APPENDIX C

Data-Handling Guide

INTRODUCTION

This Appendix offers for each work-product (actuarial or administrative) examples of how the requisite data and/or documentation enters AWPSE; These examples include the use of the manual (or intermediary) worksheet. This methodology is offered because (a) it is good and proper data-handling discipline to do so and (b) the work-products are priced so as to take into account the three distinct data-entry options (a) AWPSE-do-all, (b) User-do-all and (c) AWPSE-User shared.

For each of the work-,products, the following items are offered: (a) completed data-transmittal form, (b) AWPSE print-out of entered data and (c) final work-product. Where needed or appropriate, note and comments are offered at the end of each sub-appendix for clarification.

The writer believes that AWPSE is sufficiently user-friendly so as to not merit any extensive tutorial with respects its use and management. As for the data-handing details, the following commentary is offered:
1. Negatives should appear as follows: -156, e.g.
2. Never use commas with numbers.
3. All numbers are entered flush left.
4. Entries that are not variables or parameters (telephone number, e.g.) may be entered by user-preference.
5. MAY09 may mean May 31, 2009 or it may mean the entire month of May 2009 depending on the context; it will never mean May 1, 2009. The system treats MAY09 as either May 31, 2009 or June 1,2009 depending on the context.
6. Some of more common reasons why the system might causes concerns or surprises are these (a) sending the work-product to the wrong email address, (b) entering inconsistent dates, data or documentation,(c) omitting requisite or requested data (d) using an incorrectly-formatted email address.
7. Valid entries include: 1-9, A-Z, a-z.
8. Invalid entries include: " / : * & @ # $ % ^ ( ) ? > < ~ .
9. Numeric fields must never include commas or decimal points.