T 01202 714200 | F 01202 733552 | www.ibcos.co.uk Support 01202 730522 | goldsupport@ibcos.co.uk

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

| ostcodeAnywhere | Login |
|-----------------|-------------------------|
| Account Code | |
| Password | |
| Remember me | Login |
| Sig | gn up? Forgot password? |

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| PostcodeAnywhere | Services / | | | |
|------------------|--------------------------------------|---|---------------------|--------------|
| My Account | 0 Last 7 days | 0 Last 30 days | 0 Last 12 months | Show Graph 🏦 |
| All Services | | | | |
| New Service | To view service details, usage stats | and edit settings, click on the service | below. | |
| Reporting | Q Start yping a Name, Type or | Key | | |
| Tools | Name | Туре | ∨ Key | |
| | Gold API Key | Capture+ | | |
| our balance | | | | |
| | / | | | |
| Тор ир | | | | |
| | | | | |

From your account select "Top Up," to purchase address lookups.

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

| Postcode Anywhere | Тор ир | | |
|-------------------|---|------------------------------------|-----------------|
| My Account | Credit is valid for 12 months from purchase date. VAT will be ch applicable. | arged at the prevailing rate where | |
| All Services | Select top up amount | | |
| New Service | £25 Plan | Buy | |
| 실 Reporting | £50 Plan | Buy | |
| Tools | £100 Plan | Buy | |
| 10015 | £250 Plan | Buy | |
| | £500 Plan | Buy | |
| | | | |
| | | | |
| Top up | | | an an an Isan a |

Continue through the Checkout process.

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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".

| G Display Lice | nce Details | | | | | | | | | × |
|----------------|-------------|-------------------|------------------|-------------------|----|-------------|----------|----|---|----------|
| Licence No | b .: | | | | | | | | / | |
| Activation | Key: | | | | | | | | _ | |
| User ID: | | | | Expiry Date: | | 31/12/2011 | | / | | |
| Number of | Users: | 80 | 5 | Depots: | 20 | Charge D | epots: 🖌 | 20 | | |
| Password | - Current | Month: | Γ | • | | Next Month: | | | | |
| | | | L. Classifica | tion wet out it. | | | / ' | | | |
| | Activation | Mobile Passwor | rds Classifica | tion Web Services | | | / | | | |
| DocRef | DocNo | Description | | | | Allowed | | | | |
| PSTANY | PCA | Post Code Anyw | vhere | | | Yes | | | | <u> </u> |
| POEMFA | PEF | Customer/Suppl | lier Print, Emai | I, Fax | | Yes | | | | |
| LOYAL | PLO | Parts Loyalty Sys | rstem | | | Yes | | | | |
| | | | | | | | | | | |
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| ОК | | | | | | | | | | |

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.

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| G Display Licence Details | | | | | | × |
|-----------------------------|------------------|------------------|------------------|----------------|------------|---|
| Licence No.: | 27319.91300.82 | 580.99356.7529 | 99.73463.4495 | | | |
| Activation Key: | rNcbc.ncmr6.RE | R9E.r6B | | | | |
| User ID: | 19999 | Expiry Date: | | 31/12/2011 | | |
| Number of Users: | 80 | Depots: | 20 | Charge Depots: | 20 | |
| Password - Current Month: | | h8000p0125 | | Next Month: | l8000p1177 | |
| Options Activation Mobile P | asswords Classif | ication Web Se | ervices | | | |
| Postcode Licences: | | 10 P | ostcode Credits: | 18 | 3 | |
| Timeclock Key Fobs: | | 8 | | | | |
| Mobile Devices: | | 10 | | | | |
| Online parts users: | | 0 | | | | |
| Parts PDA: | | 10 | | | | |
| Windows Users: | | 20 | | | | |
| | | | | | | |
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| 0К | | | | | | |

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'.

| C Terminal No. Details Security Till | | | |
|--|---|--|---|
| Default Company: Default Depot: Change Default Company? Change Default Depot? | 1 1 Yes ▼ Yes ▼ | Ibcos Computers Ltd | |
| System Management? Print Custom Reports? Sales Ledger System? Invoicing/WIP/Analysis? Purchase Ledger System? Nominal Ledger System? Payroll System? | Yes V Yes V Yes V Yes V Yes V | Stock Control System? Wholegood Control? Prospecting? Communications? Electronic Mail? Plant Hire System? Planned Maintenance? Postcode Lookup: | Yes Yes Yes Yes Yes Yes Yes Yes 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.

| .EGD} Plant H | Hire Accounts CRM | Plan.Mnt. | | |
|-----------------|--------------------------------|--|---|--|
| .EGD} Plant H | Hire Accounts CRM | Plan.Mnt. | | |
| .1 | | | | |
| | | | | 1 |
| | | | | × |
| Laser | | | | • |
| | Transa | iction Date | • | |
| | 1105 | | | |
| | Deliver | y Account | • | |
| | No | • | | |
| | | | | |
| Level | Base | Interval | <u>Stop</u> | |
| 1 | Not in Use | • | Ignore | • |
| 2 | Not in Use | • | Ignore | • |
| 3 | Not in Use | • | Ignore | • |
| 4 | Not in Use | • | Ignore | • |
| Б | Not in Use | • | Ignore | • |
| 6 | Not in Use | • | Ignore | • |
| | | | | |
| | | | | |
| | Level 1 2 3 4 5 | Level Base 1 Not in Use 3 Not in Use 4 Not in Use 5 Not in Use | Delivery Account No Level Base 1 Not in Use 2 Not in Use 3 Not in Use 4 Not in Use 5 Not in Use | Base Interval Stop 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 |

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.

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| G Customer Maintenance - I | nsert Mode | | × |
|----------------------------|---|-----------|------|
| Name & Addr Genera | al Terms Invoice/Intrastat Curr Promotions Pad | | |
| | | | |
| Name: | | Customer: | 1229 |
| Address: | | | |
| | | | |
| | | | |
| G Postcode Search | | | × |
| | | | * |
| Postcode | | | |
| BH12 4NZ, I B C O S C | Computers Ltd, Abacus House Acorn Business Park Ling Road Poole | | |
| BH12 4NZ, Alexander H | House Ling Road Poole | | |
| BH12 4NZ, Unit A Acor | n Business Park Ling Road Poole_ | | |
| BH12 4NZ, Freight Ser | vices, Unit B Acorn Business Park Ling Road Poole | | |
| BH12 4NZ, Unit B Acor | m Business Park Ling Road Poole | | |
| BH12 4NZ, Unit C Aco | rn Business Park Ling Road Poole | | |
| BH12 4NZ, Unit D Aco | rn Business Park Ling Road Poole | | |
| | | | |
| | | | |
| | | | Ť |
| | | | |
| OK Next | <u>F</u> ind | | |

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

| G Postal Address | | × |
|------------------|---------------------|---|
| Name: | IBCOS Computers Ltd | |
| Address: | Abacus House | |
| | Acorn Business Park | |
| | Ling Road | |
| | Poole | |
| | Dorset | |
| | | |
| Postcode: | BH12 4NZ | |
| OK Cancel | | |

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.