

Excel Postcode Lookup Guide

The 2nd version of the Excel Postcode Lookup spread sheet is a simplified version of the original solution designed to automatically add Parliamentary information to a list of Postcodes listed in an Excel column. This new version works by linking to data locally thereby removing the requirement for internet access and complex set up requirements.

Currently the spread sheet works with Parliamentary Constituency data only but it can be modified and extended to work with any Postcode related database.

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Requirements

To use this Excel spread sheet:

1. Excel version 2007 or later as part of Microsoft Office
2. Ability to enable macros within Excel

Installation

No installation is required other than copying the contents of the supplied zip file to a folder on your PC.

Important: All contents of the zip file **must** be in the same folder on your PC for the matching to operate.

How To Use

Once saved to your PC, you can use spreadsheet by following these steps.

1. Open the spreadsheet called PCL-PRL-UK-CSV-Access.xlsm.

IMPORTANT: If you see a yellow band across the top of the spread sheet when opened which says "SECURITY WARNING", you will need to click the 'Enable Content' button to allow the matching functions to work in the spread sheet.

2. The spreadsheet has a single worksheet called 'Matching' and contains a sample list of 6 Postcodes. To test the spreadsheet is operating correctly, simply click on the red 'Begin Matching >' button at the top centre of the sheet.

If all is well, the columns should be populated with parliamentary information for the 6 provided Postcodes and a dialogue saying 'Matching is complete!' will appear.

If the test does not work for any reason, please contact support@map-logic.co.uk for assistance.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	Postcode	Westminster Constituency Code	Westminster Constituency Name	MP	MP Party	Scottish Constituency	MSP Name	MSP Party	Scottish Parliament Region	Welsh Assembly	AM Name	AM Party	Welsh Assembly Region	Country Name	Status	
3	AB23 BEE															
4	AB24 4RJ															
5	AB31 5UF															
6	AB41 6FB															
7	B14 7NR															
8	B16 8LD															
9																
10																
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22																
23																

Fig 1: Initial Screen

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1					Begin Matching >											
2	Postcode	Westminster Constituency Code	Westminster Constituency Name	MP	MP Party	Scottish Constituency	MSP Name	MSP Party	Scottish Parliament Region	Welsh Assembly	AM Name	AM Party	Welsh Assembly Region	Country Name	Status	
3	AB23 8EE	S14000037	Gordon	Salmond, Alex	Scottish National	Aberdeen Donside	Mark McDonald	Scottish National	North East Scotland					Scotland	Valid	
4	AB24 4RJ	S14000001	Aberdeen North	Blackman, Kirsty	Scottish National	Aberdeen Central	Kevin Stewart	Scottish National	North East Scotland					Scotland	Valid	
5	AB31 5UF	S14000058	West Aberdeenshire and Kincardin	Donaldson, Stuart	Scottish National	Aberdeenshire West	Dennis Roberts	Scottish National	North East Scotland					Scotland	Valid	
6	AB41 6FB	S14000037	Gordon	Salmond, Alex	Scottish National	Aberdeenshire East	Alex Salmond	Scottish National	North East Scotland					Scotland	Valid	
7	B14 7NR	E14000567	Birmingham, Selly Oak	McCabe, Steve	Labour									England	Valid	
8	B16 8LD	E14000564	Birmingham, Ladywood	Mahmood, Shaba	Labour									England	Valid	

Fig 2: Screen After Test Matching

3. You can now select and delete all the Postcode information in the spread sheet. **Note:** you cannot delete the first two rows as these are protected and required to run the matching process.
4. Now type or paste your list of Postcodes into column A below the 'Postcode' heading. Please ensure there are no blank rows in your Postcode list as this will cause the matching to stop at that point.
5. Once done, just hit the 'Begin Matching >' button again to populate the spread sheet with parliamentary information for your list of Postcodes.
6. You can now save your information or copy and paste it to other spread sheets or applications as necessary.

Postcode Formats

The spread sheet uses the standard Postcode format of a single space between the inward and outward portion of the Postcode. For example UB7 0EB has a single space between the UB7 and 0EB portions and similarly B1 1AA also has a single space between the B1 and the 1AA.

The spread sheet will try and fix any spacing issues for you automatically but please note that it cannot correct spelling errors or incomplete Postcodes at the current time. If matches cannot be made with our database then the returned Parliamentary fields will appear blank in the spread sheet.

Speed Considerations

We estimate that you can append data to approximately 1,000 Postcode records per minute using our matching spread sheet.

Therefore, processing a few hundred records at a time is very quick but if you have a list of over 10,000 Postcodes it may be worth making up a cup of tea!

Updates

We update our database on a quarterly basis to take into account Postcode changes from Royal Mail and also changes to Constituency data. When updates are released you will be supplied with a new database which is saved to the same folder in order to overwrite and replace the old information.

Support

If you have any questions or require further information regarding this Excel Matching Spread Sheet, please contact us directly at support@map-logic.co.uk