

Address Validation Options

(Product Setup > Skyward Contact Access > Student Management > Configuration)

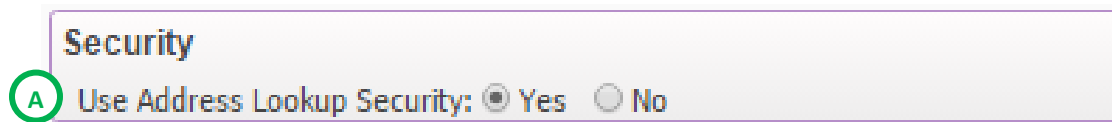
Use Address Lookup Security

Purpose: To control the ability to add in new street codes to only those with appropriate security.

Why use Security: Prevents users from adding in streets (even if validation is passed) – its ultimately to keep the address master cleaner by forcing users to also be in a security group that has access to Street Name Lookup (5/3, 5/4, or 5/5) on the Family Tab.

Requirements: Sufficiently maintained Security Groups with a general concept in mind of “locking down” address master and its brethren.

User with 5/1 to the entire profile and nothing else could add in a new Street Name code if the Address Lookup Security is OFF. The option here controls a particular prompt that appears. If Address Lookup Security is enabled, the prompt to add in a non-existent street will only appear if the user already has access to the Street Name Lookup on the family tab.



The screenshot shows a configuration box titled "Security". Inside, there is a radio button option labeled "A" for "Use Address Lookup Security". The "Yes" radio button is selected, and the "No" radio button is unselected.

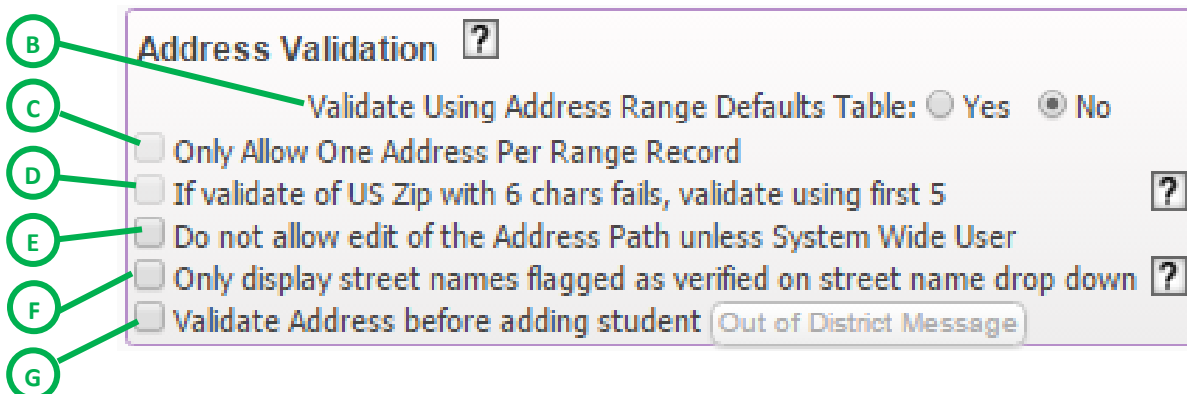
A. Use Address Lookup Security: Can be set to Yes to prevent users from adding additional addresses if they do not have high enough Security Access (3 or higher) to do so.

Use Address Validation

Purpose: To control creation and maintenance of addresses based strictly off of Address Range Defaults

Why use Address Validation: It allows a cleaner Address Master and prevents accidental creation of non-existent addresses. It also is important when trying to establish enrollment via geographic boundaries.

Requirements for Use: Address Range Defaults table must exist (can be populated one by one, mass created, mass cloned, or mass imported).

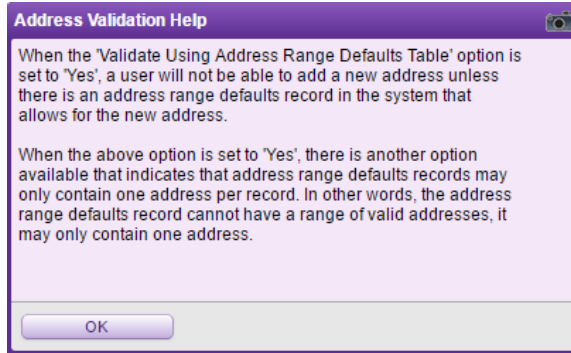


The screenshot shows a configuration box titled "Address Validation" with a help icon. It contains several options, each with a callout letter:

- B:** Points to the "Address Validation" title.
- C:** Points to the "Validate Using Address Range Defaults Table" radio button option, where "No" is selected.
- D:** Points to the "Only Allow One Address Per Range Record" checkbox, which is unselected.
- E:** Points to the "If validate of US Zip with 6 chars fails, validate using first 5" checkbox, which is unselected.
- F:** Points to the "Do not allow edit of the Address Path unless System Wide User" checkbox, which is unselected.
- G:** Points to the "Only display street names flagged as verified on street name drop down" checkbox, which is unselected.

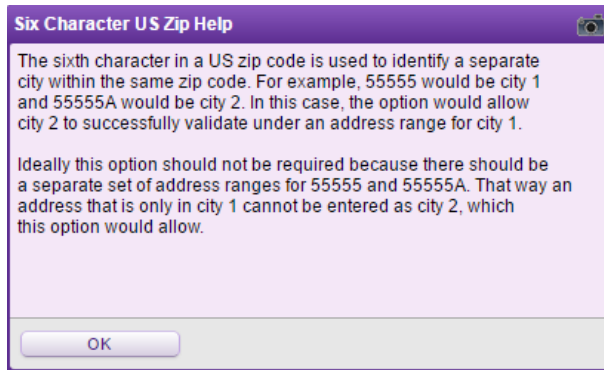
There is also a "Validate Address before adding student" checkbox which is unselected, and a button labeled "Out of District Message" next to it. Question mark icons are present next to the "If validate of US Zip..." and "Only display street names..." options.

B. Validate Using Address Range Defaults Table can be set to Yes to prevent new addresses from being added to the Address Master unless they fall within an Address Range Default record.



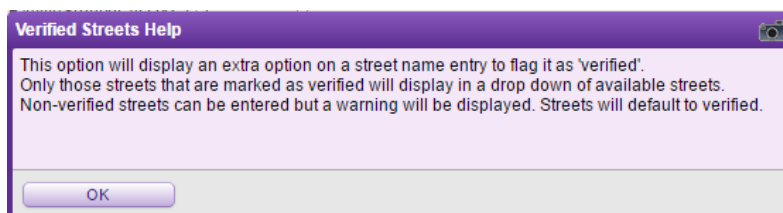
C. Only Allow One Address Per Range Record can be checked to only allow one Address to be added per Address Range Default record. You would have an Address Range listed for each address (i.e. 1004 to 1004 Summit Street) instead of a range of address (i.e. 1000 to 4000 Summit Street)

D. If validate of US Zip with 6 chars fails, validate using first 5 can be checked if you have a situation where there is more than one city with the same Zip Code and the Address Range Defaults haven't been set up with matching Zip Codes and you want validation to only look at the first 5 of the Zip Code instead of all 6.



E. Do not allow edit of the Address Path unless System Wide User can be checked to prevent users from being able to edit the Address Path attached to an address unless they have been flagged with System Wide Access. This will lock down the "Edit Family" and prevent CY Path and NY Path from being edited to all but system-wide users.

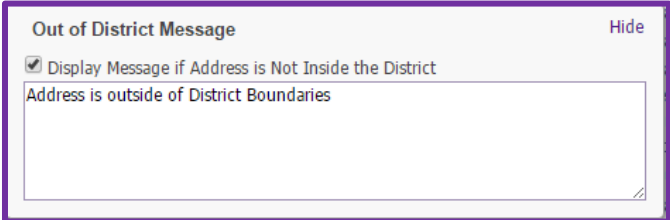
F. Only display street names flagged as verified on street name drop down can be checked to only allow users to select from street names that have been marked as verified. This option will prevent a street from being selected that may have accidentally passed validation options, but has not yet been "validated".



To verify Street Names, go to Advanced Features > Address > Setup > Codes > Street Names.

There is also a utility available to Mass Set Street Names to Verified (Advanced Features > Address > Setup > Utilities > Address Range Utilities > Mass Set Street Names to Verified)

G. Validate Address before adding student can be checked to validate the address before adding a student. If the student is outside of the district address range defaults, an Out of District Message can be entered and can be check-marked to Display Message if Address is Not Inside the District.



The image shows a dialog box titled "Out of District Message" with a "Hide" button in the top right corner. Inside the dialog, there is a checked checkbox labeled "Display Message if Address is Not Inside the District". Below the checkbox is a text input field containing the message "Address is outside of District Boundaries".