

The **Manage Addresses** screen allows users to search, view, create and edit addresses as well as manage address information. The functionality is based on the functionality used by the Transport module.

### Adding an Address

The **Manage Addresses** screen enables you to create and update addresses from within the System Administration module. Addresses created here are accessible throughout One.

1. In the v4 Online System Administration website, select **Address management | Manage Addresses to display the Manage Addresses page.**

2. Enter the **Postcode, Street address or UPRN** of the address you want to create and click the **Search** button. A list of current addresses with that postcode is displayed.
3. Click the **create new address** hyperlink to display the **Create a new address in an existing street** page.

4. Click the **Find Streets** button to display a list of existing streets that match your criteria.

**Choose an existing street below, then complete the details of the new address**

Alley road,MK42

UUU,MK42

Duckmill Lane,Bedford,MK42 0AL

Alamain Avenue,Bedford,MK42 0DE

Lovell Road,Bedford,MK42 0LT

[ [try a different postcode or street name](#) | [create an address in a new street instead](#) | [cancel](#) ]

You must use the **Find Streets** function even if you intend to create a new street.

5. If the new address's street is included in the search results:
  - a. Highlight the street to display editable fields related to address details.

**Choose an existing street below, then complete the details of the new address**

Cambridge,CB2 3AP

Cambridge,CB2 3BU

[ [try a different postcode or street name](#) | [create an address in a new street instead](#) | [cancel](#) ]

**Unique to this address**

Building number	<input type="text"/>	UPRN	<input type="text"/>
Building name	<input type="text"/>	OSAPR	<input type="text"/>
Apartment	<input type="text"/>	LA	Home (820 - Bedfordshire 97) ▼
Phone number	<input type="text"/>	NHS Code	<input type="text"/>
Local Authority	<input type="text"/>	Political Ward	<input type="text"/>

Active

**Shared with other addresses**

Street address Cambridge,CB2 3AP

[ [Cancel](#) ] [Create this address in the existing street above](#)

- b. Enter a **Building number**, **Building name** or **Apartment** for the address.
  - c. Enter remaining details details as required.
  - d. Select or deselect the **Active** checkbox as required.
  - e. Click the **Create this address in the existing street above** button to create the address.
6. If the street does not yet exist in the address catalogue:
  - a. Click the **create an address in a new street instead** hyperlink. Editable fields related to address details are displayed.

**Create new street?**

Are you really sure you want to create an address in a new street?  
If so, complete all applicable fields below.

[\[ go back to existing streets \]](#)

---

**Unique to this address**

Building number	<input type="text"/>	UPRN	<input type="text"/>
Building name	<input type="text"/>	OSAPR	<input type="text"/>
Apartment	<input type="text"/>	LA	Home (820 - Bedfordshire 97) ▼
Phone number	<input type="text"/>	NHS Code	<input type="text"/>
Local Authority	<input type="text"/>	Political Ward	<input type="text"/>
Active	<input checked="" type="checkbox"/>		

**Shared with other addresses**

Street name (1)	<input type="text"/>	Street name (2)	<input type="text"/>
District/village	<input type="text"/>	Town/city	<input type="text"/>
County	<input type="text"/>	Country	-- Please select -- ▼
Postcode	<input type="text" value="cb2 3"/>	USRN	<input type="text"/>

[\[ Cancel \]](#)
Create this address in a new street

- b. Enter a **Building number**, **Building name** or **Apartment** for the address.
- c. Enter **Phone number** and **LA** details as required.
- d. Enter a **Street name** for the new street.
- e. Enter **District/ village**, **Town/ city**, **County**, **Country** and **Postcode** information for the new street as required.
- f. Select or deselect the **Active** checkbox as required.
- g. Click the **Create this address in a new street** button to create the address.



## Editing an Address

1. Select the **Address Management** area and select the **Manage Addresses** tab.

The screenshot shows the 'Manage Addresses' interface. At the top, there are three tabs: 'Address auto tidy', 'Address manual tidy', and 'Manage Addresses' (which is highlighted in green). Below the tabs, there is a search form with the following fields: 'Postcode' (containing 'Postcode...'), 'Street address' (containing 'Street address...'), 'UPRN' (containing 'UPRN...'), and 'Search for' (a dropdown menu currently set to 'Active Addresses'). There are '[ clear ]' and 'Search' buttons. Below the search form is a '[ create new address ]' link. To the right of the search form is a large light blue area representing a list of addresses. Below this area are two tabs: 'Details' and 'Map & GeoLocation'.

2. Enter **Postcode**, **Street address** or **UPRN** details.
3. Select the **Search for** option required:
  - Active Addresses
  - All Addresses
  - Inactive Addresses
4. Click the **Search** button to display a list of matching addresses. Inactive addresses are displayed in amber when **All Addresses** is selected.
5. Highlight the address you want to edit.

The screenshot shows the 'Manage Addresses' interface after a search. The search form now has 'cb2 3' in the 'Postcode' field. The 'Search for' dropdown menu is open, showing three options: 'Active Addresses', 'All Addresses' (which is highlighted in blue), and 'Inactive Addresses'. Below the search form, there is a list of addresses under the heading 'Address'. The first address is 'Cambridge, CB2 3AP' and the second is '35, Cambridge, CB2 3BU', which is highlighted in yellow. Below the list, there is a pagination control showing 'View 1 - 2 of 2' and '< prev | next >' links, along with a '[ create new address ]' link. To the right of the list is a large light blue area representing the details of the selected address. Below this area are two tabs: 'Details' and 'Map & GeoLocation'. The 'Details' tab is active, showing the following information: 'Cambridge, CB2 3AP, United Kingdom'. Below this is a form for editing the address details, divided into two sections: 'Unique to this address' and 'Shared with other addresses'. The 'Unique to this address' section has fields for 'Building number', 'Building name', 'Apartment', 'Phone number', 'Local Authority', 'UPRN', 'OSAPR', 'LA' (a dropdown menu set to 'Home (820 - Bedfordshire 97)'), 'NHS Code', and 'Political Ward'. There is also a checked 'Active' checkbox. The 'Shared with other addresses' section has fields for 'Street name (1)', 'Street name (2)', 'District/village', 'Town/city' (set to 'Cambridge'), 'County', 'Country' (a dropdown menu set to 'UK - United Kingdom'), 'Postcode' (set to 'CB2 3AP'), and 'USRN'. There are '[ Cancel ]' and 'Save' buttons at the bottom of each section.

6. Ensure that the **Details** tab is selected. Editable fields related to address details are displayed.
7. Make the desired changes. The **Details** tab comprises two sections:
  - **Unique to This Address:** Details which are only relevant to the address in question, such as house name or number.
  - **Shared With Other Address:** Details which are relevant to multiple addresses in the catalogue, such as street name.
8. Click the **Save** button on each section you have changed to save your changes.

## Viewing an Address on a Map

1. Select the **Address Management** area and select the **Manage Addresses** tab.

2. Enter **Postcode**, **Street address** or **UPRN** details.
3. Select the **Search for** option required:
  - Active Addresses
  - All Addresses
  - Inactive Addresses
4. Click the **Search** button to display a list of matching addresses. Inactive addresses are displayed in amber when **All Addresses** is selected.

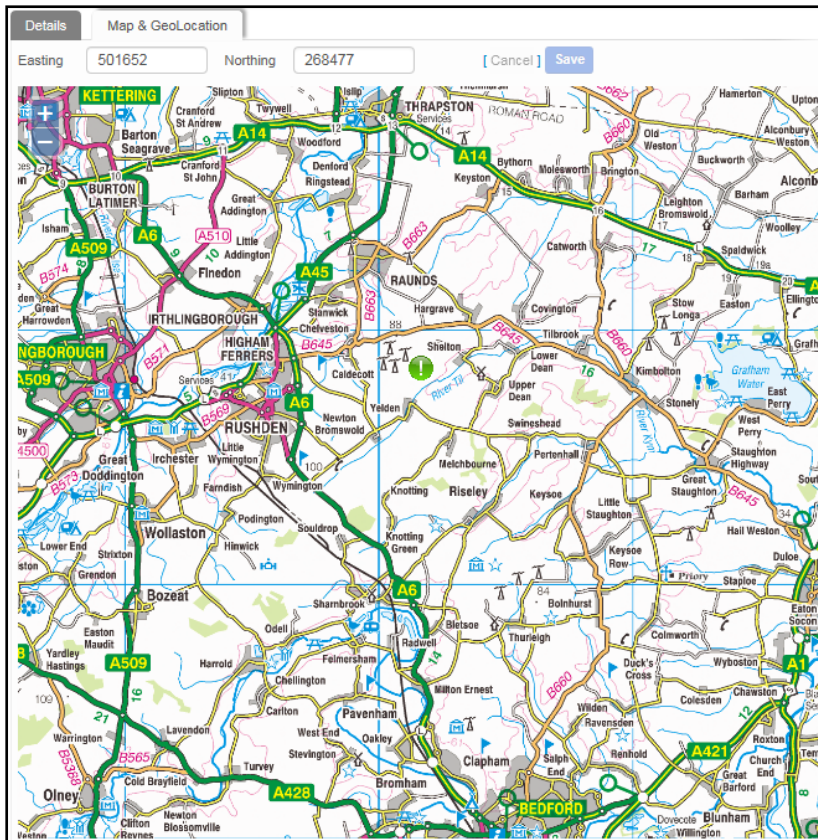
## Managing addresses

The screenshot displays a web interface for managing addresses. On the left, there are search filters: Postcode (cb2 3), Street address (Street address...), UPRN (UPRN...), and Search for (All Addresses). A dropdown menu is open under 'Search for', showing 'Active Addresses', 'All Addresses', and 'Inactive Addresses'. Below this is a list of addresses under the heading 'Address'. The first address is 'Cambridge, CB2 3AP' and the second is '35, Cambridge, CB2 3BU'. At the bottom of the list, it says 'View 1 - 2 of 2' and '< prev | next >'. There is a link '[ create new address ]'.

On the right, there is a light blue box containing the text 'Cambridge', 'CB2 3AP', and 'United Kingdom'. Below this is a tabbed interface with 'Details' and 'Map & GeoLocation' tabs. The 'Map & GeoLocation' tab is active. It contains two sections: 'Unique to this address' and 'Shared with other addresses'. The 'Unique to this address' section has fields for Building number, Building name, Apartment, Phone number, Local Authority, UPRN, OSAPR, LA, NHS Code, and Political Ward. There is a checked 'Active' checkbox and 'Cancel' and 'Save' buttons. The 'Shared with other addresses' section has fields for Street name (1), Street name (2), District/village, Town/city, County, Country, Postcode, and USRN. There are 'Cancel' and 'Save' buttons at the bottom.

5. Select the **Map & GeoLocation** tab to view the address on a map.

**NOTE:** You can also set or change an address's easting and northing geocodes from the **Map & GeoLocation** tab. To do so, enter values into the **Easting** and **Northing** fields or re-position the green circle and then click the **Save** button.



## GIS Configuration

GIS configuration values for the **Map&GeoLocation** tab can be managed within the **v4 online | Administration | System Admin | System Administration | System Defaults** area. Users need to refer to existing configuration information for the values.

### System defaults

Filter  X

Parameter code	Description	Parameter value
GIS_HEIGHT	GIS Tile Height	256
GIS_LEFTX	GIS BBox Bottom LeftX	200000
GIS_LEFTY	GIS BBox Bottom LeftY	150000
GIS_MAXZ	GIS Maximum Zoom	20
GIS_MINZ	GIS Minimum Zoom	1
GIS_RIGHTX	GIS BBox Top RightX	600000
GIS_RIGHTY	GIS BBox Top RightY	350000
GIS_SYS_DZ	System Admin Default Zoom	10
GIS_TPT	GIS Tile Protocol Type	TMS
GIS_TSLP	GIS Tile Server Link Pattern	https:// /tilecache/tilecache.cgi/
GIS_WIDTH	GIS Tile Width	256

## Address Tidy options

### Remove Blank Addresses – Processing Rules

#### Objective

This option removes addresses from the system that are totally blank, i.e. have no address or street details.

#### Algorithm

- For every blank address i.e. HOUSE\_NAME, HOUSE\_NO, APARTMENT, TELEPHONE, EASTING, NORTHING, UPRN, USRN, OSAPR and STREET\_ADDRESS are all blank:
  - Remove references to the address from ADDR\_LINK (delete) and STOPS (set address id =0) and all other tables with a dependency on addresses (ADDRESS\_DEPENDENCIES table lists these).
  - Delete the blank property.
- The total number of blank addresses (properties) deleted will be displayed once the process has completed in the PROCESS\_RESULTS table.
- For every blank street i.e. STREET\_ADDRESS and UPRN are null and it has no properties linked to it.
  - Delete the blank street.
- The total number of blank streets deleted will be displayed once the process has completed in the PROCESS\_RESULTS table

### Remove Unused Addresses – Processing Rules

#### Objective

This option removes addresses (properties) from ADDR\_HD that are not used.

#### Algorithm

- For every row in ADDR\_HD where: UPRN is null or OSAPR is null and which are not referenced by the ADDR\_LINK table:
  - If the address (property) is not referenced in the Transport STOPS table or any other table with address dependencies then delete it.
- After the process has completed, the number of unused addresses (properties) removed is displayed in the PROCESS\_RESULTS table.

## Remove Unused Streets – Processing Rules

### Objective

This option removes addresses (streets) from ADDR\_DET that are not used. This is intended to be followed by a new address gazetteer import, to provide the LA the most accurate Street information (ADDR\_DET).

### Algorithm

- Delete every row from ADDR\_DET which has a null USRN and is not used in the ADDR\_HD table
- After the process has completed, the total number of unused streets removed is displayed in the PROCESS\_RESULTS table.

## Remove Duplicate Addresses – Processing Rules

### Objective

This option merges duplicate addresses, i.e. those with identical details. If this option is selected, the **Remove Blank Addresses** checkbox is selected automatically and is processed first. The merge routine is processed in two stages:

- Duplicate streets
- Duplicate addresses (properties).

### Algorithm

There are 4 steps in this process:

1. Merge duplicate streets where USRN is not null:

Matching criteria is based on duplicate STREET\_ADDRESS and USRN combinations (ADDR\_DET) and where the USRN is not null. The comparison is case insensitive and also removes any of the following punctuation marks:

% . , " ' ? ! : # \$ & ( ) \* ; + - / < > = @ [ ] \ ^ \_ { } | ~

For each block of identical STREET\_ADDRESS and USRN combinations:

- The best street to keep is determined by the following priorities:
  - i. Is linked to a property.
  - ii. Highest detail\_id.
- For all other identical rows:
  - Update ADDR\_HD to replace all references to the street to be removed with the ID of the street to be retained.
  - Delete the duplicate street from ADDR\_DET.

After the process has completed, the total number of duplicate streets deleted is displayed once in the PROCESS\_RESULTS table

2. Merge duplicate streets where USRN is NULL:

Matching criteria is based on duplicate STREET\_ADDRESS and selected from ADDR\_DET where at least one of the streets has no USRN. The comparison is case insensitive and also removes any punctuation.

For each duplicate STREET\_ADDRESS:

- The best street to keep is determined by the following criteria in priority order:

## Managing addresses

- i. Has a USRN and is linked to a property.
  - ii. Has a USRN.
  - iii. Is linked to a property.
  - iv. Highest detail\_id.
- For all other identical rows with a NULL USRN:
    - Update ADDR\_HD to replace all references to the street to be removed with the ID of the street to be retained.
    - Delete the duplicate street from ADDR\_DET.

After the process has completed, the total number of duplicate streets deleted is displayed in the PROCESS\_RESULTS table.

### 3. Merging duplicate properties where UPRN is not null:

Matching criteria for duplicate properties (ADDR\_HD) is based on HOUSE\_NO, HOUSE\_NAME, APARTMENT and UPRN being identical (UPRN may not be null) and are linked to the same street (ADDR\_DET). The comparison is case insensitive and also removes leading and trailing spaces.

For each group of duplicate properties:

- The best property to keep is determined by the following criteria in priority order:
  - i. Property has a OSAPR.
  - ii. Address is geocoded (easting or northing).
  - iii. Address is linked to an entity.
  - iv. Highest ADDR\_HD.ADDRESS\_ID.

**NOTE:** Where identical addresses exist but any of the following information differs: Telephone, OSAPR, easting, northing, lea\_no, these addresses will need to be manually tidied. For more information, see [Geocoded duplicate address](#) on page 29.

- Update ADDR\_LINK, STOPS and all other dependencies to replace all references to the address to be removed with the ID of the address to be retained
- Delete the duplicate property.

Update the property being kept with data from duplicate property being deleted. For more information, see [Update Kept Property](#) on page 29.

After the process has completed, the total number of duplicate addresses (properties) deleted is displayed in the PROCESS\_RESULTS table (shown as **duplicate dwellings**).

### 4. Merging duplicate dwelling where UPRN is null:

Matching criteria for duplicate dwellings are records which have the same HOUSE\_NO, HOUSE\_NAME, APARTMENT (ADDR\_HD), and are linked to the same street (ADDR\_DET). The comparison is case insensitive and also removes leading and trailing spaces.

For each group of duplicate properties:

- The best property to keep is determined by the following criteria in priority order:
  - i. Property has a UPRN.
  - ii. Property has an OSAPR.
  - iii. Address is geocoded (easting or northing).
  - iv. Address is linked to an entity.

## v. Highest address\_id.

**NOTE:** Where identical addresses exist but any of the following information differs: Telephone, OSAPR, easting, northing, lea\_no, these addresses will need to be manually tidied. For more information, see [Geocoded duplicate address](#) on page 29.

- Update ADDR\_LINK, Transport STOPS table and all other dependencies to replace all references to the of the duplicate property with the ID of the retained address
- Delete the duplicate property.

Update property being kept with data from duplicate property being deleted. For more information, see [Update Kept Property](#) on page 29.

After the process has completed, the total number of duplicate addresses (properties) deleted is displayed in the PROCESS\_RESULTS table (show as **duplicate dwellings**).

## Geocoded duplicate address

If two duplicate properties have an element of data which is different and not blank (Telephone, OSAPR, easting, northing, lea\_no) e.g. they both have a different telephone number, then neither record will be deleted. The user is required to use the manually merge the duplicate properties.

## Update Kept Property

The following values are updated if any of the deleted records have a value and the **property to keep** value is blank: Telephone, uprn, osapr, easting, northing, lea\_no, c\_stat, dps, mail\_sort\_code, std\_code, local\_auth, political\_ward, nhs\_code, nhs\_region\_code



## Index

Accessing the System Administration v4 site.....	2
Adding an Address.....	18
Address Tidy options .....	25
Bulk match processing rules .....	9
Bulk match status messages .....	9
Bulk matching .....	9
Document Change Control.....	1
Editing an Address.....	21
Errors while importing .....	8
GIS Configuration .....	24
Import status definitions .....	6
Import Street Description Parameter.....	8
Importing a gazetteer .....	3
Introduction to importing addresses .....	3
Introduction to importing and tidying addresses...	2
Introduction to managing addresses .....	13
Manage Addresses .....	18
Merging addresses manually .....	15
Remove Blank Addresses - Processing Rules...	25
Remove Duplicate Addresses - Processing Rules .....	26
Remove Unused Addresses - Processing Rules	25
Remove Unused Streets - Processing Rules .....	26
Running the Address Auto Tidy routine .....	13
Unitary authorities and administrative areas .....	3
Update Addresses processing rules .....	12
Update Addresses status messages.....	12
Updating addresses .....	10
Viewing an Address on a Map .....	22