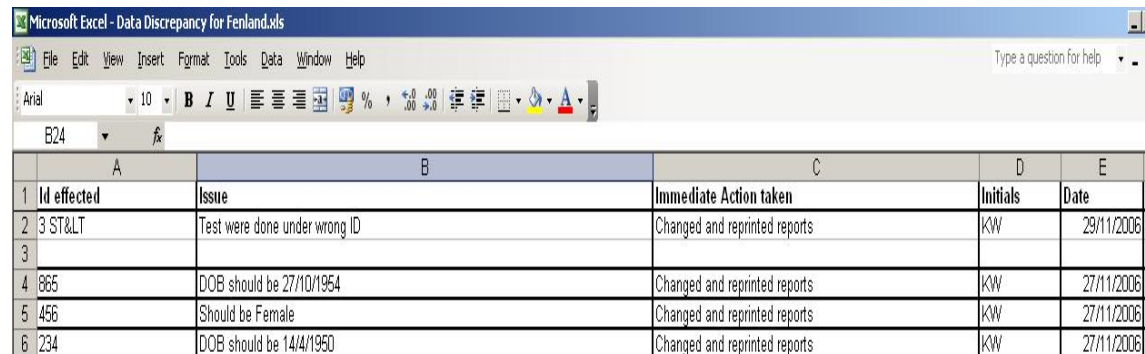


4. Checking Discrepancies

Throughout your study, a log of any discrepancies (and their amendments) should have been kept, for example, User Information entered incorrectly, files saved under incorrect IDs etc. It is very important that when you are cleaning your data you check that everything in your log has been corrected. An example can be seen below.



	A	B	C	D	E
1	Id effected	Issue	Immediate Action taken	Initials	Date
2	3 ST<	Test were done under wrong ID	Changed and reprinted reports	KW	29/11/2006
3					
4	865	DOB should be 27/10/1954	Changed and reprinted reports	KW	27/11/2006
5	456	Should be Female	Changed and reprinted reports	KW	27/11/2006
6	234	DOB should be 14/4/1950	Changed and reprinted reports	KW	27/11/2006

For good practice and audit purposes, it is important that any changes that you make on your databases during this cleaning process are logged on a similar log so should someone need to query something, they can see how the data differs from the original raw database.