Brittco
Standards & Abbreviations

Inconsistencies in the way data is entered in Brittco cause problems when searching for information such as addresses. When the entries differ, even by one little space, they may not match when we run a comparison. Please follow these rules when entering addresses into any part of Brittco's *Clients* module. Please do the same when entering Guardians, Parents, etc.

Things to Avoid

- Do not use extra spaces: eg, 123   Elm Ave NW
- Do not use hyphens: eg, 123 – Elm Ave NW
- Do not use commas: eg, 123 Elm Ave, NW
- Do not use periods in abbreviations: eg, 123 Elm Ave. N.W.

- Do not add spaces or periods to street directions: eg, N.W. or N W
- Do not include apartment numbers, building numbers, etc in the main *Address* field: eg, 8845 Fillmore East Apt 313.
- Do not capitalize indiscriminately: eg, 123 Elm AVE

Adding or Modifying Addresses

Add Apartment Numbers, Building Numbers, etc to the *Address 2* field in Brittco.

Brittco maintains more than one address field – the most important are the *Residence* address and the *Mailing* address, which may differ. On the Client's *Contact Information* tab you have a place to add addresses.

When adding an address, choose the *Type* of address and make sure you *Save* the change before Updating the Client.

Finally, Update Client.

Acceptable Abbreviations

Apartment	Apt	Place	Pl
Avenue	Ave	Point	Pt
Boulevard	Blvd	Post Office Box	PO Box
Building	Bldg	Road	Rd
Center	Ctr	Route	Rte
Circle	Cir	South	S
Court	Ct	Southeast	SE
Drive	Dr	Southwest	SW
East	E	Street	St
Highway	Hwy	Suite	Ste
Lane	Ln	Terrace	Ter
North	N	Trail	Trl
Northeast	NE	West	W
Northwest	NW		

Please call the IT Department if you have any questions regarding the information presented here. The extension for the IT Help Desk is 7878.