

## Veco User Guides – Address Details

### Introduction

Addresses entered in “Veco” are stored in the standard Royal Mail format. A full address can consist of the following information:

- Unit Name
- Building Name
- Number
- Street
- Locality
- Town
- County
- Postcode
- Country

In order that addresses are completed correctly, the “Veco” software can obtain the full postal address from an internet service called “Postcode Anywhere”. Details of how to register with Postcode Anywhere can be found in a different Guide.

If Postcode Anywhere is not used, the full address needs to be entered manually.

“Veco” provides a single “Address Finder / Address Entry” form which can be used to search for addresses that have already been entered and validate the correct address from a postcode.

## Address Finder

The “Address Finder” can be accessed “standalone” by choosing “Actions : Address Finder” from the main Veco top menu, or by clicking the “Address” button when entered any contact details.

To use the “Address Finder”:

1. Enter the full postcode and click “Find”
2. In the box labelled “Stored Addresses” a list will be displayed of any addresses that have already been entered where the postcode is the same as that entered
3. In the box labelled “Postcode Anywhere Addresses” a list of ALL properties with the same postcode will be displayed. This is only shown if the “Postcode Anywhere” service has been purchased.
4. If the correct address is displayed in either list, double-click the address and the details will be displayed below.
5. If the address is not found, click “Not Found” and then enter the full address in the relevant fields.
6. Select a “Postal Zone” and “Time Zone” as appropriate
7. Click “Save”

### Changing Address Details

If a Postcode Anywhere address is selected, it immediately becomes “Validated”.

Manually entered addresses are marked as “Not Validated”.

“Validated” addresses cannot be amended. Only the “Unit Name” can be entered, if appropriate. Eg “Flat 1” can be entered if a block of flats has the same postcode.

If an address needs to be changed completely, enter the postcode again and click “Find”. Then click “Not Found” so that the address can be entered manually.

Addresses
✕

Postcode

Stored Addresses

The Manor Farm, 124 Manor Road North, Thames Ditton, Surrey, KT7 0BH

The Manor farm, 124 Manor Road North, Thames Ditton, Surrey, KT7 0BH

The Manor Farm, 124 Manor Road North, Thames Ditton, KT7 0BH

144 Manor Road North , Thames Ditton, Surrey, KT7 0BH

The Manor Farm, 124 Manor Road North , Thames Ditton, Surrey, KT7 0BH

Postcode Anywhere Addresses

David Sayer & Associates The Manor Farm 124 Manor Road North Thames Ditton

Ditton Reach Veterinary Surgery 132 Manor Road North Thames Ditton

Eurolink Technology Ltd The Manor Farm 124 Manor Road North Thames Ditton

J R Brown Associates The Manor Farm 124 Manor Road North Thames Ditton

Keith Buck Associates Ltd The Front Barn The Manor Farm 124 Manor Road North Thames Ditton

Manor Farm Design The Manor Farm 124 Manor Road North Thames Ditton

Rowtex Ltd The Manor Farm 124 Manor Road North Thames Ditton

Special Features The New Barn The Manor Farm 124 Manor Road North Thames Ditton

T C P Ltd The Barn The Manor Farm 124 Manor Road North Thames Ditton

1 Rosewood Manor Road North Thames Ditton

Unit Name	<input type="text"/>	Postcode	<input type="text"/>
Building Name	<input type="text"/>	Country	<input type="text"/>
Number	<input type="text"/>	Postal Zone	UK <input type="button" value="v"/>
Street	<input type="text"/>	Time Zone	0 <input type="button" value="v"/>
Locality	<input type="text"/>	O S Reference	<input type="text"/>
Town	<input type="text"/>	Longitude	<input type="text"/>
County	<input type="text"/>	Latitude	<input type="text"/>

### Displaying the property on a map

As part of the address validation, the actual map coordinates of the postcode are recorded. This allows the postcode to be displayed on a map.

If the address is “Validated” the map can be displayed by clicking the “Map” button.

Note: The position of the property marked on the map is only an approximation based on the centre point of the postcode.

