

# Maintaining Your Raiser's Edge 7 Data

## Blackbaud Training

*Maintaining Your Raiser's Edge 7 Data* is an intermediate, one-day course designed for individuals who enter and update large amounts of data in **The Raiser's Edge**. This course covers establishing system settings and business rules, generating queries and exporting data, and using global functions to add and update records. In this course, you will discover how to maintain the integrity of your data and improve the performance of your system to efficiently administer the data requirements of your organisation.

### COURSE OBJECTIVES

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Upon completion of this course, you will be able to:

- Analyse the condition of your data
- Manage data integrity and accuracy by globally adding, changing, and deleting records, identifying duplicate constituents, and merging constituents
- Take preventative measures to optimise your system resources and maximise the potential of your database

### COURSE CONTENT

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- Analysing the condition of your database
  - Identify duplicate constituents
  - Determine areas that require clean-up efforts by querying the database and using administrative tools
- Cleaning up your database
  - Use global functions to add, change, and delete records and write off pledges
  - Merge and archive constituent records
  - Maintain your code tables, attributes, addressees, and salutations
- Maintaining a healthy database
  - Prevent duplicate constituent records
  - Create and organise default settings
  - Establish business rules for data entry and verification
  - Change field settings
  - Perform security audit
  - Validate your database

### WHO SHOULD ATTEND

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Individuals who are responsible for maintaining the integrity of data, such as database administrators and records managers, would benefit from this class.



## PREREQUISITES AND ADVANCED PREPARATION

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Because this course assumes attendees have a basic understanding of **The Raiser's Edge 7** functionality, one of the following is required:

- Attendance to one of the following Blackbaud training courses:
  - *Essentials of The Raiser's Edge 7, Part II*
  - *The Raiser's Edge 7 Essentials for Executives*
- Extensive use of **The Raiser's Edge 7** program

Familiarity with the following functionality in **The Raiser's Edge 7** is also required:

- Records
- Query
- Export
- Reports
- Configuration

For on-site training, this course assumes that you have installed **The Raiser's Edge 7** and that your computers meet the Detailed System Requirements listed on the Blackbaud website at [www.blackbaud.co.uk](http://www.blackbaud.co.uk).

To purchase a seat in this course, contact a Blackbaud representative at 0845 658 8590 or at [training@blackbaud.co.uk](mailto:training@blackbaud.co.uk).



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