

HELIX ENTERPRISE RECORDS



ENTERPRISE NAMING CONVENTION

In Helix it is **very easy to create duplicate Enterprise records**, which can make things confusing for system users. For example, when creating a Training Course and selecting a Provider:-

Provider

- One Parent Families Scotland
- One Parent Families Scotland
- One Parent Families Scotland
- One Parent Families Scotland

These all look the same, so it's impossible to know which to choose.

For this reason, we've come up with a naming convention and some ideas for minimising duplicate Enterprise records.

There are often businesses with multiple departments at the same site or many branches with the same name.

In order to differentiate these in pop-up menus and to keep things consistent, we've come up with a naming convention to be used when you add new businesses to Helix.

PLEASE FOLLOW THESE RULES WHEN ADDING A NEW ENTERPRISE RECORD:-

- Always check what existing records are on the system before adding a new record.
- Check whether the record you are adding is in the same Town/City and/or Street as any existing records.

NAMING RULES

- If the new business is the **only instance** in a **given town/city**, add it as follows:-
Enterprise Name (Town, Region)
Example: **Scotmid Co-op (Prestonpans, East Lothian)**
- If there's **more than one instance** of an organisation in a **given Town/City**, then include the street name as clarification, for example:-
Scotmid Co-op (Easter Rd, Edinburgh)
Scotmid Co-op (Gorgie Rd, Edinburgh) or
- **NB** try to abbreviate Street, Road, Crescent etc to St, Rd, Cre etc
- If there's **more than one instance** of an organisation **on the same Street**, also add the street number, for example:-
Tesco Express (2A Colinton Rd, Edinburgh)
Tesco Express (62B Colinton Rd, Edinburgh)

EDINBURGH COUNCIL SITES AND RETAIL PARKS

Edinburgh Council Sites on the system, all begin with **CEC** and all have the Parent Company 'CEC Head Office (City Chambers, Edinburgh)'. For example:-

CEC - Assembly Rooms (George St, Edinburgh)

CEC - ATEC24 Community Equipment Service (Prestonfield Park, Edinburgh)

CEC - Bereavement Services (Howdenhall Rd, Edinburgh)

Edinburgh Libraries all begin with ‘**CEC Libraries**’, for example:-

CEC Libraries - Blackhall Library

CEC Libraries - Colinton Library

CEC Libraries - Corstorphine Library

Edinburgh Schools all begin with ‘**CEC Schools**’, for example:-

CEC Schools - Abbeyhill Primary School

CEC Schools - Balerno High School

CEC Schools - Balgreen Nursery School

All of the Primary and Secondary schools in Edinburgh are already in Helix, so there is no need to create records for these.

Retails Parks

For organisations located in large retail parks like Fort Kinnaird, St James Quarter or Cameron Toll, please **use the name of the retail park** to describe them , rather than the street name. For example:-

Argos (Fort Kinnaird, Edinburgh)

Barrhead Travel (Fort Kinnaird, Edinburgh)

Beaverbrooks (Fort Kinnaird, Edinburgh)

Boots UK Ltd (Fort Kinnaird, Edinburgh)

Bread Meats Bread (Fort Kinnaird, Edinburgh)

GAME (Cameron Toll, Edinburgh)

Sainsbury's (Cameron Toll, Edinburgh)

Specsavers (Cameron Toll, Edinburgh)

TSB Bank (Cameron Toll, Edinburgh)

ABM (St James Quarter, Edinburgh)

Beaverbrooks (St James Quarter, Edinburgh)

Bonnie & Wild (St James Quarter, Edinburgh)

Boots Optician (St James Quarter, Edinburgh)

Boots UK Ltd (St James Quarter, Edinburgh)

POSTCODES

Lastly, it is very important that Enterprise records in helix have the correct Postcode. The postcode is used in many Helix Reports, if it's wrong then the reports are wrong.

If you don't know the postcode, please look it up in Google Maps before adding the business. Almost all postcodes will be listed, new builds in some areas may not be reflected.