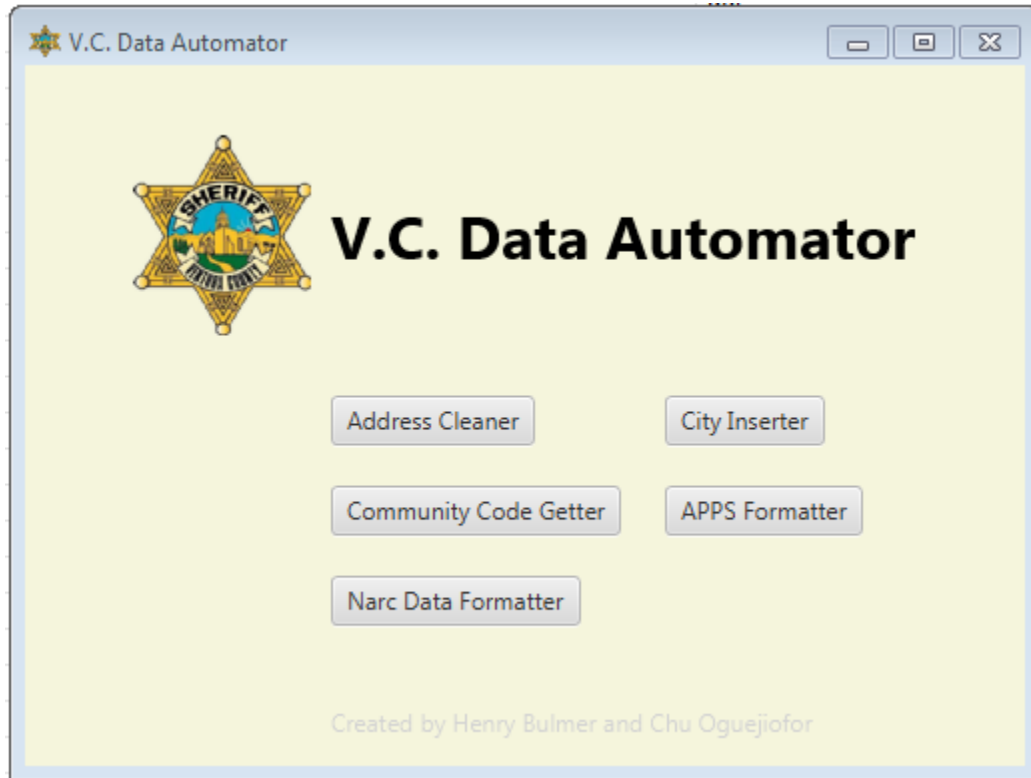# Ventura County Data Automator Help
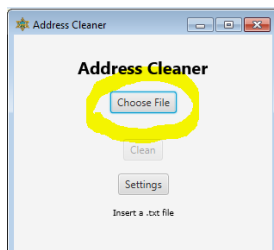
Henry Bulmer

A. Address Cleaner

This window takes in addresses and removes '/', '#', 'bogus data' cells and anything else added by the user

Select address cleaner on the main page. Go to your excel sheet and copy the entire column of address locations. Copy the addresses and save them as a txt file. (Open up notepad, paste in the data and save it). Then select choose file on the address cleaner window.

Select your txt file and then select clean. The cleaned data will be copied to your clipboard all you need to do now is paste it into the excel sheet!
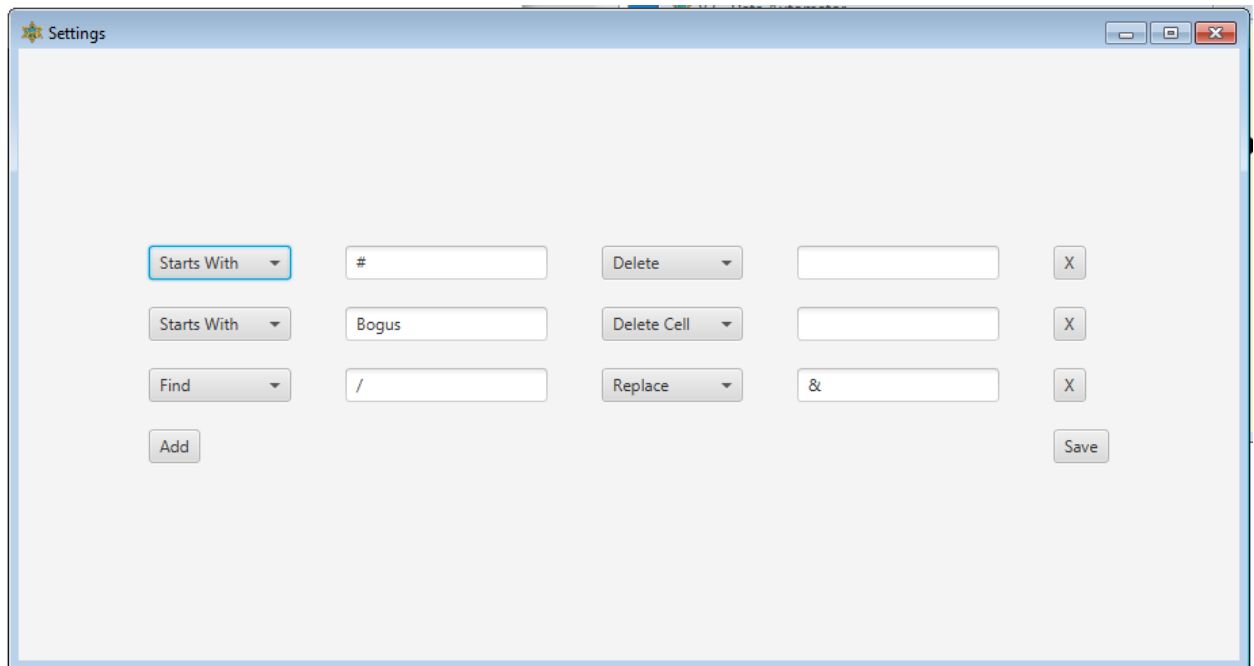
You can also edit the settings for of what you want to 'clean'. By default the above three are included. You can fine specific words or words that start with a given character or phrase. If the program finds that input you can tell it to delete it, delete the entire cell or replace it with something else. All three are demonstrated above.

B. **City Inserter**
Takes in cities and their corresponding beats and fills in as many cities as it can. It also informs the user which rows it is unable to fill.
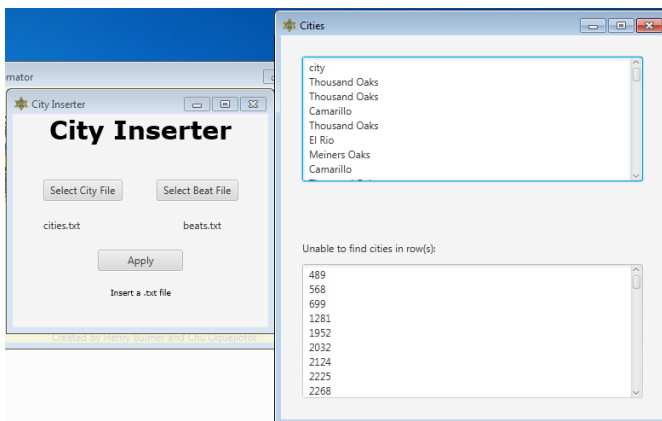
Follow the instructions in part A to create a txt file for the data in the cities column as well as a separate file for the beats column. Select the corresponding columns and hit apply. The updated cities list will be copied to your clipboard. The program will also give you a list of where it wasn't able to find cities based of beat data.


C. **Community Code Getter**
Takes in a list of reporting districts and returns a list of each districts community codes.
Follow the instructions in part A to create a txt file for the reporting district data. You can run this to get the community codes for each reporting district.

D. **APPS Formatter**
Takes the excel file that needs to be formatted and changes all the 0's to no's and the 1's and above a yes.
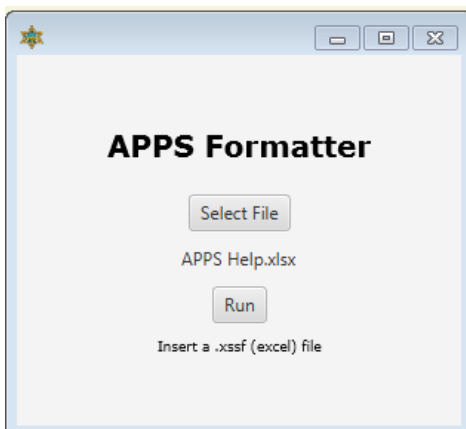
There's no need to create a txt file here just select the excel file you'd like to format and the program will make all the changes for you. Make sure you close the excel file before you modify it.

E. **Narc Data Formatter**

Takes the excel file that needs to be formatted and tries to format all the addresses. It tells you which addresses it makes changes at. After it runs you can manually scan the excel file. If an address doesn't make sense you can restore it to its orignal state. The narc data formatter also generates a demographic report.

There's no need to create a txt file here just select the excel file you'd like to format and the program will make all the changes for you. Make sure you close the excel file before you modify it.

Once you run the program a window will pop up showing where changes were made, **do not close narc data formatter yet**, open the excel file and scan it for any addresses that no longer make sense. When the program finds things like In the Jack in the Box parking lot instead of actual addresses it deletes those phrases. If you need to see what phrase was deleted the program can easily restore cells. If you find an address that you need the program to "undelete" just close excel, put the row number next to the button named restore and then hit the button. When you reopen your excel file that address will be returned to its original state. Once you have restored everything you need you can close narc data formatter
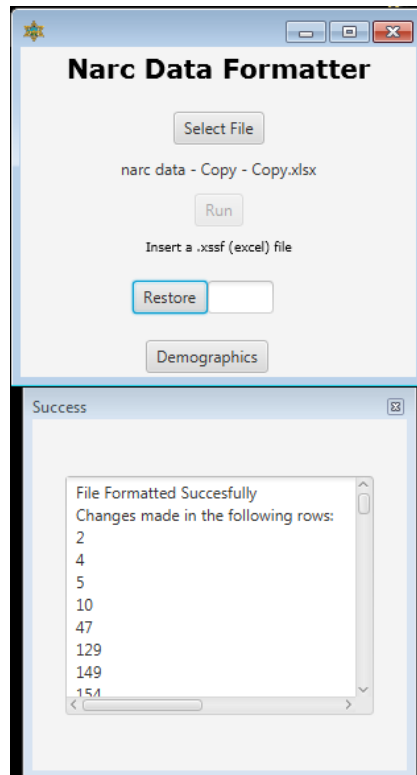
Lastly narc data formatter can generate demographic reports. Once you've run your file hit demographics and it will breakdown your data into gender and ethnicity distributions.

Any additional questions can be sent to hbulmer@callutheran.edu