

## Creating an Address Verification Job in the Data Quality Center

## Abstract

This article describes the steps that you follow to verify a set of address records in the Informatica Cloud. To verify your records, you create a batch service job in the Data Quality Center.

## Supported Versions

- Informatica Address Verification 2.8.13 and later

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## Introduction

You can create, view, and update address verification job requests from the **Manage Jobs** menu in the Data Quality Center. To submit a job to the current Address Verification interface, select the option to **Create a Batch Cleansing Job in the Cloud**.

In a job request, you upload a set of addresses to verify as a plain-text file. You can upload a file up to 100 MB in size. You can specify data settings such as the delimiters, text markers, field headers, and character set that the file uses. You also specify processing instructions for the file. The processing options include checks for alias street and locality information, the preferred script and language for the output addresses, and the character case for the output addresses.

When you configure the job, you can select enrichments and supplementary data to add to the output addresses. The enrichments and supplementary options include the addition of geocoordinates, CAMEO data, and checks for recent address changes.

## Before You Begin

Before you configure a job, verify the following prerequisites about your source data:

- The source data file is under 100 MB in size.
- The source data file name has a maximum of 100 characters, including the file extension.
- You understand the content and structure of the source data.

You must also verify that your account contains enough transactions to permit the job. Bear in mind that geocoding and CAMEO services require additional transactions.

## Understanding Your Source Data

A key step in the job configuration is the assignment of fields in your input file to address elements that Address Verification recognizes. The field assignments enable Address Verification to compare the file data to the address reference data in the Informatica cloud. You assign your data fields to address elements on the **Field Assignments** page of the job creation wizard.

Before you configure a job, ensure that you understand the content and structure of your source data. Verify the names of each column or field in the source data file. If the file does not include field names, ensure that you know contents of each field column and take note of the contents. If you do not understand the field contents, you cannot assign the fields to address elements in the job creation wizard.

You can identify the type of address records in the source file as fully fielded, partially fielded, or unfielded. A fully-fielded address record stores each item of address information in a discrete field. A partially-fielded address record may combine two or more items of information in a single field but also stores some items in discrete fields. An unfielded address record uses a small number of fields to store multiple items of information.

When you perform the field assignments, you must select fields or configure options that include the following information:

- Street or delivery service (Post office box) information.
- Locality or post code information. If the source data records include the locality and post code information in a single field, select a country-specific last line element for the field.
- Country. If the source data records do not identify a country, you can select a default country for the address verification job.

When you configure an unfielded address, you must assign address elements to at least two fields in the source file.

**Note:** Do not assign any field that does not contain address data to an address element on the **Field Assignments** page.

## Creating a Job for the Address Verification Interface

To submit a service job to Address Verification, log into the Data Quality Center and complete the fields in the job creation wizard.

1. From the Data Quality Center main menu, select **Manage Jobs > Create a Batch Cleansing Job in the Cloud**.

The **Create a Batch Cleansing Job in the Cloud** page appears.

The following image shows the **Create a Batch Cleansing Job in the Cloud** page:

The screenshot shows the 'Create a Batch Cleansing Job in the Cloud' page. At the top, there is a navigation bar with tabs: Account Data, Transactions, Manage Jobs (selected), Unlock Codes, Help, and Logout. Below the navigation bar, the title 'Create a Batch Cleansing Job in the Cloud' is displayed. A sub-header reads: 'To create a service job, complete the fields in this wizard.' Below this, there are three paragraphs of instructions: 'When you complete all of the fields, Address Verification evaluates the job request and sends you a confirmation email.', 'The confirmation email includes sample addresses from the data that Address Verification analyzed. Use the sample data to verify and optionally update your job settings.', and 'The confirmation email also contains a link that you can use to start the job. When the job is complete, Address Verification sends an email with instructions on how to download the processed data.'

A progress bar at the bottom of the page shows seven steps: Step 1 (Create Job, active), Step 2 (Upload File), Step 3 (Define Structure), Step 4 (Set Parameters), Step 5 (Select Enrichments), Step 6 (Assign Fields), and Step 7 (Summary).

The main form area contains the following fields:

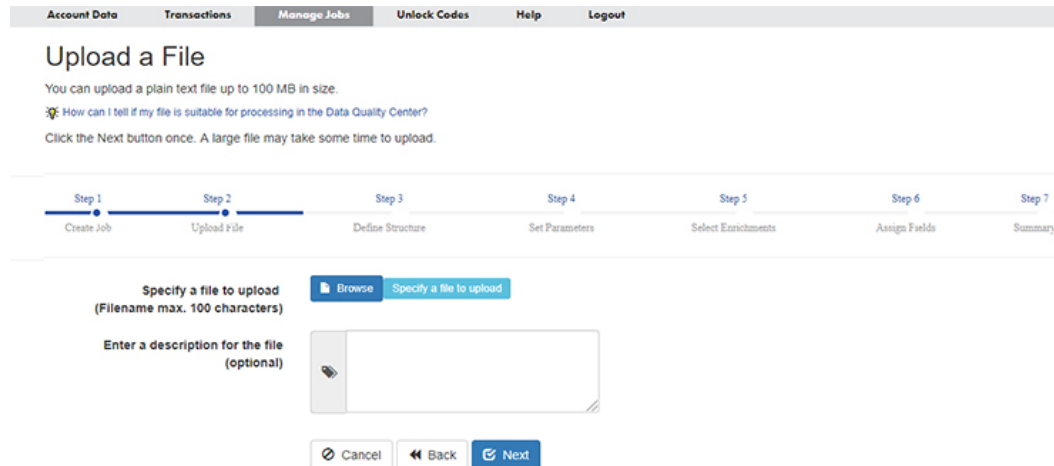
- Enter a reference code for the job:** A text input field containing 'DQCAV-CLOUD1'. Below the field is the text 'Up to 20 letters or digits'.
- Enter your email address:** A text input field containing 'andy@informatica.com'.
- Select a report language:** A dropdown menu with 'English' selected. Below the dropdown is the text: 'Address Verification creates a report that describes the address verification operations that the job performed. Select a language for the report.'
- Enter a description for the job (optional):** A text area with a cursor icon. Below the text area is the text: 'Do not enter processing instructions in the Description field.'

At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

2. Enter the following information:
  - A reference code for the job. You can create a code up to 20 characters in length.
  - Your email address. Address Verification sends all notifications about the job to the address that you enter.
3. Select a language in which to receive the job report. You can receive the report in English or German. By default, Address Verification sends you the report in English.
4. Optionally, enter a description of the job. Do not include processing instructions in the description.
5. Click **Next**.

The **Upload a File** page appears.

The following image shows the **Upload a File** page:



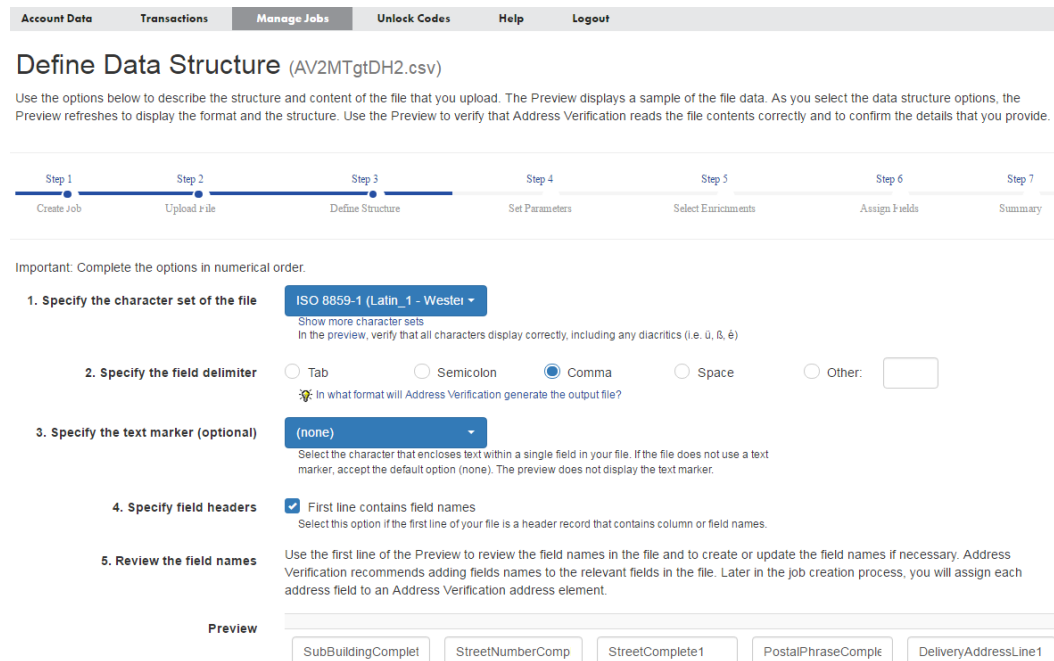
6. Select the address data file that Address Verification will analyze.

You can upload a delimited text file up to 100 MB in size and with a file name of up to 100 characters. The 100-character limit includes the file extension. You cannot upload a fixed-width file or a file in the Microsoft Excel or Microsoft Access format.

7. Optionally, enter a description of the file. Do not include processing instructions in the description.
8. Click **Next**.

The **Define Data Structure** page appears.

The following image shows the **Define Data Structure** page:



9. Identify the following input file properties:

- The character set that the file uses.

- The delimiter that the file uses.
- Any text marker that the file uses.
- Whether the first row in the file contains field names.

Address Verification returns the job results with the delimiter and the text marker that you specify.

**Note:** You can specify a preferred character script for the address verification results on the **Processing Options** page of the wizard. Address Verification returns the data in ISO 8859-1 when you specify a Latin character set and in UTF-8 for all other character sets.

10. Optionally, add one or more field names to the input file, or update one or more field names.
11. Verify the data structure in the data preview.

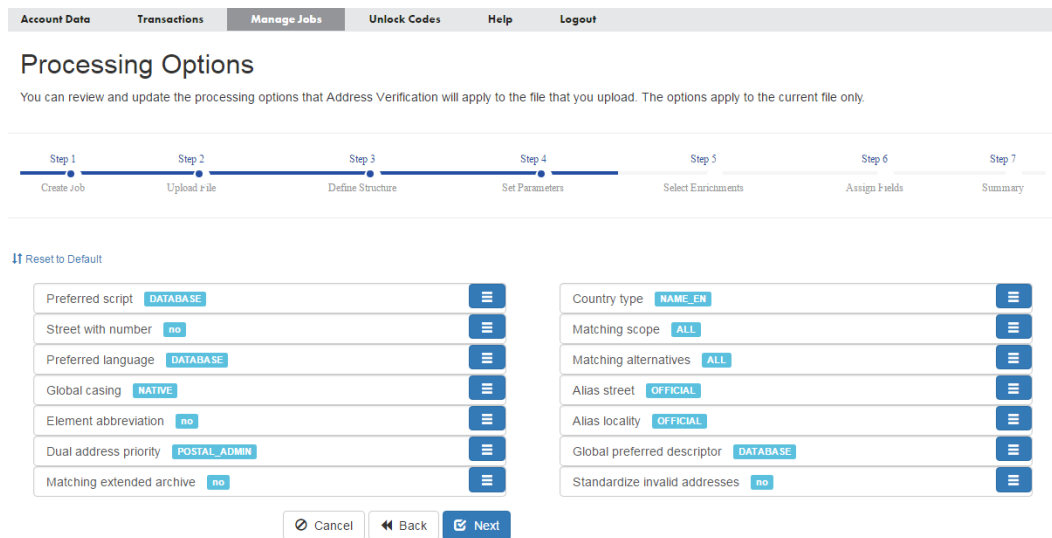
Use the data preview to verify that Address Verification reads the file contents correctly, including any field names, and to confirm the details that you specified.

As you define the data structure, the data preview refreshes to display the format and the structure that Address Verification will apply to the input data.

12. Click **Next**.

The **Processing Options** page appears.

The following image shows the **Processing Options** page:



13. Review the processing options, and update the options to suit the job that you want Address Verification to perform.

You can configure the following options:

- Preferred script. Determines the character set that Address Verification uses for the output file data. Default is DATABASE. The DATABASE option uses the default character set from the reference data.
- Street with number. Determines whether Address Verification adds house number information to the street information in the Street field. Default is NO.
- Preferred language. Determines the language that Address Verification uses for the output file data in cases where the reference data contains information for one or more fields in multiple languages. Default is DATABASE. The DATABASE option uses the default language from the reference data.
- Global casing. Determines the character case of the output data. Default is NATIVE. The NATIVE option uses the default case from the reference data.

**Note:** The NOCHANGE option deactivates the standardization routines that Address Verification might apply to the character case. NOCHANGE does not guarantee that the verified data will match the case of the input data.

- Element abbreviation. Determines whether Address Verification abbreviates descriptive and directional terms such as road, street, north, and south. Default is NO.
- Dual address priority. Determines whether Address Verification returns street information or post office box information for an address in which both types of information are available. Default is POSTAL ADMIN. The default option returns the information that the local postal service prefers.
- Matching extended archive. Determines whether Address Verification verifies noncurrent addresses in the input data. An address is non-current when the postal authority recognizes a newer version of the address as the current address for a delivery point. Address Verification can verify non-current addresses in countries that support older addresses. For example, at the time of publication, Address Verification supports non-current addresses in Japan and South Korea. Default is NO. By default, Address Verification verifies the current version of each address. If you select YES, Address Verification validates and corrects each input address against the corresponding version of the address in the reference data.

**Note:** Address Verification does not verify or correct a non-current address against the current version or return the current version in place of a non-current version.

- Country type. Determines the language and character set in which Address Verification returns the data in a Country field. The option also applies to country data in a Formatted Address field. Default is NAME\_EN (English).
  - Matching scope. Determines the level of detail to which Address Verification verifies an address. Default is ALL. The default option verifies all possible address elements.
  - Matching alternatives. Determines whether Address Verification reads synonyms and archived address element names from the reference data. Default is ALL.
  - Alias street. Determines whether Address Verification verifies alternative street names in the input file data and preserves the names in the output data. Default is OFFICIAL. The default option returns the official name of each street in the output data.
  - Alias locality. Determines whether Address Verification verifies alternative locality names in the input file data and preserves the names in the output data. Default is OFFICIAL. The default option returns the official name of each locality in the output data.
  - Global preferred descriptor. Determines whether Address Verification abbreviates street, building, and sub-building element descriptors in the countries that support the abbreviations. Default is DATABASE. The default option returns the element descriptor that the reference data specifies.
- Note:** If you set a non-default option, the global preferred descriptor takes precedence over the element abbreviation for the affected countries.
- Standardize invalid addresses. Determines whether Address Verification standardizes data in addresses that it cannot verify or correct for deliverability. Default is NO.

14. Click **Next**.

The **Enrichments and Supplementary Data** page appears.

The following image shows the **Enrichments and Supplementary Data** page:

15. Optionally, select the enrichments to add to the output address records.

You can add the following enrichments:

- CAMEO data
- Geocoordinates

16. Optionally, add supplementary data to your address records.

Address Verification can add supplementary data for addresses in several countries. Check the list of countries on the **Enrichments and Supplementary Data** page for countries that match your data.

**Note:** Geocoding and CAMEO enrichments require additional transactions.

17. Optionally, update your address data from the current postal authority lists of recent address changes and recently deceased contacts.

You can update addresses in Austria, Germany, and Switzerland. To perform the updates, your address must contain contact information.

18. Click **Next**.



The **Field Assignments** page appears.

Address Verification uses the field assignments that you specify to compare your address data to reference data from the country that the address specifies.

The following image shows sample field assignments on the **Field Assignments** page:

Account Data Transactions **Manage Jobs** Unlock Codes Help Logout

### Field Assignments (AV2MTgtDH2.csv)

To enable Address Verification to process your data, assign an Address Verification address element to each address data field in your file. Address Verification uses the field assignments to compare the file data to the address elements in the reference data.

To assign an address element, drag it from the Address Elements column to a field in the Field Assignments column. If you disable drag and drop, you can select the address elements from menus in the Field Assignments column.

The address elements that you can select depend on the structure of your file. If you saved the field assignments from an earlier job, you can reuse the assignments.

Step 1 Create Job Step 2 Upload File Step 3 Define Structure Step 4 Set Parameters Step 5 Select Enrichments Step 6 Assign Fields Step 7 Summary

Reset to Default Disable Drag and Drop Enable Drag and Drop

#### Use field assignments from an earlier job

Yes  
 No

#### Address structure

Fielded addresses  
 Partial-fielded addresses  
 Unfielded addresses

#### Field assignments

Field_1	Addressline 1
Field_2	Locality / City / Town (Line 1)
Field_3	State / Province / County (Line 1)
Field_4	Postal Code / ZIP
Field_5	Country

#### Address Verification Address Elements

Contact First Name
Contact Surname
Contact Full Name
RecordId
Organization
Department
Building (Line 1)
Building (Line 2)
Building (Line 3)
SubBuilding (Line 1)
SubBuilding (Line 2)
SubBuilding (Line 3)
Street (Line 1)
Street (Line 2)
Street (Line 3)
Street (Line 4)
HouseNumber
DeliveryService
Locality / City / Town (Line 1)
Locality / City / Town (Line 2)
Locality / City / Town (Line 3)
Postal Code / ZIP
State / Province / County (Line 1)
State / Province / County (Line 2)
State / Province / County (Line 3)
Country

#### Specify default country

No default country

Specify a destination country for any input address that does not contain country information. Address Verification compares the address to reference data for the country that you select.

#### Force country

No default country

Specify a destination country for all addresses in the file. Address Verification compares each address to the reference data for the country that you select, regardless of the country information in the address.

Cancel Back Next

19. Describe the address structure. You can select one of the following descriptions:
  - **Fielded addresses.** Every field in the input address records contains data for a single address element.
  - **Partially-fielded addresses.** Some fields in the input address records contain data for a single address element, whereas other fields contain data for multiple address elements. For example, the address records might store all street information in a single field and store city, province, and post code information in discrete fields.
  - **Unfielded addresses.** The input address records store the address data in a small number of fields. For example, the address records might store all street information in one field and store city, province, and post code information in another field.
20. Optionally, apply the assignments from the most recent job that you defined to the current job.

Or, assign the fields in your input file to the Address Verification address elements.

To assign a field to an address element, find the names of the address elements that correspond to the fields in the input file. Then, drag each address element to the corresponding field.

**Note:** If you did not specify field names for the input file, you must understand the contents of each column in the input file. Consider returning to the **Define Data Structure** page to add field names. You can use the Preview option to verify the names. Click **Next** to return to the current page.
21. Optionally, specify a default country for any input address that does not contain country information. Address Verification compares the address to reference data for the country that you select.

Use the **Specify Default Country** option to specify the country.
22. Optionally, specify the destination country for all addresses in the file. Address Verification compares each address to the reference data for the country that you select, regardless of the country information in the address.

Use the **Force Country** option to specify the country.
23. Click **Next**.

The **Summary** page appears.

The following image shows the **Summary** page:

**Account Data**   **Transactions**   **Manage Jobs**   **Unlock Codes**   **Help**   **Logout**

## Summary

To submit the job, click Finish. Use the Back button to update any options before you proceed.

When the job is complete, you will receive a detailed report in the language specified below.

Step 1 Create Job   Step 2 Upload file   Step 3 Define Structure   Step 4 Set Parameters   Step 5 Select Enrichments   Step 6 Assign Fields   Step 7 Summary

Field assignments	
Field_1	Addressline 1
Field_2	Locality / City / Town (Line 1)
Field_3	State / Province / County (Line 1)
Field_4	Postal Code / ZIP
Field_5	Country

Processing options	
Country type	English
Preferred script	DATABASE
Preferred language	DATABASE
Global casing	NATIVE
Matching scope	ALL
Matching alternatives	ALL
Alias street	OFFICIAL
Alias locality	OFFICIAL
Global preferred descriptor	DATABASE
Dual address priority	POSTAL_ADMIN
Supplementary	

File information	
File ID	44921
File name	AV2MTgtDH2.csv
File description	
File type	Text
Character set	ISO 8859-1 (Latin_1 - Western Europe)
Delimiter	Comma

Job information	
Job number	57595
Job reference	DQCAV_CLOUD1
Your email address	andy@informatica.com
Report language	English
Job description	

Enrichments and supplementary data	
Change of address check	Change of address check will not be performed.
Deceased check	Deceased check will not be performed.
Geocoding	No Geocoding
CAMEO codes	Addresses will not be enriched with CAMEO codes.

Cancel   Back   Finish

24. Review the job settings that you configured.

- To accept the settings and submit the job, click **Finish**.
- To change any of the settings, click **Back** and return to the earlier page.

## After You Complete the Job Creation Steps

When you complete the job creation steps, Address Verification send you a sequence of emails to verify the job options and to deliver the job results. The sequence of emails depends on whether you added geocoding and CAMEO enrichments to the job.

The following table describes the email sequence:

Address Verification Job	Address Verification Job with Enrichments
Approve the job options and start the job.	Approve the job options and start the job.
Review the data quality audit report and download the processed data.	Confirm the geocoding and/or CAMEO enrichments. Review the data quality audit report and download the processed data.

## Job Approval

When you click Finish in the job creation wizard, Address Verification analyzes a subset of your data and sends you an email that summarizes the analysis. The email contains a link that you can use to approve the job options and start the job.

The email also includes hyperlinks to different steps in the job configuration. To revisit the job and change any of the options that you specified, click the relevant link. If you change a job option, Address Validation performs a fresh analysis and sends you a fresh email to approve the job.

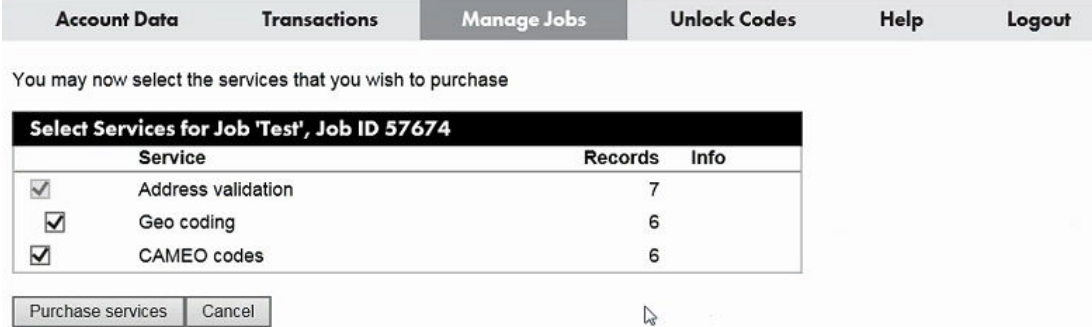
To start the job, click the job approval link in the email.

**Note:** Address Verification sends you a subsequent email to confirm the job completion and to provide a download link for the job results. If you selected geocoding or CAMEO enrichments, Address Verification sends you an additional email to confirm the enrichments.

## Additional Approval for Geocoding and CAMEO Enrichments

If you selected geocoding or CAMEO enrichments during the job configuration, you must approve the geocoding or CAMEO analysis before Address Verification begins the job. Geocoding and CAMEO enrichments require additional account transactions. Address Verification provides a link by email to the Data Quality Center that you can use to approve the subtraction of the transactions from the account.

The following image shows the geocoding and CAMEO approval options on the Data Quality Center:



The screenshot shows a navigation bar with tabs: Account Data, Transactions, Manage Jobs (selected), Unlock Codes, Help, and Logout. Below the navigation bar, there is a message: "You may now select the services that you wish to purchase". Below this message is a table titled "Select Services for Job 'Test', Job ID 57674". The table has three columns: Service, Records, and Info. There are three rows of services, each with a checked checkbox in the first column. Below the table are two buttons: "Purchase services" and "Cancel".

Service	Records	Info
<input checked="" type="checkbox"/> Address validation	7	
<input checked="" type="checkbox"/> Geo coding	6	
<input checked="" type="checkbox"/> CAMEO codes	6	

### What's next?

By clicking the button "Purchase services", you will shortly receive another email with a download link.

a) If you have enough transactions, clicking the download link in the email will start the download automatically and the transactions will be deducted from the packages in your Data Quality Center account.

b) If you do not have enough transactions, clicking the download link in the email will take you to a page showing a list of how many transactions of each type you need to purchase. This page will then contain a link that will take you to the online shopping system. If the payment succeeds, the receipt page will contain a link back to the download page, so you can then download your file.

You can select or clear the geocoding or CAMEO enrichments on the Data Quality Center. To confirm the geocoding and CAMEO preferences, click **Purchase Services**. When you click **Purchase Services**, Address Verification starts the job.

## *Job Completion and Result Data*

Address Verification sends you an email when your job is complete. The email contains a detailed audit report that describes the data quality of the data that you submitted. The email also contains a download link for the file that contains the results of the job.

When you download the results, Address Verification deletes the appropriate transactions from the account.

**Note:** Address Verification sends you email from an addressdoctor.com account. Verify that your email client does not filter mail from addressdoctor.com to a spam or junk mail folder.

You can also approve a job and monitor the status of a job online. To view the list of current jobs on the account, log in to the Data Quality Center and select **List of Jobs** from the **Manage Jobs** menu.

## **Author**

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## **Acknowledgements**

**The author thanks Amarpal Sohi, Farhan Ashraf, and Markus Loechel for their technical assistance.**