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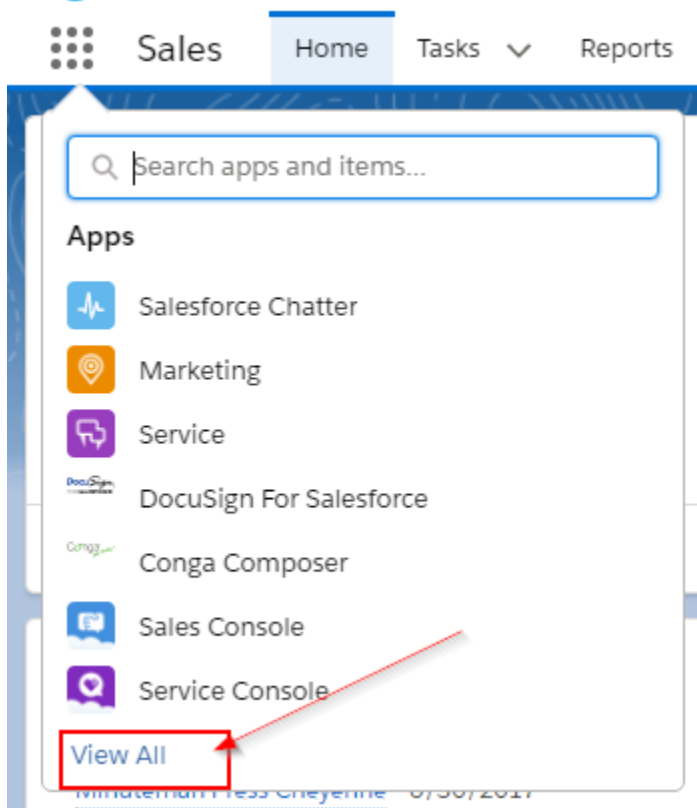
## ACCUZIP DQ PACKAGE INSTALLATION



If you don't have a Salesforce account, you may create a free Developer account. Click this link or enter the URL into your browser to create a new Salesforce Developer account (org): <https://developer.salesforce.com/signup>

### Installing the AccuZIP DQ Application in Org

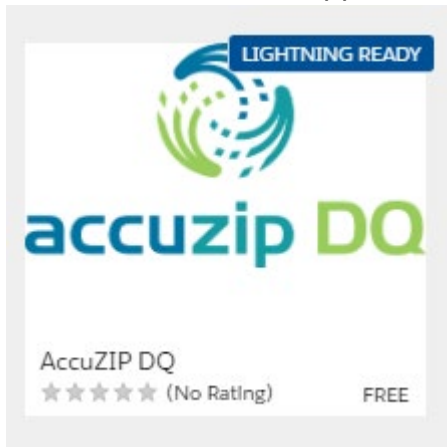
1. Login into your Salesforce account.
2. Click the icon in the upper left with the 9 dots 
3. Click "View All"



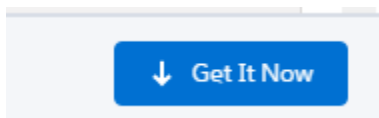
4. In the upper right corner, select the icon that reads "Visit App Exchange"

[Visit AppExchange](#)

5. Search for “AccuZIP DQ”  
Select the AccuZIP DQ app



Select Get it now at the bottom right



Login to your app exchange or use the credentials from your Salesforce login

Log In to AppExchange



To continue, log in to your AppExchange account. If you don't have an AppExchange account, use your Salesforce credentials instead. Disable your browser's pop-up blocker before logging in.

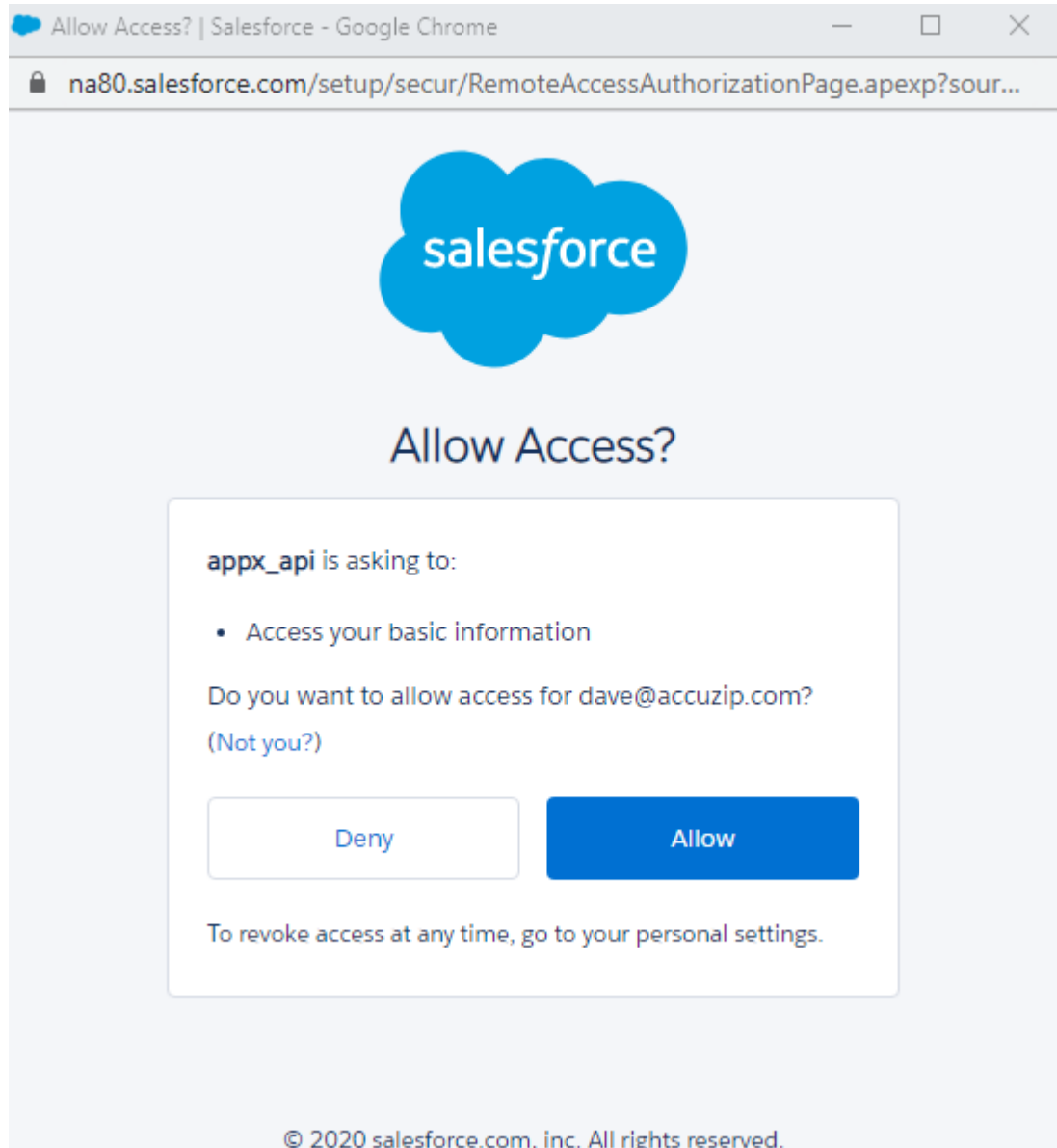
[Why do I need to log in?](#)

By logging in, you agree to our [Terms of Use](#) and [Privacy Statement](#)

Cancel

Open Login Screen

If you get the following prompt, click “Allow”



In the next screen select the option to "Install in this Org,"

## Where do you want to install AccuZIP DQ?

Before you install in a production org, we recommend testing in a sandbox first.



Salesforce.com Inc. is not the provider of this listing and has not conducted any review of it. Please [click here](#) to understand what this means with respect to security and trust.

### Install in This Org

Get going in the org where you're logged in right now.

Install Here

### Install in a Sandbox Org

Test in a copy of a production org.

Install in Sandbox

Cancel

Confirm the installation details and fill in the “Tell us about yourself” section then click the “Confirm and Install” icon




APP STORE ▼

Search AppExchange

AccuZIP DQ

by AccuZIP, Inc.

## Confirm installation details AccuZIP DQ?

Package	Version
AccuZIP DQ	AccuZIP DQ 1.24 / 1.24.0
Subscription	Organization
Free	AccuZIP Inc.
Duration	Number of Subscribers
Does Not Expire	Site-wide
User Name	
	

## Tell us about yourself

* First Name	* Email
<input type="text"/>	<input type="text"/>
* Last Name	Phone
<input type="text"/>	<input type="text"/>
Job Title	* Country
<input type="text"/>	Choose... ▼
* Company	* State
<input type="text"/>	Choose... ▼

\* ☐ I have read and agree to the [terms and conditions](#).

Salesforce.com Inc. is not the provider of this application but has conducted a limited security review. Please [click here](#) for detailed information on what is and is not included in this review.

☐ Allow the provider to contact me by email, phone, or SMS about other products or services I might like

Cancel

Confirm and Install

6. Click the **Install** button.



## Upgrade AccuZIP DQ

By AccuZIP, Inc.



An earlier version is installed. It can be upgraded while preserving the existing data.

Installed: AccuZIP DQ 1.24 (1.24)

New Version: AccuZIP DQ 1.24 (1.24)



Install for Admins Only



Install for All Users



Install for Specific Profiles...

Upgrade

Cancel

### App Name

AccuZIP DQ

### Publisher

AccuZIP, Inc.

### Version Name

AccuZIP DQ 1.24

### Version Number

1.24

### Description

Verify and update addresses with our USPS Address verification tool. Now includes licensed NCOALink Change of Address processing to obtain the most current address on file with the USPS. \*Note you must allow pop-ups in your browser to view Demo Video

### Additional Details

[View Components](#)

The installation will begin



## Upgrade AccuZIP DQ

By AccuZIP, Inc.



Upgrading and granting access to all Users...

App Name	Publisher	Version Name	Version Number
AccuZIP DQ	AccuZIP, Inc.	AccuZIP DQ 1.24	1.24

### Description

Verify and update addresses with our USPS Address verification tool. Now includes licensed NCOALink Change of Address processing to obtain the most current address on file with the USPS. \*Note you must allow pop-ups in your browser to view Demo Video

**Additional Details**   [View Components](#)

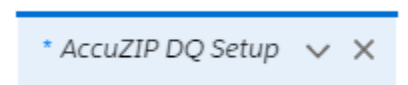




You will be redirected to the Install Package window of Salesforce and the installation process will begin. Note: It may take several minutes to complete the installation.

7. After the installation completes, click **Done**.

Click the AccuZIP DQ Setup in the upper right corner to see your credits.



Select the options you would like, and click submit



## AccuZIP Configuration

AccuZIP Authentication

Total Credits Remaining

Annual Credits Remaining

☒ Auto Address Lookup

☐ Correct All Address Blocks

☒ Change-of-Address

☐ Format Address as Mixed Case

☒ I have read the [NCOALink® Required Text Document](#)

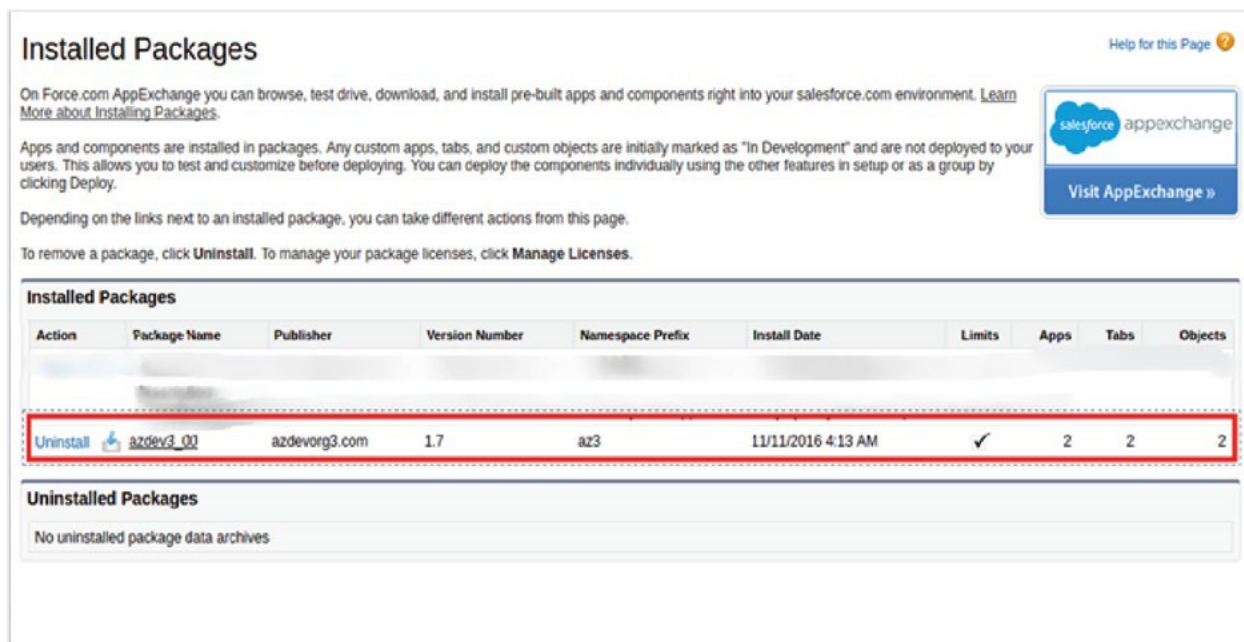
\*You must have a minimum of 100 records in your selection in order to process the list through our Licensed NCOALink Service.

NAICS Code

<https://www.naics.com/search>

**Submit**

8. In the **Installed Packages** window, verify that the package was installed correctly.



**Installed Packages**

On Force.com AppExchange you can browse, test drive, download, and install pre-built apps and components right into your salesforce.com environment. [Learn More about Installing Packages.](#)

Apps and components are installed in packages. Any custom apps, tabs, and custom objects are initially marked as "In Development" and are not deployed to your users. This allows you to test and customize before deploying. You can deploy the components individually using the other features in setup or as a group by clicking Deploy.

Depending on the links next to an installed package, you can take different actions from this page.

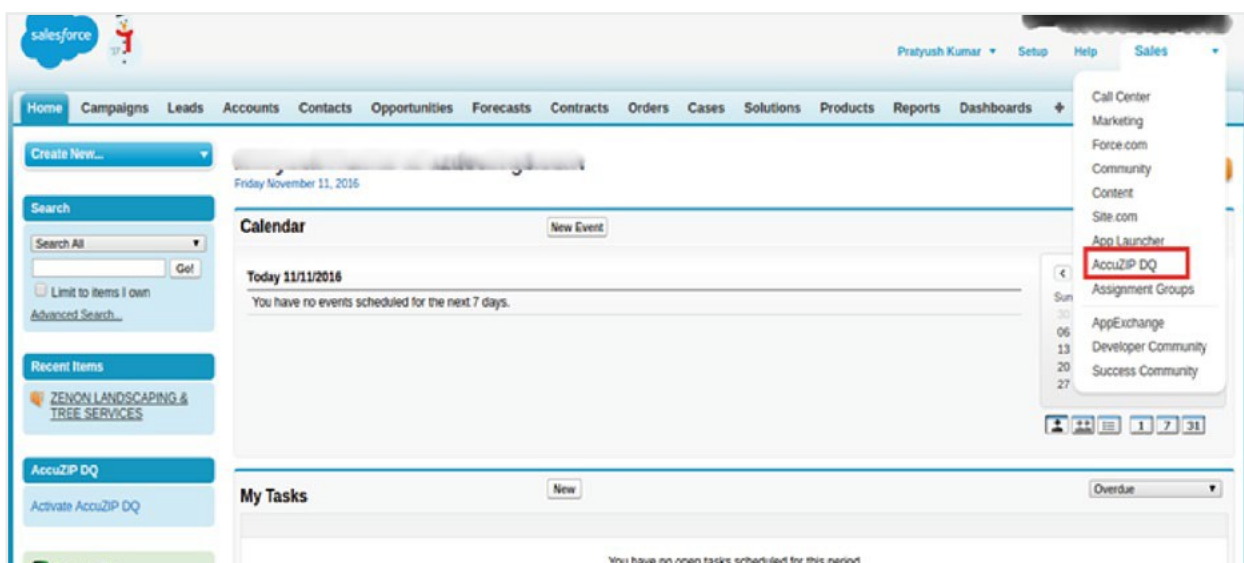
To remove a package, click **Uninstall**. To manage your package licenses, click **Manage Licenses**.

Action	Package Name	Publisher	Version Number	Namespace Prefix	Install Date	Limits	Apps	Tabs	Objects
<a href="#">Uninstall</a>	azdev3_00	azdevorg3.com	1.7	az3	11/11/2016 4:13 AM	✓	2	2	2

**Uninstalled Packages**

No uninstalled package data archives

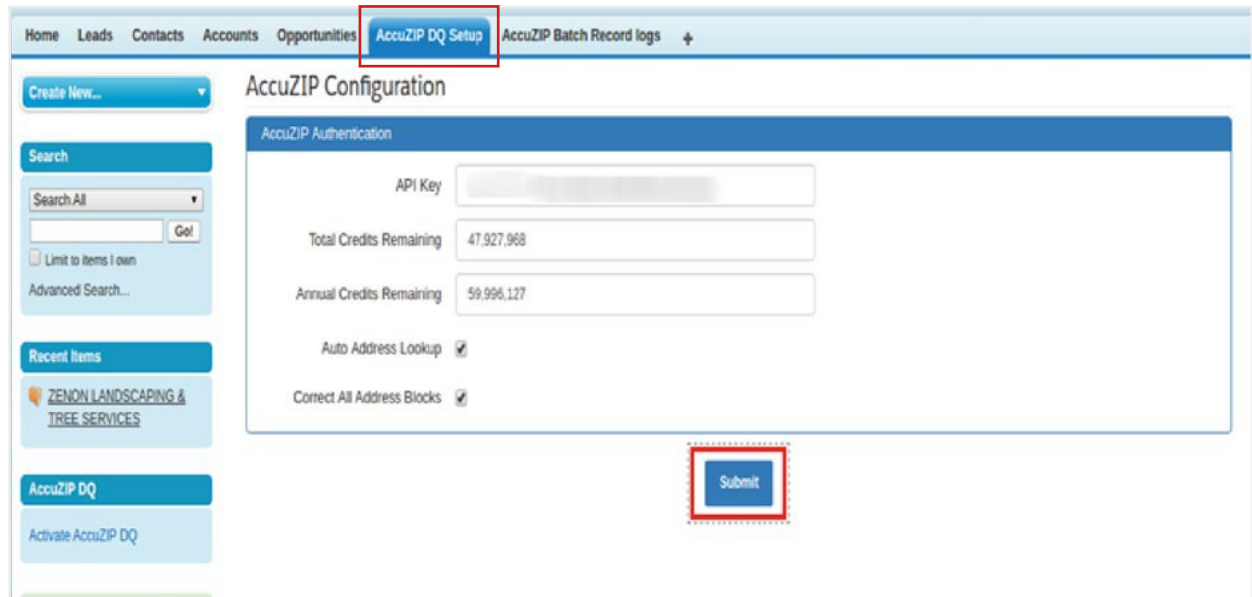
9. After the AccuZIP DQ package is successfully installed, select the **AccuZIP DQ** app from the drop-down list under the **Sales** menu.



The screenshot shows the Salesforce user interface. The 'Sales' menu is open, displaying a list of options. The option 'AccuZIP DQ' is highlighted with a red box. Other options in the menu include Call Center, Marketing, Force.com, Community, Content, Site.com, App Launcher, Assignment Groups, AppExchange, Developer Community, and Success Community. The background shows the Salesforce dashboard with a calendar and tasks section.



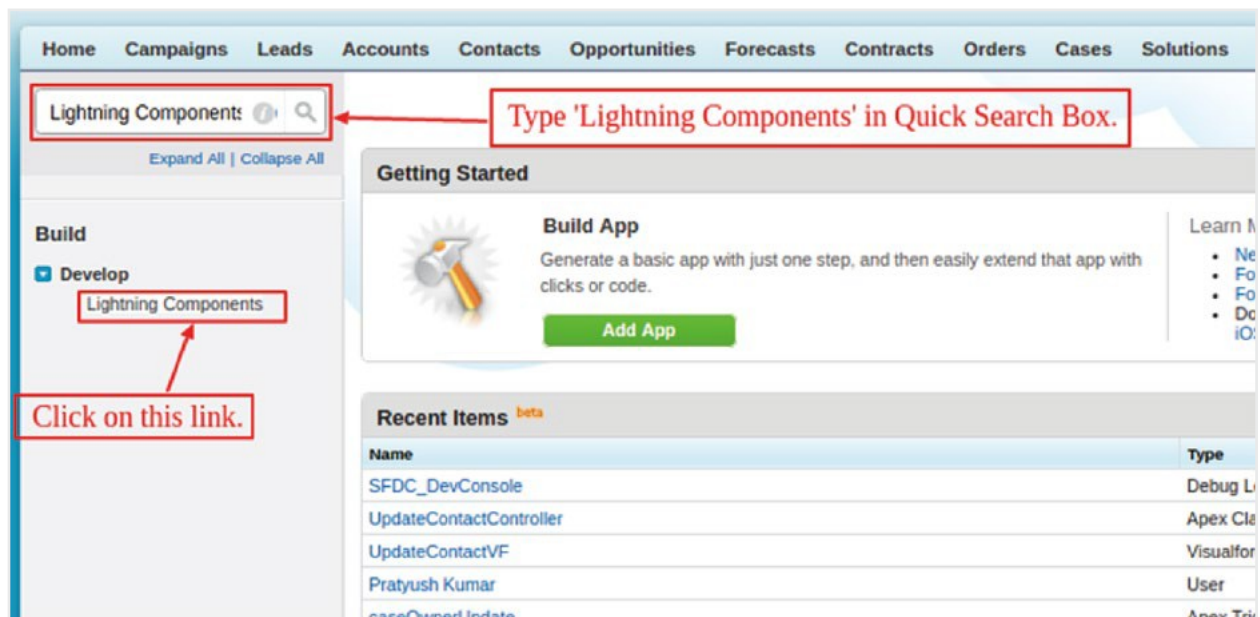
Salesforce will automatically configure all the Tabs for the AccuZIP DQ package.



## Enable Locker Service for Managed Packages

**Locker Service** is a powerful security architecture for Lightning components. **Locker Service** enhances security by isolating Lightning components that belong to one namespace from components in a different namespace.

1. Click **Setup** at the upper right of the main Salesforce window.
2. Enter **Lightning Components** in the **Quick Search** box on the left panel.



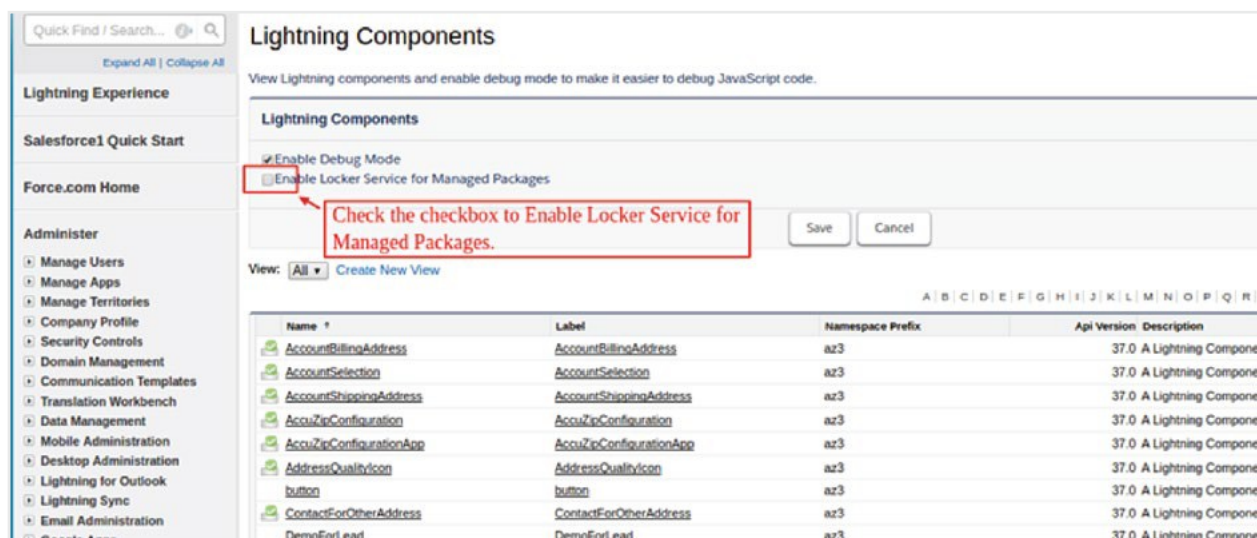
The screenshot shows the Salesforce Lightning Components search interface. The top navigation bar includes links for Home, Campaigns, Leads, Accounts, Contacts, Opportunities, Forecasts, Contracts, Orders, Cases, and Solutions. A search bar at the top left contains the text "Lightning Components" and a magnifying glass icon. A red box highlights this search bar with the annotation "Type 'Lightning Components' in Quick Search Box." Below the search bar, there are links for "Expand All" and "Collapse All". On the left sidebar, under the "Build" section, the "Develop" sub-section is expanded, and a red box highlights the "Lightning Components" link with the annotation "Click on this link." The main content area is titled "Getting Started" and features a "Build App" section with a hammer icon, a description "Generate a basic app with just one step, and then easily extend that app with clicks or code.", and an "Add App" button. Below this is a "Recent Items" section with a "beta" label, containing a table of recent items.

Name	Type
SFDC_DevConsole	Debug L
UpdateContactController	Apex Cla
UpdateContactVF	Visualfor
Pratyush Kumar	User
caseOwnerIIndate	Anex Tri

3. If not already checked, check the box for **Enable Locker Service for Managed Packages**.
4. Click **Save**.



You may need to refresh your browser window for the checked box to be visible.



**Lightning Components**

View Lightning components and enable debug mode to make it easier to debug JavaScript code.

**Lightning Components**

☒ Enable Debug Mode

☒ Enable Locker Service for Managed Packages

Check the checkbox to Enable Locker Service for Managed Packages.

Save Cancel

View: All Create New View

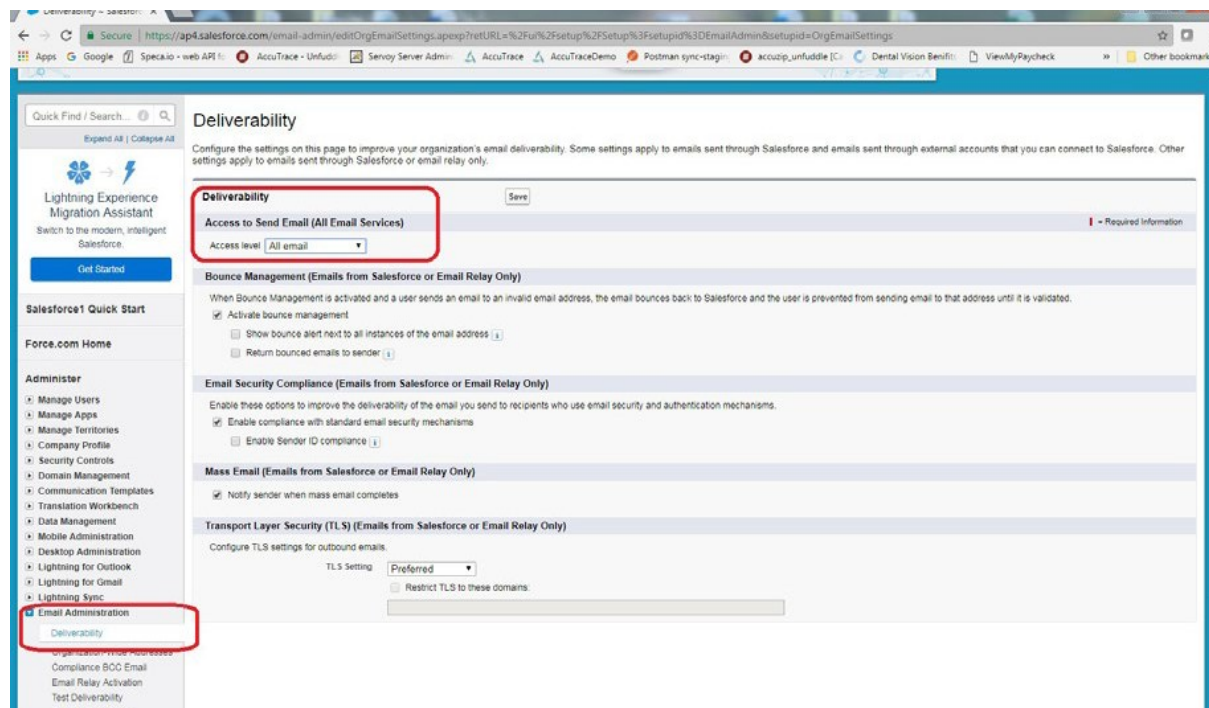
Name	Label	Namespace Prefix	Api Version	Description
AccountBillingAddress	AccountBillingAddress	az3	37.0	A Lightning Component
AccountSelection	AccountSelection	az3	37.0	A Lightning Component
AccountShippingAddress	AccountShippingAddress	az3	37.0	A Lightning Component
AccuZipConfiguration	AccuZipConfiguration	az3	37.0	A Lightning Component
AccuZipConfigurationApp	AccuZipConfigurationApp	az3	37.0	A Lightning Component
AddressQualityIcon	AddressQualityIcon	az3	37.0	A Lightning Component
button	button	az3	37.0	A Lightning Component
ContactForOtherAddress	ContactForOtherAddress	az3	37.0	A Lightning Component
DemoForLead	DemoForLead	az3	37.0	A Lightning Component

## Install AccuZIP DQ in a Salesforce Sandbox



Prior to installing AccuZIP DQ into a Salesforce sandbox, the Deliverability default setting must be changed.

1. To change the default **Deliverability** setting, click **Setup** at the upper right of the main Salesforce window.
2. Find the **Administer** menu items in the left panel menu and click the drop-down arrow next to **Email Administration**.
3. Click on **Deliverability**.
4. Ensure that **Access to Send Email (All Email Services) > Access level** is set to **All email**.
5. Install AccuZIP DQ.



If AccuZIP DQ is installed in a Salesforce sandbox without the above prerequisite, you will receive the error message:

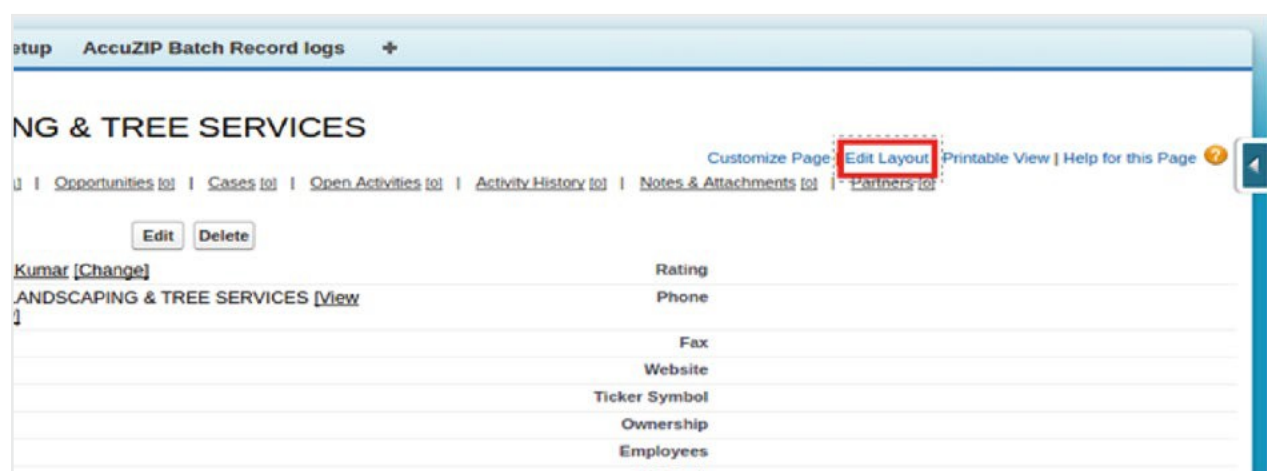
**The AccuZIP DQ server cannot be reached.**

To resolve this, uninstall the AccuZIP DQ package from the sandbox and then change **Deliverability** settings as shown above and reinstall the AccuZIP DQ application.

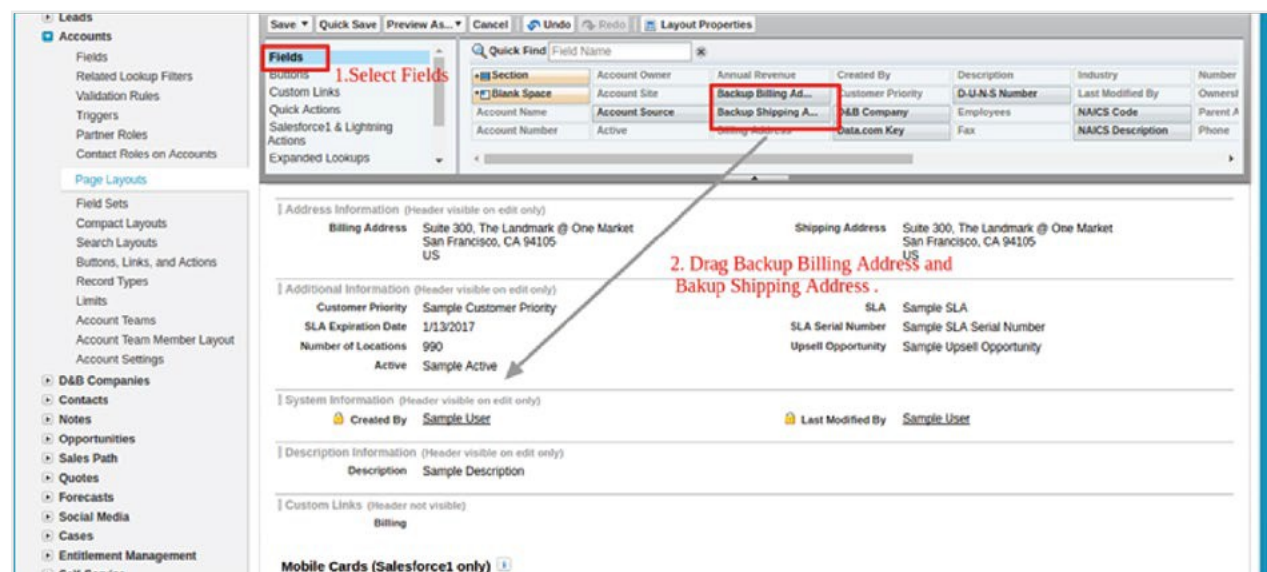
## CONFIGURE PAGE LAYOUT BUTTONS

### Configure Page Layouts for Account, Customer, and Lead

1. Click the **Accounts** tab, and then click on any **Account** record.
2. Click **Edit Layout** on the **Account Detail** page.



3. Click **Fields**.
4. Drag the custom fields named **Backup Billing Address** and **Backup Shipping Address** to the **Additional Information** section.





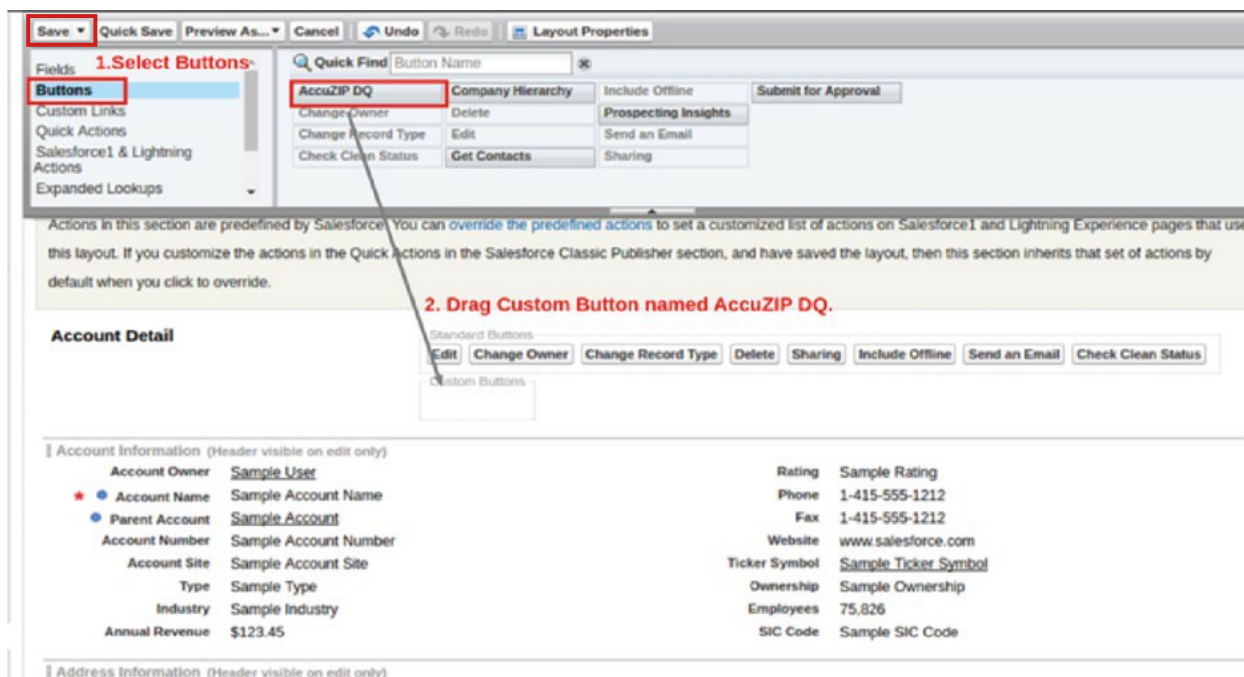


The **Backup Billing Address** and **Backup Shipping Address** custom fields store the original address of the record before validating the address from AccuZIP DQ services.

Address Backup takes place by automatically Batch processing when the records are updated by the AccuZIP server for the very first time. This makes sure that the users' original input is protected.

Address Backup functionality has also been included for the AccuZIP DQ button on the **Record Detail** page.

5. Click **Buttons**.
6. Drag the custom button named **AccuZIP DQ** to the **Account Detail** section.
7. Click **Save**.



The screenshot shows the Salesforce Lightning Experience page layout editor. At the top, the 'Save' button is highlighted with a red box. Below it, the 'Buttons' section is selected in the left-hand menu, also highlighted with a red box. In the main area, the 'AccuZIP DQ' button is highlighted with a red box. A red arrow points from this button to the 'Custom Buttons' section of the 'Account Detail' page layout, which is also highlighted with a red box. The 'Account Detail' section is currently empty, showing only the 'Standard Buttons' section with buttons like 'Edit', 'Change Owner', 'Change Record Type', 'Delete', 'Sharing', 'Include Offline', 'Send an Email', and 'Check Clean Status'. Below the 'Account Detail' section, the 'Account Information' section is visible, showing fields like 'Account Owner', 'Account Name', 'Parent Account', 'Account Number', 'Account Site', 'Type', 'Industry', and 'Annual Revenue'.



Repeat steps 1—7 for the Lead and Contact page layouts.

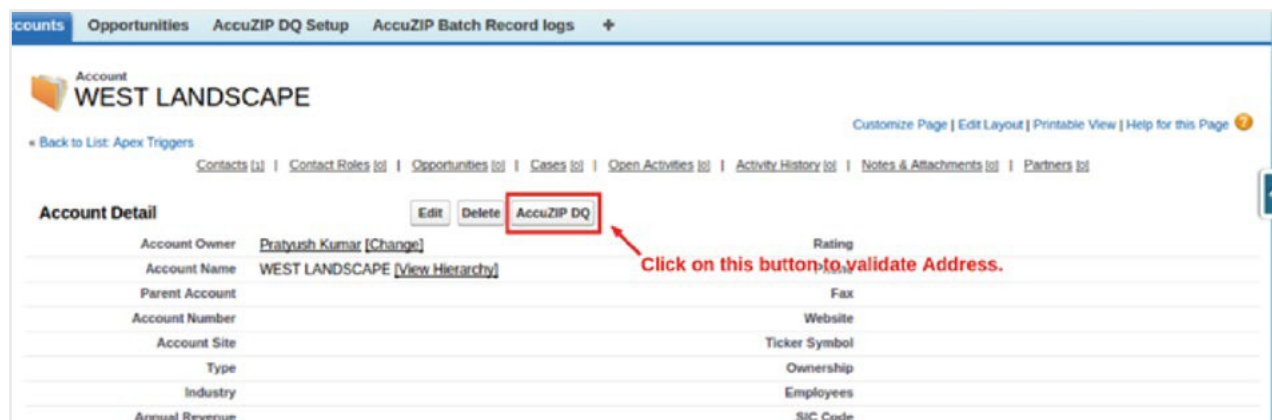


## VALIDATING ADDRESSES

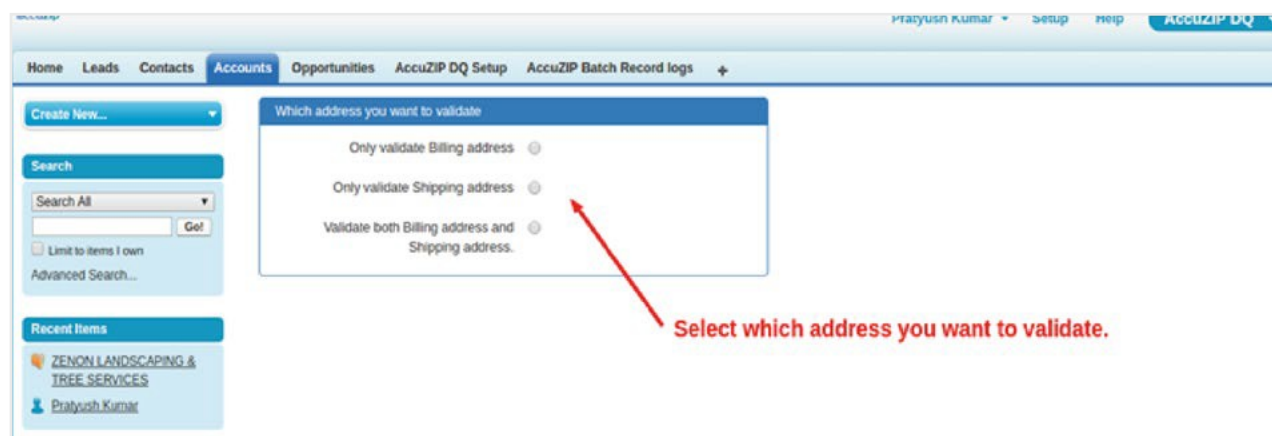


AccuZIP DQ is Lightning ready. The AccuZIP DQ application validates addresses from the AccuZIP server for Account, Contact, and Lead objects.

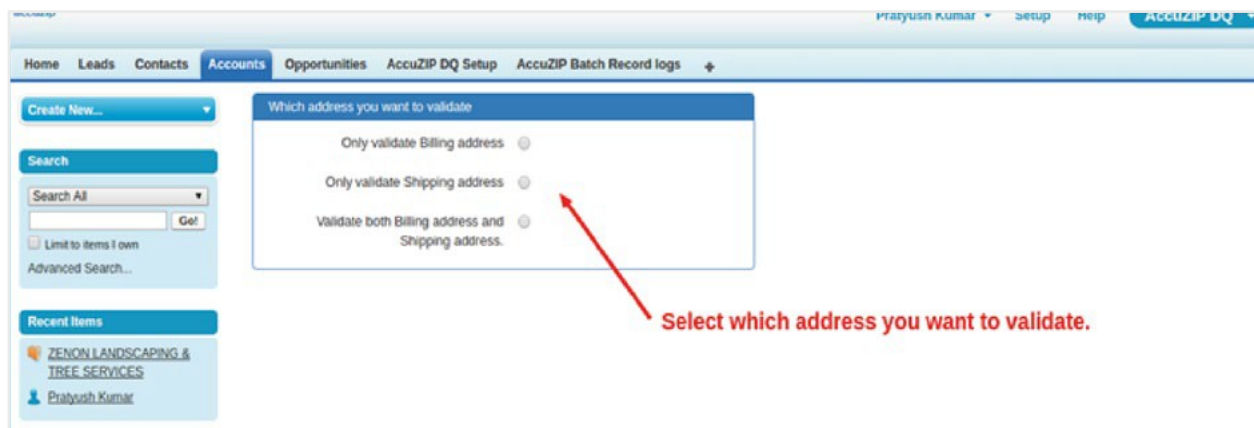
1. Click on the **AccuZIP DQ** button on any Lead, Contact, or Account Detail page to open a Lightning component.



2. If multiple addresses are present (ex: billing and shipping), select which address(es) to validate. If only one address is present the user will be immediately redirected to the Validate Address page.



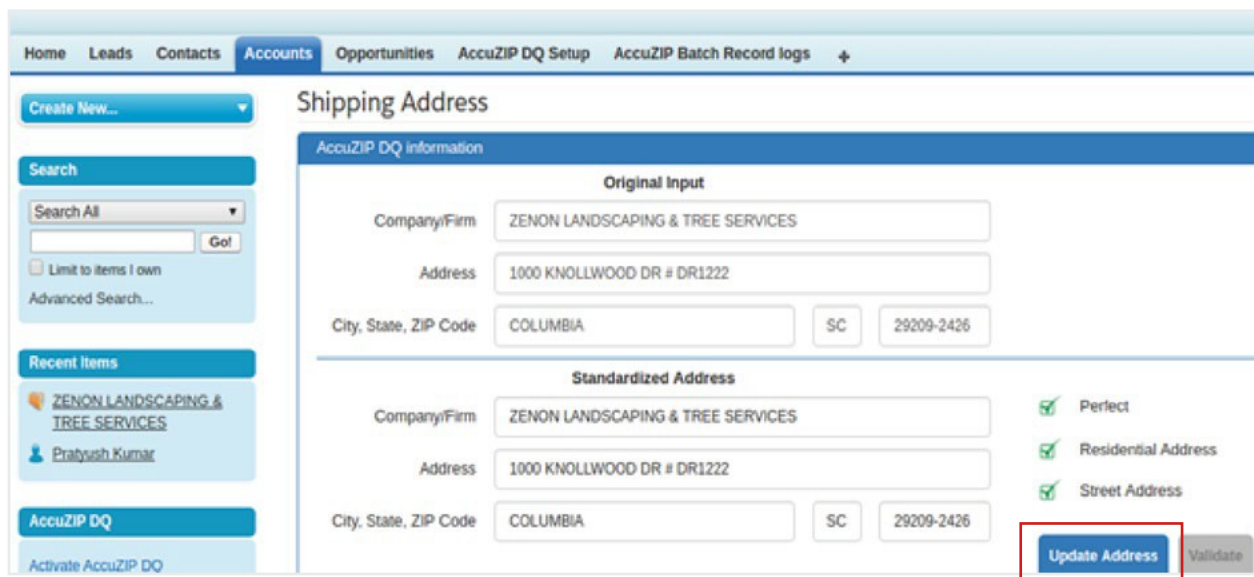
3. From the address validation page, click the **Validate** button.



The screenshot shows the 'AccuZIP DQ Setup' page. On the left, there is a sidebar with 'Create New...', 'Search' (with a 'Search All' dropdown and a 'Go!' button), and 'Recent Items' (listing 'ZENON LANDSCAPING & TREE SERVICES' and 'Pratyush Kumar'). The main content area is titled 'Which address you want to validate' and contains three radio button options: 'Only validate Billing address', 'Only validate Shipping address', and 'Validate both Billing address and Shipping address'. A red arrow points to the 'Only validate Shipping address' option with the text 'Select which address you want to validate.' The top navigation bar includes 'Home', 'Leads', 'Contacts', 'Accounts', 'Opportunities', 'AccuZIP DQ Setup', and 'AccuZIP Batch Record logs'.



After clicking **Validate**, the original address data will be compared to current United States Postal Service (USPS) data on the AccuZIP server for accuracy and also provide the USPS standardized version of the address. The validation will also include the type of address (ex: residential or business).



The screenshot shows the 'Shipping Address' page. The left sidebar is identical to the previous screenshot. The main content area is titled 'Shipping Address' and contains 'AccuZIP DQ information'. It is divided into two sections: 'Original Input' and 'Standardized Address'. Both sections show the same data: Company/Firm 'ZENON LANDSCAPING & TREE SERVICES', Address '1000 KNOLLWOOD DR # DR1222', and City, State, ZIP Code 'COLUMBIA SC 29209-2426'. To the right of the 'Standardized Address' section, there are three green checkmarks with labels: 'Perfect', 'Residential Address', and 'Street Address'. At the bottom right, there is a red-bordered box containing the 'Update Address' button and a 'Validate' button. The top navigation bar is the same as in the previous screenshot.

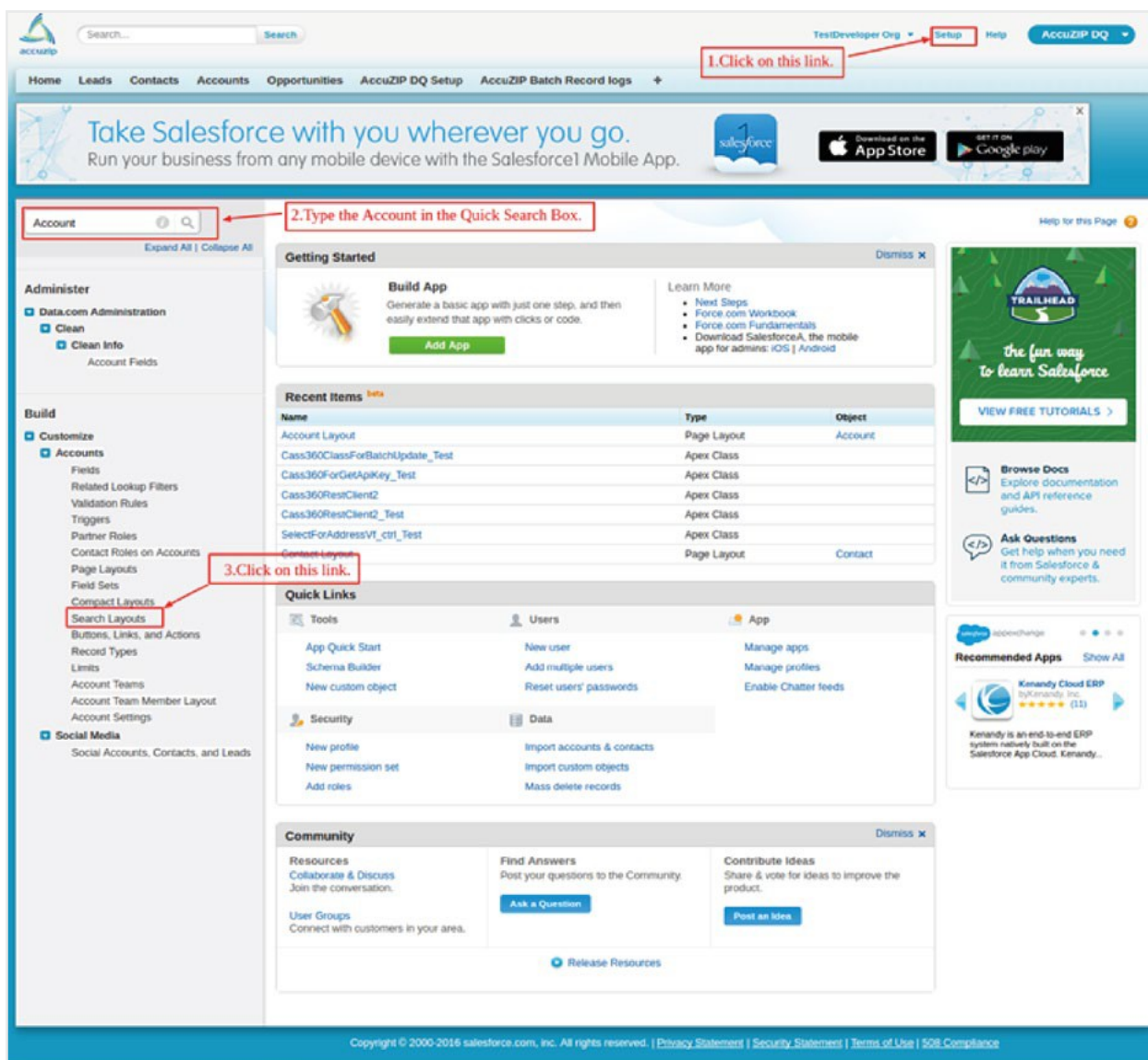
4. Click the **Validate** button.

5. Repeat the validation process for each address selected.

## BULK ADDRESS VALIDATION

### Configure Account, Lead, and Contact List View Layouts

1. Add the List View button to the Account page layout. Click **Setup**.
2. Enter **Account** into the **Quick Find** box at the top of the left panel.
3. Click **Search Layouts** under the **Build** menu in the left panel.



The screenshot shows the Salesforce Setup interface. At the top right, the **Setup** link is highlighted with a red box and labeled "1. Click on this link." In the left sidebar, the **Account** text in the Quick Find box is highlighted with a red box and labeled "2. Type the Account in the Quick Search Box." Below that, the **Search Layouts** link under the **Build** menu is highlighted with a red box and labeled "3. Click on this link."

**Getting Started**

**Build App**  
Generate a basic app with just one step, and then easily extend that app with clicks or code.  
[Add App](#)

**Recent Items**

Name	Type	Object
Account Layout	Page Layout	Account
Cass360ClassForBatchUpdate_Test	Apex Class	
Cass360ForGetApiKey_Test	Apex Class	
Cass360RestClient2	Apex Class	
Cass360RestClient2_Test	Apex Class	
SelectForAddressVT_ctrl_Test	Apex Class	
Generate Layout	Page Layout	Contact

**Quick Links**

Tools	Users	App
App Quick Start	New user	Manage apps
Schema Builder	Add multiple users	Manage profiles
New custom object	Reset users' passwords	Enable Chatter feeds

**Security**

	Data
New profile	Import accounts & contacts
New permission set	Import custom objects
Add roles	Mass delete records

**Community**

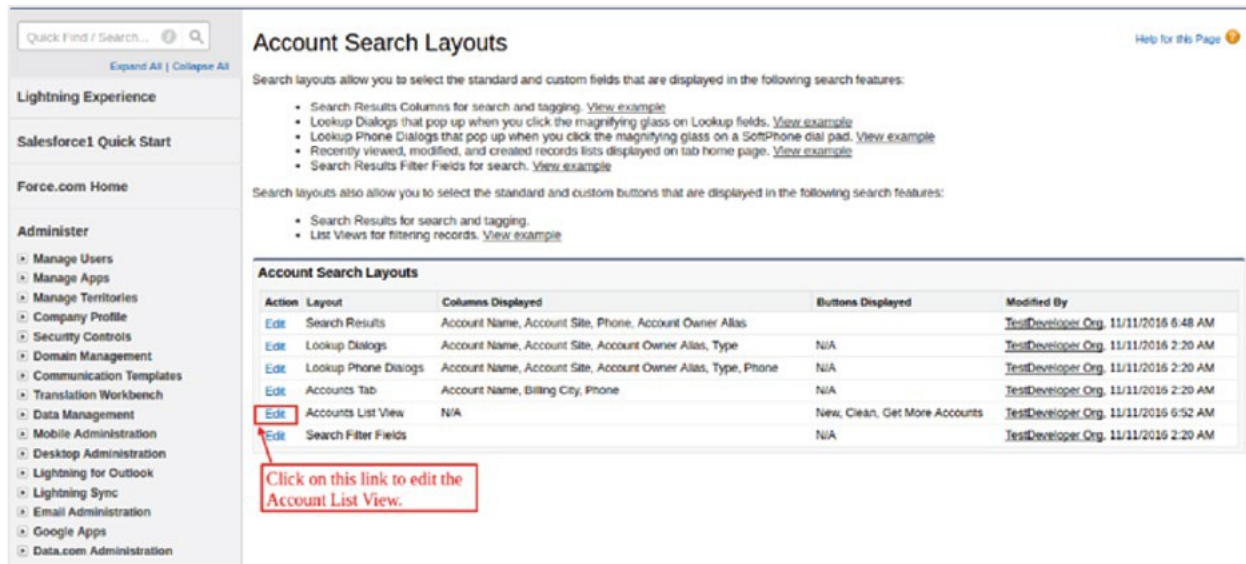
**Resources**  
Collaborate & Discuss  
Join the conversation.

**Find Answers**  
Post your questions to the Community.  
[Ask a Question](#)

**Contribute Ideas**  
Share & vote for ideas to improve the product.  
[Post an Idea](#)

[Release Resources](#)

4. In the resulting list, locate **Accounts List View** and click **Edit**.



**Account Search Layouts**

Search layouts allow you to select the standard and custom fields that are displayed in the following search features:

- Search Results Columns for search and tagging. [View example](#)
- Lookup Dialogs that pop up when you click the magnifying glass on Lookup fields. [View example](#)
- Lookup Phone Dialogs that pop up when you click the magnifying glass on a SoftPhone dial pad. [View example](#)
- Recently viewed, modified, and created records lists displayed on tab home page. [View example](#)
- Search Results Filter Fields for search. [View example](#)

Search layouts also allow you to select the standard and custom buttons that are displayed in the following search features:

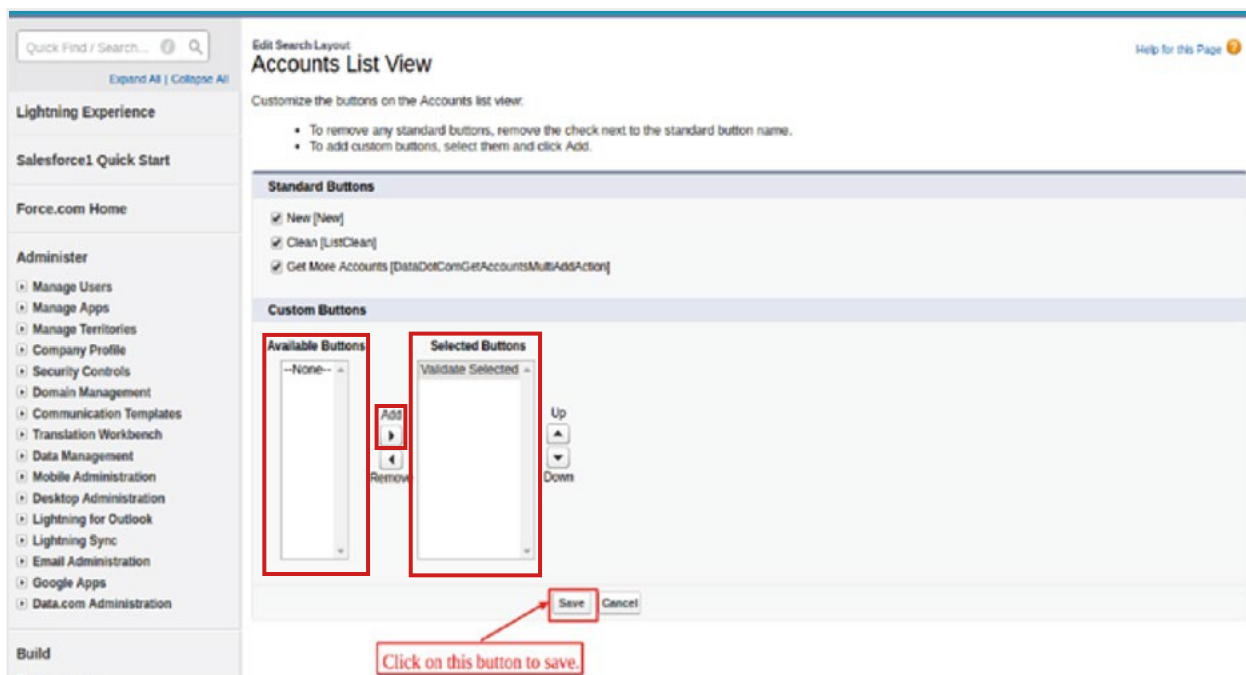
- Search Results for search and tagging.
- List Views for filtering records. [View example](#)

Action	Layout	Columns Displayed	Buttons Displayed	Modified By
<a href="#">Edit</a>	Search Results	Account Name, Account Site, Phone, Account Owner Alias		TestDeveloper Org, 11/11/2016 6:48 AM
<a href="#">Edit</a>	Lookup Dialogs	Account Name, Account Site, Account Owner Alias, Type	N/A	TestDeveloper Org, 11/11/2016 2:20 AM
<a href="#">Edit</a>	Lookup Phone Dialogs	Account Name, Account Site, Account Owner Alias, Type, Phone	N/A	TestDeveloper Org, 11/11/2016 2:20 AM
<a href="#">Edit</a>	Accounts Tab	Account Name, Billing City, Phone	N/A	TestDeveloper Org, 11/11/2016 2:20 AM
<a href="#">Edit</a>	Accounts List View	N/A	New, Clean, Get More Accounts	TestDeveloper Org, 11/11/2016 6:52 AM
<a href="#">Edit</a>	Search Filter Fields		N/A	TestDeveloper Org, 11/11/2016 2:20 AM

Click on this link to edit the Account List View.

5. In the **Custom Buttons** section, select **Validate Selected** from the **Available Buttons** list and move it to the **Selected Buttons** list by clicking the **Add** arrow.

6. Click **Save**.



**Edit Search Layout: Accounts List View**

Customize the buttons on the Accounts list view:

- To remove any standard buttons, remove the check next to the standard button name.
- To add custom buttons, select them and click Add.

**Standard Buttons**

☒ New [New]  
☒ Clean [ListClean]  
☒ Get More Accounts [DataDotComGetAccountsMultiAddAction]

**Custom Buttons**

**Available Buttons**: --None--

**Selected Buttons**: Validate Selected

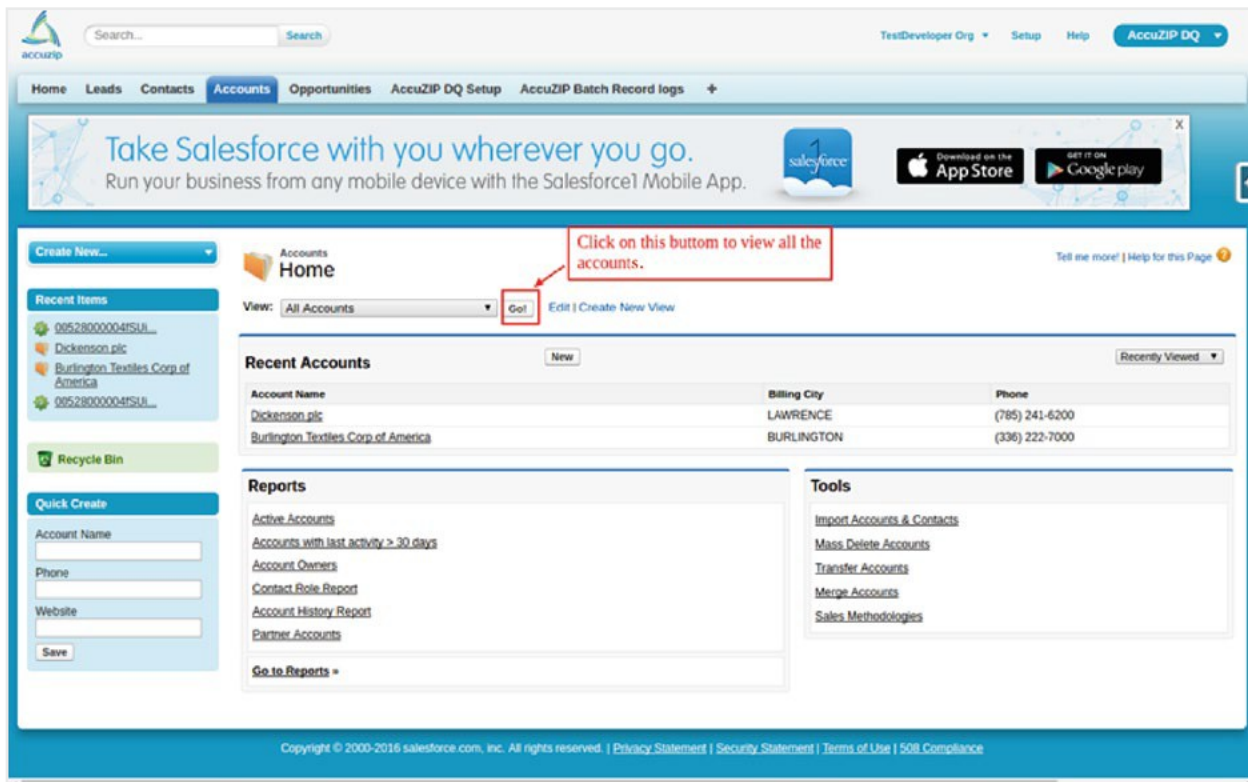
Buttons: Add, Remove, Up, Down

Buttons: Save, Cancel

Click on this button to save.

## Validate Bulk Addresses

1. Click the **Accounts** tab.
2. Select **All Accounts** from the **View** dropdown box.
3. Click **Go!**.



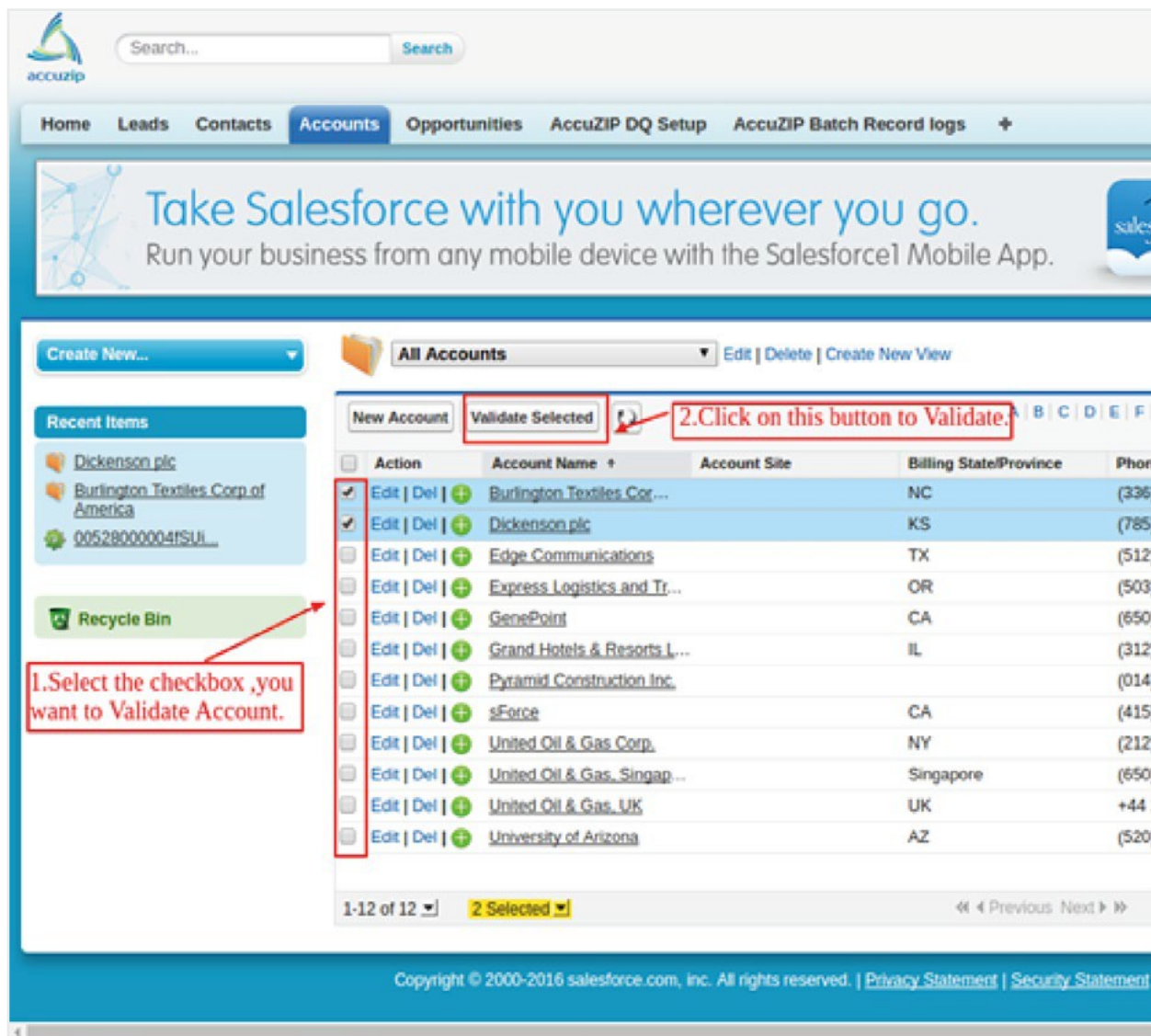
The screenshot shows the Salesforce Accounts page within the AccuZIP DQ application. The top navigation bar includes tabs for Home, Leads, Contacts, Accounts (selected), Opportunities, AccuZIP DQ Setup, and AccuZIP Batch Record logs. A search bar is located at the top left. Below the navigation bar, there is a banner for the Salesforce Mobile App. The main content area is divided into several sections:

- Recent Items:** A list of recent accounts with details like ID, name, and phone number.
- Recycle Bin:** A section for managing deleted accounts.
- Quick Create:** A form to quickly create a new account with fields for Account Name, Phone, and Website.
- Recent Accounts:** A table showing a list of recent accounts with columns for Account Name, Billing City, and Phone.
- Reports:** A section with links to various reports such as Active Accounts, Accounts with last activity > 30 days, Account Owners, Contact Role Report, Account History Report, and Partner Accounts.
- Tools:** A section with links to various tools like Import Accounts & Contacts, Mass Delete Accounts, Transfer Accounts, Merge Accounts, and Sales Methodologies.

A red box highlights the 'Go!' button next to the 'All Accounts' view selection, with a callout stating: "Click on this button to view all the accounts."



5. Select the addresses you want to validate by checking the box next to each record (Note: Click the box above the column to select all addresses)
6. Click **Validate Selected**.



The screenshot shows the AccuZIP DQ Setup interface. The 'Accounts' tab is active, displaying a list of accounts. The 'Validate Selected' button is highlighted with a red box and an annotation. The 'Recycle Bin' is also visible on the left side of the interface.

**1. Select the checkbox, you want to Validate Account.**

**2. Click on this button to Validate.**

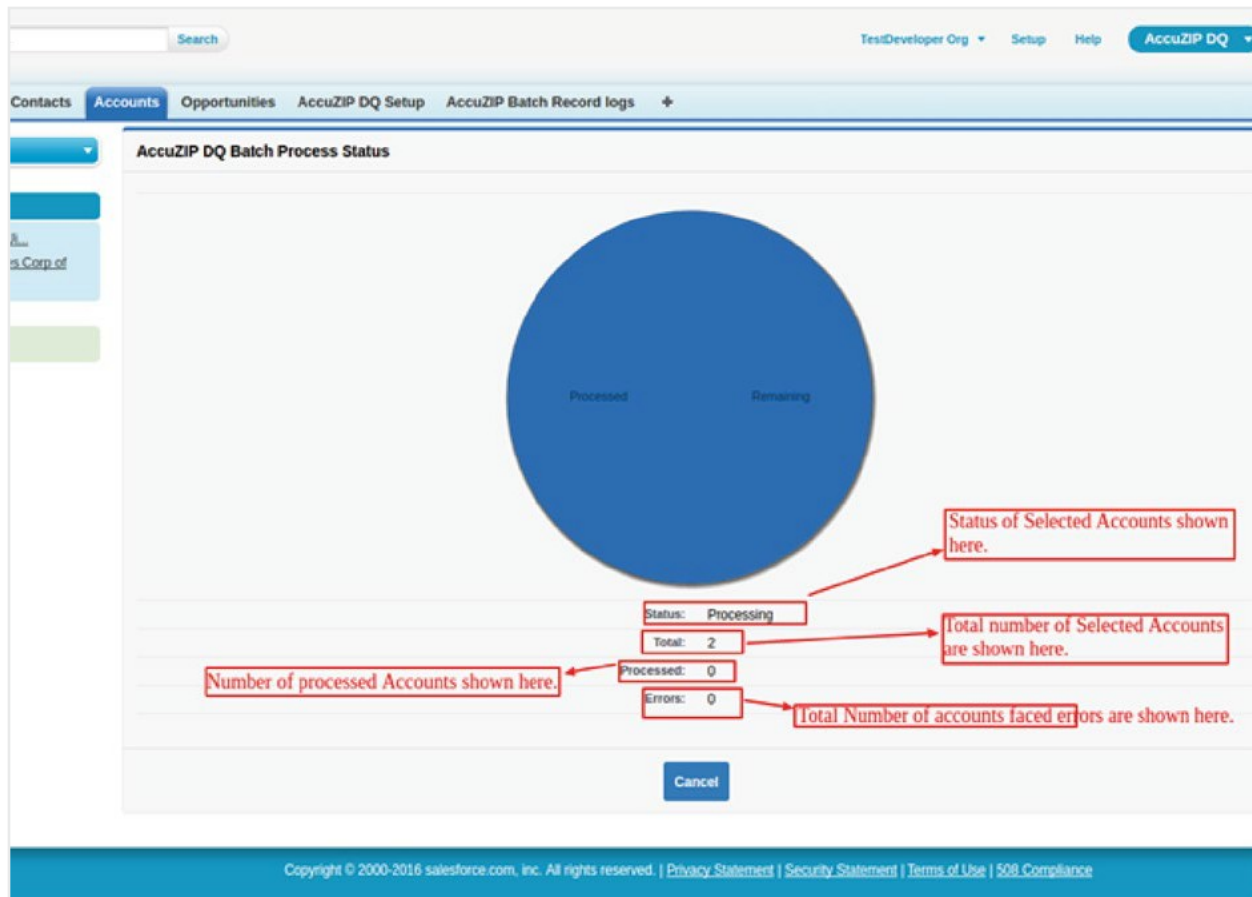
Action	Account Name	Account Site	Billing State/Province	Phone
<input checked="" type="checkbox"/> Edit   Del   +	Burlington Textiles Cor...		NC	(336)
<input checked="" type="checkbox"/> Edit   Del   +	Dickenson plc		KS	(785)
<input type="checkbox"/> Edit   Del   +	Edge Communications		TX	(512)
<input type="checkbox"/> Edit   Del   +	Express Logistics and Tr...		OR	(503)
<input type="checkbox"/> Edit   Del   +	GenePoint		CA	(650)
<input type="checkbox"/> Edit   Del   +	Grand Hotels & Resorts L...		IL	(312)
<input type="checkbox"/> Edit   Del   +	Pyramid Construction Inc.			(014)
<input type="checkbox"/> Edit   Del   +	sForce		CA	(415)
<input type="checkbox"/> Edit   Del   +	United Oil & Gas Corp.		NY	(212)
<input type="checkbox"/> Edit   Del   +	United Oil & Gas, Singap...		Singapore	(650)
<input type="checkbox"/> Edit   Del   +	United Oil & Gas, UK		UK	+44
<input type="checkbox"/> Edit   Del   +	University of Arizona		AZ	(520)

1-12 of 12 | 2 Selected

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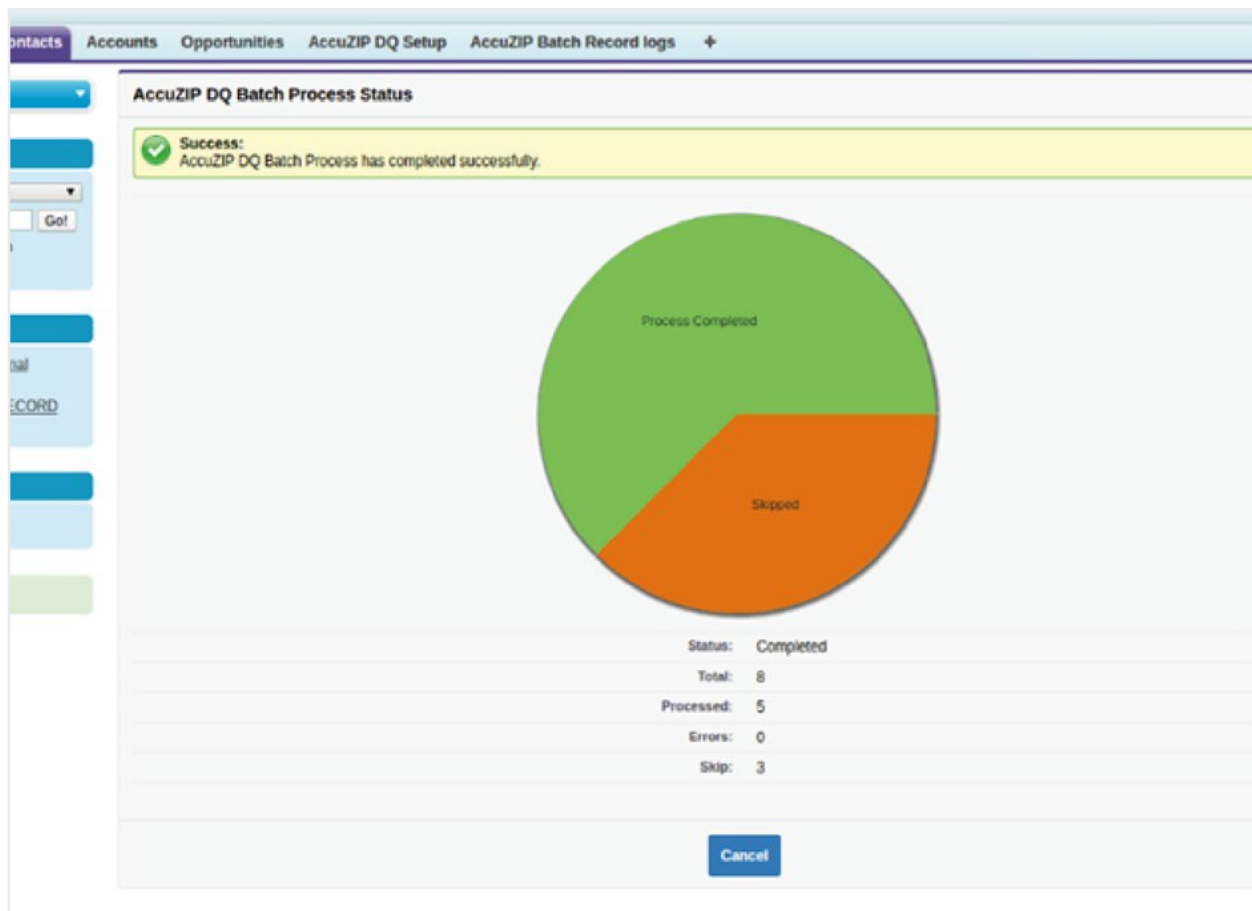


The next screen displays the progress of the asynchronous processing of the selected addresses.



After processing is complete, the results screen displays both the number of addresses that processed successfully and the number of addresses that were skipped due to failed validation. All addresses successfully validated will be automatically updated in the Salesforce record.

7. Click **Cancel** to return to the **Account** object page.
8. Repeat steps 1—7 for **Leads** and **Contacts**.



Clicking **Cancel** will **NOT** cancel the validation process. If **Cancel** is clicked prior to the completion of address processing, validation will continue in the background.



## HOME PAGE COMPONENT AND CUSTOM LINKS

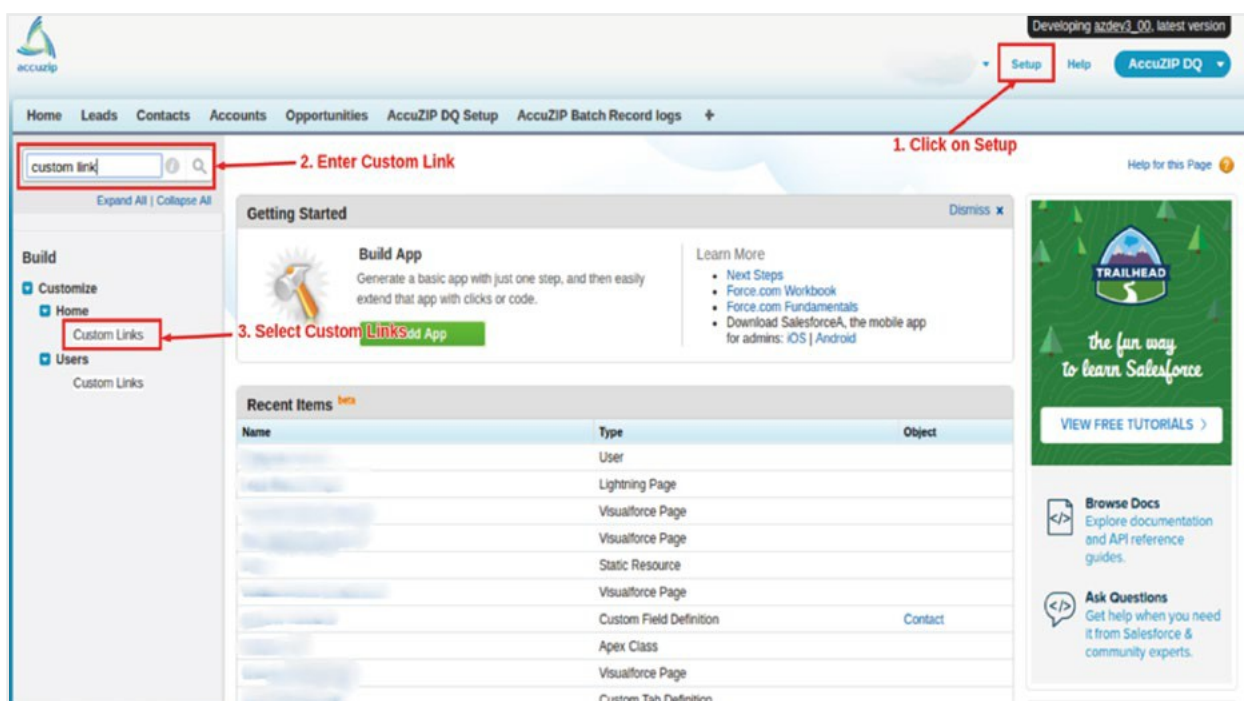
### What does this feature do? Is this feature necessary?



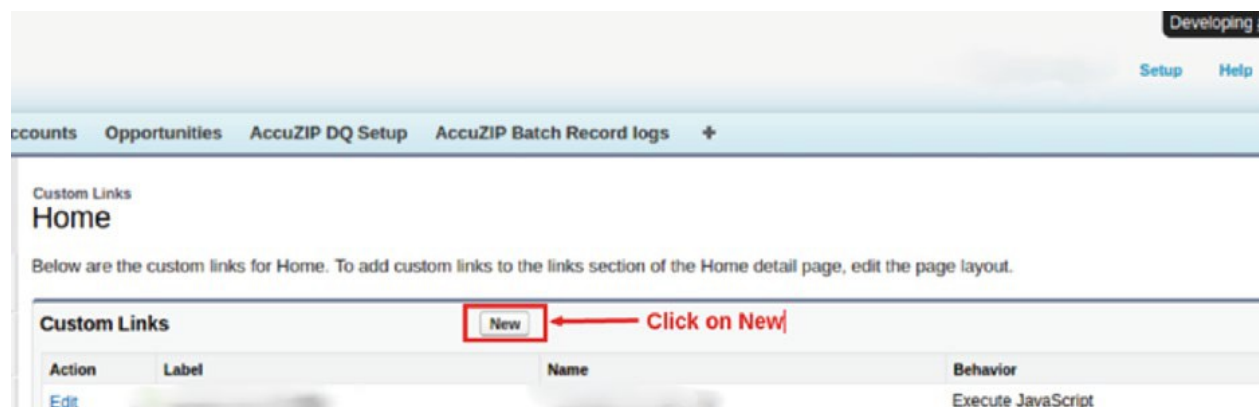
When a Home Page component and Custom Link are created, addresses can be validated with AccuZIP DQ using [inline validation](#). Inline validation can **ONLY** be performed from **Salesforce Classic** and is **NOT** available in **Salesforce Lightning**.

### Create a Custom Link

1. Click **Setup**.
2. Enter **Custom Link** into the **Quick Find** box at the top of the left panel.
3. Click **Custom Link** under the **Home** menu in the left panel.

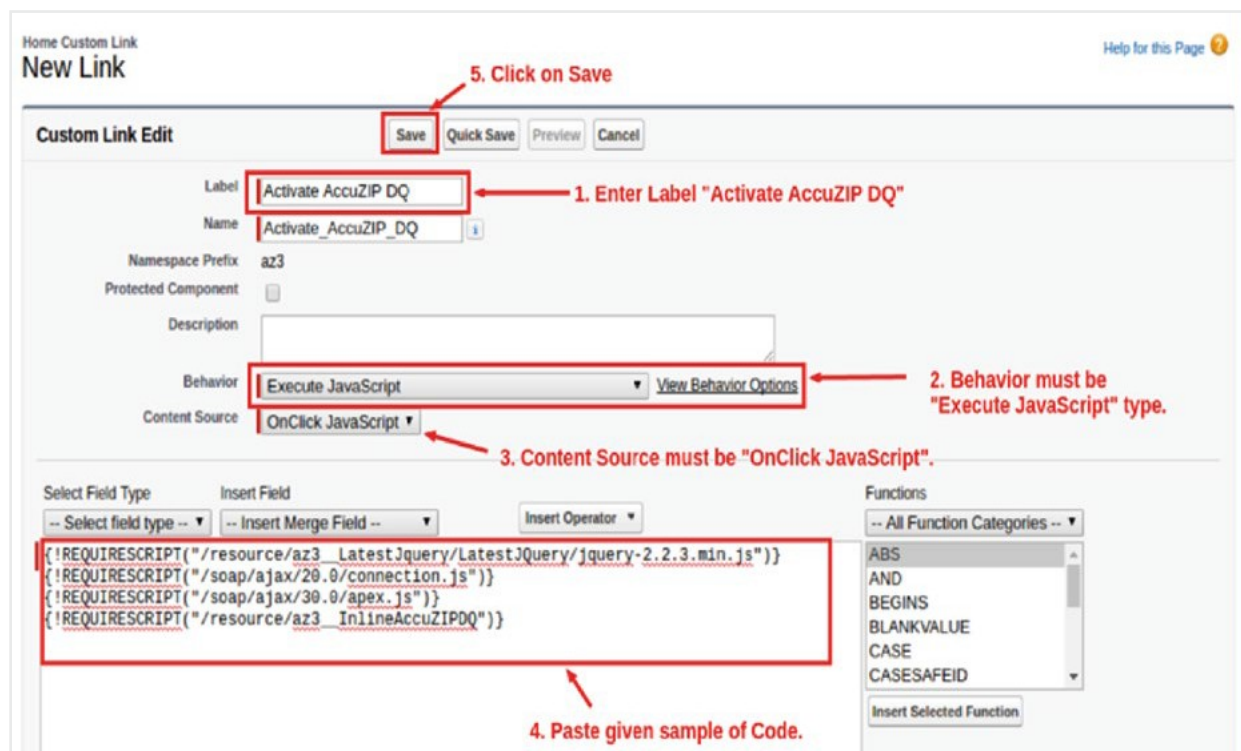


- Click **New** to add a new custom link.



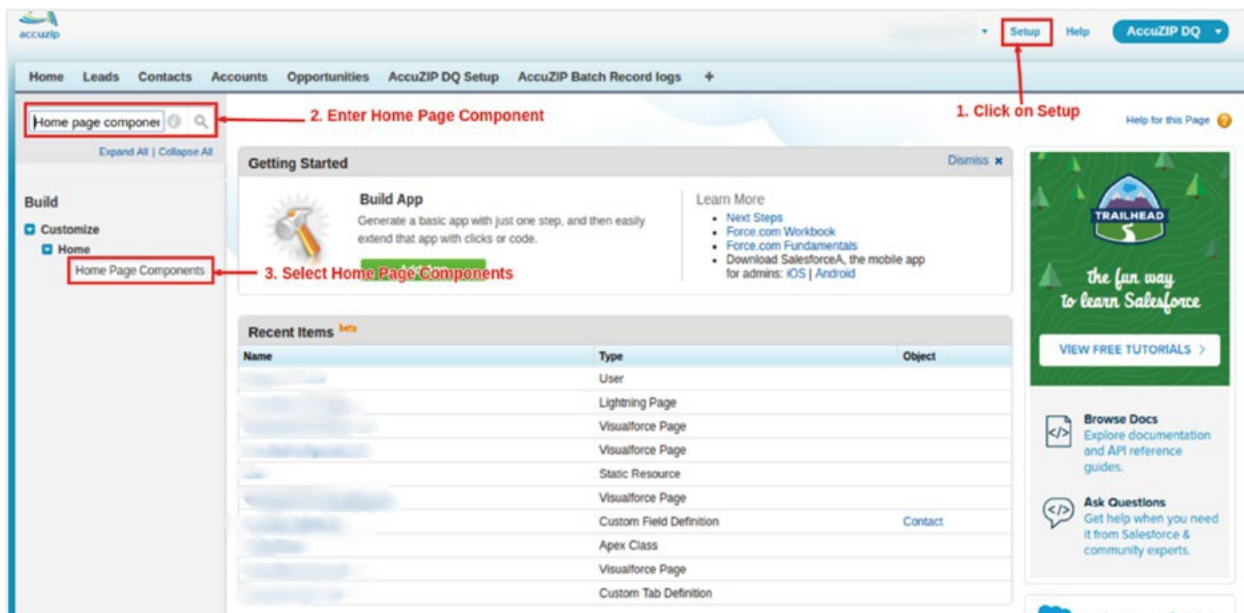
- From the **New Link** page enter **Activate AccuZIP DQ** in the **Label** text box.
- Select **Execute JavaScript** from the **Behavior** dropdown list and Select **OnClick JavaScript** from the **Content Source** dropdown list.
- Copy and paste the following code into the text window as shown in **Step 4** of the screenshot and then click **Save**.

```
{!REQUIRESCRIPT("/resource/az3DQ.AccuZIPDQJquery/AccuZIPDQJquery/jquery-min-v2.js")}
{!REQUIRESCRIPT("/soap/ajax/20.0/connection.js")}
{!REQUIRESCRIPT("/soap/ajax/30.0/apex.js")}
{!REQUIRESCRIPT("/resource/az3DQ_InlineAccuZIPDQ")}
```

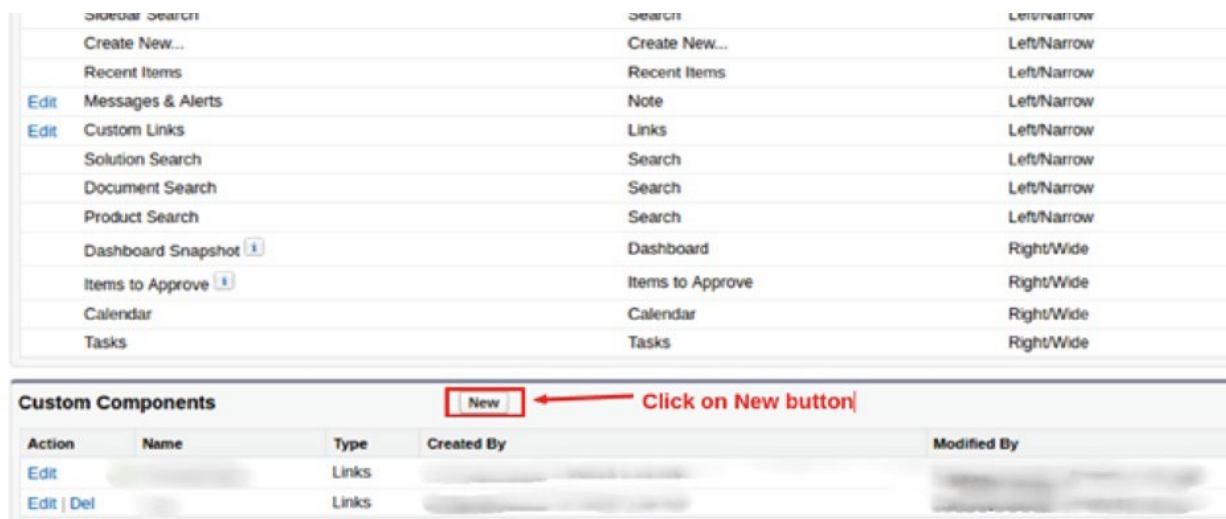


## Create a Home Page Component

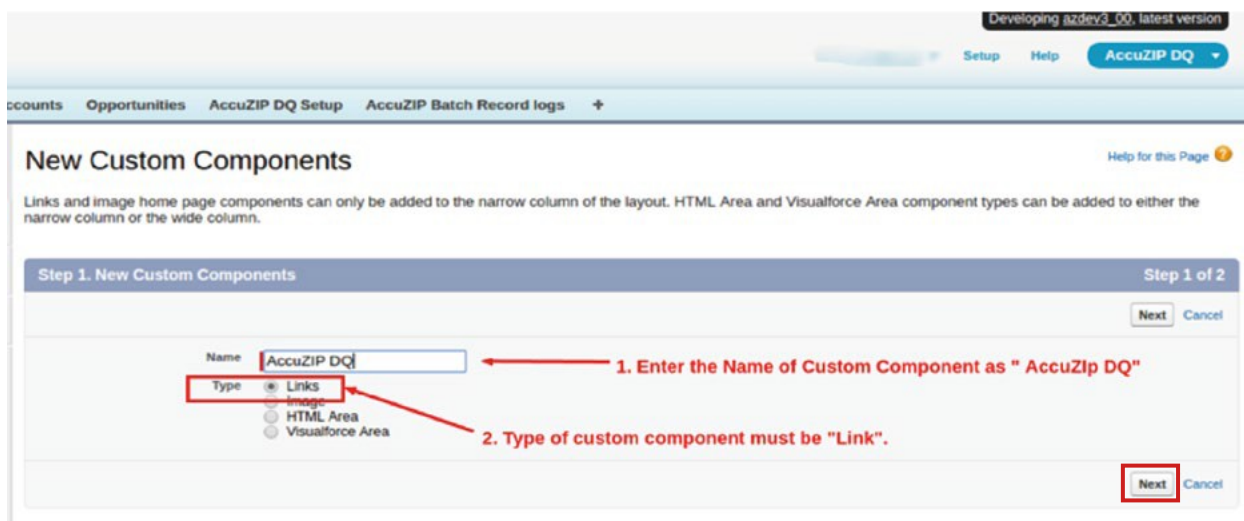
1. Click **Setup**.
2. Enter **Home Page Components** into the **Quick Find** box at the top of the left panel.
3. Click **Home Page Components** under the **Build** menu in the left panel.



4. Click **New** in the **Custom Components** section.



5. From the **New Custom Components** page enter **AccuZIP DQ** in the **Name** text box.
6. Select **Execute JavaScript** from the **Behavior** dropdown list and Select **OnClick JavaScript** from the **Content Source** dropdown list.
7. Select **Links** under **Type**.
8. Click **Next**.



Developing azdev3\_00, latest version

Setup Help AccuZIP DQ

ccounts Opportunities AccuZIP DQ Setup AccuZIP Batch Record logs +

## New Custom Components

Help for this Page

Links and image home page components can only be added to the narrow column of the layout. HTML Area and Visualforce Area component types can be added to either the narrow column or the wide column.

Step 1. New Custom Components Step 1 of 2

Next Cancel

Name

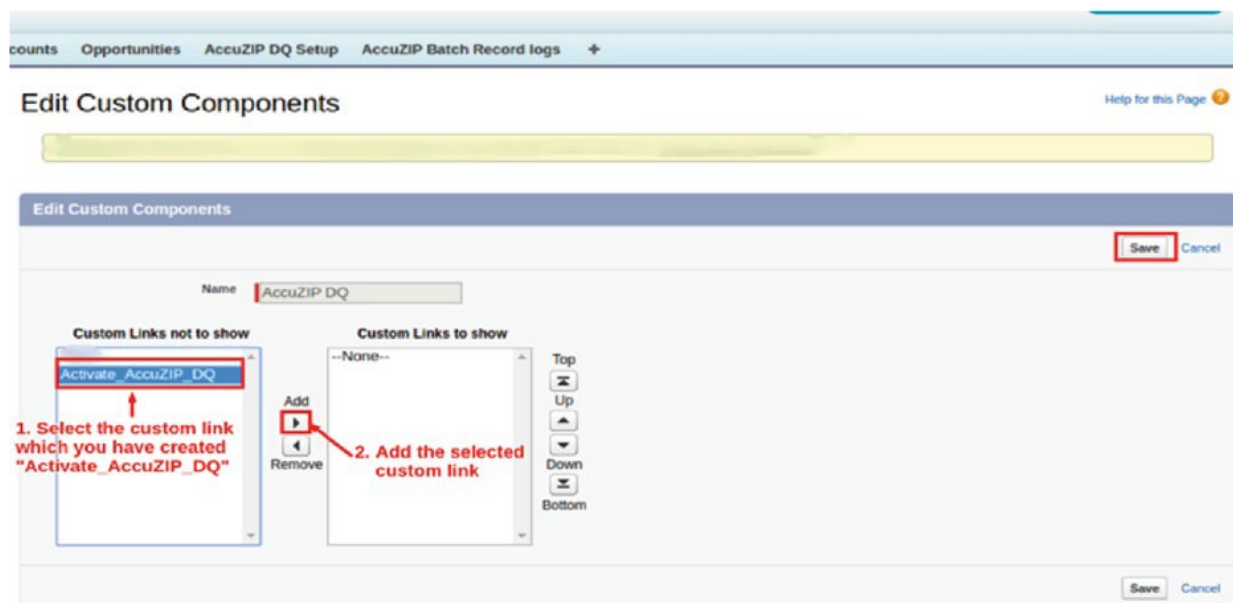
Type ☒ Links ☐ Image ☐ HTML Area ☐ Visualforce Area

1. Enter the Name of Custom Component as " AccuZip DQ"

2. Type of custom component must be "Link".

Next Cancel

9. In the **Edit Custom Components** section, select **Activate\_AccuZIP\_DQ** from the **Custom Links not to show** list and move it to the **Custom Links to show** list by clicking the **Add** arrow.
10. Click **Save**.



ccounts Opportunities AccuZIP DQ Setup AccuZIP Batch Record logs +

## Edit Custom Components

Help for this Page

Edit Custom Components

Save Cancel

Name

Custom Links not to show

Activate\_AccuZIP\_DQ

1. Select the custom link which you have created "Activate\_AccuZIP\_DQ"

Add Remove

2. Add the selected custom link

Custom Links to show

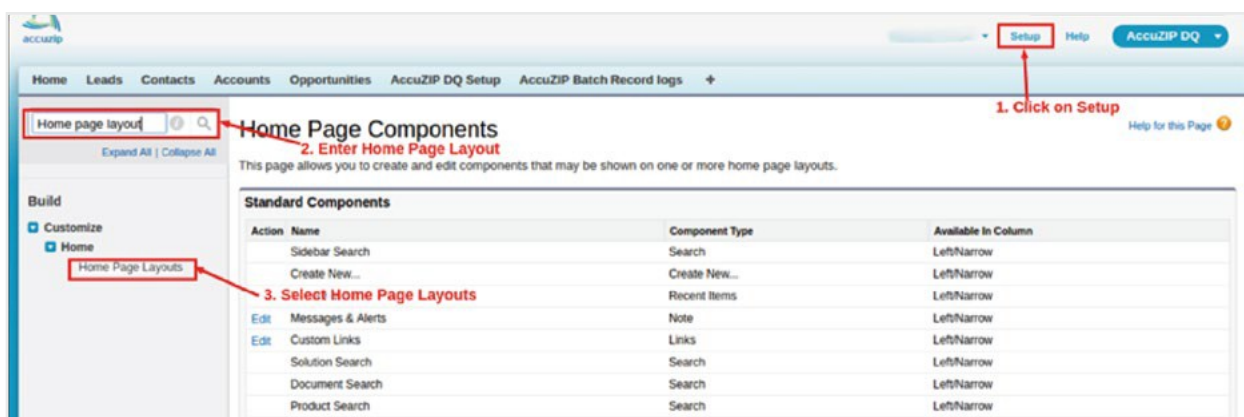
--None--

Top Up Down Bottom

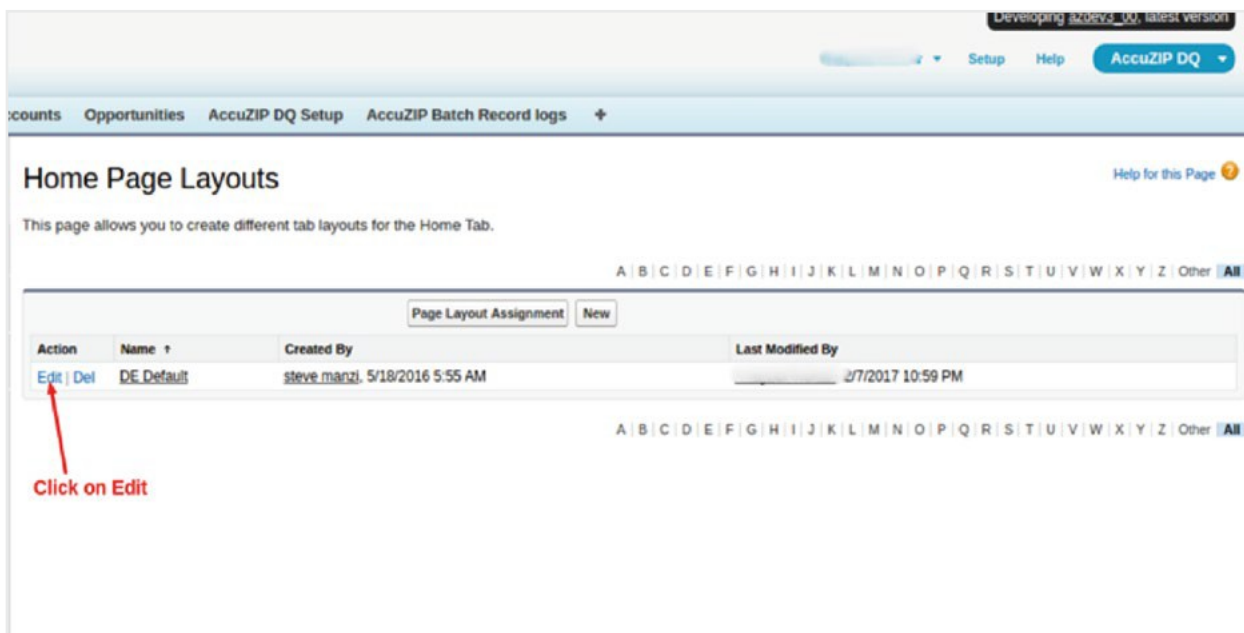
Save Cancel

## Set Home Page Layout

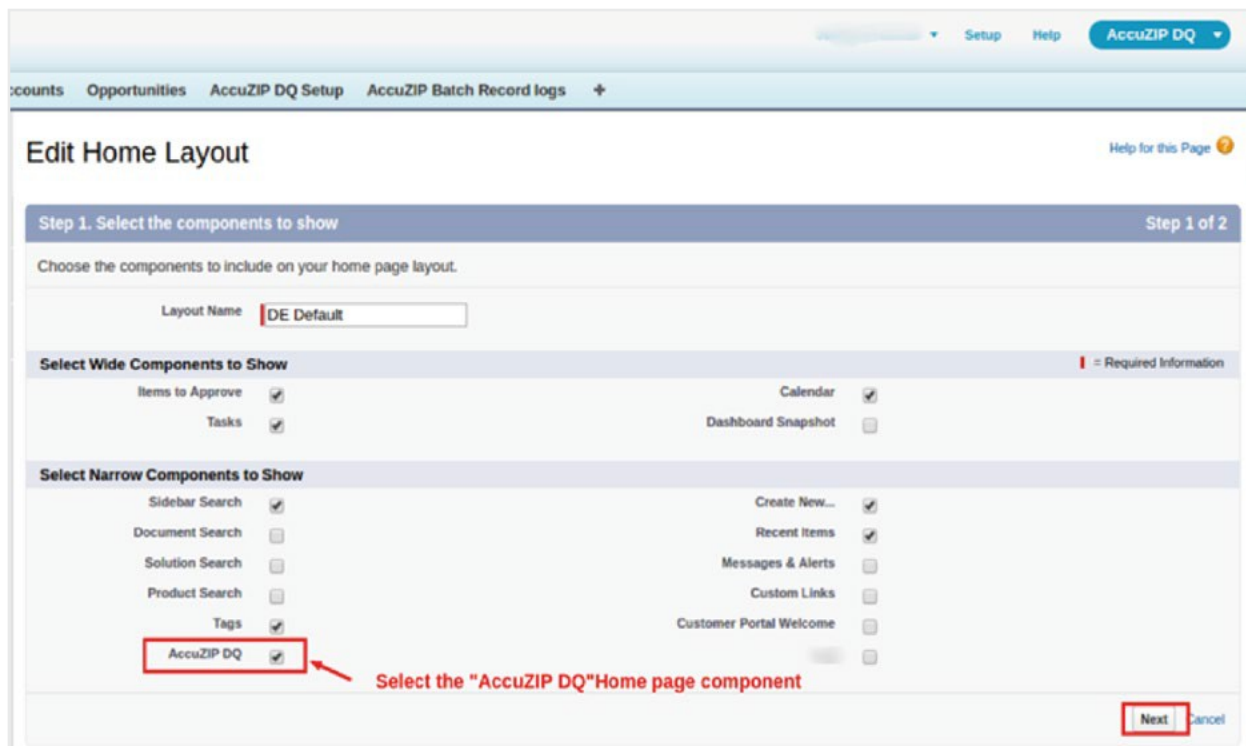
1. Click **Setup**.
2. Enter **Home Page Layout** into the **Quick Find** box at the top of the left panel.
3. Click **Home Page Layouts** under the **Build** menu in the left panel.



4. From the **Home Page Layouts** page, click **Edit**.



5. Select **AccuZIP DQ** from the **Select Narrow Components to Show** section.
6. Click **Next**.



**Edit Home Layout** Help for this Page

Step 1. Select the components to show Step 1 of 2

Choose the components to include on your home page layout.

Layout Name:

**Select Wide Components to Show** Required Information

Items to Approve <input checked="" type="checkbox"/>	Calendar <input checked="" type="checkbox"/>
Tasks <input checked="" type="checkbox"/>	Dashboard Snapshot <input type="checkbox"/>

**Select Narrow Components to Show**

Sidebar Search <input checked="" type="checkbox"/>	Create New... <input checked="" type="checkbox"/>
Document Search <input type="checkbox"/>	Recent Items <input checked="" type="checkbox"/>
Solution Search <input type="checkbox"/>	Messages & Alerts <input type="checkbox"/>
Product Search <input type="checkbox"/>	Custom Links <input type="checkbox"/>
Tags <input checked="" type="checkbox"/>	Customer Portal Welcome <input type="checkbox"/>
<b>AccuZIP DQ <input checked="" type="checkbox"/></b>	

Select the "AccuZIP DQ" Home page component

**Next** Cancel

7. As a final option you can change the order of the **Home Page Component** to your liking by selecting **AccuZIP DQ** from the list and clicking to **Up** or **Down** arrows.
8. Click **Save**.



### Getting Help:

At AccuZIP, Inc., we are always committed to providing you with the highest level of support. Please do not hesitate to contact us if you have any questions or need further assistance.



**Support**

[support@accuzip.com](mailto:support@accuzip.com)



**Live Chat**

[accuzip.com/chat](https://accuzip.com/chat)



**Other ways to reach us**

[accuzip.com/contact](https://accuzip.com/contact)