



How to Tidy and Merge addresses in your SIMS database

Introduction

Why do we need to Tidy & Merge Addresses?

Prior to the Autumn Census 2017, schools had been using SIMS for several years and were able to enter any address format/data in wrong fields/Incorrect postcodes etc. As the DfE has since then collected the UPRN codes from each student reported on in the Census; it has been necessary to run the Tidy and merge addresses routines in SIMS. The Tidy routine highlights any addresses with such issues, therefore schools should already be running the Tidy and Merge Routines outlined in this document each time they are preparing their data for using the Address validation service.

What is address Validation

Address Validation can be used when adding any new addresses to your system, this validates the address across the internet. Only correctly formatted addresses with the correct postcodes can be validated, this prevents incorrect or duplicate addresses being added to your system.

Address Validation also introduced the use of Unique Property Reference Numbers (UPRN's). The DfE collect the address UPRN numbers from each Census; therefore all schools need to make sure that their UPRN records are up to date.

The Address Tidy & Merge routine

These Housekeeping routines can be used to review addresses stored in SIMS. The Tidy routine identifies addresses that contain erroneous or incorrectly formatted information, and wherever possible, make applicable changes. A report identifying the proposed changes is then produced, which can be checked before proceeding with the Address Tidy. This process can be run at any time and should be part of your good system housekeeping. The Merge routine will tidy any duplicated addresses.

ICT service Desk: 233 8600



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Introduction

The Address Tidy routine is used to review addresses stored in SIMS, identify those that contain incorrect information or are incorrectly formatted and where possible make applicable changes to ensure addresses are accurate and uniformly formatted.

Address tidying can involve moving data between fields, (e.g. a post code that has been incorrectly entered in the **Town** field is moved to the **Post Code** field), and correcting the formatting in various ways.

Tidying addresses increases the likelihood of success when searching for an address and reduces the risk of the same address being added twice. The tidy process also increases the chances of identifying duplicate addresses (e.g. moving a post code incorrectly stored in the **Town** field, to the **Post Code** field, may then match another address based on that post code).

Such addresses can then be merged using the Address Merge routine. When tidying all addresses held in the address database that have not yet been validated are considered for tidying, including school, staff, contacts and agency addresses. (This may also include addresses for leavers as **all** addresses held need to be tidied as may be required in the future).

The Address Tidy routine should be run twice, because some of the rules used in the routine depend on a comparison with other addresses. Therefore, any addresses tidied during the first run may enable further improvements on the second run of the routine to be made.

It is therefore recommended that the Address Tidy routine is run twice in succession. You should make any necessary further manual corrections to addresses **only after the second run of the routine.** This ensures that any addresses edited manually, are not affected by subsequent tidy routines. Any new addresses added to the database since the tidy routine has been run are available for tidying twice.

Running the Tidy Routine produces a report which identifies the proposed changes. This can be reviewed before proceeding to tidy or addresses manually amended.

Overview of Merging Duplicate Addresses

Duplicate addresses may exist in SIMS, because they have been double entered, or imported from a **CTF/ATF file**. These duplicate addresses can be merged into a single address, and each resident at that address is then assigned to the same single address.

This may also sort the issue experienced in some schools where the house does not show against pupil contacts to indicate the students are living at the same address as parents, due to duplicate addresses being created, in the same way it may help to ensure siblings are linked to each other.

The same as the Tidy Routine, The Merge Routine produces a report which identifies the proposed changes. This can be reviewed before proceeding with the actual merge.

There are 4 steps to Tidy and Merging your addresses as outlined below.

Step 1 - Delete Unlinked Contacts

This routine enables you to delete contacts who are no longer linked to any pupil/student or applicant in SIMS. This will save on the address included in the address tidy routines to follow.

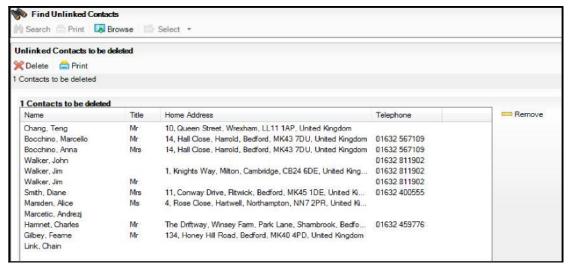
Unlinked contacts might exist because:

- They are duplicate contacts created in error. True contact will still exist linked to the correct pupil record
- The pupil/student has been deleted from SIMS.
- The link to any pupil has been broken; this usually occurs when a contact is removed; as the contact is no longer required, e.g. they no longer have links to a pupil

Contacts who are linked to pupil/students who have left the school are not deleted using this routine, even if they have no links to current pupil/students.

- 1. Select **Tools | Housekeeping | Delete Unlinked Contacts** to display the Find Unlinked Contacts browser.
 - Click **Search** button to display a list of all unlinked contacts. You are able to view this list to see what is to be removed. If there are any names of contacts in the list you do not wish to remove they can be deselected.
- 2. To indicate the contacts you wish to delete, select **All** from the **Select** dropdown button at the top of the screen. The selected contacts are then displayed in the **Unlinked Contacts to be deleted** panel at the bottom half of the page.

You may notice a lot of the contacts only have partial details entered –indicating they have never really been in use.



- 3. Contacts can be removed from this list by highlighting their name in the Contacts to be deleted panel then clicking the Remove button to the right of this panel. These contacts will then not be deleted.
- 4. A list of contacts you intend to delete can be produced for reference purposes, if required, by clicking the **Print** button.
- 5. Click the **Delete** button to delete the selected unlinked contact
- 6. Click the Yes button when prompted to confirm the deletion.

Step 2 - Unmatchable Addresses Report

It is advisable to run this report before running the Tidy and Merge Addresses routine as it identifies addresses that are not complete enough to be included in the tidy Routine. Such addresses should be manually edited before proceeding with the Tidy & Merge routine.

The Unmatchable Address report identifies any addresses that are too incomplete to represent a unique residence or have data in incorrect fields (e.g. post code data in the Town field or contain superfluous data such as phone numbers or other contact details).

NOTE: This is particularly important because any phone numbers or email addresses found in address fields are removed during the tidy process, and assigned to **all** the residents living at that address. You may therefore wish to manually move this information before proceeding with the tidy routine.

Running the Unmatchable Address Report

Select Tools | Housekeeping | Bulk Address Tools | Unmatchable Address Report to display the report in your web browser (the report may take a short while to display). The report lists any unmatched addresses together with the name of the people who are residents at the address

Unmatch able Address Report					
Unmatchable Address	Residents				
House 17 Hamp shire	[ApRel] May, Mrs Sandra for May, Shaun				
House 29 Holborn	[ApRel] Stewartby, Mr Mark for Cummins, Patrick				
East Town Bus Depot Eastshire	[NoK] Smyth, Mrs Linda for Smyth, Mr Gregory				
C C Instruments East Town Eastshire	[NoK] Johnson, Mr T for Johnson, Ms Sylvia				
East Town Council	[NoK] Chaplin, Mr D. for Chaplin, Mrs Anne				
Address Not Known Mark et Blandings Barset	[Cnt] EDWARDS, Mrs Debbie for Edwards, Helen Marie				
23 Peak Drive	[Cnt] Yoo, Mr Charlie for Yoo, Aiden				

Above is a sample of what the report will look like. The Residents field gives you an indication of where to go to correct the address. E.g.

[St] – Indicates the address is linked to a Student

[xSt] - indicates the address is linked to an ex-student (or leaver)

[Cnt] – Indicates the address is linked to a contact for a student

[Em] – indicates the address is linked to a member of staff

[NoK] – indicates the address is linked to the next of Kin for member of staff

[App] - Indicates the address is linked to an applicant

[ApRel] – indicates the address is linked to an applicant contact

It is recommended that these addresses are manually edited where possible before proceeding further. Don't worry if there are addresses you cannot sort at this point – you can still proceed to the Tidy Routine (these addresses will not be included in the tidy).

The report is saved to the following folder on your PC -in both .html and .txt format: - so can be accessed again at a later date

C:\Documents and Settings\<Username>\My Documents\SIMS Address Reports

Step 3 - Tidying Address Data

IMPORTANT NOTE: Please carry out a full backup of the SIMS database before running either of the tidy or merge routines.

1. Select Tools | Housekeeping | Bulk Address Tools | Tidy and Merge Addresses to display the Address Tidy and Merge wizard.



2. You must run the Tidy report before the actual tidy process can be run.

Click the **Tidy Report** button to produce the list of Address details to be tidied. (This may take several minutes to complete).

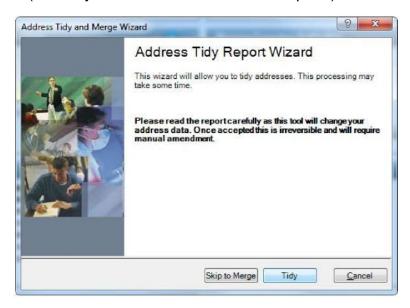
The report lists any incorrectly formatted addresses – Before (1st row) together with the suggested reformat –After (2nd row) which shows how the address will be displayed after the tidy process has been run. It also shows the residents recorded as living at the address.

The After row includes the rule that has been applied to tidy the addresses. A list of these rules can be found at Appendix A or on your SIMS System **Tools | Setup | Address Tidy and Merge Set up**



WARNING: Please check the report carefully before clicking the Tidy button. The tidy process will permanently change the address data stored in SIMS. Any addresses that are incorrectly tidied will need to be manually amended. NOTE: Any phone numbers or email addresses found in address fields are removed during the tidy process, and assigned to ALL the residents living at that address. You may therefore wish to manually move this information before proceeding with the tidy routine.

3. Once the Address Tidy report has been produced, review the content and make any required manual changes. Click the Tidy button to initiate the tidy process (this may take several minutes to complete).



If you do not wish to complete the Tidy process at this point you can choose **Cancel** or **Skip to Merge**

All the reports are saved to the following folder in both .html and .txt format.

C:\Documents and Settings\<Username>\My Documents\SIMS Address

Reports The text document also includes tables of abbreviations that are used to identify for example, that 'Drive' might be abbreviated to 'Dr' or 'Drv'. Also shows all the validation rules that are applied by this tidy routine

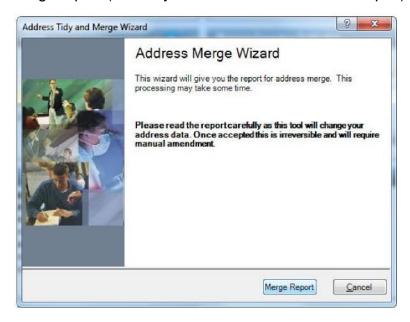
Once the tidy process has been completed, it is recommended that you run the process a second time and then run and check the *Unmatchable Addresses* report again. Any addresses that still feature in the list probably require some manual amendment. They may not be complete enough to identify a unique residence, or may contain non-address information that needs to be moved.

Step 4 - Merging Addresses

It is recommended that you run the **Unmatchable Address** and the **Address Tidy routine** (as described in the previous section) before merging address data because the tidy process increases the chances of duplicate addresses being identified.

IMPORTANT NOTE: Please carry out a full backup of the SIMS database before running tidy or merge routines.

- Select Tools | Housekeeping | Bulk Address Tools | Tidy and Merge Addresses to display the Address Tidy and Merge wizard.
- 2. Click the **Skip to Merge** button and then the **Merge Report** button to produce the Address Merge report (this may take several minutes to compile).



The report lists all duplicate addresses that will be merged into a single address, together with the residents who are recorded as living at the addresses about to be merged. (if a few duplicates exist for one address there may be several addresses listed as original).

Status	Apartment	House Name	House Number	Street Description	District	Town	County	Post Code	Country	Residents
Original	-	2	7	Bevan Place	-	Cardiff	-	CF14 3UX	-	[Cand] Harlin, Louise Emma
Original	-	±	7	Bevan Place	-	Cardiff	-	CF14 3UX		[St] Western, Ryan
Merged	-	×	7	Bevan Place	-	Cardiff	-	CF14 3UX	-	as above
Original	Flat 6	-	21	Millbrook Road	-	Bedford		MK42 9HJ	-	[Cand] Evans, Hu Lun
Original	Flat 6	-	21	Millbrook Road	-	Bedford	-	MK42 9HJ	-	[Cand] Evergreen, Thomas
Merged	Flat 6	-	21	Millbrook Road	-	Bedford		MK42 9HJ		as above

NOTE: Please check the report before clicking the Merge button. The merge process will permanently change the address data stored in SIMS. Any addresses that are incorrectly merged will have to be manually recreated.

3. Once the Address Merge report has been produced, reviewed and printed, click the **Merge** button to start the merge process. This may take several minutes to complete.



The report is saved to the following folder in .html format:

C:\Documents and Settings\<Username>\My Documents\SIMS Address Reports

4. Click the **Finish** button to close the wizard.



5. Click the **Yes** button to complete the process.

Should you experience any difficulties, please contact the **ICT service Desk:** on **233 8600** and your call will be logged for assistance.

Appendix A - Address Tidy Rules

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No House Number. Last word of house name is all digits: move that on Number. Mo Apartment on House name, House number starts with a digit and ends with -dhouse- involve the fits part to Apartment and Mo Apartment or House name, House number starts with a digit and ends with -dhouses. No House name, House number with no digits ends with -dhouses, move House number to House name. No Postoode, UK Postoode appears at end of Street, District, Town or County: move it to Postoode. No House number or Street, House name contains a number inside it and ends with -develors' split into House name. Apartment on she -chouses - move to to House number or Street, Apartment ends with -dhouses - switch them. Thouse name ends -flats, apartment ends with -dhouses - switch them. House name ends -flats, apartment ends with -dhouses - switch them. District House name is a number, no House number move it to House number. No House number or House name, District or Town ends with -dhouses - move it to House name. House number or House name, District or Town ends with -dhouses - move it to House name. No House number or House name, Street ends with -dhouses - move it to House name. No Apartment or House name, Street ends with -dhouses - move it to House name. No Apartment or House name, Street ends with -dhouses- in District and Sountly to House number or Apartment / House name, House number or House number or House name. No district, Countly is a recognitised UKT Youn, and not a country move Town to District and Country to Town. No House number - House name has fewer than three characters, move House name to Apartment of House number and Apartment is just effect, in the word is the for word before comma its -dhouse- sight into House name. No Apartment, House name has fewer than three characters, move House name to Apartment. No House number once of Street, House name starts with a diptinal end of this Rumber to Apartment. No House name, Apartment has ename begins with a number, move this number to Apartment. No Ho		
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88 No House number, House name starts with a digit and ends with -streets: move it to House and Street. 89 No House name, commain is Street, first word is three for word before commail is -shouses: split into House name and Street. 80 House number includes final word within is -streets. Street or District is empty. If Street nor empty and does not end with a s 81 No Apartment, House name has fewer than three characters: move House name to Apartment. 82 No Apartment, House name has fewer with a number and contains the split into House number and Street. 83 No House number or Street, House name begins with a number and contains the split into House number and Street. 84 Apartment is just -flats, House name starts with a number, does not include "devisiting District ends -street> add it to Stre 85 No House name, Apartment starts with a number, does not include "flats" move the rest to House name. 86 No House name, Apartment dates not contain -flats- or any digits: move it to House name. 87 No House name, Street has comma, word before comma is not -street>: move Apartment to Street. 87 Street, Apartment ends -street>, house name does not end -street>: move Apartment to Street. 88 T postoode, no country; make it UK (see it will become NI). 89 No House name, Street has comma and does not start with digit, word before comma not -street>: move first part to House name. 91 Town appears more often as a country and vide versa: switch them round. 92 Street Country is a Uk town: move part beyond comma to Street. 93 No District, Country is a Uk town: move part beyond comma to Street. 94 No District Country is not to street. 95 No Apartment, Street and House number start with digits: move House name to start of Street. 96 No Apartment, Street and House number start with digits: move House name to start of Street. 97 No Apartment, Street and House number start with digits: move House name to start of Street. 98 No House name Associated is Street. 99 No House name, Apartment like Flat not XOK shouses: move last two words		
No House name, commain is Street, first word is "fire" or word before commains; "it Street non empty, and does not end with a s 10 No Apartment, House name has fewer than three characters; move House name to Apartment. 11 No House number or Street, House name begins with a number and contains the; spint in House number and Street. 12 No House number or Street, House name begins with a number and contains the; spint in House number and Street. 13 No House number or Street, House name starts with a number, move this number to Apartment. 15 Town is XXX, YYY or XXX YYY where YYY is a UX town); add XXX to District (if existing District ends ~street> add it to Street. 16 Move P O BOX nnn / PO BOX nnn / PO BOX nnn ho House name. 17 No house name, Apartment does not contain ~fata- or any digits; move the rest to House name. 18 No House name, Apartment does not contain ~fata- or any digits; move the rest to House name. 19 No Street, Apartment ends «street», house name does not end ~street> move Apartment to Street. 18 Town appears more often as comma and does not start with digit, word before comma not ~street>; move first part to House name. 19 No Bistrict, County is a UX town; move Town to District, County to Town. 10 No Street, Apartment as a county and vice veras; switch them round. 10 No Street, House name has comma; move part beyond comma to Street. 10 No Apartment, Street and House number start with digits; move House number to Apartment, first part of Street to House number start with digits; move House name to start of Street. 10 No District, copy if possible from a validated address with same town and same first four characters of poetcode. 11 No House number or Street, House name begins with digit and ends with street word; move it to House number and Street. 12 No House name, Apartment like "Flat nn XXX <a 'nox="" 'st:="" -flats-="" -house-'="" -street-,="" -street-:="" -streets-,="" a="" address="" address;="" after="" all="" and="" any="" apartment="" apartment,="" appear="" appears="" as="" before="" both="" characters="" chouse="" comma="" comma,="" contain="" contains="" copy="" country="" digit,="" digits;="" district="" district,="" does="" end="" ends="" et="" first="" flat"="" font="" four="" from="" frown="" has="" hous<="" house="" href="https://dx.edu.nn.nn.nn.nn.nn.nn.nn.nn.nn.nn.nn.nn.nn</td><td></td><td></td></tr><tr><td>House number includes final word which is -street Street or District is empty: If Street fron empty and does not end with a s No Apartment, House name has fewer than three characters; move House name to Apartment. No House number or Street, House name begins with a number and contains the: spitt into House number and Street. Apartment is just -flats-, House name starts with a number move this number to Apartment. Town is XXX, YYYY or XXX YYYY was to Ktowny; and XXX to District (if existing positions ends -street- add it to Stre Move Pio BOX nnn / Pio BOX nnn / Pio BOX nnn / Pio BoX nnn to House name. No House name, Apartment starts with a number, does not include " if="" in="" is="" it="" left="" like="" man="" matches="" more="" move="" name="" name,="" name.="" no="" not="" number="" of="" often="" or="" par="" part="" possible="" postcode.="" rest="" round.="" same="" start="" street="" street,="" street.="" switch="" td="" the="" them="" to="" town="" town.="" validated="" versa;="" vice="" with="" word=""><td></td><td></td>		
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h2 House name of Apartment is 'St': move it to front of Street. h3 No House number or Street, House name begins with digit and ends with street word: move it to House number and Street. h4 House number ends' St': move 'St' to start of Street. h5 No House name, Apartment like 'Flat nn XXX -house-'; move last two words to House name. h6 No Street, Apartment like 'Flat nn XXX -house-'; move last two words to Street. h7 No House name, House number like 'XXX -house-'; move to House name. h8 Delete repeated postcode from end of street, district or town h9 No House name, House number is one word and has no digits: move it to House name. h9 No District, Street like 'XXX -street YYY' ZZZ' where YYY' ZZZ is a District: move YYY' ZZZ to District. No District, Street like 'XXX -street YYY' ZZZ' where YYY' ZZZ is a District: move ZZZ to District. No District, House name contains comma, part after comma is a district move it to District. No District, Town like 'XXX -YYY ZZZ' where XXX YYY appears as a district move it to District. No District, Town like 'XXX -YYY ZZZ' where XXX YYY appears as a district move it to District. No House name, street like 'AAA -house spit with a comma. No House name, street like 'AAA -house BBS -street-'- or 'AAA BBS -house CCC -street: spill into House name, House name and Street. No Street, District like 'AAA -street BBS' where BBS is a district move its part to Street. No House number or Street, House name like 'nn XXX -street-': move to House number and Street. No House number or Street, House name like 'nn XXX -street-': move to House number and Street.	g9	House name and Street both appear in street of validated address: move House name to start of Street.
No House number or Street, House name begins with digit and ends with street word: move it to House number and Street. No House name, Apartment like "Flat nn XOX <house>": move last two words to House name. No Street, Apartment like "Flat nn XOX <thouse>": move last two words to House name. No House name, House number like "DOX <house>": move to House name. No House name, House number like "DOX <house>": move to House name. No House name, House number is one word and has no digits: move it to House name. Apartment ends with <house>, House name contains <fi>fia>: switch them. No District, Street like "XOX <street> 'YYY ZZZ' where YYYY ZZZ Is a District: move YYY ZZZ to District. No District, Street like "XOX YYY street> ZZZ" where YZZ Is a District: move ZZZ to District. No District, House name contains comma, part after comma is a district: move if to District. No District, Town like "XOX YYY ZZZ" where XOX YYY appears as a district move if to District. No House name, street like "AAA <house> B65 <street>': or "AAA B65 <house> CCC <street>: split into House name and Street. No Street, District like "AAA <street> B65 where B65 is a district move first part to Street. No House name like "AAA <street> B65 where B65 is a district move first part to Street. No House name like "AAA <house>: move on to Apartment. No House number or Street, House name like "nn AAA <house>: move to House number and Street. No House number or Street, House name like "nn XOX <street>" move to House number and Street.</street></house></house></street></street></street></house></street></house></street></fi></house></house></house></thouse></house>		
h4 House number ends 'St': move 'St' to start of Street. h5 No House name, Apartment like 'Flat nn XXX shouse>': move last two words to House name. h6 No Street, Apartment like 'Flat nn XXX shouse>': move last two words to Street. h7 No House name, House number like 'XXX shouse>': move last two words to Street. h8 Delete repeated postcode from end of street, district or town h9 No House name, House number is one word and has no digits: move it to House name. H2 Apartment ends with shouse>, House name contains sha'>: switch them. H2 No District, Street like 'XXX street> YYY ZZZ' where YYY ZZZ is a District move YYY ZZZ to District. H3 No District, Street like 'XXX street> YYY street> ZZZ' where ZZZ is a District move ZZZ to District. H4 No District, Town like 'XXX YYY street> ZZZ' where ZZZ is a District move ZZZ to District. H5 No District, Town like 'XXX YYY ZZZ' where XXX YYY appears as a district move it to District. H6 Street like 'AAA street> B6B street> split with a comma. H7 No House name, street like 'AAA shouse> B6B street> or 'AAA B6B shouse> CCC street>: split into House name and St H8 No Street, District like 'AAA street> B6B' where B6B is a district move its part to Street. H8 No Apartment, House name like 'AAA shouse> mn D00 street>: split into House name, House name like 'nn AAA shouse> move to House number and Street. No House number or Street, House name like 'nn AAA shouse> move to House number and Street. No House number or Street, House name like 'nn XXX street>': move to House number and Street.		
h5 No House name, Apartment like "Flat nn XXX <house>": move last two words to House name. h6 No Street, Apartment like "Flat nn XXX <street>": move last two words to Street. h7 No House name, House number like "XXX <house>": move to House name. h8 Delete repeated postoode from end of street, district or town h9 No House name, House number is one word and has no digits: move it to House name. h1 Apartment ends with -knouse>, House name contains <fi>4nat>: switch them. h0 District, Street like "XXX <street> YYY ZZZ" where YYY ZZZ is a District move YYYY ZZZ to District. h0 District, Street like "XXX <freet> YYY ZZZ" where YZZ is a District move YYYY ZZZ to District. h0 District, House name contains comma, part after comma is a district move it to District. h0 District, Town like "XXX YYYY ZZZ" where XXX YYY appears as a district move it to District. h0 District, Town like "XXX YYYY ZZZ" where XXX YYYY appears as a district and ZZZ as a town, and ZZZ is not <street>: split h0 House name, street like "AAA -knouse> BBB -street>", or "AAA BBB -khouse> CCC -street>: split into House name and St h0 House no or Street, House name like "AAA -knouse> no DCO -street>": split into House name, House number and Street. h0 Apartment, House name like "nn AAA -knouse> move nn to House number and Street. h0 House number or Street, House name like "nn XXX -street>"; move to House number and Street. h0 House number or Street, House name like "nn XXX -street>"; move to House number and Street.</street></freet></street></fi></house></street></house>		
In	h5	No House name, Apartment like "Flat nn XXX ⊲house>": move last two words to House name.
h8 Delete repeated postcode from end of street, district or town h9 No House name, House number is one word and has no digits: move it to House name. Apartment ends with ≺house number is one word and has no digits: move it to House name. Apartment ends with ≺house name contains ≺fial>: switch them. No District, Street like 'XXX YYY' <street> ZZZ' where YYY ZZZ' is a District: move YYY' ZZZ to District. No District, Street like 'XXX YYY' <street> ZZZ' where ZZZ is a District: move it to District. No District, Town like 'XXX YYY' ZZZ where XXX YYY' appears as a district move it to District. No District, Town like 'XXX YYY' ZZZ where XXX YYY' appears as a district and ZZZ as a town, and ZZZ is not <street>: split Street like 'AAA <street> BBB <street>: split with a comma. No House name, street like 'AAA <house> BBB <street>: or 'AAA BBB <house> CCC <street>: split into House name and St No House name, street, House name like 'AAA <house> nn DGO No House name, House number and Street. No Apartment, House name like 'nn AAA <house> move nn bouse number and Street. No House number or Street, House name like 'nn XXX <street>: move to House number and Street.</street></house></house></street></house></street></house></street></street></street></street></street>		
No House name, House number is one word and has no digits: move it to House name. 11		
Apartment ends with -house>, House name contains -flat>: switch them.		
13 No District, Street like 'XXX YYY <street> ZZZ' where ZZZ is a District: move ZZZ to District. 14 No District, House name contains comma, part after comma is a district: move it to District. 15 No District, Town like 'XXX YYY ZZZ' where XXX YYY appears as a district and ZZZ as a town, and ZZZ is not <street>: split 16 Street like 'AAA <street> BBB <street>: split with a comma. 17 No House name, street like 'AAA <house> BBB <street>', or 'AAA BBB <house> CCC <street>: split into House name and St 10 No House no or Street, House name like 'AAA <house> nn DGO <street>': split into House name, House number and Street. 19 No Street, District like 'AAA <street> BBB where BBB is a district move first part to Street. 10 No Apartment, House name like 'nn AAA <house>: move nn bdo spartment. 12 No House number or Street, House name like 'nn XXX <street>': move to House number and Street.</street></house></street></street></house></street></house></street></house></street></street></street></street>		
14 No District, House name contains comma, part after comma is a district: move it to District. 15 No District, Town like "XXX YYY ZZZ" where XXX YYY appears as a district and ZZZ as a town, and ZZZ is not <street>: split 16 Street like "AAA <street> BBB <street>: split with a comma. 17 No House name, street like "AAA <house> BBB <street>", or "AAA BBS <house> CCC <street>: split into House name and St 10 No House no or Street, House name like "AAA <house> nn DDO <street>: split into House name, House number and Street. 19 No Street, District like "AAA <street> BBB where BBB is a district move first part to Street. 10 No Apartment, House name like "nn AAA <house>: move nn to Apartment. 10 No House number or Street, House name like "nn XXX <street>" move to House number and Street. 10 No House number or Street, House name like "nn XXX <street>" move to House number and Street.</street></street></house></street></street></house></street></house></street></house></street></street></street>		
15 No District, Town like 'XXX YYY ZZZ' where XXX YYY appears as a district and ZZZ as a flown, and ZZZ is not <street>: split 16 Street like 'AAA <street> 858 <\$treet>: split with a comma. 17 No House name, street like 'AAA <house> 656 <\$treet>', or 'AAA 8565 <house> CCC <\$treet>: split into House name and St 10 No House no or Street, House name like 'AAA <house> no DCC <\$treet>: split into House name, House number and Street. 19 No Street, District like 'AAA <\$treet> 856' where 856 is a district move first part to Street. 11 No Apartment, House name like 'nn AAA <house>: move to House number and Street. 12 No House number or Street, House name like 'nn XXX <\$treet>: move to House number and Street. 18 No House number or Street, House name like 'nn XXX <\$treet>: move to House number and Street.</house></house></house></house></street></street>		
16		
17 No House name, street like 'AAA <house'> BBB <street>', or 'AAA BBB <house'> CCC <street>: split into House name and St 10 No House no or Street, House name like 'AAA <house> nn DCC <street>: split into House name, House number and Street. 19 No Street, District like 'AAA <street> BBB' where BBB is a district of spring part to Street. 11 No Apartment, House name like 'nn AAA <house>: move nn to Apartment. 12 No House number or Street, House name like 'nn XXX <street>: move to House number and Street.</street></house></street></street></house></street></house'></street></house'>	16	
 No Street, District like 'AAA <street> 588' where 688 is a district: move first part to Street.</street> No Apartment, House name like 'nn AAA <house>: move nn to Apartment.</house> No House number or Street, House name like 'nn XXX <street>': move to House number and Street.</street> 		No House name, street like 'AAA <house> BBB <street>', or 'AAA BBB <house> CCC <street>: split Into House name and St</street></house></street></house>
1 No Apartment, House name like "nn AAA <house>: move nn to Apartment. 2 No House number or Street, House name like 'nn XXX <street>': move to House number and Street.</street></house>		
j2 No House number or Street, House name like 'nn XXX <street>" move to House number and Street. j3 District and Town are the same: delete the one which appears least often in its address line. j4 No District or Town: county like 'AAA, BBB, CCC': move AAA to District and BBB to Town.</street>		
3 District and Town are the same: delete the one which appears least often in its address line. 3 No District or Town: county like 'AAA, BBB, CCC': move AAA to District and BBB to Town. 3	j2	
U4 No District or Town: county like 'AAA, BBB, CCC': move AAA to District and BBB to Town.]3	
	<u>J</u> 4	No Listingt or Fown: county like 'AAA, BBB, CCC': move AAA to District and BBB to Town.