Web Address Validation Service

Adding/Editing an Address

The SIMS Web Address Validation Service functionality is available to schools that wish to validate addresses in SIMS. A licence activation key is required to activate the Web Address Validation Service. Please contact your Local Support Unit for details.

This service accesses an external database that contains Quick Address Systems (QAS) data. The database holds the details of over 26 million post codes and their corresponding addresses. The address information is available for England, Wales and Scotland only. It is not possible to validate overseas addresses using the Web Address Validation Service. Overseas addresses must be entered manually ensuring that the correct country is specified in the **Country** field (if it is different from the country already defined via **Focus | School | School Details**).

The Post Code entered in SIMS is checked against an external address database, which is accessed across the Internet as a Web Service. The validation rules for the **Post Code** also allow the input of British Forces Post Office (BFPO) addresses.

Adding a New Personal Address

Personal addresses can be added through a variety of menu routes, e.g. **Focus | Pupil** (or **Student**) **| Pupil** (or **Student**) **Details** and **Focus | Person | Staff**.

1. Select the required menu route, search for the required individual then double-click their name to display their details.

2. Click the **Addresses** hyperlink to display the **Addresses** panel.

3. Enter the **Post Code**, if known, then click the **Continue** button.

   *NOTE: If the post code is not known, click the **Advanced** button to display additional address fields for completion.*

   When the **Advanced** button is visible on the **Addresses** panel, the **Search Validation Service** and the **Search Existing Addresses** check boxes are always selected. These check boxes are also available on the **Find Matching Addresses** dialog when you select to move the pupil/student to a different address using the **Move House** button.

   SIMS begins by searching the database for any addresses currently held in the database that have a matching post code. If none are found locally, SIMS accesses the Web Address Validation Service and searches the external database. A list of addresses that are associated with the post code that has been entered is displayed in the **Find Matching Addresses** dialog.

4. To add a new address, click the **New** button to display an expanded **Addresses** panel, where the new address details can be entered.

   To select an existing address, highlight the required address then click the **Open** button to return to the **Addresses** panel, where the address details are displayed.

   To create an address with similar details to one of the existing addresses listed, highlight the required address then click the **Copy** button to return to the **Addresses** panel. Edit the address details as required.

5. Ensure that the **Address type** is selected from the drop-down list, e.g. **Home**, **Work**, **Overseas**, **Term time**, **Second Home**.

6. Click the **Save** button.

   The address details can be saved without the entry of a post code but they will be displayed as **New Address Details (Not Validated)**.

7. If the post code subsequently becomes available, click the **Modify Address** button, enter the **Post Code** then click the **Validate** button.

Modifying and Validating an Address

Addresses recorded in SIMS prior to the activation of the Web Address Validation Service can be validated retrospectively by clicking the **Validate** button in the applicable **Addresses** panel. Once validated, the address status is displayed as **Current Home Address Details (Validated)**.

If an old address is superseded by a new address, an **End date** for the old address must be entered. A history of the student's addresses can be maintained and viewed via the **History** button, located at the top right-hand corner of the **Addresses** panel after the address data is saved.

1. Select the required menu route, search for the required individual then double-click their name to display their details.

2. Click the **Addresses** hyperlink to view their current address details. The address status is displayed at the top left-hand side of the **Addresses** panel.

3. Click the **Modify Address** button then click the **Yes** button to confirm that you wish to make a correction to the address.

4. Make the required change(s) then click the **Validate** button.

   Once the address details have been validated successfully, the address status is displayed as **Current Home Address Details (Validated)**.

5. Click the **Save** button.

To locate the address post code on a map, click the **Address** button (in the top left-hand corner of the **Addresses** panel) to launch the mapping website, previously specified via **Tools | Setups | User options**.

Entering an Additional Address

An individual might live at more than one address during the year, e.g. student teachers may have a home address and a university address, students may live at two parent's addresses for known periods throughout the school year, etc.

To enable schools to manage these scenarios, it is possible to enter additional addresses and define a time frame for each address.

1. After locating the individual whose address you wish to change, whether they are a contact, student or a staff member, click the **Addresses** hyperlink to display the **Addresses** panel.

2. Enter an **End date** for the address then click the **Save** button.

3. In the **Enter additional address** section, enter the **Post Code** of the additional address then click the **Continue** button to display a list of addresses known to the SIMS database that have similar details. Double-click the required address, if applicable, or click the **Cancel** button to return to the **Addresses** panel.

    Alternatively, click the **Advaced** button to display additional fields for completion. Enter the remaining address details then click the **Save** button. Click the **History** button to view details of the previous address.

Adding a Validation Service

For schools to benefit from the Web Address Validation Service, SIMS must be able to connect to the external database that holds the address point data. Existing and new address details recorded in SIMS can be validated against this data once the service is operational.

Initially, the Web Address Validation Service licence activation key installs the necessary information required by the system to connect to the external database.

NOTE: Only users with the applicable System Manager permissions can add new and edit existing services. Other users can view the details of any existing services but cannot amend them.

1. Select **Tools** | **Setups** | **SIMS Services** to display the **SIMS .net Services** page.

2. The Web Address Validation Service (provided by Capita SIMS (CES)) is displayed in the **SIMS .net Services** panel.
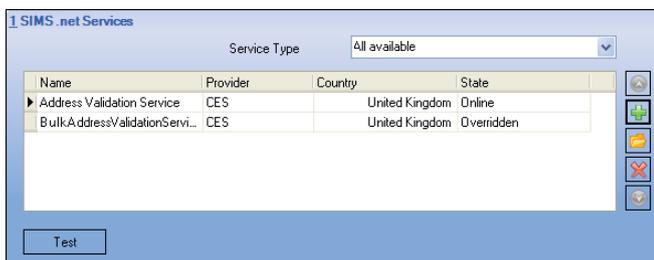
3. Click the **Add new service of the selected type** button to display the **Add Service** dialog.
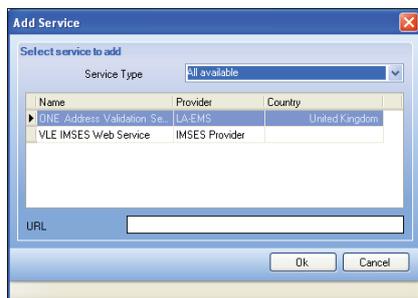
4. Select **Address Validation** from the **Service Type** drop-down list.

5. Enter the **URL** provided by the third party supplier. This is used to connect to the external database.

6. Click the **Ok** button.

7. Click the **Test** button to test the availability of the selected service.

    IMPORTANT NOTE: Your Internet connection must be enabled before testing the service.

    SIMS displays a message stating that the **Service is OK**.

Setting Internet Connectivity

The **Internet Connectivity** status can be changed by selecting an alternative option from the drop-down list, i.e. **Offline** or **Overridden**. If **Overridden** is selected, the ability to specify **Internet Connectivity** credentials is not available.

If you want all users of the system to be able to connect to the Internet while the application is in use, for this session, select the **Internet Connectivity for All Users** check box.

Click the **Test** button to ensure that the workstation can connect to the Internet. When you are certain that the service is fully operational, click the **Save** button.

Setting Default Proxy Settings

To enable users of SIMS to access external services through the safety of a protected Internet connection, schools can specify the location of a default proxy server to filter requests and protect the integrity of their secure network.

It is the responsibility of the school to ensure that credentials are managed correctly to prevent unauthorised access.

If your system is set up so that a proxy server controls access to the Internet, the **Address** for the proxy server must be specified and this must be a school wide setting.

Once the default proxy server has been specified, select the **Use the following Proxy Server** radio button. Enter an alternative resource location in the **Address** field.
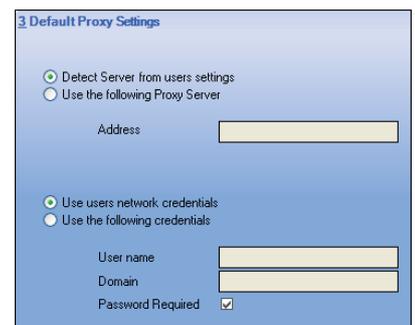
If the **Use users network credentials** radio button is selected, the credentials apply to the use of the proxy server and should not be confused with the credentials supplied to access the Internet resource being requested.

If the **Use the following credentials** radio button is selected, enter an alternative **User name** and **Domain** name. If a password is required, select the **Password Required** check box.

CAPITA

This guide is based on the version of the software (7.144) in use at the time of publication.