

## Banner Addresses, Email Addresses, and Emergency Contact Info for Cognos/ODS

### Address Types

Table	Code	Description	Self Service Banner (SSB) Update	Internet Native Banner (INB) Update	Notes
STVATYP	AL	Alternate		X	
STVATYP	AM	Administrative		X	Added for Bursar Use
STVATYP	BI	Billing	X	X	
STVATYP	BU	Business		X	
STVATYP	EM	Emergency	X	X	This is NOT populated from Emergency Contact Information, nor does it populate SPREMRG
STVATYP	FA	Financial Aid		X	Comes from FAFSA
STVATYP	LO	Local	X	X	
STVATYP	MA	Mailing		X	
STVATYP	PA	Parents	X	X	
STVATYP	PR	Permanent	X	X	
STVATYP	RH	Residence Hall		X	Loaded from Res Hall feed, including Purdue Village addresses
STVATYP	XX	Reserved for TGRFEED Use Only		X	NA

### Postal Addresses:

All address types are stored in the SPRADDR Banner table and come over to the ODS.

**CAUTION:** PERSON\_ADDRESS displays them using ADDRESS\_RULEs and does NOT display the actual address type code. PERSON\_ADDRESS is available in almost all of the Banner delivered ODS packages available via Cognos.

The Cognos Person Demographic package contains all of the Address views: ADDRESS	Contains all addresses for an entity, person, institution, or organization. Please note, these addresses may be active or inactive. When reporting using the ADDRESS reporting view check the ADDRESS_END_DATE and/or the ADDRESS_STATUS_IND, if the report requires an active address.
ADDRESS_PREFERRED	Contains all preferred addresses and the associated primary active telephone data for an entity/person, institution, or organization.
ADDRESS_BY_RULE	Contains all addresses for an entity/person, institution, or organization per the display rules.
ADDRESS_CURRENT	Contains all active addresses for an entity/person, institution, or organization.
PERSON_ADDRESS	Contains information used to add a mailing address to a report or print a mailing label. Since the main purpose of this reporting view is to support correspondence, only persons who are not deceased will appear in this reporting view.

Those wanting to get at the specific “address\_type” for a person can use the ADDRESS\_CURRENT view and select the address type they specifically want. However, since this view is in the Person Demographic package it is not readily available to use with other tables that would allow the user to filter down to a desired student population. Therefore it is recommended that you use the ADDRESS\_RULE to select the best address possible for your desired population.

**RECOMMENDATION:** To select the best address available for a mailing, use the PERSON\_ADDRESS view, select the “address\_rule” best suited to the context and timing of the mailing and the “address\_rule” will handle all of the logic for returning an address if the person doesn’t have the primary type that is needed. Display rules for addresses can be found at:

[http://www.purdue.edu/onepurdue/ESA/student\\_reporting/student\\_data\\_knowledge\\_base.shtml](http://www.purdue.edu/onepurdue/ESA/student_reporting/student_data_knowledge_base.shtml)

**NOTE:** Even though there is an address\_type = Emergency, the actual address that is entered on the Emergency Contact screen is NOT stored in SPRADDR and therefore NOT brought over into the ODS.

In the table above SSB is referring to Self-Service Banner. Students have the option to update their local, parents, permanent and billing address. When updating they are required to key in the valid from/ through to dates. Students who live in a Residence Hall cannot update their housing via Self-Service Banner, any changes are automatically updated via the housing system feed.

## **Email Addresses:**

ODS 3.3.1 contains only a single “preferred” email address is loaded to the ODS and is stored in PERSON\_DETAIL.

In ODS 8 scheduled to be available August 2009, all email addresses from GOREMAL in Banner are available in the ODS in a view called INTERNET\_ADDRESS and use the same Address\_Type values and data entry rules as listed above

## **Telephone Number:**

The telephone numbers are found in the TELEPHONE\_CURRENT view that is in all of the Cognos packages and come from SPRTELE.

**CAUTION:** The phone number from the emergency contact entry form is stored in Banner in SPREMGR and is NOT in the ODS.

Students can update their telephone numbers in Self-Service Banner and when updating they are required to key in the valid from/ through to dates.

## **Emergency Contact Information**

Stored in Banner in SPREMGR and is NOT in the ODS. Via Self Service Banner (SSB), the student can indicate the name, address, phone, and a relationship code. Students have the capability to update or add an emergency contact via Self-Service Banner. Students may select whom to contact first by changing the order of their emergency contacts by having their first contact appear on their list as number one.

**CAUTION:** This data is not in ODS and there are no current plans to bring this to the ODS.

Questions and Comments: Please direct any questions and comments to the OE team to:  
[OnePurdueCognosStudent@exchange.purdue.edu](mailto:OnePurdueCognosStudent@exchange.purdue.edu)