Govern

Installation of Melissa Data & Intelligent Mail Barcode

Release 10.8 version 1.0

Last Revision Update: 12/12/13

FINAL DRAFT

MS Govern

Melissa Data & Intelligent Mail Barcode
Installation

Govern for Windows^{TM}

Version: 1.0

October 2013 - Release 10.8

Copyright © MS Govern 1997 - 2013

Govern

Disclaimer

MS Govern has taken due care in preparing this manual. However, nothing contained herein modifies or alters in any way the standard terms and conditions of the purchase, lease, or license agreement by which the product was acquired, nor increases in any way the liability of MS Govern to the customer.

FINAL DRAFT

Preface

Welcome to Govern for Windows, a comprehensive and fully integrated transaction-driven system written exclusively for local governments. Govern includes a wide variety of database modules:

Computer-Assisted Mass Appraisal (CAMA)
- Appeals & Grievances
- Appraisals / Property Valuations
- Comparables Sales Management

Financial Management
- Account Receivable
- Cash Collection

Land Management
- Business & Individual Licenses
- Complaint Tracking
- Leasing
- Permit Tracking & Inspection Scheduling
- Planing
- Violations

Revenue Management
- Aircraft & Boat Excise Tax
- Miscellaneous Billing
- Personal Property Tax Billing
- Real Property Tax Billing
- Self-Reported Tax Billing
- Special Assessments
- Tax Title / Tax Lien / Tax Sales
- Utility Billing

Since 1980, MS Govern has worked hand-in-hand with State and Local Governments to simplify the implementation of software solutions that automate the flow of information related to their properties.

Table of Contents

FINAL DRAFT

Setting up Melissa Data Address Validation

Introduction to Melissa Data

Melissa Data provides automatic verification and correction of inaccurate, incomplete and undeliverable addresses in the United States and Canada. If, for example, a user enters the wrong street number for a personal property or business, Melissa supplies the correct number. Melissa Data also supplies zip codes and postal codes where these fields are required. In addition, U.S. addresses are standardized according to USPS® specifications and adds the ZIP+4 and carrier route codes.

Complete the following procedures on the server and on each client PC that will be running the Melissa Data application.

You can include *Melissa Data's* new *Residential Business Delivery Indicator* (**RBDI**) add-on with your existing Melissa Address Verification service. This needs to be located in the same directory. Contact *Melissa Data* for instructions on installing this service.

> **Note:** The Melissa Data address verification service will not work on addresses with no format that are stored in the NA_NAMES table. Only formatted addresses, e.g. Individual or Company will work. A user license is required in order to use this service. Contact MS Govern Technical Support for additional details.

Installing Melissa Data on the Server

The *Server* installation package contains the database and the *Melissa Data Object* or libraries.

To install *Melissa Data* on the server:

1. Copy the Melissa folder, containing the `MDServerSetup.exe` file and supporting files to the server or to a drive on the network.

2. Open the Melissa folder and double-click on the `MDServerSetup.exe` file to launch the setup program.

FINAL DRAFT

3. Close all open applications and click **Next** to start the installation.


4. At the Password Validation screen, enter the password that was sent to you by e-mail. If you enter an incorrect password, an error message will appear; click **OK** and re-enter the password. If you do not have a password, click **Cancel** to exit the installer.

FINAL DRAFT
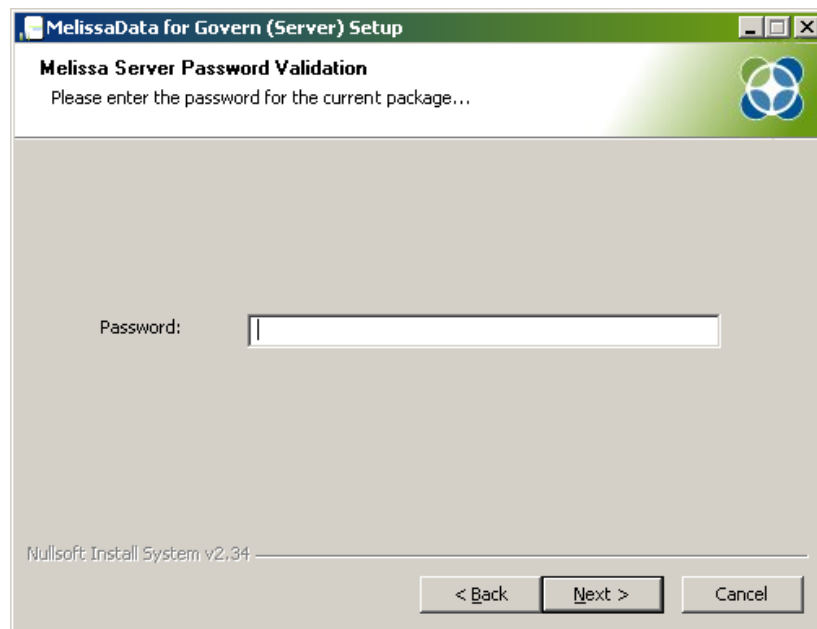
> **Note:** All provided passwords are case-sensitive so ensure that the **Caps lock** key is not selected.

5. When a password has been successfully entered, verify that there is sufficient space for the installation. *Space required* and *Space available* information is displayed at the lower left hand side of the setup wizard. If required, click **Browse** to install the program to a destination different from the displayed **Destination Folder** or proceed to step 7.

FINAL DRAFT
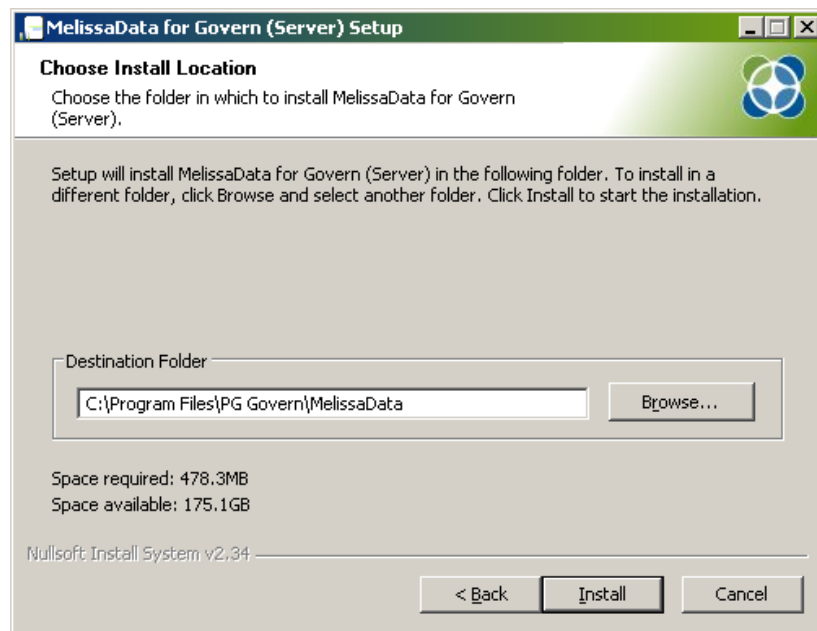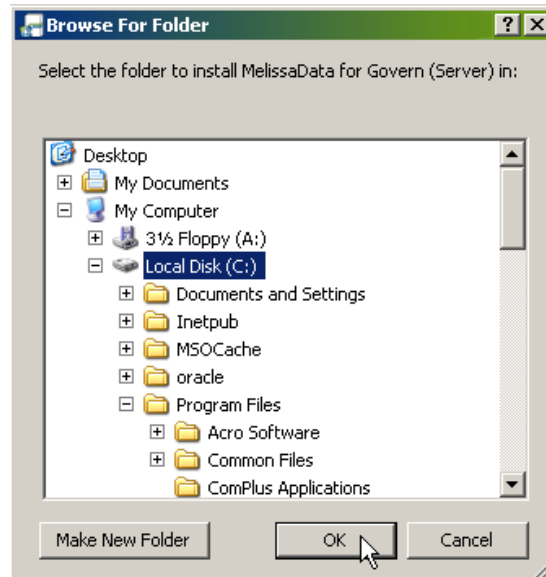
6. The *Setup Wizard* navigates to the default folder. Select an alternate folder or create a new one, if required. Then, click **OK**.

> **Note:** It is recommended that you install the Melissa Data Server application under the shared Govern directory on the server. Take a note of this directory, it will be used in *Configuring Govern for Melissa Data* on page 8.

> **Note:** Take note of the install dirrectory, it will be required when configuring Govern for Melissa Data.

7. Click **Install** on the *Choose Install Location* window.
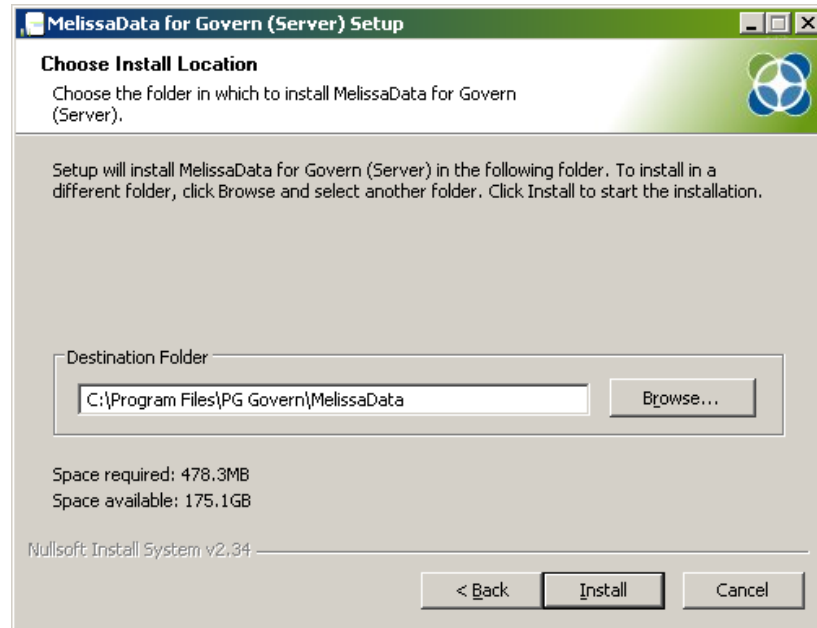
The progress window displays the file names as the
files are extracted and installed.
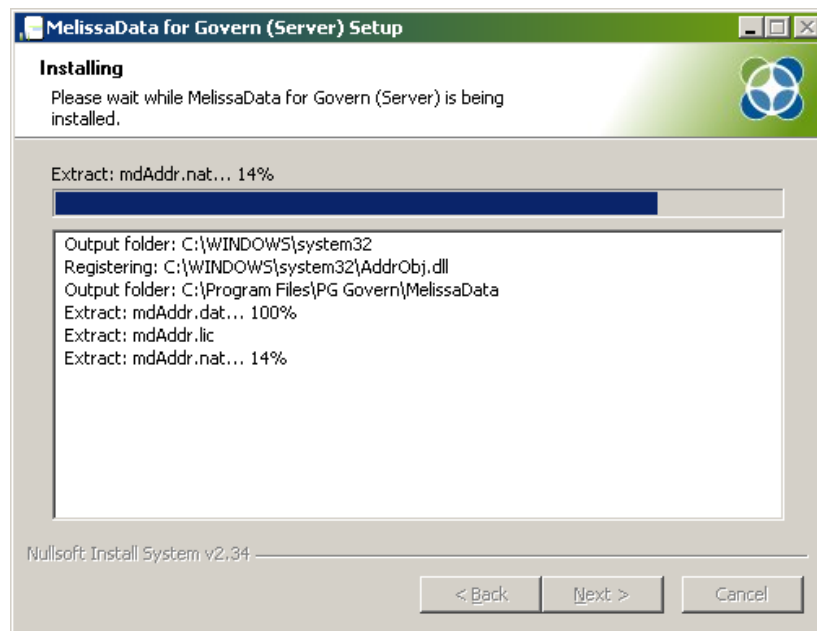
8. Click **Finish** when the Completed Installation window is displayed to close the wizard.

Installing Melissa Data on Client PCs

The Client installation package includes the *Melissa Data Object* or libraries, only. Users access the *Melissa Data* address verification database on the server.

To install Melissa Data on each PC running the application:

1. Copy the Melissa folder, containing the MDClientSetup.exe file and supporting files to the server or to a drive on the network.

2. Open the Melissa folder and double-click on the MDClientSetup.exe file to launch the setup program.

3. Close all open applications and click **Install** to start the installation. The progress window displays the file names as the files are extracted and installed.
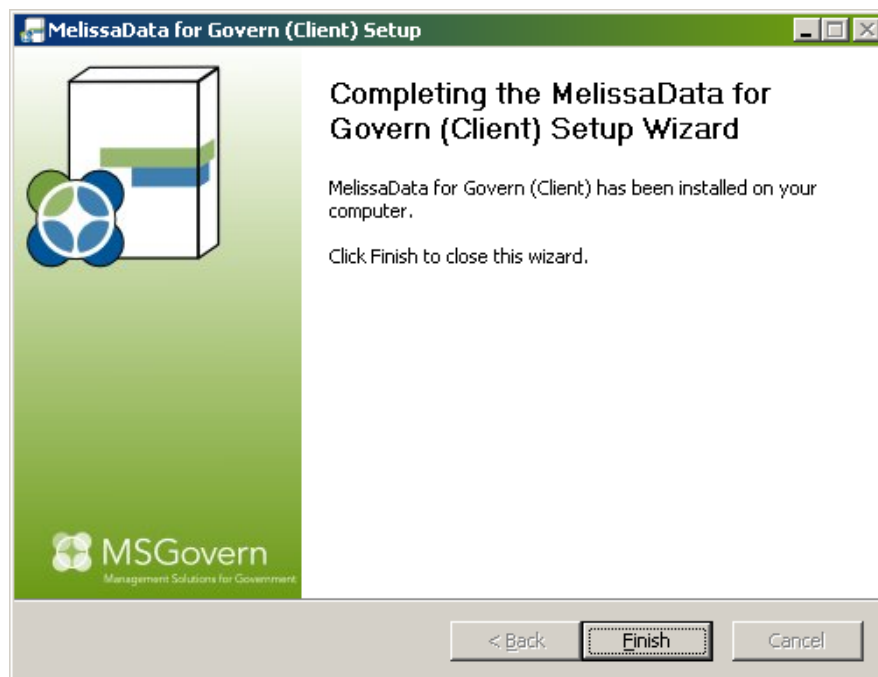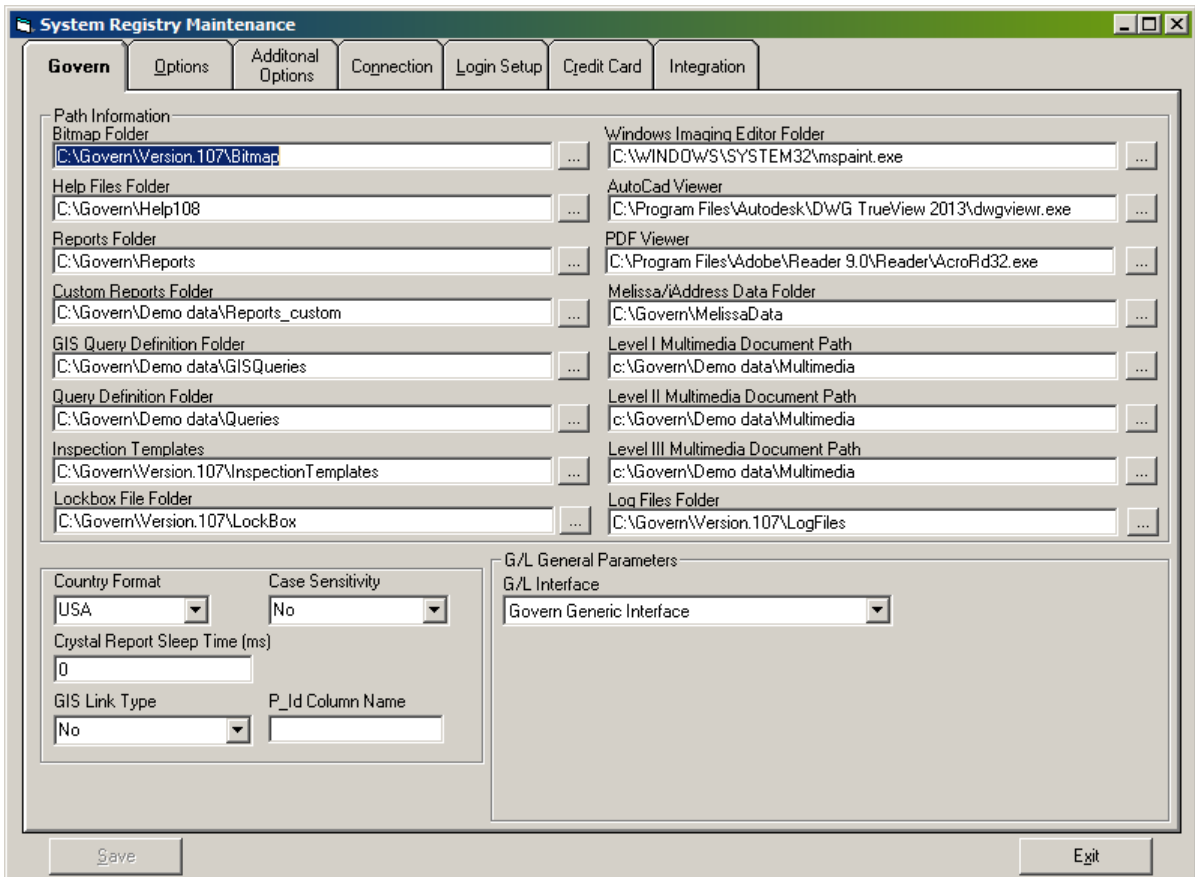
4. Click **Finish** when the Completed Installation window is displayed to close the wizard.
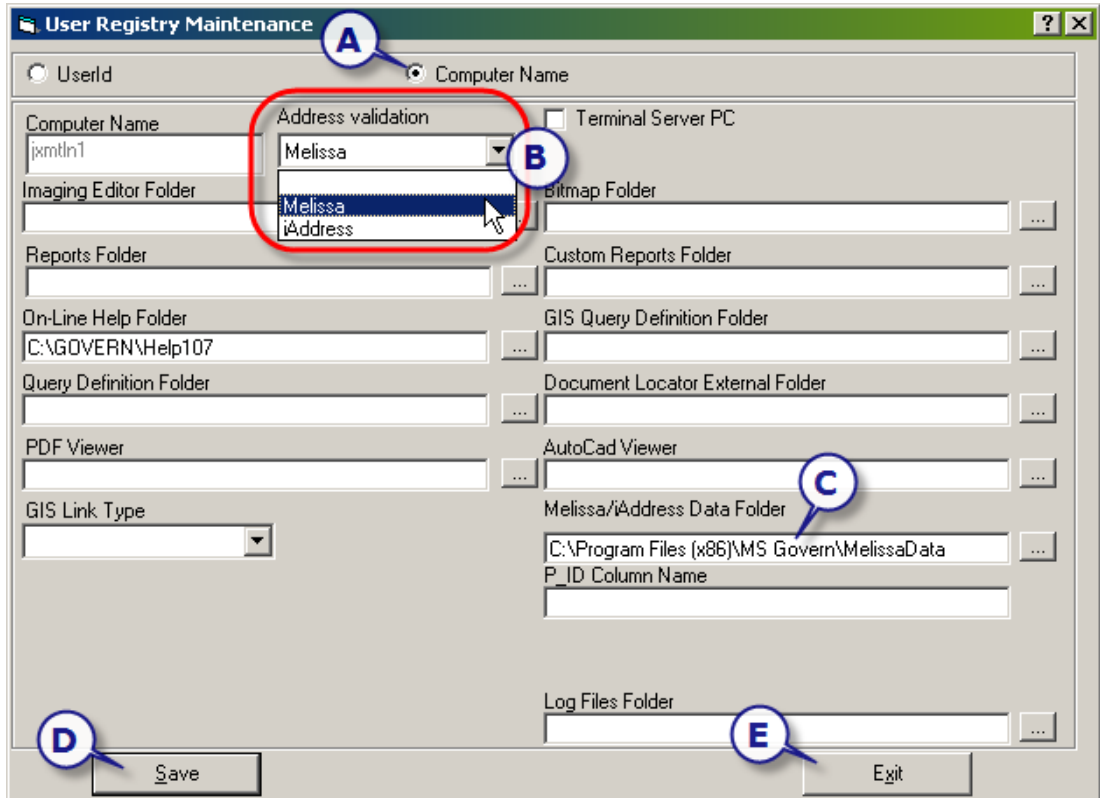
Configuring Govern for Melissa Data

To configure Govern for Melissa Data, you need to specify the path to the Melissa Data folder, on the *System Registry Maintenance* form and select the **Melissa Data** option on the User Registry Maintenance form.

1. Launch *Govern Admin*.

2. Next select *Parameters* > **Edit the System Registry**.

3. In the **Melissa/iAddress Data Folder** field, enter the path to the directory where the application is installed; i.e., the **Destination Folder** displayed in *Step 5* of procedure for *Installing Melissa Data on the Server* on page 1.

4. Click **Save** on the *Server Registry Maintenance* form.

5.   Select *Parameters* > **Edit the User Registry**.

6.   In the *User Registry Maintenance* form, click to select the **Computer Name** option (**A**).

7.   Look for the *Address Validation* drop down menu and select *Melissa* (**B**).

8.   In the **Melissa/iAddress Data Folder** field (**C**), enter the path to the directory where the application is installed, if this is different from the path entered on the *System Registry Maintenance* form.

> **Note:** If the Melissa Data address verification is to be used offline, enter the path in this field.

9.   Click **Save** (**D**) to save your settings.

10. Close the *User Registry Maintenance* form, click **Exit** (**E**).

In order to configure the USPS Barcode refer to the next section of this guide.

FINAL DRAFT

Configuration of the USPS Intelligent Mail Barcode (IMB)

Introduction

Running the *Generate Intelligent Mail Barcode* process will result in the population of the following fields in (Table: NA_NAMES.IMB_31, and NA_NAMES.IMB_65). The resulting data is printed on a bill/letter, or envelope. This results in the county being able to take advantage of the *USPS* bulk postal discount mailing rate.

STEP 1 - Install the Intelligent Barcode Font

Before proceeding, you will need to obtain and install the **Intelligent Barcode** font in all systems that will be using the *Intelligent Barcode*. This font is used to generate the *USPS* barcodes. Fonts can be obtained from the following link **https://ribbs.usps.gov/onecodesolution/download.cfm**, or refer to the USPS homepage at **www.usps.com**.

The "Intelligent Barcode" font (**USPSIMBStandard.ttf**) must be installed by an administrator on all PCs that will use the "Intelligent Barcode" in a report/bill or other output method/form.

STEP 2 - Install Melissa Data or other Address Verfication

Refer to Setting up Melissa Data Address Validation on page 1 for setup and configuration instructions for the Melissa Data service.
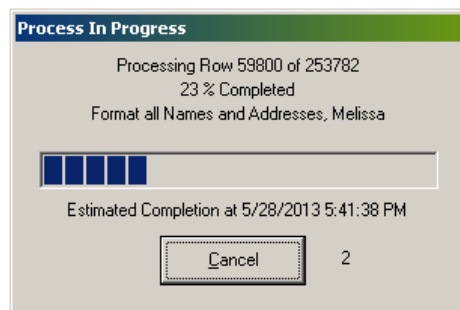
STEP 3 - Address Validation Process

Addresses must be validated using the installed address verification service. For this example the *Melissa Data* service is installed and will be used for verification.

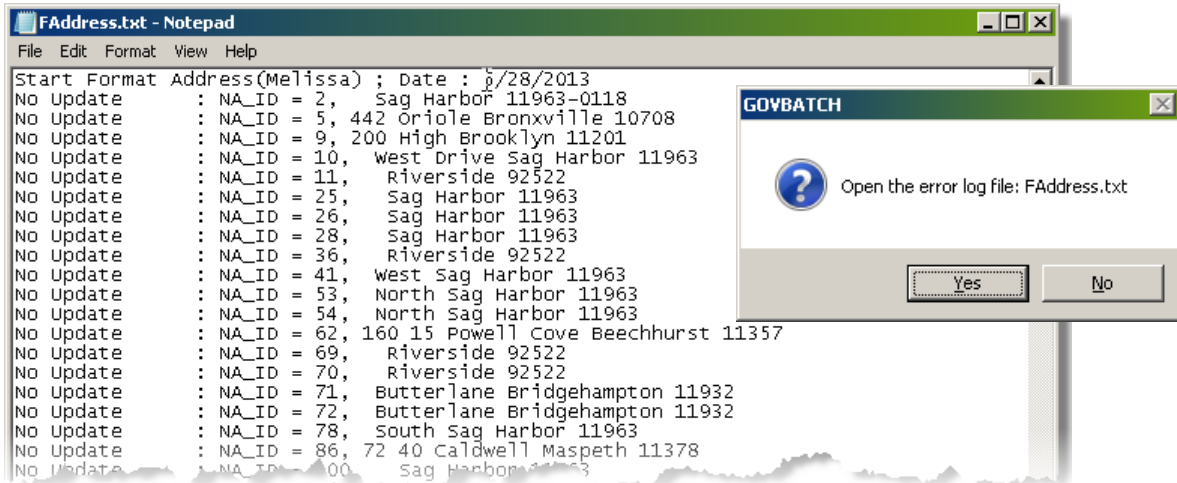For address validation, in *Govern Batch Processing (GovBat)*...
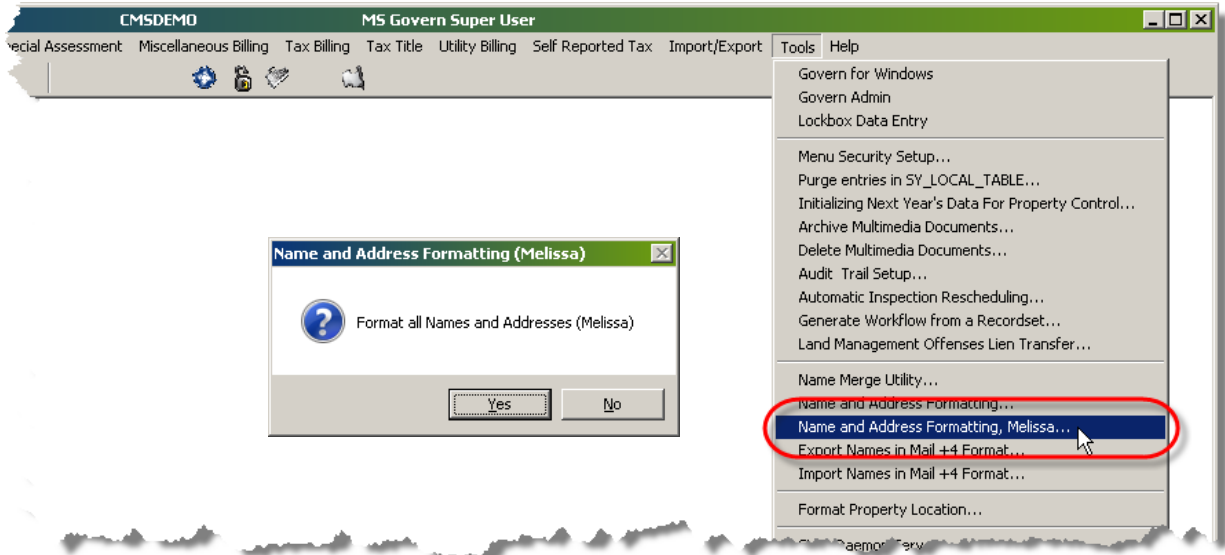
1. Select *Tools* > **Name and Address formatting, Melissa...**
2. At the prompt, click **Yes**.

The process validates the 'NAME and ADDRESSES' fields in (Table: NA_NAMES).

3. At the end of the process, a dialog window will request that you open the error file, **FAdress.txt**; click **Yes**, to view any errors.

This process generates a log file containing errors. You will need to correct these errors prior to proceeding to the next step. Some clients will have to correct *Company Names* (Table: NA_NAMES) that contain special characters (e.g. &, /, #), as part of the name that was rejected by the Melissa process. These errors must be corrected manually in the (Table: NA_NAMES).

STEP 4 - Installation of the One Code Integration

The next step is to install *One Code Integration*; contact *MS Govern Technical Support* to obtain the *One Code Integration* package. This package will contain the **OneCodeSetup.exe**.

Note: OneCodeSetup.exe must be run on each User PC that will be running the Intelliigent Mail Barcode process.

1. Locate the OneCodeIntegration folder; in the folder, double click on **OneCodeSetup.exe**

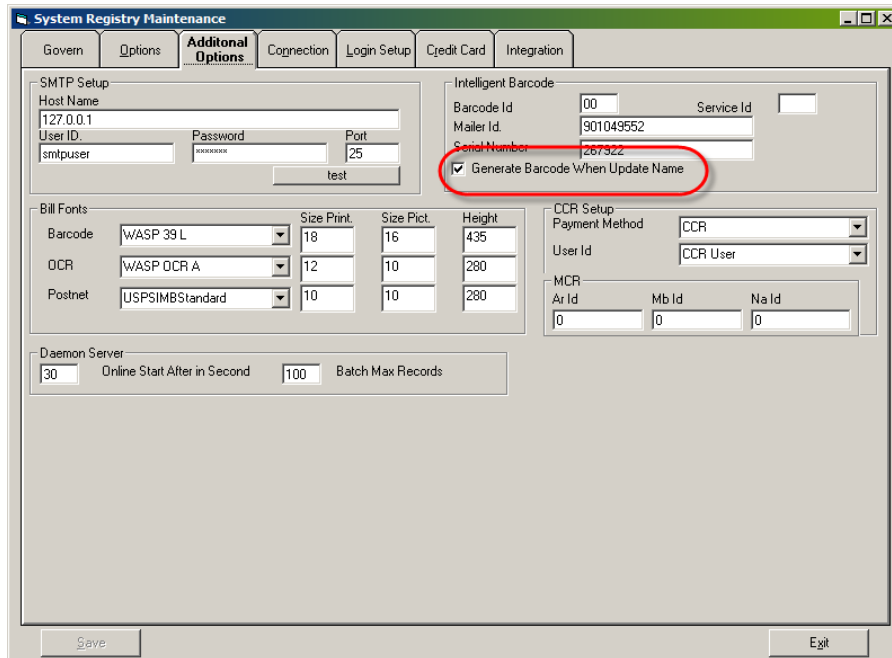2. At the initial setup screen, click **Install**.
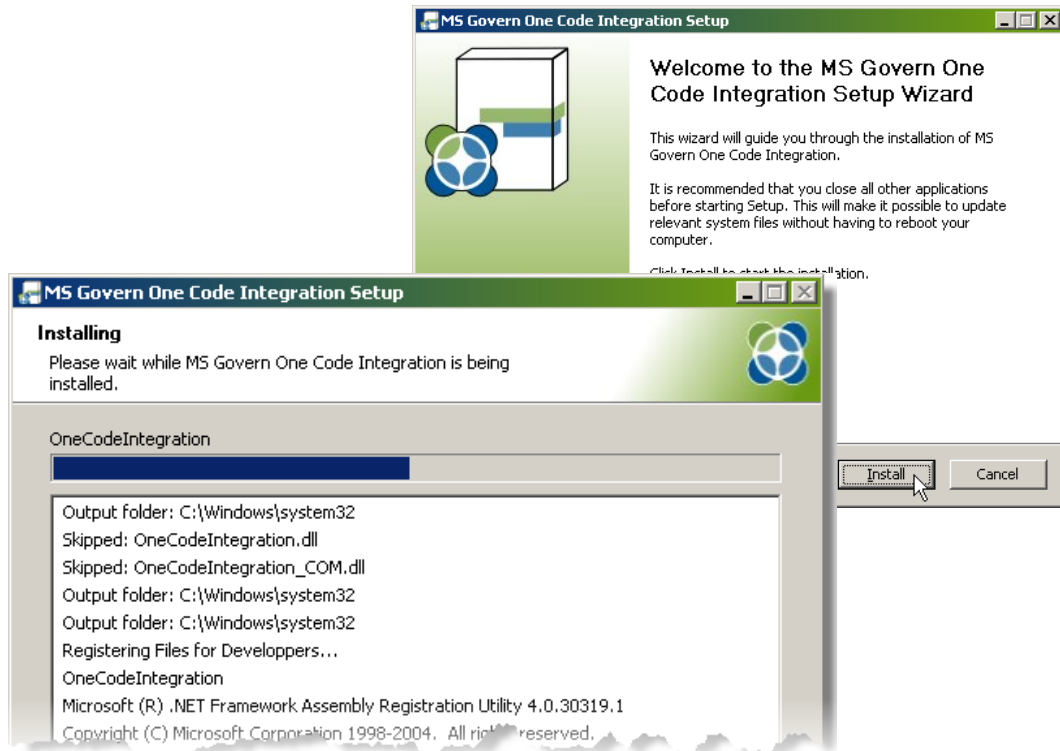
3. When the installation process is complete, click **Finish**.

STEP 5 - Select Barcode Option in System Registry

In the *System Registry Maintenance* form in Govern Admin you will need to ensure that the option for **Generate Barcode When Update Name** is selected. Selecting this option is critical before running the **Generate Intelligent Mail Barcode** process. If the option is not selected the IMB_31 column of the NA_NAMES tables may not be generated

In *Govern Admin*...

1. Select *Parameters* > **Edit the System Registry...**

2. In the *System Registry Maintenance* form, select the **Additional Options** tab.

3. Locate the *Intelligent Barcode* group and if not selected, select the **Generate Barcode When Update Name** option.

STEP 6 - Update Codes in NA_NAMES Table and Generate the Intelligent Mail Barcode (IMB)

The next step is to update the "IMB_31" & "IMB_65" codes in (Table: NA_NAMES).

1. In GovBat select *Tools* > **Generate Intelligent Mail Barcode**.

> **Note:** Immediatealy after the installation of the One Code Integration, if this menu option is not available, it may be necessary to restart the Govern Batch application.

This process only updates the "IMB_31" & "IMB_65" codes if those tables are set to NULL (). If the record in the table column is not populated with a NULL, the IMB code will not be generated.
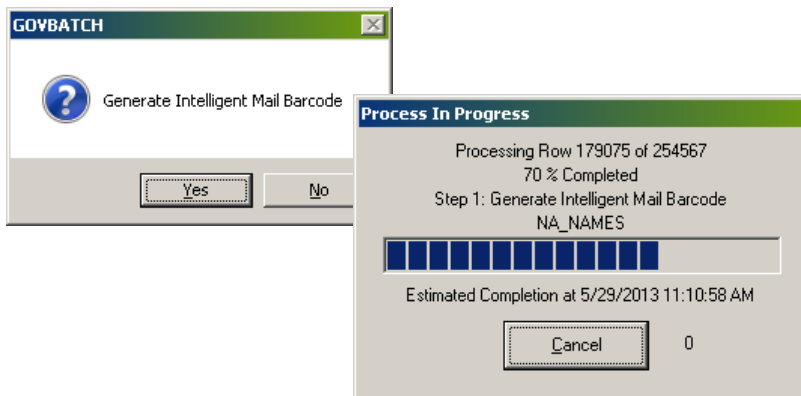
Best Practices When Generating IMB's

To minimize errors, it is recommended that a clean start approach be taken, i.e. all codes are populated with NULLs, an update query should be run on the two (2) tables in (Table: NA_NAMES.IMB_31 and NA_NAMES.IMB_65) to populate the fields with NULLS.

Pseudo Code Example:

UPDATE NA_NAMES
SET IMB_31 = NULL, IMB_65 = NULL

The above pseudo code example serves only as a guideline, and should be verified for syntax by an administrator that is conversant in SQL.

When all configuration steps have been followed, after the **Generate Intelligent Mail Barcode** process has been run, the IMB_31 and IMB_65 columns in the NA_NAMES tables will be populated.

FINAL DRAFT

Clients Generating Letters/Reports with IMB Codes in Crystal Reports

Some Govern Clients have created customized Crystal Report letters or reports that contain the IMB_31 and IMB_65 codes. These letters and reports can be generated through Govern as long as the **USPSIMBStandard** typeface/font (**USPSIMBStandard.ttf**) is installed on the PC that is generating the letters and reports. The barcode font/typeface should be installed in *STEP 1 - Install the Intelligent Barcode Font* on page 10.
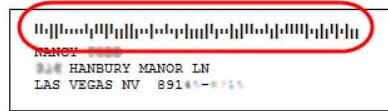
> **Note:** If a City/Town/County has a VB coded TAX/UB/or other bill, Technical Support must be advised so that they can modify the bill for the "Intelligent Barcode"

Index