

# Sage Line 500 - Post Code Search

**This is an additional module for use with the Telesales modules to enable customer address look-up from the post code.**

## Records Kept

### Post codes

- The Post Code Look Up files are supplied by third parties. Currently the system may be configured to use the following files:
  - QAS for UK addresses.
  - Clavis from Listmaster for all major countries.

## Tasks Supported

### Address look-up

- Enter a post code in any of the following places and search for corresponding addresses:
  - Customer entry in Telesales order entry.
  - Delivery address in Telesales order entry.
  - Delivery address in Telesales payment entry.
  - Credit card address in Telesales payment entry.
- In each case, follow the following process:
  - Enter a post code, either in the relevant field in the normal address entry box, or in a separate post code entry field.
  - Review the address found for the post code entered and either reject the address and enter a new post code or enter the street/road number and customer name to complete the address.
  - Confirm the address, which will then be formatted and transferred back to the main address entry box.

## Housekeeping

### Number of users

- Record the number of users who may use the post code lookup routines. The Post Code Look Up files are supplied by third parties. They are licensed by user and this feature allows you to purchase a license for only the users who need it.

### Address formatting

- Set up formatting information for the address that is retrieved from the Post Code Look Up system, for instance whether blank lines are suppressed and on which line the address starts.

## Integration with other modules

### Telesales

- The functionality described here can be called from the Telesales order entry option.

### Point of Sale

- The functionality described here can be called from the Point of Sale order entry option.

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