



Claritas Precision Code 6.7

Tips and Tricks

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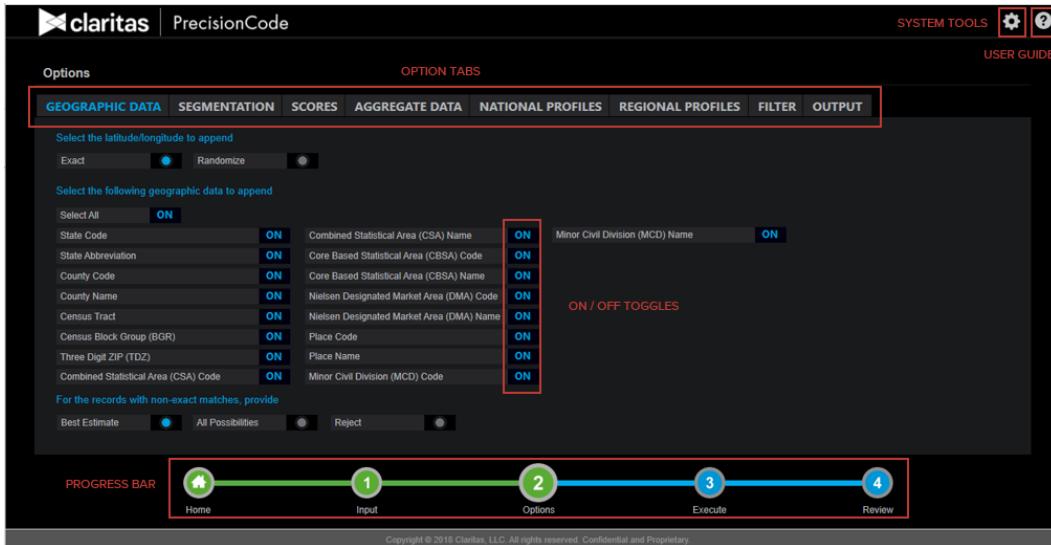
Legal Notifications

SIMPLE TIPS AND TRICKS

TO	DO THE FOLLOWING
Change password	<ol style="list-style-type: none">1. Click System Tools (). A list of options appears2. Click User Account Management. The User Account Management screen appears.3. Highlight your user ID in the grid.4. Type a new password in password.5. Click Update.
Change your report output location	<ol style="list-style-type: none">1. Click the System Tools (). A list of options appears.2. Select User Preferences. The User Preferences screen appears.3. In the Output File Location text box, specify the path where you want to save your output files or processed files. Note: The default file path is C:\PrecisionCode\Output.4. Click Save.
View scheduled or completed schedules	Click the System Tools () and then select Schedules .
Save job definitions	<ol style="list-style-type: none">1. After specifying all your preferred settings for your input file or database, on the Output tab, click the Save Job Definitions button.2. Navigate to and select the path where you want to save your job settings, type a file name in the File Name text box, and then click Save.
Load job definitions	<ol style="list-style-type: none">1. On the Claritas PrecisionCode main screen, click the Load Saved Job Definition button.2. Navigate to and select the file that contains the job settings that you want to load, and then click Open.

TO	DO THE FOLLOWING
Schedule a recurring job	<ol style="list-style-type: none"> 1. On the Claritas PrecisionCode main screen, click the File or Table Import. 2. Select the file or table to import from your workstation. 3. On the Sequence or Progress bar located on the bottom of the screen, click 2 Options. 4. Select your desired options for geocoding. 5. On the Output tab, click the button next to the Append job date option to set it to ON. 6. On the Sequence or Progress bar located on the bottom of the screen, click 3 Execute. 7. Click Schedule and then specify the day(s) you want to run the job on recurring basis and time. 8. Click Schedule button. <p>Note: The file must be in same location every time and the file must have same headers.</p>
Refresh “In Progress” status for a job that seems isn’t progressing	<ol style="list-style-type: none"> 1. Click the System Tools (). A list of options appears. 2. Select Schedules. A screen containing a list of scheduled jobs appears. 3. If the scheduled job remains In Progress, click 4 Review on Navigation bar. This will force the job to complete. If the scheduled job status shows Complete, then the files are completed and saved in your specified output file location. If the scheduled job status shows Error, then the job has failed. Review the job details to make sure everything is correct.

SCREEN NAVIGATION



The following table lists what a typical Claritas PrecisionCode screen includes:

ITEM/ICON	DESCRIPTION
System Tools	Allows you to set and manage your system preferences, user account, job or process schedules, and licensed data.
Help or User Guide	Launches the <i>Claritas PrecisionCode User Guide</i> document.
Option Tabs	Provides you with different appending and file options for appending as tabs.
Sequence or Progress Bar	Shows the current step that you are in. You can use this bar to navigate back to the Home or main screen, or move to the next step. However, you must complete the actions required for the current step before you can move to the next step.

TECHNICAL SUPPORT

If you need further assistance, not provided in this document, please contact the Claritas Solution Center between 9:00 a.m. and 8:00 p.m. (Monday through Friday, EST) at 800.866.6511.

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