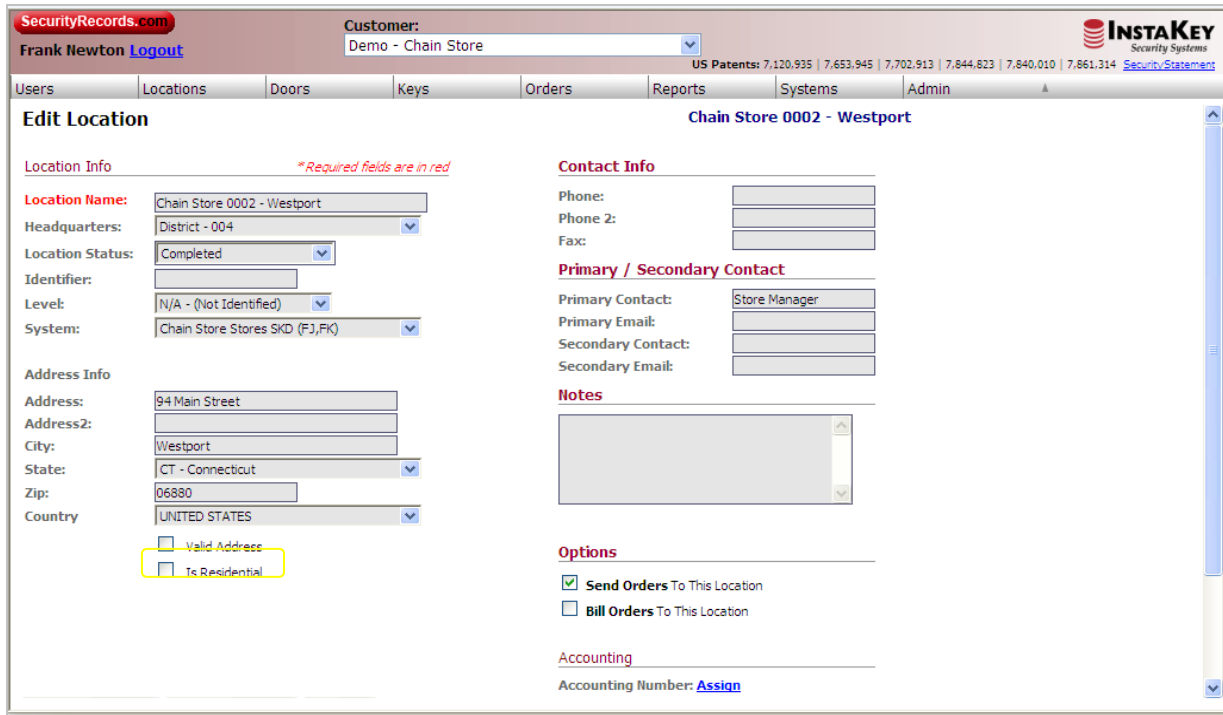


Address Verification



SecurityRecords.com Customer: Demo - Chain Store
Frank Newton Logout US Patents: 7,120,935 | 7,653,945 | 7,702,913 | 7,844,823 | 7,840,010 | 7,861,314 SecurityStatement

Users Locations Doors Keys Orders Reports Systems Admin

Edit Location Chain Store 0002 - Westport

** Required fields are in red*

Location Info

Location Name: Chain Store 0002 - Westport
Headquarters: District - 004
Location Status: Completed
Identifier:
Level: N/A - (Not Identified)
System: Chain Store Stores SKD (FJ,FK)

Address Info

Address: 94 Main Street
Address2:
City: Westport
State: CT - Connecticut
Zip: 06880
Country: UNITED STATES

Valid Address
 Is Residential

Contact Info

Phone:
Phone 2:
Fax:

Primary / Secondary Contact

Primary Contact: Store Manager
Primary Email:
Secondary Contact:
Secondary Email:

Notes

Options

Send Orders To This Location
 Bill Orders To This Location

Accounting

Accounting Number: [Assign](#)

Glossary Definition:

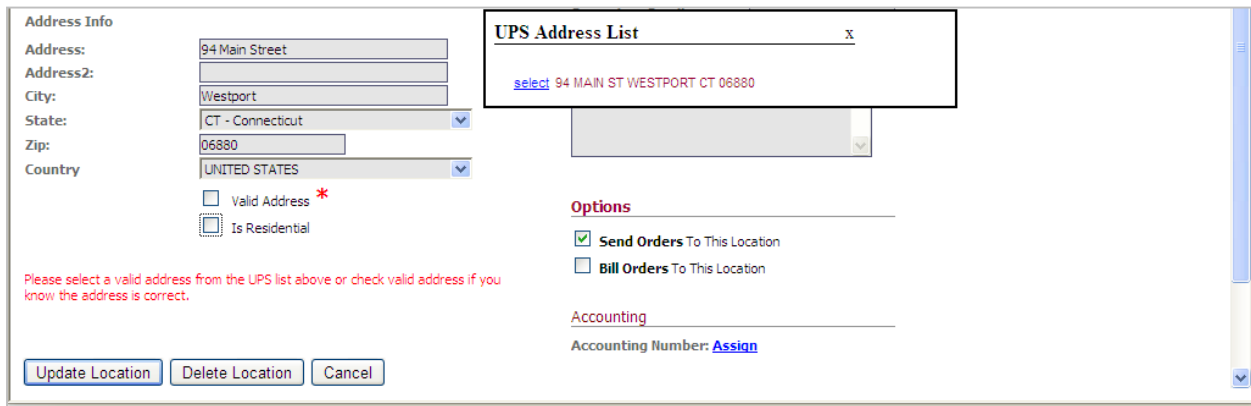
The Address Verification (“Valid Address”) function in the **Edit Location** page allows the User to verify the Location’s address against the available UPS address database.



Procedure:

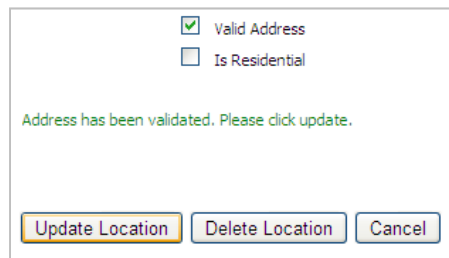
Step 1: The “Valid Address” toggle box must be unchecked. Click the **Update Location** button. The software will then automatically match the input address against the UPS address database listing and display a pop-up box called **UPS Address List**. If the address is the same as the one in the Location detail, then check the “Valid Address” toggle box and click **Update Location** again. This validates the address as legitimate.

Step 2: If the address in SecurityRecords.com does not match, click “*Select*” for the address from the **UPS Address List** pop-up box to replace the incorrect address. The **UPS Address List** pop-up box will close automatically and reference that the “Address has been validated.” Then, click **Update Location** again.

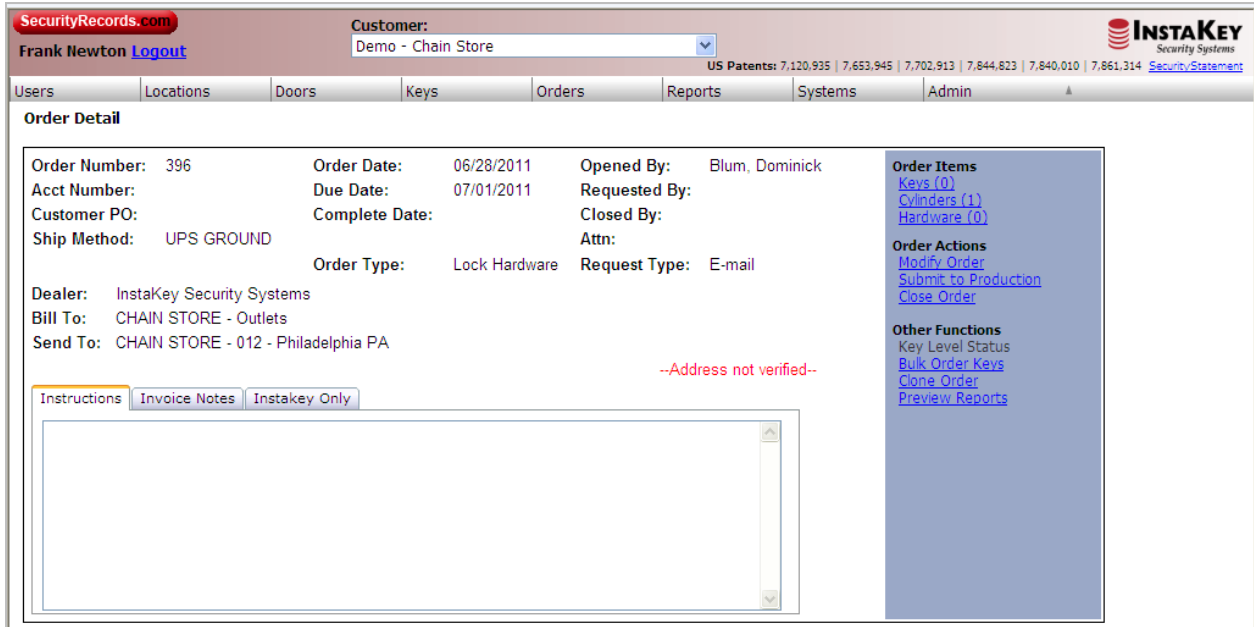


The screenshot shows a web form titled "Address Info" with the following fields: Address (94 Main Street), Address2, City (Westport), State (CT - Connecticut), Zip (06880), and Country (UNITED STATES). Below these fields are two checkboxes: "Valid Address" (unchecked with a red asterisk) and "Is Residential" (checked). A red message reads: "Please select a valid address from the UPS list above or check valid address if you know the address is correct." At the bottom are buttons for "Update Location", "Delete Location", and "Cancel".

The "UPS Address List" pop-up box is open, showing a search result: "select 94 MAIN ST WESTPORT CT 06880". Below the list are sections for "Options" (with "Send Orders To This Location" checked and "Bill Orders To This Location" unchecked) and "Accounting" (with "Accounting Number: Assign").



This screenshot shows the "Valid Address" checkbox now checked and the "Is Residential" checkbox unchecked. A green message reads: "Address has been validated. Please click update." The "Update Location" button is highlighted with a yellow border.



NOTE: This Address Verification (“Valid Address”) function also works on the **Order Detail** page. You will see “Address not verified” highlighted in red. Click on “Address not verified” and it will open a **Verify Address** pop-up box that allows you to update the same way as in **Edit Location Detail**.

