

DATA ENTRY STANDARDS

Updated: 8/29/19

Client Names

- Hyphenated Last Names
 - Don't use a hyphen. Just enter a space between the names

Last Name JONES SMITH *

CORRECT

Last Name JONES-SMITH *

INCORRECT

- Shortened Names/Nicknames
 - Do not use shortened names or nick names in OPUS. Example: Mike instead of Michael. Use the full legal name as it appears on the SSN card, current driver's license, or other legal document

Addresses

- When entering addresses, the NUMBER, STREET NAMES, STREET TYPE, DIRECTION and UNIT TYPE **should all be in separate fields**. Do not put any punctuation in the address.
 - 1234 N Energy Ave Apt 1

INCORRECT

No.	Direction	Street Name	Type	Direction	Unit	#
1234		N ENERGY AVE APT 1				
City		ST.	Zip Code	+4	County	
EUGENE-97401		OR	97401-EUGENE		LANE	

CORRECT

No.	Direction	Street Name	Type	Direction	Unit	#
1234	N	ENERGY	AVE		APT	1
City		ST.	Zip Code	+4	County	
EUGENE-97401		OR	97401-EUGENE		LANE	

Direction can be entered before or after the street name. Follow however it displays for the service address on the utility bill

- PO BOX Format

No.	Direction	Street Name	Type	Direction	Unit	#
					PO BOX	1234
City		ST.	Zip Code	+4	County	
EUGENE-97401		OR	97401-EUGENE		LANE	