

Postcode Anywhere

Postcode Anywhere is a UK address auto-fill and validation service. From entering a postcode within Gold, Postcode Anywhere will validate the entry and return the address or a lookup of addresses dependent upon the licence.

With the Full (Premise Level) version the house names, numbers and business names are included and are selected from a lookup list using one credit per selection.

The system is licenced from Ibcos then charged on a per-click use by Postcode Anywhere.

Set Up

Contact Ibcos to obtain a new licence key to include Postcode Anywhere, Ibcos then also create your Postcode Anywhere account for you.

Go to <https://account.postcodeanywhere.co.uk> and log in with the Account Code and Password supplied by Ibcos.

PostcodeAnywhere Login

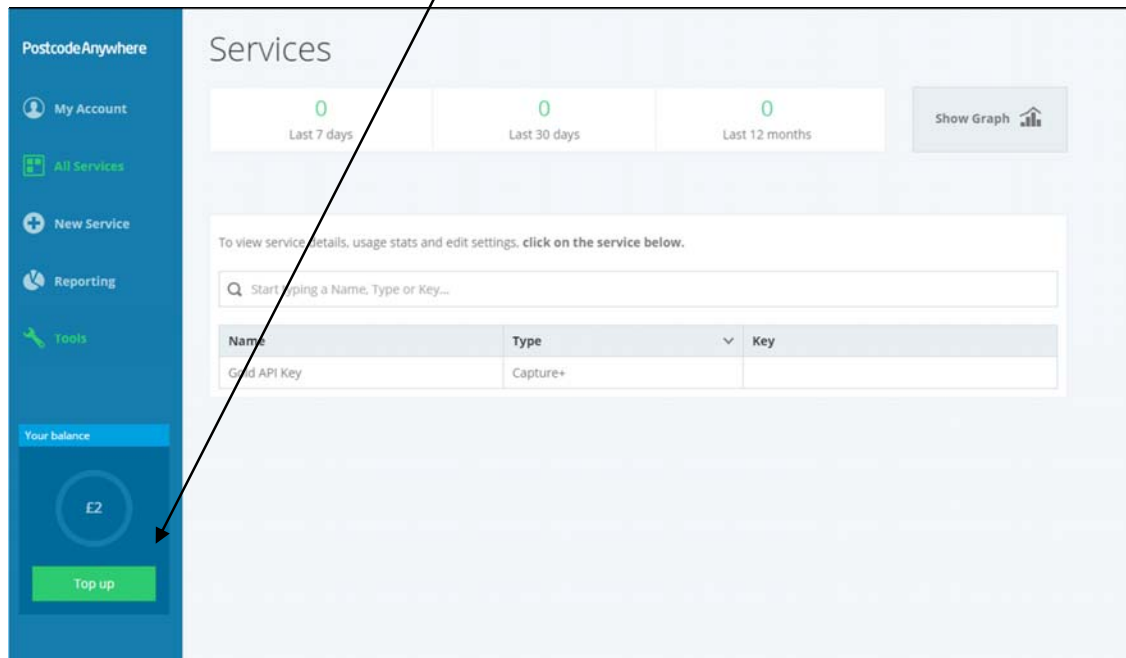
Account Code

Password

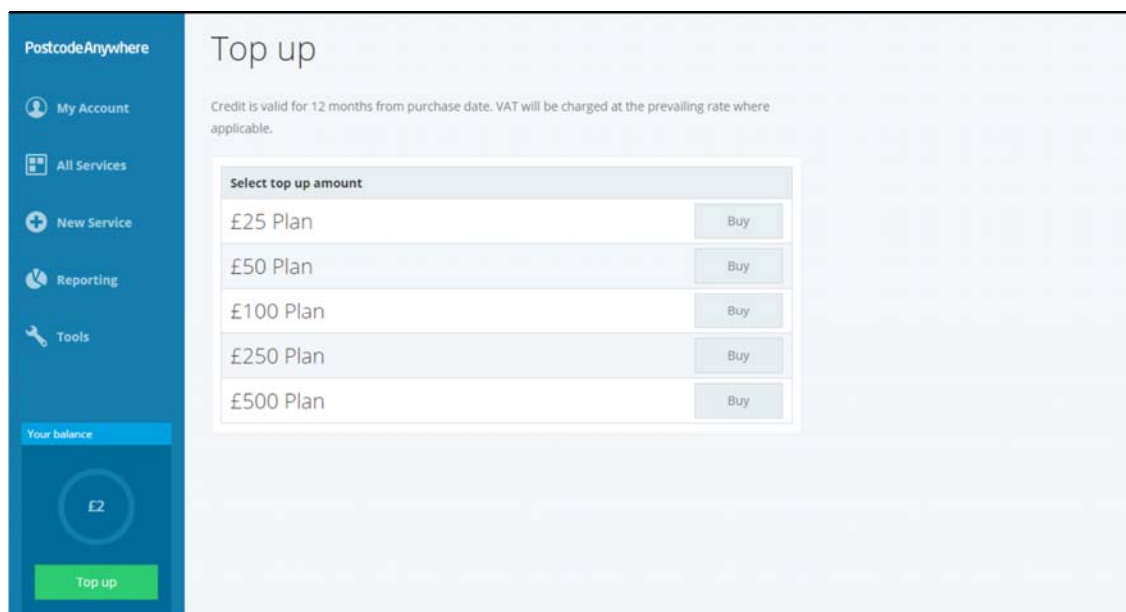
Remember me

[Sign up?](#) [Forgot password?](#)

From your account select “Top Up” to purchase address lookups.



Select the required top up amount, e.g. £25 Plan and click “Buy”.



Continue through the Checkout process.

Note: the sliding scale of prices gives a volume discount. Credit packs purchased are valid for 12 months.

Additional lookups can be added at any time and Postcode Anywhere will send an email reminder when the number left is getting low. The reminders are sent when there is 20% remaining then 10%, then 5%. An automatic top up option can be set on the account to top up the number when it gets down to 5% remaining.

Contact Ibcos to have the licence key enabled for your Gold system.

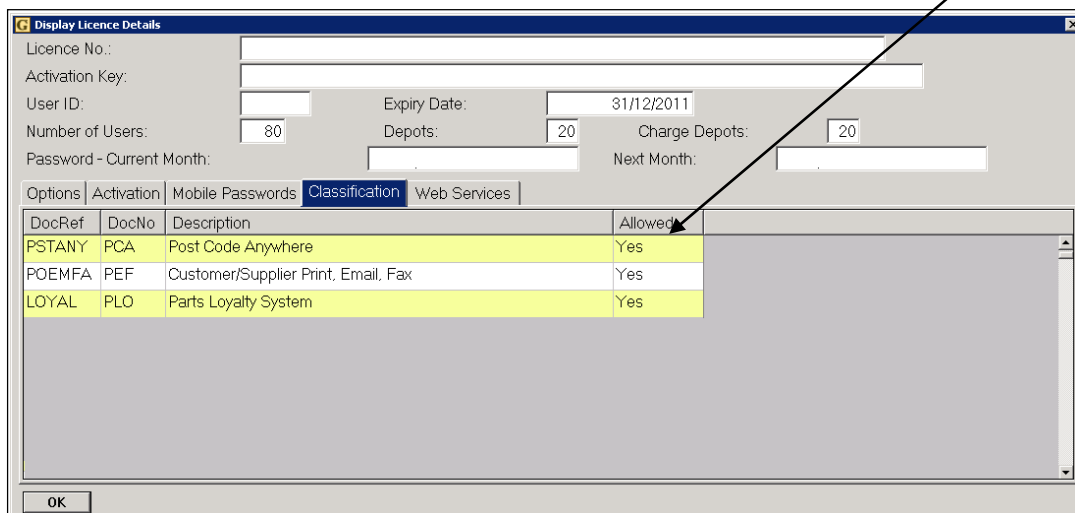
Ibcos will then obtain and install your licence key. This process is required to link your Gold system to your account with Postcode Anywhere.

Licence

(System Management, File Utilities, Display Gold Licence Details)

Once the Postcode Anywhere option has been added to your Gold licence and the licence key had been installed the details may be checked.

On the **“Classification”** tab the reference PSTANY should show as allowed, **“Yes”**.



On the **“Activation”** tab the number of postcode lookup credits remaining will be displayed. This number reduces each time a premise level postcode is selected or every second time for street level.

By default you will be configured for premise level lookups.

Display Licence Details

Licence No.: 27319.91300.82580.99356.75299.73463.4495
 Activation Key: rNcbc.ncmr6.RBR9E.r6B
 User ID: 19999 Expiry Date: 31/12/2011
 Number of Users: 80 Depots: 20 Charge Depots: 20
 Password - Current Month: h8000p0125 Next Month: i8000p1177

Options: **Activation** | Mobile Passwords | Classification | Web Services

Postcode Licences: 10 **Postcode Credits: 18**

Timeclock Key Fobs: 8
 Mobile Devices: 10
 Online parts users: 0
 Parts PDA: 10
 Windows Users: 20

OK

Terminal Manager (System Management, Security, Terminal Manager)

For each terminal to have access to the postcode lookup the postcode lookup option needs to be set to 'Yes'.

Terminal No.

Details | **Security** | Till

Default Company: []
 Default Depot: 1 **Ibcos Computers Ltd**
 Change Default Company? Yes
 Change Default Depot? Yes

System Management? Yes
 Print Custom Reports? Yes
 Sales Ledger System? Yes
 Invoicing/WIP/Analysis? Yes
 Purchase Ledger System? Yes
 Nominal Ledger System? Yes
 Payroll System? Yes

Stock Control System? Yes
 Wholegood Control? Yes
 Prospecting? Yes
 Communications? Yes
 Electronic Mail? Yes
 Plant Hire System? Yes
 Planned Maintenance? Yes
 Postcode Lookup: No
 No
Yes

OK Cancel

New Customers

When creating a new customer via Point of Sale, Workshop or Sales Ledger; enter the postcode for lookup by Postcode Anywhere.

When creating new accounts via Point of Sale or Workshop the new account number is taken from the Company Control File, Accounts tab, Sales, "Next Available Cash Customer Account No". This must be greater than 1000 as the postcode facility does not work for internal accounts.

Company Control File Maintenance

Company: [Company] | [General] | [Parts] | [Workshop] | [WHOLEGD] | [Plant Hire] | **[Accounts]** | [CRM] | [Plan.Mnt.]

Sales - View Only

Statement Format: Laser Preprinted with Remittance

Age Sales Transactions: Transaction Date

Next Available Cash Customer Account No.: 1105

Credit Terms Driven From: Delivery Account

Apply Defaults to Customer Maintenance?: No

Debt Parameters

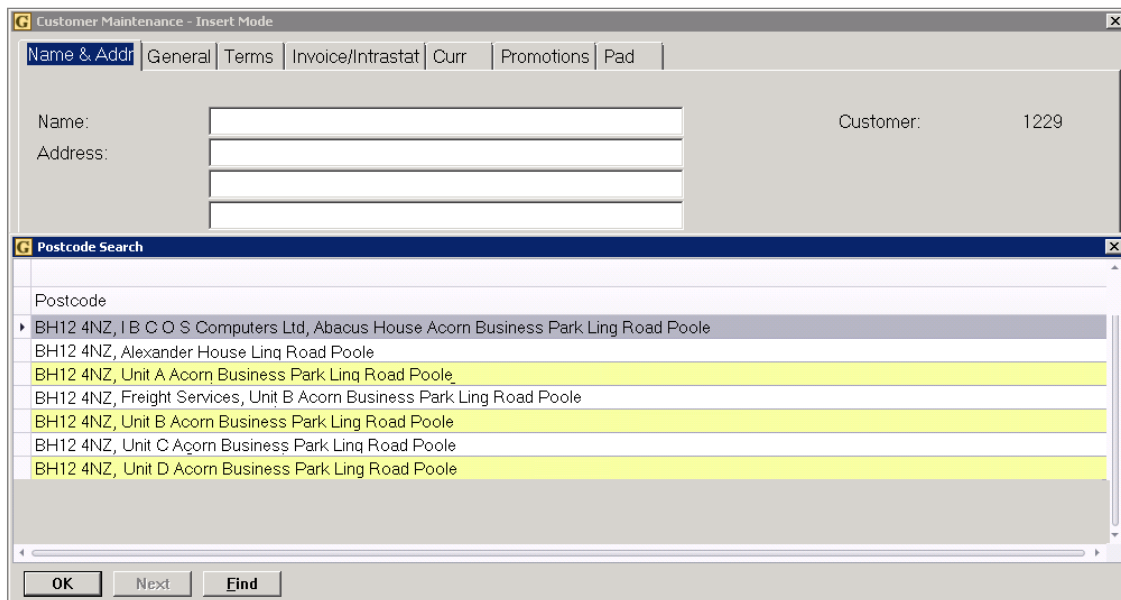
	Level	Base	Interval	Stop
Debt Level Reminders	1	Not in Use		Ignore
	2	Not in Use		Ignore
	3	Not in Use		Ignore
	4	Not in Use		Ignore
	5	Not in Use		Ignore
	6	Not in Use		Ignore

OK Cancel

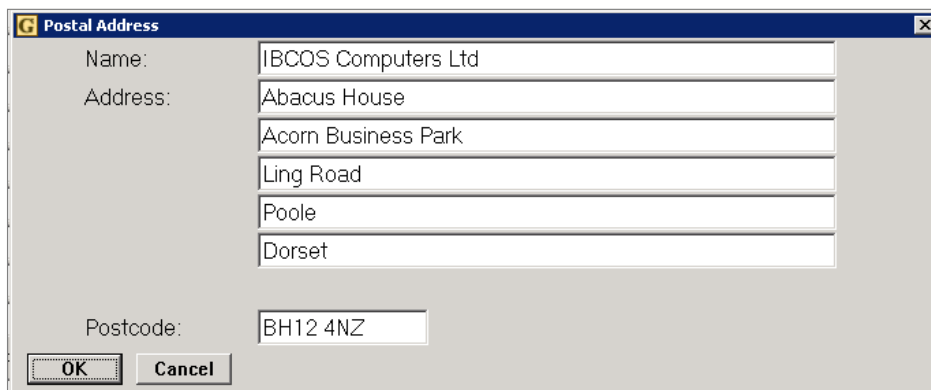
Postcode Lookup

If a valid postcode is entered a lookup list of each address within that postcode is displayed for selection. The list will include business names where applicable, house names and house numbers.

The lookup itself does not reduce the number of credits left available on the licence.



Once an address has been selected from the list the remaining number of available searches is then reduced.



Note: For test purposes postcode WR2 6NJ can be used. This will perform the proper lookups but will not use up any of the available postcode credits.