Remove Unneeded Fields

* Remove Information Source
* Remove Source URL

Separate Null Locations

* Export
* Lookup headquarters of businesses online
* Union back to main datasheet

Split out City, State

* Split our City, State on “Comma”
* Changed Nulls to Unknown
* Non-States to Beijing, Tokyo etc. to Other

Split out State again into 2nd\_location

* Replace all US states with USA
* Nulls to Unknown
* Created 2nd CSV with mappings of remaining locations to countries
* Join into to form country field.

Split Out Date into

* Year
* Month
* Day

Re-organize Breach and Institutional Type

* Change Acronym to Actual Name
* Change Acronym to Actual Name

Clean business name

* Remove punctuation
* Trim leading, trailing spaces
* Sort by name
* Replace “Inc” with “” (blank)
* Trim leading, trailing spaces
* Export to Excel
  + Manually review each business name and correct obvious mistakes

Final Step and Export

* Import back into prep
* Replace Nulls with 0’s in Total Records
* Export to tableau format.