Getting Started with Address Cleansing

Introduction

This is four step quick start guide to help users start cleansing addresses.

1. Upload a file.
   To upload a spread sheet of addresses, click on the button in the top left hand corner of this screen.
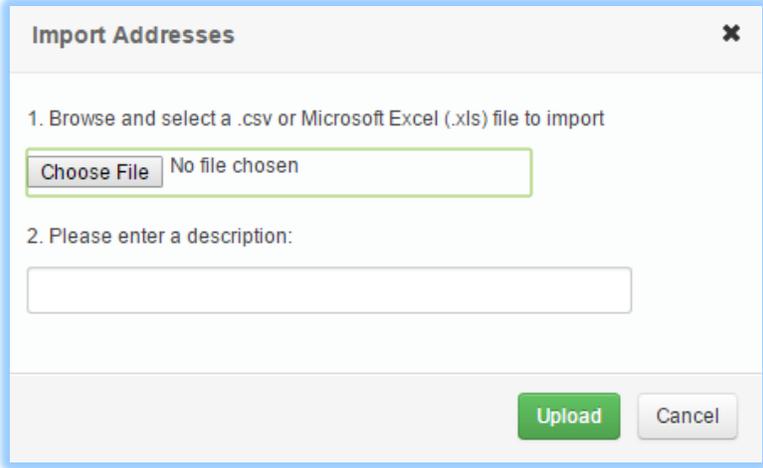
+ Upload Addresses

This will open the Upload Address wizard:

The file you upload to the system must be a .csv or .xls file only.

Give the file a description. This is for reference purposes.

Click Upload.

Import Addresses ✖

1. Browse and select a .csv or Microsoft Excel (.xls) file to import

Choose File | No file chosen

2. Please enter a description:

Upload | Cancel

Rosslyn Analytics

Getting Started with Address Cleansing

2. Cleanse Addresses.
To begin the Address Cleansing process, click 'Cleanse Addresses'.

Select the address columns to be used to find the cleansed address. RAPid will attempt to detect address columns. Click 'Clear selection' to remove suggestions or to restart selecting.
When satisfied, click 'Cleanse Addresses'.

This process will take some time. It searches 10 records per second. It runs in the background even when logged out

Rosslyn Analytics

www.rosslynanalytics.com

Getting Started with Address Cleansing

3. Review Results.
   Once cleansing is complete, the results window will be displayed. This chart is known as the Cleansing Summary.
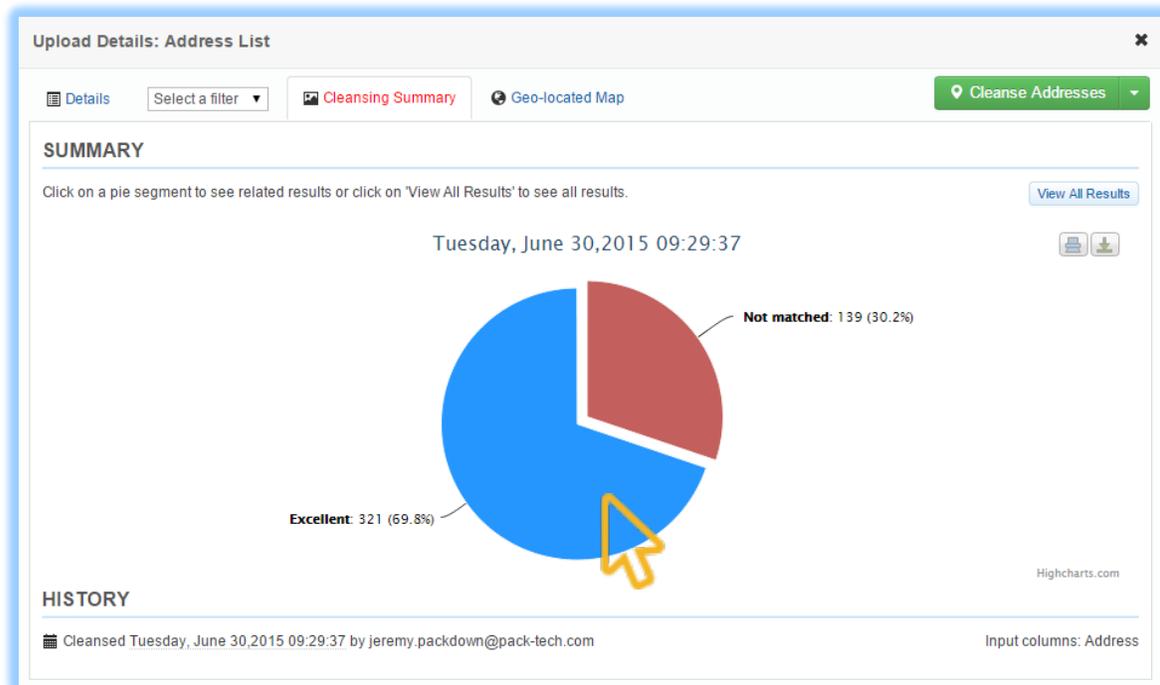
There are two types of match:
- **Excellent**: Address cleansed.
- **Not matched:** Address not cleansed.

Both sections of the pie chart state how many records are either matched or not matched.

Click on either section of the pie chart to select and view only those detailed records.

Getting Started with Address Cleansing

4. Export Addresses.
   To export address and download the records on to a computer, click on the menu next to the 'Cleanse Addresses' button and select 'Export addresses'.