

# ADDR Cheat Sheet

## Duplicates

- Before creating a new record, ask the individual if she has any previous association with Southern Seminary.
- Most duplicate IDs are created for newly married women who don't tell you they had an ID number under their maiden name.
- If you do not see an individual's name entered in Jenzabar, confirm the spelling of the last name and search by first name only, social security number and birthday.
- After you are sure the person has no previous ID number, then create the new record.
- If you find a person with two ID numbers, fill out the Duplicate ID form posted on [inside.sbts.edu](http://inside.sbts.edu) and send it to Campus Technology.

## How to Search

- ID Number: 123456
- Last Name
- Last Name, First Name
- , First Name
- Social Security Number: 111-11-1111
- Birthday: 01/01/2011 or 01-01-2011
- Zip Code: '40280
- Character Pattern: %ABC%

## Information to Include in a New Record

- Individual Tab
  - First, Middle, Last Name: type full legal name, never abbreviate
  - Prefix and Joint Prefix (if married)
  - Owner
- Address Tab
  - Must have a \*LHP address
  - Do not abbreviate street names
  - Abbreviate street designator with proper postal codes ([http://www.usps.com/ncsc/lookups/usps\\_abbreviations.html](http://www.usps.com/ncsc/lookups/usps_abbreviations.html))
  - Abbreviate directions
  - Do not use punctuation with abbreviations
  - Use numerical values (5<sup>th</sup>, not Fifth)
  - Do not use a SBTS Box for a \*LHP address
  - Only enter a country when outside the US
  - Set the status as Y Active
  - Example: North Main Street Southeast becomes N Main St SE

- **Biograph Tab**
  - **Gender**
  - **Ethnic Group**
  - **Citizen of**
  - **Social Security Number**
  - **Date of Birth**
  - **Family Relationships (spouse, father, mother)**

#### **Common Mistakes**

- **Name Changes**
  - **Do NOT change anyone's name.**
  - **Academic Records must change current students' names.**
  - **Institutional Advancement must change former students' names.**
- **Changing the Date Confirmed for the Individual but not the Spouse**
  - **When you update an address, and it asks if you would like to update an existing address, click Update > OK.**
  - **This will change the address but not the spouse's Date Confirmed.**
  - **In the Name Entity box, type the spouse's ID number and change the Date Confirmed.**
- **Inactive Addresses**
  - **When you stop all mail, in addition to checking the Stop All Mail box, be sure to change the status to N Inactive.**