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.

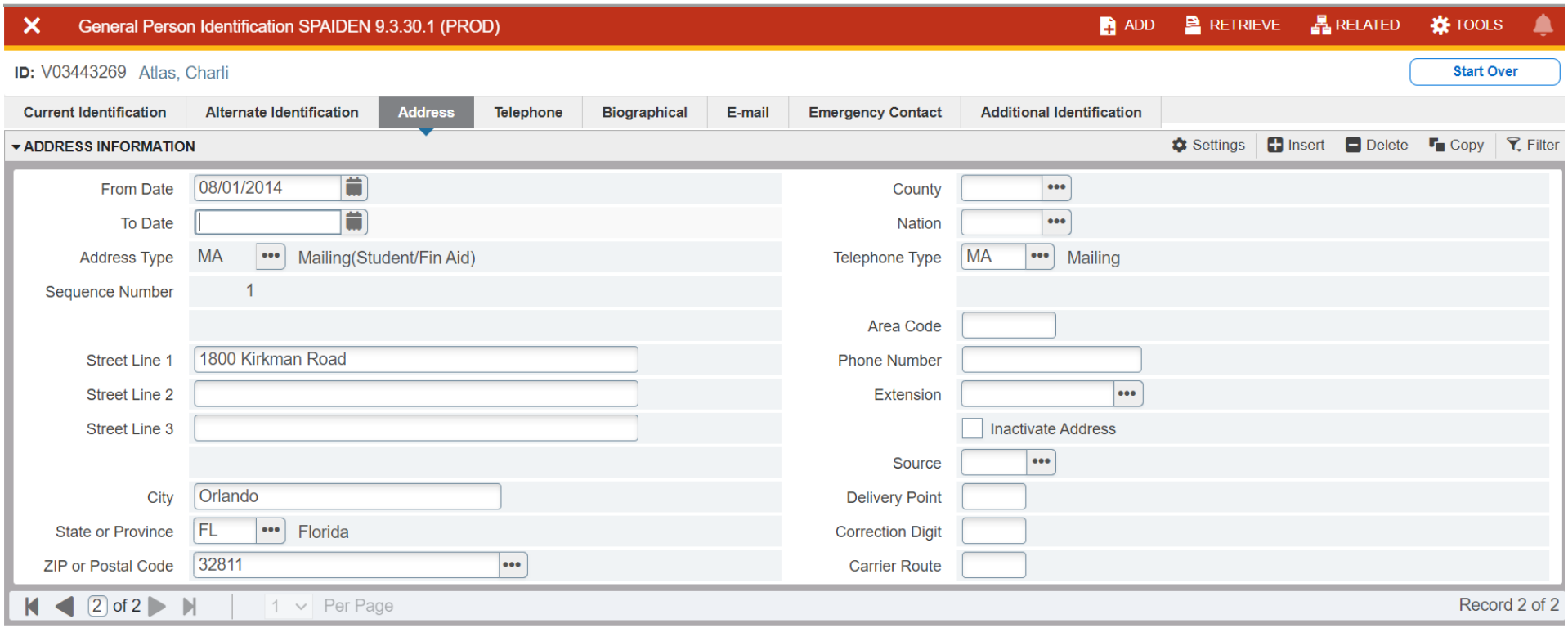


Figure 2: SPAIDEN with Clean_Address Integration Page

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.

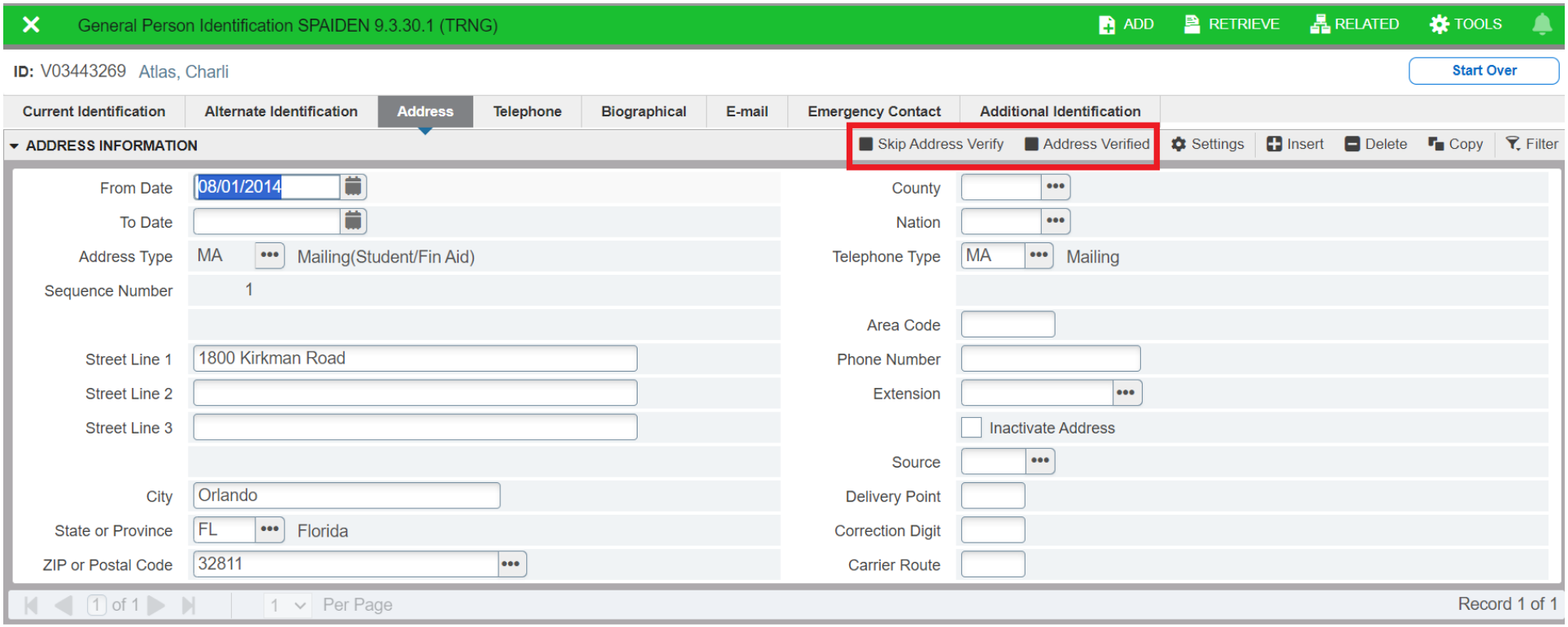


Figure 3: SPAIDEN with Clean_Address Verification

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.

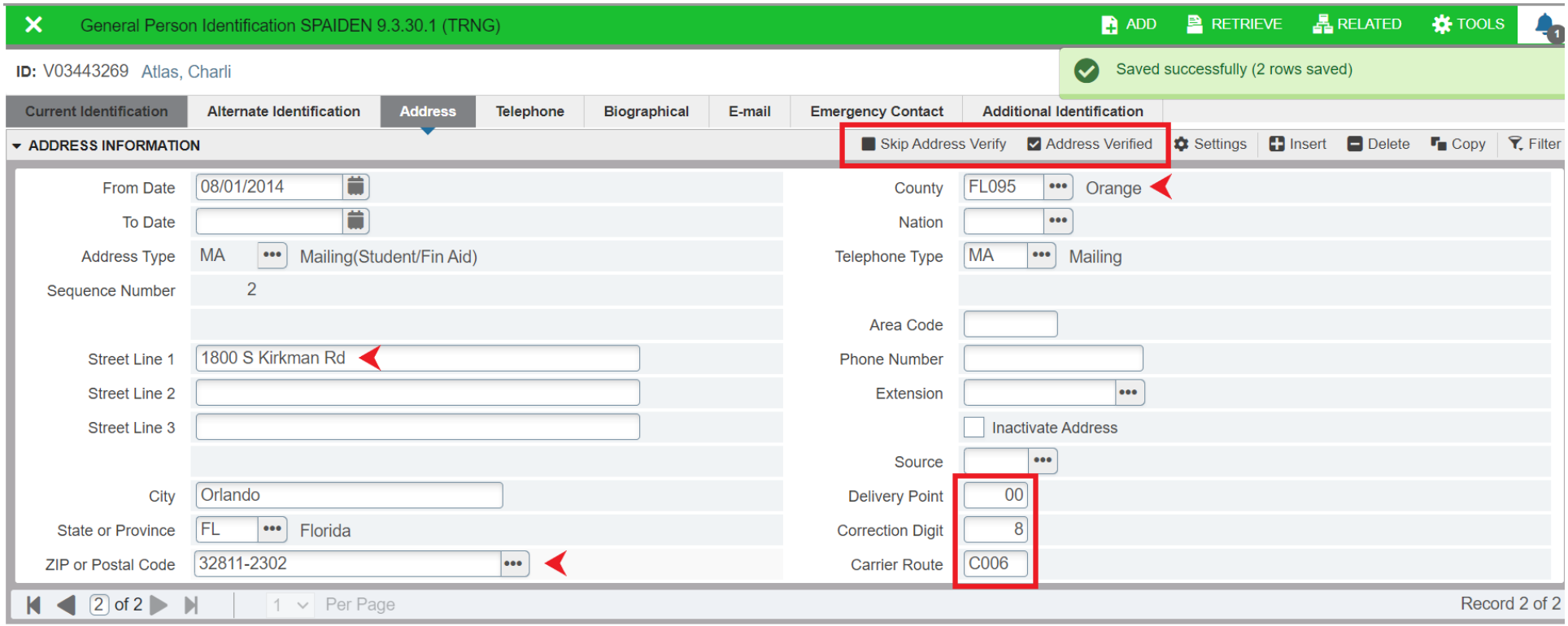


Figure 4: Atlas/SSB with Clean_Address Verification

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 it the inputted address.

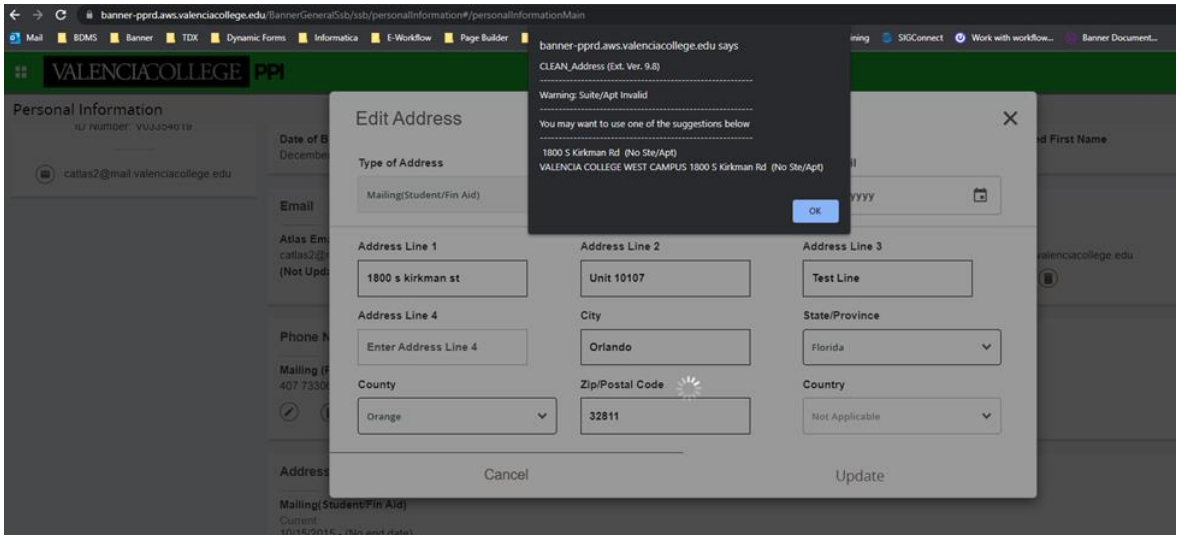
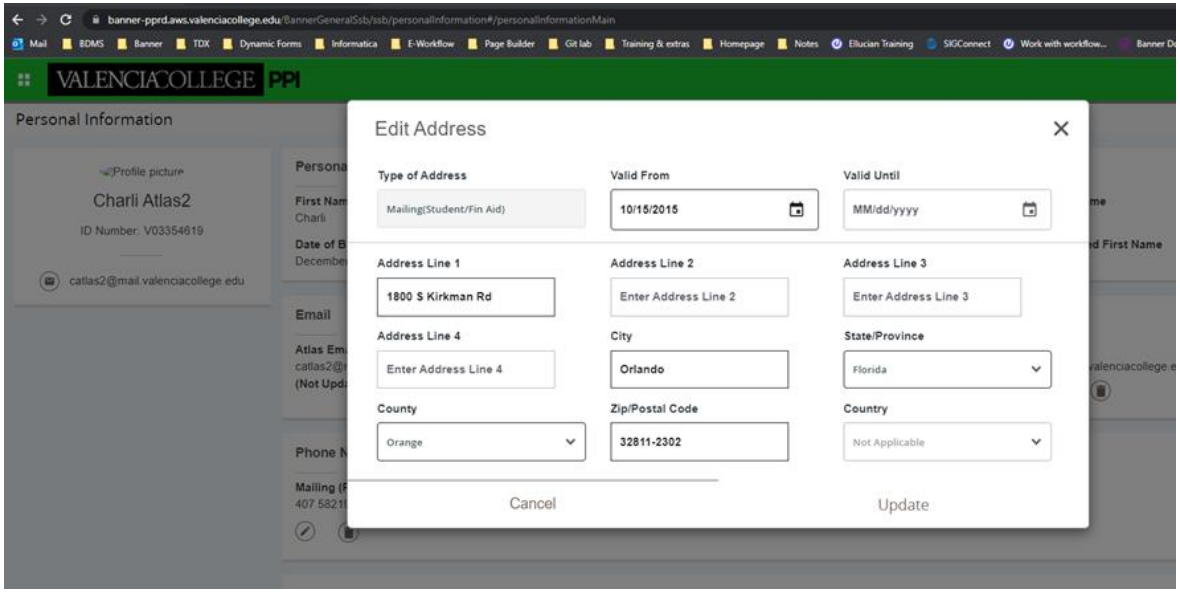


Fig.4.2 The image presents a snapshot of Atlas/SSB with an address that has undergone successful verification. Several enhancements and additions to the address details are visible, indicating the completion of the verification process.



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**.**

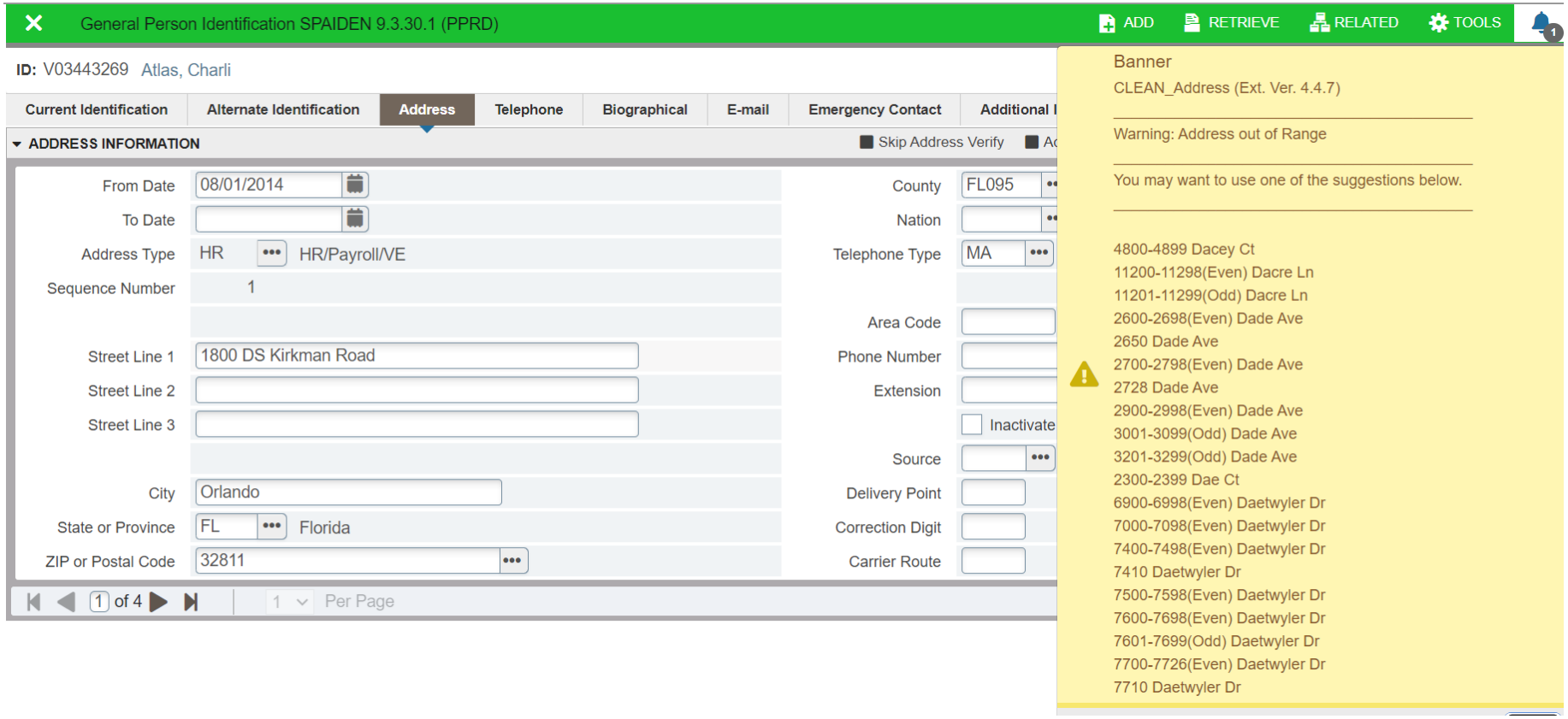


Figure 6: Incomplete Address Entry - City Missing

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.

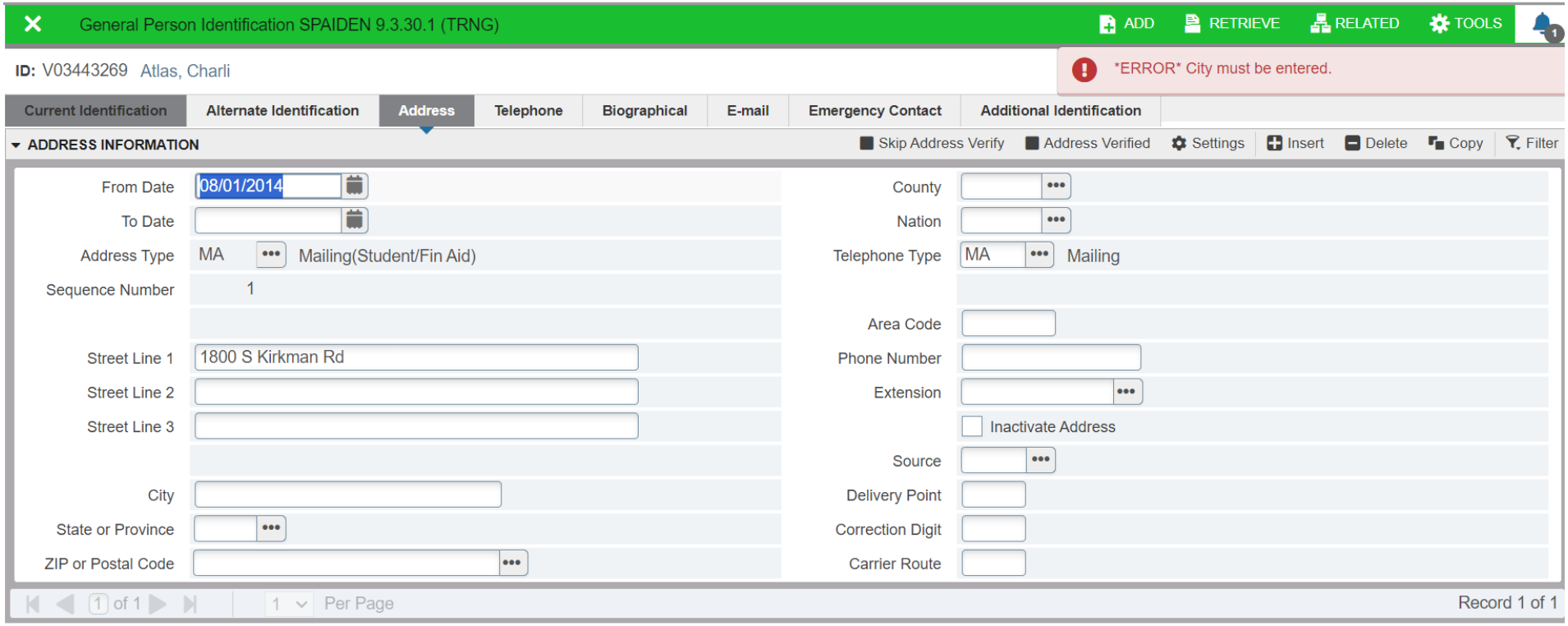
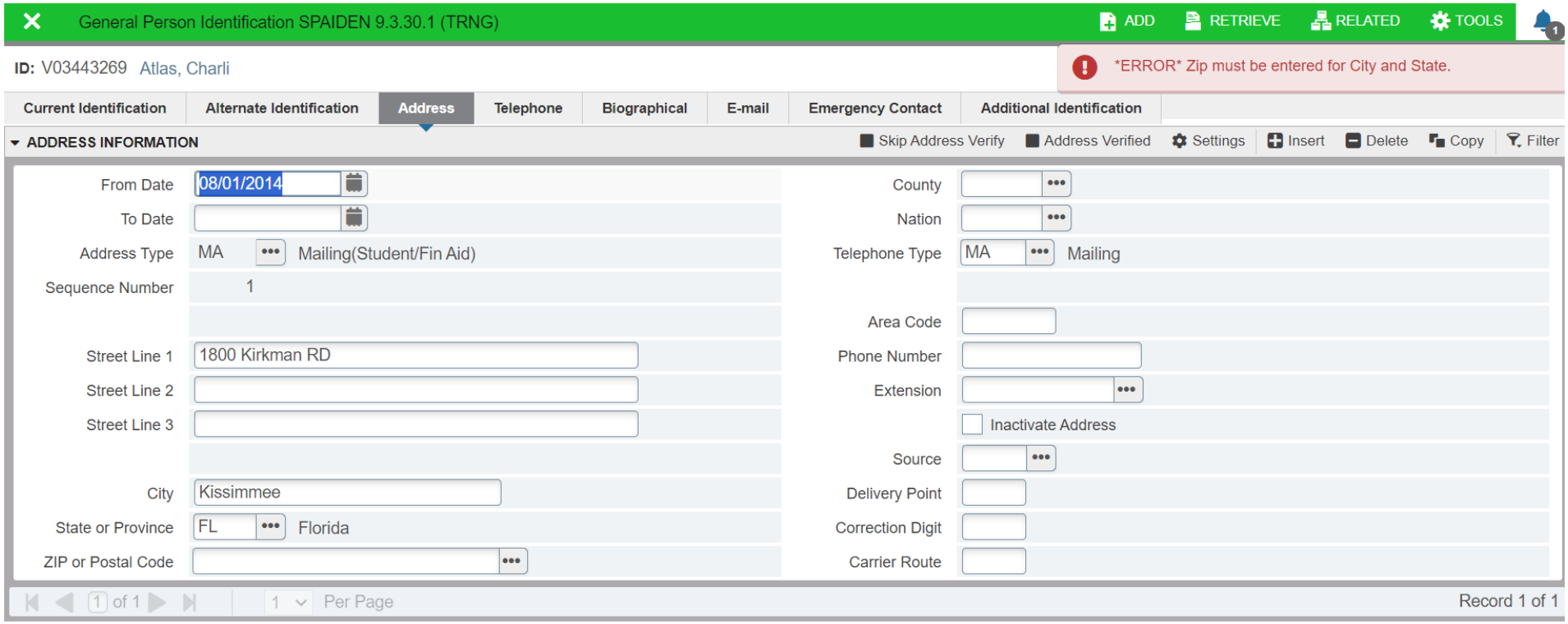


Figure 7: Incomplete Address Entry - Zip Missing

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.



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

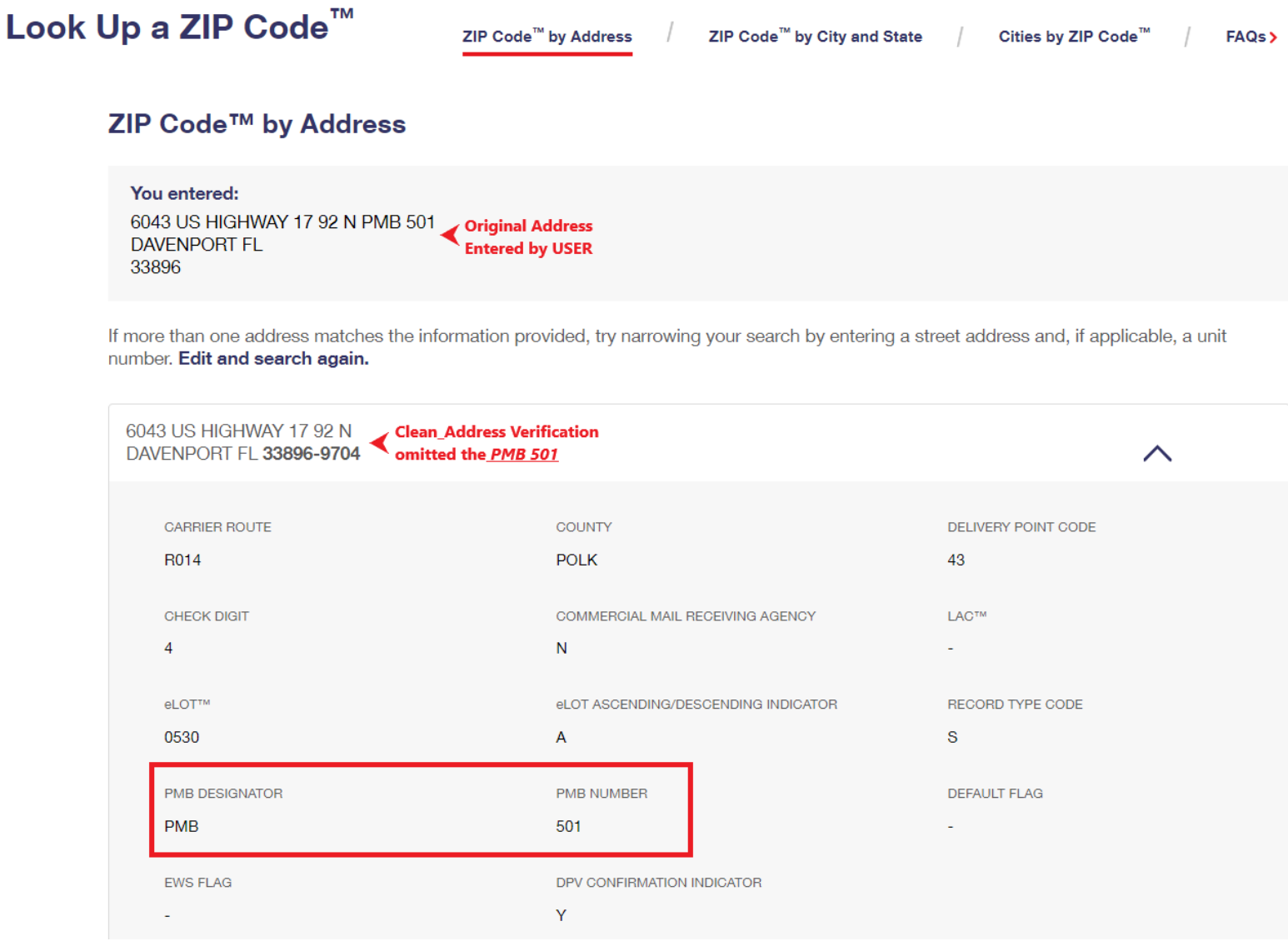
Below displays an excerpt from the output ran by Clean_Address's batch process for address verification. The original address has been marked as inactive, with a new address generated as a result. The outcome of the new address appears to be unexpected and removed PMB 501 from street line 2 and did not 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:

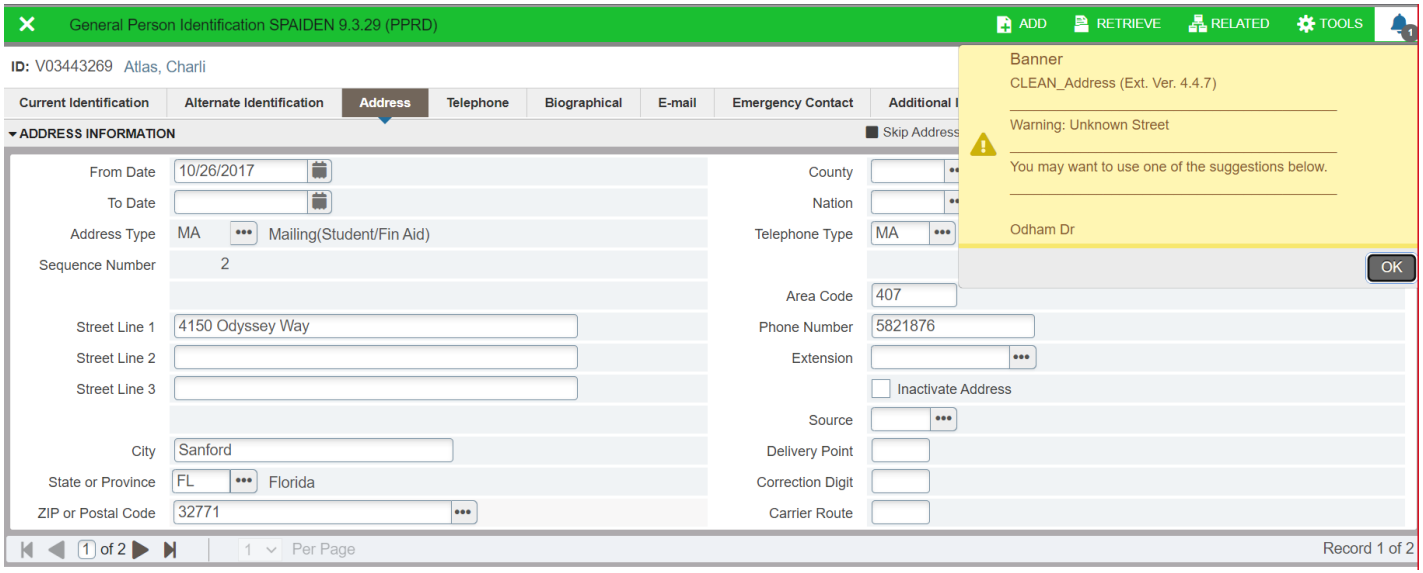


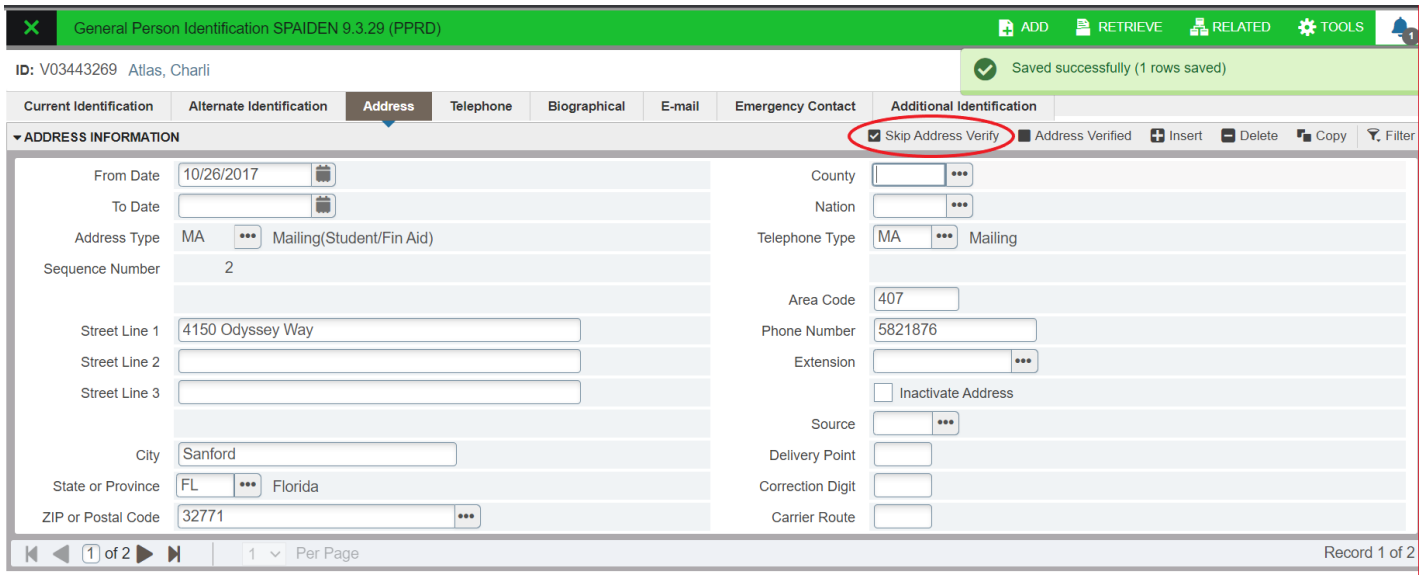
Upon visiting the look-up site, users can access a comprehensive overview of the address, including additional details not reflected in the modified address. Despite not being explicitly listed in the address, the PMB number is found to be attached to the address within the look-up site's information.

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**.

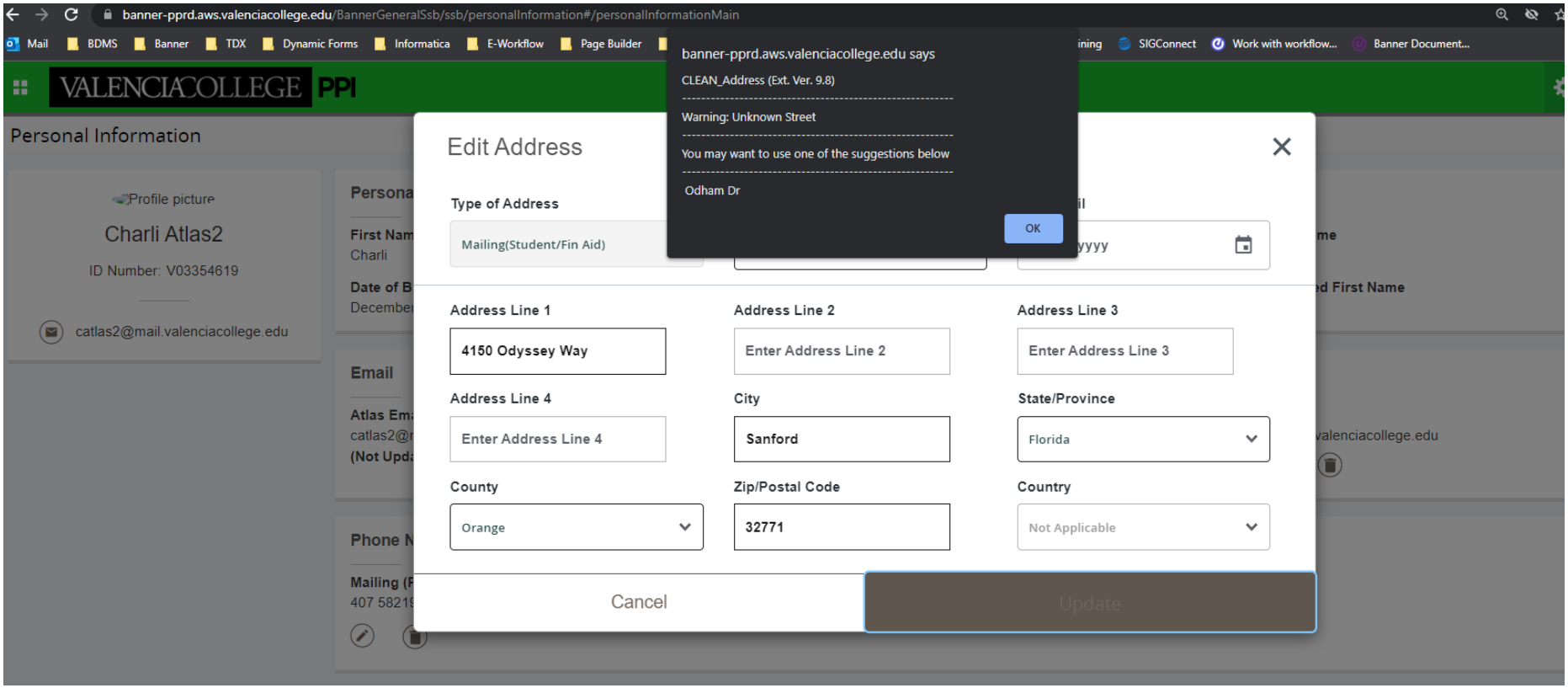
Scenario 2: New Construction Home Not Registered

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.



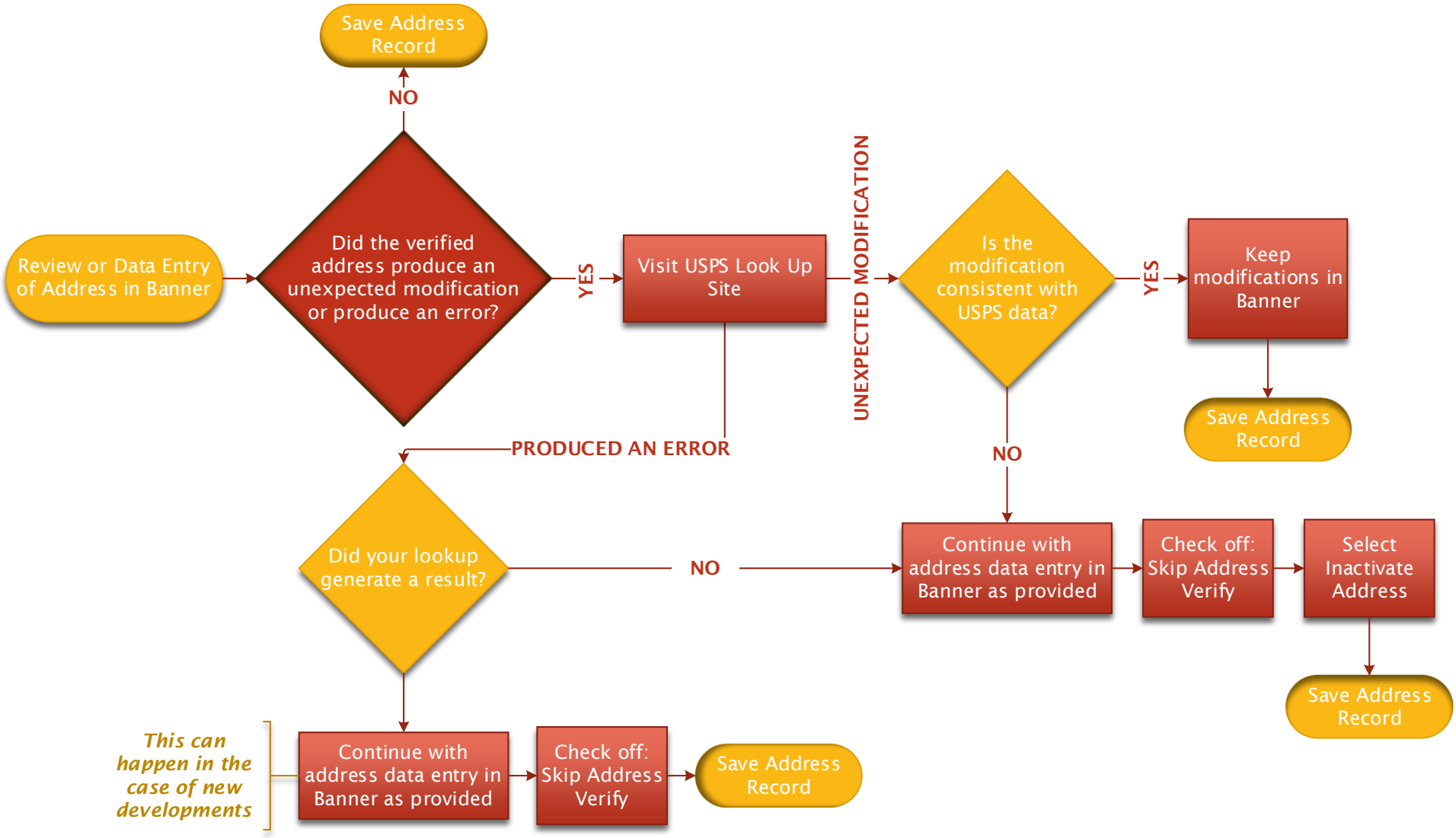


Scenario 2: View in Atlas/SSB



In the Atlas/SSB portal, student 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
SPRADDR	Student / HR/ Finance / Alumni Address Table
SARADDR	Electronics Admission Address Table
SPREMRG	Emergency Contact Address Table
SHTTRAN	Transcript Request Table
SHBDIPL	Diploma Address Table
SPTADDR	Temporary SPRADDR Table
ROTADDR	Financial Aid Temporary SPRADDR Table
SRTADDR	Electronic Prospect Address Table loaded from search test score tapes, or entered on Web for Prospects
SOBSBGI	College Code Address Table
SRTHSCH	High School Address Table
SRTPCOL	Prior College Address Table

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