

Conveyancing And Trust Account System

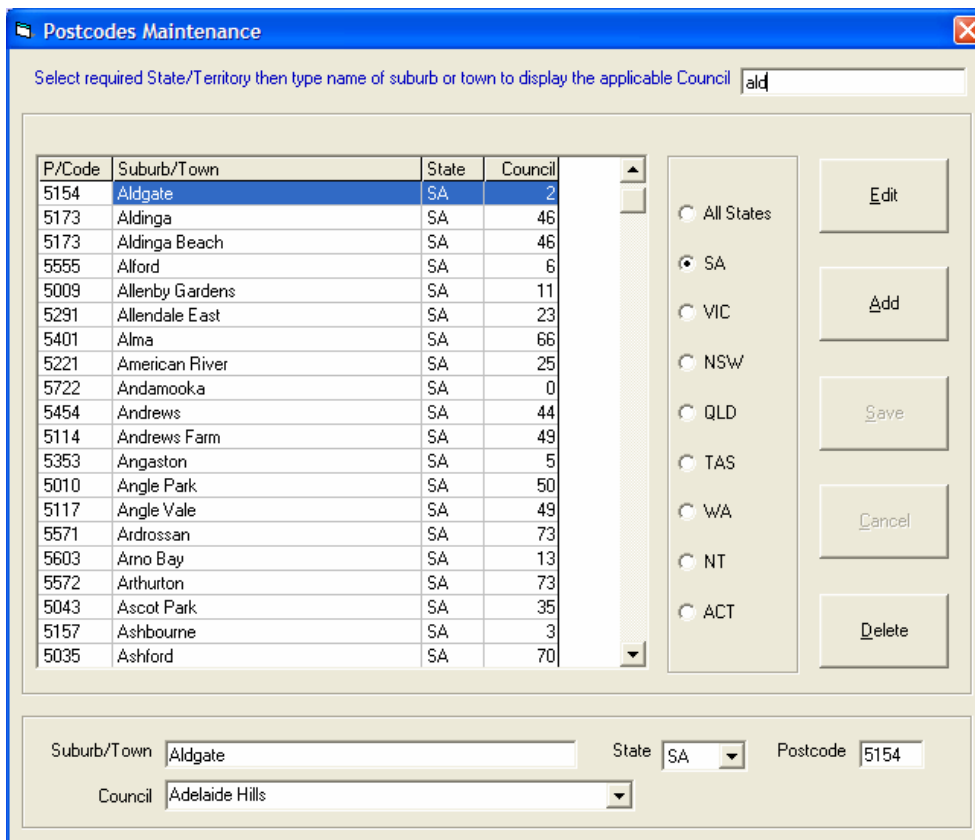
DATABASES - POSTCODES

Postcodes can be maintained by going to the Databases/Postcodes menu option.

The postcodes screen can display all postcodes in Australia, or for a selected State. The default State listed will be the State chosen as the default State in *System/Customise/Preferences*.

Click any other of the States options to display postcodes of another State or *All States* to select all.

The *Postcodes* data table also contains the *Local Council* name applicable to a postcode.



The screenshot shows a window titled "Postcodes Maintenance" with a search bar at the top containing "ald". Below the search bar is a table with the following data:

P/Code	Suburb/Town	State	Council
5154	Aldgate	SA	2
5173	Aldinga	SA	46
5173	Aldinga Beach	SA	46
5555	Alford	SA	6
5009	Allenby Gardens	SA	11
5291	Allendale East	SA	23
5401	Alma	SA	66
5221	American River	SA	25
5722	Andamooka	SA	0
5454	Andrews	SA	44
5114	Andrews Farm	SA	49
5353	Angaston	SA	5
5010	Angle Park	SA	50
5117	Angle Vale	SA	49
5571	Ardrossan	SA	73
5603	Arno Bay	SA	13
5572	Arthurton	SA	73
5043	Ascot Park	SA	35
5157	Ashbourne	SA	3
5035	Ashford	SA	70

Below the table are radio buttons for selecting a state: All States, SA (selected), VIC, NSW, QLD, TAS, WA, NT, and ACT. To the right of these buttons are buttons for Edit, Add, Save, Cancel, and Delete. At the bottom of the window, there are input fields for Suburb/Town (Aldgate), State (SA), Postcode (5154), and Council (Adelaide Hills).

Finding a Postcode record

As there are about 17,000 records in the list when *All States* is selected, a search facility is provided.

Type the first few characters of the suburb, town or city to be located in the box at top right of the screen, and the first location which matches those letters is found and highlighted. In the above illustration, typing in "ald" automatically located Aldgate in SA.

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DATABASES – POSTCODES (Cont.)

Adding a New Suburb/Town

Click the *Add* button.

Enter the name of the suburb or town, the State and the postcode, then from the drop down list labeled *Council*, select the council applicable to that suburb.

If more than one Council is applicable for the suburb or town, it will need to be entered once for each.

For example, Valley View can be in either Port Adelaide & Enfield, Salisbury or Tea Tree Gully Council, so it will need to be entered three times, one for each Council.

Click the *Save* button to save the new record, or the *Cancel* button to abandon it.

Editing a Postcode

Clicking the *Edit* button unlocks the fields in the *Location Details* panel ready for editing. Click *Save* to save the changes, or *Cancel* to restore the data to what it was originally.

Deleting a Postcode

Select the required record and click the *Delete* button.

Council Short Names

The Council Names in the list are 'short names' to eliminate the confusion cause by names such as 'The District Council of....' or 'The City of...' etc. Therefore, 'District Council of Lower Eyre Peninsula' will appear as Lower Eyre Peninsular. However, the data table records the official name of the Council.

NOTE

A quick search facility is also available for the Councils list. Click the first displayed Council in the drop down list to select it, then type in the first few characters of the name to find it
