



# **JetTrac Address<sup>TM</sup> User Guide**

**Version 1.4**

**November 22, 1999**

## REVISION HISTORY

<b>Revision Number</b>	<b>Date</b>	<b>Comments</b>
1.0	October 28, 1998	Initial release
1.1	July 18, 1999	Added JetForm.rsp and Status
1.2	August 4, 1999	Added Name processing to concatenate First Name, Middle Initial and Last Name
1.3	September 1, 1999	Removes “,” if no City and “.” if no MI
1.4	November 22, 1999	Can now concatenate up to nine lines

### **JetTrac Address™ User's Guide and Technical Documentation November 22, 1999**

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# 1.0 Overview

## 1.1 Summary

JetTrac Address™ was developed to reformat addresses in a JetForm Central Field Nominated Data file. It runs as a Custom Agent, controlled by the JetForm Job Management Database. JetTrac Address creates two new fields: one for the properly formatted full name and another for the properly formatted full name followed by the properly formatted full address, with all extra spaces removed. The field names in the TDF file can remain constant, but the field names in the form are changed to match up to the new fields created by JetTrac Address.

## 1.3 Organization of this Document

Section 1: Introduction  
Section 2: Installation and Configuration Procedures for JetTrac Address™  
Section 3: Running JetTrac Address™

## 1.4 Technical Support

If you need assistance in installing and configuring JetTrac Address™, call Pro Technology Automation, Inc. at 805-527-1248 or email us at [support@protechinc.com](mailto:support@protechinc.com). Please note that the JetTrac Address™ license fee does not cover configuration services and technical support so there may be an additional charge. Please ensure you read these instructions carefully before calling for technical support.

## 1.5 Inputs to JetTrac Address™

There are two inputs to JetTrac Address™: the input Field Nominated Data file and an INI file that specifies how processing should occur.

The data file is in the standard JetForm Central Field Nominated Format and is the data file that contain the field components of the Address reformat logic. Here is an example:

```
^field StartRec
^field FirstName
Dan
^field MiddleInt
A
^field LastName
Roth
^field ADDRESS1
2828 Cochran Street, Suite 212
^field ADDRESS2
^global CITY
Simi Valley
^global STATE
CA
^global ZIP
93065-1421
```

Since the various components of the address are in separate fields the address would look like the following on the form because we have to accommodate different length fields. JetForm Central cannot automatically move up the City, State and Zip to the third line if there is no Address2.

Dan            A Roth  
2828 Cochran Street, Suite 212  
  
Simi Valley            CA 93065-1421

After running the above example through JetTrac Address, one field would be created that would be placed on the form and it would look like:

Dan A. Roth  
2828 Cochran Street, Suite 212  
Simi Valley, CA 93065-1421

## 1.6 JetTrac Address™ processing

JetTrac Address™ will open the input file and INI file and start processing the file one record at a time. It will look through the input file for the field names specified in the INI file, create a new field specified in the INI file and concatenate all the specified fields together. It will put NAME and any ADDRESS line that contains data in different lines in the new field. It will concatenate the City followed by a comma and a space, then the State followed by two spaces and Zip.

## 1.7 Output from JetTrac Address™

A Field Nominated Data file is output from JetTrac Address™ ready to be processed by JFMERGE, the Print Agent of JetForm Central. The new field that has the properly formatted address will be in the file.

```
^field StartRec
^field FirstName
Dan
^field MiddleInt
A
^field LastName
Roth
^field ADDRESS1
2828 Cochran Street
^field ADDRESS2
Suite 212
^global CITY
Simi Valley
^global STATE
CA
^global EmployeeFullName
Dan A. Roth
^global NameAddr
Dan A. Roth
2828 Cochran Street
```

Suite 212  
Simi Valley, CA 93065-1421  
^global ZIP  
93065-1421

Note that two new, properly-formatted fields “EmployeeFullName” and “NameAddr” have been added above the “ZIP” field. It is these new fields that should be used on the form.

## 2.0 Installation Instructions

### 2.1 Included files

The JetTrac Address.zip file contains the following files. After unzipping them, move each file to the folder indicated.

<u>Filename</u>	<u>Description</u>	<u>Folder</u>
JetTrac Address.exe	Address reformatting Custom Agent	c:\jfsrvr\CustomAgents\JetTrac Address
JetTrac Address.ini	JetTrac Address INI file	c:\jfsrvr\CustomAgents\JetTrac Address
RunJetTrac Address.bat	Batch file to run JetTrac Address	c:\jfsrvr\CustomAgents\JetTrac Address
Input.dat	Test field nominated data file	c:\jfsrvr\CustomAgents\JetTrac Address
JetTrac Address User Guide.pdf	This document	c:\jfsrvr\CustomAgents\JetTrac Address

### 2.2 Testing instructions:

1. After all files have been moved to the correct place, examine the input.dat file to see the address format.
2. Double click the RunJetTrac Address.bat file. This will run JetTrac Address.exe with input.dat as the input file and input.out as the output file. Examine the newly created name and address fields in the output file to make sure that the address is reformatted correctly.

### 2.3 JetTrac Address INI file:

The JetTracAddress.ini file has a number of lines to specify the information needed to process the data file. An example is given below:

```
StartRec
FirstName
LastName
MiddleName
^global EmployeeFullName
Y
ADDRESS1
ADDRESS2
ADDRESS3
ADDRESS4
ADDRESS5
ADDRESS6
ADDRESS7
ADDRESS8
City
State
Zip
^global NameAddr
~~
Line 1: Field name of first field in each record           StartRec
Line 2: Field name for first NAME part of address         FirstName
Line 3: Field name for middle NAME                       MidName
Line 4: Field name for last NAME                         LastName
Line 5: Field descr for merged name                      ^field FullName
      (set to # if you don't want name processing at all)
      If you don't need name merging, but want address, set
      line 2 and 3 to # and put fullname in line 4.
Line 6: Y or N to add period to middle NAME              Y
Line 7: Address line 1 (skip if blanks)                  Addr1
Line 8: Address line 2 (skip if blanks)                  Addr2
Line 9: Address line 3 (skip if blanks)                  Addr3
Line 10: Address line 4 (skip if blanks)                  Addr4
```

Line 11: Address line 5 (skip if blanks)	Addr5
Line 12: Address line 6 (skip if blanks)	Addr6
Line 13: Address line 7 (skip if blanks)	Addr7
Line 14: Address line 8 (skip if blanks) (set any to # to skip them)	Addr8
Line 15: Field name for CITY	City
Line 16: Field name for STATE	State
Line 17: Trigger field (must exist or no output) also Field name for ZIP or full City ST, ZIP	ZIP
Line 18: Field descr for full created address (if don't need CITY ST, ZIP processing set CITY and STATE to #, use ZIP for full CITY, ST ZIP) (set line 18 to # if you don't want address processing)	^field FullAddr

Here is a description of each line:

StartRec	Indicates the first field that occurs in each set of records
FirstName	The First Name in the input file
MiddleInt	The Middle Initial in the input file
LastName	The Last Name in the input file
^global FullName	New Full Name field name with ^global or ^field
Y	Whether to add a period to Middle Initial if not already there in input data
ADDRESS1	The first line of the Address
ADDRESS2	The second line of the Address
ADDRESS3	The third line of the Address
ADDRESS4	The fourth line of the Address
ADDRESS5	The fifth line of the Address
ADDRESS6	The sixth line of the Address
ADDRESS7	The seven line of the Address
ADDRESS8	The eighth line of the Address
CITY	The City in the Address
STATE	The State in the Address
ZIP	The Zip in the Address
^field NameAddr	The new field created by JetTrac Address that will have the name and address properly formatted

**Additional info:**

If you don't want the name processing, set FirstName field, MiddleInt, LastName field and middle-initial-flag, and field name for full name to "#"

If you don't want the full address created, set field-name for name and address to "#"

There must be a field found with "ZIP" which MUST come AFTER all the other fields; this is the trigger for output of the computed field(s). If no field for zip is listed, there will be no new fields output at all from JetTrac Address.

If you do not want to concatenate first, middle and last names, set everything but the FIRSTNAME to "#". Put your preformatted full name field in the FirstName line to have it added to the top of the name and address output field.

## 2.4 Configuring the task in the Job Management Database

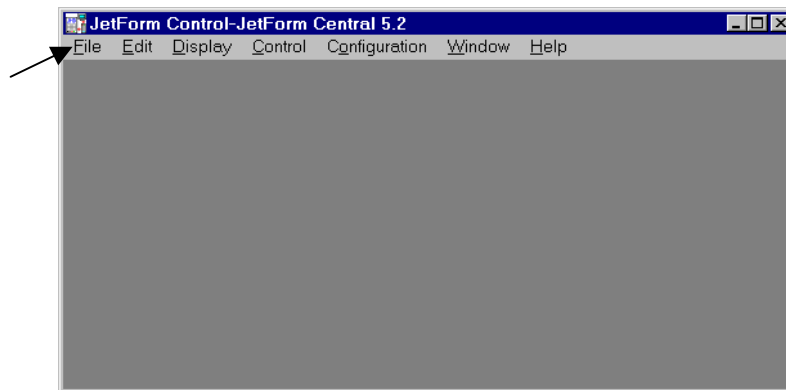
JetTrac Address takes four command line arguments:

<input file> <output file> <ini file> <log file>

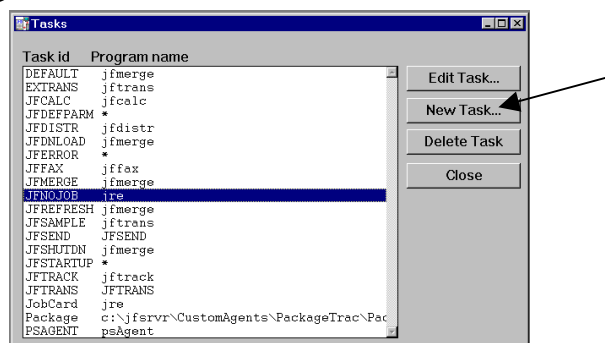
The input file is the Field Nominated File created by the previous job step, which often is the JetForm Central Transformation Agent, though may be another custom agent. The INI file is the file with all the definitions as specified in Section 2.3. The log file is the fully qualified JetForm Central logfile name.

To add the JetTrac Address custom agent in JetForm Control for Windows platforms:

1. Start JetForm Control by clicking Start, Programs, JetForm Central, JetForm Control (may be slightly different for your installation). You will get the following screen:



2. Add a new Task by clicking on File, Job Management Database, Tasks. You will get the following screen:



3. Create a new task by clicking New Task. Set up the Task Definition with the following information:

**Task ID:** Address  
**Program name:** c:\jfsrvr\CustomAgents\JetTracAddress\JetTracAddress.exe  
**Program options:** @InFile @OutFile @MDFName @LogFileName  
**Comment:** JetTrac Address Custom Agent by Pro Technology

Note: JetForm Central only allows a maximum of nine characters for task ID names, so we must abbreviate the task ID name here.

4. Click OK to save the Task Definition. Close out of the Task Definition window.
5. Now you must create a job step that calls the JetTrac Address task. This would be one of the job steps in the complete job you are setting up. To set up a new job, from JetForm Control main screen click File, Job Management Database, Jobs, then New Job. Define the rest of the steps that as needed. If a JFTrans and a JFMerge Job Step exist, JetTrac Address will always go after JFTrans.
6. From the main screen of JetForm Control, click File, Job Management Database, Jobs. You will get a list of all jobs you have set up in JetForm Central. We will assume that you already have a job set up and you are adding a Address Reformating step. Click on the Job that you want to sort, then click “New Step”. The New Job Step window will appear. Following are the fields that you need to fill in:
  - Task ID** – from the drop down list, select Address
  - Input File** – the value that goes here would be a single letter which is the output from the previous job step. If your current job had two steps, JFTRANS and JFMERGE, then the output from JFTRANS was “A”. If you now want to sort this file, then the Input file for JetTrac Address would be A. If you have questions about how this works, contact your JetForm Central support person.
  - Output file** – leave this as \*
  - On Error** – Select S to Stop the Job if there is an error in JetTrac Address
  - Form File** – this field would contain the fully qualified INI filename that you have set up for your application, e.g.  
c:\jfsrvr\CustomAgents\JetTracAddress\JetTracAddress.ini
  - Preamble file** – This should be \* Delete whatever appears here.
  - Printer Name** – leave it as \*
  - Macro Number** – leave it at 1
  - Load Flag** – leave it at T
  - Comments** – type in a description like “Reformat Addresses”
7. Close all windows, get back to the main JetForm Control screen and update the Job Management Database by clicking on Control, Reload Job Management DB. When asked if you want to save changes to the Job Management Database, click **Yes**.

## 3.0 Running JetTrac Address™

### 3.1 Submitting transaction files to JetForm Central

To submit a transaction file to JetForm Central, you place a data file into the Collector Directory. There are a number of ways to do this depending on the platform that you are running JetForm Central. You can FTP the file, use the JetForm Print Processor, use Named Pipes or simply copy the file.

### 3.2 How JetTrac Address™ is triggered

As JetTrac Address is set up as one of the steps of a job, whenever a job is triggered that needs to use JetTrac Address, the processing happens automatically.

### 3.3 JetForm Central Log File

JetTrac Address™ conforms to all JetForm requirements as a Custom Agent. It writes a status to the log file and creates the JETFORM.RSP. Here is a sample entry in the log file for a successful run of JetTrac Address.

```
19991119 10:44:24 JetTrac Address: Status 0, no errors, total of 16 records processed
991119:10:44 C:\JFSRVR\jfsrvr.exe: [400]--> returned [0] JetTrac Address : processing completed, 16 records.
```