

Standards for Data Entry External Users

These standards have been compiled to ensure that all users enter data in a uniform manner as well as avoid duplication.

To prevent multiple entries, it is imperative that a thorough search is made for the organization, or individual that is being added to Egrants to make sure the name does not already exist in Egrants.

Your search criteria should be as broad as possible to take other possible data entry variations into consideration. For example, if “Louisiana” is part of your organization’s name. Before entering it into Egrants, perform a search for the variations of Louisiana, e.g. LA, L, or Louisiana. If the appropriate name is identified you may select that one. If a name or entry is in this system that does not conform to these standards, please assist by correcting it.

General

- No abbreviations unless it is part of the corporate/organization title
- Spell out Louisiana as opposed to entering LA
- Do not change the default font style, or size.

Titles

- The title “Honorable” should be used for elected and highest-ranking officials such as: Governor, Lieutenant Governor, District Attorneys and Judges
- The following titles should appear in the “Courtesy Title” field (rather than using Mr. or Mrs. and placing a title in the “Title” field): Sheriff, Mayor, Warden, and Chief
- You can use Mr., Ms., Mrs., or any other courtesy title and place information in the “Title” box if they are different.

Correct: Mrs. in “Courtesy Title” field and Executive Director in the “Title” field

Incorrect: Chief in the “Courtesy Title” and Chief of Police in the “Title” field

Organization Name

- Do not include “The” or “A” unless it is part of the organization’s official name
- The name of the parish/city/town, etc. should come first

Correct: Rapides Parish

Incorrect: Parish of Rapides

- Add the parish name to offices within the parish,

Correct: Jefferson Parish Department of Juvenile Services

Incorrect: Jefferson Department of Juvenile Services, Department of Juvenile Services, etc.

Physical Location/ Address

- Courthouse (one word)
- When identifying room numbers in a building, use Room “[#]” then the building name:

Correct: Room 25 Municipal Services Building

Incorrect: 25 Municipal Services Building

25 Municipal Services Building – Room 25

- Suite numbers should come after a building name.
Correct: Galvez Building, Suite 140
Incorrect: Suite 140 Galvez Building
If there is no building name associated with the address, enter the suite, or room number on the same line after the street address.
- Post office boxes should be entered without periods: PO Box
There is no need to spell out Post Office
- Zip Code +4 is required for the mailing address. The US Postal Service has a free zip code + 4 look-up on its website www.usps.gov.

Email Address

- Email addresses are required. Email helps us contact a user with information as fast as possible. If you do not have an email address there is a default address that can be used, **yourlastname@example.com** (Example: smith@example.com). If you use this address, correspondence will be sent via mail service, thereby delaying potential rapid notification of important information.

As emphasized earlier in this correspondence, if you notice a particular entry does not conform to these standards, in the interest of uniformity, please make changes accordingly.