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## Edit Incorrect Data

Clean data entry is the key to successful reporting.

Some of the data entry screens allow for free style data entry which means the fields are not restricted to a specific list of answers to choose from.

The Edit Data tool will let you easily fix a variety of incorrect information in your program.

NOTE: This changes all incorrect spellings to the correct spelling and makes the incorrect spellings disappear from your dropdown lists. Follow the steps below to Edit Data in your system.

1. Click on Procedures from the Main Menu of the Member Tracking System
2. Click on the Admin Membership Tools tab
3. Click on the Edit Data button on the left
4. Click on the *Choose a field to edit* dropdown and select City or one of the other fields
5. Click on the *with a current incorrect value of* dropdown and select an incorrect spelling of a city
6. Click on the *change it to a correct value of* dropdown and select a correct spelling of that city
7. Click on the Process Now button
8. You will receive a message Changes have been completed. Do you want to do another?
9. Click Yes or No accordingly and repeat steps 5-8 as needed for each data set

Edit Data

Edit Incorrect Data Standardize Capitalization

This procedure quickly cleans up data misspellings of data in many fields, as well as to enable wholesale changes to such fields such as Area Code and Zip Code.

1. Choose a field to Edit from the dropdown
2. Choose the current incorrect value from the dropdown
3. Choose the correct value from the dropdown
4. Click on the Change button

NOTE: This changes all incorrect spellings to the correct spelling and makes the incorrect spellings disappear from your dropdown lists

Choose a field to edit: City

with a current incorrect value of: Clearwter

change it to a correct value of: Cleanwater

? Process Now Close Close to Main Menu

The Edit Data Tool is available for:

Area Code, City, State, Zip, City, State and Zip combinations, County  
Employer Name, Occupation  
Eye Color, Hair Color and Skin Color  
Teachers, Dr. Names, Insurance carriers, Star Descriptions  
Guidance, Accidents and Mentoring Categories  
and Staff Certifications

The Standardize Capitalization tool allows you to choose a field and convert all the data in that field to Proper Case or lower case or UPPER CASE.

The screenshot shows a software window titled "Edit Data" with two tabs: "Edit Incorrect Data" and "Standardize Capitalization". The "Standardize Capitalization" tab is active. The main area contains a blue instruction: "This procedure enables you to standardize the capitalization of the values in the field you select." Below this is a white box with three radio button options: "Convert To Proper Case\*", "convert to lower case", and "CONVERT TO UPPER CASE". A note states: "\* Note that when converting to Proper Case, the entries are first converted to lower case." Below the box is a dropdown menu labeled "Choose a field to standardize:". The bottom of the window features a blue bar with a help icon (question mark), and three buttons: "Process Now", "Close", and "Close to Main Menu".

Edit Data

Edit Incorrect Data     Standardize Capitalization

This procedure enables you to standardize the capitalization of the values in the field you select.

Convert To Proper Case\*

\* Note that when converting to Proper Case, the entries are first converted to lower case.

convert to lower case

CONVERT TO UPPER CASE

Choose a field to standardize:

?    Process Now    Close    Close to Main Menu