

Industry Software solutions offer you the ability to auto address:

- Customer Records
- Delivery Addresses
- Prospect Records
- Operative Details
- Supplier Records

This feature offers you the following benefits:

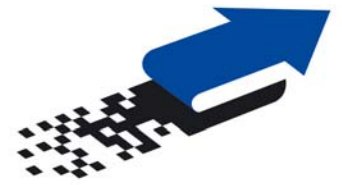
- Dramatically reduces time spent inputting new addresses on your system.
- Improves the accuracy & spelling of the address details on your system.
- Encourages your staff to add records to your database.
- Impresses your customer & prospects with the efficiency of your organisation.

To add this function to your Industry Software package (PromoServe will be used as an example)

1. You must first purchase some additional software – AFD postcode (available from Industry Software).
2. This should then be installed on your computer from the CD provided.
3. File – Run - D:/Postcode.
4. You will then need to Authorise your new software.
5. Select the AFD welcome option from the programme option and phone 0800 083 8424.
6. Have your license information available and follow the instructions on the phone.
7. After this process you will need to enter the activation code in the box provided.
8. Your postcode function is now ready to use.
9. To integrate the module with PromoServe you must first turn on the System Control.
10. From the PromoServe Main menu select System Function then System Controls.
11. Scroll down the system controls until you come to GENERAL.
12. Here you will see the option to ' set afd postcodes '.
13. Highlight this record and click change.
14. Then simply put a tick in the box and the postcode function will be set for all the relevant modules.

To Use Auto Addressing in PromoServe

1. Enter the database you wish to add to and select 'insert' or 'change' option.
2. Enter a postcode in the 'Afd Post Code' box – this is not case sensitive.
3. Press the 'Tab' key.
4. The record will automatically fill out – all you have to do is insert the company name and premises name or number.
5. Click the 'OK' key to save or 'Cancel' to exit.



Industry Software Ltd

Postcode Updates

1. The Royal Mail are constantly adding and upgrading postcodes and we offer an upgrade on your postcode software each quarter. These are not compulsory.
2. The Postcode product is licensed for one year only.



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