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| Check List |  |
| 1. Build the review list. |  |
| 1. Check the period ( date ). |  |
| 1. Check the data quality: | |
| Spaces. |  |
| Unwanted characters like (-, /, :, ;, ., “”, etc) . |  |
| Format of the fields. |  |
| Nulls and Unicode. |  |
| 1. Data relevancy to the columns. |  |
| 1. Deliver only the requested fields and rows. |  |
| 1. Last review one. |  |
| 1. Last review two. |  |