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# **QAS Pro**

## **Getting Started Guide**

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## **Contacts and Support**

For resolutions to common issues, answers to frequently asked questions and hints and tips for using our products:

<http://support.qas.com>

For more information about us and to get in touch:

[www.qas.com](http://www.qas.com)

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# Introduction

## What Is QAS Pro?

QAS Pro is an address management utility which returns a full and valid address from partial address information that you enter.

QAS Pro uses separate datasets and additional datasets, between which you can switch to retrieve address information from several datasets. With QAS Pro version 6.00 or later you can also create groups of additional datasets to search on simultaneously. You can use different search techniques to find the address that you want. See "Searching With QAS Pro" on page 15 for more information.

This manual provides examples using addresses from some of the Experian QAS datasets. For detailed information about searching for addresses using datasets that are not documented here, see the Data Guide that is shipped with each dataset.

Once you have retrieved an address with QAS Pro, you can write it to a file, or paste it into a word processor, database, spreadsheet or any other application that is already running on your PC.

## **QAS Pro With DataPlus**

QAS DataPlus can provide a wide range of information relating to an address, as a supplement to QAS Pro.

DataPlus information is contained in datasets and in additional datasets. Each piece of information relates to a locality, a postcode or, when the data requires higher resolution, to the delivery point (letter box). DataPlus can also be specific to a name, if the dataset contains Names data.

If you have purchased one or more DataPlus sets, the details can be viewed once you have selected and displayed a full address from QAS Pro. See "Retrieving DataPlus Information" on page 34 for more information.

If you are using UK with Utility data, it is possible to return multiple DataPlus values. For more information, see "Retrieving Multiple DataPlus Values" on page 36.

Refer to the Data Guide supplied with your data for full information about DataPlus.

## **QAS Pro With Additional Datasets**

Some datasets are enhanced further with Additional Datasets, which allow you to access a variety of additional data, such as Names, Business, or Utility information. For more information about available Additional Datasets for your data, see the relevant Data Guide.

If you are using QAS Pro version 6.00 or later you can create a datamapping consisting of a base dataset and one or more Additional Datasets to search on simultaneously. You can configure the datamapping in the Configuration Editor's Dataset Manager, and then search on the data using QAS Pro as you would with any other dataset. For more information about creating datamappings, see "Dataset Manager" on page 57.

For more information about searching on multiple datasets, see "Searching With Multiple Additional Datasets Simultaneously" on page 34.

# What This Guide Contains

QAS Pro consists of two main parts:

- **QAS Pro**

The main QAS Pro program enables you to search for full addresses with the information you type in. You can then transfer the address you retrieve directly to another application with just one keypress or mouse click.

- **Configuration Editor**

You use the Configuration Editor to change the format of the addresses that are returned to the QAS Pro program. You can also specify how the address is sent to your application, and what you see on the QAS Pro interface.

This guide is aimed at the end users of QAS Pro; that is, those people who will actually enter address information for QAS Pro to search on. This guide, therefore, does not cover the Configuration Editor in great detail, as the majority of settings should be specified by your system administrator. However, if you want further information about configuring QAS Pro, see the Configuration Editor Help program that is provided with QAS Pro. To access the Help program, either click on the **Help** menu or press **F1**.

This guide contains instructions for installing QAS Pro on your PC. It then takes you through searching on the sample addresses that are provided, and running the Configuration Editor to tailor QAS Pro to your requirements. QAS Pro is simple to set up and learn, and when you have worked through this guide you should be able to retrieve addresses quickly and accurately.

An electronic copy of this manual is provided on the QAS Pro installation CD, which you may use to print off additional manuals. Further dataset-specific documentation is located on your data installation CD.

## Accompanying Documentation

This section provides a comprehensive list of the other documentation supplied with QAS Pro, and where it can be located.

### Data Guide

A Data Guide is supplied for each dataset you purchase. This guide provides dataset-specific information and search tips for each dataset. It should be used in conjunction with the other documentation supplied with QAS Pro.

Under Windows, you have the option to install the Data Guide during data installation. The guide is installed to C:\Program Files\QAS\Data Guides by default. If you choose not to install the guide, it can be accessed from the Docs folder on the Data CD. All Data Guides are also available and fully searchable on the Experian QAS Support website at <http://support.qas.com>.

### Help Files

QAS Pro is supplied with a User Interface Help and a Configuration Editor Help. These files can be accessed in two ways:

- by pressing **F1** when using QAS Pro or the Configuration Editor;
- by selecting **Contents and Index** from the **Help** menu when using QAS Pro or the Configuration Editor.

The two Help files can be run independently of their respective executable programs.

File	Purpose
qaprown.chm	Help file for the QAS Pro User Interface
qacfgwn.chm	Help file for the Configuration Editor

## Client/Server Documentation

If you purchased the Client/Server version of QAS Pro, you are supplied with a Client/Server manual and an Administrator Console Help file.

An electronic copy of the Client/Server manual can be accessed via the index.htm file, which is located in the Docs folder on the QAS Pro installation CD.

The Administrator Console Help can be accessed:

- by pressing **F1** when using the Administrator Console;
- by selecting **Contents and Index** from the **Help** menu on the Administrator Console.



# Installation

If you have the Client/Server version of QAS Pro, follow the installation instructions in the Client/Server manual.

There are two steps to installing QAS Pro:

1. Install or upgrade the product. See "Installing QAS Pro For The First Time" on page 9 or "Updating QAS Pro" on page 11.
2. Once the product installation is complete, you can choose to install Experian QAS data. See "Installing And Updating Data" on page 14.

## System Requirements

To run QAS Pro you will need the following:

- Windows XP, Windows Server 2003, Windows Server 2008, Windows Vista or Windows 7.
- The disk space required depends on the size of the dataset(s) that you are installing. Refer to your installation program for details about how much space you need.
- A CD-ROM drive (for installation only).
- A minimum screen resolution of 800 x 600.

## Licences

You will receive a licence key for each combination of data and product that you purchase. Failure to enter a valid licence key means that the product will be unable to use the installed data.

You will be prompted to enter your licence key(s) during the installation process. Alternatively, you can use the Licence Manager dialog of the Configuration Editor to add and delete licence keys. See "Dataset Manager" on page 57 for more information about the Licence Manager.

## Expiry Warnings

If you have data installed which is nearing expiry, the **Dataset Expiry Notification** screen will be displayed when you first open QAS Pro, or the Configuration Editor. This screen will warn you that your licences have expired or are due to expire.

## Evaluations

When you have an evaluation of an Experian QAS product or data, evaluation licence keys are provided that set time limits on the usage of the data. To continue using the product and data after these time limits have been reached, you must purchase a full licence.

You can enter your full product licence key(s) via the Licence Manager dialog, accessible via the Dataset Manager pane in the Configuration Editor.

## Installing QAS Pro For The First Time

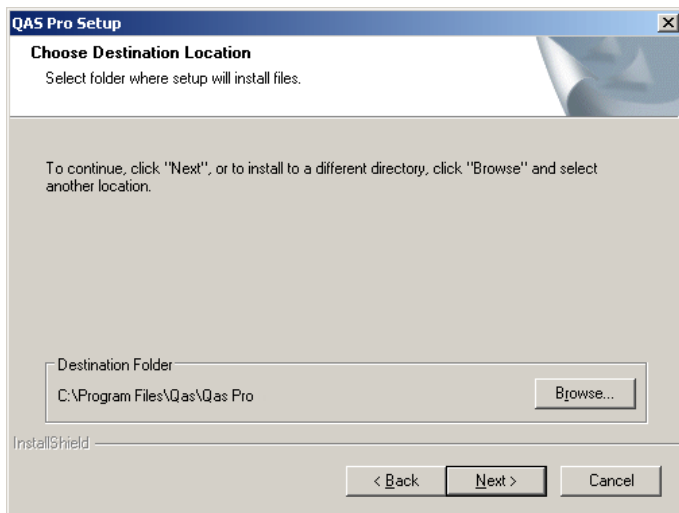
When you run the installation program, the QAS Pro executable and the Configuration Program are installed to the default location C:\Program Files\QAS\QAS Pro.

To run the installation program, follow these steps:

1. Insert the **QAS Pro** CD into your CD-ROM drive.
2. The setup program should start up automatically.

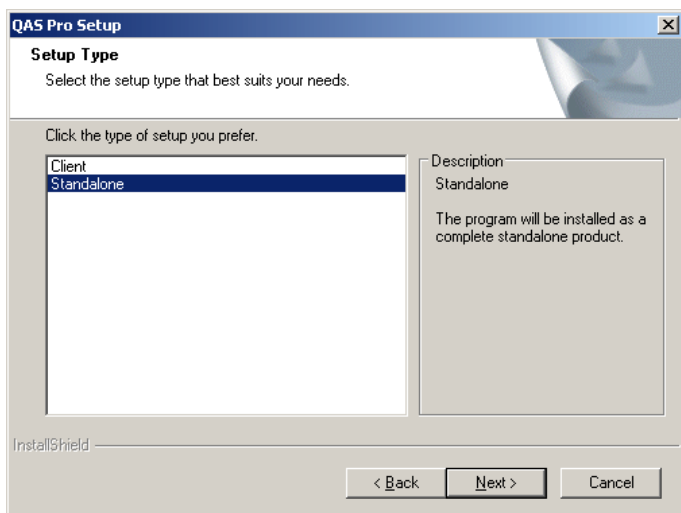
Otherwise, click the **Start** menu and select **Run**. In the dialog box that appears, type **d:\setup**, where **d** is the drive letter for your CD-ROM drive, and press **Enter**.

3. Once the installation program starts, follow the on-screen instructions to install QAS Pro.
4. During the installation, the **Choose Destination Location** screen is displayed:



Click **Next** to accept the location, or **Browse...** to select a different location for QAS Pro to install to.

5. On the **Setup Type** screen, select the **Standalone** option. This installs the full program rather than just the QAS Pro client.



6. After the product has installed, you can choose to install Experian QAS data. Check or uncheck the **Install QAS Data** checkbox as required, and then click **Finish**.

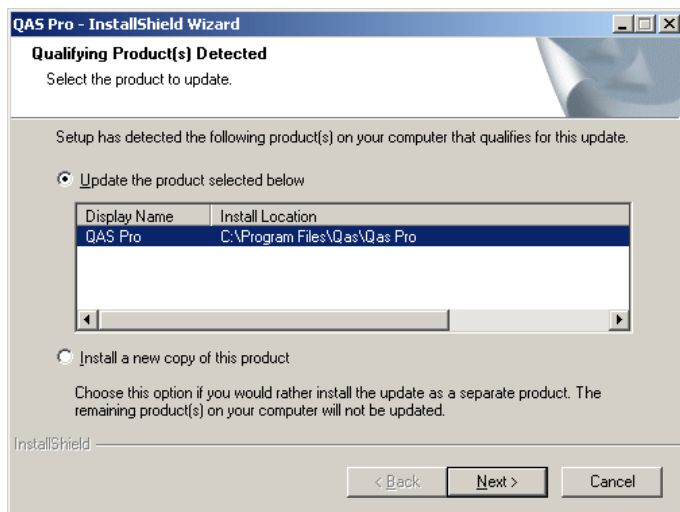
## Updating QAS Pro

To update your existing copy of QAS Pro, follow these steps:

1. Insert the **QAS Pro** CD into your CD-ROM drive.
2. The setup program should start up automatically.

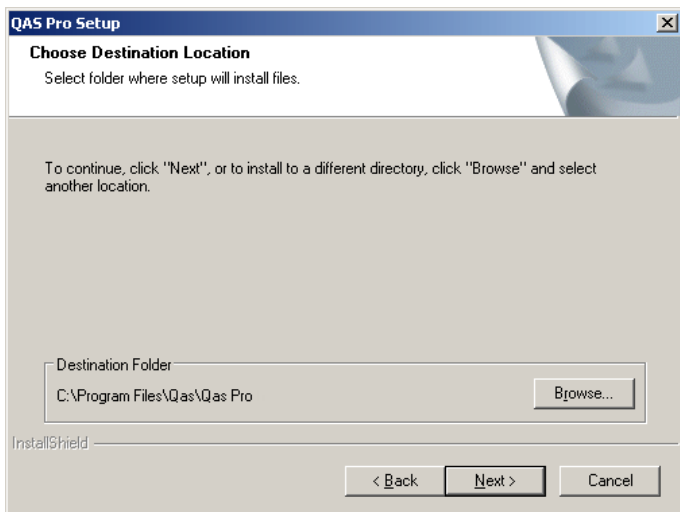
Otherwise, click the **Start** menu and select **Run**. In the dialog box that appears, type **d:\setup**, where **d** is the drive letter for your CD-ROM drive, and press **Enter**.

3. If you have previously run the an earlier version of the QAS Pro installer, the **Qualifying Product(s) Detected** screen will be displayed. This screen allows you to choose to update the version of QAS Pro that is currently installed. Alternatively, you can keep the previous version and install this version alongside it.



4. Once the installation program starts, follow the on-screen instructions to install QAS Pro.

5. If you choose to install a new copy of the product, the **Choose Destination Location** screen is displayed:



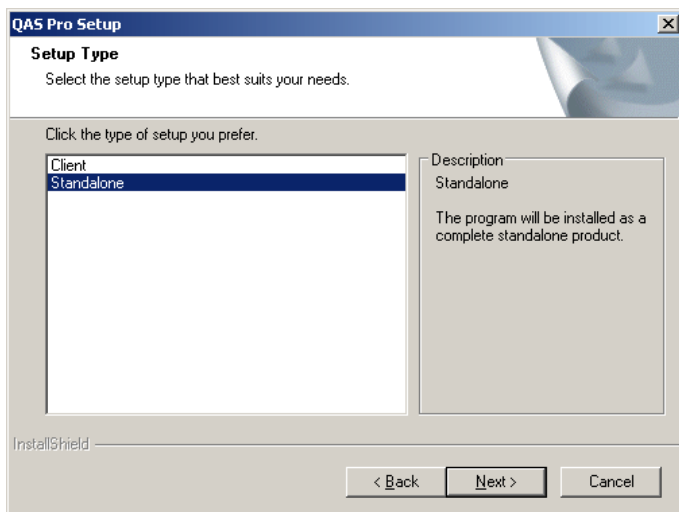
If you have previously installed an earlier version of QAS Pro, the folder where this version is located on your system will automatically be selected as the default destination folder. Therefore, if you do not want to overwrite the contents of this folder, you must browse to a different location.

6. The **Setup Configuration** screen will be displayed if you have previously installed QAS Pro on your system. You can choose to copy configuration settings (including data sets, licence keys and layouts) from your previous installation, or you can install this version without copying any settings.

If you choose to copy configuration settings from a previous installation, the **Install QAS Data** checkbox in the final screen will be unselected by default; otherwise, it will be checked.



7. On the **Setup Type** screen, select the **Standalone** option (unless you have already installed the QAS Pro Server). This installs the full program rather than just the QAS Pro client.



8. After the product has installed, you can choose to install Experian QAS data. If you chose to copy configuration settings from an earlier installation, the **Install QAS Data** checkbox will be unchecked by default. Otherwise, it will be selected. Check or uncheck it as required, and then click **Finish**.

## Installing And Updating Data

Once the program has been installed, follow the on-screen instructions to install the data. To ensure that all datasets are compatible, all data CDs for a dataset must be the same version, and should be installed at the same time.

A set of files is installed for each dataset you need to support. For example, there are four data files installed for Australia: aus.dts, aus.tpx, aus.zlx and aus.zlb. A full list of installed files can be found in the relevant Data Guide.

Before you begin the data installation process, you should ensure that you have the despatch note that is supplied with QAS Pro. The despatch note contains all of the licence keys for each data set that you have purchased. When you install data for the first time, you are prompted to insert the licence key for each data set that you want to install. For more information about licences, see "Licences" on page 8.

To install data follow these steps:

1. Insert the first CD-ROM or the DVD into the relevant drive, click the **Start** menu and select **Run**.
2. In the dialog box that appears, type **d:\setup**, where **d** is the drive letter for your CD-ROM or DVD drive, and press **Enter**.
3. Follow the instructions on the screen to replace your existing datasets.

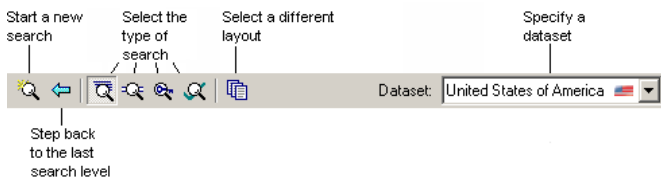
# Searching With QAS Pro

## Before You Start Searching

QAS Pro is most commonly used in conjunction with another application. This application is the final destination for the addresses you find with QAS Pro, and you can return an address to the application with just one keypress or mouse click.

The example application used in this example is Microsoft Word. You should ensure that Word is already open, and that the cursor is in the position you would like the address to be placed. When you want to insert an address into Word, you 'pop up' QAS Pro by pressing **Alt+Q**. See "Pasting The Address Into An Application" on page 40 for further details.

You can use the toolbar to configure most of the changes to search options that you will need to make. See the diagram below for details.



All of the toolbar options are also available from the menus, or as shortcut keys.

Before you carry out a search, you must decide which type of searching you want to use. The different search techniques in QAS Pro are explained in the next section.

## Which Type Of Search?

QAS Pro has the following search modes:

- Typedown Searching (see page 18)
- Single Line Searching (see page 26)
- Key Searching (see page 30)
- Verification Searching Verification Searching (see page 32)

Any of these methods allow you to capture a full address with just a few keystrokes.

**Typedown Searching** starts with the most general address element and, once that has been found, moves on to more specific parts of the address.

Typedown is the more useful search option if you are sure about the validity of the address information. For example, if you are taking address details over the phone, you can enter the caller's postcode and then, if required, you can search for the correct street and building number.

See "Typedown Searching" on page 18 for more information.

**Single Line Searching** requires you to enter one or more address elements, each separated by a delimiter (such as a comma), in the order that they would appear on an envelope (for example, the street name followed by the town).

Single Line searches can use a variety of techniques to return the correct address from incomplete or misspelled information. For example, if you were using QAS Pro to verify illegible, handwritten addresses, Single Line searching may return better results.

See "Single Line Searching" on page 26 for more information.

**Key Searching** allows you to search on key elements of the data. Key searching can only be used with certain datasets that contain a logical reverse search key; for example, United States with Names contains US telephone numbers which can be searched on.

See "Key Searching" on page 30 for more information.

**Verification Searching** is designed to verify existing address information.






When used in conjunction with Advanced Pop-up (see the Configuration Editor help), Verification searches can seamlessly automate the verification and correction of existing contact addresses at the point of capture.

See "Verification Searching" on page 32 for more information.

## Picklist Symbols


There are five symbols that you might see next to matches in a picklist:

---

	This symbol of a letter and a magnifying glass in the grey box at the top of a picklist in Single Line searching shows what QAS Pro is currently searching on.
	<b>Single full address</b> A single white envelope indicates a single match. Select this to return a full address directly to the address edit screen.
	<b>Expandable item</b> A + sign and a symbol of multiple white envelopes next to the item signifies an expandable item. By selecting an expandable item you will see a further picklist containing every component of that item. For example, if the item is a road, expanding it will cause all the premises in that road to be displayed.
	<b>Names entry symbol</b> The symbol of a person indicates a name entry. If you select a name entry, both the name and full address are returned to the address edit screen. This symbol can only be seen if your dataset includes name data.
	<b>Alias match symbol</b> A symbol of single or multiple grey envelopes indicates an alias match or a postcode recode. This means that there are alternative matches to the information that you typed in; for example, if you typed a locality which is not necessary in the address. See "Alias Matching" on page 40 for more information.

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## Typedown Searching

 Select the **Typedown button** to activate this search method. Alternatively, you can select **Typedown** from the **Search** menu, or press **Ctrl+T**.

In Typedown searching, you start by typing the most general address element (for example, a postcode, county, town or locality in the United Kingdom) and, once that has been found, you move on to more specific parts of the address (for example, the street name, property number, organisation name or PO Box).

Typedown mode does not wait for you to activate the search. QAS Pro starts searching as soon as you type the first character. The more characters you type, the smaller the picklist that is returned.

Typedown generally involves two, three or four stages. When searching for a United Kingdom address, you should first enter the postcode, county, town or locality. You will usually find that QAS Pro returns a picklist of choices after four or five characters, from which you can select a place name.

Typedown searching does not have pattern matching capability. Therefore, if you misspell an address element in Typedown, QAS Pro will not be able to find it.

For example, if you type the letters **braj** in the **Enter postcode or place** box, the Typedown search engine will not find any town, locality or postcode beginning with that combination of letters. The following message is returned in the picklist area:

 **No matches**

However, deleting just one character of the text with the **Backspace** key enables you to continue searching for places beginning with "bra".

The following examples illustrate the types of search you can perform using the Typedown mode.

## Searching For A Residential Address

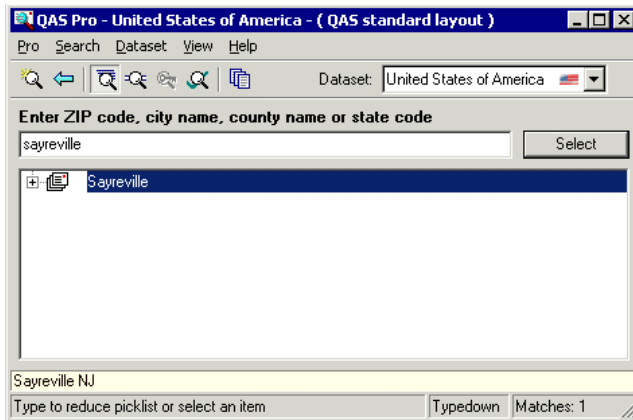
This example illustrates how to search for a residential address using the United States dataset.


1. Click the **Typedown** button to use the Typedown facility. Alternatively, you can select **Typedown** from the **Search** menu, or press **Ctrl+T**.

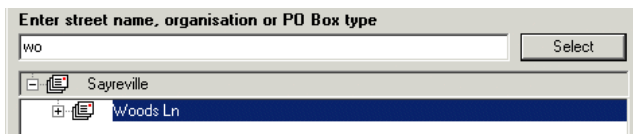
The refinement prompts above the **Search** field provide specific pointers to the type of information that should be entered at each stage; for example, **Enter postcode or place**.


2. Type **sayreville** in the **Enter ZIP code, city name, county name or state code box**.

The specified locality is shown in the results area:



3. Either double-click on the entry, click **Select**, click on the  sign, or press **Enter** to select the locality name.
4. Type the first letters of the street name, **wo**. The relevant street is displayed:



5. Either double-click on the entry, click **Select**, click on the  sign, or press **Enter** to select the street name.

6. Type the building number, **7**, and either click **Select**, press **Enter** or double-click to return the full address:

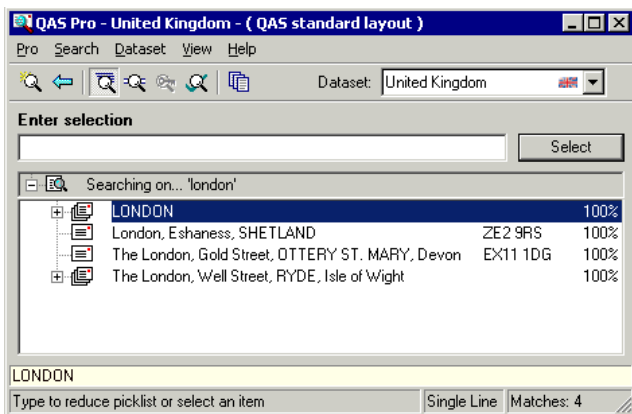
The screenshot shows the 'QAS Pro - United States of America - ( QAS standard layout )' window. The menu bar includes 'Pro', 'Search', 'Dataset', 'View', and 'Help'. The toolbar contains icons for search, navigation, and document management. The 'Dataset:' dropdown is set to 'United States of America'. Below this, there is a text input field with the placeholder 'Enter building number/name or organisation' and an 'Accept' button. Under the 'Address' label, there are three stacked text input fields. The first field is empty, the second contains '7 Woods Ln', and the third contains 'Sayreville NJ 08872-1230'. At the bottom right, there is a 'Typedown' button.


If there is no organisation or building name in the address, the first lines will be empty in the <default> layout. To remove the empty lines, you must create a new layout and move the address elements. For more information, see "Creating A New Layout" on page 50.

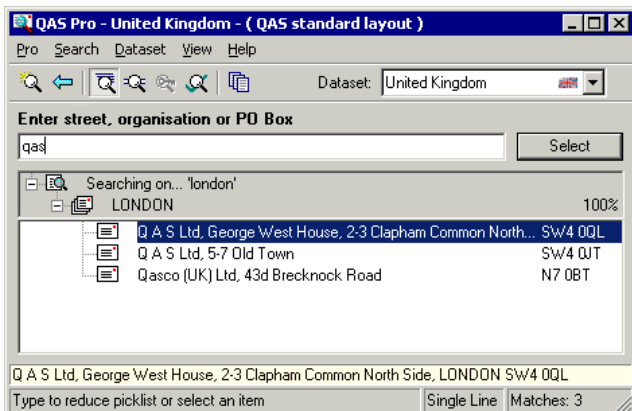
## Searching For An Organisation Address

This example illustrates how to search for an organisation; in this case, QAS Ltd, using the United Kingdom dataset.

1. Click the **Typedown** button to use the Typedown facility. Alternatively, you can select **Typedown** from the **Search** menu, or press **Ctrl+T**.
2. Type **london** in the **Enter postcode or place** box. Matches for "london" are returned in the picklist area:



3. Either double-click on "LONDON" in the resulting picklist, click **Select** or on the  sign, or press **Enter** to select the place name.
4. Type **qas** in the **Enter street name, organisation or PO Box** box:



5. From the picklist, click on "Q A S Ltd, George West House" and either click **Select**, press **Enter** or double-click to return the full address to the address edit screen:

The screenshot shows a software window titled "QAS Pro - United Kingdom - ( QAS standard layout )". The window has a menu bar with "Pro", "Search", "Dataset", "View", and "Help". Below the menu bar is a toolbar with icons for search, navigation, and document management. A "Dataset:" label is followed by a dropdown menu showing "United Kingdom" with a flag icon. Below this is a text input field with the placeholder "Enter street, organisation or PO Box" and an "Accept" button. The main form area contains several labeled input fields: "Address" (with two lines of text: "Q A S Ltd, George West House" and "2-3 Clapham Common North Side"), "Town" (with "LONDON"), "County" (empty), and "Postcode" (with "SW4 0QL"). At the bottom right of the form is a "Single Line" button.

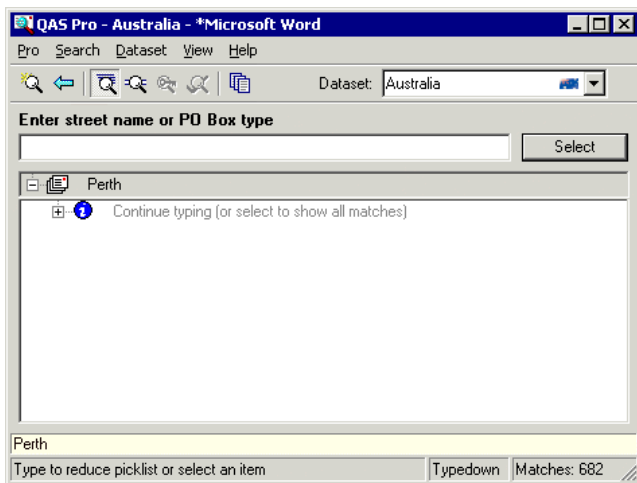
Address	Q A S Ltd, George West House 2-3 Clapham Common North Side
Town	LONDON
County	
Postcode	SW4 0QL

Single Line

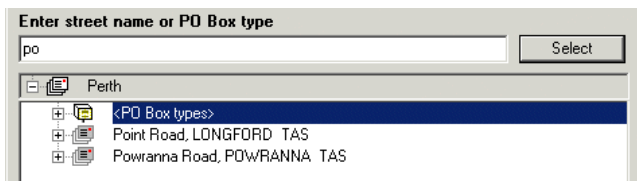
## Searching For A PO Box Address

This example illustrates how to search for a PO Box address using the Australia dataset.

1. Click the **Typedown** button to use the Typedown facility. Alternatively, you can select **Typedown** from the **Search** menu, or press **Ctrl+T**.
2. Type **perth** in the **Enter search** box, and press **Enter**, click **Select** or double-click on "Perth":



3. Type **po** in the **Enter street name or PO Box type** box:



4. Either press **Enter**, click **Select** or click on the  sign.

5. Type **2002** in the **Enter PO Box number** box:

Enter PO Box number

2002

Select

Perth

<PO Box types>

GPO Box w/2002, PERTH WA 6846

6. Click **Select**, press **Enter** or double-click to return the full address to the address edit screen:

QAS Pro - Australia - \*Microsoft Word

Pro Search Dataset View Help

Dataset: Australia

Enter PO Box number

Accept

Address

GPO Box w/2002

PERTH WA 6846

Address DataPlus

Typedown


## Informational Prompts

To clarify the current state of a Typedown search, QAS Pro provides informational prompts in the picklist area. For example, at the beginning of a search the picklist area will contain an informational prompt similar to:

 Continue typing (too many matches)

If you type **new** into the search box, the informational prompt will change to:


 Continue typing (or select to show all matches)

You can continue typing to narrow down the search. Alternatively, you can click the **Select** button, press **Enter**, double-click on the informational prompt or click on the  sign to show all matches.

QAS Pro does not display a list of matches until the number of items in the list is below the match threshold. The more characters that are typed, the smaller the list of matches that will be returned.

Depending on the status of a search, QAS Pro may display other intuitive informational prompts.

## Single Line Searching

 Select the **Single Line** button to activate this search method. Alternatively, you can select **Single Line** from the **Search** menu, or type **Ctrl+S**.

Single Line searching works in the opposite way to Typedown searching: you type in address elements starting with the most specific (for example, a house number and/or street name) and move on to more general elements (for example, a town or postcode in the United Kingdom). When you have entered the information, you must activate the search manually.

Note that any mixture of upper and lower case characters can be used, as QAS Pro does not differentiate between upper and lower case text.

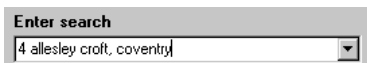
By clicking on the **Search** button or pressing **Enter**, each component of the typed-in information becomes a subject of the search.

The examples in this section illustrate QAS Pro's extensive searching capabilities. Searching is very intuitive; you only need to remember to separate each element of the address with a delimiter (for example, a comma).

### Quick Search

If the information that you have is correct but incomplete, you should still be able to find the full address with no difficulty. For example, to find 4 Allesley Croft in Coventry, follow these steps:

1. Type this search string in the **Enter search** box and select the **Search** button or press **Enter**:



Enter search  
4 allesley croft, coventry

You do not have to use capital letters when typing in address information.

QAS Pro starts to build a picklist of possible matches. In this case, it only finds one address which fully matches the information that you typed in, so it automatically returns the correct address straight to the address edit screen:

Address	4 Allesley Croft,
Town	COVENTRY,
County	
Postcode	CV5 9PE

- Once you have the full address, you can edit it directly if you wish. However, this is not recommended as the returned address is postally correct.

You can paste the address to your underlying application (see page 40), or start a new search. To clear the address for a new search, click the **New Search** button or press **Ctrl+N**.

## Misspelled Addresses

Your address information might not be complete. If, for example, you are not sure how to spell part of the address, or if the postcode is illegible, QAS Pro can still return the correct address data. The following example shows how to search for an address for which you do not have the postcode.

- Type **22 layland rd,london** in the **Enter search** box, and click on **Search** or press **Enter**:

<b>Enter search</b>
22 layland rd, london

You can stop QAS Pro during a search by clicking the **Stop** button that appears at the bottom left of the dialog.

- QAS Pro returns the following matches:

Searching on... '22 layland rd, london'			
	22 Leyland Road, LONDON	SE12 8DT	93%
	22a Leyland Road, LONDON	SE12 8DT	86%

As you can see, the street name was actually spelt incorrectly – it should be "Leyland Road" – but QAS Pro has retrieved it anyway.

- Either press **Enter** or click on the **Select** button to return the full address to the address edit screen.

## Wildcard Searching

Single Line searching can use wildcards to replace one or more missing letters in your address information.

There are two wildcards available. You can use a combination of wildcards in a single search line.

- Question mark wildcard (?)

This wildcard replaces a single character in an address or postcode and can be placed anywhere within an address element. For example:

Le?land Rd, London  
Hawthorn Ave, ?N21 ?HA

- Asterisk wildcard (\*)

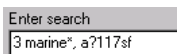
This wildcard replaces any number of characters at the end of an address element. For example:

Popes \*, Twickenham  
South St, Peter\*

You can use a combination of wildcards in a single search line. However, you should use multiple wildcards sparingly. If too many wildcards are used in a search, there is a risk of considerably extended searching time, and possibly no matches being returned.

The example below shows how to search for an address where part of the street name and a character from the postcode are unclear. You know that the street name begins with "Marine", but not the street descriptor ("Drive", "Road", etc.).

1. Type **3 marine\*,a?117sf** in the **Enter search** box, and click on **Search** or press **Enter**.



Enter search  
3 marine\*, a?117sf

The wildcards in this search string tell QAS Pro to look for any street name beginning with "Marine", in a postcode containing the above combination of characters. The first part of the postcode could therefore be AA11, AB11, AC11 and so on.

2. In this case, QAS Pro only finds one match, so it automatically returns the

correct address to the address edit screen:

QAS Pro - United Kingdom - < Default >

Pro Search Dataset View Help

Dataset: United Kingdom

Enter selection

Accept

Address: 3 Marine Terrace

Town: ABERDEEN

County:

Postcode: AB11 7SF

Address DataPlus

Select 'Back' (Ctrl+Z) For Close Matches

Single Line

## Keyword Searching

It is possible to search for certain key words within an address using a keyword search. This is implemented with the Asterisk Wildcard.


If you enter:	QAS Pro retrieves:
*park, nottingham	All addresses in the city of Nottingham with a first address element that contains the word "park".

In a keyword search, the asterisk can be anywhere in the address element.

Keyword searching is especially useful if you are looking for a particular type of organisation or institution; for example, banks, colleges, hospitals etc. For example, the search **\*university,dundee** looks for any university in Dundee.

# Key Searching

Key Searching is only available with QAS Pro version 6.00 or later.

 Click the **Key Searching** button on the QAS Pro toolbar to activate this search method. Alternatively, select **Key Searching** from the **Search** menu, or type **CTRL+K**.

Key Searching can only be used with certain datasets that contain a logical reverse search key; for example, United States with Names contains US telephone numbers which can be searched on. To find out if Key Searching is supported by a particular dataset, consult the relevant Data Guide.

The Key Searching button is only enabled in the QAS Pro User Interface if you have ticked the **Enable Key Searching** box in the User Interface Options section in the Configuration Editor. See "User Interface Options" on page 55 for more information.

Key searching works in a similar way to Single Line searching. You type in the search term, and QAS Pro returns the address that matches the search in the picklist. By clicking on the **Search** button or pressing **Enter**, the typed-in information becomes a subject of the search.

## Searching For A Telephone Number

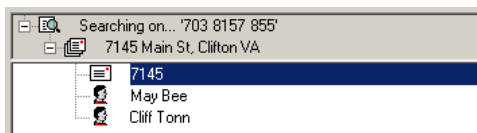
This example shows how to search for a Telephone Number. Telephone Number searches only return the address which currently has the telephone number assigned; past addresses are not shown.

It is required that you have the United States with Names additional dataset installed to search on telephone numbers.

1. Click the **Key Searching** button, select **Key Searching** from the **Search** menu or type **CTRL+K**.
2. Enter the telephone number, **703 815 7855**, and press **Enter**:

Enter Telephone Number

A picklist is returned, containing the property details and a list of all registered occupants:



3. Select an occupant with the arrow keys and press **Enter**, or double click the occupant's name, to return the full address:



When you enter a telephone number to search on, QAS Pro ignores all punctuation. So, searching for any of the examples below will return the same result:

- (617) 791-1428
- 617-791-1428
- 6177911428

In addition, the preceding **1** of any telephone number is optional. For example, if you enter **+1 (617) 791-1428** or **1-617-791-1428**, QAS Pro will search for **6177911428**.

You can also search for telephone numbers which contain letters. If you search for **1-800-FLOWERS**, for example, QAS Pro will search for the telephone number **8003569377**.

# Verification Searching



Select the **Verification button** to activate this search method. Alternatively, you can select **Verification** from the **Search** menu, or press **Ctrl+F**.

Verification searching is best suited for use with Advanced Pop-up. Addresses from your applications can be automatically verified and, if necessary, corrected, before being returned to your application. For information about setting up Advanced Pop-up see the Configuration Editor help.

The Verification engine can also be used for straightforward address capture scenarios when you do not require the advanced features of Typedown or Single Line searching. Type address lines (separated by commas) into the search field, and click **Search** or press **Enter**.

The possible results of a Verification search are as follows:

- **Verified.** The final address screen will be displayed for you to confirm the matched address.
- **Confirmation required.** Only one address was matched, but with a lower confidence. You will be prompted to confirm the matched address manually.
- **Incomplete address.** The address was matched but there was missing information, such as building number, apartment or suite information, which you will be prompted to enter.
- **Multiple matches.** A list of possible matches will be returned from which you can select the correct address.
- **No matches.** The address could not be matched.

## Searching For A Residential Address

The following example illustrates how to verify the residential address "100 Barnes Place, Bloomfield NJ 07003" using the United States dataset.

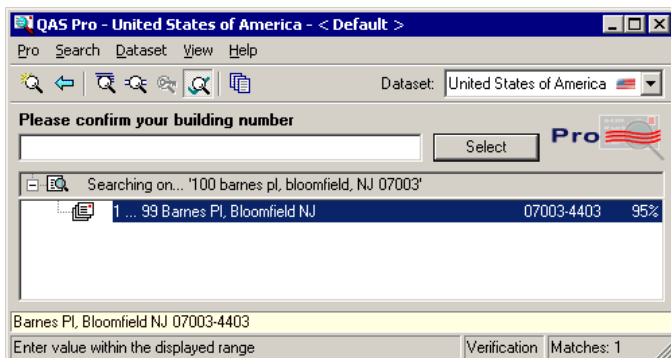
1. Click the **Verification button** to activate the Verification search. Alternatively, you can select **Verification** from the **Search** menu, or press **Ctrl+F**.
2. Type the full address into the Enter search box and click the **Search** button or press **Enter**:

Enter search

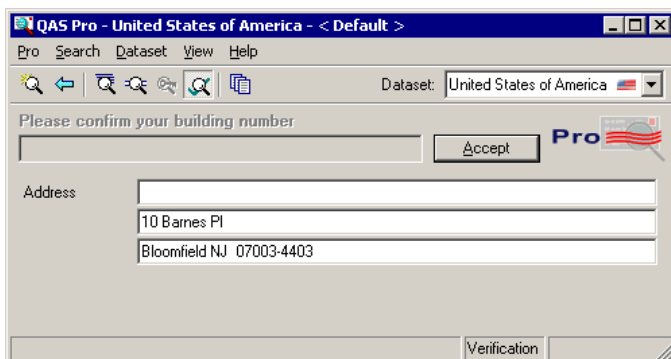
100 barnes pl, bloomfield, NJ 07003

Search

3. In this example, the address is matched but the building number is not within the expected range, so you are asked to confirm it:



4. Type a valid building number, as prompted, and click **Select** or press **Enter**. The final address will be displayed:

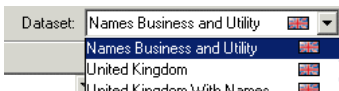


5. Click **Accept** or press **Enter** to return the address to your application.

# Searching With Multiple Additional Datasets Simultaneously

To search for addresses using multiple additional datasets, follow these steps:

1. Activate a group of additional datasets in Configuration Editor using the Dataset Manager function. For more information, see "Activating A Group Of Multiple Additional Datasets" on page 59. For the purpose of this example, we will use a group consisting of United Kingdom with Names, Business, Gas and Electricity datasets that is named "Names Business and Utility".
2. Select the group you created from the **Dataset** list in QAS Pro:



3. Perform the search using Typedown or Single Line.

QAS Pro searches across all the datasets that are included in the group.

## Retrieving DataPlus Information

If you want to retrieve DataPlus information with your addresses, you must first configure your address layout so that it contains lines specifically for DataPlus. See "Configuring DataPlus Lines" on page 52 for further details.

If you have one or more DataPlus sets configured, the address edit screen has two tabs in the lower left hand corner: **Address** and **DataPlus**. Click the **Address** tab to view the selected address, and the **DataPlus** tab to see any additional information returned for that address (alternatively, pressing **Ctrl+Tab** alternates between the two options).

In the United Kingdom example below, a number of DataPlus sets and their related descriptions are available. See the relevant Data Guide for a full list of possible DataPlus elements for the dataset(s) you are using.

1. Select the **Single Line search** button.
2. Type **89 Gloucester Court** in the **Enter search text** box, and click on **Search** or press **Enter**.

In this case, QAS Pro only finds one address which fully matches the information that you typed in, and returns it automatically to the address edit screen:

QAS Pro - United Kingdom - \*Microsoft Word

Pro Search Dataset View Help

Dataset: United Kingdom

Enter selection

Accept

Address: 89 Gloucester Court,  
Kew Road,  
Town: RICHMOND,  
County: Surrey,  
Postcode: TW9 3DZ.

Address DataPlus

Single Line

3. Click on the **DataPlus** tab.

QAS Pro - United Kingdom - \*Microsoft Word

Pro Search Dataset View Help

Dataset: United Kingdom

Enter selection

Accept

DataPlus set	Value
NHS Authority Name	South West London,
Government Office for Region ...	London

Address DataPlus

Single Line

The name of the DataPlus set appears on the left, with the related value for the address on the right.

4. When you click the **Accept** button, both address and DataPlus information are pasted back to your underlying application.

## Retrieving Multiple DataPlus Values

If you want to return DataPlus information that has multiple values for one element, you can configure which delimiter you use. For example, using the United Kingdom data with the Gas or Electricity additional datasets, you can retrieve multiple meter numbers as DataPlus information.

You can configure which delimiter you use for the retrieved DataPlus information, with the default value being "|". See the Configuration Editor Help program for more information on how to change the delimiter.

The following example shows you how to retrieve multiple gas meter numbers.

1. Search for the required address using the appropriate search method.
2. In the address return screen, you can see the correct address:

QAS Pro - United Kingdom with Gas - < Default >

Pro Search Dataset View Help

Dataset: United Kingdom with Gas

Enter flat/unit number or organisation

Accept

Address: 47 Redland Road


Town: BRISTOL

County: BS6 6AG



Address: DataPlus

Typedown

3. Click on the **DataPlus** tab.

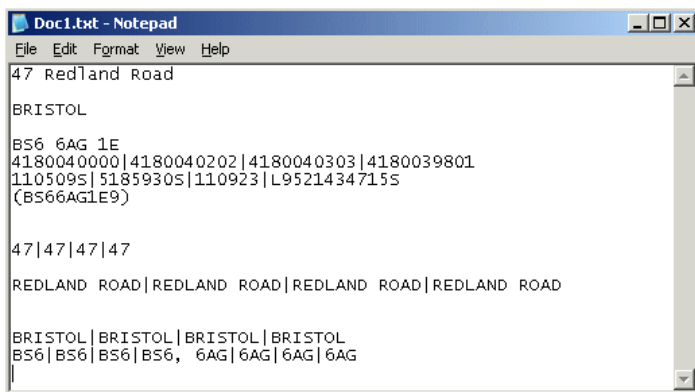
DataPlus set	Value
Meter Number	4180040202
Serial Number	51859305
Customer Barcode	
Sub Building	
Building Name	
Building Number	47
Dependent Street	
Principal Street	REDLAND ROAD
Double Dependent Locality	
Dependent Locality	
Post Town	BRISTOL
Gas Addresses	BS6, 6AG
Gas	1/4

The name of the DataPlus set appears on the left, with the related value for the address on the right. Note that in this case, the property has four gas meters.

4. You can scroll through the different meters by using the  and  buttons in the **Gas** field. The gas meter number for each meter changes accordingly. By default, the **Return this** checkbox is selected for each address. Untick the box if you do not want a particular meter number to be returned.

In this example, all four meter numbers are required.

5. When you click the **Accept** button, both address and DataPlus information are pasted back to your underlying application:



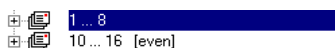
Depending on the line width you have configured, all of the characters in the returned elements may not be returned when you paste the address into an application. This occurs because the DataPlus line width that is specified in Configuration Editor is too short. For instructions on how to change the DataPlus line width, see the Configuration Editor Help program.

## Returning An Unrecognised Address

When you enter property information, you can return an unrecognised address by pressing **Ctrl+Enter**. For example, using United Kingdom data:

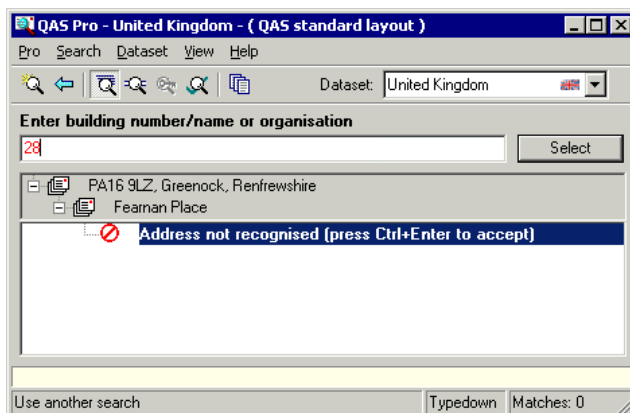
1. Click the **Typedown** button to use the Typedown facility. Alternatively, you can select **Typedown** from the **Search** menu, or press **Ctrl+T**.
2. Type **PA16 9LZ** into the **Enter postcode or place** box and press **Enter**. When the street address is displayed, press **Enter** again to display a list of premises.

QAS Pro returns two matches, and identifies the second match as an even range:



3. Type **28** into the **Enter building number/name or organisation** box.

The picklist area displays the following informational prompt:




Although the address you typed is not valid, and the suggestion of the highlighted prompt at the bottom of the screen is to "Use another search", you can press **Ctrl+Enter** to return the full address.

4. For the purpose of this example you are confident that the input address is correct. Press **Ctrl+Enter** to return the address to the address edit screen.

The address edit screen will display a warning that the returned address has not been verified.

QAS Pro will not display the **Ctrl+Enter** prompt if it has been disabled by your system administrator. See the Configuration Editor Help program for further details.

## Alias Matching

 This symbol indicates an alias match or a recode message. If this symbol is returned against an address, this means that although QAS Pro has recognised the information entered by the user as a possible version of the name or address, it has replaced it with the official (postally-correct) version from the dataset.

## Pasting The Address Into An Application

If you do not want to paste a retrieved address to another application, you can use the hotkey (which is **Alt+Q** by default) or press **Esc** to minimise QAS Pro without pasting.

QAS Pro is most commonly used in conjunction with an underlying application. When you have found the address you want, you can send it to your application by clicking **Accept** or pressing **Enter**. QAS Pro is automatically minimised, and the address appears in your application along with any text and keystrokes that you have specified in the Configuration Editor (see "Setting The Pasting Options" on page 53).

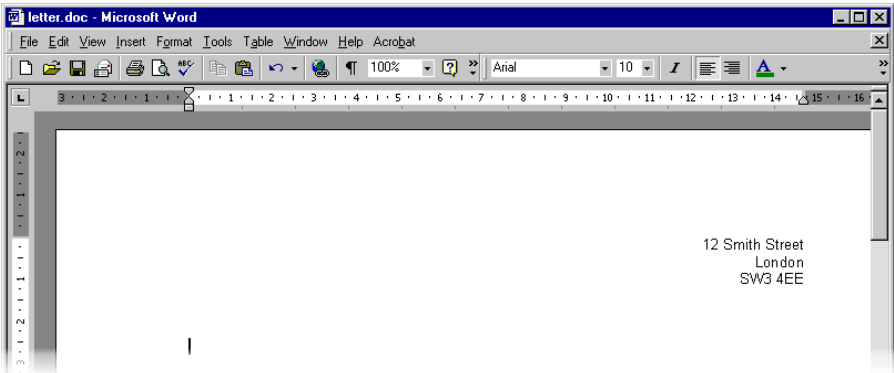
Before popping up QAS Pro, it is important to ensure that the cursor in the underlying application is in the position where you want to place the address.

The example below shows you how to return an address to Microsoft Word. For details of how to paste into applications such as spreadsheets or databases, see the QAS Pro Help program.

If you want to paste addresses containing diacritical marks, such as accents or umlauts, you must ensure that you use a font which can display a full set of diacritical characters; for example, Arial or Times New Roman.

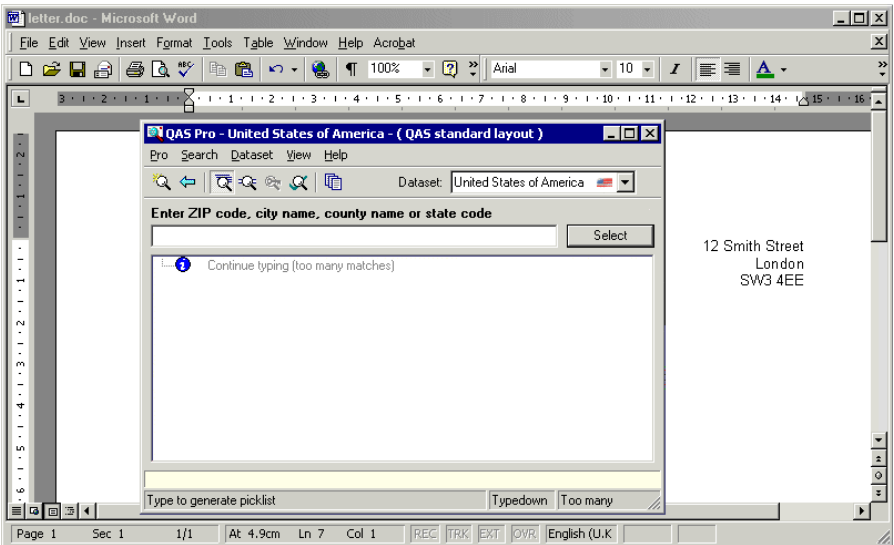
# Pasting Into Microsoft Word

In this example, the returned address is pasted into a letter. Before popping up QAS Pro, the letter looks like this:



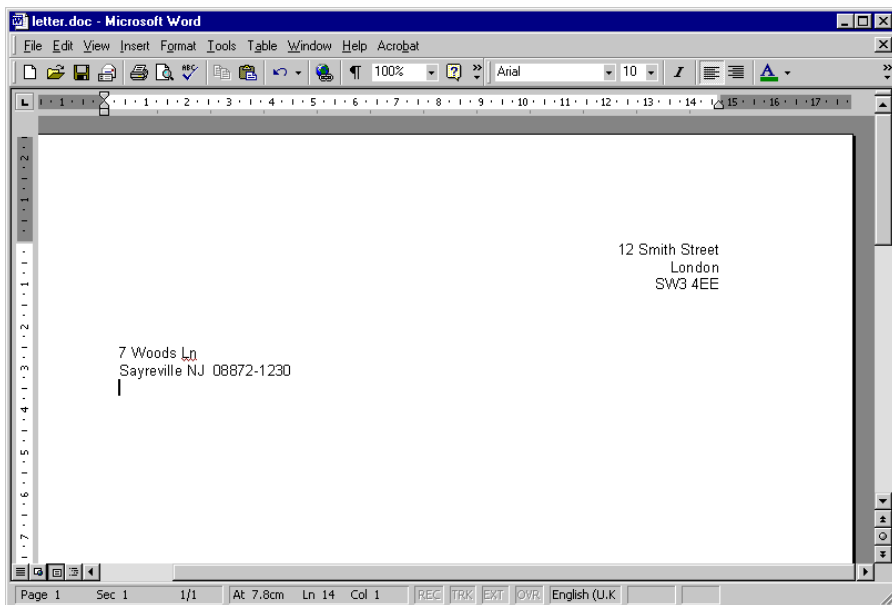
Notice that the sender's address is already present, and that the cursor has been positioned in the right place for the destination address.

When QAS Pro is popped up by pressing **Alt+Q**, it appears in front of Word:



To return the first Typedown example from this chapter (see page 19) as the destination address, ensure that you have the full address on the address edit screen and either click the **Accept** button, press **Alt+A** or press **Enter**.

QAS Pro is immediately minimised, and the address appears in Word:



By default, the address is pasted as it appeared on the address edit screen, with a carriage return at the end of each line and the town in upper case. The cursor is now on a new line directly below the pasted address, ready for you to continue typing.

You can change the format of the returned address. See "Formatting The Returned Address" on page 51 for an overview of the available formatting options. For more detailed information about all aspects of address formatting, see the Help program for the Configuration Editor.

## What Next?

You have learned how to use the searching capabilities of QAS Pro to find address information. All of the examples in this section used the default address layout that comes with QAS Pro. You can create different layouts and specify more detailed options, such as how the address is sent back to your underlying application and what you see on the QAS Pro dialog, using the Configuration Editor.

If you want to know more about how to configure QAS Pro, see "Configuring QAS Pro" on page 49. However, if you do not want to change the current settings, you can stop reading this guide and begin working with QAS Pro.

For full details of the Configuration Editor, and for further information about the main QAS Pro program (including how to perform more complex searches), see the online Help that is provided with each program.



# Delivery Point Validation (DPV)

DPV (Delivery Point Validation) has been developed by USPS (United States Postal Service) to help you validate the accuracy of your address information. It enables you to determine whether the actual address exists - all the way down to apartment or suite information.

DPV may not be used to create address lists artificially. DPV uses seed addresses to detect when address records appear to be the result of artificial manufacture and not through normal use while obtaining legitimate addresses.

DPV is only available for USA data.

## DPV Seed Addresses

The DPV functionality has inbuilt protection against the illegal creation of verified address lists. This is ensured by having a concept of 'seed' addresses. These are non-existent addresses that if searched upon, will deactivate the DPV functionality within QAS Pro.

If a seed address is searched upon, the following status bar message is returned:



If you encounter a seed address, you need to contact Experian QAS Technical support to re-enable DPV functionality.

## Encountering A Seed Address

If a seed address is encountered, an alphanumeric lock code is recorded, and the status bar displays the following message:



The lock code is written to a file called SeedAddressStatus.txt within the program directory. Where it is not possible to write to the SeedAddressStatus.txt file, no error will be returned - the file will not be updated on the assumption that another instance of QAS Pro is attempting to write simultaneously.

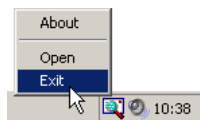
Experian QAS is contracted to report this information on behalf of the USPS:

"DPV processing was terminated due to the detection of what is determined to be an artificially created address. No address beyond this point has been DPV validated. In accordance with the Agreement between the USPS and Experian QAS, DPV shall be used to validate legitimately obtained addresses only, and shall not be used for the purpose of artificially creating address lists. The written agreement between Experian QAS and the End User also includes this same restriction against using DPV to artificially create address lists. Continuing use of DPV requires compliance with all terms of the Agreement. If you believe this address was identified in error, please contact Experian QAS."

## Re-enabling DPV

When a seed address is encountered and the DPV system disabled, you will need to supply the lock code to Experian QAS Technical Support. The lock code is displayed when a seed address is encountered.

Experian QAS Technical Support use this code to generate a corresponding alphanumeric unlocking key. This key, when supplied back to the QAS Pro unlock utility, will allow DPV functionality to be re-enabled. Please be aware that the instance of QAS Pro must be closed before entering the unlock code into the unlock utility. To fully exit QAS Pro, right-click on the QAS Pro icon in the system tray and select **Exit** from the menu.



When contacting Experian QAS, please have the following information to hand:

- The DPV lock code generated by QAS Pro;
- The date that the seed address was hit;
- The full seed address that was hit;
- Your name, company name, full address and phone number.

USPS reserves the right to require Experian QAS to suspend a user's ability to perform DPV processing when multiple incidents of artificial seed address detection occur.

## Using DPV Unlock Utility

You can use the DPV Unlock Utility (located in C:\Program Files\QAS\QAS Pro\DPV.exe by default) to determine the lock code, lock date and time, session name and the seed address hit. There is also quick access to the unlock web site and a text-entry box to add the unlock code when it has been received. This will then unlock the functionality of QAS Pro and use of DPV can be resumed.

The unlock key generated by the DPV Unlock Web Site will re-enable DPV functionality only once. USPS reserves the right to require Experian QAS to suspend a user's ability to perform DPV processing when multiple incidents of artificial seed address detection occur.

The disabling of DPV will not affect QAS Pro's functionality in any way other than the absence of DPV information.

If you have problems using the web site or applying the unlock code, contact Experian QAS Technical Support by calling **+1 888 712 3332** or e-mailing **us.support@qas.com**.



# Configuring QAS Pro

## The Configuration Editor

This chapter covers the basic settings that can be specified using the Configuration Editor. All other aspects of the Configuration Editor are covered in the Configuration Editor Help program.

Click on the **Configuration Editor** icon in the QAS Pro program group to run the Configuration Editor. The Configuration Editor program consists of three main sections, the Layout Manager, User Interface Options and the Dataset Manager.

### Layout Manager

The Layout Manager is used to specify layouts for each address dataset. QAS Pro uses a layout to determine:

- the format that addresses will be returned in;
- any keypresses that you want to be pasted with the address;
- any elements that you want to be automatically formatted into addresses or excluded from results, such as PNRL.

### User Interface Options

This section enables you to specify which options will be available on the main QAS Pro interface, and to set the hotkey which pops up QAS Pro.

### Dataset Manager

The Dataset Manager is for installing and viewing datasets and additional datasets. You can also create groups of additional datasets (called data mappings) to enable simultaneous searching on several additional datasets; for example Names and Business, if you are using United Kingdom data.

# The Layout Manager

To view the Layout Manager, click on the **Layout Manager** button on the toolbar. Alternatively, you can select **Layout manager** from the **View** menu.

The Layout Manager pane appears, listing the layouts available for each dataset. From here you can create new layouts or alter the existing ones.

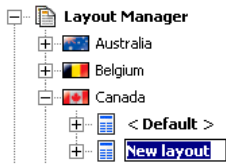
Each installed dataset has a default layout associated with it. You can modify this layout, but Experian QAS recommends that you leave it as it is and create a new layout if you want different settings. You will want to create more than one layout for each dataset if you intend to paste addresses into multiple applications which require different address formats.

## Creating A New Layout

To create a new layout, follow these steps:

1. Double-click on the relevant dataset (for example, France) in the left hand pane of the Configuration Editor to expand the list of current layouts.
2. Click on the **New layout** button on the toolbar. Alternatively, click on **Layout** and select **New** from the drop down menu.
3. For datasets which include more than one Form of address, such as Netherlands, Belgium and Finland datasets, a dialog will open prompting you to choose a Form of address before the new layout is created. For more information about Forms of address, see the Data Guide for your dataset.

A new layout appears at the bottom of the layout list:




4. Type a name for your layout and press **Enter**. (You can set up application-specific layouts by matching the layout name to the name of the application. For more information see the Configuration Editor Help program.)
5. If you wish, you can type a suitable comment for the layout in the **Comment** box under 'Layout Properties'.

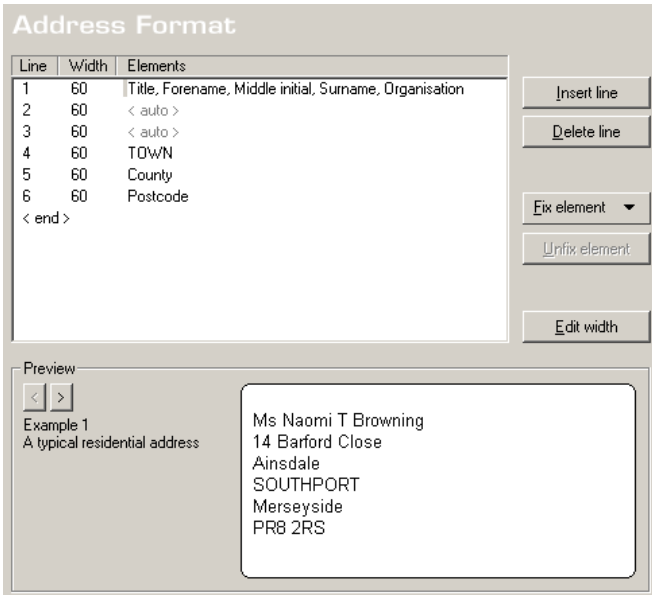
6. You can also change the default hotkey for your new layout with the 'Hotkey' field. See "User Interface Options" on page 55 for more information about hotkeys.

The new layout will have the same settings as dataset's default layout. The next section tells you how to change those settings.

## Formatting The Returned Address

Now that you have created a new layout, you can specify exactly how you want your addresses to look using the Address Format pane. To view this pane, expand your new layout (by clicking on the  sign next to the layout name), and select **Address format** from the list that appears.

The Address Format settings will initially be the same as the QAS default layout. The pane will look similar to the graphic below, although the address elements will vary according to the dataset you chose for your layout.



Line	Width	Elements
1	60	Title, Forename, Middle initial, Surname, Organisation
2	60	< auto >
3	60	< auto >
4	60	TOWN
5	60	County
6	60	Postcode
< end >		

Buttons: Insert line, Delete line, Fix element (dropdown), Unfix element, Edit width

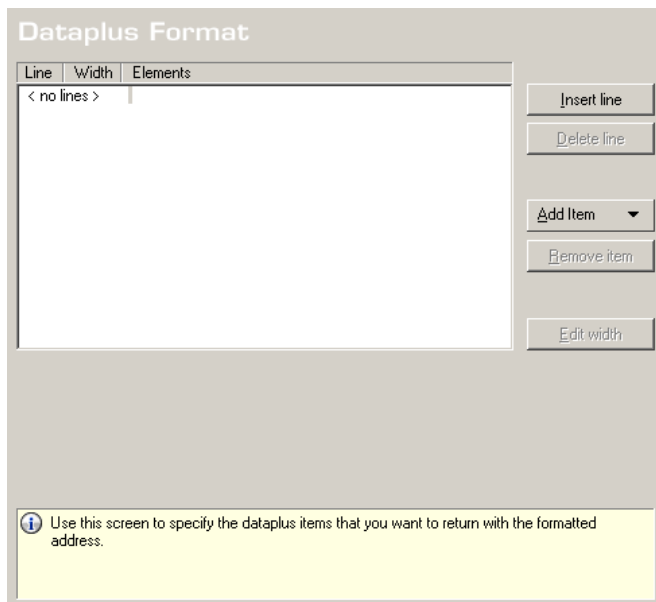
Preview: Example 1: A typical residential address

Preview text: Ms Naomi T Browning  
14 Barford Close  
Ainsdale  
SOUTHPORT  
Merseyside  
PR8 2RS

You can use the functions on this pane to fully customise the address elements you want your layout to return. For more information see the Configuration Editor Help program.

## Configuring DataPlus Lines

If you have one or more DataPlus sets, you must specify the format of the returned information by clicking on **DataPlus** in the list under your layout name.



The image shows a window titled "Dataplus Format". It contains a table with three columns: "Line", "Width", and "Elements". The table is currently empty, with the text "< no lines >" in the first row. To the right of the table are five buttons: "Insert line", "Delete line", "Add Item" (with a dropdown arrow), "Remove item", and "Edit width". At the bottom of the window, there is a yellow box with a blue information icon and the text: "Use this screen to specify the dataplus items that you want to return with the formatted address."

Line	Width	Elements
< no lines >		

Insert line  
Delete line  
Add Item ▼  
Remove item  
Edit width

Use this screen to specify the dataplus items that you want to return with the formatted address.

This window is structured in a similar way to the Address Format window (see "Formatting The Returned Address" on page 51). For more information see the Configuration Editor Help program.

## Saving Your Layout


Click the **Save** button on the toolbar at any time to save the changes you have made to your layout. Alternatively, press **Ctrl+S**, or click **Save** on the **File** menu. Changes you have made in the Configuration Editor will not take effect until you restart QAS Pro. To fully exit QAS Pro, right-click on the QAS Pro icon in the system tray and select **Exit** from the menu.

## Setting The Pasting Options

Pasting is the process of transferring the address found by QAS Pro into your application (for example, Microsoft Word). As well as pasting the address, you can paste text and keystrokes before and/or after the address.

Click on **Pasting** in the list under your layout name. If this is a new layout, the Pasting pane that appears will contain the settings copied from the default layout.


**Pasting**

Paste before address: 

Paste before line:

	Default	Paste after line:
<input type="text"/>		<input type="text" value="(Enter)"/>
<input type="text"/>	Line 1	<input type="text"/>
<input type="text"/>	Line 2	<input type="text"/>
<input type="text"/>	Line 3	<input type="text"/>
<input type="text"/>	Line 4	<input type="text"/>
<input type="text"/>	Line 5	<input type="text"/>
<input type="text"/>	Line 6	<input type="text"/>

Paste after address:

 Use this form to specify any key sequences to be pasted back with the address.

The pasting options are best illustrated with an example. This example illustrates how to paste addresses into Word, making each line of the address start on a new line in the document, and inserting a prompt for a contact name two lines after the address.

To do this, follow these steps:

1. Click in the **Paste before address** text box.

Notice that a recorder button appears to the left of the box. You use this button to record the sequence of keystrokes that you want to paste.

2. Click the **Record** button and press **Enter**.

The text '{Enter}' appears in the **Paste before address** box. This ensures that the address always starts on a new line.

3. Click the **Record** button again to stop recording.
4. Click in the Line 1 **Paste after line** text box. Repeat steps 2 and 3, meaning that each line of the address will be followed by a carriage return. Repeat this step until all **Paste after line** text boxes are followed by a carriage return.
5. Click in the **Paste after address** text box and select the **Record** button.
6. Press **Enter** twice, type **Contact:** and press the **space bar**.
7. Click the **Record** button again to finish setting your pasting options.

For further details of pasting options, see the Configuration Editor Help program.

# User Interface Options

The User Interface Options pane enables you to specify several aspects of the main QAS Pro interface. You can change the hotkey, language (if multiple languages are available), the user permissions and the display.

Click on **User Interface Options** to view this pane:

User Interface Options

Hotkey:

ALT + Q

Advanced

Server Language:

English (American)

Initial user settings

☒ Show menu

☒ Show partial address

☒ Show toolbar

User permissions

Use these checkboxes to control what settings can be changed from the user interface:

☒ Select layout

☒ Show/hide menu

☒ Select dataset

☒ Show/hide toolbar

☒ Select language

☒ Show/hide partial address

☒ Allow typedown searching

☒ Allow keyfinder searching

☒ Allow single line searching

☒ Allow verification searching

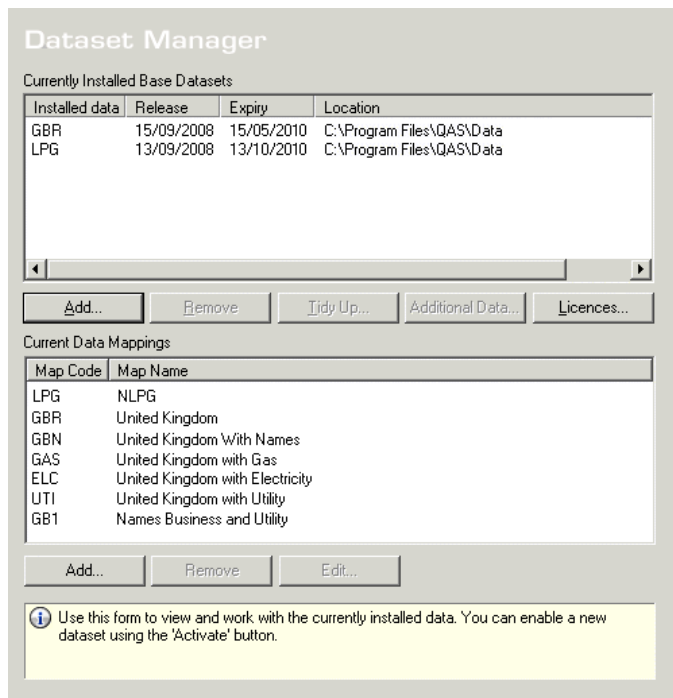
Use this screen to change the appearance of the user interface.

The following table explains the options available.

Setting	Action
Hotkey	<p>The hotkey is used to pop up QAS Pro over your application when it is minimised on the taskbar, and to minimise it again if you are not pasting an address.</p> <p>The default hotkey is <b>Alt+Q</b>. You can change this in your new layout by typing your new choice in the <b>Hotkey</b> box under "Layout Properties". However, it is recommended that you leave it as it is, as other combinations of keys might be used as commands in your underlying application.</p> <p>The <b>Advanced</b> button opens the Advanced Pop-up options dialog where you can automate the process of opening QAS Pro, finding an address, and pasting it back into the underlying application. See the Configuration Editor Help program for more information about Advanced Pop-up.</p>
Language	<p>During the installation process, you have the option of setting the default language. All text and menu options on the main dialog appear in the language you set. If you want to change the language of the Configuration Editor at a later stage, click on the <b>View</b> menu, select <b>Language</b> and choose the language you want to use.</p>
Initial user settings	<p>Check the boxes if you want the user to have access to the menu bar, toolbar and partial address bar the first time the user launches QAS Pro. Following the first launch, QAS Pro will remember the settings that the user last specified unless you can override this in the <b>User permissions</b> area.</p>
User permissions	<p>By default, a QAS Pro user can select a different dataset or layout to work with; select the search method; select the language; and choose to show or hide the menus, toolbar, and partial address bar.</p> <p>To disable any of these options, uncheck the relevant check box.</p>

# Dataset Manager

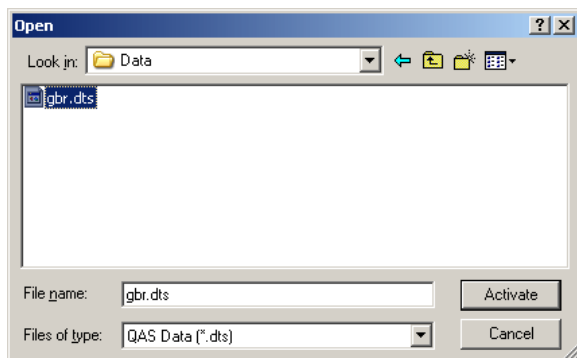
The Dataset Manager pane looks similar to this:



The **Currently Installed Base Datasets** list shows the name of each installed dataset, its release date, the number of days left until its expiry and its location.

The **Current Data Mappings** list shows additional datasets and groups of additional datasets (data mappings) which you have configured. For more information about how to configure these, see "Activating A Group Of Multiple Additional Datasets" on page 59.

To activate an installed dataset, go to the Dataset Manager pane and click on the **Add...** button under the list of installed data. Highlight the dataset (.dts file) in the file browser:



Click the **Activate...** button to enable the dataset.

To deactivate a dataset, click on the dataset name on the Dataset Manager pane, and click **Remove** (or press the **Delete** key).

Deactivating a dataset will only remove QAS Pro's link to it. The dataset file itself remains untouched in your file system.

If you wish to completely delete a dataset from your file system, click on the **Tidy Up...** button and follow the instructions. This button is only available after you have "deactivated" a dataset.

Click **Additional Data...** to view currently installed DataPlus sets and additional datasets for the selected dataset.

Click **Licences...** to open the Licence Manager dialog, which displays a list of all currently installed licence keys. From this dialog you can add, delete and view licence keys. See the Configuration Editor Help program for more information about the Licence Manager.

## Activating A Group Of Multiple Additional Datasets

You can create and activate groups of multiple additional datasets, called data mappings, using the Configuration Editor's Dataset Manager. Creating a mapping allows you to simultaneously search the data in every additional dataset in the group.

To activate multiple datasets, follow these steps:

1. In the Dataset Manager pane, under the Current Data Mappings list, click on the **Add...** button to open the Data Mapping Editor.
2. In the **Select Base Country for this Mapping** list, you can see all the datasets you have installed and activated. In this example, the United Kingdom and Gazetteer datasets are available. Click on the relevant line, in this case GBR, to display all available additional datasets in the **Select Additional Data for this Mapping** list:

**Data Mapping Editor**

Data Mapping ID:

Data Mapping Name:

OK Cancel

Select Base Dataset for this Mapping:

Base Dataset ID	Base Dataset Name
USA	United States of America

Select Additional Data for this Mapping:

Dataset ID	Dataset Name
<input type="checkbox"/> USAE...	United States with Enhanced Addresses
<input type="checkbox"/> USAN...	United States with Names

3. To create a group of additional datasets, tick the boxes next to the additional datasets you want to include in the group. In this example, we will create a group consisting of Names, Gas and Electricity additional datasets:

Dataset ID	Dataset Name
<input checked="" type="checkbox"/> USAE...	United States with Enhanced Addresses
<input checked="" type="checkbox"/> USAN...	United States with Names

4. In the **Map Code** box, assign the group of additional datasets a clearly identifiable three letter code. The code can consist of a mixture of letters and numbers. It is used to identify the group:

Data Mapping ID:

5. In the **Map Name** box, assign the group a clearly identifiable name:

Data Mapping Name:

6. Click **OK**. The created group will appear in the Layout Manager list:



7. The next time you start QAS Pro, you can search on this group in by selecting it from the **Dataset** box in the QAS Pro user interface.

## Summary

Once you have specified the format of the returned addresses, included any extra text or keystrokes that you want to be pasted to your application, and chosen the options for the QAS Pro dialog, you are ready to start using your new layout.

This concludes the Getting Started Guide. The following pages provide an overview of QAS Pro settings and details of the utilities supplied with QAS Pro. For further information about any aspect of searching and configuration, see the Help programs.



## QAS Pro Options

There are a number of options that can be specified on the QAS Pro user interface. As well as choosing whether to view or hide the menu bar, toolbar and partial address bar it is possible to:

- select the address layout to work with;
- specify the dataset to search with (if there is more than one dataset installed);
- choose a search method;
- change the user interface language;
- set the searching options.

Every option has a default setting. For information about changing any of these settings, see the QAS Pro Help by pressing **F1** at any time while using QAS Pro.

It is possible to control the options that a user can change from the Configuration Editor. Therefore, if your system administrator has altered the user permissions, it may not be possible to change some of these options from the QAS Pro user interface. See 'User Permissions' in the Configuration Editor Help program for further details.



# Appendix A: Utilities

## Automating QAS Pro Plug & Go

It is possible to make QAS Pro pop up automatically, without pressing a hotkey, by running **qushown.exe**. For example, it would make sense to pop up QAS Pro when the cursor moves to the first address field on a data entry form.

**Qushown.exe** is called as follows:

<b>Syntax</b>	QUSHOWN appname [mode] [layout],[country] [search]
<b>Examples</b>	QUSHOWN QAPROWN QUSHOWN QAPROWN 1 MyAddressLayout QUSHOWN QAPROWN 1 "Database Layout,USA"
<b>Description</b>	Minimises or restores an Experian QAS application. This utility can be called by any program wishing to automatically minimise or restore an Experian QAS application that is currently loaded.
<b>appname</b>	Name of application to act upon. If just one Experian QAS application is loaded, then this argument can be ignored.
<b>mode</b>	0 if minimising 1 if restoring (default) 4 to unload the application
<b>layout</b>	Layout to use. If specified, this overrides the automatic configuration.
<b>country</b>	The code of the required dataset. Used in addition to setting the layout. Default will be used if not entered.
<b>search</b>	Search string (Pass " " as this is not currently supported). To use the <b>search</b> field, <b>mode</b> , <b>layout</b> and <b>country</b> must be completed.

## Quextea.dll

This DLL contains the function **QAPopupActivateExt()**, which can be used to minimise or restore an Experian QAS application.

Qushown.exe is a front-end to this DLL.

---

<b>Prototype</b>	HWND FAR PASCAL QAPopupActivateExt( LPSTR lpszName, WORD wMode, LPSTR lpszLayout, LPSTR lpszSearch)								
<b>Arguments</b>	<table><tr><td>lpszName =</td><td>Name of application to act upon. This can be a NULL pointer or an empty string, in which case it acts upon the first Experian QAS application that it finds.</td></tr><tr><td>wMode =</td><td>0 if minimising 1 if restoring 4 to unload the application</td></tr><tr><td>lpszLayout =</td><td>Layout name (" " if not required)</td></tr><tr><td>lpszSearch =</td><td>Search string (Pass " " as this is not currently supported)</td></tr></table>	lpszName =	Name of application to act upon. This can be a NULL pointer or an empty string, in which case it acts upon the first Experian QAS application that it finds.	wMode =	0 if minimising 1 if restoring 4 to unload the application	lpszLayout =	Layout name (" " if not required)	lpszSearch =	Search string (Pass " " as this is not currently supported)
lpszName =	Name of application to act upon. This can be a NULL pointer or an empty string, in which case it acts upon the first Experian QAS application that it finds.								
wMode =	0 if minimising 1 if restoring 4 to unload the application								
lpszLayout =	Layout name (" " if not required)								
lpszSearch =	Search string (Pass " " as this is not currently supported)								
<b>Returns</b>	<p>A handle to the application's window. This will be NULL if the application cannot be found.</p> <p>If you are calling this function from a non-C environment, HWND can be treated as an integer (4 bytes), and therefore a zero value signifies that an error occurred.</p>								

---

# Data Checker

You can check the integrity of Experian QAS data files using **quchkn.exe**.

**Quchkn.exe** is called as follows:

<b>Syntax</b>	QUCHKN (filespec)                      Show all command line options. QUCHKN -log -?
<b>Example</b>	QUCHKN H:\QAS\DATA\*.*
<b>Description</b>	Performs an integrity check on selected Experian QAS data files. Uses a CRC (Cyclic Redundancy Check) to verify that the contents of the data files are not corrupt. Can be used to check for problems with the data or file corruption.  The buttons on the dialog once the application has been launched can be used to perform the following actions:
<b>Add...</b>	Add an Experian QAS data file to the list.
<b>Remove...</b>	Remove the selected file from the list.
<b>Check File</b>	Check the currently-selected file.
<b>Check All</b>	Check all the files in the list.

# UK Layout Migration Utility

You can extract the layout and standard configuration settings from a QAS Pro UK product configuration file and recreate them in a World Version configuration file (for example, QAS Pro V5), using **quimprn.exe**.

You can call **quimprn.exe** in one of two ways: "Using The Command Line" (see page 67), or "Using The Standalone Application" (see page 68).

## Using The Command Line

<b>Syntax</b>	QUIMPN: [-Q] [-F -S] [-P -B -N] [<inputfile> [<outputfile>]]
---------------	--

<b>Description</b>	<p>If no arguments are provided, this utility runs interactively.</p> <p>A single argument is taken as the input file, with the output written to qawserve.ini in the current folder. Both files must already exist.</p> <p>Specifying the -P, -B or -N option will force output layouts to be for Standard PAF, Business or Names data respectively. If no option is specified, the input file is interpreted and the most appropriate type is selected automatically.</p> <p>Other options are provided to allow the utility to be more easily used within a script. These are listed below.</p>
<b>-Q</b>	<p>This enables quiet mode. No warning dialogs are shown.</p> <p>Note that if the program aborts and no warning is given, the logfile may still hold useful information.</p>
<b>-F</b>	<p>This forces processing to continue, regardless of any problems encountered when backing up the output file (if attempted) or opening the log file (always attempted).</p>
<b>-S</b>	<p>This skips the backup operation entirely. (No attempt is made to backup the output file).</p>
<b>-X</b>	<p>This enables extended logging for more technical detail.</p>

## Using The Standalone Application

To run **quimpn.exe** as a standalone application, follow these steps:

1. Ensure that you have installed the latest data update. Your data must be compatible with a World Version of QAS Pro.
2. Locate the **quimpn.exe** file on your computer. This will be in the same folder as your product files.
3. Double-click **quimpn.exe** to open the Migration Utility.
4. Follow the on-screen instructions to add the imported layouts to the default World Version configuration file.

## Other Experian QAS Utilities

### Qalstwn.exe

This enables you to configure QAS Pro to set the list boxes of an underlying application.

If you require assistance with this utility, please contact Experian QAS Technical Support. Contact details for your region can be found at <http://support.qas.com>.

## **DPV.exe**

The DPV.exe utility can be used to generate an unlock code when the DPV functionality within QAS Pro has encountered a seed address. Using the program, you can send the lock code and other required information to Experian QAS without having to manually compose an email and obtain the information from the DPVStatus.txt file.

For more information on encountering seed addresses and unlocking DPV functionality, see "Delivery Point Validation (DPV)" on page 45.

