

## NAE - NAME AND ADDRESS ENTRY SCREEN

Review the student's application for complete information. Special attention needs to be given to the area that identifies the citizenship status.

At the Quick Access area on the toolbar, enter <NAE> Press Enter or click the green Go button to continue.



You are presented with an information box where you type the **ID number** or the name of the person for whom you are looking.

Enter Social Security Number. If no record found, type Last, First Name. If name is not found, click on **FINISH**. This takes you back to the **NAE** screen. Type Last Name, space First Name space Middle Name. Press Enter.

This brings up an Alert box. Click on add.

If the Resolution screen appears with a name or several names, you must scroll through it and see if the person for whom you are looking is in the database.

- If they are you may place a check mark in the box to the left of the name or the number in the box shown below.
- If you cannot find the person, enter a letter <A> in the text box and press Enter on your keyboard or the blue icon that looks like a data disc.
- If you want to clear all this information and try again, or go to another screen, click the red <X> to get out.


If you are entering information for a new person the following NAE screen appears and requires several fields to be filled before continuing on. Notice the black boxes on the screenshot – they indicate more information about that area is noted below.


\*\*\*Note – A Red Field indicates one that must be filled in. A gray field in non entry.\*\*

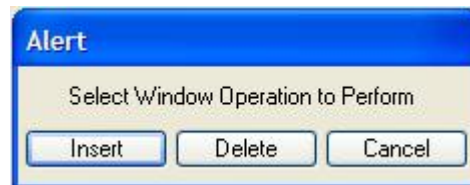
Field Names:	Contents
Prefix:	Prefix: Type Mr., Ms., Dr., or Rev. (Click the drop down arrow to reveal choices). Select and Press Enter.
Name LFM:	Name fields. Enter Last Name, First Name and Middle Name in these three boxes. Click the Detail box to enter different types of records such as:

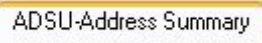




Each choice will bring up a specialized name screen

Suffix:	Type Jr., Sr., III, IV (Click the drop down arrow  to reveal choices). Select and Press Enter.
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\*\*\* Note: In the UI, if you see the number one <  > next to a field, it represents how many entries are included. If you need to see the other addresses entered, if any, click the number one button and this alert box will appear. At this point you may press the Insert, Delete line or the Cancel button.



If you need to enter more than one item, this is a good option to use. It opens another window with multiple entry fields.  This ADSU screen will include all the addresses (history) entered in the system already. If you click on the detail button by any of the numbers, it will open a menu box with a choice of the types of addresses you can enter. This is the  ADR screen.

When you see a blue detail icon with scrollbar arrows next to it in Datatel  the scroll arrows show the detail icon and will darken when there is more than one entry.

**Address Fields:**

<b>Field Names:</b>	<b>Contents</b>
Address:	Enter the address (no punctuation). Press the Enter key. Enter apartment or suite number (if applicable). Press Enter twice – this makes another line/field available. Press the tab key to move on.
Cty/St/Zp/Cnty:	Enter the City in first section. Press the Enter or the Tab key. If you enter the Zip Code first, it will populate the County for you
Res Cnty/State:	Press Enter to skip to State Residency section. Type 2-letter State abbreviation or perform look up procedure (. . .). Select sequence number (where the student is residing at the time of the application). Press Enter.
Country:	Press Enter unless the address is out of country. (Do not enter if US). If address is out of country, type in country code or perform look up procedure (. . .).
Phone/Ext/Ty:	Type the area code & phone number, no spaces or hyphens needed. Press Enter. Type extension (if needed). Press Enter.  Ty = Phone Type Code. (Click the drop down arrow to reveal choices). Select and Press Enter. Repeat process for multiple phone numbers by pressing the blue detail button and adding new numbers like the procedure above.

**Other Demographic Information:**

<b>Field Names:</b>	<b>Contents</b>
Origin/Date:	Skip these two fields by pressing Enter or your tab key twice.
SSN:	Type in the student's Social Security number. (No spaces or hyphens needed.) Press Enter.
Birth Date:	Type in the birth date (mmddy). Press Enter. (If date of birth is 1929 or before, type (mmddyyyy)).
Ethnic/Gender:	Type in ethnic code or perform look up procedure (. . .). Select sequence number. Press Enter. Type in <M> or <F> for the gender if not populated by the Prefix. Press Enter.
Mail Codes:	Used to further identify an address such as BA = Bad Address or GR = Address to send Grade Report
Pref Name:	Preferred Name
Mail Name:	Used only if the mailing address differs from above.
Other LFM:	Type in former or maiden name (if given) in the three fields provided. Press Enter.

Once all of this information is entered, F10, the blue disk icon on the toolbar or Enter key several times. An alert box appears on your screen, click UPDATE.



If you have changed or added another address, you will get another alert box asking if you would like to keep address history on this person. Click Y for Yes or N for No. This takes you back a new entry box where you may enter another name or Cancel this screen and move on to another.

