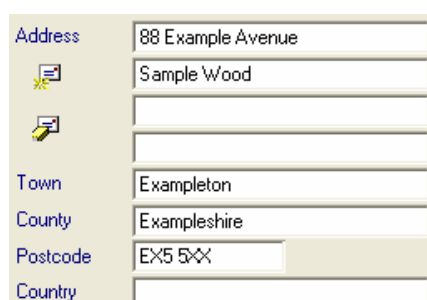


# 1 BS7666 Addressing

The DfES specifies two different address formats, for the transfer of addresses between school MIS systems in files such as the CTF.

One of these is the traditional Address Line Format, which Integris has supported since its inception. This allows addresses for students, contacts and staff members to be entered in a simple line format, as shown in Figure 1.

**Figure 1 – Address Line Format**



The image shows a screenshot of a software interface for entering an address. It consists of several input fields with labels to their left. The labels are: Address, Town, County, Postcode, and Country. The Address field contains '88 Example Avenue'. The Town field contains 'Sample Wood'. The County field contains 'Exampleton'. The Postcode field contains 'EX5 5XX'. The Country field is empty. There are also some icons (a printer and a magnifying glass) next to the Address and Town labels.

The other format is the BS7666 Address Format. This is a British Standards Institute format for addresses, which breaks down the address into the following elements:

Field	Description
Sub-Dwelling	Otherwise known as 'SAO' (Secondary Addressable Object), examples of this might be a flat number, or an apartment name.
Number / Name	Otherwise known as 'PAO' (Primary Addressable Object) or 'Dwelling', examples of this would be a house number or house name.
Street	The road on which the building is located.
Locality	For example, the name of a suburb, area or village.
Town	The town in which the address resides.
County	The county or administrative area containing the address.
Postcode	The postcode for the residence.
Country	The country, which would normally be omitted for UK addresses.

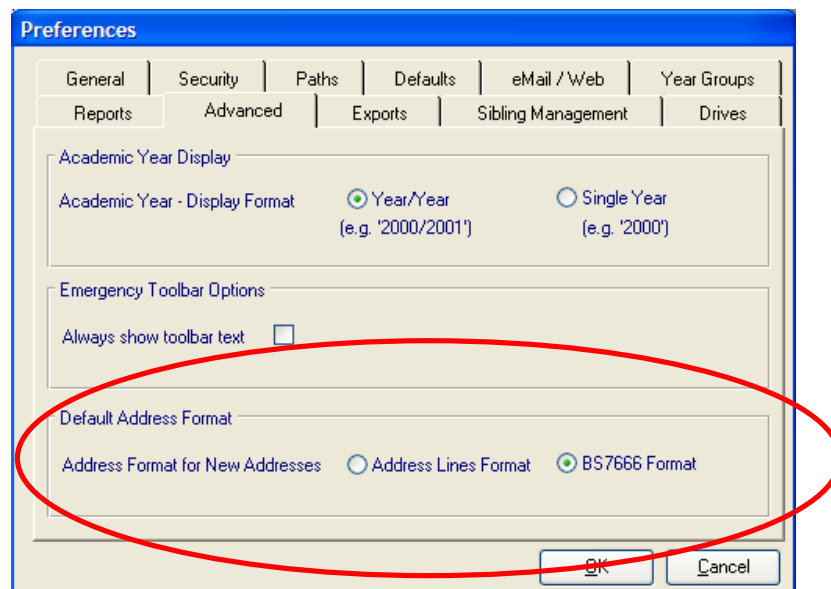
Integris 6.86.00 allows you to switch on these BS7666 address fields, to allow you to enter addresses in this format should you wish to do so.

Use of the BS7666 address format is optional; however using the BS7666 address format has certain advantages:

- Local Authorities and the DfES can ensure that addresses have been entered consistently across all schools
- In the future, address lookup facilities could be added to Integris, allowing the entry of postcodes and house numbers, and allowing the full address to be returned
- One leading School MIS supplier has only implemented the import of BS7666 addresses within CTF files. Their CTF import does not import any addresses conveyed in the Address Line format. If addresses are entered into Integris in BS7666 format and are therefore exported in CTF files in BS7666 format, the addresses should be correctly imported into that supplier's MIS system when data is transferred between schools.

## 1.1 Switching on BS7666 Addressing

A new setting is provided on the Advanced tab of the Control > Preferences window, as shown in Figure 2.



**Figure 2 – Preferences Window**

By default, Integris is set so that all new addresses entered into the system are entered in Address Lines Format.

However, by using the radio buttons highlighted in Figure 2, you can now switch Integris over to using BS7666 Format instead as the default format for new addresses entered into Integris.



If BS7666 Format is switched on, the changes outlined over the following pages will be apparent throughout Integris.

## 1.2 Entering BS7666 Addresses

With BS7666 switched on, the following windows within Integris will offer the BS7666 address fields for entering new data:

- School Edit
- School Edit > Additional Sites
- Student Add/Edit
- Student Add/Edit > Family Group > P/G1
- Student Add/Edit > Family Group > P/G2
- Student Add/Edit > Family Group > Other Contacts
- Staff Add/Edit
- Staff Add/Edit > Contacts

The BS7666 format address entry appears as shown in Figure 3.

Sub-dwelling	Flat 2		
No. / Name	25		
Street	Example Street		
Locality	Example Park		
Town	Exampleton		
County	Exampleshire		
Postcode	EX4 4PL		
Country	UK		

**Figure 3 – BS7666 Address Entry**

Rather than entering the address into these fields on a line by line basis, you should enter the individual BS7666 address elements into the appropriate field.

For example, if a student lives at '25 Example Street', you should enter '25' as the *No./Name*, and 'Example Street' as the *Street*.

When you save the address, it is saved in the BS7666 format. This means that if you export the address in a CTF file, it will be exported in BS7666 format, rather than the Address Line format which Integris has traditionally used.

### 1.3 Controlling the Display of Addresses

Although an address may be entered and stored in BS7666 format, it would obviously be undesirable for the address to appear in that format on all display windows and reports throughout Integris.

For example, when printing address labels to send letters to parents, you would want the address to appear as:

Flat 2  
25 Example Street  
Example Park  
Exampleton  
Exampleshire  
EX4 4PL

... with '25 Example Street' on the same line, rather than '25' on one line of the address label and 'Example Street' appearing beneath it.

For that reason, when you save a BS7666 address, Integris saves two addresses:

- The BS7666 address, to be used in editing the data and transferring in CTF files
- An Address Lines address, to be used for display purposes on windows and reports

For example, consider the address shown in Figure 3 above. Upon saving that address, Integris will take the different address elements and construct a default set of Address Lines from it. It is this set of address lines which appear on reports and display windows, as shown in Figure 4.





**Figure 4 – Display Address on Student Details Window**

The default address will place each address element on a separate line, except for the *No./Name* and *Street*, which will be concatenated onto one line.

Storing a set of display address lines in this way also means that any existing Ad-Hoc Reports and \*.kst Letter Templates which you have created to refer to the Address Lines will continue to work correctly with the BS7666 addresses – although the address is being stored using the new format in the database, a set of display address lines is also held which will appear on these ad-hoc reports and within the merged letters.

There may be occasions where you want to modify the Display Address Lines, to more precisely control how the address will appear on Integris reports and windows.

For example, consider the address shown in Figure 5.

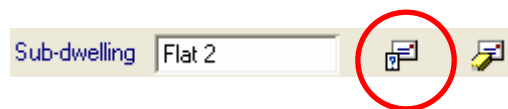
Sub-dwelling	Flat 2		
No. / Name	Example Towers, 25		
Street	Example Street		
Locality	Example Park		
Town	Exampleton		
County	Exampleshire		
Postcode	EX4 4PL		
Country	UK		

**Figure 5 – BS7666 Address Example**

In this particular case, when Integris creates a default set of address lines by concatenating the Number and Street, the address will appear as follows:

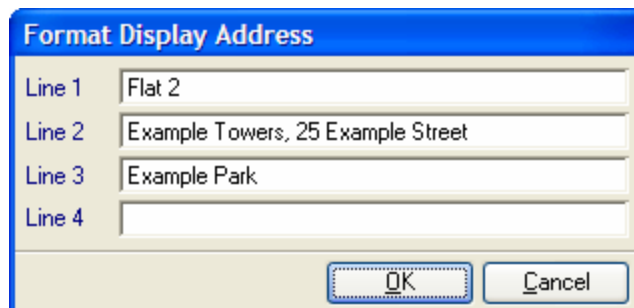
Flat 2  
Example Towers, 25 Example Street  
Example Park  
Exampleton  
Exampleshire  
EX4 4PL  
UK

This can then be modified by clicking on the Format Display Address button highlighted in Figure 5.



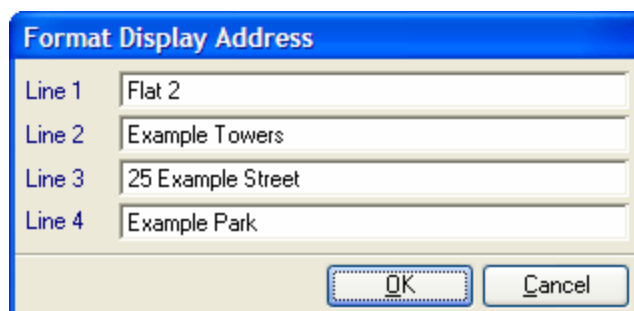
**Figure 6 – Format Display Address Button**

Clicking on this button opens the Format Display Address window shown in Figure 7 below.



**Figure 7 – Format Display Address Window**

You can then simply modify the text to appear on address lines 1 – 4, to customise how the address should appear on printed reports and windows.



**Figure 8 – Modified Address**



**Figure 9 – Resulting Display Address**

Remember, when you modify the display address lines using the Format Display Address window, you are only controlling how the address will appear on reports and windows. The address held in the BS7666 fields is still the actual address stored for the student, contact or staff member, and it is this address which will be submitted in any Census returns and CTF files.

If a student moves to a different address, you should edit the BS7666 address fields **first** to reflect the student's new address. **Then**, you can use Format Display Address to dictate how you want that new address to appear on printed reports.

When you edit any of the BS7666 address fields, Integris will wipe the display address and replace it with the default address lines for the newly entered BS7666 address data. Therefore, it is advisable to re-examine the display address each time you change a BS7666 address, to ensure that it will display in the format you wish.

#### 1.4 Converting Existing Addresses to BS7666

Where you have existing addresses which have been entered in the Address Line format, you will find that when you edit these students, contacts or staff members, the address area still displays the Address Line fields, rather than the new BS7666 fields. You can continue to edit and treat this address as a standard Address Line address, in the same manner as in previous versions of Integris.

However, you will notice that a new button appears next to the address. This is shown in Figure 10.

Address	88 Example Avenue
	Sample Wood
Town	Exampleton
County	Exampleshire
Postcode	EX5 5XX
Country	

**Figure 10 – Address Lines Format**

This button can be used to convert the address to the BS7666 format, should you wish to do so.

Clicking on the Switch to BS7666 Format button will change the window such that it displays the BS7666 address fields discussed above. Integris will then make a best attempt to break down the existing line address into the individual BS7666 address elements, and place these in the relevant fields.

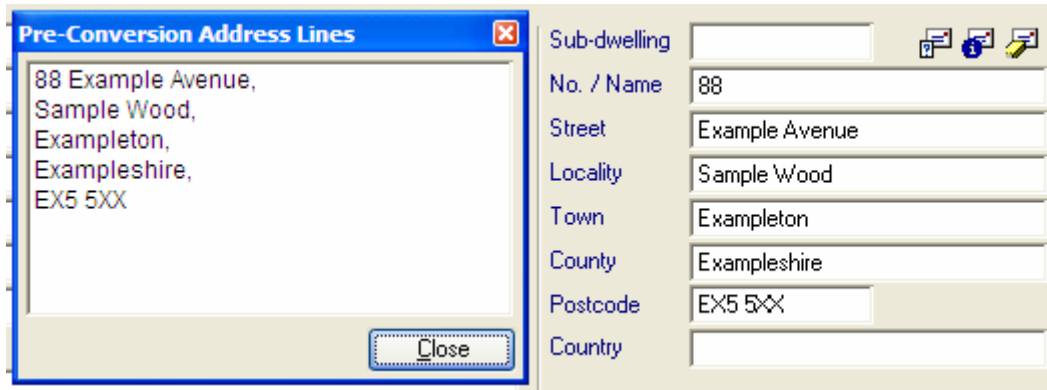
Sub-dwelling		
No. / Name	88	
Street	Example Avenue	
Locality	Sample Wood	
Town	Exampleton	
County	Exampleshire	
Postcode	EX5 5XX	
Country		

**Figure 11 – Converted Address**

In some cases, Integris is able to easily deduce which parts of the original address belong in which of the BS7666 address fields. However, with some more complex addresses in Integris this is not possible.

Integris will therefore move the parts of the address that it is able to identify, and will leave blank any address elements which could not be understood.

To aid you in completing any missing BS7666 address elements, when you convert the address a small window will appear as shown in Figure 12. This displays the address as it stood prior to you clicking the Switch to BS7666 Format button.



**Figure 12 – Pre-Conversion Address Lines Window**

By comparing the BS7666 address fields with the original address shown in the Pre-Conversion Address Lines window, you can easily complete any missing data. If you accidentally close the Pre-Conversion Address Lines window, you can open it again using a button at the top-right of the address section.

Once you have completed the BS7666 address, and used the Display Format Address button to dictate how it should appear on reports (if necessary), simply click OK to save the address in BS7666 format.

Note that once the address has been saved in BS7666 format, you are no longer able to view the Pre-Conversion Address Lines window. You should therefore ensure that all BS7666 address data has been entered into the appropriate fields before you save the address in the BS7666 format.

## 1.5 Ad-Hoc Reporting

Where the BS7666 address format is switched on, Integris Ad-Hoc Reporting will allow you to pick the BS7666 address fields for inclusion in your reports. You can still select the standard Address Line fields in order to report on the display address data.