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## **Data Preparation**

 $Cleaning/Feature\ engineering/Data\ manipulation$ 

A sample data of a travel industry is prepared for modelling purpose. The data set consists of 999 observations and 23 variables about customer enquiries about holiday packages. This dataset is prepared to create predictive models for predicting the 'Booked.Status'.'Data for cleaning.csv' is the input file and 'ReadyforModelling.csv' is the output file after the data preparation methods are carried out.

**List of library used:** library(lubridate), library(zoo), library(imputeTS), library(DataExplorer), library(data.table)

## Read data and get a basic understanding of the data

```
data<- read.csv("data for cleaning.csv")
head(data)</pre>
```

## Enquiry.Date Enquiry.Time Allocated.Time Web.or.Phone ## 1 5/29/2017 10:18:38 Fast WEB ## 2 5/14/2018 11:10 Fast WEB ## 3 11/4/2018 13:40 Fast PHONE ## 4 1/2/2019 11:09 Fast PHONE ## 5 9/21/2018 13:12 Fast PHONE ## 6 9/18/2017 20:08:07 Fast PHONE ## Answered.by.specialist ConversationRCD TempSent Holiday.Type Accom.ty ## 1 Yes 1 5 B grad ## 2 12 2 C grad ## 3 Yes 7 3 A grad ## 4 Grad	
## 2 5/14/2018 11:10 Fast WEB  ## 3 11/4/2018 13:40 Fast PHONE  ## 4 1/2/2019 11:09 Fast PHONE  ## 5 9/21/2018 13:12 Fast PHONE  ## 6 9/18/2017 20:08:07 Fast PHONE  ## Answered.by.specialist ConversationRCD TempSent Holiday.Type Accom.ty  ## 1 Yes 1 5 B grad  ## 2 1 Yes 7 3 A grad  ## 3 Yes 7 3 A grad  ## 4 Grad	
## 3 11/4/2018 13:40 Fast PHONE  ## 4 1/2/2019 11:09 Fast PHONE  ## 5 9/21/2018 13:12 Fast PHONE  ## 6 9/18/2017 20:08:07 Fast PHONE  ## Answered.by.specialist ConversationRCD TempSent Holiday.Type Accom.ty  ## 1 Yes 1 5 B grad  ## 2 C grad  ## 3 Yes 7 3 A grad  ## 4 Grad  ## 4 Grad  ## 5 PHONE	
## 4 1/2/2019 11:09 Fast PHONE  ## 5 9/21/2018 13:12 Fast PHONE  ## 6 9/18/2017 20:08:07 Fast PHONE  ## Answered.by.specialist ConversationRCD TempSent Holiday.Type Accom.ty  ## 1 Yes 1 5 B grad  ## 2 C grad  ## 3 Yes 7 3 A grad  ## 4 Grad  ## 4 Grad  ## 5 PHONE	
## 5 9/21/2018 13:12 Fast PHONE  ## 6 9/18/2017 20:08:07 Fast PHONE  ## 1 Answered.by.specialist ConversationRCD TempSent Holiday.Type Accom.ty  ## 1 Yes 1 5 B grad  ## 2 C grad  ## 3 Yes 7 3 A grad  ## 4 Grad  ## 4 grad	
## 6 9/18/2017 20:08:07 Fast PHONE  ## Answered.by.specialist ConversationRCD TempSent Holiday.Type Accom.ty  ## 1 Yes 1 5 B grad  ## 2 C grad  ## 3 Yes 7 3 A grad  ## 4 Grad  ## 4 grad	
## Answered.by.specialist ConversationRCD TempSent Holiday.Type Accom.ty ## 1 Yes 1 5 B grad ## 2 12 C grad ## 3 Yes 7 3 A grad ## 4 specialist ConversationRCD TempSent Holiday.Type Accom.ty	
## 1 Yes 1 5 B grad ## 2 12 2 C grad ## 3 Yes 7 3 A grad ## 4 3 1 A grad	тре
## 3 Yes 7 3 A grad ## 4 3 1 A grad	-
## 4 3 1 A grad	le1
	le1
	le2
## 5 Yes 3 4 B grad	le2
## 6 11 6 A grad	
## Dep.Airport Dep.Date Lead.Time Destination Duration Adults Children	l
## 1 NC 4/29/2018 48 CC City 14 2 0	)
## 2 Any Airport 10/14/2019 74 AC 14 4 2	2
## 3 MCH 5/5/2019 26 JH Area 14 2 0	
## 4 B 7/10/2019 27 DC Drive 14 2 2	
## 5 Lon All 8/14/2019 47 AC Keys 17 2 2	
## 6 MCH 3/30/2018 27 AB 14 2 2	_
## Infants Transport.Type Answered.Q Notes.Completed Title Enquiry.Comme	
## 1 0 B NO NO Ms	NO
## 2 1 B NO NO Ms	NO
	YES
## 4 0 B YES NO Ms ## 5 0 A YES NO Ms	NO
## 5 0 A YES NO Ms	YES NO
## Booked.Status	NO
## 1 YES	
## 2 YES	
## 3 YES	

```
## 4 YES
## 5 YES
## 6 YES
```

```
dim(data)
```

```
## [1] 999 23
```

The dataset contains 999 observations with 23 variables

#### Check the structure of the dataset

```
str(data)
```

```
'data.frame':
                    999 obs. of 23 variables:
##
##
   $ Enquiry.Date
                             : Factor w/ 515 levels "1/1/2017","1/1/2018",..: 329 307 140 30 488 481 17
   $ Enquiry.Time
                             : Factor w/ 754 levels "0:02:38", "0:10",...: 40 96 266 95 234 490 200 375 43
##
##
   $ Allocated.Time
                             : Factor w/ 3 levels "Extremely Fast",..: 2 2 2 2 2 2 2 2 2 2 ...
##
   $ Web.or.Phone
                             : Factor w/ 2 levels "PHONE", "WEB": 2 2 1 1 1 1 1 1 1 1 ...
   $ Answered.by.specialist: Factor w/ 2 levels "","Yes": 2 1 2 1 2 1 2 2 2 ...
##
   $ ConversationRCD
                             : int 1 12 7 3 3 11 0 21 7 1 ...
                                   5 2 3 1 4 6 1 4 3 1 ...
##
   $ TempSent
   $ Holiday.Type
                             : Factor w/ 6 levels "A", "B", "C", "D", ...: 2 3 1 1 2 1 1 1 5 1 ...
##
   $ Accom.type
                             : Factor w/ 5 levels "", "grade1", "grade2", ...: 3 2 2 3 3 2 2 3 1 3 ...
##
                             : Factor w/ 17 levels "AD", "Any Airport",..: 17 2 16 3 12 16 13 12 12 12 ...
   $ Dep.Airport
##
                             : Factor w/ 550 levels "1/1/2018","1/11/2018",..: 240 24 305 352 430 195 18
##
   $ Dep.Date
##
   $ Lead.Time
                             : int 48 74 26 27 47 27 62 56 14 85 ...
   $ Destination
                             : Factor w/ 35 levels " AA Resort", " AB", ...: 9 3 17 13 4 2 2 1 12 1 ...
##
##
   $ Duration
                                   14 14 14 14 17 14 14 14 14 14 ...
##
   $ Adults
                                   2 4 2 2 2 2 3 2 3 1 ...
##
   $ Children
                                   0 2 0 2 2 2 2 3 0 1 ...
   $ Infants
                             : int 0 1 0 0 0 0 0 0 0 0 ...
##
   $ Transport.Type
                             : Factor w/ 4 levels "","A","B","None Required": 3 3 2 3 2 2 3 3 2 3 ...
##
                             : Factor w/ 2 levels "NO", "YES": 1 1 2 2 2 1 2 1 2 2 ...
##
   $ Answered.Q
##
   $ Notes.Completed
                             : Factor w/ 2 levels "NO", "YES": 1 1 1 1 1 1 2 1 2 1 ...
                             : Factor w/ 5 levels "Dr", "Miss", "Mr", ...: 5 5 5 5 5 5 5 5 5 5 5 ...
##
   $ Title
   $ Enquiry.Comments
                             : Factor w/ 2 levels "NO", "YES": 1 1 2 1 2 1 1 1 1 1 ...
##
   $ Booked.Status
                             : Factor w/ 2 levels "No", "YES": 2 2 2 2 2 2 2 2 2 ...
```

From understanding the structure, it is observed that variables such as Dep.Date,Enquiry.Date and Enquiry.Time have significant number of levels. It would be ideal to categorise them into larger groups. For example Dep.Date can be categorised into months or seasons, such analysis would allow us to get better insights from the data. It is also critical to check the structure in which R has identified each variable (factor, numerical, integet, etc). In this dataset, R has identified dates as factor. This should be coverted to date format.

Before further analysis, it is a good practice to eliminate variables which are not relevant to the analysis, in this case ConversationRCD as well as TempSent will be eliminated.

```
data$TempSent<-NULL
data$ConversationRCD<-NULL
```

## Convert Dep.Date and Enquiry.Date to date format

```
data$Enquiry.Date<- as.character(data$Enquiry.Date)
data$Enquiry.Date<-mdy(data$Enquiry.Date)
data$Dep.Date<- as.character(data$Dep.Date)
data$Dep.Date<-mdy(data$Dep.Date)</pre>
```

Apply feature engineering to create various date related columns which might give us better insights

```
data$EnquiryYear<-factor(year(data$Enquiry.Date))
data$EnquiryMonth<-factor(month(data$Enquiry.Date))
data$EnquiryDay<-day(data$Enquiry.Date)
data$EnquiryWeekday<-factor(weekdays(data$Enquiry.Date))
data$DepYear<-factor(year(data$Dep.Date))
data$DepMonth<-factor(month(data$Dep.Date))
data$DepDay<-day(data$Dep.Date)
data$DepWeekday<-factor(weekdays(data$Dep.Date))</pre>
```

Change Enquiry.time to various time related levels to give us better insights

Change Dep.Date to seasons this could give a better idea of popular destinations for each seasons

Since Enquiry. Date and Dep. Date has no further use in this analysis, these variables are removed

```
data$Enquiry.Date<-NULL
data$Dep.Date<-NULL
```

## Check for missing values

#### colSums(is.na(data))

```
##
            Allocated.Time
                                       Web.or.Phone Answered.by.specialist
##
##
              Holiday. Type
                                         Accom.type
                                                                  Dep.Airport
##
##
                 Lead.Time
                                        Destination
                                                                     Duration
##
                          0
                                                   0
                                                                           17
                     Adults
                                            Children
                                                                      Infants
##
##
                          0
                                                   0
                                                                             Ω
                                                             Notes.Completed
##
            Transport.Type
                                         Answered.Q
##
                                                   0
##
                     Title
                                   Enquiry.Comments
                                                               Booked.Status
##
                          0
##
               EnquiryYear
                                       EnquiryMonth
                                                                   EnquiryDay
##
                                                                             0
##
            EnquiryWeekday
                                             DepYear
                                                                     DepMonth
##
                                                   0
##
                    DepDay
                                         DepWeekday
                                                             Enquiry.Timecat
##
##
       Enquiry.Time_class
                                    DepartureSeason
##
```

The variable Duration has missing values. Since only a small number of observations have missing values, it was decided that the missing values will be replace by the median value

```
data$Duration<-na.mean(data$Duration,option="median")
```

To further understand the data, the summary function is used

### summary(data)

```
##
           Allocated.Time Web.or.Phone Answered.by.specialist Holiday.Type
##
    Extremely Fast:259
                            PHONE: 197
                                             :490
                                                                   Α
                                                                          :684
##
    Fast
                   :135
                            WEB
                                :802
                                          Yes:509
                                                                   В
                                                                          :136
##
    Slow
                   :605
                                                                   С
                                                                          : 28
##
                                                                   D
                                                                          : 34
##
                                                                   Ε
                                                                          :115
##
                                                                   RV Tour:
##
##
                                         Lead.Time
                                                             Destination
     Accom.type
                        Dep.Airport
                                                                    :323
##
          : 91
                  MCH
                               :314
                                      Min.
                                              :-10.00
                                                          AC
##
    grade1:379
                  Lon All
                               :289
                                      1st Qu.: 30.00
                                                          AB
                                                                    :233
##
    grade2:476
                  Lon Gat
                               :141
                                      Median : 48.00
                                                          JH Area
                                                                   : 95
                                              : 50.47
    grade3: 52
                  GG
                               : 66
                                      Mean
                                                          AA Resort: 91
##
    None: 1
                  Any Airport: 42
                                      3rd Qu.: 67.00
                                                          DC Drive : 51
##
                  Lon Heathrow: 40
                                              :140.00
                                                          CC City
                                                                   : 42
                               :107
                                                                    :164
##
                  (Other)
                                                         (Other)
##
       Duration
                          Adults
                                          Children
                                                           Infants
    Min.
                             : 1.00
                                              :0.000
                                                               : 0.0000
##
           : 1.00
                                      Min.
                     Min.
                                                        Min.
```

```
1st Qu.:14.00
                     1st Qu.: 2.00
                                       1st Qu.:0.000
                                                        1st Qu.:
                                                                   0.0000
##
    Median :14.00
                     Median: 3.00
                                       Median :1.000
                                                        Median:
                                                                   0.0000
                                               :0.955
##
    Mean
            :13.48
                     Mean
                             : 3.63
                                       Mean
                                                        Mean
                                                                   0.2923
##
    3rd Qu.:14.00
                     3rd Qu.: 4.00
                                       3rd Qu.:2.000
                                                                   0.0000
                                                        3rd Qu.:
##
    Max.
            :28.00
                     Max.
                             :18.00
                                       Max.
                                               :6.000
                                                        Max.
                                                                :255.0000
##
##
          Transport.Type Answered.Q
                                      Notes.Completed
                                                         Title
                                                            : 4
##
                  : 5
                           NO:486
                                       NO:712
                                                        Dr
##
    Α
                  :518
                           YES:513
                                       YES:287
                                                        Miss:126
    В
##
                  :252
                                                        Mr
                                                             :406
##
    None Required: 224
                                                        Mrs :414
                                                            : 49
##
                                                        Ms
##
##
##
    Enquiry.Comments Booked.Status EnquiryYear EnquiryMonth
                                                                    EnquiryDay
##
    NO:751
                      No:750
                                      2017:484
                                                   1
                                                           :173
                                                                  Min.
                                                                          : 1.00
    YES:248
                      YES:249
                                      2018:461
                                                   4
##
                                                           :101
                                                                  1st Qu.: 8.00
                                                   5
##
                                      2019: 54
                                                           :100
                                                                  Median :16.00
##
                                                   9
                                                           : 94
                                                                  Mean
                                                                          :15.72
                                                   7
##
                                                           : 80
                                                                  3rd Qu.:24.00
##
                                                   2
                                                           : 77
                                                                  Max.
                                                                          :31.00
##
                                                   (Other):374
##
      EnquiryWeekday DepYear
                                      DepMonth
                                                      DepDay
                                                                       DepWeekday
                                                  Min.
                                                                   Friday
##
    Friday
              :101
                      2017:122
                                  8
                                          :246
                                                         : 1.00
                                                                             :136
##
    Monday
              :150
                      2018:415
                                  10
                                          :139
                                                  1st Qu.: 7.00
                                                                   Monday
                                                                             :157
##
    Saturday:120
                      2019:390
                                  7
                                          :124
                                                  Median :15.00
                                                                   Saturday:182
##
    Sunday
              :222
                                  4
                                          : 91
                                                          :15.09
                                                                   Sunday
                                                                             : 94
                      2020: 71
                                                  Mean
                                  5
##
    Thursday:115
                      2021:
                                          : 88
                                                  3rd Qu.:22.00
                                                                   Thursday: 125
##
    Tuesday:145
                                  9
                                          : 87
                                                          :31.00
                                                  Max.
                                                                   Tuesday: 141
##
    Wednesday: 146
                                   (Other):224
                                                                   Wednesday: 164
##
         Enquiry.Timecat Enquiry.Time_class DepartureSeason
##
    Business_Hour:748
                           afternoon:317
                                               winter: 76
##
    Closed
                  :251
                           morning
                                     :581
                                               spring:231
##
                                               summer:426
                           night
                                     :101
##
                                               fall :266
##
##
##
```

The summary function shows the statistics of the numerical variables and the breakdown of the different levels of the categorical variables. The information gained from this function is critical in preparing the data for analysis.

The variable Answered by specialist has 490 unlabeled data and 509 labeled as 'Yes'. This means that only when the event occurs, it was recorded as 'Yes' otherwise left blank. These unlabeled observations should be converted to 'NO' before further analysis.

```
data$Answered.by.specialist<-ifelse(data$Answered.by.specialist %in% 'Yes',"1","0")
data$Answered.by.specialist<-factor(data$Answered.by.specialist)</pre>
```

From the summary analysis carried out earlier, it is understood that there are some errors in the data. To remove these errors, a function is created. This function converts any values stated by the user to 'NA'.

```
outlierReplace = function(dataframe, cols, rows, newValue = NA)
{
   if (any(rows))
   {
      set(dataframe, rows, cols, newValue)
   }
}
```

From the understanding of the dataset, Lead. Time refers to the duration before the Dep. Date that the customer has made the enquiry. Based on this knowledge this variable should not have negative values. Hence the outlier function is used to eliminate any negative values.

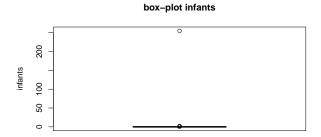
```
outlierReplace(data, "Lead.Time", which(data$Lead.Time<0), NA)
```

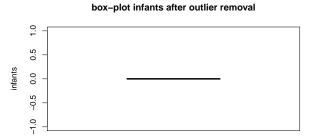
### Remove all NA values

```
data<-na.omit(data)</pre>
```

The variable infants has a maximum value of 255, this is likely to be an error based on the mean and median. Furthermore it is unlikely to have 255 infants in a holiday. To verify the error a box-plot is used to get a better understanding.

```
boxplot(data$Infants, main= 'box-plot infants',ylab='infants')
outliers0 <- boxplot(data$Infants, plot=FALSE)$out
data <- data[-which(data$Infants %in% outliers0),]
boxplot(data$Infants,main='box-plot infants after outlier removal',ylab='infants')</pre>
```



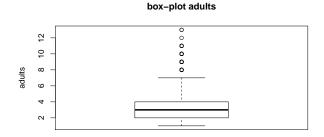


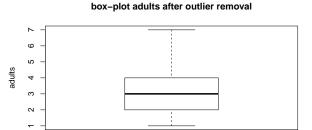
After removing the outliers, the data only contains observaions with 0 infants. Hence, it would not be of any use in the analysis as all cases contains 0 infants. The variable Infants is removed from the dataframe.

```
data$Infants<-NULL
```

From the summary statistics of Adults, the maximum value of adults is far greater than the mean and median value. To better understand this, a scatterplot for adults is created.

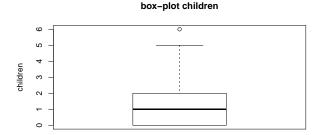
```
boxplot(data$Adults,main='box-plot adults',ylab='adults')
outlierReplace(data,"Adults",which(data$Adults>10),NA)
outliers1 <- boxplot(data$Adults, plot=FALSE)$out
data <- data[-which(data$Adults %in% outliers1),]
boxplot(data$Adults,main='box-plot adults after outlier removal',ylab='adults')</pre>
```

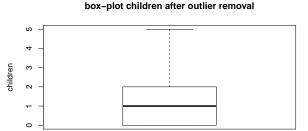




A box plot method was used to deal with the outliers for the valiable 'Children'

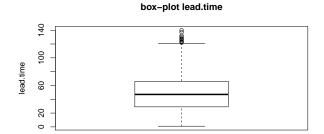
```
boxplot(data$Children,main='box-plot children',ylab='children')
outliers3 <- boxplot(data$Children, plot=FALSE)$out
data <- data[-which(data$Children %in% outliers3),]
boxplot(data$Children, main='box-plot children after outlier removal',ylab='children')</pre>
```

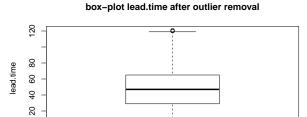




Similarly outliers in Lead. Time was treated using the same method

```
boxplot(data$Lead.Time,main='box-plot lead.time',ylab='lead.time')
outliers4 <- boxplot(data$Lead.Time, plot=FALSE)$out
data <- data[-which(data$Lead.Time %in% outliers4),]
boxplot(data$Lead.Time, main='box-plot lead.time after outlier removal',ylab='lead.time')</pre>
```



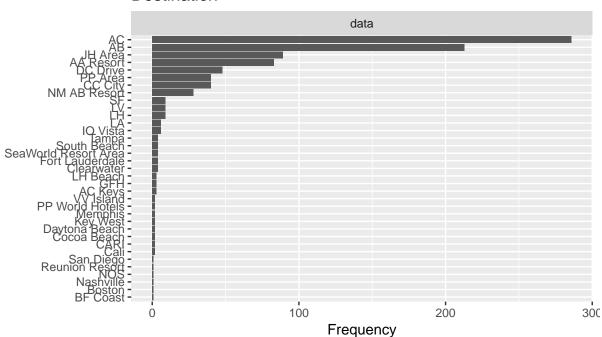


To avoid redundant levels in a categorical variable and to deal with rare levels, we can simply combine the rare levels. In this analysis, combining levels is based on frequency destribution (combine levels having frequency of less than 5%). From the summary statistic, Destination and Dep. Airport has more than 10 levels. A histogram plot is created to understand the levels in these variables and rare levels of these variables are combined.

### Destination

plot\_bar(data\$Destination,title="Destination")

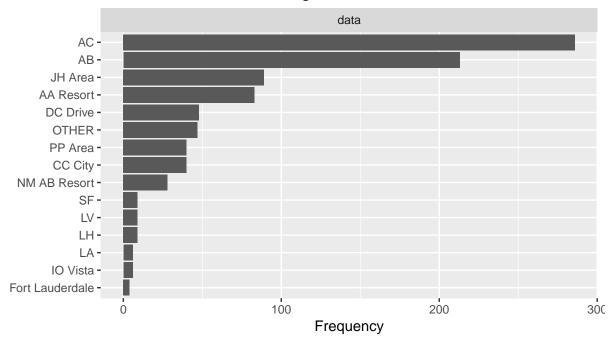
## Destination



data<-group\_category(data=data, feature = "Destination", threshold=0.05, update=TRUE)
data\$Destination<- factor(data\$Destination)</pre>

New levels for Destination after combining rare levels

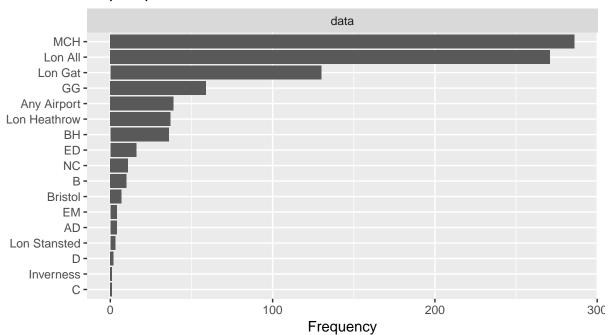
# Destination after combining levels



## Dep.Airport

plot\_bar(data\$Dep.Airport,title="Dep.Airport")

# Dep.Airport

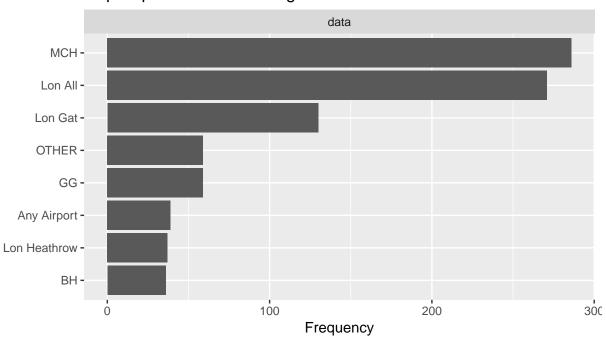


data<-group\_category(data=data, feature = "Dep.Airport", threshold=0.05,update=TRUE)
data\$Dep.Airport<-factor(data\$Dep.Airport)</pre>

New levels for Dep.Airport after combining rare levels

plot\_bar(data\$Dep.Airport,title="Dep.Airport after combining levels")

# Dep.Airport after combining levels

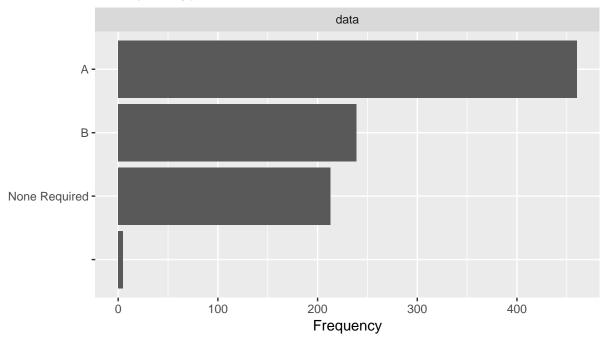


## Combine levels based on business logic

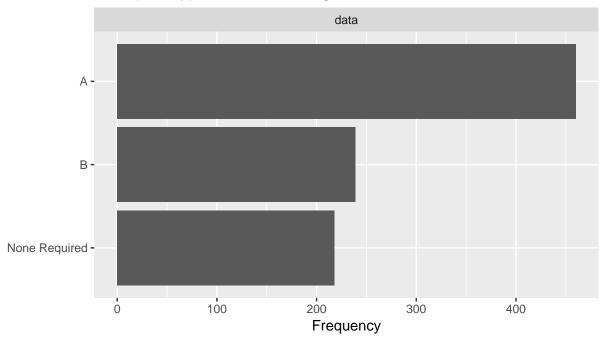
From the plot of Transport. Type it is identified that some of the points are unlabeled, we can treat the unlabelled points as 'None Required' Combining unlabed points with the the 'None required' level

```
plot_bar(data$Transport.Type,title="Transport.Type")
```

# Transport.Type



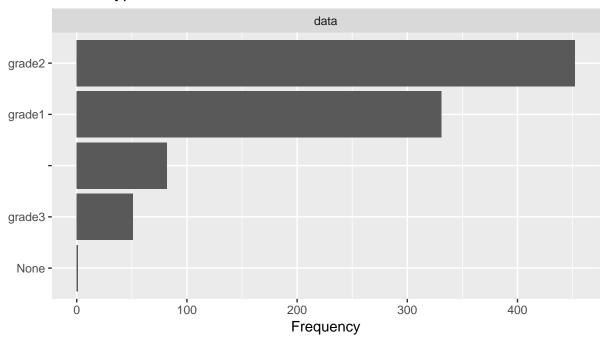
Transport. Type after combining levels



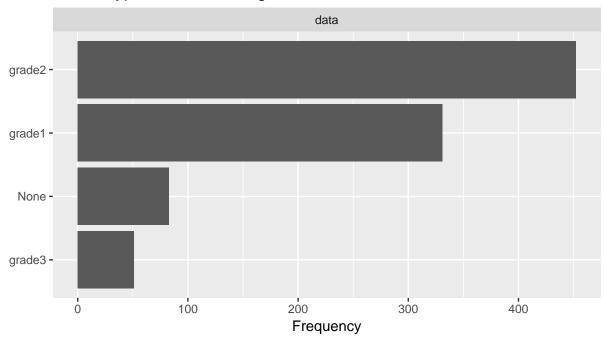
## Combine unlabbeled points in Accom.type into 'None'

plot\_bar(data\$Accom.type,title="Accom.type")





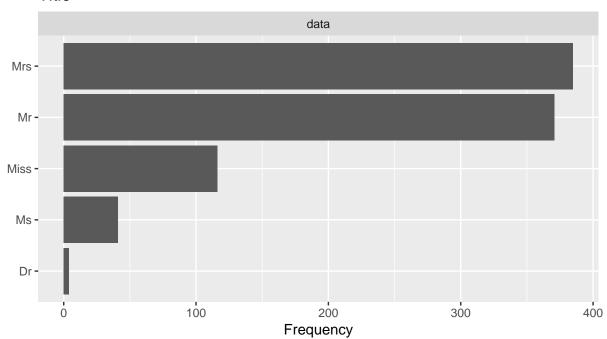
# Accom.type after combining levels



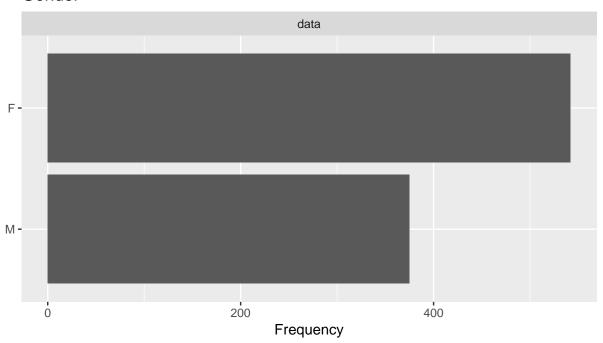
It could be ideal to analyse based on gender than based on Title, converting title to M for male and F for female. An assumption is made that "Dr" refers to male

```
plot_bar(data$Title, title="Title")
```

# Title



## Gender



The variable Booked. Status is the target variable and it would be ideal to convert it into '1' and '0' before modelling

```
data$Booked.Status<-with(data,ifelse(Booked.Status %in% "YES","1","0"))
data$Booked.Status<-factor(data$Booked.Status)</pre>
```

### Final check

```
str(data)
```

```
## 'data.frame':
                    917 obs. of 29 variables:
   $ Allocated.Time
                            : Factor w/ 3 levels "Extremely Fast",..: 2 2 2 2 2 2 2 2 2 ...
   $ Web.or.Phone
                            : Factor w/ 2 levels "PHONE", "WEB": 2 1 1 1 1 1 1 1 1 1 ...
##
   $ Answered.by.specialist: Factor w/ 2 levels "0","1": 2 2 1 2 1 1 2 2 2 2 ...
## $ Holiday.Type
                            : Factor w/ 6 levels "A", "B", "C", "D", ...: 2 1 1 2 1 1 1 5 1 1 ...
##
  $ Accom.type
                            : Factor w/ 4 levels "grade1", "grade2", ...: 2 1 2 2 1 1 2 4 2 2 ....
   $ Dep.Airport
                            : Factor w/ 8 levels "Any Airport",..: 8 7 8 4 7 5 4 4 4 6 ...
##
##
   $ Lead.Time
                                   48 26 27 47 27 62 56 14 85 44 ...
                            : Factor w/ 15 levels " AA Resort", " AB", ...: 4 8 5 15 2 2 1 15 1 3 ...
## $ Destination
## $ Duration
                                   14 14 14 17 14 14 14 14 14 10 ...
## $ Adults
                                   2 2 2 2 2 3 2 3 1 4 ...
                            : int 0022223010...
##
  $ Children
  $ Transport.Type
                            : Factor w/ 3 levels "A", "B", "None Required": 2 1 2 1 1 2 2 1 2 3 ...
## $ Answered.Q
                            : Factor w/ 2 levels "NO", "YES": 1 2 2 2 1 2 1 2 2 1 ...
##
   $ Notes.Completed
                            : Factor w/ 2 levels "NO", "YES": 1 1 1 1 1 2 1 2 1 1 ...
                            : Factor w/ 5 levels "Dr", "Miss", "Mr",..: 5 5 5 5 5 5 5 5 5 5 5 ...
## $ Title
## $ Enquiry.Comments
                            : Factor w/ 2 levels "NO", "YES": 1 2 1 2 1 1 1 1 1 1 ...
                            : Factor w/ 2 levels "0", "1": 2 2 2 2 2 2 2 2 2 2 ...
## $ Booked.Status
```

```
: Factor w/ 3 levels "2017","2018",...: 1 2 3 2 1 2 2 1 3 1 ...
    $ EnquiryYear
##
    $ EnquiryMonth
                             : Factor w/ 12 levels "1", "2", "3", "4", ...: 5 11 1 9 9 1 4 10 1 5 ...
    $ EnquiryDay
                             : int 29 4 2 21 18 15 22 29 1 21 ...
    $ EnquiryWeekday
                             : Factor w/ 7 levels "Friday", "Monday", ...: 2 4 7 1 2 2 4 4 6 4 ...
                             : Factor w/ 5 levels "2017", "2018", ...: 2 3 3 3 2 3 3 2 4 2 ....
##
    $ DepYear
##
    $ DepMonth
                             : Factor w/ 12 levels "1","2","3","4",..: 4 5 7 8 3 3 5 2 8 3 ...
    $ DepDay
                             : int 29 5 10 14 30 26 23 9 16 28 ...
    $ DepWeekday
                             : Factor w/ 7 levels "Friday", "Monday", ...: 4 4 7 7 1 6 5 1 4 7 ...
##
##
    $ Enquiry.Timecat
                             : Factor w/ 2 levels "Business_Hour",..: 1 1 1 1 1 1 1 1 1 1 ...
##
    $ Enquiry.Time_class
                             : Factor w/ 3 levels "afternoon", "morning",...: 2 1 2 1 3 2 1 1 1 3 ...
    $ DepartureSeason
                             : Factor w/ 4 levels "winter", "spring", ...: 2 2 3 3 2 2 2 1 3 2 ....
                             : Factor w/ 2 levels "F", "M": 1 1 1 1 1 1 1 1 1 1 ...
##
    $ Gender
   - attr(*, ".internal.selfref")=<externalptr>
summary(data)
##
           Allocated.Time Web.or.Phone Answered.by.specialist Holiday.Type
##
   Extremely Fast:242
                          PHONE: 179
                                        0:445
                                                                       :624
                                                                Α
                          WEB :738
                                        1:472
                                                                В
                                                                       :130
                  :122
                                                                С
##
    Slow
                  :553
                                                                       : 26
##
                                                                D
                                                                       : 32
##
                                                                F.
                                                                       :103
##
                                                                RV Tour:
##
                                      Lead.Time
                                                         Destination
##
     Accom.type
                      Dep.Airport
##
    grade1:331
                 MCH
                             :286
                                          : 1.00
                                                                :286
                                    Min.
                                                      AC
##
    grade2:452
                 Lon All
                             :271
                                    1st Qu.: 29.00
                                                      AΒ
                                                                :213
                             :130
                                    Median : 47.00
                                                      JH Area : 89
##
    grade3: 51
                 Lon Gat
##
    None : 83
                 GG
                             : 59
                                          : 48.65
                                                      AA Resort: 83
                                    Mean
                                                      DC Drive : 48
##
                 OTHER
                             : 59
                                    3rd Qu.: 65.00
##
                 Any Airport: 39
                                    Max. :121.00
                                                     OTHER
                                                                : 47
##
                 (Other)
                            : 73
                                                      (Other)
                                                                :151
                                                            Transport.Type
##
       Duration
                        Adults
                                        Children
##
          : 1.00
                           :1.000
                                            :0.0000
                                                                    :460
                    Min.
    1st Qu.:13.00
                    1st Qu.:2.000
                                     1st Qu.:0.0000
                                                                    :239
##
##
    Median :14.00
                    Median :3.000
                                     Median :1.0000
                                                      None Required:218
##
    Mean :13.38
                    Mean :3.305
                                     Mean
                                           :0.8833
    3rd Qu.:14.00
                    3rd Qu.:4.000
                                     3rd Qu.:2.0000
    Max. :28.00
                    Max.
                           :7.000
                                     Max.
                                            :5.0000
##
##
                    NA's
##
   Answered.Q Notes.Completed Title
                                           Enquiry.Comments Booked.Status
   NO:447
               NO:659
                                Dr : 4
                                           NO:685
                                                            0:688
    YES:470
                                Miss:116
                                           YES:232
##
               YES:258
                                                            1:229
##
                                Mr :371
##
                                Mrs :385
##
                                Ms : 41
##
##
    EnquiryYear
                EnquiryMonth
                                 EnquiryDay
                                                 EnquiryWeekday DepYear
    2017:443
                                                        : 88
##
                1
                       :162
                              Min. : 1.00
                                               Friday
                                                                 2017:120
##
    2018:423
                5
                        : 95
                              1st Qu.: 8.00
                                               Monday
                                                        :139
                                                                 2018:384
                        : 89
##
    2019: 51
                4
                              Median :15.00
                                               Saturday:110
                                                                 2019:358
##
                       : 85
                              Mean :15.73
                                               Sunday :206
                                                                 2020: 55
```

Thursday:109

2021: 0

3rd Qu.:23.00

##

6

: 73

```
: 72
                             Max.
                                    :31.00
                                             Tuesday :130
##
##
                (Other):341
                                             Wednesday: 135
##
      DepMonth
                     DepDay
                                     DepWeekday
                                                      Enquiry.Timecat
##
   8
           :224
                 Min.
                       : 1.00
                                 Friday
                                         :124
                                                 Business_Hour:685
                 1st Qu.: 7.00
                                 Monday
##
   10
           :125
                                          :143
                                                 Closed
                                                              :232
##
   7
           :116
                 Median :15.00
                                 Saturday:176
##
           : 85
                 Mean :15.14
                                 Sunday
                                         : 90
   9
                 3rd Qu.:22.00
                                 Thursday:114
##
           : 80
##
   5
           : 78
                 Max. :31.00
                                 Tuesday :127
   (Other):209
##
                                 Wednesday: 143
## Enquiry.Time_class DepartureSeason Gender
  afternoon:291
                      winter: 74
                                      F:542
##
##
   morning :536
                      spring:211
                                      M:375
   night
            : 90
                      summer:391
##
##
                      fall :241
##
##
##
```

Minor changes (convert Duration to an integer)

```
data$Duration<-as.integer(data$Duration)
```

Save the cleaned data as a csv

```
write.csv(data,file='ReadyforModelling.csv')
```