

VERSION 1.0
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Apps for Greentree

UK POSTCODE LOOKUP INTEGRATION_{APP}

NUMBER: 010093

Powered by:

MYOB Greentree

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FEATURES

Save time creating new address records in Greentree using this nifty UK Post Code Lookup Integration. The App currently supports the "Postcode Anywhere" service in the UK.

IMPORTANT NOTES

- We recommend that you test the configuration of the App thoroughly in a test system prior to deploying the App in your live Greentree system.

OTHER REQUIREMENTS

Greentree Modules: None.

Associated Apps: None.

USER INSTRUCTIONS

ADDRESS LOOKUP

The App adds a **cloud icon** next to the Postcode field in every form with an address section.

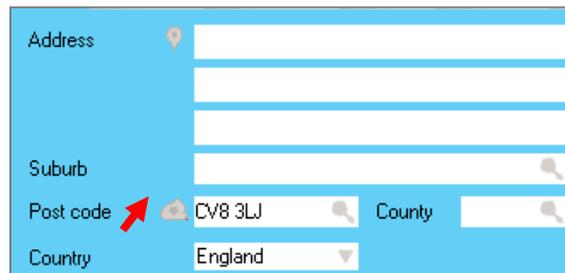


A screenshot of a form with a blue header. The form contains several input fields: 'Address' (with a location pin icon), 'Suburb', 'Post code', 'County', and 'Country' (a dropdown menu set to 'England'). A red square highlights a cloud icon next to the 'Post code' field.

The App can be configured to behave slightly differently depending on how much information the user provides:

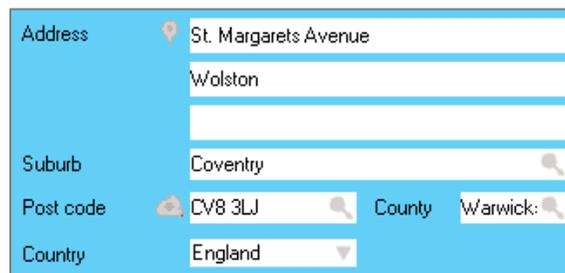
STREET LEVEL LOOKUP

Enter the **Postcode** then click on the **cloud icon**.



A screenshot of the same form as above. The 'Post code' field now contains the text 'CV8 3LJ'. A red arrow points to the cloud icon next to the 'Post code' field.

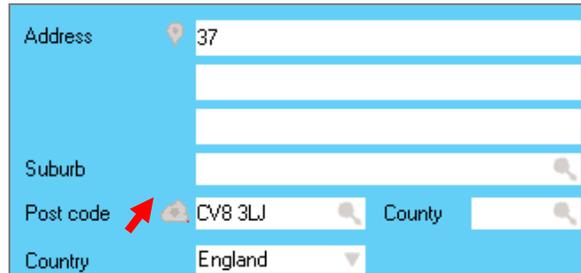
The App returns the street level address associated with that postcode to the form.



A screenshot of the form showing the results of a street level lookup. The 'Address' field is populated with 'St. Margarets Avenue' and 'Wolston'. The 'Suburb' field is populated with 'Coventry'. The 'Post code' field is populated with 'CV8 3LJ' and the 'County' field is populated with 'Warwick'. The 'Country' dropdown remains set to 'England'.

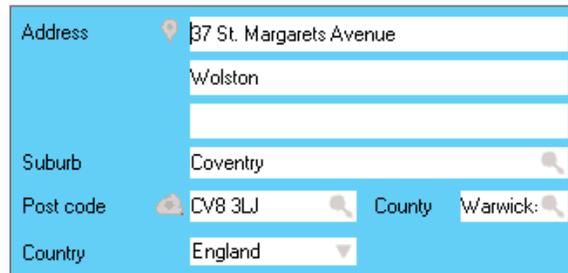
FULL ADDRESS LOOKUP

Option 1. Enter the **Street Number** and **Postcode** then click on the **cloud icon**.



Address 37
Suburb
Post code CV8 3LJ County
Country England

The App returns the full address associated with that street number and postcode to the form.



Address 37 St. Margarets Avenue
Wolston
Suburb Coventry
Post code CV8 3LJ County Warwickshire
Country England

Option 2. Enter the **Postcode** then click on the **cloud icon**.

The App pops up a window containing all relevant addresses.

1 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
2 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
3 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
4 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
5 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
6 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
7 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
8 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
9 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
10 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
11 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
12 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
14 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ
15 St. Margarets Avenue	Wolston	Coventry	Warwickshire	CV8 3LJ

OK Cancel

Find the addresses you want then either double-click it, or click once to select it then click **OK**.

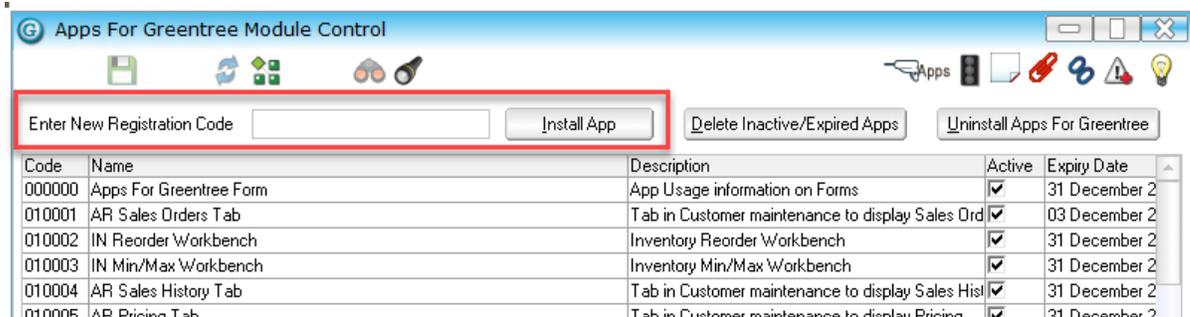
The App returns the full street address to the form.

IMPLEMENTATION GUIDE

Please refer to the Important Notes section above before installing and configuring this App

APP INSTALLATION

1. Log into Greentree as the Super user
2. Select the menu item | System | Apps For Greentree | Apps Module Control |
3. Enter the New Registration Codes supplied and click Install App



4. Select/Highlight the Address Lookup App.
5. Click on the Edit Users button and select the users who will be configured to use Email Tracker, for which companies.
6. Save and Close the form.

APP CONFIGURATION

1. Select/Highlight the Combined Billing App.
2. Click on the Change button.

Lookup Service	<input type="text" value="Postcode Anywhere"/>
License Key	<input type="text" value="WX57-NN93-YD28-XD51"/>
Lookup Level	<input type="radio"/> Street Level <input checked="" type="radio"/> Full Address

3. Select the Lookup Service and enter the License Key provided by the service.
4. Select the Lookup Level:

Street Level Fills the Address section with the street name, suburb, city and county when a postcode is entered

Full Address Fills the Address section with the street name, suburb, city and county when a street number and postcode is entered, or

Provides a pop-up selection box with all applicable addresses, when a postcode is entered. When the user double-clicks on the correct address (or clicks once and then clicks OK) the Address section is completed with the selected address details.

GREENTREE CONFIGURATION

1. Select the menu item | [System](#) | [System Setup](#) | [Country Maintenance](#) |



Code	<input type="text" value="UK"/>	Name	<input type="text" value="England"/>	<input type="button" value="Load postcodes"/>
ISO 3166 Code	<input type="text"/>	ISO 3166 Name	<input type="text"/>	<input type="button" value="Load states/cities"/>
	<input checked="" type="checkbox"/> Use phone number masking	<input type="checkbox"/> Highlight invalid numbers		<input type="button" value="Maintain postcodes"/>
Phone/Fax mask	<input type="text" value="#####"/>			
Mobile phone mask	<input type="text" value="#####"/>			
Default date format	<input type="text" value="dd/mm/yyyy"/>	<input checked="" type="checkbox"/> Supports Address Lookup		
	<input checked="" type="radio"/> UK English spelling	<input type="radio"/> US English spelling		

2. Select the [Country Code](#) for the **United Kingdom**. If you have multiple country records that use UK Postcodes, choose each one in turn.
3. Ensure the check-box [Supports Address Lookup](#) is ticked. This control determines when the [cloud icon](#) appears against the Postcode field. Clicking on the cloud icon invokes the App.
Note: Ensure that this check-box is not ticked for any non-UK countries configured in the system.