

SIMS

helping
schools
inspire

CTF Import

Using Excel to
view the
Check 99
report

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Capita SIMS



CTF Import - Using Excel to view the Check 99 report

Important Note

The following slides illustrate how Excel can be used to view a CSV file created from the output for check 99 in Database Diagnostics. This is made available via the application of the workstation patch for either the SIMS Spring Release 2018 or the SIMS Summer Release 2018. Application of either of these patches provide improvements to the original check 99. We ask that all schools make use of this latest check 99 to ensure that issues created by the incident are identified so that they can be addressed.

CTF Import - Using Excel to view the Check 99 report

Content

- [Section 1: Using Database Diagnostics to create the spreadsheet](#)
- [Section 2: Reformatting the spreadsheet](#)
- [Section 3: Understand the spreadsheet headings](#)
- [Section 4: Understanding the types of potential issues](#)



Using Excel to view the Check 99 report

Section 1: Using Database Diagnostics to create the spreadsheet

CTF Import - Using Excel to view the Check 99 report

The screenshot shows the SIMS .net software interface for Green Abbey School. The 'Tools' menu is open, highlighting 'System Diagnostics' and 'Database Diagnostics'. A pink callout box is overlaid on the interface, containing the text: 'Providing that you have sufficient access permissions, you will be able to run Tools | System Diagnostics | Database Diagnostics'.

My Timeline 16/07/18 - 23/07/18

Date	Time	Event
Mon, 16 Jul	11:35 - 12:35	HI
Tue, 17 Jul	10:00 - 12:35	Re1 E1
Mon, 19 Jul	11:00 - 12:35	Re3 H2
Tue, 20 Jul	12:35 - 13:35	Rela
Fri, 24 Jul	17:00 - 19:00	Meeting

School Bulletins

Title	Bulletin Date	Attachments
CPD programme for Sprin...	16/03/2018	1

Attendance Summary for Whole School

Year Groups: 0% to 100%

Legend: Present + AEA (Pink), Authorised Absence (Blue), Unauthorised Absence (Yellow), Missing Marks (Green)

Behaviour Incident Summary for Whole School

Bar chart showing incident counts across various categories.

Achievement Summary for Whole School

Bar chart showing achievement levels across different groups.

Missing Registers Notification

Teacher	Reg	Room	Date	Period
---------	-----	------	------	--------

School Diary

Date	Description	Category
20/07/2018 08:30 - 09:00	KS4 Assembly	Assembly
21/07/2018 - 31/08/2018	Summer Holiday	Holiday

GA KS4 Attain GCSE 10 Aut

Result Set : Year 10 Autumn Term	9	8	7	6	5	
KS4 Attain GCSE En La			1.31	4.58	15.03	45.00
KS4 Attain GCSE En Li			1.31	4.58	15.03	45.00
KS4 Attain GCSE Maths			1.31	4.58	15.03	45.00
KS4 Attain GCSE Science			1.31	4.58	15.03	45.00

All Detention Sessions Scheduled

Date	Start Time	End Time	Location	Main Staff Code
------	------------	----------	----------	-----------------

CTF Import - Using Excel to view the Check 99 report

The screenshot shows the SIMS .net Green Abbey School interface. The main window is titled "Diagnostic Results" and contains a table with columns "Check ID" and "Description". A pink callout box with the text "Click Run to start the diagnostic checking" is overlaid on the table. Below the table, there are sections for "Selected Result Details", "Check Details", and "Error Details". The "Error Details" section contains a table with columns "Error Description" and "Result of Automatic Fix". The "Run" button is highlighted with a mouse cursor.

Click Run to start the diagnostic checking

Check ID	Description
----------	-------------

Selected Result Details

Check Details

Check ID :
Check Description :

Error Details

Error Description	Result of Automatic Fix
-------------------	-------------------------

CTF Import - Using Excel to view the Check 99 report

The screenshot shows the SIMS software interface. The main window is titled "Diagnostic Results" and contains a table with columns "Check ID" and "Description". Below the table, there are sections for "Selected Result Details", "Check Details", and "Error Details". The "Error Details" section is currently active, showing a table with columns "Error Description" and "Result of Automatic Fix".

A "Run Diagnostics" dialog box is overlaid on the "Error Details" section. The dialog contains the text: "This process may take some time. Do you want to Continue?" and two buttons: "Yes" and "No". A mouse cursor is pointing at the "No" button.

A pink callout box with a white border and shadow is positioned to the right of the dialog box. It contains the text: "You can opt out at this point if you don't have enough time available". A line connects the callout box to the "No" button in the dialog.

The SIMS software interface includes a menu bar with "Focus", "Reports", "Routines", "Tools", "Window", and "Help". The "Diagnostic Results" window has a toolbar with "Print", "Run", "Next", and "Previous". The right side of the interface has a "Links" panel and a "Help" panel.

CTF Import - Using Excel to view the Check 99 report

The screenshot shows the SIMS Diagnostic Results application window. The title bar reads "SIMS .net: Green Abbey School". The menu bar includes "Focus", "Reports", "Routines", "Tools", "Window", and "Help". The toolbar contains icons for "Print", "Run", "Next", and "Previous".

The main area displays a list of checks under the heading "Diagnostic Results". The list is as follows:

Check ID	Description
1	Checks for duplicate years in Attendance
2	Checks for overlapping years in Attendance
3	Checks for contiguous years in Attendance
4	Checks that there 14 sessions per day for each year
5	Checks that each Attendance Year has the required number of weeks
6	Checks that the Attendance and Academic year dates match
7	Checks that each Attendance Year has the required number of sessions
8	Checks that each Attendance Year has the required number of days
9	Checks that each day lies in only one Attendance Year

Below the list is the "Selected Result Details" section, which shows "Check ID : 1" and "Check Description : Checks for duplicate years in Attendance".

The "Error Details" section contains a table with the following data:

Error Description	Result of Automatic Fix
Not Applicable	Not Applicable

A pink callout box with the text "Check 99 will be at the bottom of the list of checks" is positioned over the list, with a mouse cursor pointing to the scrollbar on the right side of the list area.

CTF Import - Using Excel to view the Check 99 report

The screenshot displays the 'Diagnostic Results' window in SIMS .net. The window title is 'SIMS .net: Green Abbey School'. The menu bar includes 'Focus', 'Reports', 'Routines', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with icons for 'Back', 'Forward', and other navigation functions. The main content area is titled 'Diagnostic Results' and contains a table of checks. The table has two columns: 'Check ID' and 'Description'. The following table represents the data shown in the screenshot:

Check ID	Description
89	Checks for duplicate allowance awards
92	Checks the sen need overlapping on given date
93	Displays max Result ID in use by assessment results if the value is greater than 1.5 billion.
94	Checks the deleted results for ASS reading standardised scores for 2013.
95	Checks for person names with unprintable characters
96	Checks for students who have Special Need Status N and have never had any other value
97	Checks for Report Cards which has reached it's End Date
98	Checks for Students with overlapping school history
99	Checks for contacts incorrect addresses caused by CTF Import in past

Below the table, there is a section for 'Selected Result Details' for Check ID 99. The 'Check Description' is 'Checks for duplicate years in Attendance'. The 'Error Details' table shows 'Error Description' as 'Not Applicable' and 'Result of Automatic Fix' as 'Not Applicable'.

In this case the description for Check 99 is in red text, to indicate that one or more possible issues have been found. It would be displayed in black text if no errors had been found.

CTF Import - Dealing with Contact Data Issues

The screenshot displays the SIMS .net software interface. At the top, the title bar reads "SIMS .net: Green Abbey School". Below this is a menu bar with "Focus", "Reports", "Routines", "Tools", "Window", and "Help". A toolbar contains navigation icons for "Back" and "Forward", along with various application icons. The main content area is titled "Diagnostic Results" and includes a sub-menu with "Print", "Run", "Next", and "Previous".

A table of diagnostic checks is visible, with the following entries:

Check ID	Description
89	Checks for duplicate allowance awards
92	Checks the sen need overlapping on given date
93	Displays max Result ID in use by assessment results if the value is greater than 1.5 billion.
94	Checks the deleted results for ASS reading standardised scores for 2013.
95	Checks for person names with unprintable characters
96	Checks for students who have Special Need Status N and have never had any other value
97	Checks for Report Cards which has reached it's End Date
98	Checks for Students with overlapping school history
99	Checks for contacts incorrect addresses caused by CTF Import in past

The row for Check ID 99 is highlighted in blue. Below the table, the "Check Details" section shows:

Check ID : 99
Check Description : Checks for contacts incorrect addresses caused by CTF Import in past

The "Error Details" section contains a table with the following data:

Error Description	Result of Automatic Fix
.10266,Acton Robert.No Current Address,Address Was ended...	User fixable
.10312,Acton Jayne.No Current Address,Address Was ended...	User fixable
.10604,Ballinger Eve.No Current Address,Address Was ended...	User fixable
.10644,Ballinger Adam.No Current Address,Address Was ended...	User fixable
.12551,Aaron Justin,Possible Contact Link Issues,18 Church...	User fixable
.8778,Ackton Richard.No Current Address,Address Was ended...	User fixable
.8807,Ackton Kimberly.No Current Address,Address Was ended...	User fixable
.Contact ID,Contact Name,Potential Issue,CurentAddress of C...	User fixable

A pink callout box is overlaid on the interface, containing the text: "Clicking on the Check 99 row will bring up a list of the possible issues found in the Error Details panel."

CTF Import - Dealing with Contact Data Issues

The screenshot shows the SIMS .net Green Abbey School interface. The 'Diagnostic Results' section is active, displaying a list of checks. Check 99, 'Checks for contacts incorrect addresses caused by CTF Import in past', is selected. The 'Selected Result Details' section shows the check ID as 99 and the description. The 'Error Details' section contains a table of errors, all marked as 'User fixable'.

Error Description	Result of Automatic Fix
.10266,Acton Robert,No Current Address,Address Was ended...	User fixable
.10312,Acton Jayne,No Current Address,Address Was ended ...	User fixable
.10604,Ballinger Eve,No Current Address,Address Was ended ...	User fixable
.10644,Ballinger Adam,No Current Address,Address Was ended...	User fixable
.12551,Aaron Justin,Possible Contact Link Issues,18 Church ...	User fixable
.8778,Ackton Richard,No Current Address,Address Was ended...	User fixable
.8807,Ackton Kimberly,No Current Address,Address Was ended...	User fixable
.Contact ID,Contact Name,Potential Issue,CurrentAddress of C...	User fixable

Callout Box: We are only interested in check 99 for our purposes and, as reporting of this check is in CSV format, it is best to click print to create a report that can be copied to a spreadsheet application such as MS Excel.

CTF Import - Dealing with Contact Data Issues

The screenshot shows the SIMS Diagnostic Results Summary window. The main window displays a list of diagnostic checks. Check 99, 'Checks for contacts incorrect addresses caused by CTF Import in past', is highlighted in red. A smaller window titled 'Diagnostic Results Summary' is open in the foreground, showing a scrollable list of issues. A mouse cursor points to the end of this list, where check 99 is located. A pink callout box contains the text: 'Check 99 will be at the end of the list of 'issues' detected.'

Diagnostic Results Summary

Print Save

Latest results from each check which detected issues

- [22] Duplicates detected in the 'Other Schools' table. The records could be merged (via the DBDIAGNOSE script and patch of KB99196) <U>
- [30] Multiple people called Ben Atkinson with DOB 23/03/2003: (1-App.Stud. 2-App.Stud) <U>
- [30] Multiple people called Felix Bruce with DOB 21/03/2000: (1-App.Cand.Stud. 2-Cand.Stud) <U>
- [30] Multiple people called Timothy Williams with DOB 20/07/2004: (1-App.Stud. 2-App.Stud) <U>
- [47] Fink, #ane (contact for Fink, Sara [9B]) has an unlikely chosen forename [#ane] <U>
- [47] Fink, #ane (contact for Fink, Sara [9B]) has an unlikely forename [#ane] <U>
- [62] Davies, Benjamin Andrew [9D] has no current home or term-time address <U>
- [62] Warrington, Edith [7F] has no current home or term-time address <U>
- [62] Norton, Hannah [7C] has no current home or term-time address <U>
- [78] Duplicate results for Idle, Dylan [7C]. Aspect: Phonics Screening Check Mark, Result Set: Phonics Check Year 2, Date: 08/06/2012, Result: 29, Last Import: 04/05/2017 <U>
- [78] Duplicate results for Idle, Dylan [7C]. Aspect: Phonics Screening Check Mark, Result Set: Phonics Check Year 2, Date: 30/06/2013, Result: 36, Last Import: 04/05/2017 <U>
- [81] Number of class/curric group memberships which extend beyond the last defined acad year end = 962 <L>
- [96] Number of students with SEN Status 'N' who have never had any other value: 184 <L>
- [99] Contact ID,Contact Name,Potential Issue,CurrentAddress of Contact,Previous address of contact,Associated applicant or student name,Student/Applicant status,UPN,Year Group,Reg Group
- [99] 12551,Aaron Justin,Possible Contact Link Issues,18 Church Lane East Town Eastshire 2 Baptist Street St Dogmaels Cardigan SA43 3EN,Bond Steve,Applied,W8232001110003.7
- [99] 8778,Ackton Richard,No Current Address,Address Was ended on : 19/07/2018,12 High Street Higham Femers Rushden NN10 8BL,Ackton Stephen,Current,J823200110003.7,7E
- [99] 8807,Ackton Kimberly,No Current Address,Address Was ended on : 19/07/2018,12 High Street Higham Femers Rushden NN10 8BL,Ackton Stephen,Current,J823200110003.7,7E
- [99] 10266,Acton Robert,No Current Address,Address Was ended on : 15/07/2018,22 Gordon Road Harborne Birmingham B17 9HB,Acton Pauline,Current,X674432117003.8,10D
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- [99] 10604,Ballinger Eve,No Current Address,Address Was ended on : 22/07/2018,Oak Cottage 5 Ladymas Road Hadnall Shrewsbury SY4 4AJ,Ballinger Eden,Current,L820200107012.9,9C
- [99] 10644,Ballinger Adam,No Current Address,Address Was ended on : 22/07/2018,Oak Cottage 5 Ladymas Road Hadnall Shrewsbury SY4 4AJ,Ballinger Eden,Current,L820200107012.9,9C

Latest results from each check: which detected issues

Latest automatic fixes by check number

- [13] 24/11/2008 Fixed the problem with the Registration Marks
- [25] 03/06/2003 Pupil String in attendance setup has been updated
- [32] 20/06/2005 Fixed null terminated class periods
- [15] 21/01/2011 Fixed duplicate exam candidates
- [42] 06/11/2017 Fixed invalid person names
- [81] 06/11/2017 Class and curriculum group membership overruns have now been corrected.
- [97] 06/11/2017 Inactivated Report Card

CTF Import - Dealing with Contact Data Issues

The screenshot displays the SIMS software interface with a 'Diagnostic Results Summary' window open. The main window shows a list of checks, with check 99 highlighted in red. The 'Diagnostic Results Summary' window lists various issues detected, including duplicate records and incorrect addresses. A pink callout box highlights the text: 'We can use Click and Shift-Click to highlight the check 99 rows and then use Ctrl-C to copy them to the clipboard'.

Diagnostic Results Summary

Print Save

Latest results from each check which detected issues

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Close

Selected Result Details

Check Details

Check ID	Description
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92	Checks the sen need overlapping on given date
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Check Details

Check ID	Description
99	Checks for contacts incorrect addresses caused by CTF Import in past

Error Details

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.12551,Aaron Justin,Possible Contact Link Issues,18 Church Lane East Town Eastshire,2 Baptist S...	User fixable
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CTF Import - Dealing with Contact Data Issues

The screenshot shows the SIMS software interface with a 'Diagnostic Results Summary' window open. The main window displays a list of checks, with check 99 highlighted in red. The 'Diagnostic Results Summary' window shows a table of results, with row 99 selected. A pink callout box points to this row with the text: 'We can use Click and Shift-Click to highlight the check 99 rows and then use Ctrl-C to copy them to the clipboard'.

Diagnostic Results Summary

Latest results from each check which detected issues

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Diagnostic Results Summary

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CTF Import - Dealing with Contact Data Issues

The screenshot shows the SIMS software interface with a 'Diagnostic Results Summary' window open. The summary window lists various checks and their results. Row 99 is highlighted in blue, and a mouse cursor is pointing at it. A pink callout box contains the text: 'We can use Click and Shift-Click to highlight the check 99 rows and then use Ctrl-C to copy them to the clipboard'.

Diagnostic Results Summary

Print Save

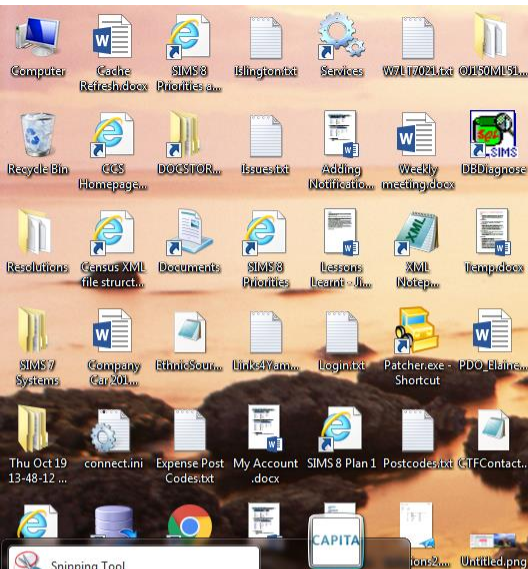
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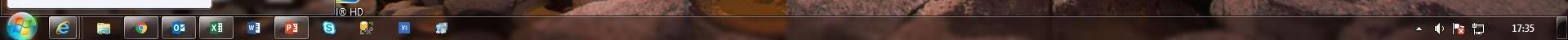
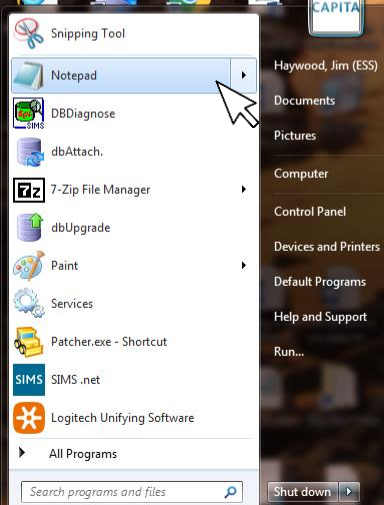
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CTF Import - Dealing with Contact Data Issues



Having opened MS Notepad, we can use Ctrl-V to paste in the text from the clipboard



CTF Import - Dealing with Contact Data Issues



Having opened MS Notepad, we can use Ctrl-V to paste in the text from the clipboard

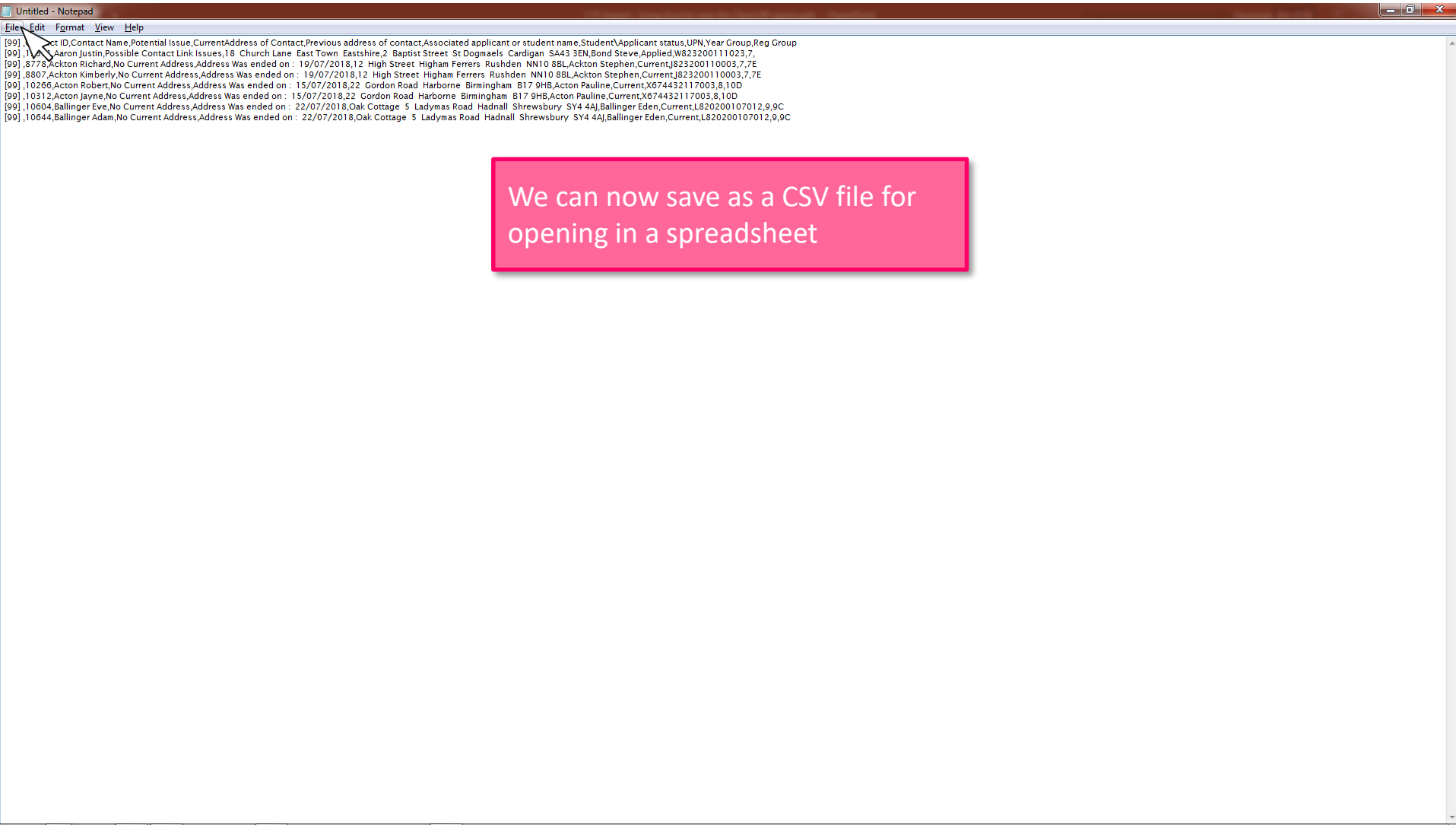
CTF Import - Dealing with Contact Data Issues



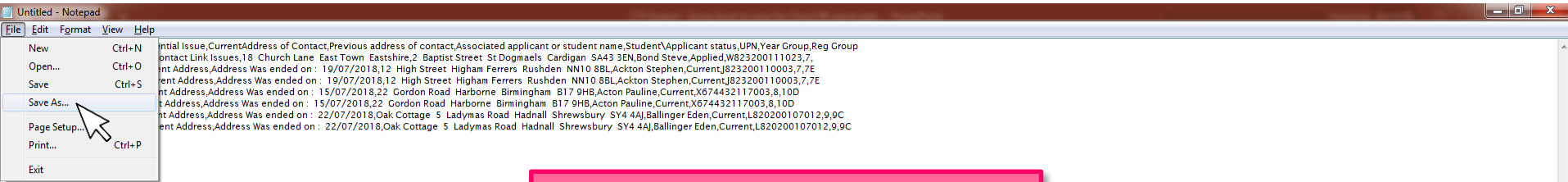
```
[99] Contact ID,Contact Name,Potential Issue,CurrentAddress of Contact,Previous address of contact,Associated applicant or student name,Student\Applicant status,UPN,Year Group,Reg Group
[99] .12551,Aaron Justin,Possible Contact Link Issues,18 Church Lane East Town Eastshire,2 Baptist Street St Dogmaels Cardigan SA43 3EN,Bond Steve,Applied,W823200111023,7,
[99] .8778,Ackton Richard,No Current Address,Address Was ended on : 19/07/2018,12 High Street Higham Ferrers Rushden NN10 8BL,Ackton Stephen,Current,J823200110003,7,7E
[99] .8807,Ackton Kimberly,No Current Address,Address Was ended on : 19/07/2018,12 High Street Higham Ferrers Rushden NN10 8BL,Ackton Stephen,Current,J823200110003,7,7E
[99] .10266,Acton Robert,No Current Address,Address Was ended on : 15/07/2018,22 Gordon Road Harborne Birmingham B17 9HB,Acton Pauline,Current,X674432117003,8,10D
[99] .10312,Acton Jayne,No Current Address,Address Was ended on : 15/07/2018,22 Gordon Road Harborne Birmingham B17 9HB,Acton Pauline,Current,X674432117003,8,10D
[99] .10604,Ballinger Eve,No Current Address,Address Was ended on : 22/07/2018,Oak Cottage 5 Ladymas Road Hadnall Shrewsbury SY4 4AJ,Ballinger Eden,Current,L820200107012,9,9C
[99] .10644,Ballinger Adam,No Current Address,Address Was ended on : 22/07/2018,Oak Cottage 5 Ladymas Road Hadnall Shrewsbury SY4 4AJ,Ballinger Eden,Current,L820200107012,9,9C
```

Having opened MS Notepad when can use Ctrl-V to paste in the text from the clipboard

CTF Import - Dealing with Contact Data Issues



CTF Import - Dealing with Contact Data Issues



We can now save as a CSV file for opening in a spreadsheet

CTF Import - Dealing with Contact Data Issues

The image shows a Notepad window with a CSV file containing contact data. The data is as follows:

Student	Applicant status	UPN	Year Group	Reg Group
N. Bond	Steve, Applied	W823200111023,7		
ton Stephen	Current	J823200110003,7,7E		
ton Stephen	Current	J823200110003,7,7E		
auline	Current	X674432117003,8,10D		
auline	Current	X674432117003,8,10D		
4AJ	Ballinger Eden, Current	L820200107012,9,9C		
4.4AJ	Ballinger Eden, Current	L820200107012,9,9C		

Overlaid on the Notepad window is a 'Save As' dialog box. The 'File name' field contains '.txt'. The 'Save as type' dropdown menu is open, showing 'Text Documents (*.txt)' selected. A mouse cursor is pointing at the dropdown arrow. A pink callout box with white text says: 'We can now save as a CSV file for opening in a spreadsheet'.

CTF Import - Dealing with Contact Data Issues

Save As

Computer > Local Disk (X:) > 1806EGAC > CTF Issues

File name: *.txt

Save as type: Text Documents (*.txt)

All Files (*.*)

Encoding: ANSI

Save Cancel

Student\Applcant status,UPN,Year Group,Reg Group
N,Bond Steve,Applied,W823200111023,7,
ton Stephen,Current,J823200110003,7,7E
ton Stephen,Current,J823200110003,7,7E
auline,Current,X674432117003,8,10D
uline,Current,X674432117003,8,10D
4A),Ballinger Eden,Current,L820200107012,9,9C
4.4A),Ballinger Eden,Current,L820200107012,9,9C

We can now save as a CSV file for opening in a spreadsheet

CTF Import - Dealing with Contact Data Issues

The screenshot shows a Notepad window with a CSV file containing contact information. The text in the Notepad is as follows:

```
Student\Applicant status,UPN,Year Group,Reg Group  
N,Bond Steve,Applied,W823200111023,7  
ton Stephen,Current,J823200110003,7,7E  
kton Stephen,Current,J823200110003,7,7E  
auline,Current,X674432117003,8,10D  
uline,Current,X674432117003,8,10D  
4A),Ballinger Eden,Current,L820200107012,9,9C  
4,4A),Ballinger Eden,Current,L820200107012,9,9C
```

Overlaid on the Notepad is a 'Save As' dialog box. The dialog shows the file is being saved to 'Local Disk (X:) > 1806EGAC > CTF Issues'. The 'File name' field is empty, and the 'Save as type' is set to 'All files (*.*)'. A mouse cursor is pointing at the 'File name' field. A pink callout box with white text is positioned over the dialog, stating: 'We can now save as a CSV file for opening in a spreadsheet'.

CTF Import - Dealing with Contact Data Issues

Save As

Computer > Local Disk (X:) > 1806EGAC > CTF Issues

File name: Check99output.csv

Save as type: All Files (*.*)

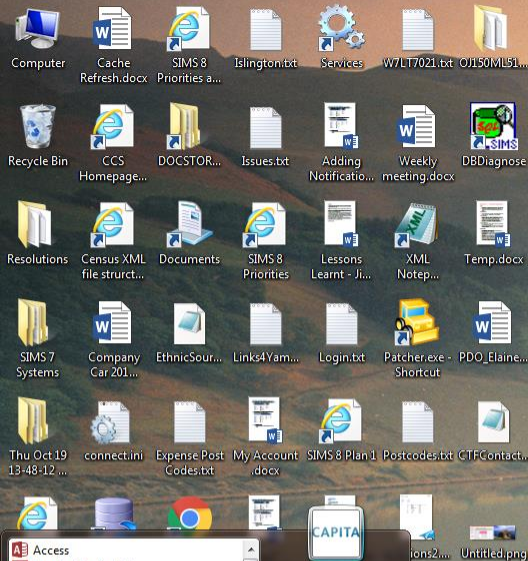
Encoding: ANSI

Save Cancel

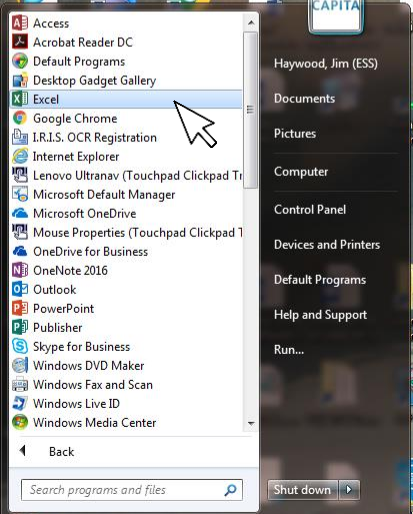
We can now save as a CSV file for opening in a spreadsheet

Student, Applicant status, UPN, Year Group, Reg, Group
N, Bond Steve, Applied, W823200111023, 7,
ton Stephen, Current, J823200110003, 7, 7E
kton Stephen, Current, J823200110003, 7, 7E
auline, Current, X674432117003, 8, 10D
uline, Current, X674432117003, 8, 10D
4A), Ballinger Eden, Current, L820200107012, 9, 9C
4, 4A), Ballinger Eden, Current, L820200107012, 9, 9C

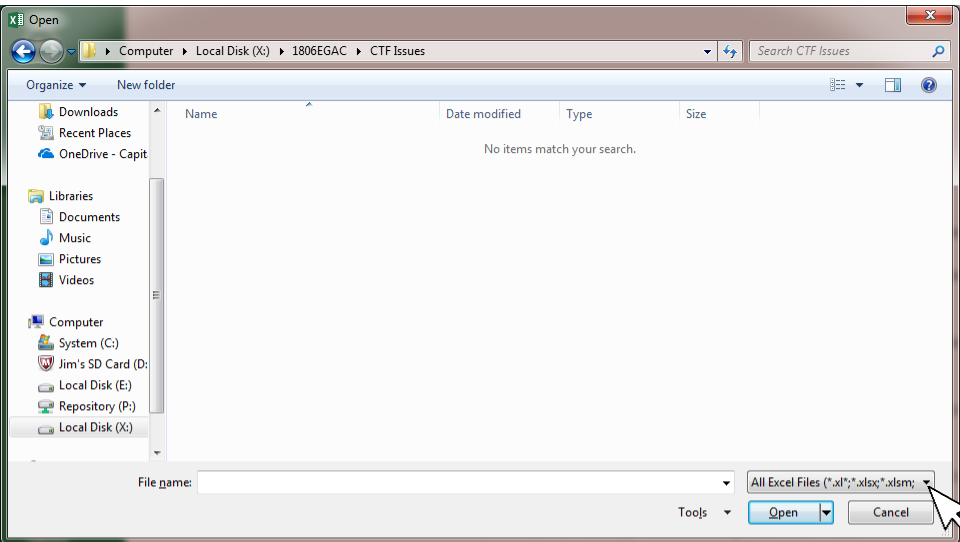
CTF Import - Dealing with Contact Data Issues



We can now open the CSV file in a spreadsheet programme such as MS Excel.



CTF Import - Dealing with Contact Data Issues

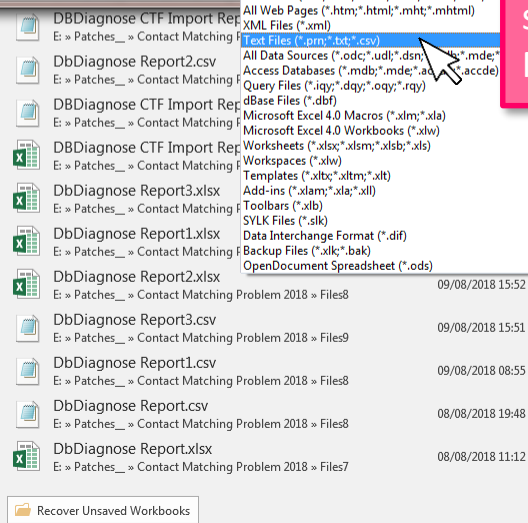
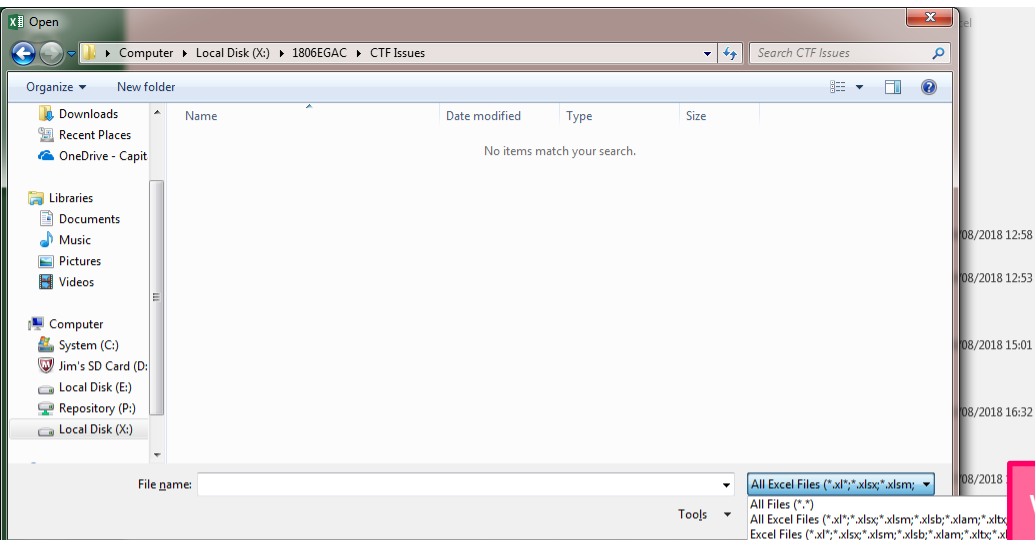


We can now open the CSV file in a spreadsheet programme such as MS Excel.

The screenshot shows a file explorer window displaying a list of files. The files are organized into a table with columns for file name, path, and date modified. The files are related to 'Contact Matching Problem 2018' and include various reports in CSV and XLSX formats.

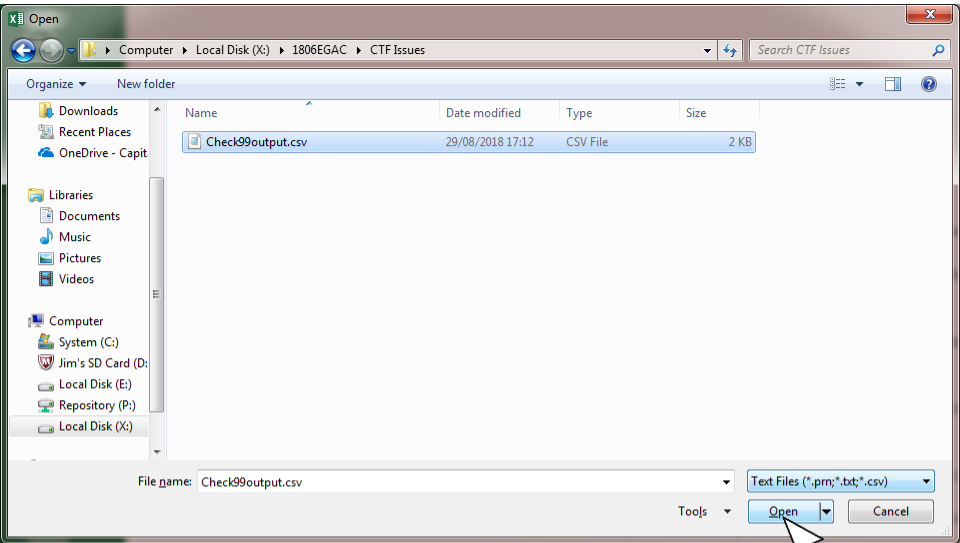
File Name	Path	Date Modified
DBDiagnose CTF Import Report.csv	E:\Patches_ > Contact Matching Problem 2018 > Files10	17/08/2018 12:58
DbDiagnose Report2.csv	E:\Patches_ > Contact Matching Problem 2018 > Files8	17/08/2018 12:53
DBDiagnose CTF Import Report.csv	E:\Patches_ > Contact Matching Problem 2018 > Files11	08/2018 15:01
DBDiagnose CTF Import Report.xlsx	E:\Patches_ > Contact Matching Problem 2018 > Files10	08/2018 16:32
DbDiagnose Report3.xlsx	E:\Patches_ > Contact Matching Problem 2018 > Files9	08/2018 12:11
DbDiagnose Report1.xlsx	E:\Patches_ > Contact Matching Problem 2018 > Files8	09/08/2018 15:58
DbDiagnose Report2.xlsx	E:\Patches_ > Contact Matching Problem 2018 > Files8	09/08/2018 15:52
DbDiagnose Report3.csv	E:\Patches_ > Contact Matching Problem 2018 > Files9	09/08/2018 15:51
DbDiagnose Report1.csv	E:\Patches_ > Contact Matching Problem 2018 > Files8	09/08/2018 08:55
DbDiagnose Report.csv	E:\Patches_ > Contact Matching Problem 2018 > Files8	08/08/2018 19:48
DbDiagnose Report.xlsx	E:\Patches_ > Contact Matching Problem 2018 > Files7	08/08/2018 11:12

CTF Import - Dealing with Contact Data Issues

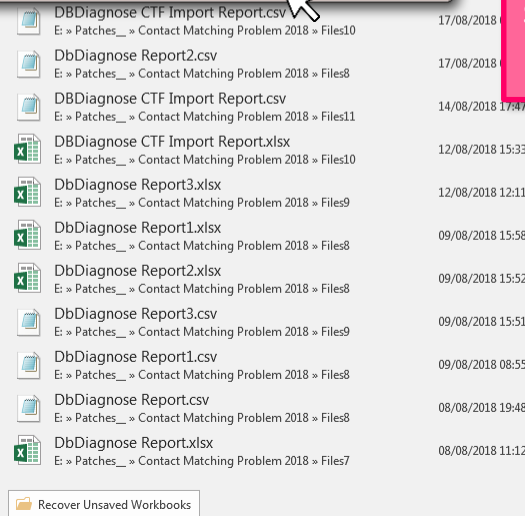


We can now open the CSV file in a spreadsheet programme such as MS Excel.

CTF Import - Dealing with Contact Data Issues



We can now open the CSV file in a spreadsheet programme such as MS Excel.



CTF Import - Dealing with Contact Data Issues

Check99output.csv - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 [99]

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	[99]	Contact ID	Contact N	Potential	CurrentAc	Previous	Associate	Student	UPN	Year	Group	Reg	Group															
2	[99]	12551	Aaron Jus	Possible C18	Church 2	Baptist	Bond Stev	Applied	W8232001	7																		
3	[99]	8778	Ackton Rit	No Curren	Address V 12	High St	Ackton Str	Current	J82320011	7	7E																	
4	[99]	8807	Ackton Kir	No Curren	Address V 12	High St	Ackton Str	Current	J82320011	7	7E																	
5	[99]	10266	Acton Rob	No Curren	Address V 22	Gordo	Acton Pau	Current	X67443211	8	10D																	
6	[99]	10312	Acton Jay	No Curren	Address V 22	Gordo	Acton Pau	Current	X67443211	8	10D																	
7	[99]	10604	Ballinger f	No Curren	Address V	Oak Cotta	Ballinger f	Current	L82020010	9	9C																	
8	[99]	10644	Ballinger /	No Curren	Address V	Oak Cotta	Ballinger f	Current	L82020010	9	9C																	

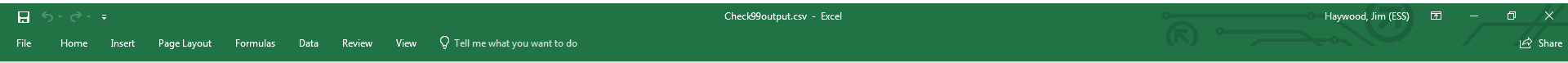
Ready

Check99output

100%

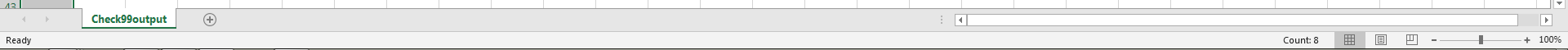
We no longer need the check number, as it is always 99. So we can delete that column

CTF Import - Dealing with Contact Data Issues



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	[99]	Contact ID	Contact N	Potential	CurrentAc	Previous	Associate	Student	UPN	Year	Group	Reg	Group																
2	[99]	12551	Aaron Jus	Possible C18	Church 2	Baptist	Bond Stev	Applied	W8232001	7																			
3	[99]	8778	Ackton Ri	No Curren	Address V	12 High St	Ackton St	Current	J82320011	7	7E																		
4	[99]	8807	Ackton Ki	No Curren	Address V	12 High St	Ackton St	Current	J82320011	7	7E																		
5	[99]	10266	Acton Ro	No Curren	Address V	22 Gordo	Acton Pau	Current	X67443211	8	10D																		
6	[99]	10312	Acton Jay	No Curren	Address V	22 Gordo	Acton Pau	Current	X67443211	8	10D																		
7	[99]	10604	Ballinger	No Curren	Address V	Oak Cotta	Ballinger	Current	L82020010	9	9C																		
8	[99]	10644	Ballinger	No Curren	Address V	Oak Cotta	Ballinger	Current	L82020010	9	9C																		

We no longer need the check number, as it is always 99. So we can delete that column.



CTF Import - Dealing with Contact Data Issues

Check99output.csv - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 [99]

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1																								
2	[99]	contact	contact	current	AC Previous Associate Student	UPN	Year Group	Reg	Group															
3	[99]	si Possible C18 Church 2 Baptist	Bond Stev	Applied	W8232001	7																		
4	[99]	ic No Curren Address V 12 High St	Ackton St	Current	J82320011	7	7E																	
5	[99]	ic No Curren Address V 12 High St	Ackton St	Current	J82320011	7	7E																	
6	[99]	ic No Curren Address V 22 Gordo	Acton Pau	Current	X67443211	8	10D																	
7	[99]	ic No Curren Address V 22 Gordo	Acton Pau	Current	X67443211	8	10D																	
8	[99]	ic No Curren Address V Oak Cotta	Ballinger	Current	L82020010	9	9C																	
9	[99]	ic No Curren Address V Oak Cotta	Ballinger	Current	L82020010	9	9C																	

Context Menu:

- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide

Callout Box:

We no longer need the check number, as it is always 99. So we can delete that column.

Check99output

Ready Count: 8 100%



Using Excel to view the Check 99 report Section 2: Reformatting the spreadsheet

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Haywood, Jim (ESS)

Share

Contact ID

Contact ID	Contact Name	Potential	Current Address	Previous Address	Associate	Student	UPN	Year Group	Reg Group
10697	Morgan R	Possible C19	Basildon	244 Ampt	Morgan P	Offered	H8232001	7	
12163	Aaron Jon	Possible C2	Baptist	1 Ely Road	Welwyn	Applied	C8232001	7	7B
11412	Carr Kirsty						K8232999	7	
12167	Bates John						T8232001	7	7E
12240	Varney Sh						T8232001	7	7E
12559	Morrise M						E8232001	7	
12560	O'Connor M						A8232001	7	
12561	Ostark Fre						E8232001	7	
12562	Morgan Sh						H8232001	7	
12563	Morrise Le	No Current	Address V9	Eastwood	Morrise T	Future	E8232001	7	
12564	O'Connor	No Current	Address V36	Aberd	O'Connor	Withdraw	A8232001	7	
12565	Ostark Al	No Current	Address V68	Clifton	Ostark Zhi	Accepted	E8232001	7	

Use Ctrl-A to select all cells

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

DBDiagnose CTF Import Report

Ready

Average: 12217.75 Count: 13 Sum: 146613

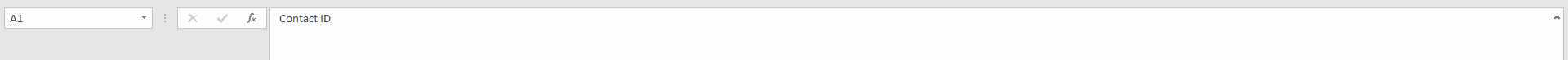
CTF Import - Using Excel to view the Check 99 report

The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'Check99output.csv - Excel'. The spreadsheet contains a table with columns: Contact ID, Contact Name, Potential, Current Address, Previous Address, Associate, Student, UPN, Year Group, and Reg Group. The data rows show various contact records with their respective details. A context menu is open over the 'Format Cells...' option, indicating that the user is about to reformat the spreadsheet.

Contact ID	Contact Name	Potential	Current Address	Previous Address	Associate	Student	UPN	Year Group	Reg Group
10697	Morgan R	Possible C19	Basildon	244 Ampt	Morgan P	Offered	H8232001:	7	
12163	Aaron Jon	Possible C2	Baptist	1 Ely Roac	Welwyn-S	Applied	C8232001:	7	7B
11412	Carr Kirsty	No Current	Address V1	Lily Clos	Haywood	Applied	K8232999:	7	
12167	Bates John	No Current	Address V76	High St	Varney Re	Current	T8232001:	7	7E
12240	Varney Sh	No Current	Address V76	High St	Varney Re	Current	T8232001:	7	7E
12559	Morrise M	No Current	Address V9	Eastwoc	Morrise Ti	Future	E8232001:	7	
12560	O'Connor	No Current	Address V36	Aberd	O'Connor	Withdraw	A8232001:	7	
12561	Ostark Fre	No Current	Address V68	Clifton	Ostark Zhi	Accepted	E8232001:	7	
12562	Morgan Sh	No Current	Address V19	Basildon	Morgan P	Offered	H8232001:	7	
12563	Morrise Le	No Current	Address V9	Eastwoc	Morrise Ti	Future	E8232001:	7	
12564	O'Connor	No Current	Address V36	Aberd	O'Connor	Withdraw	A8232001:	7	
12565	Ostark Ala	No Current	Address V68	Clifton	Ostark Zhi	Accepted	E8232001:	7	

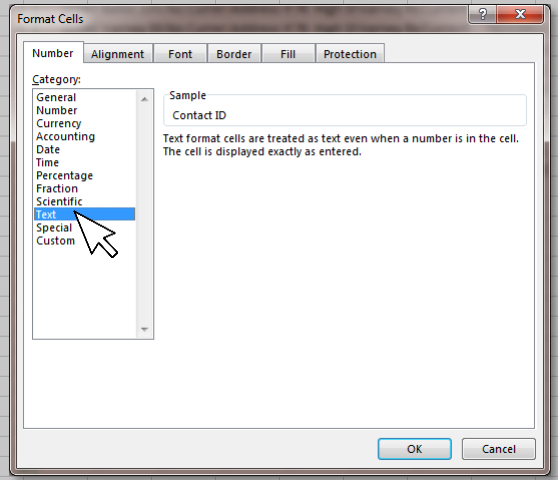
Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

CTF Import - Using Excel to view the Check 99 report



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC			
1	Contact ID	Contact N	Potential	CurrentAc	Previous &	Associate	Student	VA	UPN	Year	Group	Reg	Group																			
2	10697	Morgan R	Possible C	19	Basildc	244	Ampt	Morgan P	Offered	H8232001		7																				
3	12163	Aaron Jon	Possible C	2	Baptist	1	Ely Roa	Welwyn	S	Applied	C8232001		7	7B																		
4	11412	Carr Kirsty	No Curren	Address V	1	Lily Clo	Haywood	Applied		K8232999		7																				
5	12167	Bates John	No Curren	Address V	76	High St	Varney Re	Current		T8232001		7	7E																			
6	12240	Varney Sh	No Curren	Address V	76	High St	Varney Re	Current		T8232001		7	7E																			
7	12559	Morrise M	No Curren	Address V	9	Eastwo	Morrise Ti	Future		E8232001		7																				
8	12560	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw		A8232001		7																				
9	12561	Ostark Fre	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted		E8232001		7																				
10	12562	Morgan S	No Curren	Address V	19	Basildc	Morgan P	Offered		H8232001		7																				
11	12563	Morrise L	No Curren	Address V	9	Eastwo	Morrise Ti	Future		E8232001		7																				
12	12564	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw		A8232001		7																				
13	12565	Ostark Ala	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted		E8232001		7																				

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues



CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

Haywood, Jim (ESS)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 Contact ID

Contact ID	Contact N	Potential	CurrentAc	Previous &	Associate	Student	UPN	Year Grou	Reg Grou
10697	Morgan R	Possible C	19	Basildc	244	Ampt Morgan P	Offered	H8232001	7
12163	Aaron Jon	Possible C	2	Baptist	1	Ely Roac Welwyn	S Applied	C8232001	7 7B
11412	Carr Kirsty	No Curren	Address V	1	Lily Clos	Haywood	Applied	K8232999	7
12167	Bates John	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7 7E
12240	Varney Sh	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7 7E
12559	Morrise M	No Curren	Address V	9	Eastwo	Morrise Ti	Future	E8232001	7
12560	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7
12561	Ostark Fre	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7
12562	Morgan S	No Curren	Address V	19	Basildc	Morgan P	Offered	H8232001	7
12563	Morrise L	No Curren	Address V	9	Eastwo	Morrise Ti	Future	E8232001	7
12564	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7
12565	Ostark Ala	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text**
- Special
- Custom

Sample
Contact ID

Text format cells are treated as text even when a number is in the cell. The cell is displayed exactly as entered.

OK Cancel

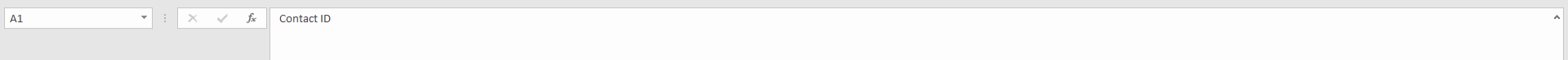
Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

DBDiagnose CTF Import Report

Ready

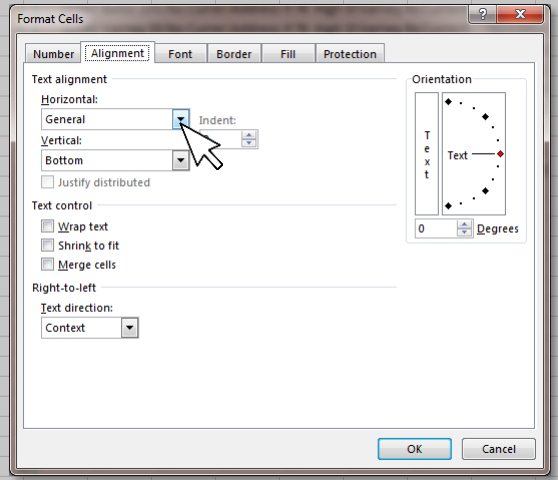
Average: 6112.375 Count: 122 Sum: 146697

CTF Import - Using Excel to view the Check 99 report

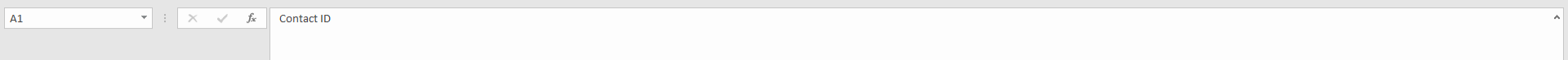


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Contact ID	Contact N	Potential	CurrentAc	Previous &	Associate	Student	VA	UPN	Year Grou	Reg Grou																		
2	10697	Morgan R	Possible C	19	Basildc	244	Ampt	Morgan P	Offered	H8232001	7																		
3	12163	Aaron Jon	Possible C	2	Baptist	1	Ely Roac	Welwyn-S	Applied	C8232001	7	7B																	
4	11412	Carr Kirsty	No Curren	Address V	1	Lily Clos	Haywood	Applied		K8232999	7																		
5	12167	Bates John	No Curren	Address V	76	High St	Varney Re	Current		T8232001	7	7E																	
6	12240	Varney Sh	No Curren	Address V	76	High St	Varney Re	Current		T8232001	7	7E																	
7	12559	Morrise M	No Curren	Address V	9	Eastwo	Morrise T	Future		E8232001	7																		
8	12560	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw		A8232001	7																		
9	12561	Ostark Fre	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted		E8232001	7																		
10	12562	Morgan S	No Curren	Address V	19	Basildc	Morgan P	Offered		H8232001	7																		
11	12563	Morrise L	No Curren	Address V	9	Eastwo	Morrise T	Future		E8232001	7																		
12	12564	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw		A8232001	7																		
13	12565	Ostark Ala	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted		E8232001	7																		

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

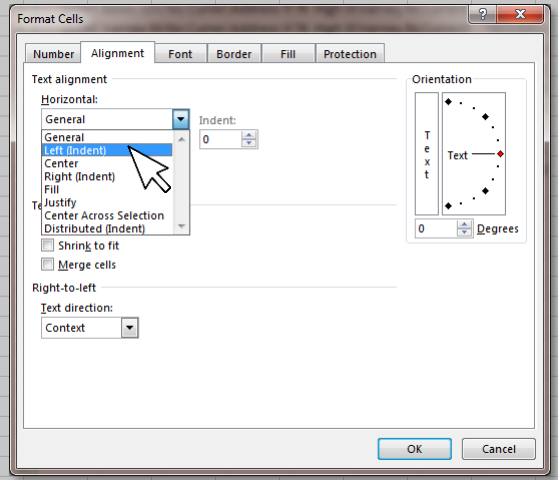


CTF Import - Using Excel to view the Check 99 report



1	Contact ID	Contact N	Potential	CurrentAc	Previous &	Associate	Student	UPN	Year Grou	Reg Grou	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
2	10697	Morgan R	Possible C	19	Basildc	244	Ampt Morgan P	Offered	H8232001	7																			
3	12163	Aaron Jon	Possible C	2	Baptist	1	Ely Roac Welwyn	S Applied	C8232001	7	7B																		
4	11412	Carr Kirsty	No Curren	Address V	1	Lily Clos	Haywood	Applied	K8232999	7																			
5	12167	Bates John	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7	7E																		
6	12240	Varney Sh	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7	7E																		
7	12559	Morrise M	No Curren	Address V	9	Eastwo	Morrise Ti	Future	E8232001	7																			
8	12560	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7																			
9	12561	Ostark Fre	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7																			
10	12562	Morgan S	No Curren	Address V	19	Basildc	Morgan P	Offered	H8232001	7																			
11	12563	Morrise L	No Curren	Address V	9	Eastwo	Morrise Ti	Future	E8232001	7																			
12	12564	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7																			
13	12565	Ostark Ala	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7																			

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues



CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Contact ID	Contact N	Potential	CurrentAc	Previous &	Associate/Student	VA	UPN	Year	Group	Reg	Group																	
2	10697	Morgan R	Possible C	19	Basildc	244	Ampt	Morgan P	Offered	H8232001	7																		
3	12163	Aaron Jon	Possible C	2	Baptist	1	Ely Roac	Welwyn-S	Applied	C8232001	7	7B																	
4	11412	Carr Kirsty	No Curren	Address V	1	Lily Clos	Haywood	Applied	H8232999	7																			
5	12167	Bates John	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7	7E																		
6	12240	Varney Sh	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7	7E																		
7	12559	Morrise M	No Curren	Address V	9	Eastwo	Morrise T	Future	E8232001	7																			
8	12560	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7																			
9	12561	Ostark Fre	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7																			
10	12562	Morgan S	No Curren	Address V	19	Basildc	Morgan P	Offered	H8232001	7																			
11	12563	Morrise L	No Curren	Address V	9	Eastwo	Morrise T	Future	E8232001	7																			
12	12564	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7																			
13	12565	Ostark Ala	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7																			

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

The "Format Cells" dialog box is open, showing the "Text alignment" tab. The "Horizontal" dropdown is set to "Left (indented)". The "Vertical" dropdown is set to "Bottom". A mouse cursor is pointing at the "Bottom" option. Other options include "Justify distributed", "Text control" (Wrap text, Shrink to fit, Merge cells), and "Text direction" (Context).

CTF Import - Using Excel to view the Check 99 report



A1 : X ✓ ✖ ✎ Contact ID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Contact ID	Contact N	Potential	CurrentAc	Previous &	Associate	Student	UPN	Year Grou	Reg Group																			
2	10697	Morgan R	Possible C	19 Basildc	244 Ampt	Morgan P	Offered	H8232001		7																			
3	12163	Aaron Jon	Possible C	2 Baptist	1 Ely Roac	Welwyn-S	Applied	C8232001		7 7B																			
4	11412	Carr Kirsty	No Curren	Address V	1 Lily Clos	Haywood	Applied	K8232999		7																			
5	12167	Bates John	No Curren	Address V	76 High St	Varney Re	Current	T8232001		7 7E																			
6	12240	Varney Sh	No Curren	Address V	76 High St	Varney Re	Current	T8232001		7 7E																			
7	12559	Morrise M	No Curren	Address V	9 Eastwo	Morrise T	Future	E8232001		7																			
8	12560	O'Connor	No Curren	Address V	36 Aberd	O'Connor	Withdraw	A8232001		7																			
9	12561	Ostark Fre	No Curren	Address V	68 Clifton	Ostark Zhi	Accepted	E8232001		7																			
10	12562	Morgan S	No Curren	Address V	19 Basildc	Morgan P	Offered	H8232001		7																			
11	12563	Morrise L	No Curren	Address V	9 Eastwo	Morrise T	Future	E8232001		7																			
12	12564	O'Connor	No Curren	Address V	36 Aberd	O'Connor	Withdraw	A8232001		7																			
13	12565	Ostark Ala	No Curren	Address V	68 Clifton	Ostark Zhi	Accepted	E8232001		7																			

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

The "Format Cells" dialog box is open, showing the "Text alignment" tab. The "Horizontal" dropdown is set to "Left (Indent)". The "Vertical" dropdown is set to "Top", which is highlighted by a mouse cursor. The "Orientation" section shows a diagram of text rotation and is set to "0 Degrees". The "Right-to-left" section has "Text direction" set to "Context". "OK" and "Cancel" buttons are at the bottom.

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

Haywood, Jim (ESS)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 Contact ID

Contact ID	Contact Name	Potential	Current Address	Previous Address	Associate	Student	AUPN	Year Group	Reg Group
10697	Morgan R	Possible C19	Basildon 244	Ampt Morgan P	Offered		H8232001	7	
12163	Aaron Jon	Possible C2	Baptist 1	Ely Roac Welwyn-S	Applied		C8232001	7	7B
11412	Carr Kirsty	No Current Address V1	Lily Close Haywood	Applied			K8232999	7	
12167	Bates John	No Current Address V76	High St Varney Re	Current			T8232001	7	7E
12240	Varney Sh	No Current Address V76	High St Varney Re	Current			T8232001	7	7E
12559	Morris M	No Current Address V9	Eastwood Morris T	Future			E8232001	7	
12560	O'Connor	No Current Address V36	Aberdeen O'Connor	Withdraw			A8232001	7	
12561	Ostark Fre	No Current Address V68	Clifton Ostark Zhi	Accepted			E8232001	7	
12562	Morgan S	No Current Address V19	Basildon Morgan P	Offered			H8232001	7	
12563	Morris L	No Current Address V9	Eastwood Morris T	Future			E8232001	7	
12564	O'Connor	No Current Address V36	Aberdeen O'Connor	Withdraw			A8232001	7	
12565	Ostark Ala	No Current Address V68	Clifton Ostark Zhi	Accepted			E8232001	7	

Format Cells

Number Alignment Font Border Fill Protection

Text alignment

Horizontal: Left (Indent)

Vertical: Top

Text control

Wrap text

Shrink to fit

Merge cells

Right-to-left

Text direction: Context

Orientation

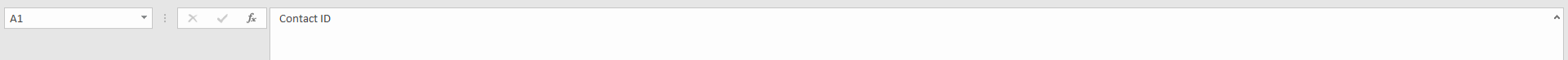
0 Degrees

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

DBDiagnose CTF Import Report

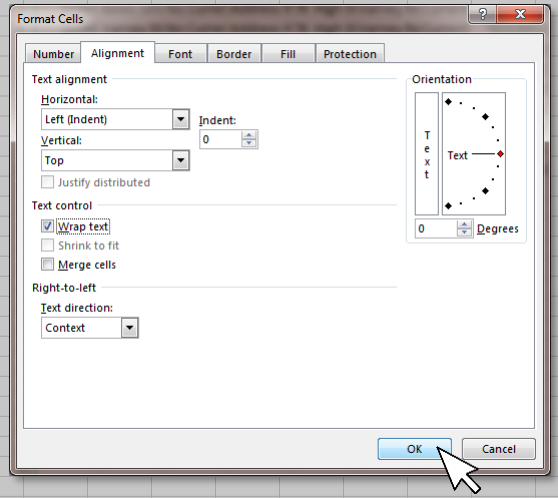
Ready Average: 6112.375 Count: 122 Sum: 146697 100%

CTF Import - Using Excel to view the Check 99 report

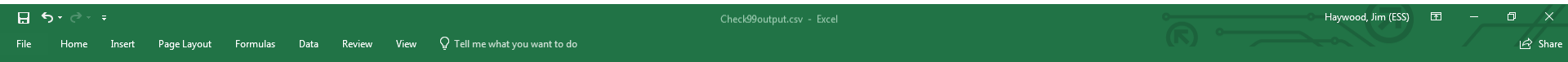


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Contact ID	Contact N	Potential	CurrentAc	Previous &	Associate	Student	UPN	Year	Group	Reg	Group																	
2	10697	Morgan R	Possible C	19	Basildc	244	Ampt	Morgan P	Offered	H8232001	7																		
3	12163	Aaron Jon	Possible C	2	Baptist	1	Ely Roac	Welwyn-S	Applied	C8232001	7	7B																	
4	11412	Carr Kirsty	No Curren	Address V	1	Lily Clos	Haywood	Applied	H8232999	7																			
5	12167	Bates John	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7	7E																		
6	12240	Varney Sh	No Curren	Address V	76	High St	Varney Re	Current	T8232001	7	7E																		
7	12559	Morrise M	No Curren	Address V	9	Eastwo	Morrise Ti	Future	E8232001	7																			
8	12560	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7																			
9	12561	Ostark Fre	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7																			
10	12562	Morgan S	No Curren	Address V	19	Basildc	Morgan P	Offered	H8232001	7																			
11	12563	Morrise L	No Curren	Address V	9	Eastwo	Morrise Ti	Future	E8232001	7																			
12	12564	O'Connor	No Curren	Address V	36	Aberd	O'Connor	Withdraw	A8232001	7																			
13	12565	Ostark Ala	No Curren	Address V	68	Clifton	Ostark Zhi	Accepted	E8232001	7																			

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues



CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student Applicant status	UPN	Year Group	Reg Group	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Ampthill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7																				
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B																			
11412	Carr Kirsty	No Current Address	Address ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7																				
12167	Bates John	No Current Address	Address ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E																			
12240	Varney Sharon	No Current Address	Address ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E																			
12559	Morrise Marcus	No Current Address	Address ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2	Morrise Tianna	Future	E823200110008	7																				

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

CTF Import - Using Excel to view the Check 99 report

Use the pointer to adjust the width of the columns

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

Adjust the width of each column so that only one or two lines are shown in each cell.

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of	Associate applicant	Student Applicant status	UPN	Year Group	Reg Group
10697	Morgan Roger						001	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street Dogmael's Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2	Morrise Tianna	Future	E823200110008	7	

DBDiagnose CTF Import Report

Ready Average: 12218 Count: 13 Sum: 146613

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

Haywood, Jim (ESS)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 Contact ID

Contact ID	Contact Name	Potential Issue	CurrentAddress of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group						
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7							
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan			Applied	C823200111056	7	7B						
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018			Applied	K823299917063	7							
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street			T823200110018	7	7E						
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street			T823200110018	7	7E						
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7							

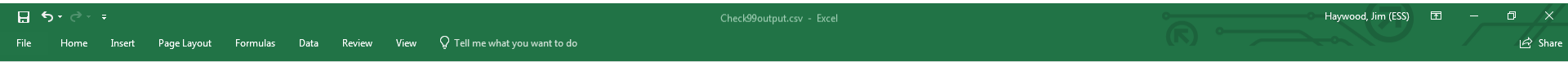
Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

Use the pointer to adjust the width of each column so that only one or two lines are shown in each cell.

DBDiagnose CTF Import Report

Ready Average: 12218 Count: 13 Sum: 146613 100%

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

Contact ID	Contact Name	Potential Issue	CurrentAddress of Contact	Previous address of contact	Associated applicant or student name	Student\Appllicant status	UPN	Year Group	Reg Group						
10697	Morgan Roge		Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7							
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardiga			Applied	C823200111056	7	7B						
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018			Applied	K823299917063	7							
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street			T823200110018	7	7E						
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street			T823200110018	7	7E						
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7							

Use Ctrl-A to select all cells

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

Adjust the height of the rows to reflect the maximum number of lines display per cell. In this case only one line is displayed for each cell. So the column width can be set to 15.

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A2 10697

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
9	12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7					
10	12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7					
11	12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018			Future	E823200110008	7					
12	12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018				A823200111045	7					
13	12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7					
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														

Right mouse click

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

Adjust the height of the rows to reflect the maximum number of lines display per cell. In this case only one line is displayed for each cell. So the column with can be set to 15.

DBDiagnose CTF Import Report

Ready Average: 6112 Count: 112 Sum: 146697

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A2 10697

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
9	12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7					
10	12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7					
11	12563	Morrise Letishia	No Curr	Address Was ended on : 07/08/2018			Future	E823200110008	7					
12	12564	O'Connor Penelope	No Curr	Address Was ended on : 07/08/2018				A823200111045	7					
13	12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Ter			E823200110037	7					

Calibri 11

Cut Copy Paste Options Paste Special... Insert Delete Clear Contents Format Cells... Row Height... Hide Unhide

Select Row Height

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

Adjust the height of the rows to reflect the maximum number of lines display per cell. In this case only one line is displayed for each cell. So the column with can be set to 15.

DBDiagnose CTF Import Report

Ready Average: 6112 Count: 112 Sum: 146697

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A2 10697

Contact ID	Contact Name	Potential Issue	CurrentAddress of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group						
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7							
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B						
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018			Applied	K823299917063	7							
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018				T823200110018	7	7E						
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018				T823200110018	7	7E						
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018				E823200110008	7							
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018			Withdrawal	A823200111045	7							

Row Height dialog box: Row height: [input field] OK Cancel

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

Adjust the height of the rows to reflect the maximum number of lines display per cell. In this case only one line is displayed for each cell. So the column width can be set to 15.

DBDiagnose CTF Import Report

Ready Average: 6112 Count: 112 Sum: 146697

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A2 10697

Contact ID	Contact Name	Potential Issue	CurrentAddress of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group						
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7							
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B						
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018			Applied	K823299917063	7							
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018				T823200110018	7	7E						
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018				T823200110018	7	7E						
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018				E823200110008	7							
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018			Withdrawal	A823200111045	7							

Row Height dialog box: Row height: 15

Reformatting the spreadsheet will make it easier to interrogate the list of possible data issues

Adjust the height of the rows to reflect the maximum number of lines display per cell. In this case only one line is displayed for each cell. So the column width can be set to 15.

DBDiagnose CTF Import Report

Ready Average: 6112 Count: 112 Sum: 146697

CTF Import - Using Excel to view the Check 99 report



A2 10697

Contact ID	Contact Name	Potential Issue	CurrentAddress of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group						
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7							
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B						
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7							
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E						
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E						
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7							
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7							
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7							
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7							
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7							
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018			Withdrawl	A823200111045	7							
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018			Accepted	E823200110037	7							

In this case there are so few rows that there is little point in further formatting,

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student/Applicant status	UPN	Year Group	Reg Group
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
51267	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawal	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018			Withdrawal	A823200111045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018			Accepted	E823200110037	7	

In this case there are so few rows that there is little point in further formatting,

but where there are many rows it is well worth adding some background colours and ensuring that the header row doesn't scroll off the screen.

CTF Import - Using Excel to view the Check 99 report



Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group						
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7							
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11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7							
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E						
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12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7							
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12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018			Future	E823200110008	7							
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018			Withdrawl	A823200111045	7							
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018			Accepted	E823200110037	7							

Whatever the extent of the formatting it is sensible to save in Excel format at this point, as storing as CSV can lose even the most rudimentary of formatting.

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

Haywood, Jim (ESS) ?

Info

DBDiagnose CTF Import Report

E:\Patches_\Contact Matching Problem 2018\Files10

Protect Workbook
Control what types of changes people can make to this workbook.

Inspect Workbook
Before publishing this file, be aware that it contains:

- Document properties, printer path and absolute path
- Content that cannot be checked for accessibility issues because of file type

Manage Workbook
Today, 12:23 (autorecovery)

Browser View Options
Pick what users can see when this workbook is viewed on the Web.

Properties

Size	2.06KB
Title	Add a title
Tags	Add a tag
Categories	Add a category

Whatever the extent of the formatting it is sensible to save in Excel format at this point, as storing as CSV can lose even the most rudimentary of formatting.

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

Haywood, Jim (ESS) ?

Save As

Recent

- OneDrive - Capita
P00008506@capita.co.uk
- Sites - Capita
P00008506@capita.co.uk
- This PC
- Add a Place
- Browse

E: > Patches... > Contact Matching Problem 2018 > Files10

Check99output

CSV (Comma delimited) (*.csv)

More options...

Save

Name ↑	Date modified
Check99output.csv	12/08/2018 12:42
DBDiagnose C...	

Whatever the extent of the formatting it is sensible to save in Excel format at this point, as storing as CSV can lose even the most rudimentary of formatting.

CTF Import - Using Excel to view the Check 99 report

Check99output.csv - Excel

Haywood, Jim (ESS)

Save As

Recent

- OneDrive - Capita
P00008506@capita.co.uk
- Sites - Capita
P00008506@capita.co.uk
- This PC
- Add a Place
- Browse

E: > Patches... > Contact Matching Problem 2018 > Files10

Check99output

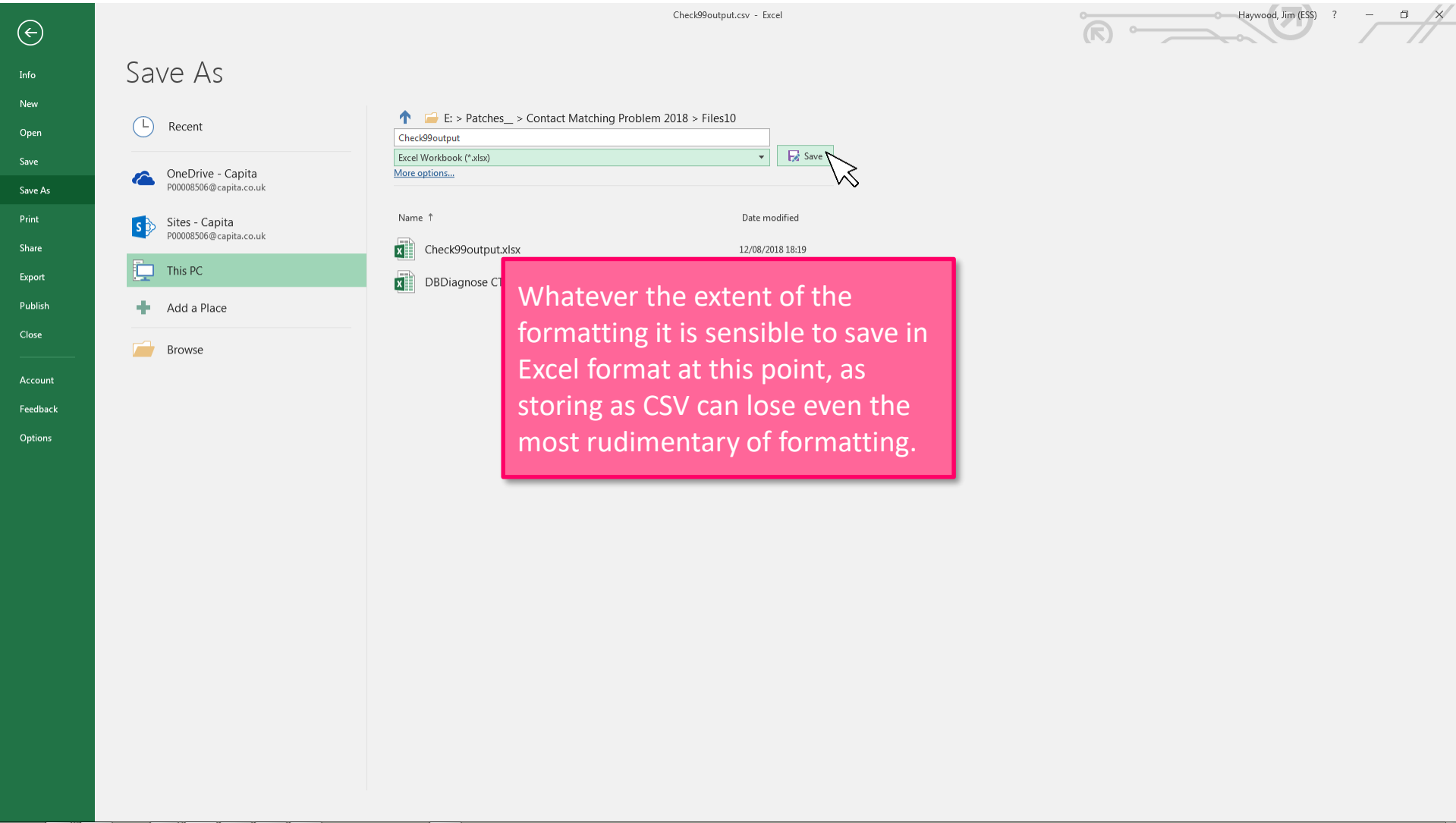
- CSV (Comma delimited) (*.csv)
- Excel Workbook (*.xlsx)
- Excel Macro-Enabled Workbook (*.xlsm)
- Excel Binary Workbook (*.xlsb)
- Excel 97-2003 Workbook (*.xls)
- CSV UTF-8 (Comma delimited) (*.csv)
- XML Data (*.xml)
- Single File Web Page (*.mht)
- Web Page (*.htm, *.html)
- Excel Template (*.xltx)
- Excel Macro-Enabled Template (*.xltm)
- Excel 97-2003 Template (*.xlt)
- Text (Tab delimited) (*.txt)
- Unicode Text (*.txt)
- XML Spreadsheet 2003 (*.xml)
- Microsoft Excel 5.0/95 Workbook (*.xls)
- CSV (Comma delimited) (*.csv)
- Formatted Text (Space delimited) (*.txt)
- Text (Macintosh) (*.txt)
- Text (MS-DOS) (*.txt)
- CSV (Macintosh) (*.csv)
- CSV (MS-DOS) (*.csv)
- DIF (Data Interchange Format) (*.dif)
- SYLK (Symbolic Link) (*.slk)
- Excel Add-in (*.xlam)
- Excel 97-2003 Add-in (*.xla)
- PDF (*.pdf)
- XPS Document (*.xps)
- Strict Open XML Spreadsheet (*.xlsx)
- OpenDocument Spreadsheet (*.ods)

Save

Modified: 18/12/2018 12:42

Whatever the extent of the formatting it is sensible to save in Excel format at this point, as storing as CSV can lose even the most rudimentary of formatting.

CTF Import - Using Excel to view the Check 99 report



Check99output.csv - Excel

Haywood, Jim (ESS)

Save As

Recent

- OneDrive - Capita
P00008506@capita.co.uk
- Sites - Capita
P00008506@capita.co.uk
- This PC
- Add a Place
- Browse

E: > Patches... > Contact Matching Problem 2018 > Files10

Check99output

Excel Workbook (*.xlsx)

Save

More options...

Name ↑	Date modified
Check99output.xlsx	12/08/2018 18:19
DBDiagnose C...	

Whatever the extent of the formatting it is sensible to save in Excel format at this point, as storing as CSV can lose even the most rudimentary of formatting.

CTF Import - Using Excel to view the Check 99 report



A1 : Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group								
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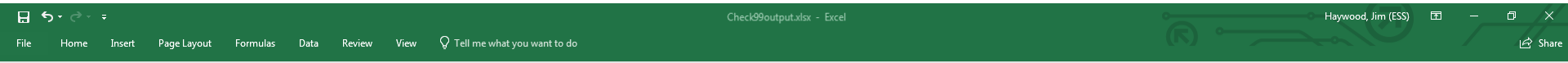
Whatever the extent of the formatting it is sensible to save in Excel format at this point, as storing as CSV can lose even the most rudimentary of formatting.



Using Excel to view the Check 99 report

Section 3: Understanding the spreadsheet headings

CTF Import - Using Excel to view the Check 99 report



Formula bar: Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
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12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	ostark Zhivka	Accepted	E823200110037	7	

Columns A to E are about the contact and the potential issues for the contact,

CTF Import - Using Excel to view the Check 99 report

Check99output.xlsx - Excel

Haywood, Jim (ESS)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 Contact ID

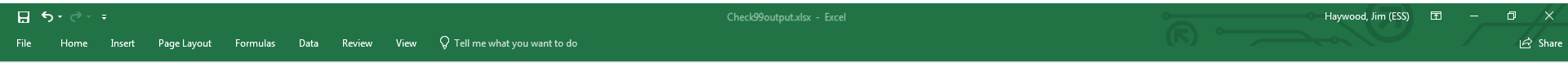
Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student/Applicant status	UPN	Year Group	Reg Group
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12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
1012562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
1112563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
1212564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
1312565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

DBDiagnose CTF Import Report

Columns A to E are about the contact and the potential issues for the contact,

while columns E to J are about the pupils/applicants that are directly relevant to the potential issues for the contacts.

CTF Import - Using Excel to view the Check 99 report

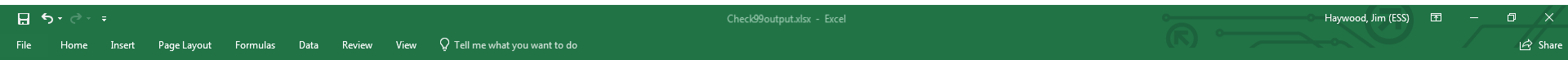


A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group
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Columns A and B help with identifying the contacts with potentially problem data.

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

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Columns A and B help with identifying the contacts with potentially problem data.

Contact name may well **not** be enough to identify the contact, given that the presence of different contact with the same name is the main trigger for the data issues.

CTF Import - Using Excel to view the Check 99 report

Check99output.xlsx - Excel

Haywood, Jim (ESS)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student/Applicant status	UPN	Year Group	Reg Group	K	L	M	N
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7					
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DBDiagnose CTF Import Report

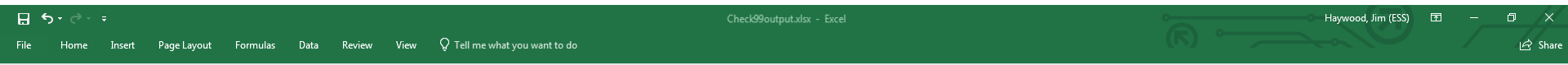
Ready

Columns A and B help with identifying the contacts with potentially problem data.

Contact name may well **not** be enough to identify the contact, given that the presence of different contact with the same name is the main trigger for the data issues.

Contact ID can be used to uniquely identify the contact when entered into Quick Search (see Appendix I).

CTF Import - Using Excel to view the Check 99 report



Formula bar: Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group
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12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	ostark Zhivka	Accepted	E823200110037	7	
1012562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
1112563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
1212564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
1312565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	ostark Zhivka	Accepted	E823200110037	7	

Column C describes the type of potential issue for the contact, while columns D and E describe the current position for the contact's address and a relevant previous position for the contacts address.

CTF Import - Using Excel to view the Check 99 report

Check99output.xlsx - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

Haywood, Jim (ESS)

A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student/Applicant status	UPN	Year Group	Reg Group
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Velwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
51267	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Farney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Farney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawal	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
102562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
112563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawal	A823200111045	7	
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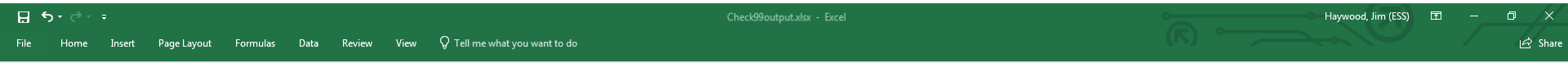
Column C describes the type of potential issue for the contact, while columns D and E describe the current position for the contact's address and a relevant previous position for the contacts address.

The previous position for the address is relevant as this is what the address may need to be reverted to.

DBDiagnose CTF Import Report

Ready

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	823299917063	7	
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	823200110018	7	7E
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12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	823200110037	7	
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12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	823200110037	7	

Column G describes the status of the learner.

CTF Import - Using Excel to view the Check 99 report

Check99output.xlsx - Excel

Haywood, Jim (ESS)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student\Applicant status	UPN	Year Group	Reg Group
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11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	83299917063	7	
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	832300110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	832300110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	832300110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawal	8320011045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	83200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	8320011042	7	
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12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawal	8320011045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	83200110037	7	

Column G describes the status of the learner.

Applicants can have a status of Applied, Offered, Withdrawn or Accepted. Schools can remove applicant links to contacts via menu route **Focus | Person | Contacts**.

DBDiagnose CTF Import Report

Ready

CTF Import - Using Excel to view the Check 99 report

Check99output.xlsx - Excel

Haywood, Jim (ESS)

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do

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12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	823200111056	7	7B
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Column G describes the status of the learner.

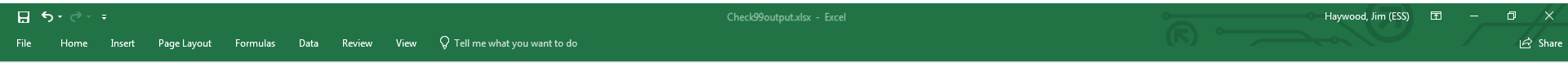
Applicants can have a status of Applied, Offered, Withdrawn or Accepted. Schools can remove applicant links to contacts via menu route **Focus | Person | Contacts**.

Pupils can have a status of Current or Future. Schools can also remove pupils links to contacts via menu route **Focus | Person | Contacts**.

DBDiagnose CTF Import Report

Ready

CTF Import - Using Excel to view the Check 99 report

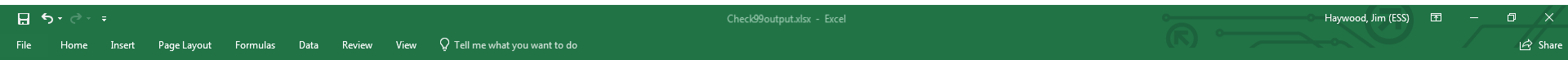


A1 Contact ID

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UPN is very helpful for distinguishing between pupils of the same name, but must be used carefully as this should not be used for reporting outside the school.

CTF Import - Using Excel to view the Check 99 report



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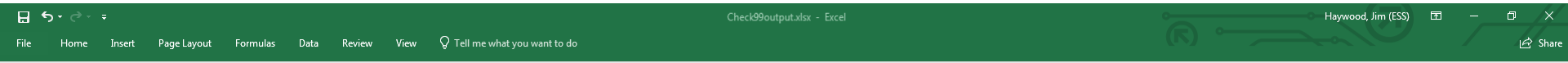
Year Group and Reg Group (Class) are useful for such differentiation, where UPN cannot be used.



Using Excel to view the Check 99 report

Section 4 : Understand the types of potential issues

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

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12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

The Potential Issues are reported as one of the following

CTF Import - Using Excel to view the Check 99 report



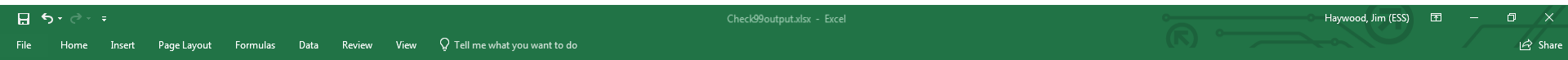
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The Potential Issues are reported as one of the following

'Possible Contact Link Issues'

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

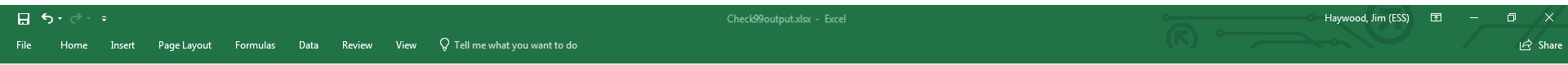
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‘Possible Contact Link Issues’

‘No Current Address’

CTF Import - Using Excel to view the Check 99 report



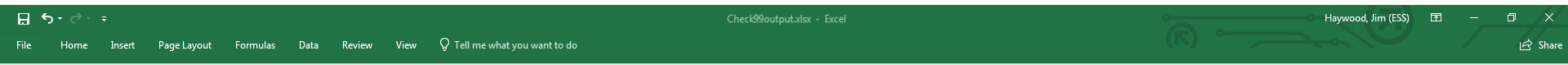
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12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
51267	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

'Possible Contact Link Issues'

Scenario
An applicant or student has been linked to the incorrect contact of another applicant, past or present, whose name, gender and relationship all matched. This could be a parent, carer, social worker or any other contact relationship type.

CTF Import - Using Excel to view the Check 99 report



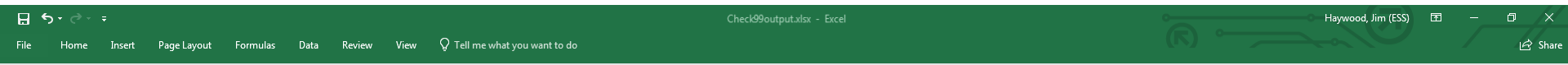
Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student/Applicant status	UPN	Year Group	Reg Group
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

'Possible Contact Link Issues'

Scenario
An applicant or student has been linked to the incorrect contact of another applicant, past or present, whose name, gender and relationship all matched. This could be a parent, carer, social worker or any other contact relationship type.

Additionally, it may have overwritten the address and updated the existing record with additional email addresses and telephone numbers if present in the CTF.

CTF Import - Using Excel to view the Check 99 report



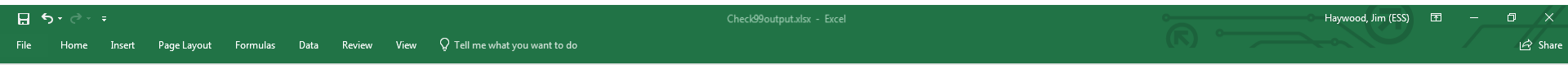
A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student\Applclicant status	UPN	Year Group	Reg Group
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
51267	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

'Possible Contact Link Issues'

Example
In these examples the address have been overwritten, which means that it is more likely that email addresses and telephone numbers were also included in the CTF file and may have been appended to the wrong contact.

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

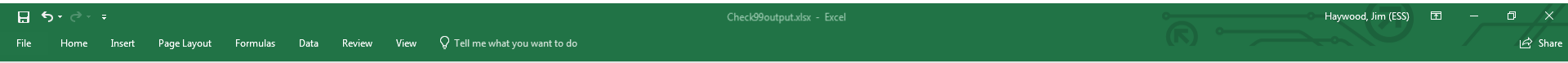
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10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Dogmaels Cardigan SA43 3EN	1 Ely Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
512167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
102562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
112563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

'Possible Contact Link Issues'

Example
In these examples the address have been overwritten, which means that it is more likely that email addresses and telephone numbers were also included in the CTF file and may have been appended to the wrong contact.

However, it is also possible (although unlikely) that contact addresses were included in the CTF file without email addresses and telephone or visa versa.

CTF Import - Using Excel to view the Check 99 report



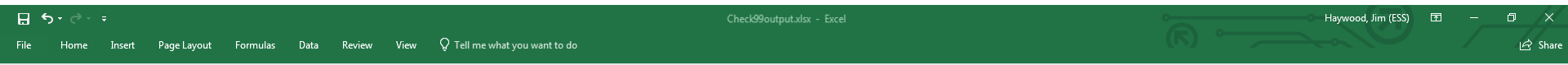
A1 Contact ID

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12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Donmaels Cardigan SA43 3EN	1 Fly Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

'No Current Address'

Scenario
Contact addresses in SIMS have incorrectly been given an end-date after importing a CTF.

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

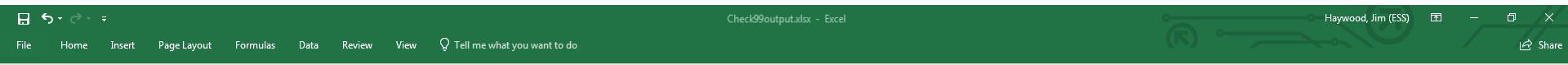
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10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Donemaels Cardigan SA43 3EN	1 Fly Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12240	Varney Sharon	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawal	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12564	O'Connor Penelope	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawal	A823200111045	7	
12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

'No Current Address'

Scenario
Contact addresses in SIMS have incorrectly been given an end-date after importing a CTF.

Causes
Importing a CTF for applicants containing contacts multiple times on the same day.
Importing a CTF for existing applicants in SIMS where the CTF file contains contacts without addresses.

CTF Import - Using Excel to view the Check 99 report



A1 Contact ID

Contact ID	Contact Name	Potential Issue	Current Address of Contact	Previous address of contact	Associated applicant or student name	Student/Applicant status	UPN	Year Group	Reg Group
10697	Morgan Roger	Possible Contact Link Issues	19 Basildon Square Hemel Hempstead HP2 6AS	244 Amphill Road Bedford MK42 9QJ	Morgan Paul	Offered	H823200111042	7	
12163	Aaron Jonas	Possible Contact Link Issues	2 Baptist Street St Donmaels Cardiff S443 3EN	1 Fly Road Milton Cambridge CB24 6DD	Welwyn-Smith Mark	Applied	C823200111056	7	7B
11412	Carr Kirsty	No Current Address	Address Was ended on : 06/08/2018	1 Lily Close Bedford MK42 0RF	Haywood James	Applied	K823299917063	7	
12167	Bates John	No Current Address	Address Was ended on : 08/08/2018	76 High Street Hoddesdon EN11 8ET	Varney Reggie	Current	T823200110018	7	7E
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12559	Morrise Marcus	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
12560	O'Connor Terrence	No Current Address	Address Was ended on : 07/08/2018	36 Aberdore Road Cardiff CF14 2SR	O'Connor Lucy	Withdrawl	A823200111045	7	
12561	Ostark Frederick	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	
12562	Morgan Shelagh	No Current Address	Address Was ended on : 07/08/2018	19 Basildon Square Hemel Hempstead HP2 6AS	Morgan Paul	Offered	H823200111042	7	
12563	Morrise Letishia	No Current Address	Address Was ended on : 07/08/2018	9 Eastwood Court Hemel Hempstead HP2 7AS	Morrise Tianna	Future	E823200110008	7	
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12565	Ostark Alana	No Current Address	Address Was ended on : 07/08/2018	68 Clifton Terrace Newtown SY16 1BG	Ostark Zhivka	Accepted	E823200110037	7	

'No Current Address'

Example
These examples illustrate that the report doesn't differentiate between the possible causes, as the correct address is needed regardless of the cause of the problem.

CTF Import - Using Excel to view the Check 99 report

Thank you
for your time