

ANDREWS UNIVERSITY

DATA

ENTRY

STANDARDS

Revised October 11, 2000

Andrews University

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IDENTIFICATION NUMBERS

AU Persons

(current/former students,
employees)

Identification Number Standards

All identification keys consist of a unique 9-digit number assigned by Academic Records.

Pound (#)

Never use the # sign. Banner letter generation interprets it as a command. If the address is a multi-unit apartment or building, place the room, suite, or apartment number to the right of the street address. If the secondary unit designator is not provided and only a # all with the number is provided i.e., 3454 N Jones #4 - remove the "#" and leave a space.

Ampersand (&)

Ampersands are never used.

Percent Sign (%)

Percent signs are never used.

Miscellaneous

Titles or other prefixes (Mrs, Dr, etc.) go in the prefix field. Suffixes (Jr, III, etc.) go in the suffix field. Never include prefixes or suffixes in any name field (except legal name and diploma name).

Example: S Michael Arts

	First Name	Middle Name	Last Name
1.	Seymour	Michael	Arts
2.	S	Michael	Arts
3.	Michael		Arts
4.	S Michael		Arts

All four variants are now stored for searching, with S Michael as the current first name. The preferred first name, Michael, should also be entered into the preferred name field.

Middle Name

If no middle name exists, leave this field blank.

~~begans TDr) M18 0023 (T) 040025 a n e T c T; T a n e e F i s t s , 9 4 0 0 2 T D C r e F 4 0 1 5 T D c - 0 . 0 T D i a / S u f f i x - 0 0 0 2 0 0 s T 2 v 8~~

Active/Inactive addresses

All addresses require a From-date. To inactivate an address fill in the To-date field and set the Inactive flag. Inactivate the old address and save before entering a new one of the same type. The ending date for the old address should be at least one day before the beginning date of the new. The last valid address, whether active or inactive, will be retained for each address type when inactive addresses are purged.

Normally, no two address types should contain identical active address information. Exceptions include GR addresses (usually duplicate of home for students who request that parents receive a copy of grades), and MA (which can duplicate home if a non-home ST address exists and a copy of the statement also should go to the home). If only one address is active for a person it should be HO. Minors (children under age 18) have an ST address that includes the parent(s)' name(s) as the first address line, and an HO address that omits parent(s)' name(s).

Address Types

BI	Billing	Alternate for business, for billing only
BU	Business	For business entities
DW	Development-Work	Work address for Development contacts
EM	Emergency	Other contact address
GR	Grade	For second copy of grades
HO	Home	The permanent home address
MA	Mail/Local Address	Address away from home where all mail is sent
MG	Matching Gifts	Alumni Matching Gifts address
PA	Parent	Parent's address if different from home
P2	Second Parent	Address for second parent if different from home
RT	Remit To	Alternate for business, for payments only
SE	Seasonal	Temporary living/mailing
ST	Statement	For student statement, if not sent home
TA	Temporarily Away	Away (e.g. on vacation), unable to contact
VL	Vendor Letter	Alternate for business, for correspondence only
WK	Andrews University Work Address	Campus primary work location

WO Non-Andrews University Work address for individuals not employed by Andrews University
Work Address

W2 W-2 Payroll use only, address for latest W-2 mailing

Street Standards

Spell out numbers under 10. Use numeric representation for numbers 10 and above.

It is not necessary to key in "in care of".

Secondary Address Unit Designator

Recommended abbreviations are:

Apartment = Apt
Space = Sp
Room = Rm
Floor = Fl
Suite = Ste
Department = Dept

Samples:

102 Main St Apt 101	or	102 Main St 101
136 Lincoln Dr Ste 102	or	136 Lincoln Dr 102
1600 Central Pl Bldg 14	or	1600 Central Pl 14
55 Sylvan Blvd Rm 18	or	55 Sylvan Blvd 18
143-48 41st Ave Apt 6F	or	143-48 41st Ave 6F

Compass Directions

Compass directions which are used to identify the geographic area of a city are always abbreviated. Keep letters together.

East = E
West = W
North = N
South = S
Northeast = NE

Street Address and PO Box

Banner address format allows three lines of street address information. If both a street address and a PO Box exist, enter the street address in the first address line and the PO Box in the second address line. Ordinarily a street address should not be used when there is a PO Box. Do not enter data into the second address line field until data has been entered into the first address line field. If at all possible, leave the third address line field blank.

Abbreviation for Street Designators

The following are United States Post Office Standards for street abbreviations

ALLEE	Aly	FALLS	Fls
ALLEY	Aly	FERRY	Fry
ANNEX	Anx	FIELD	Fld
ARCADE	Arc	FIELDS	Flds
AVENUE	Ave	FLAT	Flt
BAYOO	Byu	FORD	Frd
BAYOU	Byu	FORDS	Frd
BEACH	Bch	FOREST	FrTc () TN0 TSC15.72 0 TD () Tj TCv
BEND	Bnd	FORD	
BLUFF	Blf	FALL	36 0 TD () Tj T 36 0 .0194 Tj 3EXPRESSWAY
BLVD	Blvd	FOREST	1.2 0 TD w.FrTc () TN0 TSC15.72 0 TD () Tj T 36 0 .0194 Tj 3EXPRESSWAY
BOULEVARD	Bld		
BRANCH	Br		
BRIDGE	Brg		
BROOK	Brk		
BURG	Bg		
BYPASS	Byp		
BYU	Byu		
CAMP	Cp		
CANYON	Cyn		
CAPE	Cpe		
CAUSEWAY	Cswy		
CENTER	Ctr		
CIRCLE	Cir		
CIRCEE	Cir		
CLIFF	Clfs		
CLUB	Clb		
CMP	Cp		
CNTER	Ctr		
CNYN	Cyn		
CORNER	Cor		
CORNERS	Cors		
COURSE	Crse		
COURT	Ct		
COVE	Cv		
COVES	Cv		
CIRCLE	Cir		
CRESCENT	Cres		
CREEK	Crk		
CROSSING	Xing		
CROSSWAY	Cswy		
DALE	Dl		
DAM	Dm		
DIVIDE	Dv		
DRIVE	Dr		
ESTATE	Est		
EXPRESSWAY	Expy		
EXTENSION	Ext		
FALL	Fl		

MOUNTAIN	Mtn	SHORES	Shrs
MANOR	Mnr	SPRINGS	Spgs
ORCHARD	Orch	SPUR	Spur
OVAL	Oval	SQUARE	Sq
PARK	Park	STATION	Sta
PASS	Pass	START	Start
PATH	Path	STRAVE	Stra
PIKE	Pike	STREAM	Strm
PINE	Pnes	STREET	St
PARKWAY	Pky	SUMMIT	Smit
PLACE	Pl	TERRACE	Ter
PLAIN	Pln	TURNPIKE	Tpke
PLAINES	Plns	TRACE	Trce
PLAZA	Plz	TRACK	Trak
POINT	Pt	TRAFFICWAY	Trfy
PORT	Prt	TRAILER	Trlr
PORTS	Prt	TRAIL	Trl
PRAIRIE	Pr	TUNNEL	Tunl
RADIAL	Radl	UNION	Un
RADIEL	Radl	VALLEY	Vly
RANCH	Rnch	VIADUCT	Via
RANCHES	Rnch	VIEW	Vw
RAPID	Rpds	VILLAGE	Vlg
RIDGE	Rdg	VILLE	Vl
ROAD	Rd	VISTA	Vis
REST	Rst	WALK	Walk
RIVER	Riv	WAY	Way
ROW	Row	WELLS	Wls
SHOAL	Shl		

U.S. and Canadian Addresses

City Standards

For U.S. addresses, first enter the five digit zip in the zip field and tab out of the field. If that zip in code is in the validation table then the city and state (also county for Michigan) for that zip will be automatically entered. If the city is not automatically entered then go back to the city field and manually enter the city and then contact Administrative Systems with the information so it can be added to the validation table.

The following are United States Post Office Standards for city abbreviations of cities exceeding the 20 character length restrictions:

ALASKA

Denali National Park

Denali Park

ARIZONA

Tc.52 TD /F1 11.4Sarin() .32 0 TD 0 Tc () Tj 34Dble th

ARIZONA () TTD 0 Tc 0284 -6prCommerc2 0nnt03 .96 Tf 0.0 Tc22(WELLS) Tj 36.72estr6p

DELAWARE

Dover Air Force Base

Dover AFB

FLORIDA

Kennedy Space Center

Kennedy Sp Ct

Lauderdale by the Sea

Laud By Sea

Mayport Naval Station

NS Mayport

Naval Air Station Unit 2

Naval Air Sta

Naval Coastal Systems Lab

NCSC Lab

Naval Training Center

Naval Tng Ctr

Recruit Training Command

Rec Tng Comm

Saint Augustine Beach

St Augstn Bch

Saint Augustine South

St Augstn S

Saint Petersburg Beach

St Pete Bch

Silver Spring Shores

Silver Spg Sh

Town and Country Plaza

T and C Plz

Univ of West Florida

Univ of W Fl

University Collection

Univ Collect

Warm Mineral Springs

Warm Minl Spg

West Panama City Beach

W P C Beach

Worthington Springs

Worthingtn Spg

GEORGIA

Airport Mail Facility

AMF

Centerville-Gwinnett

Centervl-Gwnt

Chestnut Mountain

Chestnut Mtn

Gwinnett Mall Corners

Gwinnett Cors

Pine Mountain Valley

Pine Mtn Valy

HAWAII

Hawaii National Park

HI 0 24 0 TD -0.TD /F1 ch

W 24 0 TD

05 11 00 00 00 00 00 00 00 00

Ches

TENNESSEE

Naval Air Station Memphls

NAS Memphis

TEXAS

Big Bend National Park
Wilford Hall U S A F Hosp

Bg Bnd Ntl Pk
Hall of Hosp

VERMONT

East Saint Johnsbury
Hartland Four Corners
Saint Johnsbury Center
White River Junction

E St Johnsbry
Hartland 4Cor
St Jhnsbry Ct

AlbertaAB

52	Lenawee	67	Ogemaw
53	Livingston	68	Osceola
54	Macomb	69	Oscoda
55	Manistee	70	Otsego
56	Mason	71	Ottawa
57	Mecosta	72	Presquele
58	Midland	73	Roscommon
59	Missaukee	74	Saginaw75 St Clair
60	Monroe	76	St Joseph
61	Montcalm	77	Sanilac
62	Montmorency	78	Shiawassee
63	Muskegon	79	Tuscola80 Van Buren
64	Newaygo	81	Washtenaw
65	Oakland	82	Wayne
66	Oceana	83	Wexford

Examples:

Sample Address

Correct Data Entry Format

Larry R. Adams
123 East Fir Street,
Apartment #6
Portland, OR 97212

Larry R Adams
123 E Fir St Apt 6
Portland OR 97212

Betty Lou O'Malley
The Acme Box & Paper
Co.
145 SW 5th, 17th Floor
Portland, OR 97204-2113

Betty Lou O'Malley
Acme Box and Paper Co
145 SW Fifth 17th Fl
Portland OR 97204-2113

Alicia Roderiquez-Hernandez
Rural Route 12. Box 42
Astoria, OR 97233

Alicia Roderiquez-Hernandez
RR 12 Box 42
Astoria OR 97233

Aiko Ohshima
279 Fir Street
P.O. Box 3314
Gresham, OR 97030

Aiko Ohshima
279 Fir St
PO Box 3314
Gresham OR 97030

International Addresses

City Standards

For international addresses, the city field is the last line of the address and may contain information other than a city name. The nation code should **NOT** be entered into the city field.

State Standards

State codes MUST be left blank for addresses other than U.S. and Canadian addresses.

Zip Code Standards

Zip codes MUST be left blank for addresses other than U.S. and Canadian addresses.

Nation Code Standards

D	Divorced	A officially divorced person.
P	Separated	A married person not living with spouse.
W	Widowed	A previously married person whose spouse is deceased.
R	Remarried	A married person who has been previously married.
0	(Zero)	Unknown

RELIGION STANDARDS

AD	Seventh-day Adventist
OT	Other
NO	None

VISA STATUS

B2	Visitor for Pleasure
F1	Student
F2	Dependent of Student
H1	Temporary Work
H2	Dependent of Temporary Work
J1	Exchange Scholar
J2	Dependent of Exchange Scholar
OT	Other
PR	Permanent Resident
R1	Religious
R2	Dependent of Religious
RF	Refugee
TD	Dependent of Temporary Canadian/Mexican
TN	Temporary Canadian/Mexican (NAFTA)

APPENDIX A

~~To search for an ID, to see if a person/business exists in Banner.~~
Avoiding duplicate ID's

With cursor in the ID field on a _PAIDEN form:

- a) Press <List Values> for the search form for a person, or <Count Query Hits> for a non-person.
- b) Enter information to be searched, in appropriate field(s). Fields should be left blank or only partially entered (see Notes on Searching below) if information such as spelling, capitalization, punctuation, or spacing is uncertain or variants are possible.

Enter

Last name and/or
First name and/or
Middle name
or
 Name (for organizations)
or
Social Security Number (in the ID field).

- c) Press <Execute Query>.

Notes on searching:

- a) Banner is case-sensitive; search on "Smith" not "smith".
- b) Do the least restrictive search possible that returns a manageable number of responses. "Ander%" "J%" is a better search than "Anderson" "John", which will miss him if he is entered as Jon Anderson.
- c) "%" is a wildcard for searching on partial names (more than one wildcard can be used)
 - I. Asking for "Ander%" will return each name beginning with "Ander",
 - II. Asking for "A%" will return each name beginning with "A",
 - III. Asking for "%Publishing%*" will return each name with "Publishing" contained in it,
 - IV. Asking for "%Press" will return each name ending with "Press".
- d) Examples of more thorough searching for an ID:
 - I. Search with "%" in front of a non-person name in case the word "The" or "A" precedes the name*,
 - II. Van%usen will locate both VanHusen and Vanhusen,
 - III. M%Farlane will locate both MacFarlane and McFarlane,
 - IV. M%arlane will locate MacFarlane, Macfarlane, and McFarlane,
 - V. %ruse will locate DeLaCruse, delaCruse, De La Cruse, and de la Cruse*,
 - VI. If a non-person name could have an acronym, search on it as well as the full name; if it **is** an acronym, search on the full name also.
- e) Also search on previous names if known.
- f) Check for transposed last and first names, especially for Asian names, but also if there is any possibility of confusion (is it Matthew James or James Matthew?). Try the first name in the middle name field (someone generally known as John Anderson may be Rupert John Anderson legally).
- g) Remember the data entry standards. However, search with the possibility that the standards were **not** followed!
 - I. Periods should not be entered in abbreviations.
 - II. Apostrophes should not be used.
 - III. Commas should not be used.

- IV. Abbreviations should be used only when necessary.
- V. Ampersands (&) should not be used.

* A search with the wildcard in the first position will be slower because it requires a full table scan instead of being able to search by index.

APPENDIX B

Burman Hall Address Format

The image shows a screenshot of a data entry application window. The window title is "Comm". The main area contains several input fields and buttons. At the top, there is a "Nation:" label followed by a text input field. Below that, there is a "Phone:" label followed by three separate text input fields. To the right of the phone fields is a "Type:" label followed by a dropdown menu showing "MA". At the bottom of the main area, there are five buttons: "Delivery", "Return", "Rollback", "Save", and "Exit". To the right of these buttons is a "More..." link. At the very bottom of the window, there is a status bar with the text: "ZIP/Postal code; press LIST for codes; DUPLICATE REC for additional mail info." and "Count: 1" with a small upward arrow icon.

Lamson Hall Address Format



Meier Hall Address Format

Identification Form [SPAIDEN 3.1](TESTOLD)

Address Information [SPAIDEN 3.1](TESTOLD)

Type:	MA Mail/Local	From:	17-NOV-1999	To:	
Address:	000 Meier Hall Box 0000		<input type="checkbox"/> Inactive		
Source:					
ZIP/PC:	45704-8300	Activity Date:		State/Prov.:	
Phone:		Type:	MA	County:	
				Nation:	

More...

Street line two; press NEXT PRIMARY KEY for Zip Code.
Count: 1

Work Address Format

Options Block Field Record Query Help Window

From _____ To _____

1-NOV-1999

Inactive

Source: _____

sec: _____

ctivity Date: _____

Type: WK Work

Address: ITS - Administrative Systems

Sec #: _____

City: _____

State/Prov: Z: F/ F/ C

County: _____

Nation: _____

Phone: 49104-0888

Delivery Return Rollback Save Exit More...

Area code; press COUNT QUERY HITS for the Telephone Form.
Count: 1 ^ v

APPENDIX C

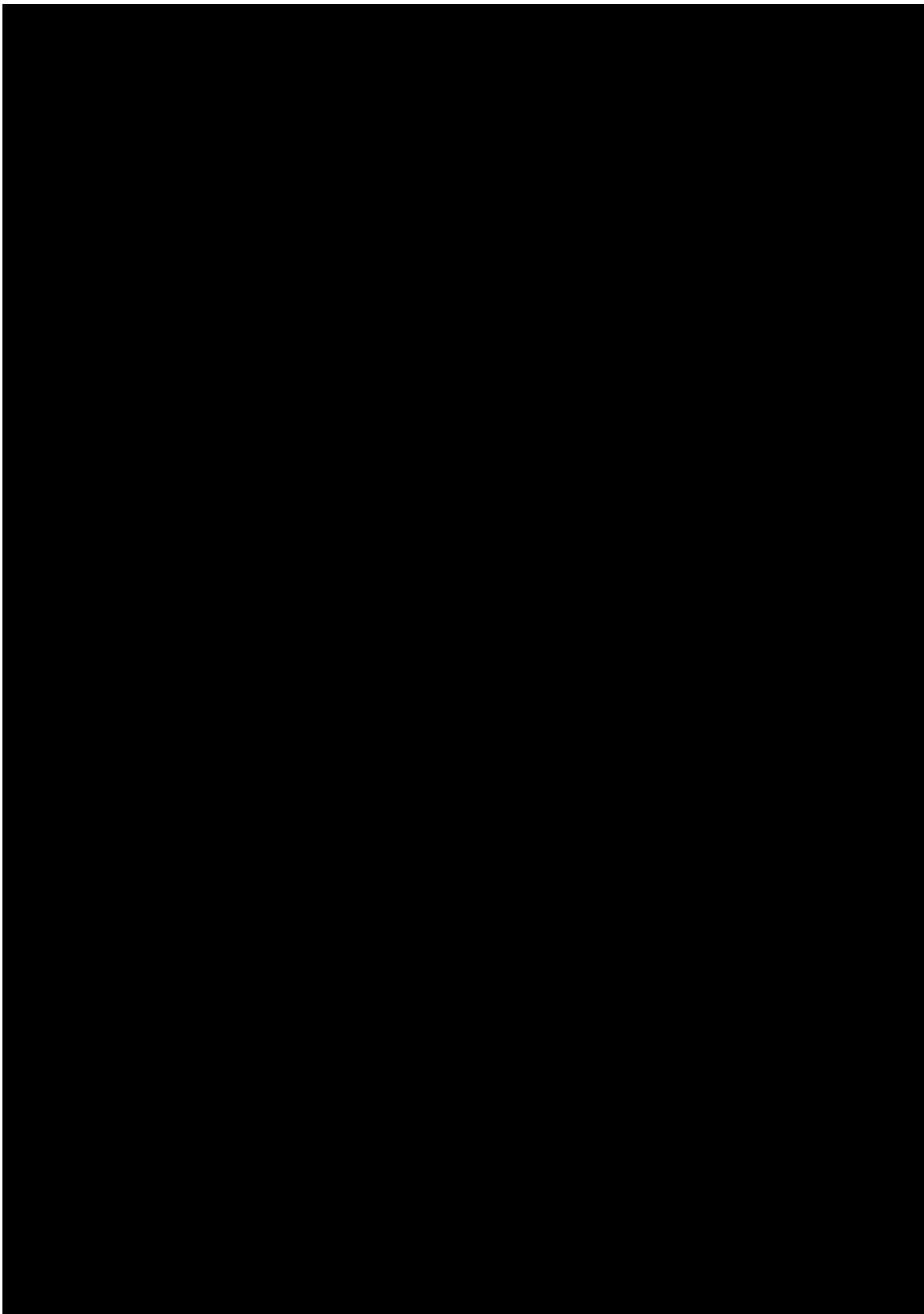
Banner 2000 Keymap

ACTION	QUICK KEYS	MENU
Backspace	Back Arrow or Backspace	
Clear Block	Shift+f5	Block, Clear
Clear Item	Ctrl+u	Field, Clear
Clear Form	Shift+f7	Action, Rollback
Clear Record	Shift+f4	Record, Clear
Commit	f10	Action, Save
Count Query Hits	Shift+f2	Query, Count Hits
Delete Record	Shift+f6	Record, Remove
Duplicate Item	f3	Field, Duplicate
Duplicate Record	f4	Record, Duplicate
Dynamic Help	Menu only	Help, Dynamic Help
Edit	Ctrl+e	Action, Edit, Edit
Enter Query	f7	Query, Enter
Execute Query	f8	Query, Execute
Exit	Ctrl+q	Action, Exit
Exit with Value	Shift+f3	Action, Select

Next Block	Ctrl+PageDown	Block, Next
Next Item	Tab or Enter	Field, Next
Next Set of Records	Ctrl+-	Query, Fetch Next Set
Next Primary Key Record		Record, Next
Previous Block	Ctrl+PageUp	Block, Previous
Previous Field	Shift+Tab or Shift+Ctrl+Tab	Field, Previous
Show Function Keys	Ctrl+f1	

APPENDIX D

Address Entry Flowchart



the +4 information