

DATA ADMINISTRATION
University of Kentucky Information Resource Management
Project Request Form PRF - 00013

Start Date 7/18/2001	Received 7/18/2001	Status Completed
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Title Modification to SIS Address Extraction and Upload Batch Jobs

Sector Lexington Campus, IS

Dept Registrar

Requested By Don Witt, Jayna Cheesman

Ph: 7-3458, 7-2900

Email: dwitt@email.uky.edu,
jayna@email.uky.edu

SectorUnitAffected: All units on campus that need accurate student addresses.

System SIS	SubSystem	Type IV
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Mandates

Regulatory/Statutory	No	UK Strategic Indicator(s)	No	Accreditation Requirements	No
		University-Wide Needs	Yes	Other	No

Requirements/Issues

Reference #s

Description Data Administration has purchased a software tool (Mailer+4) to cleanse address data in our systems. (1) The Pinnacle batch job (ABA180) used to extract the student addresses in SIS needs to be modified to exclude the on-campus addresses. Since UK has a post office, the US Postal Services database used by the address cleansing software does not recognize any of the on-campus addresses. Consequently, the addresses associated with the student residence halls and apartments will continue to be kicked out as invalid during the address cleansing process. (2) The batch job also needs to be modified to allow us to extract any number and combination of the student addresses at the same time, rather than the current limit of two addresses. (3) The batch job and cleansing software should continue to update the student addresses in mixed case. The batch job to upload the cleansed address data (ABA185) should also be modified as required to accommodate the above changes. Completion of this project will significantly reduce the staff effort to review and correct the errors identified by the address cleansing software, and improve the quality of the student address data.

Key Issues

Costs IDMS applications programming time.

AvailableFunding IS personnel budget.

Funding Requirements None.

Benefits The benefits will be more efficient cleansing of the student address data which will reduce the amount of returned mail and improve the service to our students.

Deadline This request needs to be done as soon as possible, as we cannot start the address cleansing until it is completed. Our goal is to cleanse the addresses for the students enrolled in Fall 2001 prior to the first of the term.

Risk A delay in the project will mean a delay in the address cleansing.

Policy/Procedure None.

Suggested Priority

Steward Witt, Don

StewardApproval 7/18/2001

Dir IRM 1st Review: 7/27/2001

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