Creating person name translation rules

The Name Translation Rules Form (GORNAME) allows you to associate aliases for person names. This form can be used for first and middle names.

<u>Note</u>: This form is not delivered with data for names primarily because different institutions have different populations, and values that are appropriate for one institution might not be appropriate for another. For example, Suzanne = Suzie might be applicable for an institution in the U.S., but might not be applicable for an institution in Latin America.

Banner form

Name Translation Rules GORNAME 7.0

Name	Alias	User ID	Activity Date
ABIGAIL	ABBIE	GENERAL	20-JAN-2005
ABIGAIL	ABBY	GENERAL	20-JAN-2005
ANTHONY	TONY	GENERAL	20-JAN-2005
BARBARA	BARB	GENERAL	20-JAN-2005
BENJAMIN	BEN	GENERAL	20-JAN-2005
BEVERLY	BEV	GENERAL	20-JAN-2005
BRADLEY	BRAD	GENERAL	20-JAN-2005
CALVIN	CAL	GENERAL	20-JAN-2005
CATHERINE	CATHY	GENERAL	20-JAN-2005
CHARLES	CHARLIE	GENERAL	20-JAN-2005
CHARLES	CHUCK	GENERAL	20-JAN-2005
CHRISTOPHER	CHRIS	GENERAL	20-JAN-2005
CYNTHIA	CINDY	GENERAL	20-JAN-2005
DANIEL	DAN	GENERAL	20-JAN-2005
DANIEL	DANNY	GENERAL	20-JAN-2005
EDWARD	ED	GENERAL	20-JAN-2005
ELIZABETH	LIZ	SAISUSR	15-AUG-2005
FRANCES	FRAN	GENERAL	20-JAN-2005
FRANCIS	FRANK	GENERAL	20-JAN-2005
GERALD	GERRY	GENERAL	20-JAN-2005
GERALD	JERRY	GENERAL	20-JAN-2005
HAROLD	HAL	GENERAL	20-JAN-2005
HAROLD	HARRY	GENERAL	20-JAN-2005

Procedure

Follow these steps to define defaults for address, email, and phone type to be used with a particular source code, and indicate if the source code will be used for online matching

Step	Action
1	Access the Name Translation Rules Form (GORNAME).
2	Perform an **Insert Record** function.
3	Enter the person name in the **Name** field.
4	Enter the alias in the **Alias** field.
5	Click the **Save** icon. Warning: Once the name/alias has been saved, no updates may be made to the record. The record must be deleted and re-entered if changes are necessary.
6	Click the **Exit** icon.

Creating non-person name translation rules

The Non-Person Name Translation Rules Form (GORNPNM) allows you to associate aliases with non-person names.

Note: There is no seed data delivered with this form.

Banner form

Name	Alias	User ID	Activity Date
FEDERAL EXPRESS	FEDEX	SAISUSR	15-AUG-2005
INTERNATIONAL BUSINESS MACHINES	IBM	SAISUSR	15-AUG-2005
UNITED PARCEL SERVICE	UPS	SAISUSR	15-AUG-2005

Non-Person Name Translation Rules GORNPNM 7.0

Procedure

Follow these steps to associate aliases with non-person names.

Step	Action
1	Access the Non-Person Name Translation Rules Form (GORNPNM).
2	Perform an **Insert Record** function.
3	Enter the non-person name in the **Name** field.
4	Enter the alias in the **Alias** field.
5	Click the **Save** icon. Warning: Once the name/alias has been saved, no updates may be made to the record. The record must be deleted and re-entered if changes are necessary.
6	Click the **Exit** icon.