Field Names:

Address Code – A shortened, distinguishing representation of each address starting with three letters designating the street and ending three numbers matching the house number for the member

AddrCode - A shortened, distinguishing representation of each address with the first three letters designating the street and the last three numbers matching the house number for the member

Address – In the address form, this is the street address of a residence in the Historical College Hill neighborhood. In the contact form, it is the business address for a vendor or home address for a supporter that is not a member.

ArchStyle – The architectural style of the historical residence.

Begin Date - The date the officer officially took this office.

Check Date – Not a required field, but a check date should be included for transactions involving checks.

Check Number – Not a required field, but should be filled in for transactions involving checks. This field can have duplicate numbers.

City – This field should be defaulted in Maryville, but can be overridden for a member or contact that needs to receive mail at a non-College Hill address.

Class – A single letter designation for C – Commercial or R – Residential, associated with the member’s address.

Credit – An incoming amount of money or check from a single source.

Date Built – The date of record that the residence was built.

Debit – An outgoing amount of money or check to a single source.

Deposit Date – The date credits are deposited in the bank.

Description – When entering a transaction, this is a memo field to explain unusual expenses or other pertinent data about a transaction. In the Officer form, it is a space to describe the officer’s duties or to note other miscellaneous items of importance directly dealing with a member’s tenure as an officer.

Email – The member or contact’s best email address for availability.

EmergencyName – The best person to contact in the event of an emergency. This person should preferable be local.

EmergencyNumber – The phone number to best contact the person designated as your emergency contact.

Empty – A yes/no field that reflects if a residence is unoccupied.

End Date – When there term for this office will end.

Event Code – an abbreviated code that represents the type of event being entered into the system. See the Code Key page for a complete list of event types and their codes.

Event Date – The date of the planned event.

Event Number – a number assigned when a new event is entered into the database.

Event Time – The scheduled start time of the event.

First Name – In the Member form, this is one member’s first name (duplicate members are allowed to be entered in an address, so multiple names should not be entered). In the Contact form, this field is the first name of an organizational supporter who will receive mailings or a vendor who works on historical houses.

Is\_Officer – a yes/no data field to designate members that are officers in the historical association.

LastName – In the member’s form, this is the member’s legal last name. In the contact form, it is the supporter or vendor’s last name.

Member ID – For most forms, this is a unique number automatically assigned when each member is entered into the system’s member form. For the event form, Member ID is not a required field, but can be filled out if someone other than the Social Chair is the main point of contact for an event.

NickName – The member’s preferred name to be used in correspondence.

Officer Code – A two letter entry representing the member’s assigned office:

PR - President

VP – Vice President

TR - Treasurer

MC – Membership Chair

SC – Social Chair

NC – Newsletter Chair

Original Owner – The original owner of the residence

Owner At Time – The legal owner of a property at the time of sale or issuance of a work permit.

Parcel\_ID – The legal parcel ID registered with the state for the address provided.

Phone –This member or contact’s best phone number where they can be reached. This can be a home or mobile number.

Sale Amount – The price at which a house is sold.

Sale Date – The legal date ownership is transferred to a new owner.

State – This field is defaulted to TN, but can be overridden if the member or contact receives mailings in another state.

Start Date – The date this person became a member.

Status Number – the number assigned to identify a change of status (work permit or sale) of a historical residence in College Hill.

Transaction Number - An automatic number assigned to each transaction entered into the transaction table.

Unusual Expense – a Yes/No field to represent an expense that is not part of an officer’s ordinary actions. Ex – The Membership chair gets check that is not a dues payment.

Work Permit – The number of the work permit issued by Maryville Codes Enforcement, usually consists of four numbers.

Work Start Date – The date authorized on the work permit for construction to start.

Work End Date – The date authorized on the work permit for construction to be completed.

Zip – This field is defaulted to the College Hill zip code, but can be overridden if an alternative zip code is needed, like in a contact’s address for a vendor or supporter.

Code Key

Address Code – Street Abbreviations:

Officer Code – A two letter entry representing the member’s assigned office:

PR - President

VP – Vice President

TR - Treasurer

MC – Membership Chair

SC – Social Chair

NC – Newsletter Chair