LEADS Daily Briefing
for May 9, 2019

Master Record Name

The master record name in persons hot file records serves as the principal non-numeric identifier. When an inquiry by name is made, the computer uses a soundexed version of the name to search the files. Therefore, it is strongly recommended to eliminate titles and degrees in the NAM field when making a CHF entry. In some cases the addition of title or degree, like Jr, Sr, II, III, Prof, PhD, Rev, etc., could change soundexing of the name and a hit might be missed.

If the person uses a title or degree to identify him/herself, the name including the title or degree should be entered as an alias. Ex. Alias Entry: Brown, John William Rev.

Never use abbreviations like NFN, NMN, FNU, MNU, NMI, etc. in the master record name field. If the person has only one name, enter the single name as the surname and the letter "X" as the first name. Ex. Canada,X. If the person has no middle name or initial, enter only the last name and first name.

For additional details on how to enter a master record name please reference this eManual file.

For assistance please contact the Help Desk at 866/LEADS-00.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date