Dear M power micro team,

I hope this message finds you well. I would like to request your assistance in providing a more accurate dataset and clear requirements for the dashboard to ensure it meets your expectations.

During the data cleaning and preprocessing stage, we encountered several challenges in the dataset provided, which likely contributed to the differences in the reported figures. Specifically:

* **Missing Values**: Critical fields, contained missing data. This required us to make assumptions or remove records during cleaning, which may have impacted the totals.
* **Inappropriate Values**: Some values were invalid or incorrectly formatted (e.g. text in numeric fields), which required corrections.
* **Inconsistent Dates**: Several dates were either missing, incomplete, or incorrectly formatted, making it difficult to determine the timing of disbursements accurately.
* **Inappropriate Officer Details**:
  + The officer name column contained IDs instead of actual names, leading to ambiguity.
  + Employee numbers were inconsistent or incorrect, making it difficult to validate records.

Despite our efforts to clean and standardize the data, these issues may have affected the aggregated figures displayed in the dashboard.

**Request for Accurate and Complete Dataset**

To avoid such discrepancies and ensure that the dashboard accurately reflects your data, we kindly request the following from your side:

* **Complete Data**: Ensure that all necessary fields are populated with accurate values. If any data is missing, please provide guidelines on how it should be handled (e.g., fill with defaults, remove rows, etc.).
* **Consistent Data Values**:
  + Ensure that all values are consistent and correctly formatted. For example:
    - Numeric fields should not contain text.
    - No invalid or irrelevant entries in fields (e.g., officer IDs in the officer name column).
  + Remove or correct any inappropriate or irrelevant data points.
* **Correct Date Format**:
  + Ensure that no dates are missing or incorrectly specified.
* **Accurate Officer Names**:
  + The officer name column should contain the actual names of the officers (first and last names).
  + If officer IDs are provided, they should be mapped to the correct officer names.
* **Consistent Employee Numbers**:
  + The officer employee number column should contain valid, unique, and consistent employee numbers across all records.
  + Ensure that the employee number corresponds correctly to each officer and is free from formatting errors.

**Request for Dashboard Requirements**

To ensure the dashboard meets your expectations, we would also appreciate it if you could share your specific requirements. For example:

* **Key Metrics**: What metrics or KPIs do you want to track (e.g., total loan disbursed, loan repayment rates, overdue loans)?
* **Visualizations**:
  + Preferred types of charts or tables (e.g., pie charts for loan distribution by category, trend charts for disbursement over time).
  + Any specific filters or drill-down options (e.g., by region, officer, or loan type).
* **Time Period**: Are there specific timeframes or comparisons you want to analyze (e.g., monthly, quarterly, or yearly trends)?
* **Custom Requirements**: Any additional details or specific insights you want the dashboard to provide.

To proceed efficiently:

* Please review the issues highlighted above and provide a corrected dataset as per the requirements outlined.
* Share your specific requirements for the dashboard, including any key metrics, visualizations, or other preferences.

By working together to address these issues and clarify requirements, we can ensure the dashboard delivers accurate insights and meets your expectations.Thank you for your understanding and cooperation. Please feel free to reach out if you have any questions or need further clarification.

Thank You