Data Entry Standards for KRC

12-6-2010 by Yongho Kim

SEARCH

Always run a search first!
Search by last name and address street

| KIM | CRENSHAW | SEARCH |
| Last | Street | |

NAME

Yong   H   Kim

First   M.I.   Last

Yong Ho   ☐   Kim

First   M.I.   Last

If full name is present, write the full name under "First Name" even if the person has a middle name (This is because of the program's limitations of not being to store full middle names)

ADDRESS

If you are unsure about the address, search for it on Google Maps and use the search suggestions to correct it

Only keep a "#" sign for apt numbers
Delete any "Room", "Apt", "United", "Suite", etc

900 Crenshaw Blvd #203   Los Angeles   CA   90019

Street   Unit   City   State   ZIP

Use medium abbreviation, without a trailing dot (.)

Other abbreviations:
St for Street
Ave for Avenue
Pl for Place
Cir for Circle

Don't abbreviate city names

If ZIP code is not present look it up using Google Maps

PHONE

323-937-3718

Use hyphens between each number group
Don't use (323) XXX-XXXX or dots (.)