Census Clean Up

Depending on where you are in inputting Census information you may be able to use some or all of these steps.

1.   Copy a census tag that has roles already developed

If you have already spent time developing roles for census tags you can use them in your new Cen-Head tag and not have to start fresh.

        a.   Hit F4, opens Tag Type list
        b.   Highlight census tag that has census roles already developed
        c.   Click COPY
        d.   Tag Type Definition screen opens for the new version of the copied tag
        e.   Edit Label to Cen-Head
        f.   Modify tag as desired, editing roles and sentences to suit you

2.   Use TMG Utility to change the event type

This will change all of your existing Census tags to Cen-Head tags.

        a.   Close TMG
        b.   Open TMG Utility
        c.   Click FILE, OPEN (Opens Choose TMG Project)
        d.   Find your .PJC file
        e.   Click OPEN, TMG Utility opens with a list of functions
        f.   Click on + beside EVENTS, opens a list of options
        g.   Select Change Event Type (Right hand panel now has CHANGE EVENT TYPE at top)
        h.   Under FROM EVENT TYPE choose the name of your old census tag
        i.   Under TO EVENT TYPE choose the name your new Cen-Head tag
        j.   If you are not sure select LOG ONLY under STANDARD OPTIONS
        k.   Click CHANGE EVENT TYPE
        l.   A TMG UTILITY LOG screen will open giving a list of ID numbers for people that are affected
        m.   If it looks reasonable close the log and unselect LOG ONLY and click CHANGE EVENT TYPE
        n.   Close the utility and go back to TMG

You now have all of your census tags changed to Cen-Head tags.

3.   Creating Custom Flags

        a.   Click FILE, then FLAG MANAGER
        b.   Click ADD
        c.   Give your new flag a name (Census Cleaned)
        d.   Decide on the Values (for a census cleaned flag we want N,Y)

e.   Select which Datasets will use the new flag

    f.   Edit descriptions if necessary
    g.   Click OK
    h.   Position in list of flags to suit you

4.   Set your Census cleaned Flag

This will help you keep track of people that you have already cleaned up.

    a.   Click REPORT
    b.   Select LIST OF...PEOPLE
    c.   Select FILTERED GROUP
    d.   EDIT the filter

        1   FIELD= Cen-Head
        2   SUBFIELD= # of Tags
        3   OPERATOR= > Is greater than
        4   VALUE= "0" (Zero)
        5   CONNECT= End

    e.   Click OK
    f.   Select OPTIONS, then SECONDARY OUTPUT

        1   Check the CHANGE FLAG box
        2   Select CENSUS CLEANED from the drop down list
        3   Select N
        4   Check the SUPPRESS OUTPUT TO SCREEN, FILE AND
             PRINTER box
        5   Click OK
        6   Click PRINT & SAVE
        7   A box will come up that says X NUMBER OF PEOPLE FOUND.
             ARE YOU SURE THAT YOU WANT TO CHANGE CENSUS
             CLEANED FLAG TO N FOR THESE PEOPLE
        8   Click YES

You will now notice that your census cleaned flag for all people with a Cen-Head tag is
set to "N".

5.   Find the people that have Census Cleaned Flag set to N

    g.   Open Project Explorer
    h.   Select yellow filter

        1   FIELD= Census Cleaned
        2   SUBFIELD= blank
        3   OPERATOR= Equals

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4	VALUE= N
5	CONNECT= End

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i.   Click SAVE AS

j.   Type a file name and click OPEN

k.   Click OK

l.   You will now have Census clean as the saved filter

m.   Click OK

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The PE is now filtered for all people with the Census Cleaned flag set to NO. If you have "Link Project Explorer to other windows" selected (Right click on PE) and you click on a person the Person View will go to that individual. You can now clean up your census tags. When you are finished with a particular person, remember to change the Census Cleaned flag value to Y. The next time you sit down to work on census tags you can run the PE filter again and only those you haven't cleaned will show up in the PE.

Tips for data entry

F3 (the REPEAT key) is your best friend!

Control F3 will open a screen where you can choose from the last 15 repeat values for a field.

Next best friend is COPY a TAG function.