



Barclays iPortal

Summary of updates

August 2023



Introduction

To improve your experience of using Barclays iPortal we continuously review and enhance the channel. You will now see some changes and be able to access some new features. In addition, we have made some changes to improve performance.

This document explains the changes.

Updates include:

- Address Look Up

Address Look Up Tool

We have implemented an Address Look Up tool when adding new users in Barclays iPortal. This will help to ensure addresses are formatted correctly.

- 1. Country** – To enable the address Look Up Tool an eligible country will need to be selected.
- 2. Address input** – When using the address look up any address line can be added to limit the search results. The only required field is the zip/post code for the address look up.
- 3. Zip / Post Code** – A valid post code will need to be input to use the address look up.
- 4. Search** – Once a zip/post code has been inputted the user will select 'Search' to generate potential addresses.
- 5. Special/International character error** – Once search has been selected, if a Special/International character has been used this error will be displayed. This criteria is applicable across all address detail fields.

Address details:

* Country

1 United Kingdom (GB) ▼

Info: Please enter a ZIP/postal code to search for an address

* Company Name

* Address line 1

2 * Address line 2

* Town/City

State/County

* Zip / Post Code

3 E14 5RB ✕

4 Search

5 * Address line 1

✕

Error: Please only enter letters, numbers or spaces in your address search

Address Look Up Tool

After inputting the zip/post code and pressing on search, the address look up box will be generated with all addresses available within this post code.

1. **Filter Address** – The ability to type in part of the address to filter results.
2. **Radio button** – To select an address the radio button must be selected.
3. **Close** – Will close the address look up box and return to the user page.
4. **Pagination** – After 25 results, pagination will be generated.
5. **Confirm** – This will confirm the selected address and close the address look up box, inputting the address into the address fields.

The screenshot shows a modal window titled "Select address" with an information icon and a close button. Below the title is a "Filter address" section with a search input field (callout 1). Below this is a list of addresses (callout 2) with radio buttons for selection. The list includes: Unit 10,2 Churchill Place,London,E14 5RB,United Kingdom; Barclays Bank PLC,Unit 5-9,2 Churchill Place,London,E14 5RB,United Kingdom (selected); Brewdog,Unit 17,2 Churchill Place,London,E14 5RB,United Kingdom; City DRY Cleaners,Unit 4,2 Churchill Place,London,E14 5RB,United Kingdom; Idea,Unit 1A,2 Churchill Place,London,E14 5RB,United Kingdom; James Shoe Care,Unit 4,2 Churchill Place,London,E14 5RB,United Kingdom; May,Unit A,2 Churchill Place,London,E14 5RB,United Kingdom; and Post Office,Unit 1,2 Churchill Place,London,E14 5RB,United Kingdom. At the bottom, there is a "Close" button (callout 3), a pagination control showing "1 of 4" with navigation arrows (callout 4), and a "Confirm" button (callout 5).


Address Look Up Tool

Once the address has been selected from the look up box, the address will be generated within the user screen.

- 1. Company name** – The company name, which is a required field, will need to be completed by the user inputting the address.
- 2. Address** – The address will be populated into 'Address line 1', 'Address line 2', 'Town/City' and 'Zip/Post Code'. The address can be amended manually once input to change anything incorrect.
- 3. State/County** – The State/County will be left blank for all countries baring the USA. USA states will be added as part of the address look up but can be amended. For all other addresses this can be filled in if required.

Address details:

* Country

United Kingdom (GB) 


Info: Please enter a ZIP/postal code to search for an address

* Company Name


1

* Address line 1


2

Barclays Bank PLC 

* Address line 2

Unit 5-9 


* Town/City

London 

State/County

3

* Zip / Post Code

E14 5RB 

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