1. Identifying most recent (Final) Database

The most recent (Final) database(s) should be the database where all the relevant files have been downloaded to, any required additional data have been imported, and no further changes to the user information or files within the database should occur at the testing sites. This could be at the end of the study or, if new databases are started after certain periods of time (e.g. Quarterly), the database from the previous quarter, which is not waiting on any outstanding files/monitors to be returned for instance.

Be sure this is the most recent copy as previous backed-up copies of the same name may not include recently downloaded files.

Once you are sure that this is the complete database with all files downloaded…

MAKE A COPY

From here on, all the procedures outlined below should be done on this "FOR PROCESSING" copy, leaving the original master as unchanged.

It is recommended that this copy should be renamed to "databasename_for_processing.mdb" for instance to differentiate between raw and 'in process' databases.

This means that if an error occurred when cleaning (e.g. database became corrupted) all the data would not be lost.