



**Vision Computer Programming Services, Inc.**  
801 2nd Street North, Suite A Safety Harbor, FL 34695  
888-425-6964 [email@visioncps.com](mailto:email@visioncps.com) [www.visioncps.com](http://www.visioncps.com)

## Find and Fix Missing Data

Some of your members may have been keyed in and have missing information. The Find and Fix tool will let you easily fill the missing information in your program.

1. Click on Procedures from the Main Menu of the Member Tracking System
2. Click on the Member-Specific Tools tab at the top of the screen
3. Click on the Find and Fix Missing Member Data button  
NOTE: This procedure is also available for missing staff data
4. On the Universal Selection Engine – choose the people that you would like to cleanup. A few Examples are listed below:
  - a. All Members – leave the Time Frame selection on All Members in the system
  - b. Active Members – click on the Membership Status checkbox on the left and then choose Active on the right
  - c. Members that have Attended – choose the Attended any Activity at Least one Day between \_\_/\_\_/\_\_\_\_ and \_\_/\_\_/\_\_\_\_
  - d. Members from a single School – click on the School checkbox on the left and then choose a school or schools on the right
5. Once you make your choices from the Universal Selection Engine, click Continue
6. On the Find and Fix screen you will be able to fix data for those members you have selected
7. In the Data Group dropdown, select the data you want to review and cleanup  
In this example the Data Group is Address and there are 9 out of 82 members who are missing all or part of the address data. You can look it up and fill in the blanks here.

82 members are currently selected. Click on U.S.E.  Check for missing:  Street Address, City, State or Zip  County to refine your search.

Data Group:

Show (and edit) Members only from Units you can Modify   
 Show (but not edit) members in all Units you can View

Unit	Member Name	Member	Address	City	ST	Zip
01	Akron, Karen	76				
01	Anderson, Eric	71		Clearwater	FL	33701
01	Dorner, Eric	75			FL	
01	Dover, Eric	77			FL	
01	Gregory, Freddy	24	123 South 19th Avenue	Clearwater	FL	
01	Hilden, Greg	78				
01	James, Brandon	32		Clearwater	FL	33765
01	James, Ernest	33		Clearwater	FL	33765
01	Smith, Michelle	63				

Record: 1 of 9  Search

8. A list will appear with all members that are missing data in your chosen data group
9. If no list appears, that means that there is no missing data in that group

10. When your list appears, you may see checkmarks across the top that you can turn on or off certain fields that you may not track

11. For each member that is missing data, click in the empty box next to their name and fill in the missing data – this will populate the data in the members record and they will not appear on this list again
12. If you don't know the answers then you can print a hardcopy of the list then gather the data and come back later to fill it in

Missing data can be entered for:

- Addresses
- Date of Birth and Age Groups
- Ethnicity, Gender, Religion and Social Security Number
- Income and Fee Level
- Membership – Member Status, Member Type, Entry Date, Expiration Date, New/Renew and Unit
- Phone and Phone Type
- School, Teacher, Grade, Expected Graduation Year
- Lives With: Mom, Dad, Grandparents, Step parents, Foster parents, Other
- Household: Over 65, Handicapped, Head of Household, Single Parent, # in Household, # in Household Under 18, Housing Community
- Doctor and Doctor Phone
- Contact Occupation/Employer
- Military – Branch, Lives on Base
- Custom Fields – any Custom Fields that have been created in Organization Information
- Member and Contact email addresses
- Contact DOB, SSN, Marital Status