Location Intelligence
Infrastructure Asset Management

Confirm®

Import Address Data Specification (SPC-25-129)

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Specifications

The following sections outline all the Specifications that exist within the Confirm functionality.

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Address Data Import Specification 6

Address Data Import Specification

Introduction

The purpose of this document is to describe the specification of the import file that the 'Import Address' utility in Confirm requires.

The document should be used in conjunction with training/consultancy in the use of the system's Data Import Facilities.

Preparation for Import

Copy all files to one directory

Note: Do not try and combine data from more than one year otherwise the utility could get confused if one property is updated more than once in the file.

Create a new folder to hold all the import files i.e. C:\Address Point\011199\DataAll.

Use the Windows find utility to list out all csv files within the update folder. Specify *.csv in the "named" field and search the immediate root folder of the import data i.e. C:\Address Point\011199\DATA and check the "Include subfolders" flag.

Select all files that were found and copy them to the new subfolder (i.e. DataAll folder).

Append all files to one master file

From the MS-DOS prompt access the "DataAll" folder and then append all files to one file containing all the data (e.g. dataall.csv) using the following command. Note do not create this new file in the same directory otherwise it will try and append it to itself.

```
Copy *.csv ..\dataall.csv
```

In this example the new file is created in the parent folder of "DataAll" which is C:\Address Point\011199\.

Copy the header template file (address_point.csv) supplied by SBS to the parent folder i.e C:\Address Point\011199\ and from within this parent folder run the following MS-DOS command:

```
Copy address_point.csv+dataall.csv master.csv
```

Here master.csv will be the file you will import into CONFIRMs.

Notes

Make sure there are no invalid characters at the end of the master.csv file (the DOS commands above may create an end of file marker that will cause an error in the import).

For reference, here is the header line required for this import:

```
PROPREF,DEPTNAME,POBOX,ORGNAME,BUILDNUM,SUBNAME,BUILDNAME,SITEADDR,DT-
HORONAME,TOWNNAME,LOCNAME,DDEPLOCNAME,COUNTYNAME,POSTCODE,EAST-
INGS,NORTHINGS,STATUS,TYPE,CDATE,RMDATE
```

Address Point Import

General Notes

The Ordnance Survey's "Address-Point User Guide" folder is being referenced in the following section whenever the text refers to the "User Guide".

Each row in the import file contains 20 columns and these are listed in the following table along with details of how this data will be stored in the database on import.

Header	OS Column Name	Details
PROPREF	OSAPR	Property_ref
DEPTNAME	Department Name	See rules below – makes up the Property Address and the Sub-Address depending on which columns have been specified. **Note:** PO Box Number may become Site_name.
POBOX	PO Box Number	
ORGNAME	Organisation Name	
BUILDNUM	Building Number	
SUBNAME	Sub-building Name	
BUILDNAME	Building Name	
SITEADDR	Thoroughfare Name	Site_address
DTHORONAME	Dependent T'fare Name	Prefixed to Site_address, if specified
TOWNNAME	Post Town Name	Town
LOCNAME	Dependent Locality Name	Locality
DDEPLOCNAME	D'ble Depend't Loc'ty Name	Prefixed to Locality, if specified
COUNTYNAME	County Name	County
POSTCODE	Postcode	Post code
EASTINGS	Eastings	OS Format Coordinate (in 0.1m)
NORTHINGS	Northings	OS Format Coordinate (in 0.1m)
STATUS	Status Flag	Uses the third digit from the right to determine Positional Quality.
TYPE	Change Type	Defines what import does with record.
CDATE	Change Date	Ignored
RMDATE	RM Version Date	Ignored

The change type for a row in the import file may be modified due to the fact that the import treats the "Change Only Update Baseline Supply" and the "Change Only Update Supply" updates as the same. It always checks to see if the property is already in the database before attempting the Insert, Update, or Delete, then depending on the result, will modify the change type required. The utility will report on the number of modifications made to the change type flag and the following table details the rules for this modification.

	INSERT	CHANGE	DELETE
IN DATABASE	CHANGE	CHANGE	DELETE
NOT IN DATABASE	INSERT	INSERT	DO NOTHING

The import looks for the unique combination of the specified locality, town and county in each record. If this combination is not found then the missing data will be created in order to obtain this combination. If a County is not specified then we will create a dummy record with a blank County name (will do the same for Town and Locality).

If there is a Double Dependent Locality then as long as the Locality has been specified, it will be added to the end of the Site Address (a Double Dependent Locality cannot exist without a Dependent Locality). If the Dependent Thoroughfare is specified then this will be added to the start of the Site Address.

If a Sub-building Name is specified but a Building Name or Building Number is not, then this not a valid item of data, so it will be ignored. Post Town and Postcode are required for it to pass the minimum postal address requirement (see the User Guide). The two parts that make up the Postcode will be separated by one space

Matching Sites

Firstly, the utility will try to uniquely match the specified Thoroughfare Name in the import file against a Site in the Confirm database with exactly the same Site Address (ignoring any mismatch between the Locality of the Site and the Locality specified in the import file).

If there are no Sites found at this stage then the utility will leave the Property unmatched.

If there are multiple matching Sites by just the Site Address then we will add Locality to the match criteria. If we still don't have a unique match then the utility checks to see if any of the Sites matched by just the Site Address already have Properties with the same Postcode as this new one. If a unique Site is still not found then the utility will leave the Property unmatched.

Property Address Rules

The following rules are in order of priority and explain how the columns in the property table within Confirm are filled out from the property fields in the import file. The import runs through the rules in order until it finds one that's applicable.

For Rules 1 and 2 below, if the Building Name or Sub-building Name has either of the following formats then this is classed as having a Format 1 Name:

- the first and last characters are numeric.
- the first and penultimate characters are numeric and the last character is alphabetic

This means that they act like the Building Number and appear on the same line as the next element in the address (i.e. "Append Site Address" flag is set to Yes). The User Guide also implies that if the Building Name or Sub-building Name fields have a number range within it, then this number range needs to be extracted so that this becomes the Property Address and the building name is then the Sub-Address. If the Building Number is also specified then the number range is added to the start of this and this becomes the Property Address.

Rule	Details
Rule 1 - Building Number is specified	The Sub-building Name / Building Name is prefixed to the Building Number, if it's specified and is a Format 1 Name - this is the property address. If any of the other property fields are specified then this becomes the Sub-Address, the fields are separated by commas and will be in the following order: Sub-building name (if not format 1), Building Name.

Rule	Details
	The following fields are ignored: Organisation Name, Department Name, PO Box Number. The “Append Site Address” Flag is set to “Yes”.
Rule 2 - Building Name is specified	The Sub-building Name is prefixed to the Building Name, if it’s specified and is a Format 1 Name - this is the Property Address. If any other property fields are specified then this becomes the Sub-address, the fields are separated by commas and will be in the following order: Sub-building name (if not format 1). The following fields are ignored: Organisation Name, Department Name, PO Box Number. The “Append Site Address” Flag is “Yes” if the Building Name is a Format 1 Name.
Rule 3 - PO Box number is specified	If the Thoroughfare Name is specified then the PO Box number is the property address and if any other property fields are specified then this becomes the Sub-Address. These fields are separated by commas and will be in the following order: Organisation Name, Department Name. If the Thoroughfare Name is not specified then the PO Box number is the Site Address. The Department Name is the Property Address and Organisation Name is the Sub-address unless the Department name is not specified. In this case the Organisation Name is the Property Address if it’s been specified, otherwise the property address is left blank. The “Append Site Address” Flag is set to “No”.
Rule 4 - Organisation Name is specified	If the Department Name is specified then this is the property address and the Organisation Name is the sub address otherwise the Organisation Name is the property address and there is no sub-address. There should be no other property address fields to worry about as the other rules cope with these scenarios. The “Append Site Address” Flag is set to “No”.
Rule 5 - Minimum Postal Address Requirement failure	If none of the above rules are applicable then the address has failed the minimum postal address requirement and an error will be given.

Manual Import Files

Introduction

You can import manually created files into the system. In this case none of the above Site Matching and Locality Matching is performed. The following table details which columns are applicable to this type of import:

Header	Name	Details
PROPREF	Property Reference	
SITECODE	Site Code	Must be supplied otherwise it will assume you are importing an OS file.

Header	Name	Details
SITEADDR	Site Address	Optional – inherits the Site Address of the Site, if left blank.
SUBADDR	Flat/Sub-Building	Optional.
PROPADDR	Address	
APPFLAG	Append Site Address	Optional – defaults to No.
LOCID	Locality Id	Optional – inherits the locality of Site, if left blank.
POSTCODE	Post Code	
ADDREASTING	Address Eastings	Raw Eastings Coordinate (m).
ADDRNORTHING	Address Northings	Raw Northings Coordinate (m).
COORDTOLCODE	Coordinate Tolerance Code	The coordinate tolerance code of the address.
GAZTYPECODE	Gazetteer Type Code	The gazetteer type code associated with the address.

Location Rules

- If no gazetteer type code is supplied then the system setting default will be applied to the address.
- If the system setting default is applied, then the corresponding coordinate tolerance code for the system setting default will be set against the address unless the coordinate tolerance code is explicitly supplied.
- If the coordinate tolerance code supplied is not present in Confirm, then the corresponding co-ordinate tolerance code for the specified gazetteer type will be used instead.