

## Help Our Computer Data Entry Personnel

We need your help when you send correspondence to various internal offices. Some examples would be address changes, payment requests, travel reimbursements, emails to the Registrar, emails to Financial Aid, emails to the Learning Commons, etc. Below is a list of these suggested guidelines

- Whenever possible, include the person's ID (aka the Datatel ID, the employee's ID, the student's ID, or the Identification Card ID) when submitting information. Having this ID included ensures that the correct record is selected.
- Use the correct spelling of the full formal name--first, middle, and last names.
- Whenever possible, include the middle name or initial.
- Indicate if a name is hyphenated.
- If a preferred or nickname is supplied, please also reference the formal name.
- Where appropriate, supply or reference maiden and married names.
- In the case when a parent and child's name is the same or very similar, please indicate which is which.
- Please type or print the name(s). Sometimes hand writing makes it difficult to determine the correct spelling of a name, particularly when the name has a unique spelling.
- Where applicable, include the current home address, the campus box number or off-campus housing address.
- Always supply your name and phone number with the update in case questions arise.

Why are we asking for your help? Datatel, Allegheny's administrative information system, is an integrated database environment which allows many offices to share the same information about students, employees, parents, alumni, and vendors. Because many offices enter data into Datatel, we have established data standards for everyone to follow to make sharing of data more efficient and accurate.

The SHINDIG committee (Shared Institutional Data Integration Group) has been established to review and monitor these data standards, and make recommendations on how to keep our data accurate, consistent, and processed efficiently. One problem we have identified is that there are some duplicate records that have been added to the system because of a variety of reasons (e.g., students use nicknames on some forms and their full name on others and then two records get created for the same student).

To help reduce the creation of duplicate records, and to help our data entry staff determine the exact data to be entered into Datatel, the SHINDIG committee has created a list of suggested procedures for us all to follow when sending information to various offices to be processed. In the future, some of our standard internal forms (both paper forms and on-line forms) will be redesigned to allow for additional information to make it clearer to process the information. If you have any questions about this, or have any suggestions that would help improve our goal to create and keep accurate data, please contact Rich Metzger in Administrative Information Systems.

Thanks for your help in this whole process.