From: Holden, Nina (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: NFT Fields--
information provided at GovTrip HPOC meeting held on February 8, 2011
Date: Thursday, February 10, 2011 3:11:39 PM

Good Afternoon All. To avoid information disappearing from the NFT please pay close attention to the number of characters each field will take. Even if the system allows you to continue typing, if it goes beyond the field length, the system won't save it.

Below is a chart for your convenience letting you know how many characters each field will accommodate.

If you have any questions please let me know.

Sincerely,

Nina Holden
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From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, February 10, 2011 2:29 PM
To: Bishop, Jamie (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Meredith, Kristin (NIH/NCI) [E]; Moon, Annie (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Solomon, Lester-Mark (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
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NCI HPOCs: please disseminate this information to your planners and approvers regarding the field character length of the NFT form discussed at the GovTrip HPOC meeting on Feb 8, 2011.

In order to avoid issues with information disappearing from NFTs, it is important to keep entries in free-form fields within allowed lengths. The chart below provides field lengths for all free-form fields within the NFT.

Field Name	Field Length
Job Title	50 Characters
Additional Organization Description	250 Characters
Agency Track Code	100 Characters
Late Justification	320 Characters*
International Emergency Contact Information	320 Characters*
Travel Explanation	320 Characters*
Detail Funding Information	80 Characters
Business or Premium Class Explanation	320 Characters*

***NOTE: These fields will stop populating once the maximum limit is reached. All others will allow the user to continue populating, but will not save.**

If you have any questions, contact me at 301-496-2678.

Deb

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