SOP: Standardized Data Entry Formats and Field Requirements

This SOP establishes **standardized data entry formats and field requirements** to ensure consistency, accuracy, and efficiency in data collection and management processes. It defines specific data input formats, mandatory field criteria, validation rules, and error handling protocols. The objective is to minimize data entry errors, streamline data integration, and enhance overall data quality across all systems and applications.

1. Scope

This SOP applies to all staff and contractors involved in manual or automated data entry into Company systems, including but not limited to CRM, ERP, HRIS, and custom databases.

2. Data Entry Formats

Field Name	Data Type	Format	Example	Mandatory
First Name	Text	Alphabetic (A-Z, a-z)	John	**Yes**
Last Name	Text	Alphabetic (A-Z, a-z)	Smith	**Yes**
Date of Birth	Date	YYYY-MM-DD	1995-06-21	**Yes**
Email Address	Text	user@domain.com	jane.doe@email.com	**Yes**
Phone Number	Numeric/Text	+CountryCode-Number (E.164)	+1-5551234567	No
Employee ID	Alphanumeric	EMP#####	EMP00123	**Yes**

3. Mandatory Fields

- All fields marked as **Yes** are mandatory and must not be left blank.
- System validation must prevent submission of forms with missing mandatory fields.
- Non-mandatory fields should be completed where information is available.

4. Validation Rules

- Text fields must not include special characters unless specified.
- Email addresses must be validated using standard email pattern.
- Date fields must follow ISO 8601 (YYYY-MM-DD) format.
- Alphanumeric codes should match prescribed patterns (e.g., EMP#####).
- Numeric fields must include only digits unless a format specifies symbols (e.g., phone numbers with â€˜+').

5. Error Handling Protocols

- Immediate inline error messages must display if data does not meet format requirements.
- Mandatory fields left empty must trigger an error and prevent form submission.
- System-generated logs should record all validation errors for audit and training purposes.
- Users should be informed of specific errors and provided with instructions to correct entries.

6. Review & Updates

- This SOP should be reviewed annually or as required by changes in regulatory or business requirements.
- Feedback on field formats and validation rules should be directed to the Data Governance Team.

7. Version Control

Version	Date	Description	Author

| 1.0 | 2024-06-01 | Initial SOP Release | Data Governance Team |