



GRC TOOLS

“The different parts of my addresses in my database are all mixed up. How can GRC Tools help me to parse this data into different fields?”

Your data might look something like this:

Country	Address1	Address2	Address3
NL	Postbus 15213, Nieuwe Prinsengracht 80	1001 ME	Amsterdam
NL	Nwe Prinsengracht 80	1001 ME AMSTERDAM	
GB	Station House	17 Hull Road	Cottingham HU7 7SL
I	via Milano 200	Casa Postale 21	13245 BIELLA
F	BP 9	17, rue de la Gare	75689 PARIS
F	rue de la Gare 17	PARIS	

Data such as the postal code and the postbox address has been entered simply in three fields: address1, address2 and address3. You want to be able to parse the data into different fields so that it is easier to process. The country has already been assigned (this is a requirement for GRC Tools).

For this file you would choose to run these processes:

- Locate postal codes - this finds the postal codes which are currently floating in the address fields.
- Move located postal code - this moves the postal code which has been found to a new field.
- Move postbox numbers - this will find the postbox addresses which are mixed up with the street addresses, and move them to a new field.
- Move house numbers - this will move the house numbers to a new field.

To run these processes, you need to make sure that your table has fields to which to move the data, so you need to add fields to hold the postal code, the postbox number and the house number:

Country	Address1	Housenr	Address2	Address3	Postbox	Postalcode
NL	Postbus 15213, Nieuwe Prinsengracht 80		1001 ME	Amsterdam		
NL	Nwe Prinsengracht 80		1001 ME AMSTERDAM			
GB	Station House		17 Hull Road	Cottingham HU7 7SL		
I	via Milano 200		Casa Postale 21	13245 BIELLA		
F	BP 9		17, rue de la Gare	75689 PARIS		
F	rue de la Gare 17		PARIS			

Run GRC Tools. Specify that the country code is stored in the field *country*, link the codes to the country concerned, click *apply same fields to each process to all countries* (because you are running the same processes over the same fields for all countries), and continue.

F --> France		Remove Link
GB --> United Kingdom		
I --> Italy		
NL --> Netherlands, The		
Apply same fields for each process to all countries? <input checked="" type="checkbox"/>		<input type="radio"/> Apply parameters to all countries <input checked="" type="radio"/> Set parameters for each country

For each country, choose the four processes *locate postal codes*, *move located postal codes*, *move postbox numbers* and *move house numbers*.

Process	Run?
Assign corrected postal codes	<input type="checkbox"/>
Locate postal codes	<input checked="" type="checkbox"/>
Move located postal codes	<input checked="" type="checkbox"/>
Remove quotation marks	<input type="checkbox"/>
Add apostrophes (French)	<input type="checkbox"/>
To upper case	<input type="checkbox"/>
To mixed case - addresses	<input type="checkbox"/>
To mixed case - other	<input type="checkbox"/>
Move articles	<input type="checkbox"/>
Standardize "and" strings	<input type="checkbox"/>
Standardize abbreviations	<input type="checkbox"/>
Standardize company types	<input type="checkbox"/>
Move postbox numbers	<input checked="" type="checkbox"/>
Standardize thoroughfare types	<input type="checkbox"/>
Move house numbers	<input checked="" type="checkbox"/>
Add/remove commas	<input type="checkbox"/>

Repeat for each country.

You know that in your data the postal code can be in the field address2 or the field address3, so choose these fields for the process *locate postal codes*. Note the name of the file that GRC Tools will automatically create to hold the postal codes found. Add the name of this file to the *move located postal codes* dialogue, along with the name of the field to contain the moved postal code.

Postboxes are found in your data either in field address1 or field address2, so give these fields in the *choose fields to process* screen for the *move postbox numbers* process. In the dialogue provide the name of the field to move the postbox to. The other fields are not required for this case, so you can leave them blank. If you want to retain the word

“Postbox” before the number which is moved, click the *retain word POSTBOX* (in correct translation box).

The screenshot shows a dialog box titled "France" with a blue header bar containing the text "Specify fields in which to identify and move postal code". To the right of the header is a small icon of the French flag. Below the header, there are two list boxes. The left list box contains the following items: ADDRESS3, COUNTRY, HOUSENR, POSTALCODE, and POSTBOX. The right list box, labeled "Selected", contains ADDRESS1 and ADDRESS2. Between the two list boxes are two arrow buttons: a right-pointing arrow above a left-pointing arrow. To the right of the "Selected" list box is a "Process" button with two arrow buttons (left and right) below it.

The screenshot shows a dialog box titled "Move Located Postcodes" with a purple header bar. It contains several fields and options: "Choose field containing UNIQUE ID CODE:" followed by a dropdown menu; "Check to use RECORD NUMBERS instead of ID:" followed by a checked checkbox; "Choose file from which to move postcodes :" followed by a dropdown menu showing "M240102A.DBF"; "Field to which to move postcode :" followed by a dropdown menu showing "POSTALCODE"; and a right-pointing arrow button at the bottom right.

The screenshot shows a dialog box titled "Move Postbox Numbers" with a purple header bar. It contains several fields and options: "Name of field to move POSTBOX TO :" followed by a dropdown menu showing "POSTBOX"; "Name of field to move POSTCODE FROM :" followed by a dropdown menu; "Name of field to move POSTCODE TO :" followed by a dropdown menu; "Overwrite ONLY if EMPTY :" followed by an unchecked checkbox; "Name of field to move TOWN NAME FROM :" followed by a dropdown menu; "Name of field to move TOWN NAME TO :" followed by a dropdown menu; "Overwrite ONLY if EMPTY :" followed by an unchecked checkbox; "Retain word POSTBOX (in correct translation)?" followed by an unchecked checkbox; and a right-pointing arrow button at the bottom right.

In your data the house numbers are found in either field address1 or field address2. Specify these fields in the *move house numbers* field choice screen. You want to move the numbers to a new field, so specify this at the next dialogue.

Move House Number : Within Street Address
 To New Field

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Move House Numbers

Move House Numbers

Move House Number from field **ADDRESS1** to which new field?:

Check for house number from: Front or Accept lookup table defaults
 Back

Move house number suffix to which field:

Moving FROM BACK only:

Specify the name of the field to which the house number is to be moved, and check the *accept lookup table defaults* box, which means that GRC Tools will look in the normal place for this country for the number. Repeat for each country.

GRC Tools will now process your data. This is how your data will look at the end of the processing:

Country	Address1	House	Address2	Address3	Postbox	Postalcode
NL	Nieuwe Prinsengracht	80		Amsterdam	Postbus 15213	1001 ME
NL	Nwe Prinsengracht	80	AMSTERDAM			1001 ME
GB	Station House	17	Hull Road	Cottingham		HU7 7SL
I	via Milano	200		BIELLA	Case Postale 21	13245
F		17	rue de la Gare	PARIS	Boite Postale 9	75689
F	rue de la Gare 17		PARIS			

You will note that the postal code has in all cases been found and move. The postbox numbers have been found and moved, and the postbox strings have been corrected and standardised. The house numbers have all been moved, except for those which are found at the wrong end of the street address (e.g. rue de la Gare 17 in France). To move these, re-run the *move house numbers* process, asking for the program to search from the back of the street address string for France.

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