## Data Quality Report – Active OFS Members

Before the conversion to the new database, we had an effort to clean up data on the old database before it was moved over. There are still some remaining issues that should be the subject of ongoing data quality improvements. This report allows Regional Admins or NEC users with edit access to search, view and correct data issues by Region. The link to this report can be found on the National Summary Page and the Region Summary Page in the list of functions below the org unit summary. It is highlighted in blue.

Edit/View Region Create New Fraternity Directory of Fraternity Councils Regional Address List Register Election Edit Election Details Fraternity Demographics Summary National Directory (with contact detail) Data Quality Report

#### Search Page

The Data Quality Report for Active OFS Members allows the Regional Admins to search on all or specific data issues in their regions. The "All" selection for the Region is available to users with NEC edit privileges.

Searching with "All" and no criteria selected will return any data issues with members of fraternities for which you have edit privilege. For users with permissions to only one region, no selected is needed. For user with multiple regions, you can select a specific region to narrow your search.

the user would select one of the error conditions listed in the search criteria. You can select more than one, but doing that would narrow your results to records that had all the selected conditions. Thus, it is recommended that the user select one criterion at a time.

The first section select will select all the active members in inactive fraternities in the region. It is recognized that a newly deactivated fraternity may still have some active members in it while they are discerning where they want to transfer to. These records may or may not be data quality issues.

The rest of the criteria are common issues involving missing or "default" dates or data for required fields, or bad address or bad email, which were determined in failed mailings or email messages.

### Data Quality Report - Active OFS Members Search Criteria

RETURN TO ORG SUMMARY		
Region	All	~
Change Fraternity Active for active members in in	e to "no" to check active fraternities.	
Person Active		

○Yes ○No ●Any

# Check only one criteria at a time to prevent incomplete results.

Fraternity Active

Profession Status Missing	
Profession Date Missing	for Professed Members
Profession Date 1/1/1900	
Admission Date Missing	for Candidates
Admission Date 1/1/1900	
Welcoming Date Missing	for Aspirants/Inquirers
Birth Year Missing	
Birth Year 1900	
Phone 1 Missing	
Phone 1 is all 9s	
Bad Address	
Bad Email	

\_

SEARCH

### **Results Page**

When you click "Search", the results page will open with all the member records that match your selection criteria. You can "Search Again" to return to the search page.

Region	Fraternity	Person ID	Fraternity Active	Active Flag	Last/First/Middle	Name Suffix	Profession Status	Profession Status Missing	Profession Date Missing	Profession Date 1/1/1900	Admission Date Missing	Admission Date 1/1/1900	Welcoming Date Missing	Birth Year Missing	Birth Year 1900	Phone 1 Missing	Phone 1 is all 9s	Bad Address	Bad Email	
Blessed Solarus Casey																				
	Holy Spirit-Wa	rwick-RI																		
		27010	Yes	Yes	Giambo, Jerry	OFS	Professed		Y						Y					E View Details
Saint Clare Of Assisi-Great Barrington-MA																				
		25276	Yes	Yes	Hager, James	OFS	Professed								Y	Y				View Details
	Saint Francis o	of Peace-So	uth Yarmouth	MA																
		78881	Yes	Yes	White, Rachel	OFS	Professed			Y					Y					View Details
		78885	Yes	Yes	Crowell, Mary	OFS	Professed								Y	Y				View Details
		27041	Yes	Yes	Caldarola, Deborah	OFS	Professed									Y				View Details
Saint Michael-Chicopee-MA																				
		25342	Yes	Yes	Salvetti, Carolina	OFS	Professed								Y	Y				View Details

### View Detail

Clicking on View Detail will bring the user to a page displaying the data the individual member selected. The data can be corrected on this page, or just viewed. Click "BACK" if you choose not to make changes at this time.

This page is not the full member record. It only contains those fields that are considered in the error search. You can "Search Again" to return to the search page. On the record displayed below, we have highlighted the fields that are in error for documentation purposes. The user interface will not have this highlighting.

### View Detail

**Q** Search Again

Region	Blessed Solanus Casey
Fraternity	Holy Spirit-Warwick-RI
Person Active Flag	Yes
Fraternity Active Flag	Yes
Person ID	27010
Last/First/Middle	Giambo, Jerry
Name Suffix	OFS
Religious Order	OFS - Secular Franciscan Order
Membership Status	14
Birth Year*	1900
Profession Status*	Professed 🗸
Profession Date *	
Admission Date	
Welcomed into Inquiry Date	
Bad Address Flag	
Phone 1*	(408) 354-2819
Cell Phone	
Email 1	JerryG@me.com
Bad Email Flag	
Address Line 1*	1 Bellevue Ave.
City*	Newport
State/Province*	RI
Postal Code*	02895-1608
Country*	USA
	BACK