Informatica

Informatica® AddressDoctor
2.10.0

Data Quality Center Guide

Informatica AddressDoctor Data Quality Center Guide
2.10.0

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Preface

This guide describes the features and operations of the Informatica AddressDoctor® Data Quality Center. The Informatica AddressDoctor Data Quality Center is an online portal that you can use to manage your AddressDoctor account.

Informatica Resources

Informatica provides you with a range of product resources through the Informatica Network and other online portals. Use the resources to get the most from your Informatica products and solutions and to learn from other Informatica users and subject matter experts.

Informatica Network

The Informatica Network is the gateway to many resources, including the Informatica Knowledge Base and Informatica Global Customer Support. To enter the Informatica Network, visit https://network.informatica.com.

As an Informatica Network member, you have the following options:

- Search the Knowledge Base for product resources.
- View product availability information.
- Create and review your support cases.
- Find your local Informatica User Group Network and collaborate with your peers.

Informatica Knowledge Base

Use the Informatica Knowledge Base to find product resources such as how-to articles, best practices, video tutorials, and answers to frequently asked questions.

To search the Knowledge Base, visit https://search.informatica.com. If you have questions, comments, or ideas about the Knowledge Base, contact the Informatica Knowledge Base team at KB_Feedback@informatica.com.

Informatica Documentation

Use the Informatica Documentation Portal to explore an extensive library of documentation for current and recent product releases. To explore the Documentation Portal, visit https://docs.informatica.com.

If you have questions, comments, or ideas about the product documentation, contact the Informatica Documentation team at infa_documentation@informatica.com.

Informatica Product Availability Matrices

Product Availability Matrices (PAMs) indicate the versions of the operating systems, databases, and types of data sources and targets that a product release supports. You can browse the Informatica PAMs at https://network.informatica.com/community/informatica-network/product-availability-matrices.

Informatica Velocity

Informatica Velocity is a collection of tips and best practices developed by Informatica Professional Services and based on real-world experiences from hundreds of data management projects. Informatica Velocity represents the collective knowledge of Informatica consultants who work with organizations around the world to plan, develop, deploy, and maintain successful data management solutions.

You can find Informatica Velocity resources at http://velocity.informatica.com. If you have questions, comments, or ideas about Informatica Velocity, contact Informatica Professional Services at ips@informatica.com.

Informatica Marketplace

The Informatica Marketplace is a forum where you can find solutions that extend and enhance your Informatica implementations. Leverage any of the hundreds of solutions from Informatica developers and partners on the Marketplace to improve your productivity and speed up time to implementation on your projects. You can find the Informatica Marketplace at https://marketplace.informatica.com.

Informatica Global Customer Support

You can contact a Global Support Center by telephone or through the Informatica Network.

To find your local Informatica Global Customer Support telephone number, visit the Informatica website at the following link:
https://www.informatica.com/services-and-training/customer-success-services/contact-us.html.

To find online support resources on the Informatica Network, visit https://network.informatica.com and select the eSupport option.

CHAPTER 1

Introduction to Informatica AddressDoctor Data Quality Center

This chapter includes the following topics:

- Data Quality Center Overview, 8
- Users and Accounts in the Data Quality Center , 8
- Data Quality Center Features and Operations, 9

Data Quality Center Overview

The Informatica AddressDoctor Data Quality Center is an online portal that you can use to manage your AddressDoctor account.

The management tasks that you can perform include adding users to the account, checking the transactions in the account, and reviewing the unlock codes on your on-premises solution. You can also run address verification jobs from the Data Quality Center. A job is an address verification process that you define for an address set that you upload to the Informatica Cloud through the Data Quality Center. Address verification jobs run in the address verification engine in the Informatica Cloud®.

Users and Accounts in the Data Quality Center

To use the Data Quality Center, you must register as an Informatica user. When you register as a user, you create a profile that Informatica can associate with the Data Quality Center. You can then create an account in the Data Quality Center and assign your profile to the account. Alternatively, the account manager can assign you to the account.

If you have an Informatica passport for single sing-on to Informatica applications, you already have a user profile. You can also access the Data Quality Center through Informatica's online application portal.

Consider the following rules and guidelines when you work with an account in the Data Quality Center:

- A typical organization creates a single account for all address verification operations. The account is the central organizing object for address verification operations in the organization, including the maintenance of address reference data files and the logging of the transactions that you use for address verification. Do not create multiple accounts for the organization. For example, do not create an account for each department or for each user.

  A very large organization might create more than one account, for example to enforce a firewall between production and test environments. However, Informatica recommends the creation of a single account in most organizations, so that the organization can maintain a single view of all address verification operations.
- The account is not a personal user account and is separate from any user profile, including the account manager profile. The account typically represents all AddressDoctor activity across the organization.
- If you are the account manager, you can assign users in the organization to the account. When you add a user to an account, remind the user not to create an account in the Data Quality Center.
- Informatica stores transactions in the account that allow users to run address verification processes. Informatica deletes the appropriate transactions from the account when a process runs. You cannot transfer transactions from one account to another account.

For more information about users and accounts, see "User and Account Management Overview" on page 11.

To find out how to set up an account in the Data Quality Center, see "Account Setup " on page 13.

Data Quality Center Features and Operations

Use the Data Quality Center to review and manage users, accounts, and transactions and to define and run address verification jobs. Select a task to perform from the Data Quality Center menu.

Note: The account options affect every user who is assigned to the account. Because an organization is likely to manage its operations and files from a single account, a change that you make in an account can affect every AddressDoctor user in the organization.

The main menu provides you with the following options:

Account Data

The **Account Data** menu has the following options:

- Account Information. View and manage the account information, including the user who manages the account.
- Change Account Password. Change the password for the AddressDoctor web service.

  The **Account Data** menu hides the password behind a series of asterisks. To view the password, move the cursor over the asterisks. The password applies to all users in the organization.

  The **Account Data** menu is the sole location in which users can find the web service password.
- Manage Accounts. Create accounts and users.
- Manage Users. Assign users to the account.

Transactions

The **Transactions** menu has the following options:

- Transaction Pools. View the transactions available to the account.

- Transaction Usage. View details of transactions that users deducted the account, for example by running an address verification job.

Note: For information about purchasing transactions, contact an Informatica sales representative.

Manage Jobs

The **Manage Jobs** menu has the following options:

- List of Jobs. View details of address verification jobs initiated from the account.
- Create a Batch Cleansing Job in the Cloud. Create an address verification job that uses the interface.

The **Manage Jobs** menu is available to Business Users.

Unlock Codes

The Unlock Codes page lists the unlock codes that apply to the reference data that the organization uses. The list of codes provides the following information:

- The unlock code types, for example test or production.
- The unlock code versions, for example address verification, geocoding, enrichment.
- The unlock code expiration dates.
- The countries that the unlock codes apply to.

Help

Links to the Data Quality Center product documentation.

Logout

Logs out of the Data Quality Center.

Customer Email Notifications

Informatica can notify you when the pool of transactions in your account falls below given thresholds and when the unlock codes in your account are about to expire. You can opt in to the email notifications on the **Account Information** page.

Informatica sends email notifications in the following scenarios:

- When a transaction is within 30 days of expiry, within 10 days of expiry, and one day after the expiry date.
- When you have used 90% of the transactions in the account, 95% of the transactions, and all of the transactions.
- When an unlock code is within 90 days, 60 days, and 14 days of expiry, and one day after the expiry date.

Informatica sends the email notification to the email address that it stores for the account and to the Informatica sales representative who is responsible for the account.

CHAPTER 2

User and Account Management

This chapter includes the following topics:

- User and Account Management Overview, 11
- Logging In to the Data Quality Center, 11
- Informatica AddressDoctor User Profile, 12
- Account Setup , 13
- Choosing the Account to Load When You Log In, 14
- Assigning Informatica Passport Users to an Account , 15
- Viewing Account Information, 15

User and Account Management Overview

You can use the Data Quality Center to view information about an account, manage transactions, check unlock codes, and run address verification jobs.

Typically, an organization creates a single account for AddressDoctor operations. The organization assigns one or more users to the account, and each user can use the transactions in the account. A very large organization might create more than one account, for example to manage test and production operations. If you create more than one account in your organization, bear in mind that you cannot transfer transactions from one account to another.

Because an Informatica user must create the account, Informatica Cloud permits you to assign an account to a user in addition to assigning a user to an account. An organization might designate the user who creates the account as the account manager. The account manager can then assign other users to the account.

Logging In to the Data Quality Center

You can log in to the Data Quality Center in multiple ways.

Access the Data Quality Center directly from the following URL:

https://dqc.addressdoctor.com

Alternatively, log in to the Informatica passport portal at https://infapassport.okta.com and click the **AddressDoctor Data Quality Center** option to access the Data Quality Center.

You can also access the User Profile page from the following URL:

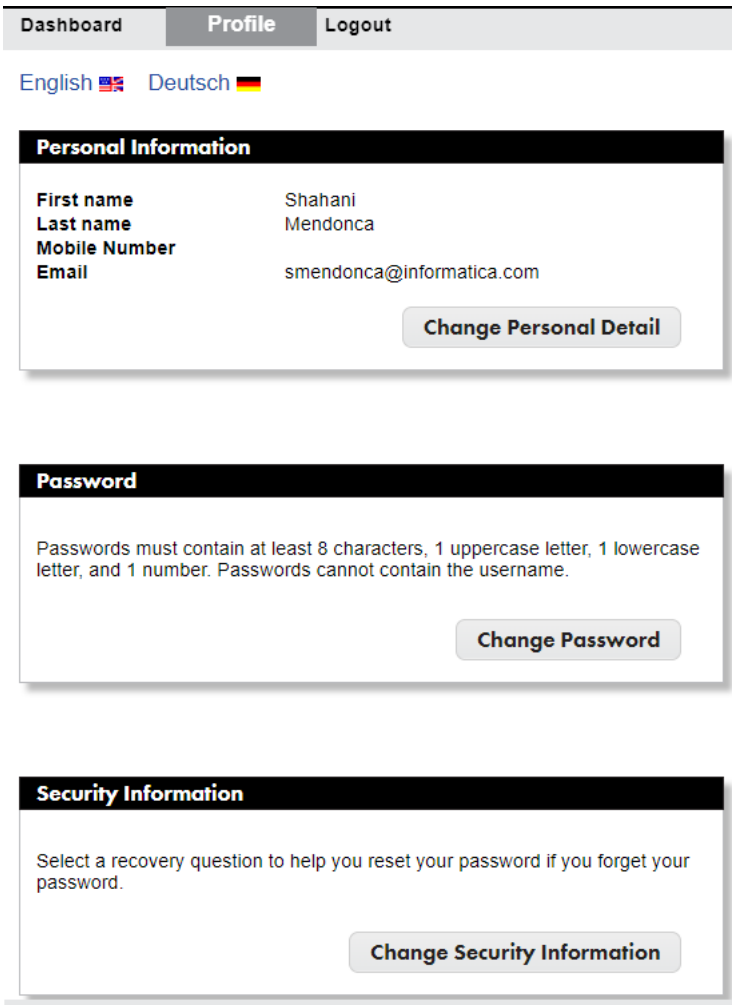
https://dqc.addressdoctor.com/SSO

Note: After you log in to the Data Quality Center, you can click the user name and account number on the Data Quality Center menu bar to access your user profile.

Informatica AddressDoctor User Profile

The user profile contains the information that the Data Quality Center stores for the logged-in user. If you do not have a user profile, click **Register** in the login page and create a profile. You can review and update the user profile information on the **Profile** page.

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



You can perform the following tasks on the **Profile** page:

- Update the personal information.
- Change the profile password.
- Update the security information for the profile.

Account Setup

You set up an account for your organization in a two-step process. First, you create the account. Second, you assign the account to an account manager. After you set up the account, the account manager can add users to the account.

The following rules and guidelines apply to account setup in the organization:

- Create a single account in the organization.
- Nominate a single account manager.
- Inform all users that the organization maintains a single account. Users must not create additional accounts.

For additional rules and guidelines on account setup and account management, see "Users and Accounts in the Data Quality Center " on page 8.

Creating an Account for the Organization

You can create an account for the organization after you log in to the Data Quality Center.

Create an account if you are the designated account manager for the organization. Other members of the organization can join an account that you create. Do not create multiple accounts unless the organization decides that it is necessary to do so.

1. From the main menu, select **Account Data** > **Manage Accounts**.
2. Select **Create New Account**.

   The **Create New Account** page opens.
3. Enter your name and contact information.
4. Select or clear the option to receive newsletters and other information about Informatica AddressDoctor products.
5. Accept the terms and conditions.
6. Click **Create New Account**.

Assigning an Account to an Informatica Passport User Profile

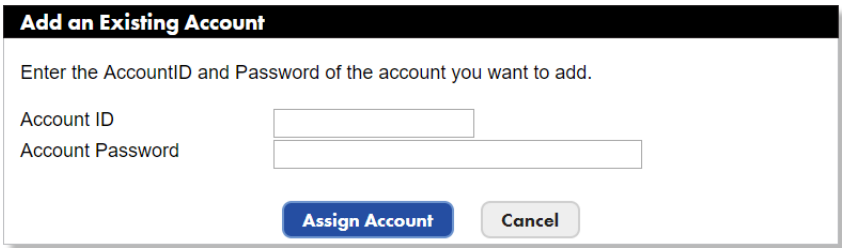
To manage an account in the Data Quality Center, assign the account to the user profile of the designated account manager.

After you add the account manager to the account, the account manager can assign users to the account.

1. From the Data Quality Center main menu, select **Account Data** > **Manage Accounts**.
2. Click **Assign Account**.

   The **Add an Existing Account** dialog box appears.

The following image shows the **Add an Existing Account** dialog box:



3. In the **Account ID** field, enter the account ID of the account to assign to the user profile.
4. In the **Account Password** field, enter the password of the account that you specify in the Account ID field.
5. Click **Assign Account**.

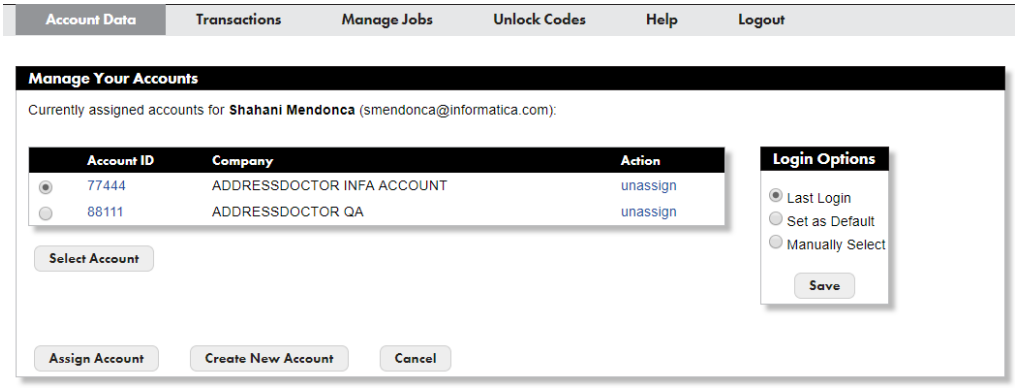
Choosing the Account to Load When You Log In

If you are assigned to more than one account, you can configure the Data Quality Center to open an account that you specify when you log in.

1. From the Data Quality Center main menu, select **Account Data** > **Manage Accounts**.

   The **Manage Your Accounts** page opens. The page lists the accounts that you are assigned and lists the login options.

   The following image shows the **Manage Your Accounts** page:



2. Choose one of the following login options:
   - **Last Login**. Opens the account that you most recently used when you log in.
   - **Set as Default**. Specifies a default account to open each time that you log in. When you use the option, select an account from the list and click **Select Account**. Select one of the account from the list of accounts and choose the **Set as Default** option.
   - **Manually Select**. Navigates to the **Manage Your Accounts** page each time you log in. After you log in, you can choose the account to open.
3. Click **Save**.

Assigning Informatica Passport Users to an Account

You can assign one or more Informatica passport users to an account in the Data Quality Center. When you identify a user to assign to the account, the Data Quality Center sends the user an email invitation.

1. From the Data Quality Center main menu, select **Account Data** > **Manage Users**.
2. Click **Add user to this account**.

   The **Add user to this account** dialog box appears.
3. Enter an email address of the user.
4. Confirm the email address of the user.
5. Click **Send Invitation**.

   The Data Quality Center sends an email invitation to the user. The user can click the confirmation link in the email to accept the invitation.

   Note: You can send an account invitation to any email address. If the email recipient does not have an Informatica Passport, the user must register with Informatica and create one. The email invitation includes a registration link.

Viewing Account Information

You can view and update the information that Informatica stores for the account.

To view or update the information, select **Account Data** > **Account Information** from the Data Quality Center main menu.

You can view the following information:

- The ID number of the current account.
- The account status.
- The account creation date.
- The last login date and time.
- The date and time of the last transaction in the account.
- The language in which to display the menu.
- The commercial user status. You might or might not be a commercial user.
- Any VAT (Value Added Tax) number that Informatica stores for the account.
- The street address that Informatica stores for the account.
- The contact details of the user who manages the account.
- The list of users who can also manage the account.

You can update the following information:

- Change the web service password.
- Set the language in which to read the Data Quality Center pages. You can select English or German as the display language.
- Edit the address and contact details for the account manager.
- Select **Receive email notifications** to receive email notifications when the pool of transactions in your account falls below given thresholds and when the unlock codes in your account are about to expire.

- Subscribe to newsletters about Informatica Data as a Service solutions.
- Add users or remove users from the account.

CHAPTER 3

Data Quality Center Transaction Management

This chapter includes the following topics:

- Informatica AddressDoctor Transaction Management Overview, 17
- Viewing Transaction Pools, 18
- Viewing Transaction Usage, 18

Informatica AddressDoctor Transaction Management Overview

You can monitor and manage Informatica AddressDoctor transactions from the Data Quality Center. A transaction represents an address validation process on a single input address. For example, a SOAP request that contain a single address consume a single transaction. You can buy transactions in packages of different sizes.

A set of transactions with common properties is a transaction pool. For example, a pool might represent a set of batch transactions with a common expiry date that apply to a single region. When you buy a transaction package, you create a pool for each transaction type.

You can buy different types of Informatica AddressDoctor transaction package. For example, you can buy transactions for use in batch mode or interactive mode. You can use the transactions for Data Quality Center address verification jobs or address verification requests over SOAP to the Informatica Cloud. To buy transactions, contact an Informatica sales representative. You can reach a sales representative at the following email address: DaaS_Sales_Team_All@informatica.com.

You can use batch transactions to validate large volumes of addresses with minimal human interaction. You can use interactive transactions to retrieve multiple suggestions from which you can choose the best results. You can also buy enrichment transaction packages that perform deduplication, change of address and deceased resident checks, geocoding, and postal code lookup. Change of address and deceased resident checks are available for Austria, Germany, and Switzerland.

Note: You cannot share transactions across accounts.

Viewing Transaction Pools

You can view the properties of the transaction pools in the Data Quality Center.

To view the transaction pools, select **Transactions** > **Transaction Pools** from the main menu. The Data Quality Center displays the transaction pools in the account.

You can view the account configuration on the **Manage Your Accounts** page. To open the **Manage Your Accounts** page, click **Account Data** > **Manage Accounts**.

You can view the following information:

- The transaction type, for example batch or interactive.
- The pool type. The available types are T (test) and P (production).
- The number of transactions in the pool that the account has used to date.
- The number of usable transactions that remain in the pool.
- The number of transactions originally added to each pool.
- The date range during which the transactions are valid.
- The transaction status, for example active or expired.
- The postal region in which the transactions are valid.

Viewing Transaction Usage

The transaction usage statistics provides additional information about the use of transactions in the organization account.

To review the transaction usage, select **Transactions** > **Transaction Usage** from the main menu. The **Transaction Usage** pane lists the processes that consumed the transactions and provides statistics about each process.

You can view the following information:

- The date on which the process ran.
- The number of transactions that the process consumed.
- The transaction type. That is, the process mode in which the process ran.
- The ID of the process that consumed the transaction, if the process is part of a job that ran from the Data Quality Center.
  A process that does not run from the Data Quality Center does not add a job ID to the **Transaction Usage** pane. For example, a SOAP request to the address verification interface does not generate a job ID.

CHAPTER 4

Data Quality Center Job Management

This chapter includes the following topics:

- Data Quality Center Job Management Overview, 19
- Creating a Job in the Address Verification Interface, 20
- After You Complete the Job Creation Steps, 28
- Viewing the Job List, 29

Data Quality Center Job Management Overview

You can create, view, and update address verification job requests from the **Manage Jobs** menu in the Data Quality Center. The Data Quality Center opens a wizard that you use to specify the processing options for the job. After you create a job, you confirm the job details by email. Address Verification runs the job against the current version of the address verification engine. The current engine version is 5.16.2.

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 the 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.

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.

Before you submit 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.

Note: If you leave the job configuration wizard before you specify all of the processing options, the Data Quality Center stores your work. You can return to the wizard at another time and complete the job specification. For more information, see "Viewing and Editing Job Details" on page 30.

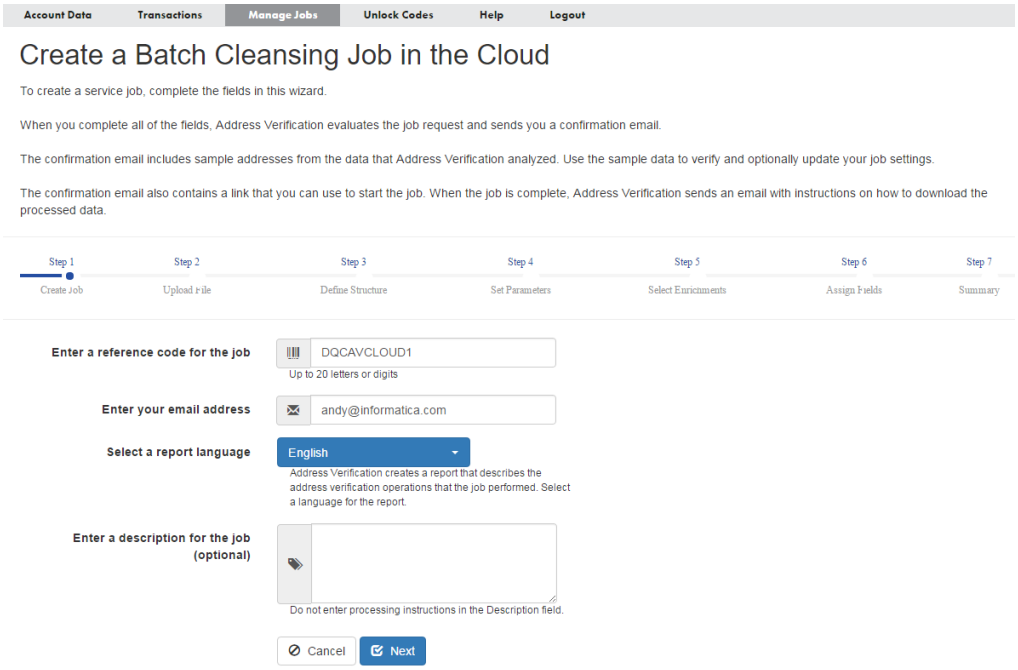
Creating a Job in the Address Verification Interface

To submit a job to the address verification interface, log into the Data Quality Center and select the option to create a batch cleansing job in the cloud.

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.

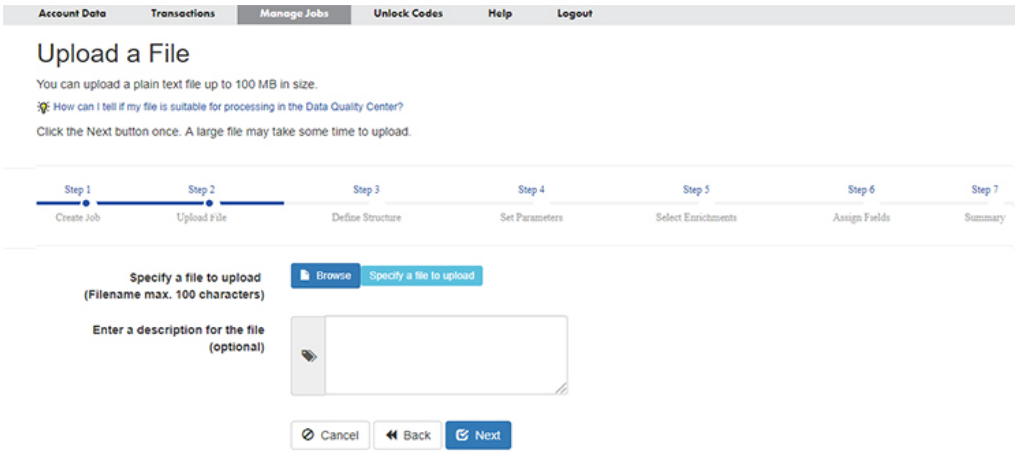
   The following image shows the **Create a Batch Cleansing Job in the Cloud** page:



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.

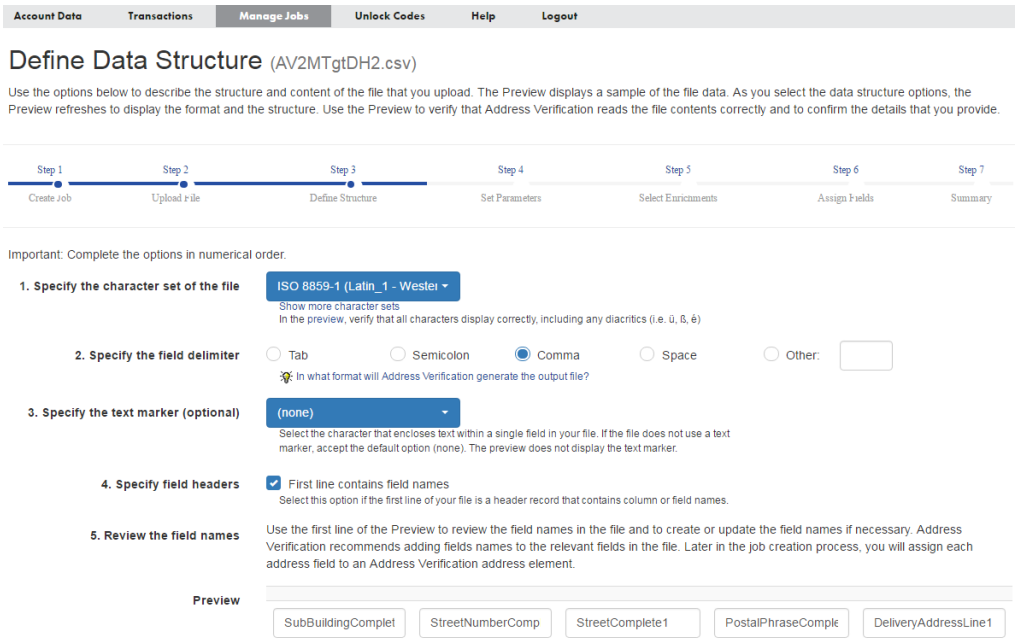
   You can upload a delimited text file up to 100 MB in size and with a file name of up to 100 characters. The 100-character limit includes the file extension. You cannot upload a fixed-width file or a file in the Microsoft Excel or Microsoft Access format.

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.

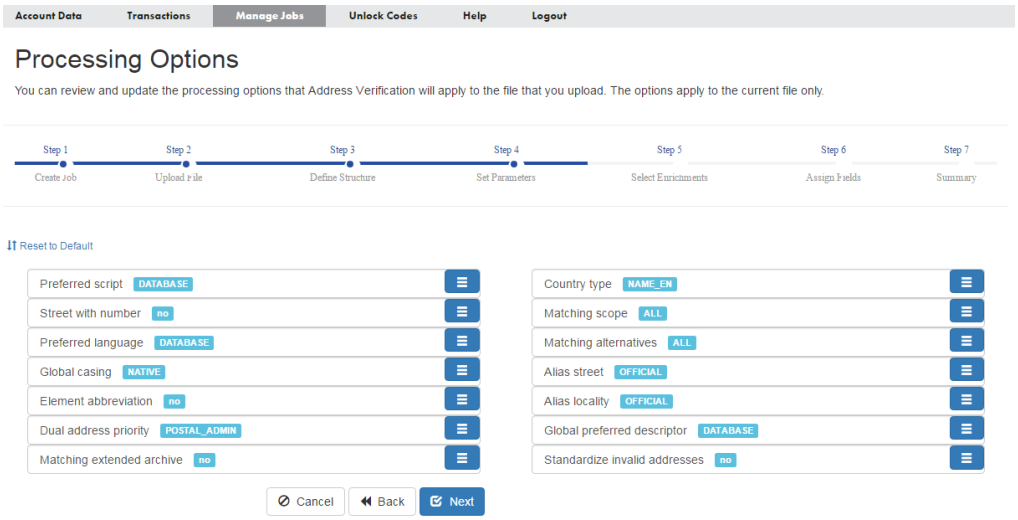
10. Optionally, add one or more field names to the input file, or update one or more field names.
11. Verify the data structure in the data preview.

    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.

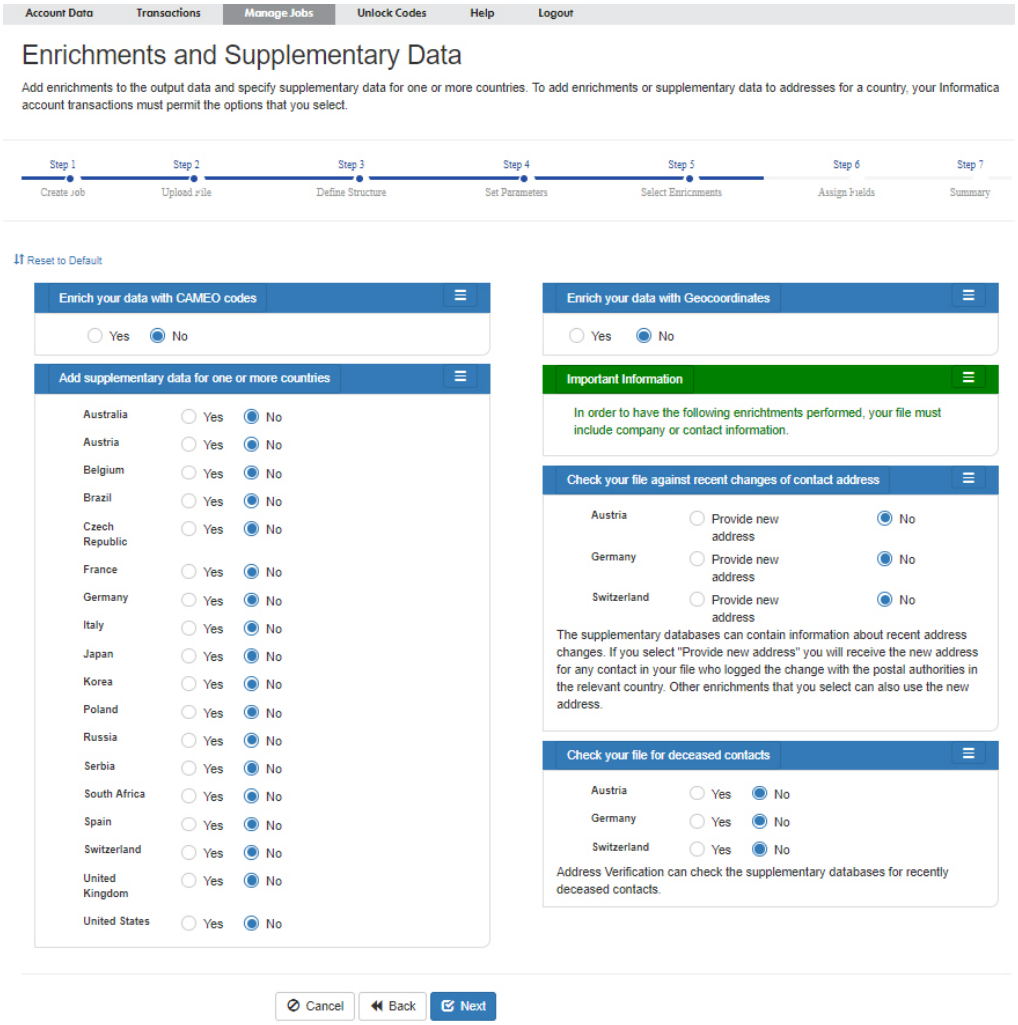
- Element abbreviation. Determines whether Address Verification abbreviates descriptive and directional terms such as road, street, north, and south. Default is NO.
- Dual address priority. Determines whether Address Verification returns street information or post office box information for an address 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.
- 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:

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.

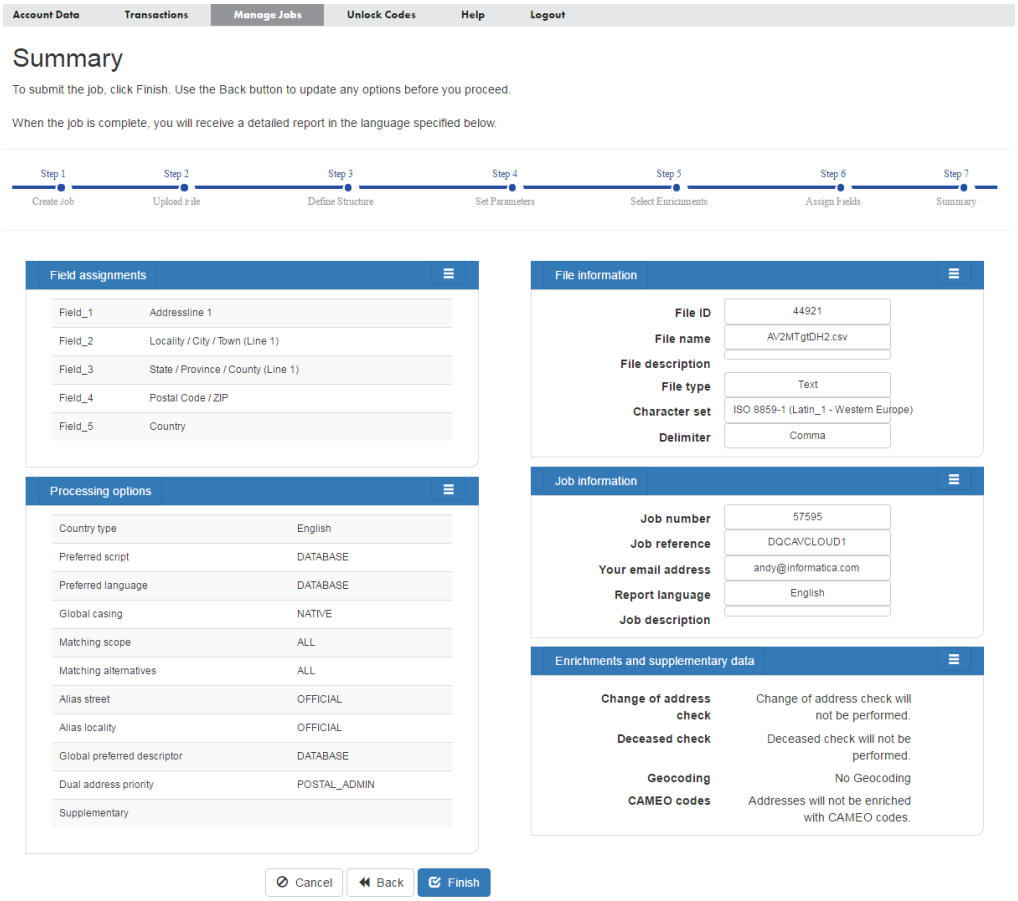
22. Optionally, specify the destination country for all addresses in the file. Address Verification compares each address to the reference data for the country that you select, regardless of the country information in the address.

    Use the **Force Country** option to specify the country.

23. Click **Next**.

    The **Summary** page appears.

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



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.

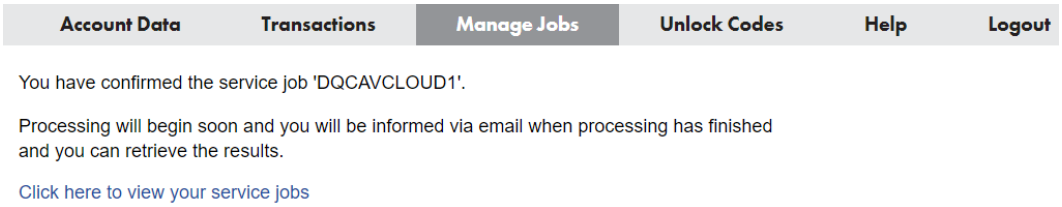
Job Approval

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.

The following image shows a sample confirmation message for the job:

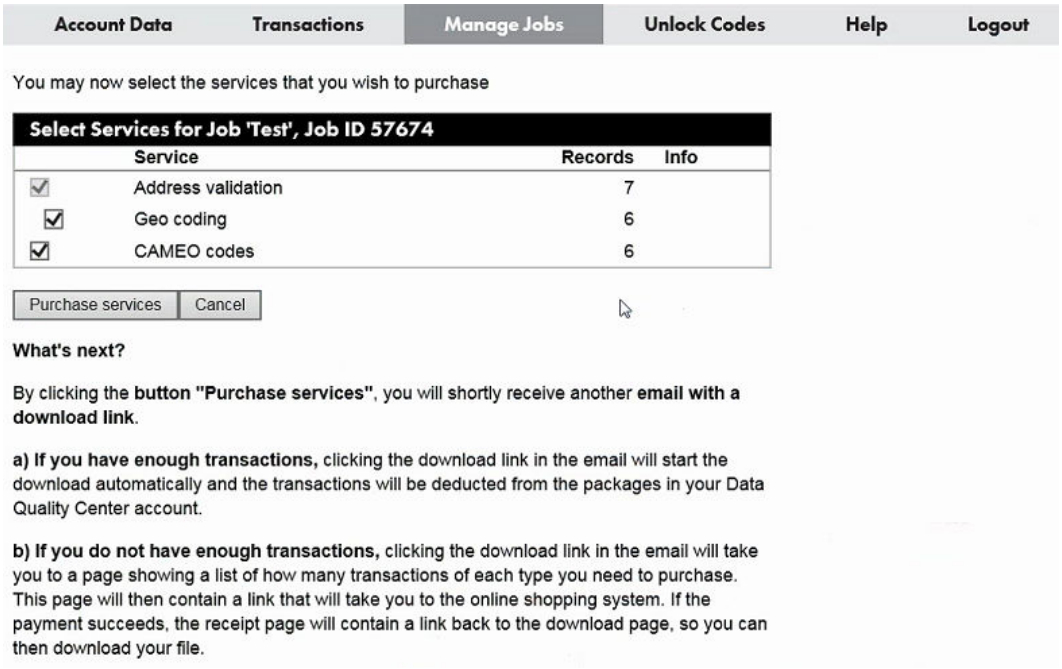


Note: Address Verification sends you a subsequent email to confirm the job completion and to provide a download link for the job results. If you selected geocoding or CAMEO enrichments, Address Verification sends you an additional email to confirm the enrichments.

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:



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.

Viewing the Job List

You can view the list of jobs initiated from the account and the status of the jobs. If you have not yet completed the job configuration or approved the job, you can edit the job options that you configured.

To view the jobs, select **Manage Jobs** > **List of Jobs** from the main menu.

The **List of Jobs** page contains the following details:

- The job identifier that Informatica Address Verification-assigned to the job.
- The reference code you entered when you created the job.

- The job type, for example VAL/DUP (validation and deduplication).
- The job creation date and time.
- The number of files uploaded for the job.
- The job status. The possible status values are Waiting, Running, Error, Downloadable, and Downloaded.
- The interface that you used to configure the job options.

You can filter the list on the status of the job. By default, the page lists all jobs.

Viewing and Editing Job Details

To view the details of a job, click the **Job ID** link that corresponds to the job on the **List of Jobs** page. The Data Quality Center displays the job details on the **Service Job Information** pane and the **Files** pane.

The **Service Job Information** pane lists the properties of the job, including the creation date, the job status, and the email address to which Informatica sends processing information about the job. If you have not yet approved the job for processing, you can edit the service job properties, including the email address to which Informatica sends the approval email. After you edit the properties, click **Save**. To return to the list of jobs, click **Cancel**.

The **Files** pane contains lower-level about the job, including the status of each stage of the address verification process. The job stages that the **Files** pane displays correspond to the operations that you selected when you configured the job. If you have not configured all of the job options, you can click a status value to return to the job configuration wizard. You can also download the job output from the **Files** pane.

Deleting a Service Job

You can delete an address verification job at any stage before you approve the job.

Find the **Delete** option for the job when you select **List of Jobs** from the **Manage Jobs** menu.

Or, click a job in the list of jobs page and select the **Delete** option from the job details.

Note: Informatica can delete a job after a period of time. The time period depends on the status of the job.