

# How to Fix Inaccurate Data

*A closer look at your on the ground effort*

## ***It's happened to everyone.***

In every field program, mistakes happen, and inaccurate data can be saved in your system. No worries! With a few simple steps, you can quickly clean up the information in Votebuilder and ensure your campaign's data remains reliable. In this guide, we'll walk you through how to find and delete any bad canvassing records so your voter outreach stays on point!

## ***Overview***

1. Identify the problem
2. Create a list of the people who have been affected by the error
3. Save as a Static List in a dedicated folder
4. Share State Admin in the folder
5. Submit a support ticket
6. Re-Canvass the turf

**The best way to avoid the issue of bad canvassing data is through prevention.**

**Regular training, clear guidelines, and consistent monitoring help ensure accuracy and stop problems before they start!**

## Breaking down the details

### ***Identify the problem***

First, determine if and where the bad canvassing data exists. Use filters in Create a List such as the canvasser's name, date, or location to zero in on the problematic entries.

### ***Create a List***

Once you've identified the problematic canvassing data, create a list of all the voters whose data was incorrectly entered or impacted by the error.

### ***Save***

To keep things organized, save the affected voters as a Static List. Be sure to store this list in a dedicated folder, clearly labeled.

### ***Share***

Once the Static List is saved, share the folder with your State Admin to ensure they have full visibility of the issue. This allows for an extra layer of oversight and helps with the support process.

### ***Support Ticket***

Submit a support ticket, and include the following:

- List and Folder name
- Data to be removed
  - Dates, Survey Questions, etc.
- Urgency Level

### ***Re-Canvass!***

After addressing the inaccurate data, it's crucial to re-canvass the affected turf. This ensures you collect accurate information from the voters whose data was affected.