

# Clean\_Address User Guide



## Introduction:

This user guide provides step-by-step instructions for verifying and validating addresses in the PROD environment. Address verification is crucial for ensuring accurate data in Banner. This guide will walk you through the process with clear instructions and accompanying screenshots for reference.

### Figure 1: SPAIDEN without Clean\_Address Integration Page

Fig.1 Below the image depicts Banner before the integration of Clean\_Address is added to the Address tab in SPAIDEN.

The screenshot shows the SPAIDEN interface for a General Person Identification record. The top navigation bar includes a close button, the title 'General Person Identification SPAIDEN 9.3.30.1 (PROD)', and utility buttons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. Below the navigation bar, the record ID 'V03443269 Atlas, Charli' is displayed next to a 'Start Over' button. The main content area is divided into tabs: Current Identification, Alternate Identification, Address (selected), Telephone, Biographical, E-mail, Emergency Contact, and Additional Identification. The 'ADDRESS INFORMATION' section is expanded, showing a grid of fields for address details. The left column contains 'From Date' (08/01/2014), 'To Date', 'Address Type' (MA Mailing(Student/Fin Aid)), 'Sequence Number' (1), 'Street Line 1' (1800 Kirkman Road), 'Street Line 2', 'Street Line 3', 'City' (Orlando), 'State or Province' (FL Florida), and 'ZIP or Postal Code' (32811). The right column contains 'County', 'Nation', 'Telephone Type' (MA Mailing), 'Area Code', 'Phone Number', 'Extension', an 'Inactivate Address' checkbox, 'Source', 'Delivery Point', 'Correction Digit', and 'Carrier Route'. At the bottom, there is a pagination control showing '2 of 2' records and '1 Per Page', and a 'Record 2 of 2' indicator.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
▼ ADDRESS INFORMATION							
From Date	08/01/2014	County					
To Date		Nation					
Address Type	MA Mailing(Student/Fin Aid)	Telephone Type	MA Mailing				
Sequence Number	1	Area Code					
Street Line 1	1800 Kirkman Road	Phone Number					
Street Line 2		Extension					
Street Line 3		<input type="checkbox"/> Inactivate Address					
City	Orlando	Source					
State or Province	FL Florida	Delivery Point					
ZIP or Postal Code	32811	Correction Digit					
		Carrier Route					

**Figure 2: SPAIDEN with Clean\_Address Integration Page**

**Fig.2** The image displays a snapshot of Banner following the integration of Clean\_Address on the Address tab in SPAIDEN. It presents a familiar interface with recognizable screens and fields, with the addition of two new checkboxes that have been added: "Skip Verify Address" and "Address Verified" highlighted in the red boxed shown below:

- **Skip Verify Address:** checkbox allows users to bypass the verification process for specific addresses if needed. This feature offers flexibility in rare cases where verification may not be necessary or applicable.
- **Address Verified:** checkbox indicates whether the entered address has undergone verification. In the example displayed in the image, this checkbox remains unchecked, indicating that the address shown has not yet undergone verification.

The screenshot shows the SPAIDEN interface for a person's address. The top navigation bar is green and contains the text "General Person Identification SPAIDEN 9.3.30.1 (TRNG)" and icons for "ADD", "RETRIEVE", "RELATED", "TOOLS", and a notification bell. Below the navigation bar, the user ID "V03443269 Atlas, Charli" is displayed, along with a "Start Over" button. The main content area is divided into tabs: "Current Identification", "Alternate Identification", "Address" (selected), "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "Address" tab is active, showing "ADDRESS INFORMATION". A red box highlights two checkboxes: "Skip Address Verify" (checked) and "Address Verified" (unchecked). The form fields are organized into two columns. The left column includes "From Date" (08/01/2014), "To Date", "Address Type" (MA Mailing(Student/Fin Aid)), "Sequence Number" (1), "Street Line 1" (1800 Kirkman Road), "Street Line 2", "Street Line 3", "City" (Orlando), "State or Province" (FL Florida), and "ZIP or Postal Code" (32811). The right column includes "County", "Nation", "Telephone Type" (MA Mailing), "Area Code", "Phone Number", "Extension", "Inactivate Address" (unchecked), "Source", "Delivery Point", "Correction Digit", and "Carrier Route". At the bottom, there is a pagination bar showing "1 of 1" and "Per Page", and a "Record 1 of 1" indicator.

### Figure 3: SPAIDEN with Clean\_Address Verification

**Fig.3** The image presents a snapshot of Banner with an address that has undergone successful verification. Several enhancements and additions to the address details are visible, indicating the completion of the verification process.

- **Address Verification Status:** The "Address Verified" checkbox is checked, confirming that the address has been successfully verified.
- **Street Line Correction:** In the street address field, the correction "S" has been added for "South" to ensure accuracy in address representation.
- **Zip Code Enhancement:** The zip code field now includes the +4 zip code extension, providing additional specificity and precision in address identification.
- **County Code Update:** The county field reflects the new county code that is now attached to the zip code. This update ensures alignment with the latest USPS standards.
- **USPS Data Addition:** Additional USPS data, including Delivery Point, Correction Digit, and Carrier Route, has been incorporated into the address details. These additions further enhance address validation and accuracy.

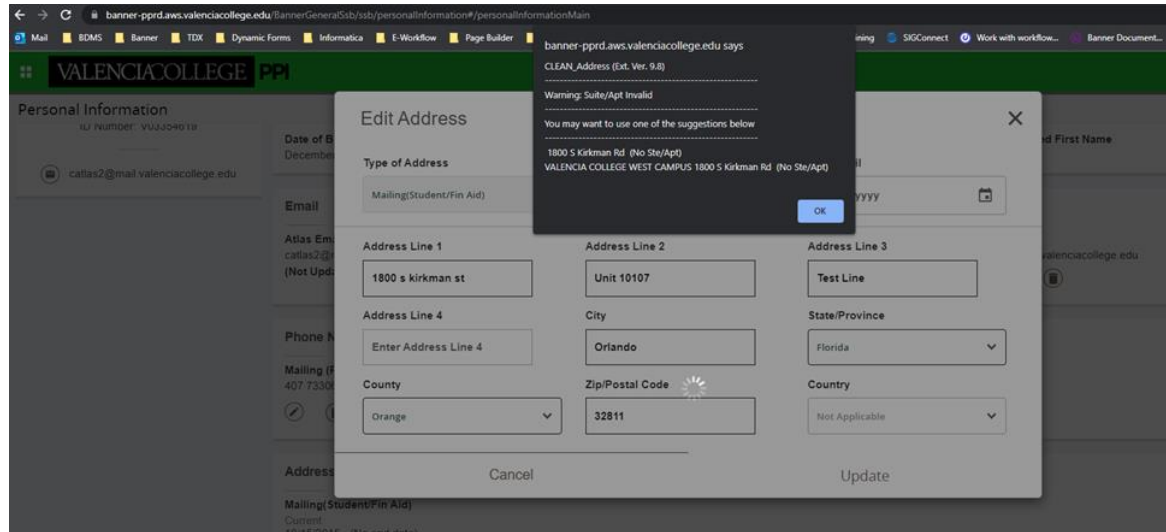
The screenshot displays the Banner SPAIDEN interface for a person identified as Charli Atlas (ID: V03443269). The interface is in the 'Address' tab, showing 'ADDRESS INFORMATION'. A green notification bar at the top right indicates 'Saved successfully (2 rows saved)'. The 'Address Verified' checkbox is checked, and the 'Skip Address Verify' checkbox is unchecked. The address details are as follows:

Field	Value
From Date	08/01/2014
To Date	
Address Type	MA Mailing(Student/Fin Aid)
Sequence Number	2
Street Line 1	1800 S Kirkman Rd
Street Line 2	
Street Line 3	
City	Orlando
State or Province	FL Florida
ZIP or Postal Code	32811-2302
County	FL095 Orange
Nation	
Telephone Type	MA Mailing
Area Code	
Phone Number	
Extension	
Inactivate Address	<input type="checkbox"/>
Source	
Delivery Point	00
Correction Digit	8
Carrier Route	C006

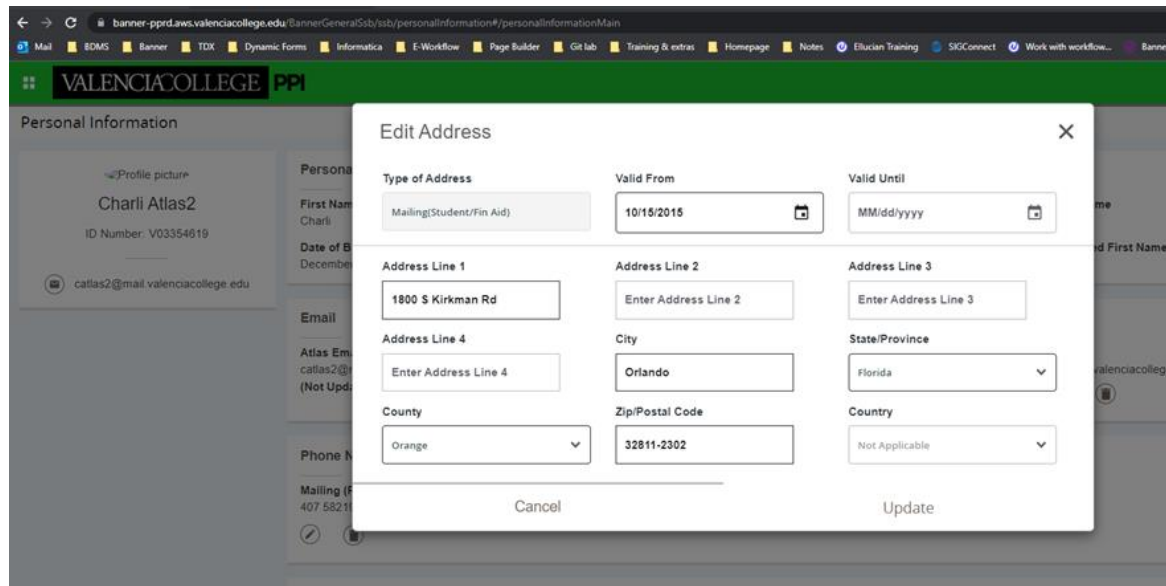
Navigation controls at the bottom show '2 of 2' records, '1 Per Page', and 'Record 2 of 2'.

## Figure 4: Atlas/SSB with Clean\_Address Verification

**Fig.4.1** The image presents an error message received when a user enters an invalid address in Atlas. Clean\_Address provides suggestions on how to correct the inputted address.



**Fig.4.2** The image presents a snapshot of Atlas/SSB with an address that has undergone successful verification. Several enhancements and additions to the address details are visible, indicating the completion of the verification process.



## Manual Entry Alert Examples

Figure 5: Address Out of Range

**Fig.5** The image depicts the occurrence of an error message during manual address entry when a user inputs an address that cannot be precisely identified or falls outside the acceptable range. The error message serves to guide users towards address verification when encountering errors or discrepancies during manual entry, promoting data integrity and usability within the application.

- **Error Message Display:** A prominent error message is displayed on the screen, alerting the user to the issue encountered during address entry.
- **Out-of-Range Address:** The error message indicates that the entered address is out of range or cannot be precisely identified within the system's database.
- **Suggested Corrections:** Within the error message, possible suggestions for correcting the address are provided to assist the user in resolving the issue. These suggestions may include adjusting the street name, city, state abbreviation, or zip code to align with valid address ranges.
- **Encouragement for Verification:** The error message serves as a prompt to encourage users to proceed with address verification to ensure accuracy and completeness in the entered address details.

The screenshot displays a software interface for 'General Person Identification SPAIDEN 9.3.30.1 (PPRD)'. The user is viewing the 'Address' tab for a person with ID 'V03443269 Atlas, Charli'. The 'ADDRESS INFORMATION' section is active, showing fields for 'From Date' (08/01/2014), 'To Date', 'Address Type' (HR), 'Sequence Number' (1), 'Street Line 1' (1800 DS Kirkman Road), 'City' (Orlando), 'State or Province' (FL - Florida), and 'ZIP or Postal Code' (32811). A yellow banner on the right side of the screen displays the following text:

**Banner**  
CLEAN\_Address (Ext. Ver. 4.4.7)

Warning: Address out of Range

You may want to use one of the suggestions below.

4800-4899 Dacey Ct  
11200-11298(Even) Dacre Ln  
11201-11299(Odd) Dacre Ln  
2600-2698(Even) Dade Ave  
2650 Dade Ave  
2700-2798(Even) Dade Ave  
2728 Dade Ave  
2900-2998(Even) Dade Ave  
3001-3099(Odd) Dade Ave  
3201-3299(Odd) Dade Ave  
2300-2399 Dae Ct  
6900-6998(Even) Daetwyler Dr  
7000-7098(Even) Daetwyler Dr  
7400-7498(Even) Daetwyler Dr  
7410 Daetwyler Dr  
7500-7598(Even) Daetwyler Dr  
7600-7698(Even) Daetwyler Dr  
7601-7699(Odd) Daetwyler Dr  
7700-7726(Even) Daetwyler Dr  
7710 Daetwyler Dr

## Figure 6: Incomplete Address Entry - City Missing

**Fig.6** The first image displays a screenshot of the address entry interface with an incomplete address. The system prevents the user from saving the address because the required field for "City" has not been entered. Without the complete address information, the verification process cannot be initiated. A message prompt appears on the screen, indicating that the address cannot be saved until the city is provided. This is already happening in Banner before integration.

General Person Identification SPAIDEN 9.3.30.1 (TRNG)

ADD RETRIEVE RELATED TOOLS

ID: V03443269 Atlas, Charli

\*ERROR\* City must be entered.

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

ADDRESS INFORMATION Skip Address Verify Address Verified Settings Insert Delete Copy Filter

From Date 08/01/2014 To Date

Address Type MA Mailing(Student/Fin Aid) Telephone Type MA Mailing

Sequence Number 1

Street Line 1 1800 S Kirkman Rd

Street Line 2

Street Line 3

City

State or Province

ZIP or Postal Code

County

Nation

Area Code

Phone Number

Extension

Inactivate Address

Source

Delivery Point

Correction Digit

Carrier Route

1 of 1 Per Page Record 1 of 1

## Figure 7: Incomplete Address Entry - Zip Missing

**Fig.7** The second image presents an updated screenshot where the user has entered the city and state information into the respective fields. However, the system requires additional information to initiate the verification process. A message prompt appears on the screen, indicating that the zip code must also be included to proceed with the verification. This is already happening in Banner before integration.

General Person Identification SPAIDEN 9.3.30.1 (TRNG) ADD RETRIEVE RELATED TOOLS 1

ID: V03443269 Atlas, Charli \*ERROR\* Zip must be entered for City and State.

Current Identification | Alternate Identification | **Address** | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ADDRESS INFORMATION Skip Address Verify Address Verified Settings Insert Delete Copy Filter

From Date	08/01/2014	County	
To Date		Nation	
Address Type	MA Mailing(Student/Fin Aid)	Telephone Type	MA Mailing
Sequence Number	1	Area Code	
Street Line 1	1800 Kirkman RD	Phone Number	
Street Line 2		Extension	
Street Line 3		<input type="checkbox"/> Inactivate Address	
City	Kissimmee	Source	
State or Province	FL Florida	Delivery Point	
ZIP or Postal Code		Correction Digit	
		Carrier Route	

1 of 1 | 1 Per Page | Record 1 of 1

## Verification Look-Up Scenarios

### About the Look-Up site

Since Clean\_Address is in partnership with USPS, the address verification process relies on the USPS database. Users may find it necessary to conduct additional research during batch processing or manual entry. This is particularly relevant in scenarios where address verification may need to be skipped, such as for addresses in new subdivisions not yet updated in the database. Additionally, there are instances where the verification process may omit certain address details deemed unnecessary, as the system already possesses that information. In these rare cases requiring user intervention, the [lookup site](#) serves as a resource for further research, enabling users to decide whether to proceed with verification or skip it. The following scenarios exemplify various issues and outcomes encountered during the address verification process.

### Scenario 1: Verification Removed Personal Mailbox Number

Below displays an excerpt from the output ran by Clean\_Address's batch process for address verification. The original address has been marked as inactive, with a new address generated as a result. The outcome of the new address appears to be unexpected and removed PMB 501 from street line 2 and did not append to street line 1. In this exercise we will look over the steps and tools available to review how to address unexpected outcomes.

SPRADDR STREET LINE1	SPRADDR STREET LINE2	SPRADDR STREET LINE3	SPRADDR CITY	SPRADDR STAT CODE	SPRADDR ZIP	SPRADDR CNTY CODE	SPRADDR STATUS IND	SPRADDR USER	SPRADDR ASRC CODE
6043 US Highway 1792 N	PMB 501		Davenport	FL	33896	FL105	INACTIVE	MCHALISE	WEB
6043 US Highway 17 92 N			Davenport	FL	33896-9704	FL105		MCHALISE	CLAD

The provided output showcases a scenario where address verification has modified the address in a manner **unexpected by the user**. Specifically, the address originally included a Personal Mailbox Number (PMB), but after verification, the PMB has been removed.

- **Original Address:**The address initially entered by the user includes a Personal Mailbox Number (PMB) associated with the address.
- **Verified Address:** Following address verification, the PMB has been removed from the address details. The original address was made INACTIVE and the "Verified Address" was inserted as new record.

In response to unexpected modifications during address verification, users are advised to visit a designated [look-up site](#) to access additional details regarding the address. This step is recommended to obtain comprehensive information about the address, including any details not explicitly listed in the address itself, such as the PMB number. The next image shows the look up of the above address:



## ZIP Code™ by Address

**You entered:**

6043 US HIGHWAY 17 92 N PMB 501  
DAVENPORT FL 33896

Original Address  
Entered by USER

If more than one address matches the information provided, try narrowing your search by entering a street address and, if applicable, a unit number. **Edit and search again.**

6043 US HIGHWAY 17 92 N  
DAVENPORT FL 33896-9704

Clean\_Address Verification  
omitted the PMB 501



CARRIER ROUTE	COUNTY	DELIVERY POINT CODE
R014	POLK	43
CHECK DIGIT	COMMERCIAL MAIL RECEIVING AGENCY	LAC™
4	N	-
eLOT™	eLOT ASCENDING/DESCENDING INDICATOR	RECORD TYPE CODE
0530	A	S
PMB DESIGNATOR	PMB NUMBER	DEFAULT FLAG
PMB	501	-
EWS FLAG	DPV CONFIRMATION INDICATOR	
-	Y	

Upon visiting the look-up site, users can access a comprehensive overview of the address, including additional details not reflected in the modified address. Despite not being explicitly listed in the address, the PMB number is found to be attached to the address within the look-up site's information.

This image serves to illustrate the importance of cross-referencing address details and utilizing additional resources, such as look-up sites, to ensure comprehensive and accurate address information, particularly in cases where address verification may result in **unexpected modifications**.

## Scenario 2: New Construction Home Not Registered

In the given example, an address underwent verification but was flagged as "Unknown Street." When attempting to look up the address in the tool, it did not yield any results. This situation often indicates new home construction in the area, which can be confirmed through a simple Google search identifying areas with ongoing residential development. In such cases, Clean\_Address may suggest alternative addresses, display the address as out of range, or report being unable to verify it. In these instances, it is imperative to skip the address verification process and save. Database updates will be received through out the year from USPS with new address information.

General Person Identification SPAIDEN 9.3.29 (PPRD) ADD RETRIEVE RELATED TOOLS

ID: V03443269 Atlas, Charli

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional I

▼ ADDRESS INFORMATION Skip Address

From Date 10/26/2017 To Date

Address Type MA Mailing(Student/Fin Aid) Telephone Type MA

Sequence Number 2

Street Line 1 4150 Odyssey Way Street Line 2 Street Line 3

County Nation

Area Code 407 Phone Number 5821876 Extension

City Sanford State or Province FL Florida ZIP or Postal Code 32771

Inactivate Address Source Delivery Point Correction Digit Carrier Route

Warning: Unknown Street  
You may want to use one of the suggestions below.  
Odham Dr

OK

1 of 2 1 Per Page Record 1 of 2

General Person Identification SPAIDEN 9.3.29 (PPRD) ADD RETRIEVE RELATED TOOLS

ID: V03443269 Atlas, Charli

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

▼ ADDRESS INFORMATION Skip Address Verify Address Verified Insert Delete Copy Filter

From Date 10/26/2017 To Date

Address Type MA Mailing(Student/Fin Aid) Telephone Type MA Mailing

Sequence Number 2

Street Line 1 4150 Odyssey Way Street Line 2 Street Line 3

County Nation

Area Code 407 Phone Number 5821876 Extension

City Sanford State or Province FL Florida ZIP or Postal Code 32771

Inactivate Address Source Delivery Point Correction Digit Carrier Route

Saved successfully (1 rows saved)

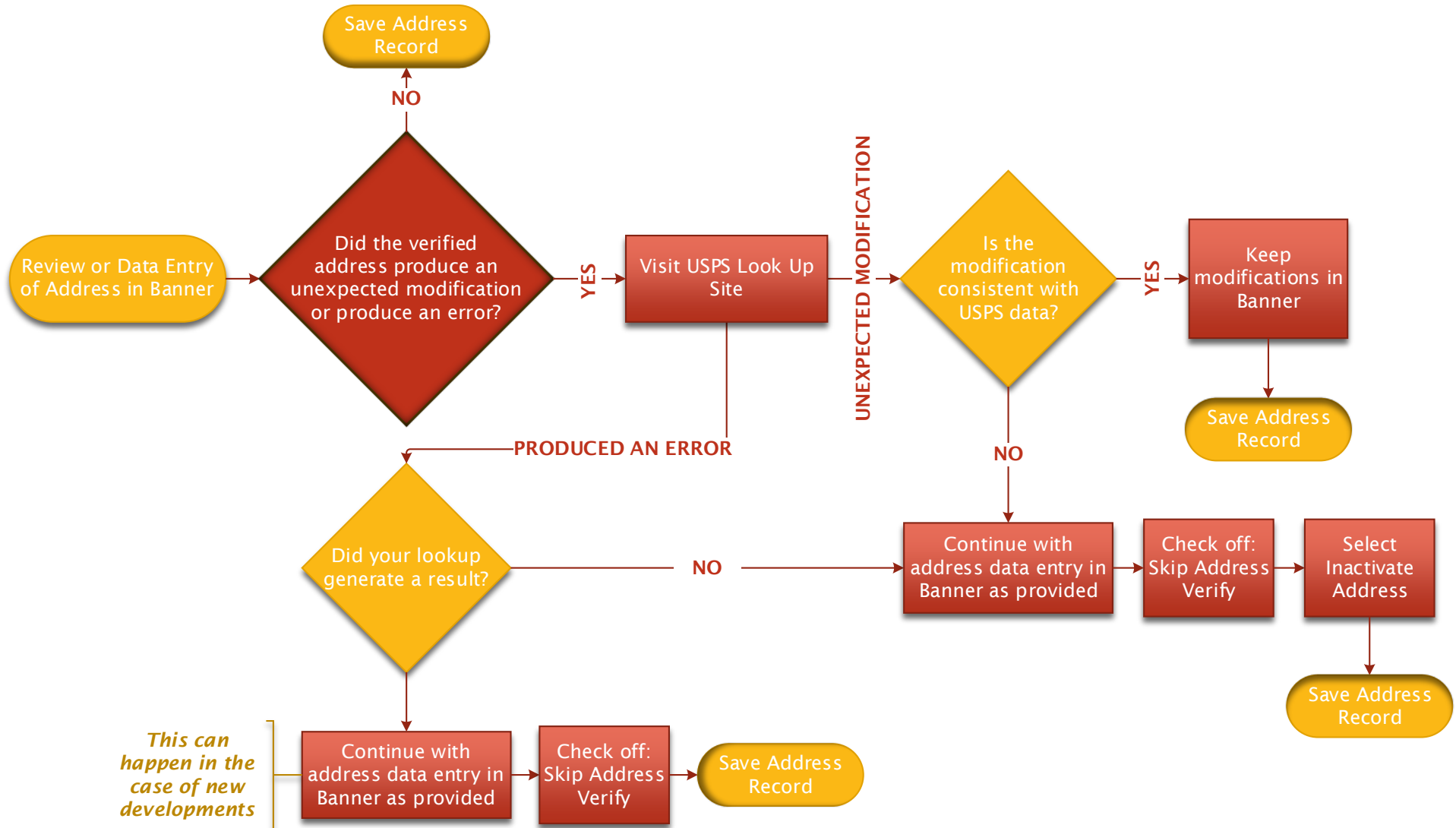
1 of 2 1 Per Page Record 1 of 2

## Scenario 2: View in Atlas/SSB

The screenshot displays the Atlas/SSB portal interface for a student named Charli Atlas2. The main page shows personal information, including the name, ID number (V03354619), and email address (catlas2@mail.valenciacollege.edu). A modal window titled "Edit Address" is open, allowing the user to update their address. The form includes fields for "Type of Address" (Mailing(Student/Fin Aid)), "Address Line 1" (4150 Odyssey Way), "Address Line 2" (Enter Address Line 2), "Address Line 3" (Enter Address Line 3), "Address Line 4" (Enter Address Line 4), "City" (Sanford), "State/Province" (Florida), "County" (Orange), and "Zip/Postal Code" (32771). A "Country" dropdown is set to "Not Applicable". A warning message is displayed: "Warning: Unknown Street. You may want to use one of the suggestions below. Odham Dr". The "Update" button is disabled, and the "Cancel" button is visible.

In the Atlas/SSB portal, students do not have the option to select "skip address verify" when entering an address. This measure is in place to prevent the submission of incorrect addresses. In these cases, when a student encounters an issue where they are unable to verify a valid address, they will be required to submit a Change of Personal Information form. This form must be accompanied by a copy of their driver's license (DL) and the specified address for verification. A designated specialist will then review the documentation and have the authority to select "skip address verify" based on the provided information.

## To Skip Verify or Not Skip Verify Flow Chart



This flow chart outlines the recommended approach for address verification and management. While we encourage adherence to this process for consistency and efficiency, we understand that rare unique circumstances may arise where deviations from the flow are necessary. In such cases, we trust in your professional judgment to determine when it is appropriate to skip address verification or mark an address as inactive.

## Which forms does Clean\_Address live in, in Banner?

### Banner Forms

Banner Forms	Form Description
SPAIDEN	General Person for Student
SAAETBL	Admissions
SAAQUIK	Quick Admissions
SRAQUIK	Quick Recruit
SPAEMRG	Emergency Contact Form
SHADIPL	Diploma Access
SHARQTC	Transcript Request
SOASBGI	High School / College Code Address
APAIDEN	General Person for Alumni
PPAIDEN	General Person for HR / Personnel
APAEHIS	Employment History Form
APAERVW	Employee Review Form
PEA1PAY	One-Time Payment and Quick Hire
FOAIDEN	General Person for Finance
FTMVEND	Vendor Maintenance
FTMAGCY	Agency for Finance
FTMCUST	Customer Maintenance Detail
FTMFMGR	Financial Manager Detail
GOAEMAL	Email Maintenance Form
GOAMTCH	Address Matching Form
GOAADDR	Address Review and Verification Form

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## What tables are supported by Clean\_Address in Banner?

### Banner Tables

Banner Tables	Table Description
<b>SPRADDR</b>	Student / HR/ Finance / Alumni Address Table
<b>SARADDR</b>	Electronics Admission Address Table
<b>SPREMRG</b>	Emergency Contact Address Table
<b>SHTRAN</b>	Transcript Request Table
<b>SHBDIPL</b>	Diploma Address Table
<b>SPTADDR</b>	Temporary SPRADDR Table
<b>ROTADDR</b>	Financial Aid Temporary SPRADDR Table
<b>SRTADDR</b>	Electronic Prospect Address Table loaded from search test score tapes, or entered on Web for Prospects
<b>SOBSBGI</b>	College Code Address Table
<b>SRTHSCH</b>	High School Address Table
<b>SRTPCOL</b>	Prior College Address Table

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