



**GRC TOOLS**

**“How can GRC Tools help to standardise and format my data to make it more suitable for mailing and to improve the performance of de-duplication and postal validation programs?”**

Your data might look something like this:

| Country | Address             | City                    | Pc      |
|---------|---------------------|-------------------------|---------|
| NL      | Stationstraat 25    | s Gravenhage            | 2584 AP |
| NL      | 25 Stationstr       | NL - THE HAGUE          | 2509LL  |
| NL      | Molenln 19          | S GRAVENHAGE            | 2562 EH |
| NL      | MOLENLAAN 19        | S' GRAVENHAGE           | 2512EW  |
| NL      | 23 ZEEZICHT         | SCHEVENINGEN            | 2585    |
| NL      | MOLENLAAN 19        | DEN HAAG                | 2532 BB |
| NL      | Nw PRINSENGR. 1     | DEN HAAG                | 2517 EA |
| NL      | 1 NWE PRINSENGRACHT | HAGUE SOUTH NETHERLANDS | 2586    |

There are a number of problems with this file:

- The data is not all in the same case
- The street names have been written inconsistently
- The house number is written in different places in the street address (at the front or at the back)
- The city name is not written consistently
- The postal code is not written consistently.

For this file you would choose to run these processes:

- To mixed case (- addresses) for the street address and To upper case for the city name.
- Standardise thoroughfare types.
- Move house number (from the front to the back)
- Standardise town names.
- Format postal code to correct the postal code inconsistencies.

You will not need to change your table structure to run these processes.

Run GRC Tools. Specify that the country code is stored in the field *country*, link the codes to the country concerned and continue.

For this country, choose the processes *Format postal codes*, *To upper case*, *To mixed case - addresses*, *Standardize thoroughfare types*, *Move house numbers* and *Standardise Town names*.

**GRC Tools**  
International data toolbox

### Specify processes for this country

| Process                            | Run?                                |
|------------------------------------|-------------------------------------|
| Format postal code                 | <input checked="" type="checkbox"/> |
| Check postal code validity         | <input type="checkbox"/>            |
| Assign corrected postal codes      | <input type="checkbox"/>            |
| Locate postal codes                | <input type="checkbox"/>            |
| Locate postal codes (Incl. format) | <input type="checkbox"/>            |
| Move located postal codes          | <input type="checkbox"/>            |
| Remove quotation marks             | <input type="checkbox"/>            |
| To upper case                      | <input checked="" type="checkbox"/> |
| To mixed case - addresses          | <input checked="" 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 type="checkbox"/>            |
| Standardize thoroughfare types     | <input checked="" type="checkbox"/> |
| Move house numbers                 | <input checked="" type="checkbox"/> |

**NL**  
**Netherlands, The**

Select Country

< >

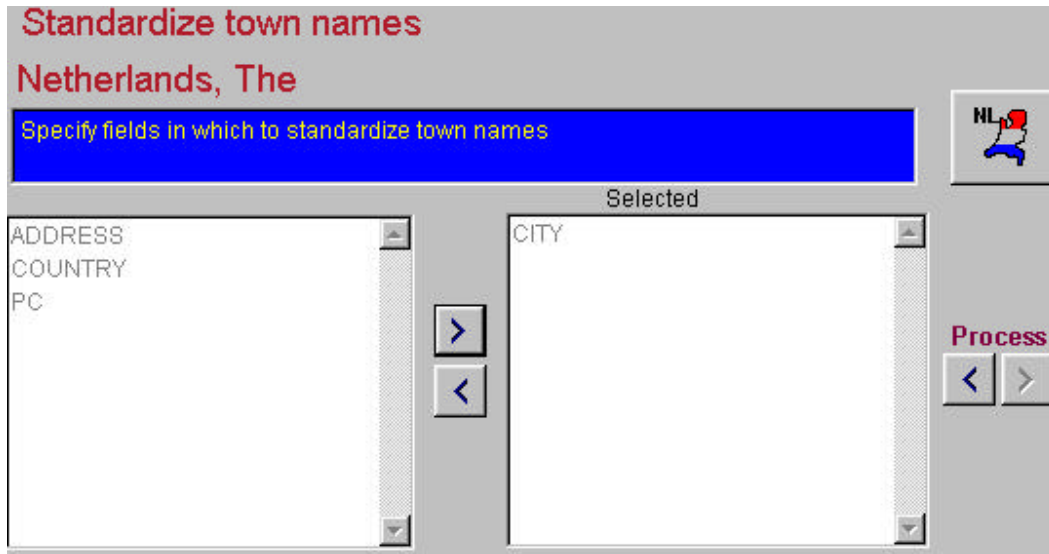
Select Processes

Select All

Deselect All

< >

For each process, specify the field in which the data which is to be processed is in - *PC* for *Format postal code*, *city* for *To upper case*, *address* for *To mixed case - addresses*, *address* for *Standardise thoroughfare types*, *address* for *Move house numbers* and *city* for *Standardise town names*. For some of these processes you will be asked some additional questions according to your preferences for the data.



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

| Country | Address          | City          | Pc      |
|---------|------------------|---------------|---------|
| NL      | Stationstraat 25 | 'S-GRAVENHAGE | 2584 AP |
| NL      | Stationstraat 25 | 'S-GRAVENHAGE | 2509 LL |
| NL      | Molenln 19       | 'S-GRAVENHAGE | 2562 EH |
| NL      | Molenln 19       | 'S-GRAVENHAGE | 2512 EW |
| NL      | Zeezicht 23      | 'S-GRAVENHAGE | 2585    |
| NL      | Molenln 19       | 'S-GRAVENHAGE | 2532 BB |
| NL      | Nw Prinsengr. 1  | 'S-GRAVENHAGE | 2517 EA |
| NL      | Nwe Prinsengr. 1 | 'S-GRAVENHAGE | 2586    |

You will note that GRC Tools has correctly cased all strings, that the city names and street types have been standardised, house number position and postal code format have been corrected. This file is now suitable for output as addresses and these changes can massively improve the results of de-duplication and postal validation programs.

GRC Database Information  
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