

*Welcome to  
Progressive Technology Project's  
webinar on:*

## **Data Cleaning Tips**

ReadyTalk Call info: 1-866-740-1260

Access code: 7242600



# Review & Understand Your Data

- Scour the fields of data for inconsistencies in values, abbreviations, or misspelled words for which you would need to perform searches
  - e.g. using “Ave.” or “Av.” or “Avenue”
- Do the fields contain appropriate & meaningful data?

# Clean Your Data

- Standardize your addresses using USPS Postal Address standards, see Publication 28:  
<http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf>
- Make values in fields consistent and meaningful
- Look for fields or data that no longer have any purpose and remove

# Prepare data for Import into PowerBase

- Have unique record id's / member #'s for each contact record
- Merge all spreadsheets, databases into one
- Remove duplicate records and consolidate information as necessary (can also be done in PowerBase)

## Prepare data (cont'd)

- Recommend list enhancement to get voter id's if appropriate
- Create unique records for EACH individual contact  
(ah yes, the dreaded household issue!)
  - ✓ Split multiple names that exist one record into separate unique records for each name

## Prepare data (cont'd)

- Make a list of existing data fields and any new fields you want to track with descriptions
  - ✓ Identify standard values for each field
  - ✓ Does field contain a unique value, or multiple values
  - ✓ Is field required?
  - ✓ Describe format of the data (e.g. alphanumeric, number, Yes/No)

And YES!

We will help you prepare your data for  
import.

Let's take a look at your Data



# Practice for KEEPING your Data Clean

- Assign a database administrator who will periodically verify data that has been entered
- Document how data fields are to be used for data entry
- Train all staff in the use of the database

# Excel tips

Check out our recent trainings on the Power On Network for tips using Excel to parse data

Intermediate Excel:

<http://network.progressivetech.org/trainings/ms-excel/techcamp-online-intermediate-excel>

Surviving Voter Data Integration:

<http://network.progressivetech.org/sessions/voter-engagement/surviving-voter-data-integration-a-power-on-network-presentation-by-henry->

## Excel tips, cont'd

PON Office Hour – Householding:

<http://network.progressivetech.org/sessions/back-office/pon-office-hour-householding-and-mail-merge>

Audio / Visual Recording of this session will be posted in 24 hours on:



<http://network.progressivetech.org>