

Litebite 24

Address Gazateer

Address Matching

Every address held in your Integris can be matched against the **AddressBase Gazetteer** database from the Ordnance Survey (produced in conjunction with local authorities and the Royal Mail).

All you need is the postcode and the Gazateer will populate the rest of the address for you.

You can use the Gazateer in every area of Integris where an address can be entered (pupil and contacts, staff and next of kin etc.).

The AddressBase Gazetteer database is updated every 6-8 weeks, so there will always be addresses which may not be in the current database. So if you are unable to find an address in the database, save it as unmatched and try to match it again in a couple of months time. If after this, you still cannot find the address then contact CBICT Helpdesk with the missing address so that they can pass it on for further investigation.

To address match for an individual record.

In this example, an address from a pupil record is being matched:

1. Go to **Modules > General > Student Details**
2. View the **Personal** tab (where the address is to be entered)
3. Click **Edit**
4. **Enter the Postcode** into the postcode box and click the **Find** button
The Gazetteer will bring up a list of all addresses that match the postcode, with narrower search results if the dwelling is known.
5. **Select the address** from the list and click **OK**.
In this instance,  will be displayed under the postcode.
*The **UPKRN** number will also be automatically populated.*
6. Then click **Save** to save the changes.
7. If from a list of potential addresses offered there are none that you are looking for, then click on **No Match**.
*In this case, **Unmatched X** will appear under the postcode.*
8. You will then be required to enter the address details manually.
9. Then click **Save** to save the changes.

To clear the postcode at any time (i.e. for a change of address), click the Bin icon.

To address match in bulk

All your existing addresses can be updated/matched against the Gazateer in one go.

1. Go to **Modules > Administration > Utilities > Match Address Against Gazateer**.

The following screen appears:

Litebite 24

Address Gazetteer

Match Addresses Against Gazetteer ✕

RM Integris will attempt to match any unmatched addresses based on the 'Dwelling' and 'Postcode' fields. If a single matching address is found, the address will be marked as 'matched' and all of the fields filled in or corrected. If more than one address is found, or no matching addresses are found, then the address will be marked as 'unmatched'.

Please select which type of address you would like to check:

- Student Addresses
- Student Contact Addresses
- Staff Addresses
- Staff Contact Addresses
- Medical Practice Addresses
- Dental Practice Addresses
- School Addresses

Please note: Selecting 'OK' will automatically update the address fields for all of the addresses that can be found in the gazetteer. There is no confirmation process and there is no way to undo this update after it has been run.

- Select the area within Integris that you wish to update/match – by choosing certain areas at a time, you can control the matching process carefully.

Addresses will only be matched where the postcode and dwelling fields are the same as the Gazetteer -these will be updated automatically so that all the address fields (incl the UPRN) match the entries within the Gazetteer.

When the matching process is complete, a message will display the number matched and the number of addresses that remain unmatched from the area selected.

Matching Complete ✕

i Student Addresses:

0 address(es) matched
48 address(es) already matched
81 address(es) unmatched

- Click **OK**

The next step is to deal with any unmatched addresses as a result of this exercise.

- Go to **Modules > Administration > Utilities> Unmatched Address Log**
- Select the same area as in step 2 above and click **OK** .
This produces a list of the 'unmatched' addresses from which you can then print and work from to check through.
- An alternative way to find records with 'unmatched addresses':
for pupils – go to Modules >General > Student Details >click Find > **Address** tab > select **Yes** in the **Unmatched Address** box > click Find > from the matching list of pupil names, simply click Select and click Yes to the prompt so that all the listed pupils become your Browse Set. You can then scroll through them one by one to check/edit their addresses manually. (This might require checking the postcode; deleting the existing address and inputting the correct postcode and then clicking Find to match against the Gazetteer).