

# TSA Case Study: Assignment Guide

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Below is a suggested process for solving the business problem that is based on the programming process. Be aware that there are multiple solutions to this problem and that you do not need to follow the steps below.

## Access Data

1. Import the **TSAClaims2002\_2017.csv** file.

## Explore Data

1. Preview the data.
2. Explore the following columns and make note of any adjustments needed using the information from the **Requirements** document.
  - a. **Claim\_Site**
  - b. **Disposition**
  - c. **Claim\_Type**
  - d. **Date\_Received**
  - e. **Incident\_Date**

## Prepare Data

1. Remove duplicate rows.
2. Sort the data by ascending **Incident\_Date**.
3. Clean the **Claim\_Site** column.
4. Clean the **Disposition** column.
5. Clean the **Claim\_Type** column.
6. Convert all **State** values to uppercase and all **StateName** values to proper case.
7. Create a new column to indicate date issues.
8. Add permanent labels and formats.
9. Exclude **County** and **City** from the output table.

## Analyze Data

1. Analyze the overall data to answer the business questions. Be sure to add appropriate titles.
2. Analyze the state-level data to answer the business questions. Be sure to add appropriate titles.

## Export Data

1. Export the end results into a single PDF named **ClaimReports** that has a style of your choice.
2. Customize the procedure labels in your report.