

# Data Entry Standards for the NAE screen

**NAE-Name and Address Entry**

File Edit Help

Robertson, Ms. Jennifer J. ID: 0052848 SSN: 999-99-0990  
 Wilmington NC 28405

Prefix

Name LFM

Suffix

Address

CSZ/Cnty

Res Cnty/  
Country  Source

Phone/Ext/Type

Origin/Date

SSN  Address Change  
 Birth Date  Source

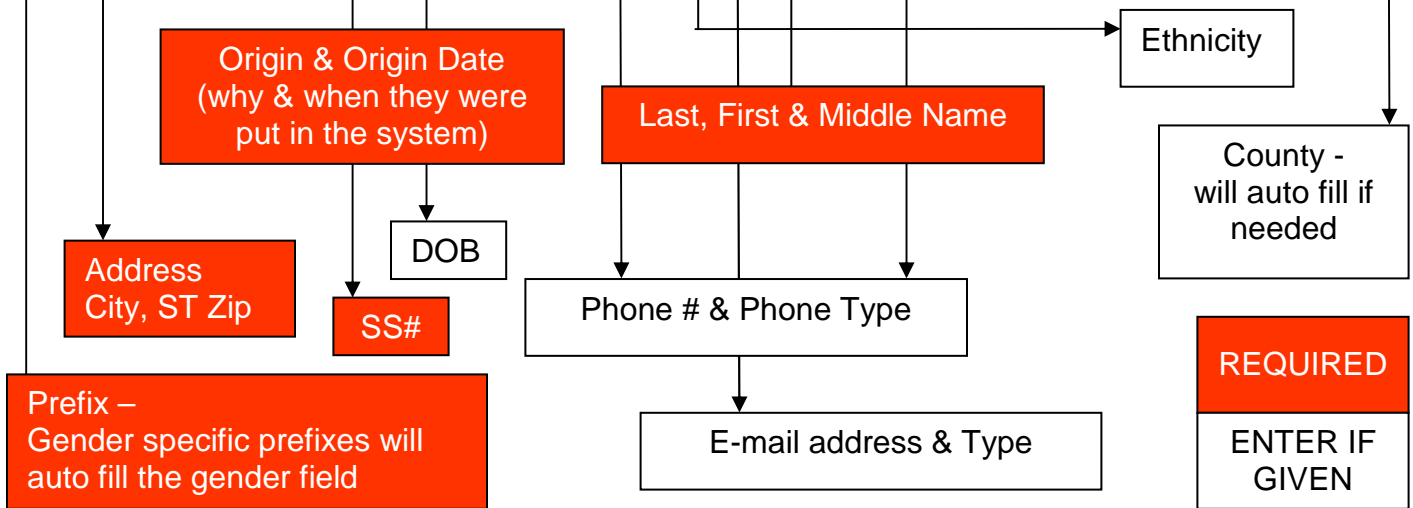
Ethnic/Gender    Date   
 Mail Codes  By

E-Mail ADR

Pref Name

Mail Name

Other LFM



**Prefix**

The prefix field is a required field. Press F1 for a list of codes. The majority of our undergraduate students will have a prefix of Ms. Gender specific prefixes will automatically populate the gender field also on the NAE screen.

**Name LFM**

The last name and the first name are required fields. Middle name should be entered if given. If only middle initial is given, enter it followed by a period. When collecting data, you should make every effort to obtain middle name as many in our database will have the same or similar names.

**Address**

Address is a required field. The street address should be entered on the first line if possible. If the maximum of 30 characters is exceeded, you may enter the second part of the address on line 2. Information regarding abbreviations will be discussed by MUG on 10/2/01. A revised copy of this handout will be distributed following the meeting.

**CSZ/Cnty**

City, State & Zip are required fields. The county will automatically populate based on CSZ if it is required. You should not enter a county.

When entering CSZ, type the five-digit zip in the city field and hit the tab key. If the information is in the zip code table, the city, state, zip & county will auto fill. If not, the zip code will move into the zip field. You will need to enter city and state.

**Country**

Country should not be entered for the United States of America. A look-up can be done (...) for country codes if the country is not USA.

**Phone/Ext/Type**

A phone number should be entered if given. Always try to obtain this piece of information when collecting data. The phone extension is only entered when applicable. A phone type is required for *each* phone number entered. Press F1 for a complete list of phone types.

**Origin/Date**

The origin is a required field. The origin tells us how/why this person was put into the database. This information can be used by different office for studies and reports. Press F1 for a complete list of origin codes. The origin date automatically fills when an origin is entered.

**SSN**

A Social security number should be entered if given. Always try to obtain this piece of information when collecting data. The SSN is one of the best ways to prevent duplicates.

**Birth Date**

The Date of Birth should always be entered if given. This date is entered mmddy unless the year is 1929 or *before*.

**Ethnic/Gender**

The ethnicity should always be entered if given. Do a look up (...) for a complete list. If someone gives an ethnicity that is NOT on the list, enter their ethnicity as OT (Other). This list is maintained in conjunction with federal guidelines.

**E-Mail Adr**

Anytime an e-mail address is entered, a type should also be entered. Press F1 for a complete list of e-mail types. E-mail addresses should be entered if given.

**Other LFM**

These fields should be used when someone has a name other than the one they are using, i.e. maiden name.