MinistrySmart™

Data Cleanup 101
Your MP Report Card

MinistryPlatform

ACS Technologies.

Why bother with data cleanup?
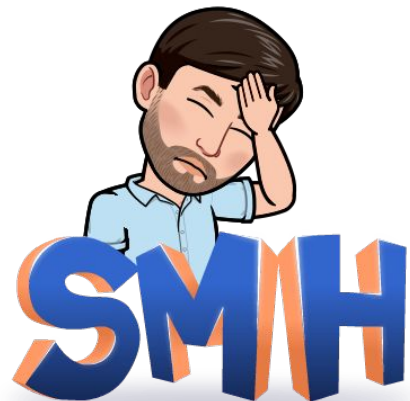
Data Quality Best Practices

- Explain the *Why* to Staff & Volunteers

- Create Minimum Standards for Creating Records

- Keep Data Current:
  - Natural update sources
  - Data update campaigns
  - Group audits

- Regular Maintenance
  - Report card
  - Fix views

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Data Quality Best Practices

Create Minimum Standards for Creating Records

Display Name	Household Name	Gen...	Email Address	Mobile Pho...	Age/Grade Group	Address Line 1	City	State/Region	Postal Co...
???, Edward	UNKNOWN??? (bad handwriting)	Male	momof4@hotmail.com	000-000-0000	Babies				

Read More Here!

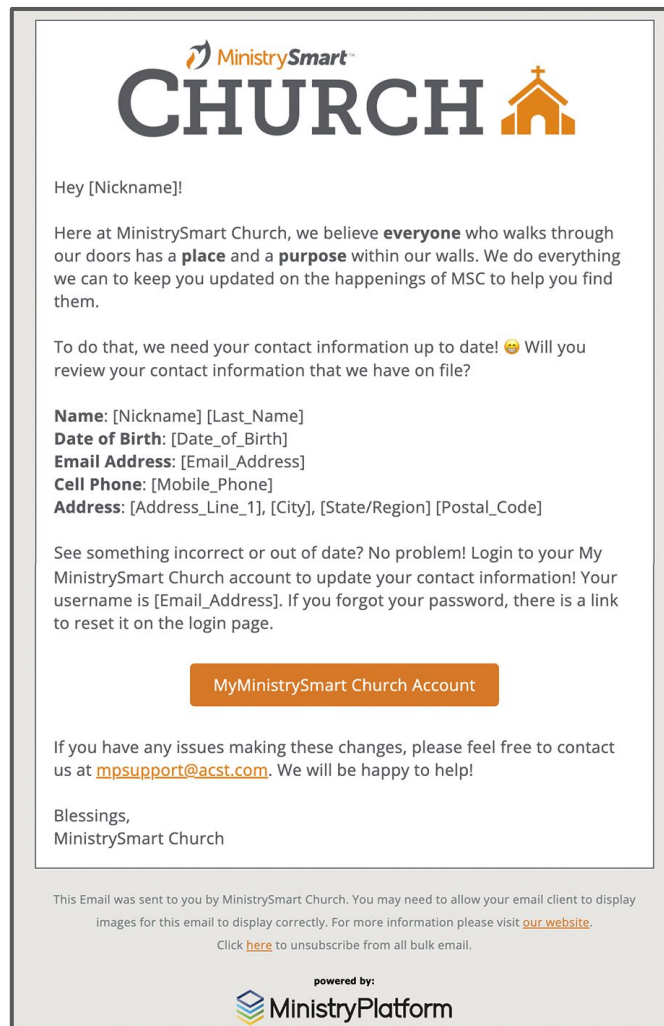MinistrySmart™

Data Quality Best Practices

- Explain the *Why* to Staff & Volunteers

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Example Data Update Email

Subject: Hey [Nickname], is your info up to date? 🤔
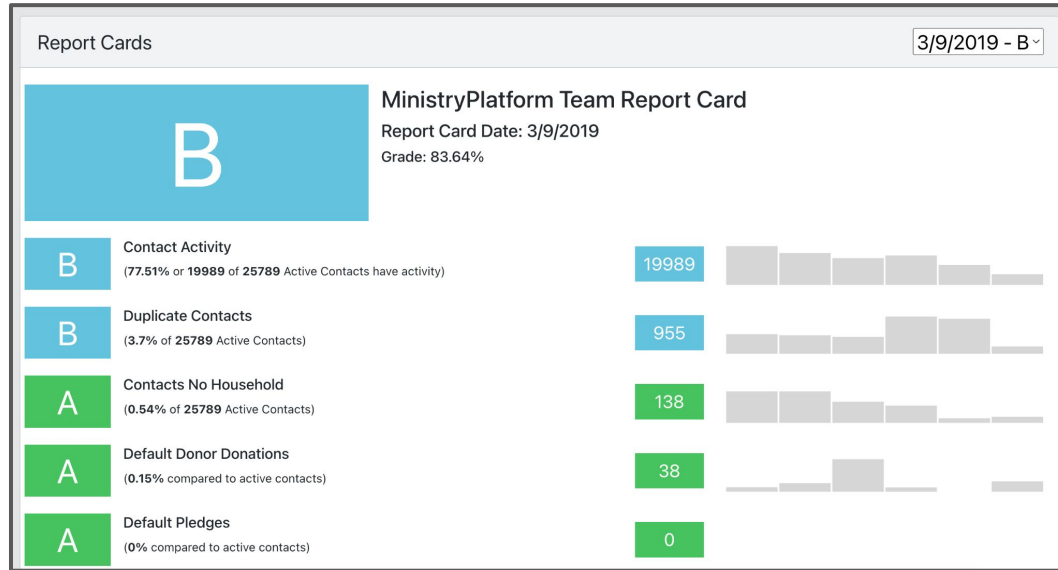
Button links to My Household widget. MSC example here.
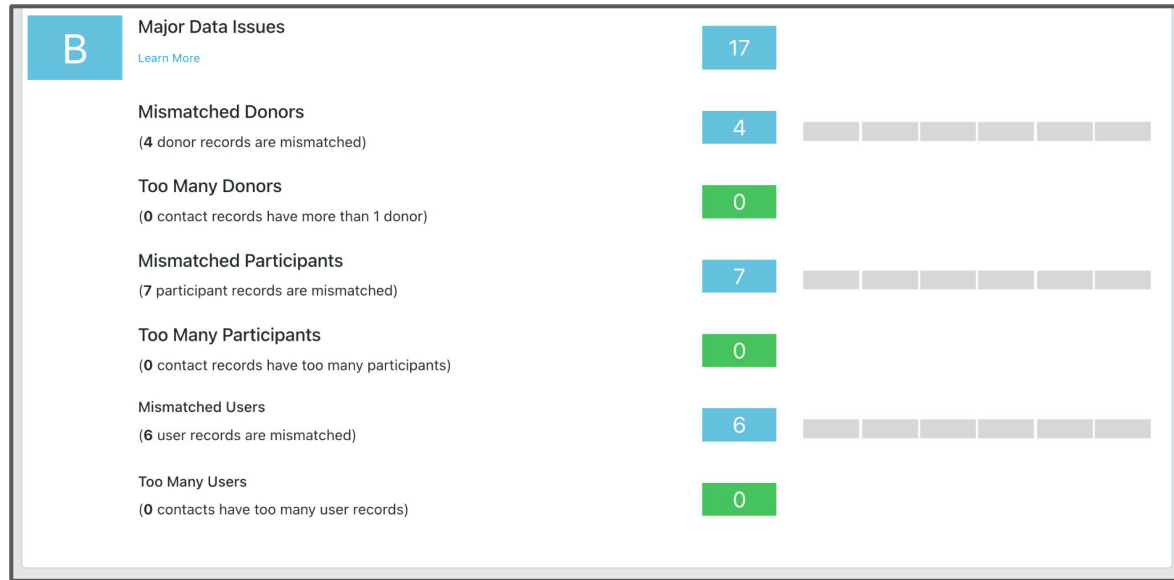
**Don't forget your opt-out verbiage!

CHURCH — MinistrySmart™

Hey [Nickname]!

Here at MinistrySmart Church, we believe **everyone** who walks through our doors has a **place** and a **purpose** within our walls. We do everything we can to keep you updated on the happenings of MSC to help you find them.

To do that, we need your contact information up to date! 😄 Will you review your contact information that we have on file?

Name: [Nickname] [Last_Name]
Date of Birth: [Date_of_Birth]
Email Address: [Email_Address]
Cell Phone: [Mobile_Phone]
Address: [Address_Line_1], [City], [State/Region] [Postal_Code]

See something incorrect or out of date? No problem! Login to your My MinistrySmart Church account to update your contact information! Your username is [Email_Address]. If you forgot your password, there is a link to reset it on the login page.

[MyMinistrySmart Church Account]

If you have any issues making these changes, please feel free to contact us at mpsupport@acst.com. We will be happy to help!

Blessings,
MinistrySmart Church

Example Group Audit View

View Title	My Ministry Groups - Quarterly Audit
Description	Displays groups where the ministry primary contact = the current logged in user. For view to work, make sure Ministries (under church structure) have appropriate primary contacts. Adjust fields list to include fields that should be checked on a regular basis.
Page	Groups
Field List	Groups.[Group_Name] AS [Group Name], Group_Type_ID_Table.[Group_Type] AS [Group Type], Ministry_ID_Table.[Ministry_Name] AS [Ministry Name], Congregation_ID_Table.[Congregation_Name] AS [Campus/Parish], Primary_Contact_Table.[Display_Name] AS [Group Leader], Primary_Contact_Table.[Email_Address] AS [GL Email], Groups.[Start_Date] AS [Start Date], Groups.[Available_Online] AS [Available Online], Groups.[_Last_Attendance_Posted] AS [Last Attendance Posted], Groups.[_Last_Group_Member_Changed] AS [Last Group Member Changed], Groups.[Create_Next_Meeting] AS [Create Next Meeting]
View Clause	Ministry_ID_Table_Primary_Contact_Table_User_Account_Table.[User_ID] = dp_UserID

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Report Card

customer.ministryplatform.com/reportcard

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For Further Review…

The material in this webinar was largely made possible by the following KB articles:

- [Best Practices](#)
- [Data Quality](#)
- [Common Issues](#)
- [Fix Views](#)

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