How-To: Extract Postal Codes from a Complete Address

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Note: *This How-To Document is unsupported and meant to aid Panorama Users in filtering data for distribution to Public Health Offices.*

Prerequisites

- Users have an Excel file exported from Panorama that includes a Preferred Address column with Postal Code information.

  - For information on exporting a list of Clients for a Reminder/Recall Query, please see the Reminder/Recall User Guide.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Cohort ID	Cohort Na	Result Set	Result Set	Subject ID	Health Ca	Last Nam	First Nam	Middle N	Date of B	Gender	Preferred Address
2	156 Test		161 Test		90		Ashman	Savannah		2012 May 05	Female	Street No. 54 Bourne Street NorthEast Saskatchewan Canada S4W0B8
3	156 Test		161 Test		22447	550251618	SACK	JEFFREY		2012 Apr 14	Male	603 20TH ST W Prince Albert Saskatchewan Canada S6V 4H4
4	156 Test		161 Test		22854	140154965	WORM	ANDREW W		2012 Mar 08	Male	

Steps

1. In Excel, create a new column after the Preferred Address column. You can insert a new column by right clicking the column letter from the top and clicking **Insert**.

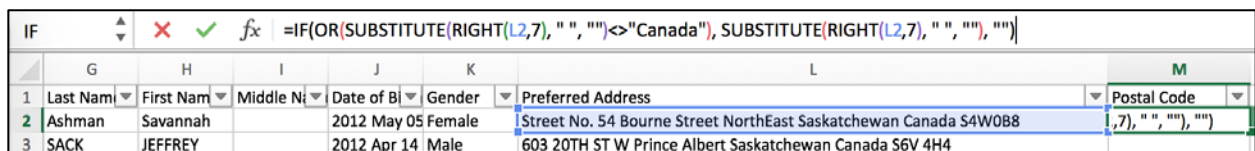| J	K	L		
Date of Bi	Gender	Preferred Address		Cut
2012 May 05	Female	Street No. 54 Bourne Street NorthEast Saskatchewan Canada S4W0B8	Cit	Copy
2012 Apr 14	Male	603 20TH ST W Prince Albert Saskatchewan Canada S6V 4H4		Paste
2012 Mar 08	Male		Pri	Paste Special...
2012 Apr 05	Female	Saskatchewan Canada		
2012 Jan 15	Female	Saskatchewan Canada		Insert
2012 Mar 30	Male			Delete

  a. Name the new column, "Postal Code". If the Preferred Address is in column L, the new Postal Code column should be in column M.

J	K	L	M
Date of Bi ▼	Gender ▼	Preferred Address ▼	Postal Code ▼
2012 May 05	Female	Street No. 54 Bourne Street NorthEast Saskatchewan Canada S4W0B8	
2012 Apr 14	Male	603 20TH ST W Prince Albert Saskatchewan Canada S6V 4H4	
2012 Mar 08	Male		

2. In the first cell under the Postal Code heading, copy the following formula into the formula entry field:

=IF(OR(SUBSTITUTE(RIGHT(L2,7), " ", "")<>"Canada"), SUBSTITUTE(RIGHT(L2,7), " ", ""), "")

Note: This formula assumes that your Preferred Address column is column L, and the first row under your Postal Code header is 2. If L2 is not correct, replace all instances of L2 in the above formula with your correct cell coordinates.

| IF | ▲▼ | ✕ ✓ | *fx* | =IF(OR(SUBSTITUTE(RIGHT(L2,7), " ", "")<>"Canada"), SUBSTITUTE(RIGHT(L2,7), " ", ""), "") |

	G	H	I	J	K	L	M
1	Last Nam ▼	First Nam ▼	Middle N; ▼	Date of Bi ▼	Gender ▼	Preferred Address ▼	Postal Code ▼
2	Ashman	Savannah		2012 May 05	Female	Street No. 54 Bourne Street NorthEast Saskatchewan Canada S4W0B8	,7), " ", ""), "")
3	SACK	JEFFREY		2012 Apr 14	Male	603 20TH ST W Prince Albert Saskatchewan Canada S6V 4H4	

3. Press Enter on your keyboard to register the formula. You should now see the correct Postal Code in cell L2. Drag the formula throughout the remaining rows by dragging the dark nob to the bottom right of L2.

L	M	N
Preferred Address ▼	Postal Code ▼	City ▼
Street No. 54 Bourne Street NorthEast Saskatchewan Canada S4W0B8	S4W0B8	
603 20TH ST W Prince Albert Saskatchewan Canada S6V 4H4		Prince Albert

4. Filter the results as required using Excel data filtering. Note that the formula pasted above assumes either a Country or Postal Code are included in the Client's Address. Users want to filter out any data not formatted correctly as a prerequisite.

Contact

For general questions, or if you are unfamiliar with Excel, please contact your local regional help desk for training.