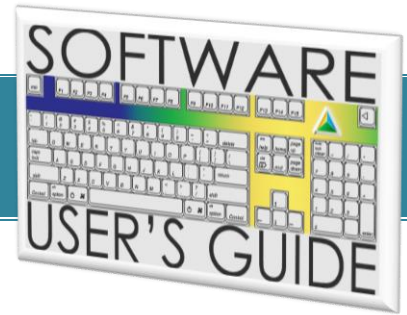


PROPERTY

PROPERTY & TAX MANAGEMENT SYSTEM

Version 07.02.00.00



ADDRESS VERIFICATION

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DELIVERING SPECIALIZED TECHNOLOGY, SOFTWARE & SUPPORT TO YOUR ORGANIZATION

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1. OVERVIEW

Many counties use third-party services to verify mailing addresses prior to any mass mailings (assessment notices, tax bills, etc.). By finding problems and updating address first, they are able to avoid returned mail that delays or prevents the intended recipients from getting important documents. Our Address Verification process creates a data file that you send to the vendor of your choice.

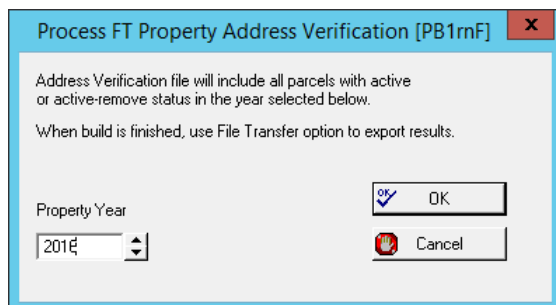
A build process creates a file with the most current primary property owner or contact name and mailing address for each parcel. When the build is finished, the file is exported, making it available to be uploaded or emailed to your vendor.

2. PROCESSING

2A. BUILD ADDRESS FILE

 *Tools | Utility | Address Verification*

This process builds the address file using each parcel's primary property owner or contact. It typically takes under a minute to finish.



□ STEPS

1. Selection Criteria Enter criteria used to determine the records that will be included
 - Property Year Address file will include all parcels with active or active-remove status in the property year entered
2. Process Click OK button to continue; Cancel to exit
 - Verify Review message and click Yes button to continue; No or Cancel to return to previous panel
 - Processing Mode Build process will begin immediately; message will display when processing is complete

2B. EXPORT ADDRESS FILE

 *Tools | Utility | File Transfers*

This process exports the current address file to a location you specify. The file can then be uploaded or emailed to your vendor.

NOTE The workstation used to export this file **MUST** have Microsoft® SQL Server client tools installed

□ STEPS

1. Select Export Process Click to highlight Address Verification in the grid listing the file transfers available
2. File Path & Name Select the location and filename to save the exported data to
 - Destination Click Browse button and navigate to the desired folder
 - Filename Enter the name you want the file to be saved as
 - File Extension At the end of the filename, enter ".CSV" (a period, followed by the letters CSV – upper or lower case)
3. Process Click Yes button to continue; No or Cancel to return to previous panel
 - A window may open briefly as records are processed
4. Results The folder selected above will be open when processing is complete
 - If an error occurs, contact our Help Desk for assistance
5. Third-Party Vendor Refer to instructions from your third-party vendor to transfer the file created above to them.

FILE LAYOUT REQUIRED

The vendor you use must have a file layout in order to work with the data you send. The current file layout can be found on our website at the following address:

<http://sharepoint.gocai.com/Content/Address%20Verification%20Layout.pdf>