



Mailing Equipment & Software

StreetSweeper® Pro

Quick Start Guide

Canada English Edition
SV63426 Rev. A
December 06, 2024

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Installing StreetSweeper Pro

Follow these instructions if you are installing StreetSweeper Pro for the first time.

1. *Before you begin*
2. *Downloading the installer*
3. *Running the installer*
4. *Install the application*
5. *Downloading Canada Post data*
6. *Install the latest data*

7. [Keep your data updated](#)
8. [Automate the update process](#)
9. [Troubleshooting](#)

1 Before you begin

Before installing StreetSweeper Pro, please ensure that your system meets the following minimum requirements:

- **Operating System:** Windows 10 or later
- **Processor:** Intel i5 or equivalent
- **Memory:** 8 GB RAM
- **Storage:** 3 GB of free disk space
- **Graphics:** DirectX 11 compatible graphics card
- **Internet Connection:** Required for software activation and updates.

2 Downloading the installer

1. Open your web browser and navigate to the [Streetsweeper Pro Official Website](#).
2. Go to the **Download StreetSweeper Pro Updates** section.
3. Click on the latest StreetSweeper Pro Windows version download link to download the installer.

3 Running the installer

1. Locate the downloaded installer Zip file (StreetSweeperPro_X.X.XX.zip), where X is the version number in your Downloads folder.
2. Unzip the file.
3. Double-click the installer to run the **setup.exe** file.
4. If prompted by User Account Control, click **Yes** to allow the installer to make changes to your device.

4

Install the application

1. Follow the on-screen instructions in the installation wizard.
2. Read and accept the License Agreement.
3. Choose the installation directory. The default directory is recommended.
4. Select **Install** to begin the installation process.
5. Once the installation is complete, click **Finish** to exit the installer.

StreetSweeper Pro is now installed on your system.

5

Downloading Canada Post data

1. Go to StreetSweeper Pro Monthly Data Section.
2. Navigate to the latest StreetSweeper Pro Available Data link.
3. Select the file for download. The first 2 digits indicate the year, and the second 2 digits indicate the month.
4. Unzip this file.

6

Install the latest data

Install SSProDataXXXX.exe on your computer.

1. Choose the installation directory. The default directory is recommended.
2. Click **Install** to begin.

7

Keep your data updated

Monthly updates:

1. Check the StreetSweeper Pro Download Page once a month for the latest data from Canada Post.
2. Repeat the installation steps to install new data.

8

Automate the update process

1. Download and install **IntelliLink® Desktop**, a Windows application that keeps your Pitney Bowes software products current with the latest software and data file updates. This will allow you to manage updates in one place.
2. The IntelliLink® Desktop download link is located at the bottom of the StreetSweeper Pro Download Page.

9

Troubleshooting

If you encounter any issues during installation, please refer to the [Support Page](#).

Registering for an account in the License Manager

All new users must register for an account. The registration link is located at the bottom of the login form.

1. Select **Sign up Now** to register as a new user.
2. Fill in the registration form and input all the required information.
3. Select **Register**.
4. After your information has been verified, you will be able to log in to the application with your e-mail and password.

Related Topics

- Logging into the License Manager in StreetSweeper Pro
- Resetting passwords in the License Manager in StreetSweeper Pro
- Adding Additional Users to StreetSweeper Pro

Logging into the License Manager

Once you have registered your account, you can log into the License Manager.

1. Input your login credentials and select **Sign In**.
2. An authentication window will appear. Input the authentication code and select **Submit**. The code can be sent to your email by selecting **Send one time code**.

Related topics

- Registering for an account in the License Manager in StreetSweeper Pro
- Resetting passwords in the License Manager in StreetSweeper Pro
- Adding additional users to StreetSweeper Pro

Adding additional users

To allow your additional users to access StreetSweeper Pro, set them up in the License Manager.

1. Select an available serial number from the drop-down menu. Enter the new user's email address into the **On Boarding Email** text box.
2. An email will be sent to the new user with the serial number needed to register.

Related topics

- Registering for an Account in the License Manager in StreetSweeper Pro
- Logging into the License Manager in StreetSweeper Pro
- Resetting passwords in the License Manager in StreetSweeper Pro

Logging into StreetSweeper Pro

To open StreetSweeper Pro, double click its icon or select the program from your Start bar.

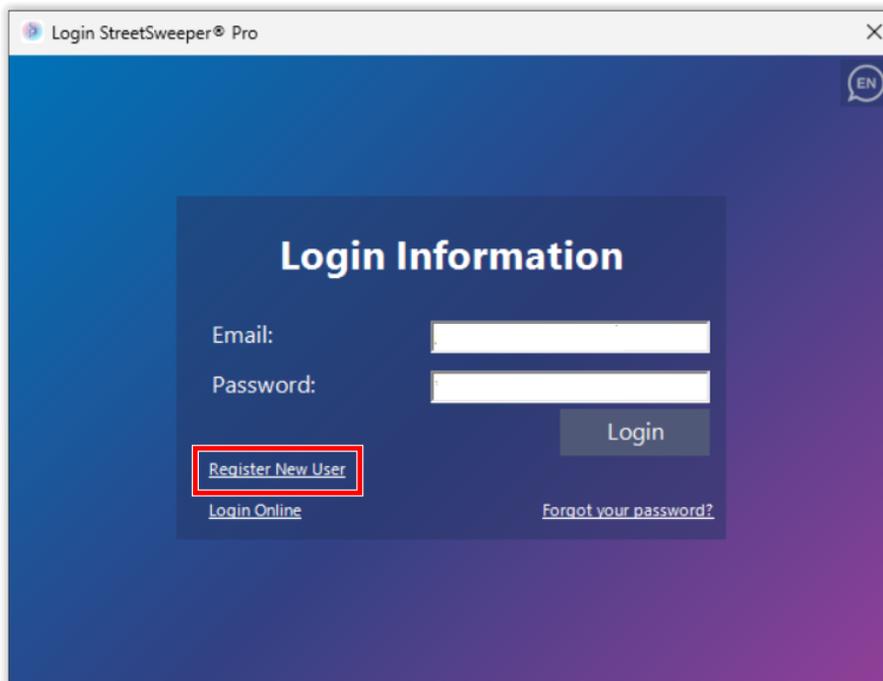


- [Logging in as a new user](#)
- [Logging in using an existing account](#)

Logging in as a new user

Once the login screen appears:

1. Select **Register New User**.

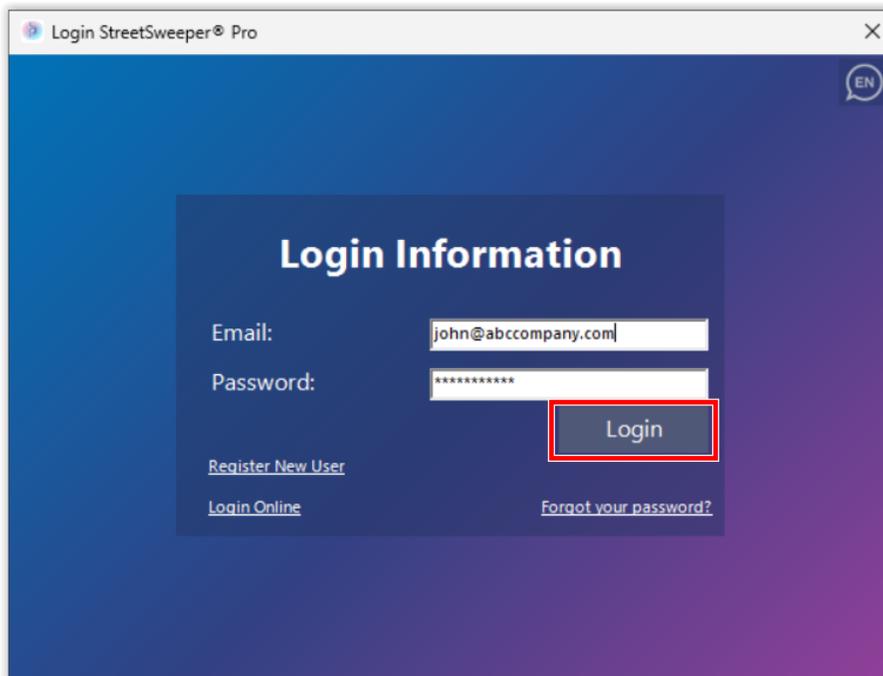


2. Enter the required information to set up your account. Once your information has been verified, you will be able to log in using your email address and password.
3. Enter your email and password.
4. Select **Login**.

Logging in using an existing account

Once the login screen appears:

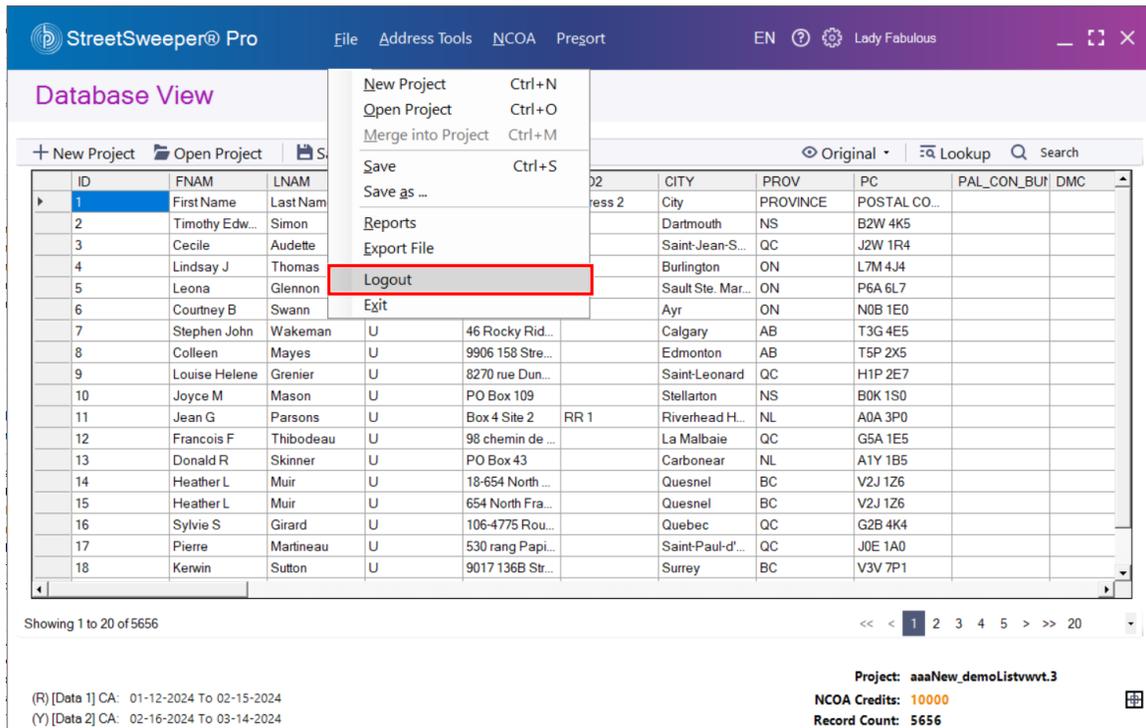
1. Enter your email and password.
2. Select **Login**.



Exiting or logging out of StreetSweeper Pro

You can exit the application or log out an individual user.

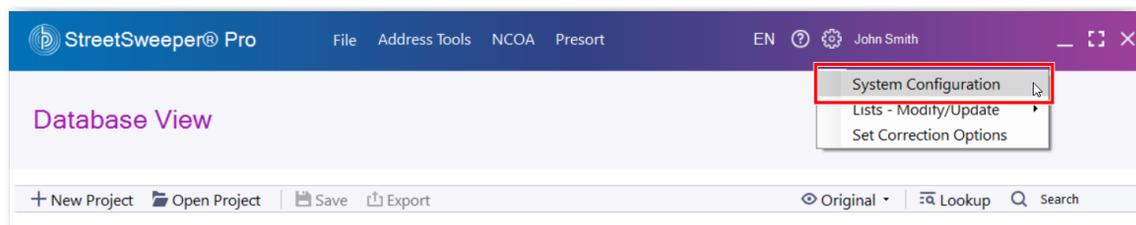
1. To exit the application, select **File > Exit**. This will close the application and log out the user.
2. To log out a user but leave the application open, select **File > Logout**.



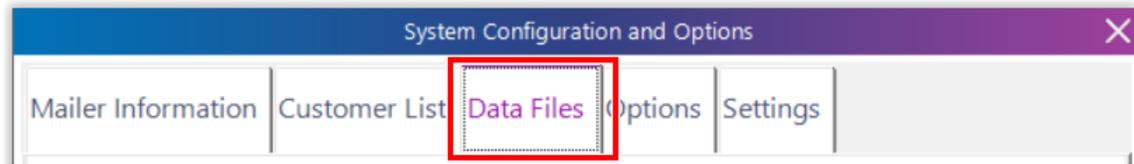
Setting default data paths

This function allows you to specify the default directories for input and output files, the usual work directory, and the directories that contain Canada Post and table file databases.

1. Select the Settings icon then **Settings > System Configuration**.



2. Select the **Data Files** tab.



3. Select the **Browse** button and navigate to the appropriate folder for each directory.
4. If the **File Input** and **File Output** folders will not remain constant, you can check **Remember Last Path**. StreetSweeper Pro will then return to the last location you selected for input or output files.
5. When you are satisfied with your changes, select **Update**.

Setting up default company information

The company information entered into StreetSweeper Pro will be applied to reports. This information only needs to be entered once and then is stored as a default. The information can be updated at any time by returning to this screen.

1. Select the **Settings** icon then **Settings>System Configuration**.
2. Select the **Mailer Information** tab.
3. Enter the name and contact information that will be printed on reports.
4. Select **CPC Account Numbers and IDs** to enter the company's Canada Post account number, contract number (if applicable) and NCOA Terms of Use ID (if applicable).
5. Select **Accept**.
6. After verifying the information is correct, select **Update**.

Entering your customer's information

StreetSweeper Pro provides a database of your customer information, including name, address, and associated Canada Post account information. You will be able to select a customer when creating a Project. Their information will then appear on Canada Post reports.

It is mandatory to create a customer record with an End User Terms of Use ID if you will be processing their file against NCOA.

Once customer information is entered, it will be shared and accessible to other users on your account.

1. Select **Settings > Customer Information**.
2. Select **Add Customer**.
3. Enter the information you wish to appear on Project reports.
4. If applicable, select **CPC Account Numbers and IDs** to enter your customer's Canada Post account, contract, and Terms of Use information. Select **OK**.
5. Select **Update**. You may now close the screen.

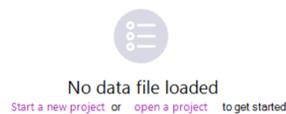
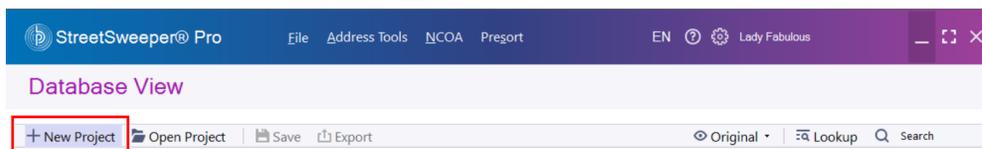
Related topics

- [Creating and entering your End User Terms of Use ID](#)

Creating a project in StreetSweeper Pro

New users will learn how to create a new project file in StreetSweeper Pro. You will import a data file to start a new project.

1. Select **File > New Project**. You can also create a new project by clicking the **+New Project** icon from the dashboard. You will import a data file to start a new project.



(R) [Data 1] CA: 01-12-2024 To 02-15-2024
(Y) [Data 2] CA: 02-16-2024 To 03-14-2024

You can import a variety of different data formats into your project. These include:

- MS Access
- MS Excel
- Text files (.tab, .csv, fixed length)
- DB2

2. When prompted by your browser, select your input file.

- [MS Access or MS Excel input file](#)
- [Text format input file](#)
- [Fixed length input file](#)

MS Access or MS Excel input file

1. Select the table or worksheet you are using for your project.

Text format input file

1. Select your text file format.
2. Select your Character Set, if applicable.
3. Indicate whether your first row is a header row.
4. Indicate if all columns should be loaded as text.
5. Select **Continue**.

Fixed length input file

1. Select **Fixed Length fields** as the format of the text file.
2. Select your **Character Set**, if applicable.
3. Indicate whether your first row is a header row.
4. Indicate if all columns should be loaded as text.
5. Select **Continue**.
6. The application will attempt to auto-detect fixed length fields. Adjustments can be made using the field entry boxes on the right or by adjusting fields on the bottom display. There are options to enter fields by length and to load or save profiles.
7. When you are satisfied with the file setup, select **OK**.

Related topics

- [Setting up your Project in StreetSweeper Pro](#)

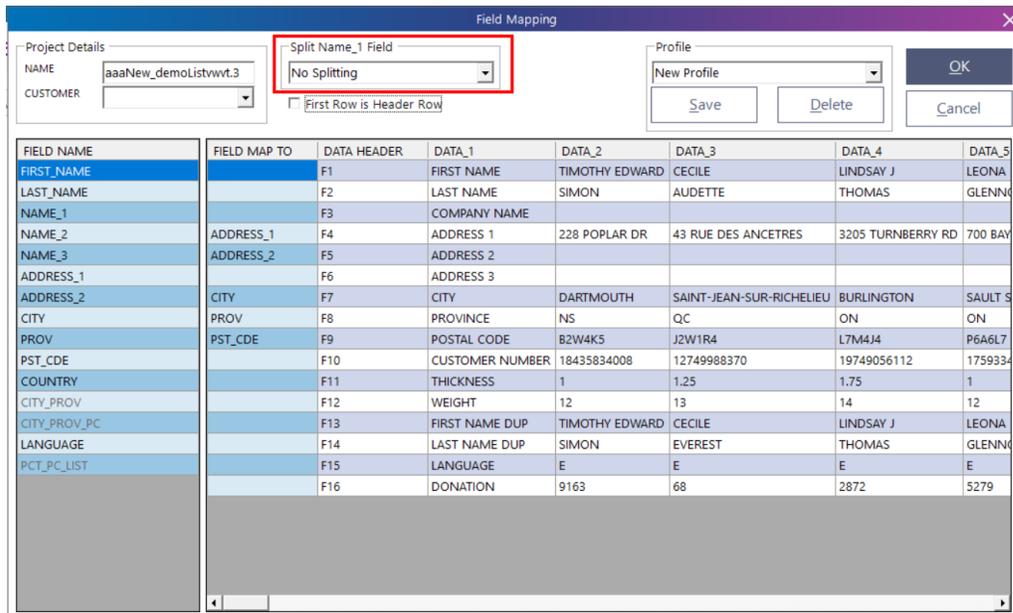
Setting up a Project

After opening your input file, the Field Mapping screen will appear. If your input file is MS Excel, click the checkbox beside **Remove Header Row**.

1. Under **Project Details**:
 - a. Enter the Project name if you do not want the default file name.
 - b. If required, select a Customer.

FIELD NAME	FIELD MAP TO	DATA HEADER	DATA_1	DATA_2	DATA_3	DATA_4	DATA_5
FIRST_NAME	F1	FIRST NAME	TIMOTHY EDWARD	CECILE	LINDSAY J	LEONA	
LAST_NAME	F2	LAST NAME	SIMON	AUDETTE	THOMAS	GLENNA	
NAME_1	F3	COMPANY NAME					
NAME_2	ADDRESS_1	F4	ADDRESS 1	228 POPLAR DR	43 RUE DES ANCETRES	3205 TURNBERRY RD	700 BAY
NAME_3	ADDRESS_2	F5	ADDRESS 2				
ADDRESS_1		F6	ADDRESS 3				
ADDRESS_2	CITY	F7	CITY	DARTMOUTH	SAINT-JEAN-SUR-RICHELIEU	BURLINGTON	SAULT S
CITY	PROV	F8	PROVINCE	NS	QC	ON	ON
PROV	PST_CDE	F9	POSTAL CODE	B2W4K5	J2W1R4	L7M4J4	P6A6L7
PST_CDE		F10	CUSTOMER NUMBER	18435834008	12749988370	19749056112	1759334
COUNTRY		F11	THICKNESS	1	1.25	1.75	1
CITY_PROV		F12	WEIGHT	12	13	14	12
CITY_PROV_PC		F13	FIRST NAME DUP	TIMOTHY EDWARD	CECILE	LINDSAY J	LEONA
LANGUAGE		F14	LAST NAME DUP	SIMON	EVEREST	THOMAS	GLENNA
PCT_PC_LIST		F15	LANGUAGE	E	E	E	E
		F16	DONATION	9163	68	2872	5279

- To split a combined first and last name field, select the appropriate **Split Name_1 Field** option.

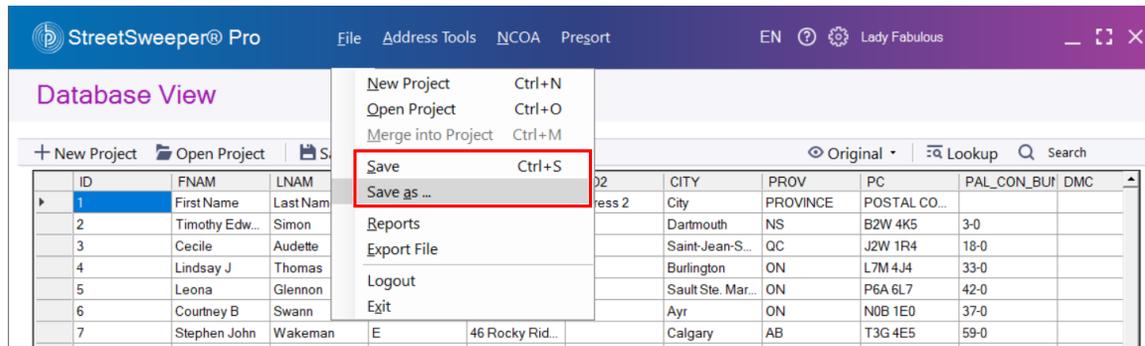


- If you are using a saved Profile, select from **Profile**.
- Identify the fields in your file by dragging the appropriate Field Name from the left column to the first field of the displayed data. Where possible, StreetSweeper Pro has identified address fields.
 - If you drop a field in the wrong location, drag it back to the left column.
 - To merge two fields together, drop the same **Field Name** onto two different data rows.
 - Use the scroll bars to see more of your data.
- When your fields have been identified, select **OK**. If any of your fields have been merged, you will be asked to drag them into the correct order.

Saving a Project in StreetSweeper Pro

You can save your Project with a user-selected or default filename.

1. Select **File > Save** or **File > Save As**.

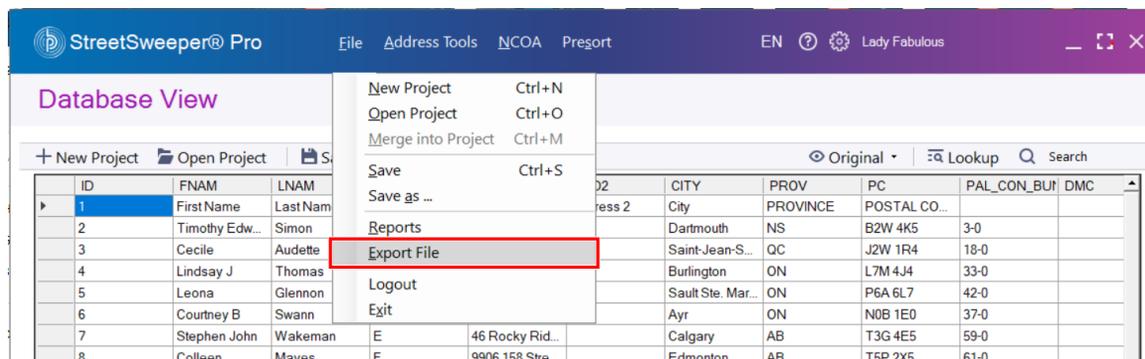


2. When prompted by your browser, select your destination folder. Enter a filename or keep the default name assigned by the application.
3. Select **Save**.

Exporting your Project file

You can export your Project file at any point.

1. Select **Presort > Export File**.



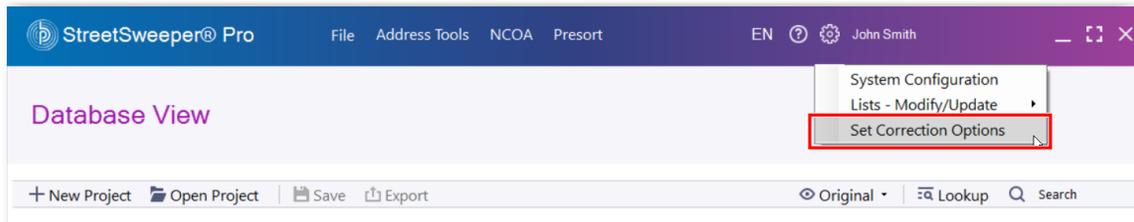
2. Choose the fields you wish to have exported in your file by checking the appropriate boxes under **Select Information**.
3. Choose the type of records to include in your export file by selecting the relevant status codes in the **Filter Records By** box. Uncoded records (foreign or with a missing or invalid postal code) can be excluded from the file by checking the **Exclude Uncoded** box.
4. If you have run NCOA and/or CMA processing on your file, you can select the types of records to export by checking the appropriate options in the **NCOA** box.
5. If you have presorted your file, you can export your file in presort order by ensuring the **Presort Sequence** box has been checked under Presort Data.

6. Select the format of your export file using the drop-down under **Output Format**. If you wish to export duplicate fields, ensure **Output Duplicate Fields** is checked.
7. If you have selected a flat file export format (csv, tab, fixed length, specified delimiter), you can select the appropriate character set using the options in the **Character Set** box.
8. When you are satisfied with the options you have selected, select **OK**. Choose an output folder and filename to save your file.

Setting up default options for correcting Projects

Users can set standard options for correction processing of Projects. These defaults can be overridden for a specific Project by changing the options prior to correction. These changes will not update the default options.

1. Select the **Settings** icon and select **Set Correction Options**.



2. Indicate what type of processing should be applied to Projects. The default is **Correction/Validation**. If **Validation Only** is selected, no corrections will be made to Projects.
3. Indicate how records should be cased during processing.
4. Check **Shorten Address** if Canada Post approved abbreviations should be used for street types and directions.
5. Check **French Accents** if these should be applied during processing.
6. Indicate how unit information should be displayed within the address block. Units can be displayed before the street address, also known as Western Style, or use a keyword such as unit or suite.
7. Check **Add Postal Code** space to ensure all valid and corrected Postal Codes have a space between the first three and last three characters.
8. Check **Format Valid** if valid records should also have the selected formatting options applied.
9. Check **Validate Rural Based Only on Postal Code** if correction on these records should only consider the Postal Code.
10. Check the appropriate language option to specify if records should be corrected to English, French, or a combination of both.
11. Check **Display address accuracy statement after correction/validation** to have the Statement of Accuracy automatically open after processing is complete.

When you have completed setting your default options, select **OK** to save them. You can return at any time to modify your default settings.

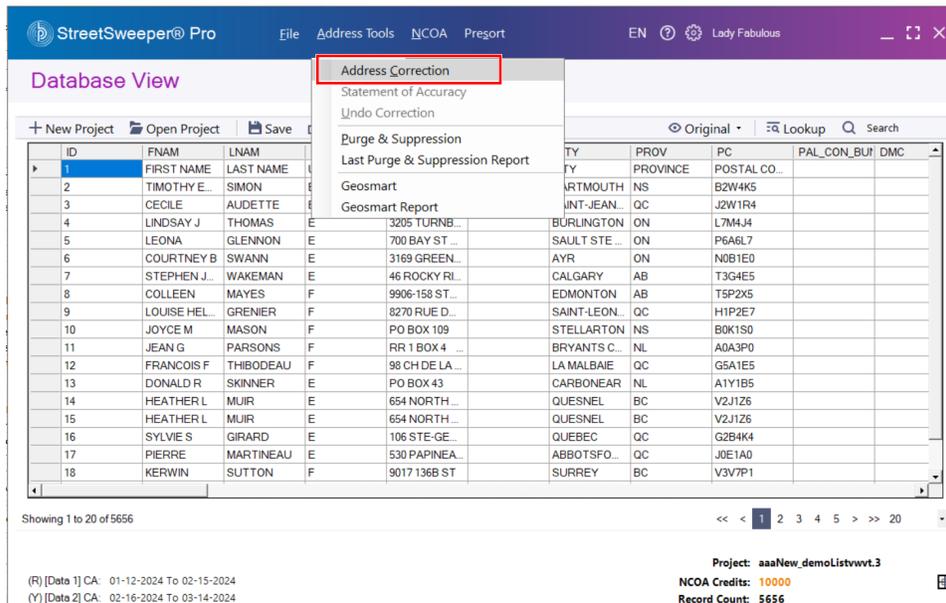
Viewing the statement of accuracy

If **Display address accuracy statement after correction/validation** was selected as a correction option, the Statement of Accuracy will automatically open after processing is complete. It can also be opened by selecting **Address Tools > Statement of Accuracy**.

Correcting a project

After creating a Project, you can correct and validate address records.

1. Select **Address Tools > Address Correction**.



2. Default options will be shown. Any of these options can be changed for this Project only. Changes made on this screen will not override the existing defaults.
3. If you would like a customer name displayed on the report, select the appropriate customer from **Mailing on Behalf Of**. Customers displayed here were set up under **Settings > System Configuration** and **Options > Customer List**.

When you have completed setting your options, select **OK** to process your Project.

Updating records in your database with move information

Processing your Project against Canada Post's National Change of Address (NCOA) service will allow you to update recipients who have moved. If your record matches the NCOA database, the address will be updated, if an updated address is available, or marked as a nixie if the updated address is not available.

IMPORTANT: Prior to processing, you must have EITHER a valid Canada Post End User Terms of Use ID number for your company OR a valid Service Provider Terms of Use ID for your company PLUS a valid End User Terms of Use ID for your customer. To receive a Service Provider or End User Terms of Use ID number, you must have or create an account at www.canadapost.ca/ncoa then agree to the appropriate terms of use.

IMPORTANT: Your file must have been run through correction/validation or validation-only to enable the NCOA processing option.

IMPORTANT: You must have sufficient NCOA credits in your account to process your file. You will require the same number of credits as records in your Project. Please speak with your StreetSweeper Pro sales representative to purchase NCOA credits.

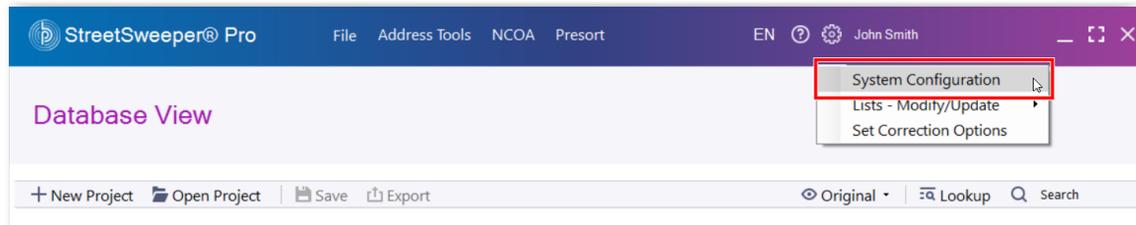
IMPORTANT: StreetSweeper Pro NCOA processing includes the option to run your file against a non-Canada Post database of deceased individuals. This option is included in your NCOA credit.

1. Ensure you have run correction/validation or validation-only on your Project.
2. Select **NCOA > Process NCOA**.
3. Verify that name fields have been appropriately identified. NCOA processing requires an individual's first and last name or a company name.
4. Using the dropdown under **Options**, select the End User associated with this file.
5. Check the **Run Deceased** button if you wish to process your file against this additional database.
6. The default option is to have all matching records updated and all nixies and deceased records purged automatically after processing. If you prefer to see the results prior to purging, uncheck **Purge NCOA** under **Options**.
7. Select **Proceed** to start NCOA processing.

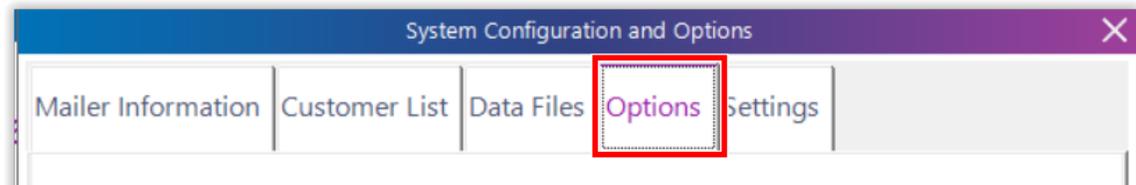
Setting default presort options

StreetSweeper Pro has default presort settings. These settings can be customized to your needs.

1. Select the **Settings** icon then **Settings > System Configuration**.



2. Select the **Options** tab.



3. Set one of more of the following options:
 - **Break String On:** select if the break indicator should appear on the first piece, last piece, or both the first and last piece of the project's bundles, containers, or pallets.
 - **Bundle string:** "*" is used as the default. To change this, enter another character.
 - **Container string:** "*" is used as the default. To change this, enter another character.
 - **Pallet string:** "P" is used as the default. To change this, enter another character.
 - **City string:** "!!" is used as the default. To change this, enter another character.
 - **Container/Bundle column add bundle breaks:** the default is to include bundle breaks on your print file. If you do not want bundle breaks, check this option.
 - **OEL stars on front and end of bundle:** the default is for OEL stars to only be added to the front of a bundle. to add OEL stars at both the front and end of a bundle, check this box.
 - **OEL Number of stars:** the default is 2 stars. To change this, enter another number.
4. Select **Update** to save your changes.

Presorting your project

The presort process will prepare your mailing to be eligible for postal discounts.

1. Select **Presort > Presort**. If you are using a saved Profile, select using the drop-down above the Save and Delete buttons.
2. Using the calendar tool under Drop Date, enter the day you intend to bring the mail to a Canada Post depot.

3. If applicable, select the appropriate customer or enter the customer's account and contract numbers manually. Clicking the + button will allow you to enter new customer information directly from this screen.
4. Using the checkboxes, select which types of addresses you want to include in the presort. If the box is not checked, these addresses will be flagged as uncoded.
5. Select **Additional Options**, as appropriate.
6. Using the drop-down, select the **Residue Office**. This is Canada Post depot that you will be taking the mail. If the depot is not listed, you can use the + button to add the location.
7. Select your **Mail Type** from the drop-down.
8. Select your **Piece Size** from the drop-down. The container type will be automatically selected based on the piece size.
9. If you will be using pallets or monotainers, select the appropriate option. If you will be brick piling, check this box.
10. Enter in the Measurements of your mail piece. The bundle and container maximums are calculated based on the piece weight and thickness. These values can be adjusted if required. **NOTE:** Length and width are only required if you are brick piling.
11. If you wish to save these specifications as profile, click **Save** under the Profile drop-down.
12. When you are satisfied with the options, click **Proceed** to process your project.

StreetSweeper® Pro File Address Tools NCOA Pregort EN Lady Fabulous

Database View

Pre Sort

+ New Proj

DROP DATE: 2024-01-26 PROJECT NAME: aaaNew_demoListvwvt.3

CUSTOMER: Fabulous Corp. CUSTOMER #: 1234567 CONTRACT #:

RESIDUE OFFICE: L0J9Z0 - MISSISSAUGA ON

MAIL TYPE: Personalized Mail Machineable

PIECE SIZE: STANDARD

Measurements

WEIGHT: 10 g THICKNESS: 5 mm BUNDLE MAX: 20

LENGTH: 140 mm WIDTH: 100 mm CONTAINER MAX: 78

Include these addresses in Presort

Invalid Questionable Retired Postal Codes

Additional Options

Treat Uncoded as Residue J Tag

Container Type

LT-Letterflatainer(LFT) Flats Tub

Pallets

None Pallets Monotainers

Brick Piling

Brick Pile CPC Approval for Residue

Profile

New Profile

Save Delete

Proceed Cancel

Showing 1 to 20

(R) [Data 1] CA: 01-12-2024 To 02-15-2024
(Y) [Data 2] CA: 02-16-2024 To 03-14-2024

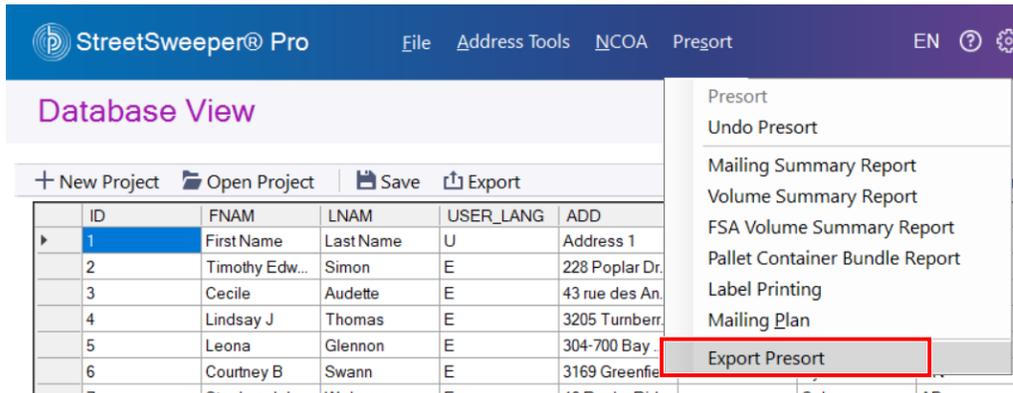
Project: aaaNew_demoListvwvt.3
NCOA Credits: 10000
Record Count: 5656

13. When the presort is complete, your Mailing Summary will appear on screen.

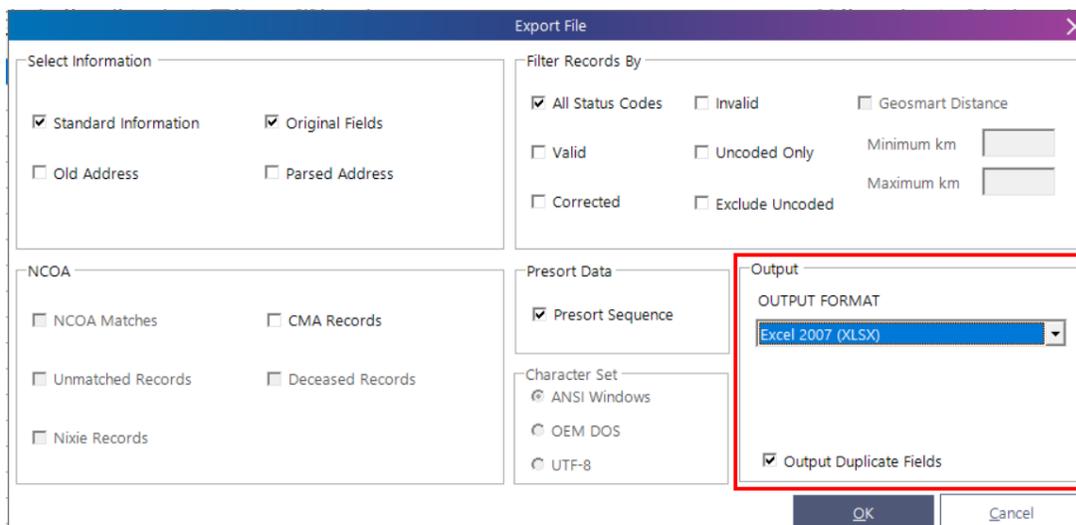
Exporting your presort print file

After presorting your Profile, you can export the results for printing. If required by Canada Post, this process will also create the Mailing Plan for uploading into Canada Post's shipping tools.

1. Select **Presort > Export Presort**.



2. Choose the fields you wish to have exported in your file by checking the appropriate boxes under **Select Information**.
3. Choose the type of records to include in your export file by selecting the relevant status codes in the **Filter Records By** box. Uncoded records (foreign or with a missing or invalid postal code) can be excluded from the file by checking the **Exclude Uncoded** box.
4. If you wish your file to be exported in presort order, ensure the **Presort Sequence** box has been checked under Presort Data.
5. Select the format of your export file using the drop-down under **Output Format**. If you wish to export duplicate fields, ensure **Output Duplicate Fields** is checked.



6. When you are satisfied with the options you have selected, select **OK**. Choose an output folder and filename to save your file.



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