AccuZIP6 5.0 Walk Through: From Opening a List to Printing out your Reports and Addresses, A Complete Step-by-Step through the entire mailing process.

File Edit Select	t Sort Special View Additions Help
	C. Open/Create
	Open a File
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	Create a New File
	Create a <u>new database</u> based on Select a database <u>Create a new database</u>
	Cancel

When AccuZIP6 opens you will see the Open/Create window, choose the Open List for the first time. Click OK.

File Edit Select Sor	t Special View	Additions	Help Open Setup		×
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	3. Assign the Field List:	Id Names:	Input File Data:	 ✓ 	Use Header Ignore Header Parse First Parse City Parse Phone Optimize Validate Find Dups Presort Auto

In the Open Setup window, click on the Yellow Folder button at Step 1. Locate the file you'd like to open in AccuZIP6, select that file then click OK.

			Open Setup		8
1. Select the Inp	It File:	Comma-Sep	parated Text Format		Import
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In the Open Setup window, you'll need to assign field names to your data. To do this, decide which information is in field1 of the list you are importing. (Fields of the list you are importing will be on the right.)

• 1	. Select the Input	File: Co	omma-Sep	parated Text For	mat			Import
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Then match that information to the Accuzip field list. (Accuzip fields are in the list on the left) (This step tells the software what information is contained in your fields and how to process that information for Validation, NCOALink and Presorting.)

1. Select the Input File	e: Comma-Sej	parated Text Format		<u>I</u> mport
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3. Assign the Field Na Field List: Registnmb Comments		Input File Data: A A B Record 1 Field1 fname Field2 firm	^	Use Header
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This can be done by clicking on the field on the right then the field name you are assigning to it on the left. Then clicking the hand pointing right to map that field. Or simply double clicking the Accuzip field name.

		open setup		
1. Select the Input File	Comma-Sep	parated Text Format		Import
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Field List: Registnmb Comments Sal First	- 	Input File Data: Field1 fname Field2 firm Field3 addr Field4 cistzp		Use Header Ignore Heade Parse First Parse City
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If you map a field incorrectly simple click the hand pointing to the left to move the field name from the center column back into the Accuzip field list.

You will need to map First to either first name or to the field containing the entire name. Company should be assigned to field containing the company information, if that is in your list. <u>NCOAlink</u> uses the First and Company fields in combination to the adderss to look for address moves. If you have First, Middle, Last it will look at those but if there is no information in First it will not look at Last. This is why we assign First to a field with the entire name.

			Oper	n Setup		×
1. Select the Inpu	t File:	Comma-Sep	arated Text For	mat		Import
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If you have City, ST and Zip all in one field assign City to that field then click the Parse City box. This will separate the City, ST and Zip into their own fields on import.

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Assign the Fiel Field List: Registnmb Comments	d Name	.	Input File Da First Company	ta: A Penney Co		Use Header	
Assign the Field Field List: Registnmb Comments Sal	d Name	* 12	Input File Da First Company Address City	ta: A A B Record 11 Mr Kirk A Ziegler J C Penney Co 201 E Sixteenth Street Alturate CA 60100		Use Header Ignore Header ✓ Parse First ✓ Parse City	
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The same action can be done with a field containing the entire name. Assign that field to First then click the Parse First box. This will separate the name into Sal, First, Middle and Last fields on import.

 \bigstar

If you do not assign field names to fields in your list Accuzip will import them with the list. It will not delete any fields. Those fields will be named "Field8", Field9" etc. depending on their position in the list.

		Open Setup	×
ect the Input File	Comma-Sep	arated Text Format	Import
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gistnmb A mmments ll ddle sst fffix tle	100 Tai	FirstMr Kirk A ZieglerCompanyJ C Penney CoAddress201 E Sixteenth StreetCityAlturas CA 69100	Use Header Ignore Header Parse First Parse City Parse Phone Optimize Validate
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After you have finished assigning the Accuzip field names simple click import to import the list into Accuzip for processing.

le Edit Select Sort Special View <u>Open Database</u> <u>Close</u>	Ctrl+O Ctrl+W	
Open List Connect New Buy Mailing List		If you are on the main screen you can access the Open Setup Screen again by going to File>Open List.
Recent Databases	•	
<u>S</u> ave Save <u>A</u> s Save <u>D</u> atabase As	Ctrl+S	

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T	Kevin	James Wilson	100 Bridge Stre	Dunsmui	Mr	Μ	Christmas	CA	96025			
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	Robert	Gaile Galley	100 E 3rd Stree	Alturae	Mr	н	Wahlhaun	tor CA	96101			

After the list imports it will appear on your screen as above.

If you want to collapse the field columns to the length of the longest record for easier viewing, simply double click the small box in the left corner.

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Look in: First	Find:	Contains	Short	w: All Records	V Disa	ble Count Σ	3,110 selec	cted	
First		Company		Address	City	Sal Middle	Last St	Zip	Crrt

This is your Icon Bar you can access most Accuzip processes through these icons. Hovering over each will give you their function.



A complete list of all Accuzip functions can also be accessed in the drop down menus located at the top of your Accuzip Screen.



The four icons or functions that you will use most often are **Optimize** – **Validate Records**– **Show Duplicates** – **Presort Setup Screen.**



Optimize- Deletes blank records and permanently removes them from your database (which is the Pack Database option) when those boxes are checked. It will also remove Foreign records if the option is checked and it puts your list in a permanent ZIP Code order to make validation a little faster when that box is checked.



Validate Records - Validation is the CASS Certification process that compares your addresses against the USPS Database, LACSLink database, and DPV Database, and corrects and standardizes your addresses, and validation adds the ZIP+4, carrier route, and barcode information to your data for the purpose of getting lower rates during the presort process. Line of Travel adds information needed for FSS (Flat Sequence Sorting). Click on the Validate button to begin the process.

«	Validate Reco	rds 🛛 🕅	Validating Records
Integrity: Don't Modify Input Address Preserve Original Company Preserve Original Address Preserve Original State Preserve Original State Preserve Original ZIP Don't Modify Input Company Exceptions List Delete Record If: Missing Component	Personalize: Personal Components Pre Direction Suffix Post Direction Secondary flame State Abbreviate CM Punctuate Components Pre Direction Suffix Post Direction	Output: Validate ✓ Line of Tavel Information Validate ✓ Line of Tavel Information Validate County Code (FIP5) Close County Name Close County Name Close Validate Close Delivery Point and Check Digit Delivery Point Delivery Point Area Code Latitude/Longitude Time Zone Finance Number Address Type	Record Status c\program files (x86)\accuzip6 5.0\demo\demo\demofile.dbf 228 Deliverable (DPV) 35.35% 315 Not Deliverable 35.35% 102 Multi Matched 15.81% 0 LACSLink Matche 15.81% 0 Firm: 0 0 General Deliverpic 4.96% 69 PO 80% 10.70% 28 Street: 44.81%
Foreign Ordeliverable Multi Matched Incomplete 5-Digit ZIP Inveilid 5-Digit ZIP	Secondary Name State Standardize Company Name Use Preferred City Name	Velivery Point Validation (DPV) Vacancy Flag Residential Delivery Indicator (RDI) Clear Existing +4 fl not coded Clear Barcode Field if not coded Clear Existing CRR1 fl not coded Clear Existing CRR1 fl not coded Record Status Clear Existing CRR1 fl not coded NecoALtink+ ACCUZIP INC AX000 Unused Address Elements Unused IDP. 06/30/2016)	Timing Speed Status Start Time; 100% Optimized Updated Addresses: 402 Friday; 01/09/2015 10:59:42 AM Records/Sccond: 156 Updated 3-Digit ZIP: 6 Current Time; Records/Minute: 9.36 +4 Codes Addres: 417 Friday; 01/09/2015 10:59:49 AM Records/Athis: 13,516.372 Routes Addred: 332 Approximate Completion Time: Records/Clip: 161 Total Records: 3,110 Friday; 00/2015 11:00:16 AM Maximum/Second 156 Records Remaining: 2,465
Format: Dictionary: ○ Upper Enable ● Mixed Enable	- Saved Settings:	Misc: Show Stats Auto Close Auto Run Make Backup ?	4 seconds 645 processed Marco Marco

When Validation finishes the file will be process through NCOAlink. NCOALink provides permanent change-ofaddress records filed with the United States Postal Service[®] in the last 18 months by customers who want their mail forwarded to their new address.



Show Duplicates is ran during most list cleanup processes. If you do not need a duplicate check then move forward to the Presort Setup Screen.

8	Sh	ow Duplicates	×
Ba	asic	User Defined	<u>S</u> tart
Mail one p	iece of mail to each:		<u>C</u> ancel
€ Use Sound	Person O A	Address match threshold: 80 💽 %	Priority Record Original Newest Most Information Least Information User Defined Order by: Zip
Review Duplicat	es 🗹 <u>B</u> ackup Dupl	cates 🛛 All R <u>e</u> cords 📃 Auto Run	Enable ?

There are 3 preset choices on the Show Duplicate's Basic Tab.

Person = Uses the First, Last, Address and Zip fields.

Address = Uses the Company, Address and Zip fields.

Household = Uses the Last, Address and Zip fields.

S	how Duplicates	
Basic	User Defined	<u>S</u> tart
— Matchcode Setup: ———		Cancel
Zip 2. What range of characters do Start: 1 Stop: 10 3. Click the Add button to add	Use Soundex Use A.K.A. Dictionary you want to use to evaluate: Zip (Entire Field) to the Match code:	 <u>O</u>riginal <u>N</u>ewest <u>M</u>ost Inforr <u>L</u>east Inforr <u>U</u>ser Define
Iast company address		Order by: Zip

There is also a User Defined Tab. This allows you to choose any field in your list to use for the Match Code in your Duplicate Check. Simple choose the field in section 1. Click on the + sign in section 3 to add it to the list of Match Codes. To remove a field you can choose the field and then click the red X to remove it from the Match Code list.

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	FIrst	Company	Address	City	Sai	Middle	Last	St		Cm	Barcode	x statu
Þ	Chiara	Mayor Office Manufacturer	1000 W Carlos St	Alturas	Mr	F	Sykes	CA	96101-3723	C002	/961013/23008/	V
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+	Larry	Interstate Contract Station	100 N Court Street	Alturas	Mr	G	Trout	CA	96101		/961013/	M
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+	Brian	Dana Farklaharny Dinar	100 W Broadway Sta 1050	Clandala	Me	D	Armhrantar	C A	01210 1212	0001	/0404040426067	V
	Brian	Rons Farkleberry Diner	100 W Broadway Ste 1050	Glendale	Mr	R	Armbrester	CA	91210-1213	0001	/912101213505/	V
	Sami	Alachua Apartments	100 W Broadway Ste 1050	Giendale		M	Dalley	CA	91210-1213	001	/912101213505/	V
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	Donaid	Periume For Fipper inc	100 W Broadway Ste 900	Gieridale	MI	6	Amaul	CA	91210-1200	0001	/912101206259/	V
	Kieran	J L D Specialities	100 W Broadway Ste 900	Giendale	Mr	F	Arvey	CA	91210-1206	001	/912101206259/	V
+	Colleen	Chesney Trailer Park	101 E Fourth Street	Alturas	Ms	м	Zivec	CA	96101		/961013/	N
t	Dallas	Prenny Education Inc	101 E Fourth Street	Alturas	Mr		Sterk	CA	96101		/961013/	N
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	Frederic	The Toy Shop	1101 Pepper Tree I n	Brandeis			Norfolk	CA	93064-0001	C000	/930640001999/	v
	Lester	Shuffling Shoe Shop Inc.	1101 Pepper Tree Ln	Brandeis			Norman	CA	93064-0001	C000	/930640001999/	V
+	200101	charming choc chop inc.	norroppor noo En	brandoio						0000	10000100010001	

The duplicates review screen will appear after the Duplicate process is completed. Simply click the Update Database icon. The records marked for deletion will be updated in your list



The last icon we will go over is the Presort Icon.

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The Presort Setup Screen allows you to give the software all the specifications to presort the List.



If you have the Pallet module you can choose to Palletize	Pallets Min/Max: 1000 4000
the mail.	Include Non ZIP+4 Records Repositionable Notes
	Include Carrier Route Level Detached Address Labels
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records and if you would like a	Create Firm Packages
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							25562
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Pos	tage (Pieces): \$520.38 (1,874)		
Cor	ntainers: 18 Containers		

This is your Print Presort screen. On this screen you have a path to your presort folder. All PDF's printed from the Print Presort screen are saved in the Presort Folder. You also have the Postage, Piece count and Container count.



First we want to Print Tags make sure you check the box for Intelligent Mail Barcoded Tags. The Message line is there for your use.

<u>O</u> pen	Presort		Print <u>T</u> ags
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	Preview Create PDF	Embed Fonts Printer Promp	t Auto Run ?

Printing reports is your next step. The Qualification Report, Mailing Statement and Cass Certificate are the 3 required by your BMEU. The 8125 is required when making a drop shipment and the Pallet Cards if you are presorting to Pallets. All other forms are for your in house use. When you choose print you are moved to the Mailing Statement Setup Screen.

	M	ailing Stateme	ent Setup		
Mailer Permit Holder's Name and Email Address, if Any	Address and	Name and Address of Ma (if other than permit holder,	iling Agent	Name & Address of Individual or Organization for Which Mailing Is (if other than permit holder)	s Prepa
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	~		~		
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This is your Mailing Statement Setup Screen. Information entered here populates to the Mailing Statement and the maildat file for Full Service Mailings.

			AccuZIP6 5.0 (v5.7	
File Edit Select Sort Special View	Additions	Help		
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Auto Close Auto Run				

Print Setting Screen - to print Avery labels or direct imprint with a template to your inkjet machine you will use the output of Label Format. Choose the Avery Label number or start with our Generic or Envelope #10 template for ink jetting.



When you open the Template in Edit you get the Label Designer screen. On this screen you can adjust the template to meet your needs, and you can also add pictures or static text.

Accuzip has a Label and Reports Webinar on the website that will help you in learning the Label Designer features.

http://www.accuzip.com/	'tutorials/
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Output:	- Scope:			
Disk File	O Record 1		Continue	Make sure the Priv
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	Job ID 2:			
	Job Description:	TEST FILES		
				1000

If you choose to export a file for digital printing or using with other software choose Disk File under output. Choose Continue to move forward to the Export Setup Screen.

File Edit Se	ect S	ort Spec	cial View	Additions He	lp			
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On this screen you can choose the fields from your Field List that you need to export for processing. Simply double click on the fields to move them over to the Export Field list, or click the field on the left then click the hand pointing right to move the field over.

At the bottom of the screen you can choose the format you wish to export them to. Click on Export, then give the file a name and decide where you'd like to save it.

Once printing or exporting is finished, then you've completed a mailing in AccuZIP6!