

The POSTman & Address Parser User Guide



Address Parser

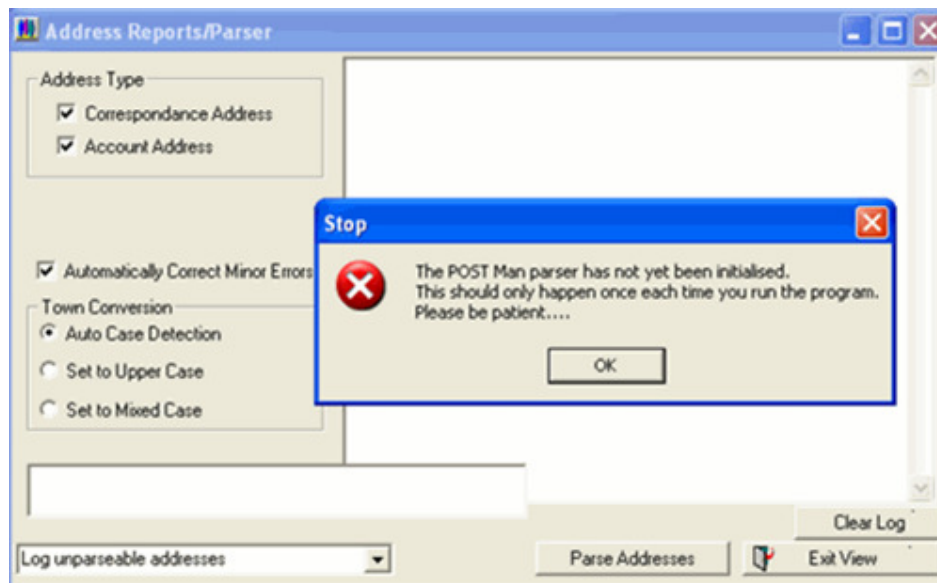
Path: Utilities → Address Parser for Postal Barcodes

The Address Parser creates the Post Office Barcodes for printing on envelopes.

You will need:

- When you subscribe to POSTMan (via the Direct Marketing Software Company: www.dmsw.com.au/postman.htm) you will be supplied with a CD from that company, this installs all the required POSTman DLL's and database.
- The .ws file needs to have Postman changed to Postman=Y
- Run the Address Parser to convert all your current addresses to barcodes
- Or update the barcodes individually via Student View/Address/Correspondence or Account, Parse Address, this button is only active if the .ws file is set to Y.
- A report may be required from PCSchool.

If this feature is not set up correctly you will receive the following error and will have to End Task on PCSchool.



When the address is printed it is printed for scanning by the Post Office.

