

# Quick Address Pro (QAS)

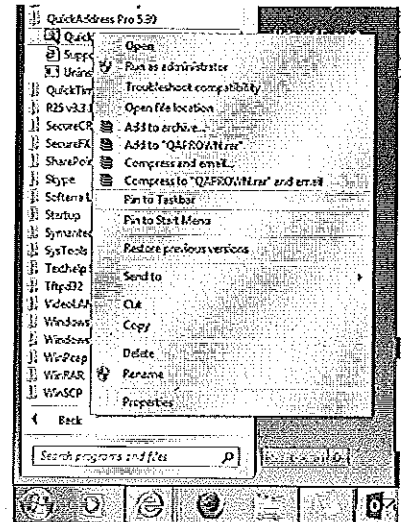
USPS® address capture software helps businesses achieve a higher ROI on mailings and operational efficiencies. QAS Pro provides superior, real-time address verification at the point of data entry.

Address capture software produces complete and standardized USPS® addresses, including the ZIP +4® and Delivery Point Validation (DPV). Verified addresses are imperative to a superior customer data management strategy.

## QAS

For ease of use you can pin the QAS application to your taskbar

After pinning the application to the task bar it will appear on the bottom of your screen for easy access

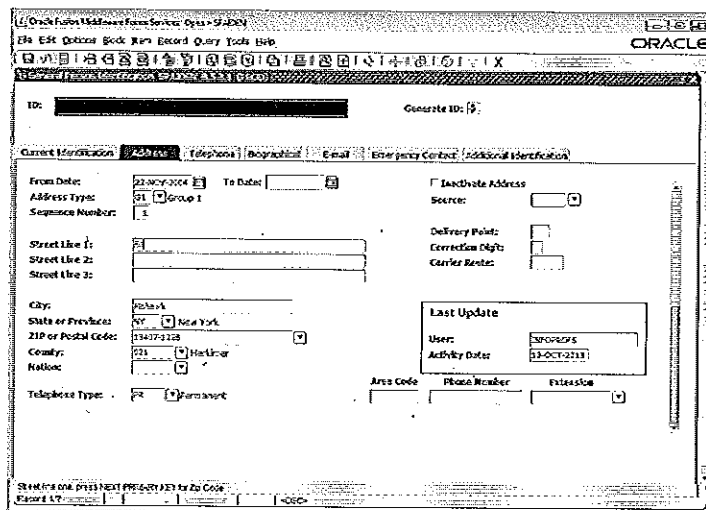
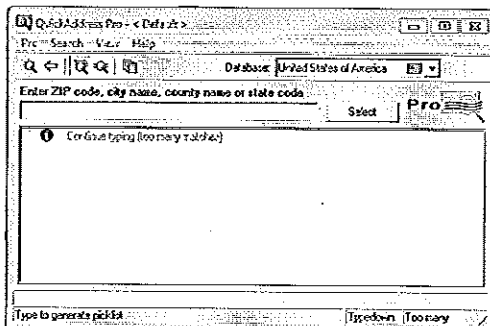


When you start the application, it will run in the background.

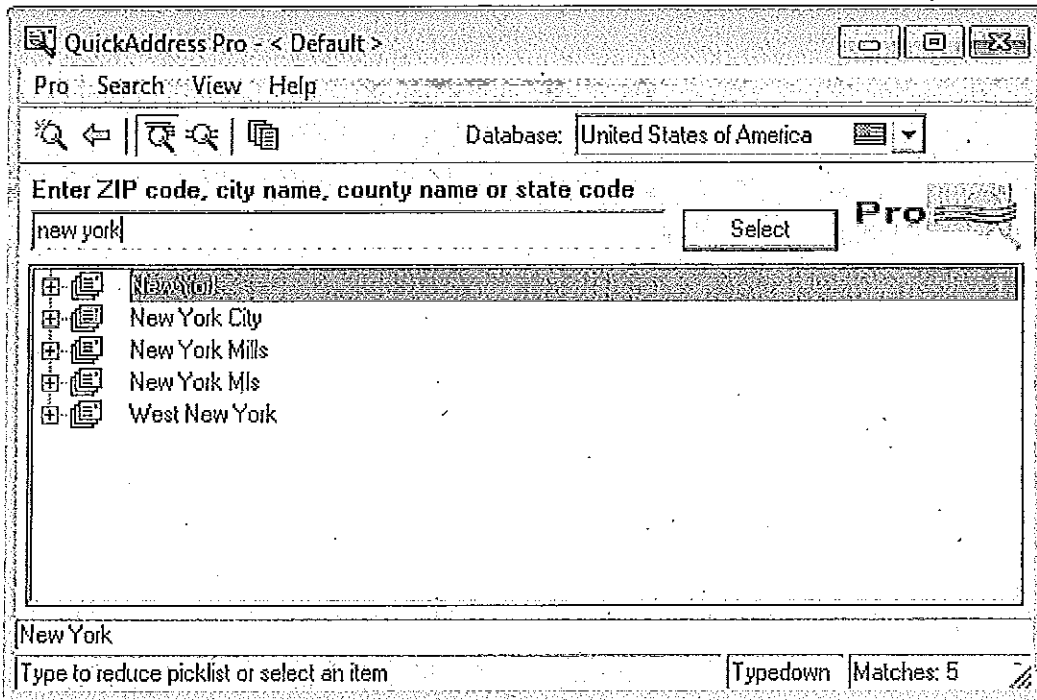
To fill in or update the address of the individual you must place your cursor in the Street line 1 box in the banner address information form

Press the **ALT + n** keys to activate the New York State Addresses or **Alt + o** to activate the Out of State Address option

The following screen will appear



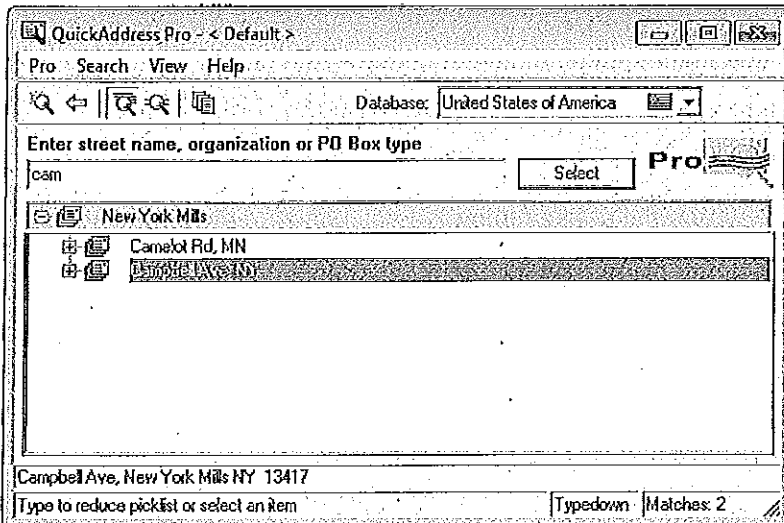
Enter the Zip Code or City/Village/Town name in to the designated box



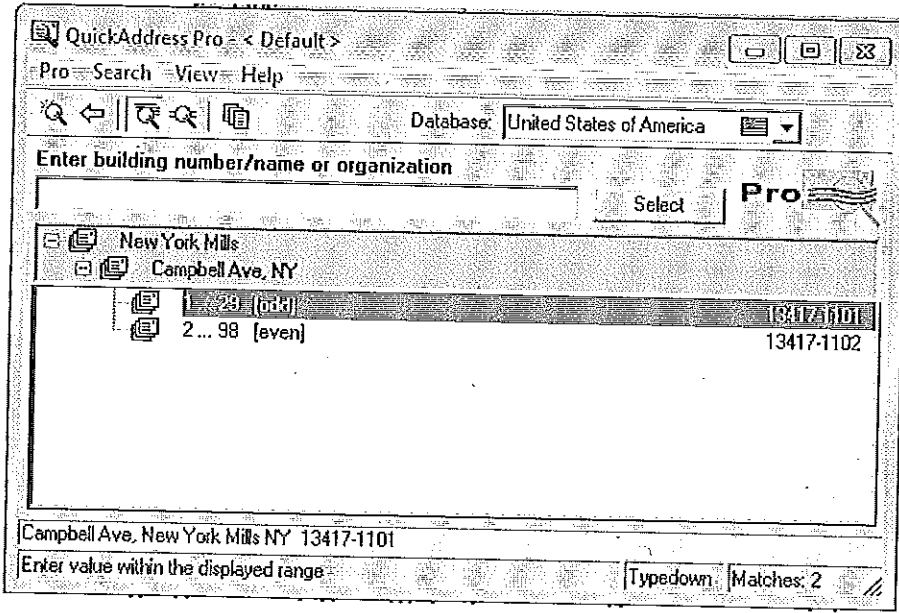
As you enter the information the program will provide options for you to select. Type in the information or select the appropriate item from the list displayed. Click the Select button to the right of the entry

You will then be prompted to enter the street or PO information.

As you enter the information the program will provide options for you to select. Type in the information or select the appropriate item from the list displayed. Click the Select button to the right of the entry

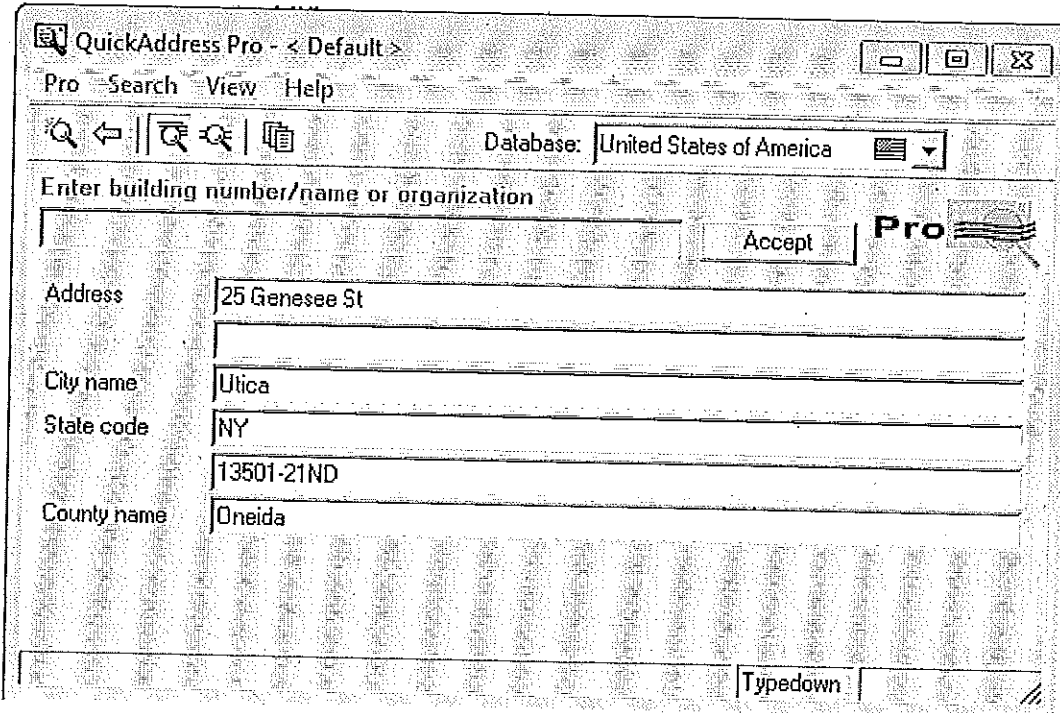


You will then be prompted to enter the Building number. You will notice on the right of the display area the zip + 4 information is displayed.



Enter the Building number into the designated area and click on the Select button.

The full address information will be displayed similar to the information below



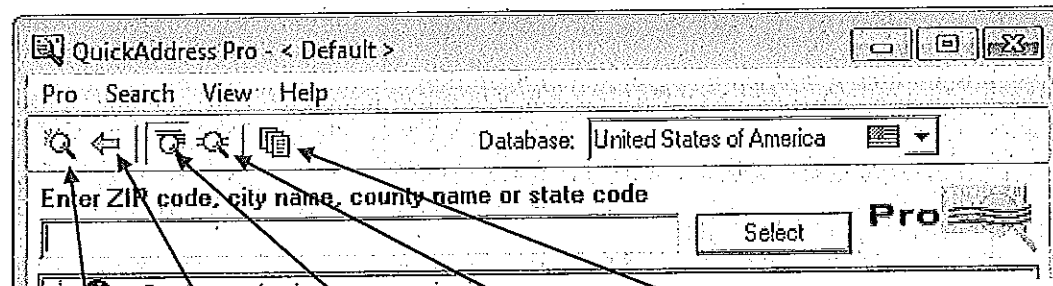
Clicking on the Accept button will insert the information into the Banner address screen

The screenshot shows a software window with several tabs: "Current Identification", "Address" (selected), "Telephone", "Biographical", "E-mail", and "Emergency". The "Address" tab contains the following fields:

- From Date: 22-NOV-2004 (with a calendar icon) To Date: (empty with a calendar icon)
- Address Type: G1 (dropdown) Group 1
- Sequence Number: 1 (input field)
- Street Line 1: 25 Genesee St (input field)
- Street Line 2: (empty input field)
- Street Line 3: (empty input field)
- City: Utica (input field)
- State or Province: NY (dropdown) New York
- ZIP or Postal Code: 13501-21ND (dropdown)
- County: 041 (dropdown) Oneida
- Nation: (empty dropdown)
- Area Code: (empty input field)
- Telephone Type: PR (dropdown) Permanent

Save the information within Banner

### Available Tools



- New Search (start over)
- Go Back one level
- Typedown Display
- Single line Display
- Select layout

New search will start the address entry process over

Go Back will take you to the previous level

Typedown will display the multiple address options if available (IE multiple zip codes for one city) this the default option

Single Line turns off the Typedown display option

Select layout allows you to select from the different layouts available We currently use:

Default – New York State addresses

Spaiden Out of State – non New York State addresses