

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 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)
 - Abbreviate directions
 - Do not use punctuation with abbreviations
 - Use numerical values (5th, 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.**