

How to Use the CLEAN Function in Excel to Resolve Data Import Issues

Market: House/Senate

Module: Contacts

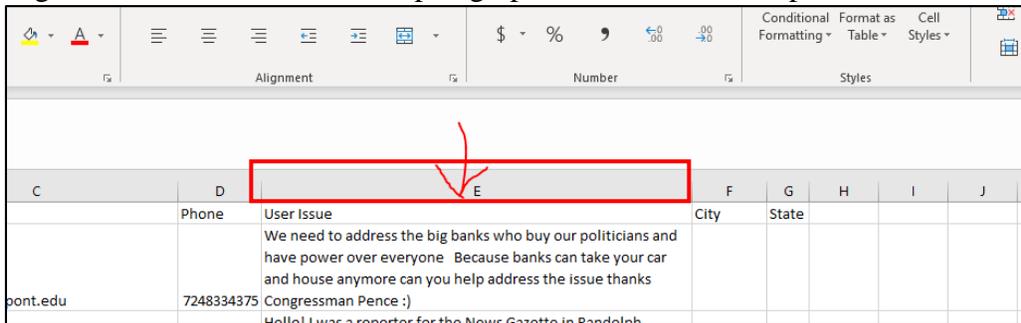
Purpose: This guide provides instruction on how to use the **CLEAN** function in MS Excel as a proposed solution to address issues related to nonprintable characters in Excel when importing data into IQ.

Key Benefits

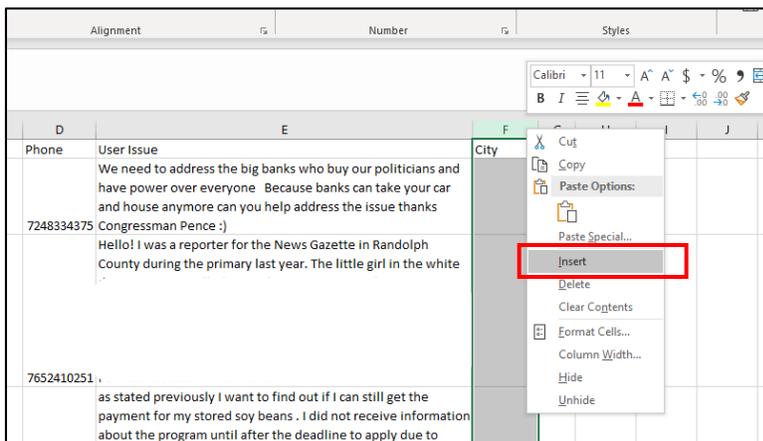
Executing this function in Excel prior to importing the data in IQ can help resolve data import issues beforehand.

The example used in this reference guide is an MS Excel workbook that contains a list of names and associated comments related town hall issues. The column containing the Town Hall comments has nonprintable characters, which may cause issues if this file is imported into IQ.

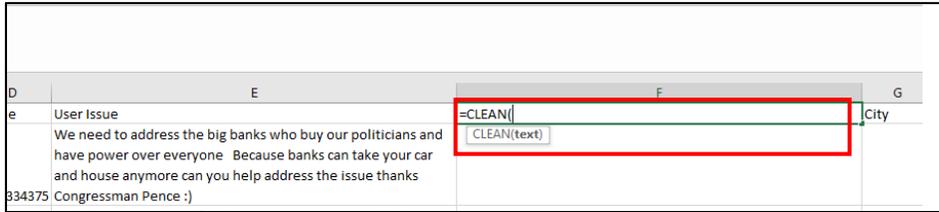
1. Using *Microsoft Excel*, open the file containing data you plan to import into IQ.
2. Identify the column that contains nonprintable characters. A good best practice is to review columns with large content such as sentences, paragraphs, etc. In this example, it is **Column E**.



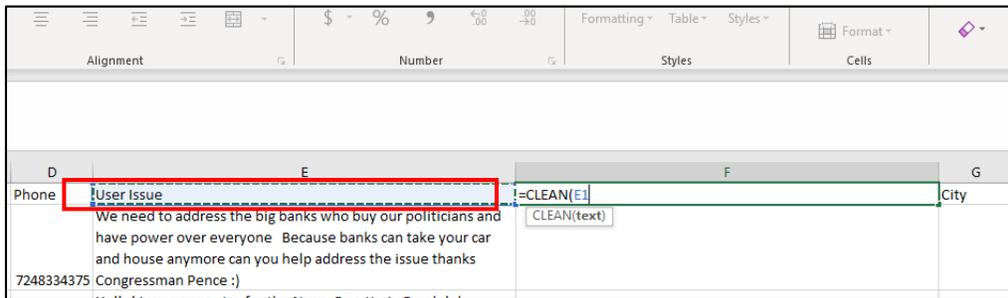
3. Click on the column to the right of the column identified in Step 2. In this example, we right-clicked **Column F**. Select **Insert**. This will insert a new column to the left of Column F.



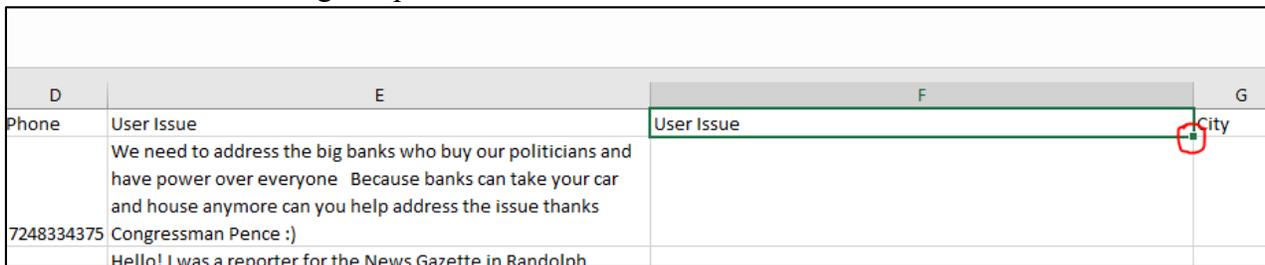
4. Under the new column, select the first row and type **=CLEAN**. Press <Tab>.



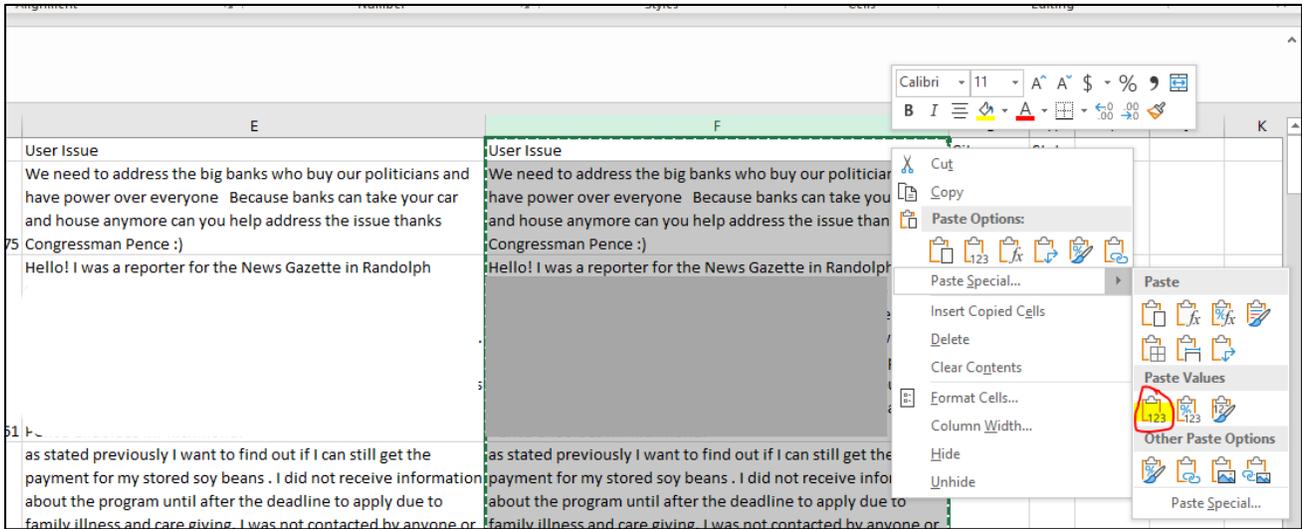
5. Click the first row of the column you identified in Step 2. In this example, click cell **E1**. Press <Enter>. As a result of the formula entry, the cell no longer contains nonprintable characters.



6. Copy this function to all the cells under the same column. The best technique is to double-click the little dark square at the bottom right corner shown below. Thus, all the rows under the column will be “cleaned” from containing nonprintable characters,



7. Select all the rows from the column. Right click and use the paste special option shown below.



8. Select the original column that you suspected had nonprintable characters. In this example, it is **Column E**. Delete this column.

9. Save your work. It is ready to be imported into IQ.

Note: Apply the same technique with other columns. If there are still existing issues with the import, refer to the section below or contact your office IQ Consultant for further support.

Additional Tips/Techniques

- When importing MS Excel files that contain phone numbers, exclude parentheses and dashes as much as possible.
- Replace **&** with the word **and**.
- Separate attributes of a contact’s information into separate columns. For example, instead of having one column containing, “Mr. John Doe Quorum Jr.” separate the attributes as displayed below.

	A	B	C	D	E	F
1	Prefix	First Name	Middle Name	Last Name	Suffix	Title Org
2	Mr.	John	Doe	Quorum	Jr.	

- Use Straight Quotes instead of Smart Quotes as Smart Quotes can cause import issues.



- If importing MS Excel files that are saved in extensions other than *.xls or *.xlsx, remove any commas or other characters that separate the columns. A best practice is to use the “find and replace” feature to help remove commas and replace them with a space.

