**Manulife** 







# Data Validation Tool Manual

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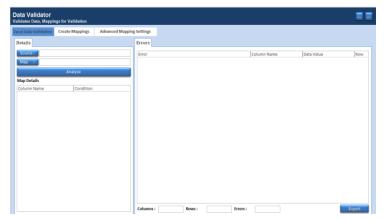
### What is Data Validation?

Data Validation is the tool that ensures the legitimacy of data before it is ready to be imported to databases. Without this, the risk of failure to importing of data is high. Therefore, the vulnerability of database is also affected.

### Introduction of Data Validation Tool

Data Validation tool consists of 3 modules: the Excel Data Validation, Creating Mappings, and Advanced Mapping Settings.

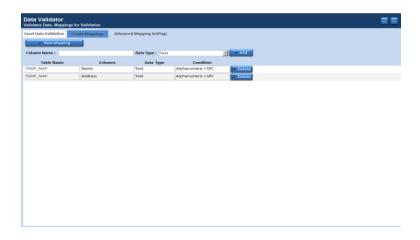
- Excel Data Validation it is the tool that is responsible for validating data from its *source*. It requires *source* and *map* excel file for validation.
  - Source Where the data are stored and used as import file for other applications
  - **b.** Map Where the validation conditions and column names from source are located.







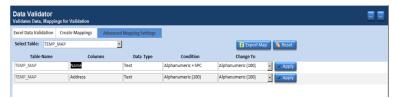
Create Mappings – its concern is to create a mapping matrix that matches to its source



- Advanced Mapping Settings Its functionality is to customize the condition of the data
  - a. Before



b. After





### How to Use:

- 1. Click New Mapping Button
  - Under Create Mappings module, Match Column name to its Corresponding Column header from its source.
  - Declare Data Type (Boolean, Byte, Integer, Long, Currency, Single, Double, Date, Text, N/A) according to its database definitions.

Note: Each Data Type has own default condition. You can customize it on <u>Advanced Mapping Settings</u>.

c. Click add button

Note: For some cases, delete some unnecessary inputs or errors.

## Customize Mapping

- Under Advanced Mapping Settings, you can change the condition according to its desired form.
- b. You can click *Export Map* Button and select its destination folder.
- Now you can use the exported map to Validate the import source using Excel Data Validation module

### 3. Excel Data Validation

- a. Browse for Source and Map.
- b. Click Analyze button.
- c. After Validating, you can export it by clicking *Export* button.





# **Message Prompts and Solutions**

### A. Excel Data Validation

- a. Source is required browse an excel type source file.
- Map is required browse an excel type mappings file.
- c. Map file is invalid browse a valid excel mappings file.
- d. Number of errors: *N* you can export the error result by clicking export button
- e. No Detected Errors. The source is valid N/A
- **f.** Export Canceled the export has been canceled by user.
- g. Successfully exported to Path N/A