

Conversion - Maintain Files

When converting the files to iSoms, all codes become active and the drop-down boxes contain everything that was entered from the past. This includes misspelled words, abbreviations, (good and bad) and incorrect data that was entered into the fields. There are two options to choose from to clean up these codes:

The first choice – Correct the entries using the spreadsheet and typing (copying/pasting) the code in the Final Code column. By correcting the codes, future searches for statistics will be possible.

The second choice is to delete all the codes and start fresh. It is especially important to understand that with this choice it removes the ability to search for records or do statistic reports based on any of the deleted codes in the future. (By city, county, sex, race)

In iSoms, nothing is really deleted because everything is archived but it involves a significant amount of time and cost for retrieval.

To complete the first choice:

Martin will provide spread sheets following the conversion, that allows an agency to correct typos, misspellings, and incorrect data.

The Area column shows what program the data is in. The next two columns contain the description and code. This is the data that needs to be carefully checked and corrected if needed. The FinalCode column is where the corrected information is placed. This can be typed, copied/pasted or copied by highlighting and replacing. Martin will then use his import program to merge those fields. This process can save many, many hours of merging the maintain files in iSoms.

Example: 'ountain Home

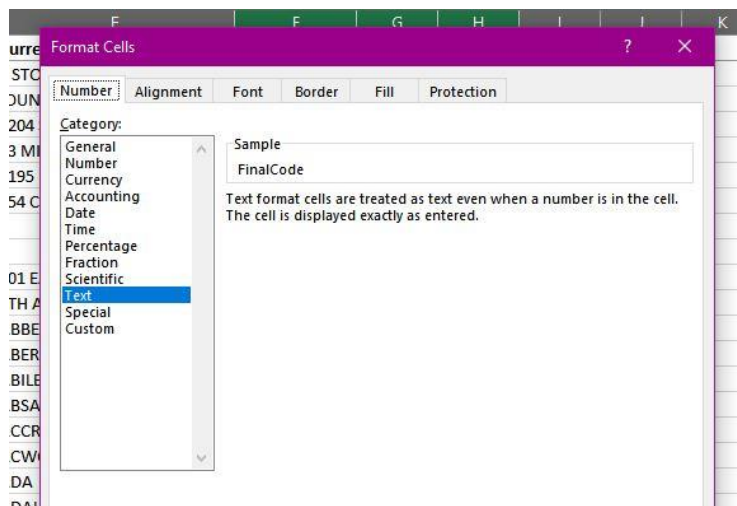
M Home

Mount hom = Mountain Home

The spreadsheet will be a *comma delimited spreadsheet*, not all dropdown/picklists in the conversion will be provided this option for the Codes that are very large files. Example: Citys

IMPORTANT: There will be one spread sheet named “ALL CODES” Do not use this to make changes, it is for reference only. This helps determine which files are the largest and the most problematic.

The first step is to highlight the FinalCode column and 2-3 columns to the right and change the format to Text.



It is imperative that each Description and CurrentCode has an entry in the FinalCode column. Without a FinalCode it cannot be processed.

If there is not an answer that will fit, you will need to look through the list for an “unknown” or a code that you can use, remember it must have a code and it must be in the list.

	A	B	C	D	E	F	G
1	Code	FinalCodeId	Area	Description	CurrentCode	FinalCode	
2	11375		CITIES	\$ STOP	\$ STOP	UNKNOWN	
3	5701		CITIES	OUNTAIN HOME	OUNTAIN HOME	UNKNOWN	
4	5347		CITIES	1204 S COLLEGE	1204 S COLLEGE	UNKNOWN	
5	5210		CITIES	23 MIDWAY OAKS	23 MIDWAY OAKS	UNKNOWN	
6	3582		CITIES	3195 HWY 5 N 17	3195 HWY 5 N 17	UNKNOWN	
7	3583		CITIES	354 CANVASBACK DR	354 CANVASBACK DR	UNKNOWN	
8	5348		CITIES	431634996	431634996	UNKNOWN	
9	5349		CITIES	432610069	432610069	UNKNOWN	
10	5211		CITIES	601 EAST 13TH ST	601 EAST 13TH ST	UNKNOWN	
11	11376		CITIES	6TH AND HICKORY	6TH AND HICKORY	UNKNOWN	
12	3584		CITIES	ABBEVILLE	ABBEVILLE		
13	3585		CITIES	ABERDEEN	ABERDEEN		
14	3586		CITIES	ABILENE	ABILENE		
15	3587		CITIES	ABSAROKEE	ABSAROKEE		
16	3588		CITIES	ACCRA	ACCRA		
17	3589		CITIES	ACWORTH	ACWORTH		
18	3590		CITIES	ADA	ADA		

For the codes listed below, the user will need a Global Superuser security profile. Due to these codes are in Agency 2 and all other codes are in Agency 3. Just a Super user profile will not allow them to cross into agency 2 to make changes.

FixAgency23Issue "STATES", "Address", "StateId"
 FixAgency23Issue "STATES", "AddressId", "IssuedByStateId"
 FixAgency23Issue "STATES", "AddressPerson", "PlaceOfBirthStateID"

FixAgency23Issue "COUNTIES", "Address", "CountyId"
 FixAgency23Issue "COUNTIES2", "AddressId", "CountyId"

FixAgency23Issue "COUNTRIES", "Address", "CountryID"
 FixAgency23Issue "COUNTRIES2", "AddressId", "CountryId"

FixAgency23Issue "Race", "Person", "RaceId"
 FixAgency23Issue "Sex", "Person", "SexId"

FixAgency23Issue "PhoneType", "Phone", "PhoneTypeId"
 FixAgency23Issue "IdType", "Id", "IdTypeId"
 FixAgency23Issue "INTERNETTYPE", "Internet", "InternetTypeId"

FixAgency23Issue "HAIRCOLOR", "Person", "HairColorID"
 FixAgency23Issue "EYECOLOR", "Person", "EyeColorID"
 FixAgency23Issue "GLASSES", "Person", "GlassesID"