

## How to use Quick Address

Quick address is an option for checking an address against the Australia Post Office list of valid addresses.

It can be used to check Family Correspondence address, Student residential address, and doctor's address.

The address is entered in the Quick Address box with commas separating the

- street number/street name
- suburb
- state
- postcode.

In most instances it is sufficient to enter the street number/street name and suburb only,

e.g. 3 Trentwood Park, Avalon, Click on the QUICK ADDRESS button to activate address checking.

The screenshot shows the 'Family Correspondence Details' form. At the top, the 'Correspondence Name' is 'The Rileys'. Below it, the 'Quick Address' field contains '3 Trentwood Park, Avalon'. A button labeled 'Quick Address' is positioned to the right of this field, with an arrow pointing to it. Below the 'Quick Address' field, there is a note: 'e.g. 1 Street Name, Suburb Name, Post Code, State \*\* It is important you separate the address parts with a comma \*\*'. Further down, there are fields for 'Address', 'Suburb', 'State' (set to 'NSW - New South Wales'), 'Post Code', and 'Country' (set to 'AUS - Australia'). There are also date fields for 'Valid From Date' (17/09/2007) and 'Valid To Date' (31/12/2999), and dropdown menus for 'Is student address the same' (Yes) and 'In Area' (No). At the bottom, there are buttons for 'Verify Detail Address', 'Validated', 'Accepted', 'Home Telephone No', 'Family Email Address', 'Cancel', 'Save', 'Save & Exit', and 'Next & go to emergency contact'. A note at the bottom left states '\*Indicates mandatory field.'

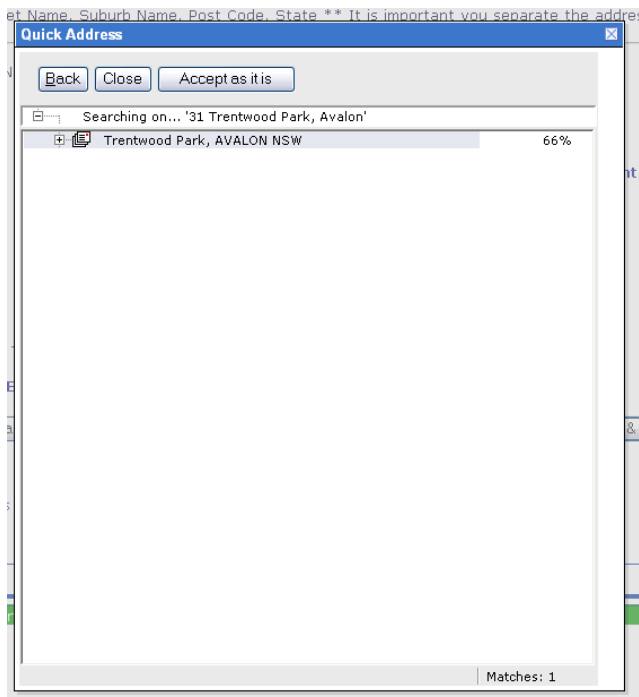
If the address is valid, the address will be automatically formatted into the Address, Suburb, State, Post Code fields below the Quick Address box, and a ✓ will be inserted in the Validated box.

If the address cannot be immediately validated, options are displayed in a pop-up window e.g. entering 3 Park St, Mona Vale results in the following:

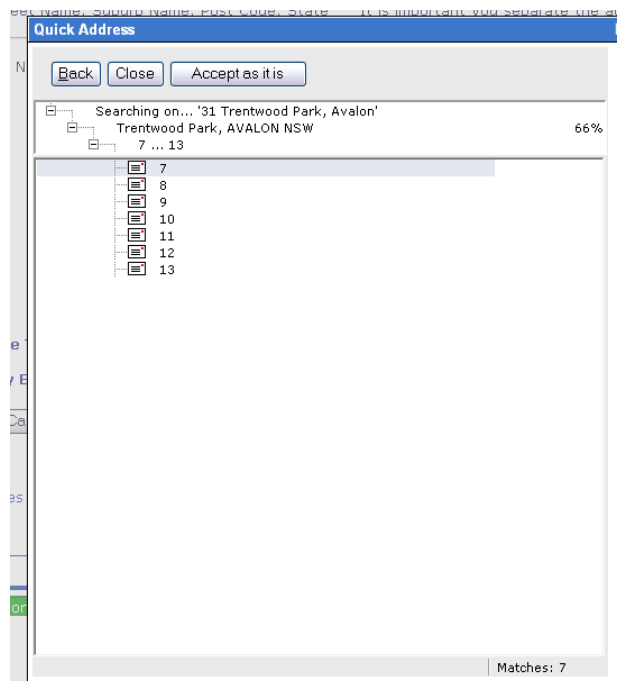
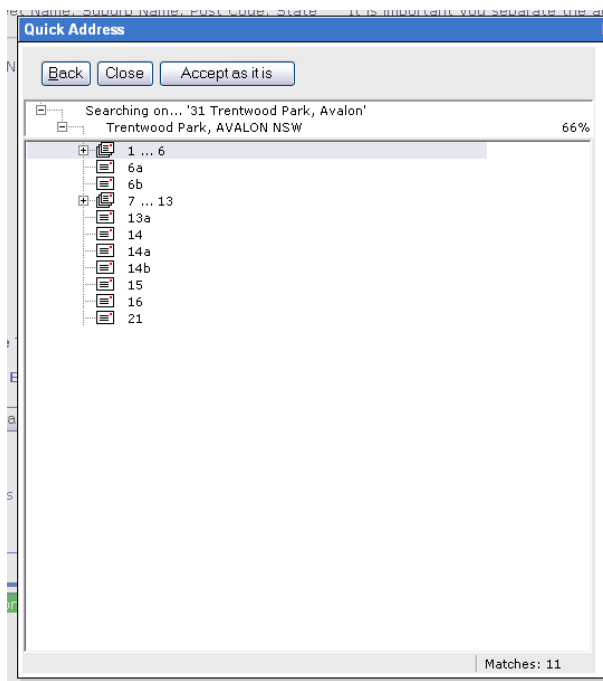
Address	Post Code	Match %
3 Park Street, MONA VALE NSW	2103	100%
3/52 Park Street, MONA VALE NSW	2103	100%
3/71 Park Street, MONA VALE NSW	2103	100%
Kiosk 3 10 Park Street, MONA VALE NSW	2103	93%
Shop 3 10 Park Street, MONA VALE NSW	2103	92%
Shop 3 12 Park Street, MONA VALE NSW	2103	93%
Shop 3 16 Park Street, MONA VALE NSW	2103	93%
Unit 3 20 Park Street, MONA VALE NSW	2103	93%
Unit 3 44-46 Park Street, MONA VALE NSW	2103	93%
Unit 3 50 Park Street, MONA VALE NSW	2103	93%
Unit 3 64-66 Park Street, MONA VALE NSW	2103	92%
Unit 3 68-70 Park Street, MONA VALE NSW	2103	93%
Unit 3 72-74 Park Street, MONA VALE NSW	2103	93%

This address was not immediately validated because there are similar addresses on the list. If the desired address is shown in the list, double click on the address and it will be returned as the validated address and formatted as described above.

If the street name is correct but the house number could not be recognised, a pop-up window will display with additional options. In this example, the street is located but the house number is not valid. To expand the house numbers click on the street.



All the valid house numbers are listed. However, those in a sequence (1...6, 7...13) are listed as a group and can be expanded by clicking on the numbers. In this case the numbers were transposed when entered, number 13 was entered as 31. When the numbers are separate, click on the required house number.



The address for 13 Trentwood Park is entered in the appropriate fields and a ✓ placed in the Validated box.

Family Correspondence Details

**\*Correspondence Name :**

\*\*Suburb Name, Post Code and State are for Australian address only\*\*

**\*Address :**

**Suburb :**

**State :**

**Post Code :**

**\*Country :**

**\*Valid From Date :**

**\*Valid To Date :**

**\*Is student address the same :**

**\*In Area :**

**Validated**  **Accepted**

**Home Telephone No :**

**Family Email Address :**

\*Indicates mandatory field.

At times, an address may be locally accepted but is not valid on the APO list. If this is the case, when the Quick Address check is carried out, a list of addresses may be displayed that are appropriate. In this example, 3 Careel Head Rd is actually listed in Avalon but is locally situated at Careel Bay. There are two options here:

Accept as it is – the address shown will be the Whale Beach suburb  
 Click on the address in the pop-up window and the address will show the suburb as Avalon.

**Family Correspondence Details**

\*Correspondence Name :

Quick Address :

e.g. 1 Street Name, Suburb Name, Post Code, State \*\* It is important you separate the address parts with a comma \*\*

\*\*Suburb Name

Searching on... '3 Careel Head Rd, Whale Beach'

3 Careel Head Road, AVALON NSW	2107	80%
3/1 Careel Head Road, AVALON NSW	2107	80%
Careel Head Road, AVALON NSW		60%

\*Valid From Date :

\*Valid To Date :

\*Is student address the same :

\*In Area :

\*Indicates mandatory field.

Home  
Family E  
Ca  
the Helpdesk on

Matches: 3

**Family Correspondence Details**

\*Correspondence Name :

\*\*Suburb Name, Post Code and State are for Australian address only\*\*

\*Address :

Suburb :

State :

Post Code :

\*Country :

Validated  Accepted

Home Telephone No :

Family Email Address :

\*Valid From Date :

\*Valid To Date :

\*Is student address the same :

\*In Area :

\*Indicates mandatory field.

## Button Functions:

**CLOSE** – returns to the Family Correspondence Details Screen without entering any address details

**BACK** – if you have 'expanded a sequence of house numbers and wish to close it, use the BACK button

**ACCEPT AS IT IS** – accepts the address as entered – use this if the address is locally recognised or contains a property name