

ANDREWS UNIVERSITY

DATA

ENTRY

STANDARDS

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Andrews University

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IDENTIFICATION NUMBERS

Identification Number Standards

AU Persons
(current/former students,
employees)

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

Example: 000041068
 000062481

**Non-AU Persons and
Organizations**
(applicants, vendors, donors)

Numbers loaded from pre-Banner systems start with a letter indicating which system:

A Accounts Payable
F Firms Receivables
V Alumni/Development

All new identification numbers are generated by the Banner system. They consist of an 8-digit number preceded by a 'G'.

Enter the word **GENERATED** in the ID field on a _IDEN form when adding a new record to the BANNER system and you wish the system to generate the identification number.

Example: G00041068

Before creating a new ID for a person or organization, i.e. adding a record, conduct a thorough search of Banner to ensure that the person or organization does not already exist on the system. Name searches are case sensitive. Use % as a wild card if multiple spellings, capitalization, or spacing are possible. Example: La%osa will find LaRosa, Larosa, La Rosa, or La rosa. It will not find laRosa; repeat the search with a lowercase L. More than one % can be used. Social Security numbers can be searched in the ID field.

Always use an _PAIDEN form (SPAIDEN, PPAIDEN, APAIDEN, RPAIDEN, etc.) to search for an individual or company. The other forms do not search the entire system.

GENERAL NAME AND ADDRESS STANDARDS

Capitalization

All information is typed in upper/lower case format, i.e., not all caps or all lower. Enter the name as supplied including spaces, capitalization and hyphens.

Punctuation

Period (.)

The period is not used, not even in an abbreviation in a person's name (R John Smith, John R Smith).

Comma (,)

Commas are never used.

Apostrophe (')

Apostrophes should be avoided if possible.

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).

NAME STANDARDS

Name Change

When changing a person's name the old name is kept as a previous name except in the case of clerical errors (i.e. misspellings, incorrect capitalization, etc.)

Name changes require a written and signed request. The requests can be filled out in person, mailed in, or faxed. Andrews University reserves the right to require additional documentation for name changes.

Last Name

Multiple last names may be entered as multiple words or hyphenated (sometimes used in Hispanic names or by women who wish to utilize their maiden and married names, i.e., Cooper-Smith). Cooper-Smith would be alphabetized with the Cs as would Caton Quesnet.

First Name

Single character first names should be entered four times.

1. Enter the full first, middle, and last names, if known; save.
2. Change the first name to the single character (no period); save.
3. Change the first name to the middle name; clear the middle name field; save.
4. Change the first name to the single character, space and the middle name; make sure the middle name is blank; save.

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.

Legal Name

The legal name field, SPBPERS_LEGAL_NAME, is the exclusive property of the Registrar's Office for students, and Payroll for staff. Only authorized personnel will be allowed to modify it. The name should be entered as normally written.

Example: John William Smith Jr

Prefix/Suffix

Some standard examples are:

Miss	Mr	Mrs
Ms	Prof	Dr
Jr	Sr	III

Organization

Organization names must be entered fully and accurately, including the initial 'The' if present and suffixes such as 'Inc', etc. Organizations which have a leading 'The' or 'A' should first be entered without the leading 'The' or 'A' and then changed to the full name. This will store both forms of the name for searching, with the full name as current.

Spaces are permitted between multiple names. Ampersand (&) and percent (%) signs should not be used.

Example: Senior-Life Manor
Riverside Electric Services Inc
Dave's Service and Towing Inc
Four Seasons Resort

ADDRESS STANDARDS

Change of Address

Always check for telephone changes whenever there is a change of address.

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	Frst
BEND	Bnd	FORGE	Frg
BLUFF	Blf	FORK	Frk
BLVD	Blvd	FORT	Ft
BOTTOM	Btm	FREEWAY	Fwy
BOULEVARD	Blvd	FRST	Frst
BRANCH	Br	FRY	Fry
BRIDGE	Brg	GARDEN	Gdns
BROOK	Brk	GATEWAY	Gtwy
BURG	Bg	GLEN	Gln
BYPASS	Byp	GREEN	Grn
BYU	Byu	GROVE	Grv
CAMP	Cp	HARBOR	Hbr
CANYON	Cyn	HAVEN	Hvn
CAPE	Cpe	HEIGHT	Hts
CAUSEWAY	Cswy	HIGHWAY	Hwy
CENTER	Ctr	HILL	Hl
CIRCLE	Cir	HOLLOW	Holw
CIRCEE	Cir	INLET	Inlt
CLIFF	Clfs	ISLAND	Is
CLUB	Clb	ISLANDS	Iss
CMP	Cp	JUNCTION	Jct
CNTER	Ctr	KEY	Ky
CNYN	Cyn	KEYS	Ky
CORNER	Cor	KNOLL	Knls
CORNERS	Cors	KNOLLS	Knls
COURSE	Crse	LAKE	Lk
COURT	Ct	LAKES	Lks
COVE	Cv	LANDING	Lndg
COVES	Cv	LANE	Ln
CIRCLE	Cir	LANES	Ln
CRESCENT	Cres	LIGHT	Lgt
CREEK	Crk	LIGHTS	Lgt
CROSSING	Xing	LOAF	Lf
CROSSWAY	Cswy	LOCK	Lcks
DALE	Dl	LOCKS	Lcks
DAM	Dm	LODGE	Ldg
DIVIDE	Dv	LOOP	Loop
DRIVE	Dr	MALL	Mall
ESTATE	Est	MAJOR	Mjr
EXPRESSWAY	Expy	MEADOW	Mdw
EXTENSION	Ext	MILL	Ml
FALL	Fl	MISSION	Msn

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

El Toro Marine Corps Air Sta

El Toro MCAS

Kings Canyon National Pk

KCNP

La Canada Flintridge

La Canada Flt

Lemoore Naval Air Station

Lemoore NAS

Palos Verdes Estates

Pls Vrds Est

Palos Verdes Peninsula

Pls Vrds Pnsl

Rancho Santa Margarita

Rcho Sta Marg

Rolling Hills Estates

Rllng Hls Est

Sequoia National Park

Seq Natl Pk

Yosemite National Park

Yosemite Nt Pk

ARKANSAS

Hot Springs National Park Hot Springs
Univ of Ark at Monticello Monticello

COLORADO

CALIFORNIA
California Hot Springs Calif Hot Spg
Commerce Contract Station Cmrc Cntr Sta

Mesa Verde National Park
United States Air Force ACAD

Mesa Verde
US Air Force

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 Natl Park

IDAHO

Mountain Home A F B

Mnt Home AFB

ILLINOIS

National Stock Yards

Natl Stock Yd

INDIANA

Culver Military Academy

Clvr Mil Acad

Fort Benjamin Harrison

Ft Harrison

Grissom Air Force Base

Grissom AFB

Saint Mary-of-the-Woods

St Mary of Wd

KENTUCKY

Cold-Sprgs-Highland Hts

Cld Sp Hld Ht

Mammoth Cave National Park

Mammoth Cave

MAINE

West Boothbay Harbor

W Boothby Hbr

MARYLAND

Aberdeen Proving Grounds

Aber Prov Grd

Cockeysville/Hunt Valley

Cocvle Ht Vly

Dundalak-Sparrows Point

Dundalak Sp Pt

Farney Keedy Mem Home

Fhrny Kdy

Mem

Lutherville-Timonium

Luthvle-Timon

MASSACHUSETTS

Incoming Mail Ctr North

I M C North

Thos P ONiell Fed Bldg

ONiell Bldg

Village of Nagog Woods

Vlg Nagog Wds

MICHIGAN

Houghton Lake Height

Hghtn Lk Hts

MINNESOTA

Duluth Federal Prison

Dlth Fed Pris

Inver Grove Heights

Inver Grove

Marine on St. Croix

Marine

South International Falls

S Intl Falls

MISSISSIPPI

Stennis Space Center

Sten Sp Ctr

MONTANA

White Sulpher Springs

White Sulphur

NEW JERSEY

Cape May Court House

Cape May C H

Point Pleasant Beach

Pt Pleas Bch

NEW MEXICO

High Rolls Mountain Park

High Rls Mt P

Holloman Air Force Base

Holloman AFB

Santo Domingo Pueblo

St Dmng Pblo

Truth or Consequences

Truth or Cons

White Sands Missile Range

White Sands

NEW YORK

Farmersville Station

Farmersvl Sta

Port Jefferson Station

Prt Jeff Sta

Shelter Island Heights

Shelter Is Ht

Thousand Island Park

Shelter Is Park

Veterans Administration

Veterans Admin

NORTH CAROLINA

Black Mountain Sanatorium

Black Mn Sant

Gardner Webb College

Grnr Webb Col

RDU International AMF

RDU Intl AMF

Research Triangle Park

RTP

Seymour Johnson A F B

SJ AFB

OHIO

Colonial Flower Shop

Colnl Flr Shp

Lakeside-Marblehead

Lksid Marblhd

Washington Court House

Wshngtn Ct Hs

OREGON

Mount Hood-Parkdale

Mt Hood Prkdl

PENNSYLVANIA

Columbia Cross Roads

Columbia X Rd

Greater Pittsburg Airport

Gtr Pgh Airprt

Mount Pleasant Mills

Mt Pleasant M

Pennsylvania Furnace

Pa Furnace

Pocono Lake Preserve

Pocono Lk Prs

Veterans Administration Hosp

Vetrans Adm

TENNESSEE

Naval Air Station Memphls

NAS Memphis

Rappahannock Academy
Virginia State University
Washington BirthplaceRaphanck Acad
VA State Univ
Washgtns Brhp**TEXAS**Big Bend National Park
Wilford Hall U S A F HospBg Bnd Ntl Pk
Hall of Hosp**WASHINGTON**Fairchild Air Force Base
Spokane Intl Airport
Whidbey Island Naval AirFAFB
Spkn Intl Apt
NAS Whidbey**VERMONT**East Saint Johnsbury
Hartland Four Corners
Saint Johnsbury Center
White River JunctionE St Johnsbry
Hartland 4Cor
St Jhnsbry Ct
White Riv Jct**WEST VIRGINIA**Green Sulphur Springs
Newton D Baker Va Center
Nutter Fort Stonewood
White Sulphur SpringsGrn Sphr Spgs
VA Center
Stonewood
Wht Sphr Spgs**VIRGINIA**Charlotte Court House
King and Queen Court House
Natural Bridge Station
Naval Amphibious Station
Naval Weapons StationCharlotte C H
King Queen CH
Naturl Br Sta
Nav Amph Base
Nav Wpns Sta**WISCONSIN**

Howards Grove Millersvill

Howards Grove

WYOMING

Yellowstone National Park

Yelwstn NI Pk

State Standards

State code MUST be entered for all U.S. and Canadian addresses. Refer to the following chart for the appropriate codes for U.S. states and Canadian provinces:

Two-Letter State and Possession Abbreviations

Alabama AL
 Alaska AK
 Arizona AZ
 Arkansas AR
 California CA
 Colorado CO
 Connecticut CT
 Delaware DE
 District of Columbia DC
 Florida FL
 Georgia GA
 Hawaii HI
 Idaho ID
 Illinois IL
 Indiana IN
 Iowa IA
 Kansas KS
 Kentucky KY
 Louisiana LA
 Maine ME
 Maryland MD
 Massachusetts MA
 Michigan MI
 Minnesota MN
 Mississippi MS
 Missouri MO
 Montana MT
 Nebraska NE
 Nevada NV

New Hampshire NH
 New Jersey NJ
 New Mexico NM
 New York NY
 North Carolina NC
 North Dakota ND
 Ohio OH
 Oklahoma OK
 Oregon OR
 Pennsylvania PA
 Rhode Island RI
 South Carolina SC
 South Dakota SD
 Tennessee TN
 Texas TX
 Utah UT
 Vermont VT
 Virginia VA
 Washington WA
 West Virginia WV
 Wisconsin WI
 Wyoming WY

American Samoa AS
 Canal Zone CZ
 Guam GU
 Puerto Rico PR
 Trust Territories TT
 Virgin Islands VI

Alberta	AB	Northwest Territories.....	NT
British Columbia.....	BC	Nova Scotia.....	NS
Labrador.....	LB	Ontario	ON
Manitoba	MB	Prince Edward Island.....	PE
New Brunswick.....	NB	Quebec	QE
Newfoundland.....	NF	Saskatchewan.....	SK
		Yukon Territory.....	YK

Zip Code Standards

Zip codes MUST be entered for all U.S. and Canadian addresses.

U.S. Enter the five digit zip first to have Banner automatically enter the correct city and state for that zip (and county code for Michigan zips). If the address has a 9-digit zip code return to the zip field and enter the hyphen followed by the remaining four digits.

Canadian

Enter the six character zip code. The alphabetic characters should be in upper case. Add spaces in Canadian zip codes, i.e., L1G 3S9

Military Addresses

Military addresses must Contain the APO or FPO designation in the city field.

APO AP 09001

Nation Code Standards

Do **NOT** enter a nation code for U.S. addresses. Use the on-line lookup to find the correct nation code for all addresses, including Canadian.

County Code Standards

County codes are applicable only for Michigan and should default in when the five-digit zip is entered.

01	Alger	26	Calhoun	
02	Baraga	27	Cass	
03	Chippewa	28	Charlevoix	
04	Delta	29	Cheboygan	
05	Dickinson	30	Clare	
06	Gogebic	31	Clinton	
07	Houghton	32	Crawford	
08	Iron	33	Eaton	
09	Keweenaw	34	Emmet	
10	Luce	35	Genessee	
11	Mackinac	36	Gladwin	
12	Marquette	37	Grand Traverse38	Gratiot
13	Menominee	39	Hillsdale	
14	Ontonagon	40	Huron	
15	Schoolcraft	41	Ingham	
16	Alcona	42	Ionia	
17	Allegan	43	Iosco	
18	Alpena	44	Isabella	
19	Antrim	45	Jackson	
20	Arenac	46	Kalamazoo	
21	Barry	47	Kalkaska	
22	Bay	48	Kent	
23	Benzie	49	Lake	
24	Berrien	50	Lapeer	
25	Branch	51	Leelanau	

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

A nation code is required for all non-U.S. addresses. International mailing address information is contained in the street, city and the nation fields. Do **NOT** use the state and zip fields for international addresses. Use the on-line lookup to find the correct nation code.

DATE STANDARDS

Dates may be entered in the format dd-MON-yy or mmddyy. With mmddyy, press Tab or Return to leave the field and convert the format before saving.

Example: 17-AUG-92 081792
 01-JAN-93 010193

TELEPHONE STANDARDS

Telephone numbers may be associated with an address or may be independent of any addresses.

Always check for address changes whenever there are telephone number changes.

The telephone number is presented in a three-field format.

1. Always enter the appropriate area code in the first field.
2. In the second field enter the seven-digit number without a hyphen.
3. If an extension number is provided, enter only the digits of the extension (do not enter EXT or X, etc.) into the third field.

International country/city access codes can be entered in a special field on SPATELE. Use the area code, phone number: and extension fields for the number itself, even if it contains a different number of digits.

If telephone information is unavailable leave the field empty. Do not enter zeros.

A telephone number is deactivated by setting the status indicator to "I". If an address type is inactivated so is the associated telephone type. When address types are purged, any associated telephone numbers or inactive non-associated telephone numbers will be purged.

Telephone Types

AL	Alumni
BU	Business
CP	Cellular Phone
DW	Development-Work
EM	Emergency
FX	Fax
HO	Home
MA	Mail/Local
PA	Parents(s) 1
PG	Pager
P2	Parent 2
SE	Seasonal
TA	Temporarily Away
VM	Voice Mail
WK	Work

Standard Address/Telephone Combinations

Address Valid Phone
Type Types (Primary Type Underlined)

BU	<u>BU</u> , FX, VM
HO	<u>HO</u> , FX, VM
MA	<u>MA</u> , FX, VM
NONE	PG, CP, VM
PA	<u>PA</u> , FX, VM
SE	<u>SE</u> , FX, VM

GENDER STANDARDS

M	MALE
F	FEMALE
N	Not Known

Use N when the information is not available and the gender can not be determined by the name, i.e., Chris, Pat, Terry, etc.

SOCIAL SECURITY NUMBER STANDARDS

Only enter U.S. Social Security Numbers. Enter the entire 9-digit number, omitting dashes.

Example: 544905332

If the Social Security Number is unavailable enter zeros. Do not leave the field blank.

A Tax ID Number is entered as the Social Security Number for organizations.

Example: 380100603

CITIZEN TYPE STANDARDS

S	United States
C	Canada
O	Other

ETHNIC STANDARDS

1	African-American/Caribbean
2	American Indian/Alaska Native
3	Asian/Pacific Islander
4	Hispanic
5	Caucasian
6	Unknown

MARITAL STANDARDS

S	Single	A person who was never married.
M	Married	A first-time married person.

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 screenshot displays the BANNER - TESTOLD software interface. The main window is titled "Identification Form (SPAIDEN 3.1)(TESTOLD)". It features a menu bar with "Action", "Edit", "Options", "Block", "Field", "Record", "Query", "Help", and "Window". Below the menu is a toolbar with various icons. The main area contains a "Generate ID" button and a text field with "ID: 000052579" and "Dickerson, Gary W.". Below this is another window titled "Address Information (SPAIDEN 3.1)(TESTOLD)". This window has several input fields: "Type:" with "MA" and "Mail/Local"; "Address:" with "000 Burman Hall"; "Seq #:" with an empty checkbox; "City:" with an empty field; "State/Prov.:" with an empty field; "ZIP/PC:" with "49104-0900"; "County:" with an empty field; "Nation:" with an empty field; "From:" with "17-NOV-1999"; "To:" with an empty field; "Source:" with an empty field; "User:" with an empty field; "Activity Date:" with an empty field; "Phone:" with three empty fields; and "Type:" with "MA". There are also "Inactive" and "Inactive" checkboxes. At the bottom of the window are buttons for "Delivery", "Return", "Rollback", "Save", "Exit", and "More...". A status bar at the bottom of the software window contains the text: "ZIP/Postal code; press LIST for codes; DUPLICATE REC for additional mail info. Count: 1 ^ v".

Generate ID

ID: 000052579 Dickerson, Gary W.

Address Information (SPAIDEN 3.1)(TESTOLD)

Type: MA Mail/Local

Address: 000 Burman Hall

Seq #:

City:

State/Prov.: ZIP/PC: 49104-0900

County:

Nation:

From: 17-NOV-1999 To:

Inactive

Source:

User:

Activity Date:

Phone: Type: MA

Delivery Return Rollback Save Exit More...

ZIP/Postal code; press LIST for codes; DUPLICATE REC for additional mail info.
Count: 1 ^ v

Lamson Hall Address Format

The screenshot shows the BANNER - TESTOLD software interface. The main window is titled "Identification Form (SPAIDEN 3.1)(TESTOLD)". It features a menu bar with "Action", "Edit", "Options", "Block", "Field", "Record", "Query", "Help", and "Window". Below the menu is a toolbar with various icons. The main area contains a "Generate ID" button and a text field with "ID: 000052579" and "Dickerson, Gary W.". Below this is another window titled "Address Information (SPAIDEN 3.1)(TESTOLD)".

The "Address Information" window contains the following fields and controls:

- Type:** MA Mail/Local
- Address:** 0000 Lamson Hall
- Seq #:**
- City:**
- State/Prov:**
- ZIP/PC:** 49104-1200
- County:**
- Nation:**
- From:** 11-NOV-1999
- To:**
- Source:**
- User:**
- Activity Date:**
- Inactive
- Phone:**
- Type:** MA

At the bottom of the window are buttons for "Delivery", "Return", "Rollback", "Save", "Exit", and "More...". A status bar at the very bottom reads: "Area code; press COUNT QUERY HITS for the Telephone Form. Count: 1 ^ v".

Meier Hall Address Format

The screenshot displays the BANNER - TESTOLD software interface. At the top is a menu bar with options: Action, Edit, Options, Block, Field, Record, Query, Help, Window. Below the menu is a toolbar with various icons. The main window is titled "Identification Form (SPAIDEN 3.1)(TESTOLD)" and contains a "Generate ID" button and a text field with "ID: 000052579" and "Dickerson, Gary W.". Below this is another window titled "Address Information (SPAIDEN 3.1)(TESTOLD)". This window has several input fields: "Type:" with "MA" and "Mail/Local"; "Address:" with "000 Meier Hall Box 0000"; "Seq #:" with an empty field; "City:" with an empty field; "State/Prov:" with an empty field; "ZIP/PC:" with "49104-0900"; "County:" with an empty field; "Nation:" with an empty field; "From:" with "17-NOV-1999"; "To:" with an empty field and an "Inactive" checkbox; "Source:" with an empty field; "User:" with an empty field; "Activity Date:" with an empty field; and "Phone:" with three empty fields and a "Type:" field with "MA". At the bottom of the window are buttons for "Delivery", "Return", "Rollback", "Save", "Exit", and "More...". A status bar at the very bottom reads "Street line two; press NEXT PRIMARY KEY for Zip Code. Count: 1 ^v".

Work Address Format

The screenshot shows a software window titled "BANNER - TESTOLD" with a menu bar (Action, Edit, Options, Block, Field, Record, Query, Help, Window) and a toolbar. Below the menu is a sub-window titled "Identification Form (SPAIDEN 3.1)(TESTOLD)" containing a "Generate ID" button and a text field with "ID: 000052579 Dickerson, Gary W.". Below that is another sub-window titled "Address Information (SPAIDEN 3.1)(TESTOLD)".

The "Address Information" window contains the following fields and controls:

- Type:** WK Work
- Address:** ITS - Administrative Systems
- Seq #:** []
- City:** []
- State/Prov.:** [] **ZIP/PC:** 49104-0880
- County:** []
- Nation:** []
- From:** 11-NOV-1999
- To:** []
- Inactive
- Source:** []
- User:** []
- Activity Date:** []
- Phone:** [] [] [] **Type:** WK

At the bottom of the window are buttons for "Delivery", "Return", "Rollback", "Save", "Exit", and "More...". A status bar at the very bottom reads: "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
Help	f1, f15	
Insert Record	f6	Record, Insert
List Values	f9	Help, List

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

Address Entry Flowchart

