

Precision Sort User Guide



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1 Introduction

The Precision Sort system is used to apply An Post sort codes to mailing files in order to obtain discounts when mailing.

The system imports a mailing file, reads the address lines, applies the sort codes and outputs a file identical in structure to the input but with addition of the An Post sort codes.

The following sections cover this process.

2 Sortation Process

To apply An Post sort codes to a mailing file you must perform the following steps:

- Login to the application
- Upload the file and set file type
- Select the address fields
- Apply labels
- Download the sorted file and report

The following sections cover this process in detail:

2.1 Login

The Precision Sort application is located at <https://PrecisionSort.dataireland.ie>

The user will be directed to the login screen, see *fig 2.1.1* below.

The user must enter their username (email address) and password details in the text boxes and click [Login].

Upon successful login, the user is immediately directed to the [Upload a file] page.



The screenshot shows the login interface for Precision Sort. At the top left is the logo for 'data ireland' with the tagline 'INFORMATION TO INTELLIGENCE' and 'Precision Sort'. To the right of the logo is a navigation bar with buttons for 'Submit New File', 'Downloads', 'About', 'Contact Us', 'Login', and 'Help'. Below the navigation bar is a form with two text input fields. The first field contains the email address 'testuser@dataireland.ie'. The second field is a password field with masked characters represented by black dots. Below the password field is a checkbox labeled 'Remember me next time.' and a 'Log In' button.

Fig 2.1.1 Login Page

Note: Precision Sort is designed to work in versions 8 or higher of Internet Explorer.

2.2 Upload File and set file type

The user must click on the [Browse Button] and locate the mailing file to be sorted

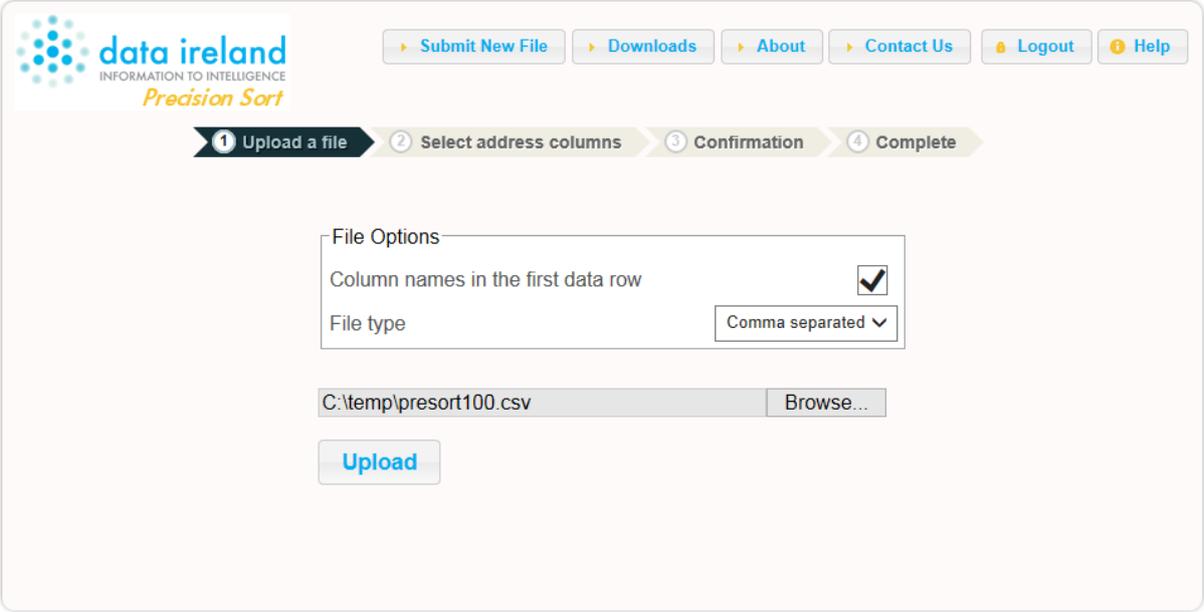
They then choose the appropriate type from the [File Type] dropdown. Precision Sort accepts delimited text files with comma, tab or pipe separators or Excel files (.xls & .xlsx)

Note: For Excel files only data from the first worksheet is processed.

It is important that the user selects the appropriate file type for the type of file being uploaded

If the file has the column headings in the first row, the user should check the [Column names in first data row] checkbox.

The user then clicks [Upload] to upload the mailing file. Once uploaded the user is directed to the [Select address columns] page



The screenshot shows the 'data ireland' logo with the tagline 'INFORMATION TO INTELLIGENCE' and 'Precision Sort'. A navigation bar contains links for 'Submit New File', 'Downloads', 'About', 'Contact Us', 'Logout', and 'Help'. Below this is a progress indicator with four steps: '1 Upload a file' (highlighted), '2 Select address columns', '3 Confirmation', and '4 Complete'. The main form area is titled 'File Options' and contains a checkbox for 'Column names in the first data row' which is checked, and a dropdown menu for 'File type' set to 'Comma separated'. Below the form is a text input field containing 'C:\temp\presort100.csv' and a 'Browse...' button. At the bottom of the form is an 'Upload' button.

Fig 2.2.1 Upload a file

Note: A warning will be displayed if the user tries to upload a file with the same name as one processed previously. In this case the user will need to either

- Rename the file prior to upload, or
- Go to the [Downloads] page and delete the previously processed files

Note: Precision Sort is a secure website (https) meaning that all traffic passing between the user's browser and the Precision Sort website will be encrypted.

2.3 Select Address columns

The user needs to tell the system what columns of the mailing file contain the address data. The address data is used to generate the An Post sort code.

The user is required to drag the address columns (and **only** the address columns) from the left hand side to the right hand side, in the order in which they should be read.

In the example in *fig. 2.3.1* below the address data in the mailing file is held in columns “Address1, Address2, Address3, ...”

Upon clicking [Proceed], the user is directed to the [Confirmation] page.

The screenshot shows the 'data ireland' interface with the 'Precision Sort' logo. The navigation bar includes 'Submit New File', 'Downloads', 'About', 'Contact Us', 'Logout', and 'Help'. The progress bar indicates the current step is '2 Select address columns'. The 'Your file to process' list contains 14 columns, and the 'Address lines to process' list contains 4 address lines. The 'Proceed' button is highlighted in blue.

Fig. 2.3.1 Select Address Columns page

2.4 Apply Sort Codes

The [Confirmation] page lets the user confirm that they have selected all of the correct information before the process commences, see *fig. 2.4.1* below.

It shows the file name as well as the number of credits required, which should correspond to the number of records in the mailing file

It shows the names of the address columns selected, as well as the first address from the file.

If happy that all details are correct the user clicks [Start Process]

The [Complete] page is displayed, see *fig 2.4.2*, and at this stage the user can logout.

An email will be sent when the file has been processed informing the user of where the sorted file can be downloaded from.

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[Submit New File](#) [Downloads](#) [About](#) [Contact Us](#) [Logout](#) [Help](#)

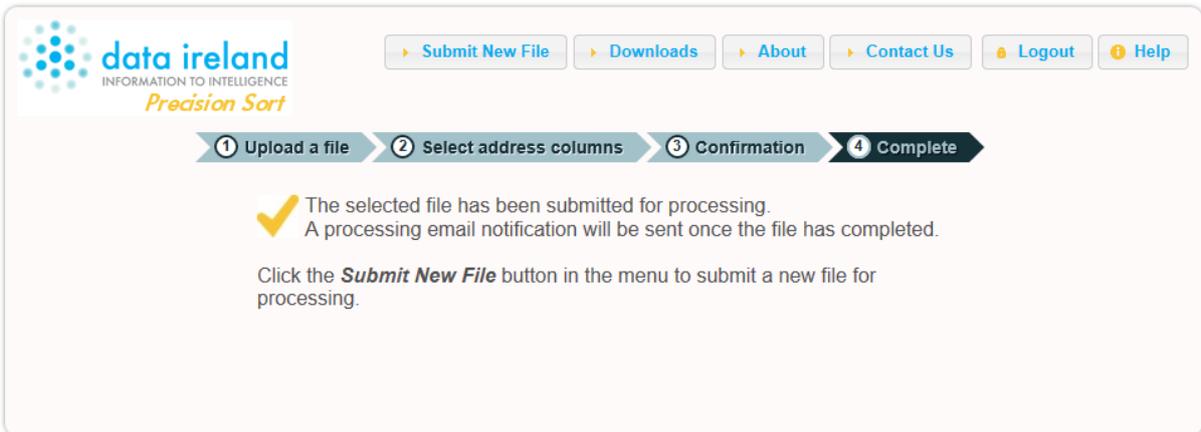
1 Upload a file 2 Select address columns 3 Confirmation 4 Complete

Please review your selection before processing

Your selection breakdown						
File Name	presort100.csv					
Remaining Credits	994392					
Required Credits	100					
Remaining Credits after Processing	994292					
Selected Columns	address1	address2	address3	address4	address5	address6
Example Content	"Lindlon Hill"	"Mitchelstown"	"Co Cork"	""	""	""

[Start Process](#)

Fig 2.4.1 Confirmation Page



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Precision Sort

[Submit New File](#) [Downloads](#) [About](#) [Contact Us](#) [Logout](#) [Help](#)

1 Upload a file 2 Select address columns 3 Confirmation 4 Complete

✓ The selected file has been submitted for processing.
A processing email notification will be sent once the file has completed.

Click the **Submit New File** button in the menu to submit a new file for processing.

Fig 2.4.2 Process Complete Page

2.5 Download sorted file and reports

When the file has been sorted an email is sent to the user informing them that their sorted file and associated report are available for download.

The user will have to log back in to the application (unless they checked the [Remember me next time] checkbox) and will be directed to the [Downloads] page, see *fig. 2.5.1* below

A list of previously sorted files and their associated reports are available for download.

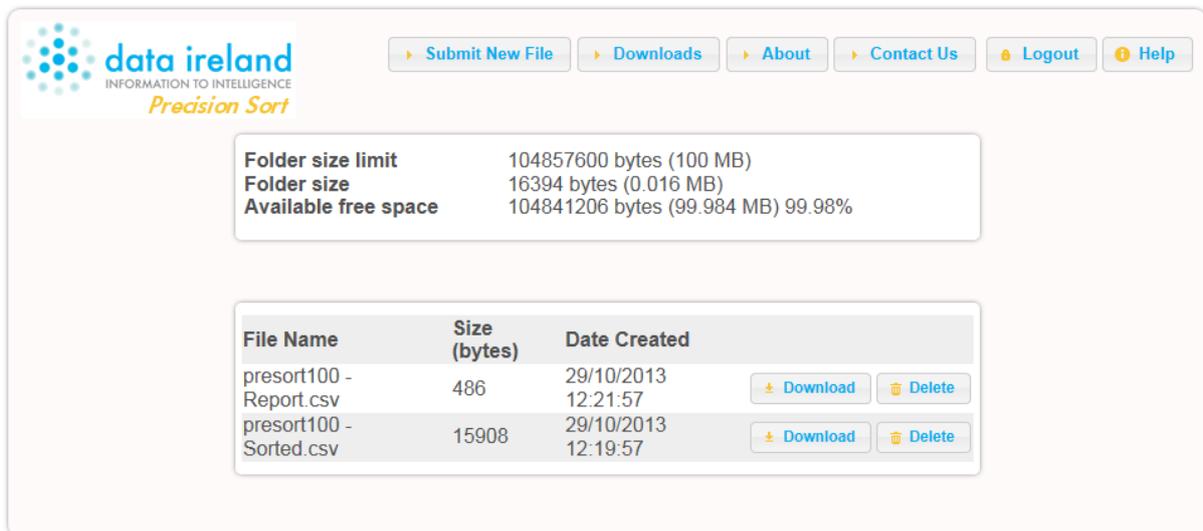
The sorted files will be the same name as the input file with the text “ - Sorted” appended.

The report files will be the same name as the input file with the text “ - Report” appended.

Clicking [Download] will prompt the user’s browser to download the selected file.

The sorted file will be identical in structure to the uploaded mailing file with the addition of two columns:

- the An Post sort code – “p152code”, and
- the associated mail hub – “hubcode”



File Name	Size (bytes)	Date Created	Download	Delete
presort100 - Report.csv	486	29/10/2013 12:21:57	Download	Delete
presort100 - Sorted.csv	15908	29/10/2013 12:19:57	Download	Delete

Fig 2.5.1 Downloads Page

Note: To keep the user’s download area tidy and free up allocated space, it is recommended that, after successful download, the user deletes the file from the application by clicking [Delete]

3 Appendix A – Precision Sort report

The report returned from the Precision Sort application is in CSV format and provides counts of records assigned to each An Post Sort code and the associated hub.

An example of the report can be seen below

hubcode	p152code	p152count
		5
CORK	BALLINCOLLIG	11
CORK	CARRIGALINE	4
CORK	CO CORK SUBS	4
CORK	COBH	2
CORK	FERMOY	9
CORK	KINSALE	3
CORK	LIMERICK CITY	1
CORK	LITTLE ISLAND DO CORK CITY	5
CORK	MALLOW	4
CORK	MIDLETON	3
CORK	MITCHELSTOWN	3
CORK	NORTH CITY DO CORK CITY	16
CORK	SOUTH CITY DO CORK CITY	18
CORK	YOUGHAL	2
DUBLIN	DUBLIN 15	1
DUBLIN	DUBLIN 18	1
DUBLIN	DUBLIN 6	1
DUBLIN	DUBLIN 8	1
DUBLIN	LUCAN	1
DUBLIN	SWORDS	1
PORTLAOISE	CASHEL	1
PORTLAOISE	CLONMEL	3