Data Preparation

Chindu

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 is a randomly fabricated dataset just for the purpose of demonstracting some of the critical steps in data preparation phase. This dataset is prepared to create predictive models for predicting the 'Booked Status'. Data for cleaning csv' is the input file and 'Readyfor Modelling 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.Tir	ne Allocate	ed.Time	Web.or.P	hone		
##	1	1/1/2017		40 Extreme			HONE		
##	2	1/1/2017		54 Extreme	•		HONE		
##	3	1/1/2017		01 Extreme	•		HONE		
##	4	1/1/2017			Slow		WEB		
##	5	1/1/2017		38	Slow		WEB		
##	6	1/2/2017		38 Extreme	lv Fast		WEB		
##		Answered.by.				empSent H	oliday	.Tvpe	Accom.type
##	1	J	•		14	1	3	A	grade1
##	2				18	1		С	grade1
##	3				3	2		Α	grade1
##	4				9	1		Α	grade1
##	5				15	4		Α	grade1
##	6		Yes		6	3		В	grade1
##		Dep.Airport	Dep.Date I	Lead.Time I	Destinat	cion Dura	tion A	dults	Children
##	1	Lon All	12/19/2017	50	JH A	Area	14	6	2
##	2	Any Airport	4/10/2017	14		AB	10	2	2
##	3	GG	10/14/2017	40		AC	14	4	1
##	4	MCH	4/8/2017	13		AB	14	2	1
##	5	Lon Gat	6/7/2018	74		AC	14	7	1
##	6	Lon Gat	4/11/2018	66		AB	14	6	2
##		Infants Tran	sport.Type <i>I</i>	Answered.Q	Notes.	Completed	Title	Enqui	ry.Comments
##	1	0	A	YES		NO	Mrs		NO
##	2	0 Non	e Required	NO		NO	Mrs		NO
##	3	0	A	NO		NO	Mrs		NO
##	_	0	A	YES		NO			NO
##	-	0	A	YES		NO			NO
##	6	0	A	YES		NO	Mrs		NO
##		Booked.Status							
##	1	YE	S						

```
## 2 YES
## 3 YES
## 4 No
## 5 No
## 6 No
```

Check the structure of the dataset

```
str(data)
```

```
'data.frame':
                    999 obs. of 23 variables:
                             : Factor w/ 501 levels "1/1/2017","1/1/2018",..: 1 1 1 1 1 22 41 41 47 .
##
   $ Enquiry.Date
                             : Factor w/ 754 levels "0:02:38", "0:10",...: 343 149 430 678 667 522 13 341
##
   $ Enquiry.Time
##
   $ Allocated.Time
                             : Factor w/ 3 levels "Extremely Fast",..: 1 1 1 3 3 1 1 3 3 1 ...
##
   $ Web.or.Phone
                             : Factor w/ 2 levels "PHONE", "WEB": 1 1 1 2 2 2 2 2 1 ...
   $ Answered.by.specialist: Factor w/ 2 levels "","Yes": 1 1 1 1 1 2 2 1 1 1 ...
##
##
   $ ConversationRCD
                                  14 18 3 9 15 6 0 9 10 25 ...
   $ TempSent
                                   1 1 2 1 4 3 1 1 4 8 ...
##
                            : Factor w/ 6 levels "A", "B", "C", "D", ...: 1 3 1 1 1 2 1 2 1 2 ...
   $ Holiday.Type
##
                             : Factor w/ 5 levels "", "grade1", "grade2", ...: 2 2 2 2 2 2 3 3 3 ...
##
   $ Accom.type
                             : Factor w/ 17 levels "AD", "Any Airport", ..: 12 2 10 16 13 13 12 12 12 12 .
##
   $ Dep.Airport
##
   $ Dep.Date
                             : Factor w/ 550 levels "1/1/2018","1/11/2018",..: 127 208 22 253 343 210 45
   $ Lead.Time
                             : int 50 14 40 13 74 66 42 94 39 50 ...
##
                             : Factor w/ 35 levels " AA Resort", " AB",..: 17 2 3 2 3 2 2 9 3 3 ...
   $ Destination
##
##
   $ Duration
                                   14 10 14 14 14 14 10 10 14 13 ...
   $ Adults
                                   6 2 4 2 7 6 2 9 3 2 ...
##
   $ Children
##
                                   2 2 1 1 1 2 0 2 1 2 ...
                             : int
   $ Infants
                                   0 0 0 0 0 0 0 0 0 0 ...
##
                             : Factor w/ 4 levels "","A","B","None Required": 2 4 2 2 2 2 4 3 3 3 ...
##
   $ Transport.Type
                             : Factor w/ 2 levels "NO", "YES": 2 1 1 2 2 2 1 1 2 2 ...
##
   $ Answered.Q
   $ Notes.Completed
                             : Factor w/ 2 levels "NO", "YES": 1 1 1 1 1 1 1 1 1 1 ...
##
                             : Factor w/ 5 levels "Dr", "Miss", "Mr", ...: 4 4 4 4 3 4 4 3 2 4 ....
##
   $ Title
                             : Factor w/ 2 levels "NO", "YES": 1 1 1 1 1 1 1 1 1 1 ...
##
   $ Enquiry.Comments
    $ Booked.Status
                             : Factor w/ 2 levels "No", "YES": 2 2 2 1 1 1 1 1 1 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
                                                           :150
                                                                  Min.
                                                                          : 1.00
    YES:248
                       YES:249
                                      2018:515
                                                   4
##
                                                           :101
                                                                  1st Qu.: 8.00
                                                   2
##
                                                           :100
                                                                  Median :16.00
##
                                                   5
                                                           :100
                                                                  Mean
                                                                          :15.77
                                                   9
##
                                                           : 94
                                                                  3rd Qu.:24.00
##
                                                   7
                                                           : 80
                                                                  Max.
                                                                          :31.00
##
                                                   (Other):374
##
      EnquiryWeekday DepYear
                                      DepMonth
                                                      DepDay
                                                                       DepWeekday
              :107
                                                  Min.
                                                                   Friday
##
    Friday
                       2017:122
                                  8
                                          :246
                                                         : 1.00
                                                                             :136
##
    Monday
              :151
                       2018:415
                                  10
                                          :139
                                                  1st Qu.: 7.00
                                                                   Monday
                                                                             :157
##
    Saturday:122
                       2019:390
                                  7
                                          :124
                                                  Median :15.00
                                                                   Saturday:182
##
    Sunday
              :218
                                          : 91
                                                          :15.09
                                                                   Sunday
                                                                             : 94
                       2020: 71
                                  4
                                                  Mean
                                  5
##
    Thursday:119
                       2021:
                                          : 88
                                                  3rd Qu.:22.00
                                                                   Thursday: 125
##
    Tuesday: 136
                                  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.

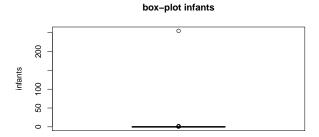
```
outlierReplace(data, "Lead.Time", which(data$Lead.Time<0), NA)
```

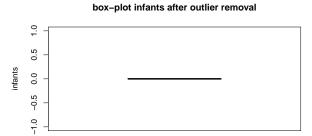
Remove all NA values

```
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>
```



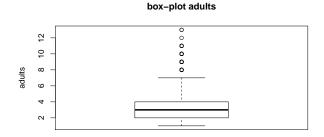


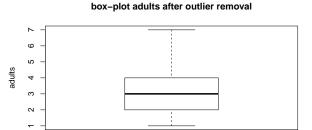
After removing the outliers, the data only contains observaions with 0 infants. Hence, it would not be of any use in the analysis as all cases contains 0 infants. The variable Infants is removed from the dataframe.

```
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.

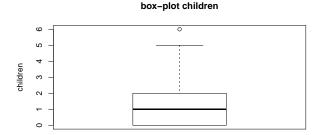
```
boxplot(data$Adults,main='box-plot adults',ylab='adults')
outlierReplace(data,"Adults",which(data$Adults>10),NA)
outliers1 <- boxplot(data$Adults, plot=FALSE)$out
data <- data[-which(data$Adults %in% outliers1),]
boxplot(data$Adults,main='box-plot adults after outlier removal',ylab='adults')</pre>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

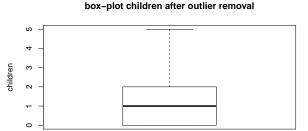




A box plot method was used to deal with the outliers for the valiable 'Children'

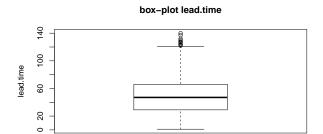
```
boxplot(data$Children,main='box-plot children',ylab='children')
outliers3 <- boxplot(data$Children, plot=FALSE)$out
data <- data[-which(data$Children %in% outliers3),]
boxplot(data$Children, main='box-plot children after outlier removal',ylab='children')</pre>
```

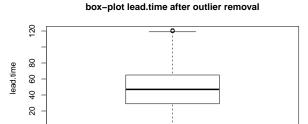




Similarly outliers in Lead. Time was treated using the same method

```
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>
```



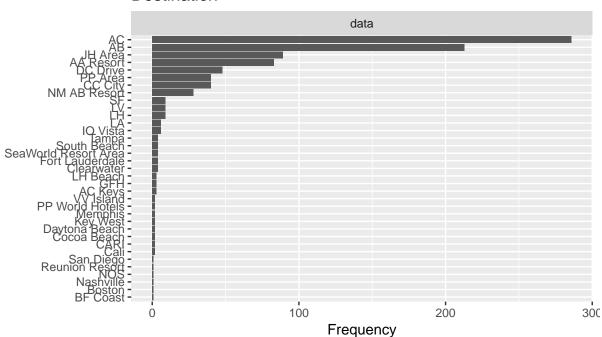


To avoid redundant levels in a categorical variable and to deal with rare levels, we can simply combine the rare levels. In this analysis, combining levels is based on frequency destribution (combine levels having frequency of less than 5%). From the summary statistic, Destination and Dep. Airport has 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")

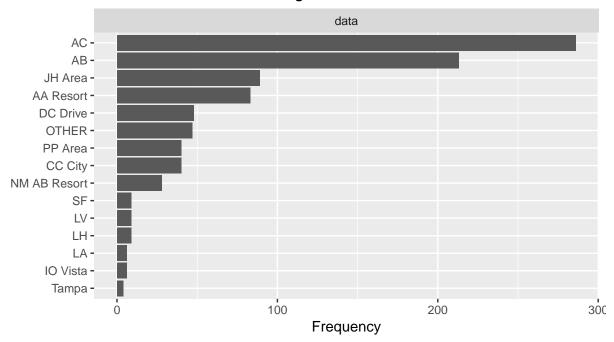
Destination



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

plot_bar(data\$Destination,title="Destination after combining levels")

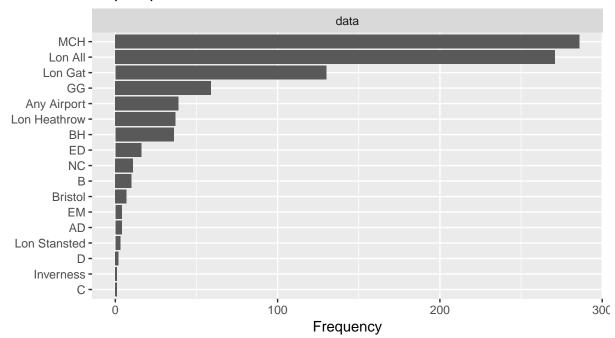
Destination after combining levels



Dep.Airport

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

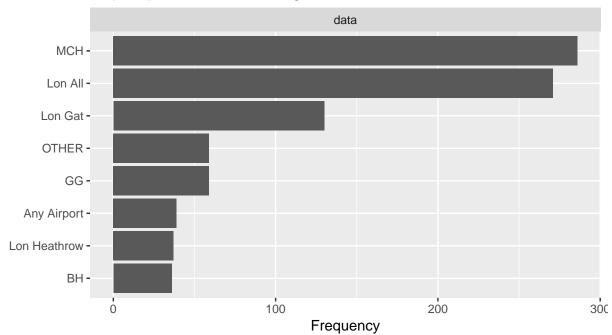
Dep.Airport



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

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

Dep.Airport after combining levels



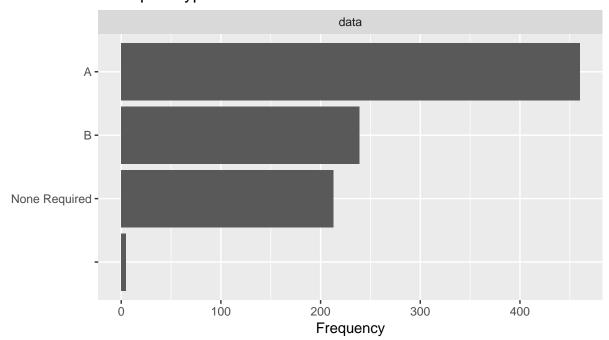
Combine levels based on business logic

Combine unlabbeled points in Transport. Type into 'None'

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

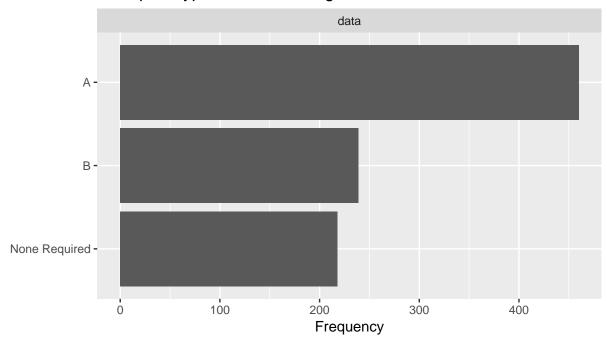
plot_bar(data\$Transport.Type,title="Transport.Type")

Transport.Type



plot_bar(data\$Transport.Type,title="Transport.Type after combining levels")

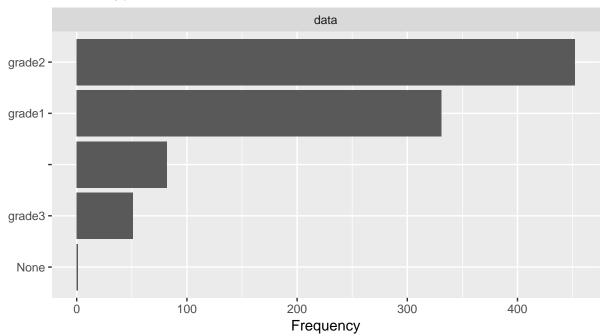
Transport. Type after combining levels



Combine unlabbeled points in Accom.type into 'None'

```
plot_bar(data$Accom.type,title="Accom.type")
```

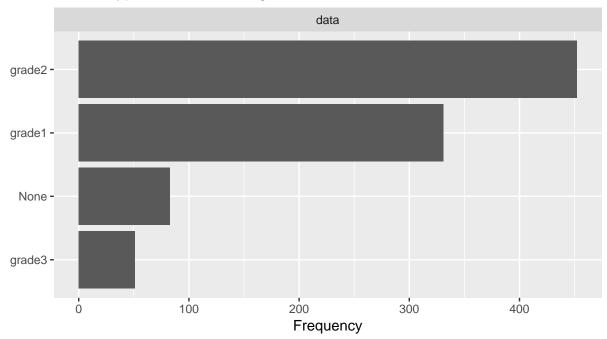
Accom.type



New levels for Accom.type after combining rare levels

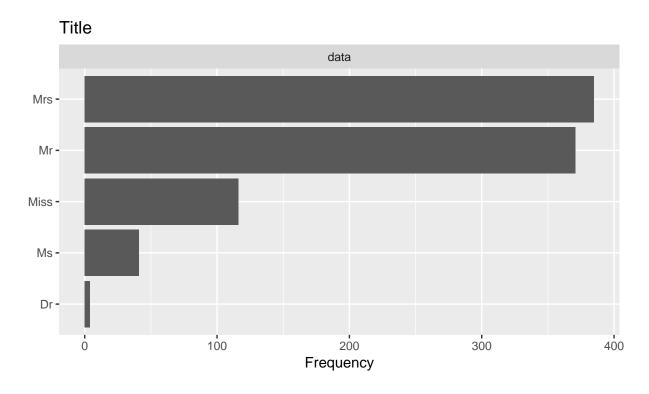
```
plot_bar(data$Accom.type,title="Accom.type after combining levels")
```

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

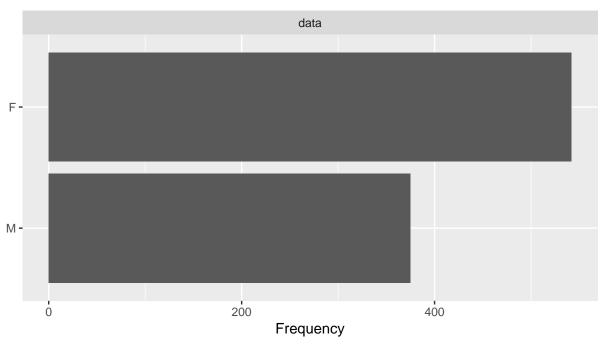
plot_bar(data\$Title, title="Title")



New variable gender with levels M indicating Male and F indicating female

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

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

```
$ Dep.Airport
                             : Factor w/ 8 levels "Any Airport",..: 4 1 3 7 5 5 4 4 4 7 ...
##
    $ Lead.Time
                             : int 50 14 40 13 74 66 42 39 50 39 ...
                             : Factor w/ 15 levels " AA Resort", " AB", ...: 7 2 3 2 3 2 2 3 3 7 ...
##
    $ Destination
    $ Duration
                                   14 10 14 14 14 14 10 14 13 14 ...
##
##
    $ Adults
                                    6 2 4 2 7 6 2 3 2 7 ...
    $ Children
                             : int 2 2 1 1 1 2 0 1 2 2 ...
##
    $ Transport.Type
                             : Factor w/ 3 levels "A", "B", "None Required": 1 3 1 1 1 1 3 2 2 1 ...
                             : Factor w/ 2 levels "NO", "YES": 2 1 1 2 2 2 1 2 2 2 ...
##
    $ Answered.Q
##
    $ Notes.Completed
                             : Factor w/ 2 levels "NO", "YES": 1 1 1 1 1 1 1 1 1 1 ...
##
                             : Factor w/ 5 levels "Dr", "Miss", "Mr", ...: 4 4 4 4 3 4 4 2 4 4 ...
    $ Title
    $ Enquiry.Comments
                             : Factor w/ 2 levels "NO", "YES": 1 1 1 1 1 1 1 1 1 1 ...
                             : Factor w/ 2 levels "0", "1": 2 2 2 1 1 1 1 1 2 1 ...
##
    $ Booked.Status
                             : Factor w/ 2 levels "2017", "2018": 1 1 1 1 1 1 1 1 1 1 ...
##
    $ EnquiryYear
                             : Factor w/ 12 levels "1", "2", "3", "4", ...: 1 1 1 1 1 1 1 1 1 1 ...
##
    $ EnquiryMonth
    $ EnquiryDay
                             : int 1111123344 ...
##
                             : Factor w/ 7 levels "Friday", "Monday", ...: 4 4 4 4 4 2 6 6 7 7 ...
##
    $ EnquiryWeekday
                             : Factor w/ 5 levels "2017", "2018", ...: 1 1 1 1 2 2 1 1 1 1 ...
##
    $ DepYear
                             : Factor w/ 12 levels "1","2","3","4",..: 12 4 10 4 6 4 10 10 12 10 ...
##
    $ DepMonth
   $ DepDay
                             : int 19 10 14 8 7 11 22 5 20 7 ...
##
##
    $ DepWeekday
                             : Factor w/ 7 levels "Friday", "Monday", ...: 6 2 3 3 5 7 4 5 7 3 ...
##
    $ Enquiry.Timecat
                             : Factor w/ 2 levels "Business_Hour",..: 1 1 1 2 2 2 2 1 1 1 ...
   $ Enquiry.Time_class
                             : Factor w/ 3 levels "afternoon", "morning", ...: 1 2 1 2 2 3 3 3 2 2 ...
                             : Factor w/ 4 levels "winter", "spring", ...: 1 2 4 2 3 2 4 4 1 4 ...
   $ DepartureSeason
##
                             : Factor w/ 2 levels "F", "M": 1 1 1 1 2 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
                                                                 Α
                                                                         :624
##
    Fast
                   :122
                           WEB
                               :738
                                         1:472
                                                                 В
                                                                         :130
##
    Slow
                   :553
                                                                 C
                                                                         : 26
                                                                         : 32
##
                                                                 D
##
                                                                 Ε
                                                                         :103
##
                                                                 RV Tour: 2
##
                                       Lead.Time
                                                           Destination
##
     Accom.type
                       Dep.Airport
##
    grade1:331
                 MCH
                             :286
                                    Min.
                                           : 1.00
                                                        AC
                                                                 :286
    grade2:452
                             :271
                                    1st Qu.: 29.00
                                                                 :213
##
                 Lon All
                                                        AB
##
    grade3: 51
                 Lon Gat
                             :130
                                    Median : 47.00
                                                        JH Area
                                                                 : 89
##
    None : 83
                             : 59
                                    Mean
                                            : 48.65
                                                        AA Resort: 83
##
                  OTHER
                             : 59
                                     3rd Qu.: 65.00
                                                       DC Drive: 48
                  Any Airport: 39
##
                                                       OTHER
                                                                 : 47
                                    Max.
                                            :121.00
##
                  (Other)
                             : 73
                                                       (Other)
                                                                 :151
##
       Duration
                         Adults
                                         Children
                                                              Transport.Type
          : 1.00
                            :1.000
##
    Min.
                     Min.
                                     Min.
                                             :0.0000
                                                                      :460
                                                        Α
##
    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.:2.0000
                     3rd Qu.:4.000
##
    3rd Qu.:14.00
##
    Max.
           :28.00
                     Max.
                            :7.000
                                     Max.
                                             :5.0000
##
                     NA's
                            :9
                                            Enquiry.Comments Booked.Status
   Answered.Q Notes.Completed Title
                                Dr : 4
                                            NO:685
                                                              0:688
##
   NO:447
               NO:659
```

```
YES:470
               YES:258
                               Miss:116
                                          YES:232
                                                            1:229
                               Mr :371
##
                               Mrs :385
##
##
                               Ms : 41
##
##
##
   EnquiryYear EnquiryMonth
                                EnquiryDay
                                                 EnquiryWeekday DepYear
   2017:443
                                     : 1.00
                                                        : 94
##
                       :140
                              Min.
                                               Friday
                                                                2017:120
                1
                              1st Qu.: 8.00
##
   2018:474
                5
                       : 95
                                               Monday
                                                        :140
                                                                2018:384
##
                2
                       : 89
                              Median :16.00
                                               Saturday:111
                                                                2019:358
##
                4
                       : 89
                              Mean
                                    :15.78
                                               Sunday
                                                        :202
                                                                2020: 55
##
                9
                       : 85
                              3rd Qu.:23.00
                                               Thursday:112
                                                                2021: 0
##
                       : 73
                              Max.
                                     :31.00
                                               Tuesday :123
##
                (Other):346
                                               Wednesday: 135
##
       DepMonth
                      DepDay
                                      DepWeekday
                                                        Enquiry.Timecat
##
   8
           :224
                  Min.
                         : 1.00
                                  Friday
                                            :124
                                                   Business_Hour:685
##
   10
           :125
                  1st Qu.: 7.00
                                  Monday
                                            :143
                                                   Closed
                                                                :232
           :116
                  Median :15.00
                                  Saturday: 176
##
   7
##
   4
           : 85
                  Mean
                        :15.14
                                  Sunday
                                           : 90
           : 80
                  3rd Qu.:22.00
                                  Thursday:114
##
   9
           : 78
##
   5
                  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)</pre>
```

Save the cleaned data as a csv

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