

MSAG to MSAG Comparison

One of the biggest challenges of maintaining ongoing changes and corrections to MSAG and GIS data is tracking what changes have or have not been made.

Step One: Request or export a full copy of your MSAG from your database provider

If this is done on a quarterly basis you can track all changes that have been made each quarter. This is very useful to catch any changes that may not have gone through or errors that may have crept into the process.

Non-Intrado database providers:

- Coordinate with your TelCo or database provider to extract all records via database providers.
- Or, request an MSAG from your TelCo.

If Intrado is your database provider (and you have internet access):

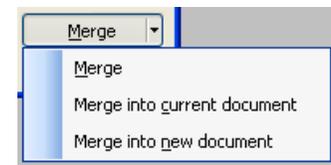
- Use the Unlimited Query and search by the MSAG Sys. Code for your county.
- Select Export All
- Select Save
- Save as an Excel Spreadsheet

Step Two: Setting Up the Comparison

- Create a temp folder where you can place extra “junk” files
- In this temp folder create a new Word document and name it MSAG_Old.doc
- Create another new Word document in the same folder and name it MSAG_New.doc.
- Open the previous MSAG excel document. **Your old MSAG and new MSAG need to be sorted the same way. If they are sorted in different ways this process will flag unnecessary errors.** Select All (Ctrl+A) and Copy your selection (Ctrl+C).
- Open MSAG_Old.doc and select Edit→Paste Special. Chose the option Unformatted Text and select Okay.
- Switch the Page layout for MSAG_Old.doc from Portrait to Landscape and save the document. Select all the text and adjust the font to a different pt size at this point.
- Repeat Steps 3-5 using the updated MSAG and copying to the MSAG_New.doc.

Step Three: Comparing the MSAG's

- Open the MSAG_New.doc, go to Tools and select Compare and Merge Documents.
- Browse to the MSAG_Old.doc and select the file. Next to the Merge button, select the down arrow and Merge into new document.



- Use the Save As option in new document and name it MSAG_Changes.doc.

Step Four: Review Setup

- The Reviewing toolbar should be available. If it isn't, you can go to Tools→Toolbars and select it from there.



- Go to Show and unselect Formatting.
- Go to Show→ Balloons and set it to Never.
- The changes that are shown will be Insertions and Deletions, showing both the original and final values. Insertions will be underlined while Deletions will be crossed out. You can change the method and color of the markup by going to Tools→Options and select the Track Changes tab.

Step Five: Reviewing MSAG Changes

- This process may flag items as deleted and inserted in a different spot if the two databases are not sorted the same way.
- Changes identified may be combined instead of separated. Here is an example:
CEDAR-STCEMETERY RD 100 599400 MONUMENT OR 405 GRA 022704030207
Instead of showing the Cedar St entry as being deleted and a separate Cemetery Rd entry with updates, it has combined the two. In this case you may have to do a manual comparison between the two document entries. On the Reviewing toolbar, switch from Final Showing Markup to Original, to see the old entry. Then switch to Final to see the new entry.