INFORMATION INFORM

GGP Systems Ltd, Cygnet House, 12-14 Sydenham Road, Croydon, CR9 2ET
Tel: (020) 8686 9887 Fax: (020) 8662 8665 www.ggpsystems.co.uk

GGP Mail Merge Spatial Tool

GGP Systems' Mail Merge Spatial Tool is a simple to use generic tool that enables the automatic creation of geographically targeted notification or consultation letters. Using a local authority's own property database, such as the Local Land and Property Gazetteer (LLPG), combined with GGP's Geographical Information System (GIS) and word processing software, address data can be quickly selected and merged into pre-prepared correspondence.

The Mail Merge Spatial Tool ensures all properties requiring notification of a forthcoming event or change in service are identified; for example, for planning applications, entertainment licence renewals, roadworks notifications, and so on. Without the GIS element of this process, which allows addresses to be selected spatially within a buffer automatically generated around the geometry of the point of interest, creating an address can be a time-consuming manual process. The Mail Merge Spatial Tool also allows the creation and inclusion of a map within the mailing item to highlight the area affected.
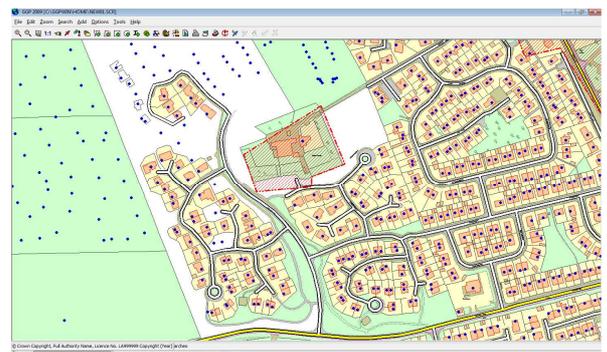
Features

The Mail Merge Spatial Tool is designed to work with an organisation's existing geographic information resource and is compatible with both the Local Land and Property Gazetteer (LLPG) and Ordnance Survey AddressPoint data. Other well formatted postal address databases will also work with the application.

When a location or record is selected from the configured application layer within the GGP GIS environment, a buffer area or polygon will automatically be constructed around that record. The Mail Merge Spatial Tool automatically centres the map window on the selected position and highlights properties falling within the zone of influence. Individual properties can be visually added or removed by on-the-map selection or de-selection. If there is no configured application layer, the user can manually draw the required spatial query object(s) to define the zone of influence. Once all affected properties have been identified, the Mail Merge Spatial Tool extracts the addresses from the corresponding property layer in a compatible format for the selected word processing software.

If the map option is configured, only the selected record or location is displayed together with any user-defined background mapping. The map area can be configured to correspond to the space available with the pre-prepared mailing item and the image file is copied to the clipboard process.

Applications

The Mail Merge Spatial Tool has been specifically designed to work with application layers usually present with a Local Authority's GIS and can potentially be used for any type of consultation or notification. Useful for alerting residents about forthcoming planning consultations, road works, changes in waste collection

services or potential environmental hazards, the Mail Merge Spatial Tool can also be used for Electoral Roll management and school catchment planning.

The Mail Merge Spatial Tool also has potential beyond the local authority market and will particularly be valuable to Fire and Rescue services and Police Authorities as it has applications for risk assessment visits, evacuation management and event planning.

Benefits

The Mail Merge Spatial Tool enables an organisation to effectively target its communications. Identifying only properties affected by an event or change in service and automatically creating letters, maps or calling lists, the Mail Merge Spatial Tool reduces unnecessary correspondence, contributes to National Indicator 14 (Avoidable Contact) and improves customer service levels.

Using the Mail Merge Spatial Tool, the unnecessary use of paper and ink can be reduced, costs of mailing will come down and the effective use of existing staff through reduced administration will, in turn, result in cost savings and efficiency gains.

Requirements

The Mail Merge Spatial Tool is designed to be run from the Tools menu of a GGP GIS script. It requires an application layer (for example development control / planning applications / environmental health), a property layer (the fully populated NGz LLPG BLPU property layer is best although any property layer from which well formatted postal addresses can be extracted will do), a notification script and a user-defined mail merge document. The chosen word processor should be associated with the file extension of the mail merge document.

Operation

GGP Desktop with the script containing the Mail Merge Spatial Tool configured on the Tools menu should be running. Once an application layer record has been selected and the Tool started, the application will automatically load the script, generate the buffer and centre the map window. If additional properties are required, the user can draw an additional polygon around the buffer and run the spatial query to append the properties to the address list.

Outputs

The address list, detail record and optional map image file are all created in the Home folder of the currently logged on GGP Desktop User. To facilitate multi-user access, and prevent inadvertent amendment of the master document, the mail merge document is also written to the Home folder, which is made the default folder for the Mail Merge Spatial Tool instance of the word processing software. When the word processing software starts, it loads the copy of the document, not the master.

For further information about the Mail Merge Spatial Tool and how you achieve savings and efficiency gains through targeted correspondence, please visit ggpsystems.co.uk, email sales@ggpsystems.co.uk or call 020 8686 9887.