



# How to create a data comparison using ClearCrypt


## A QuickStart guide for Organisers

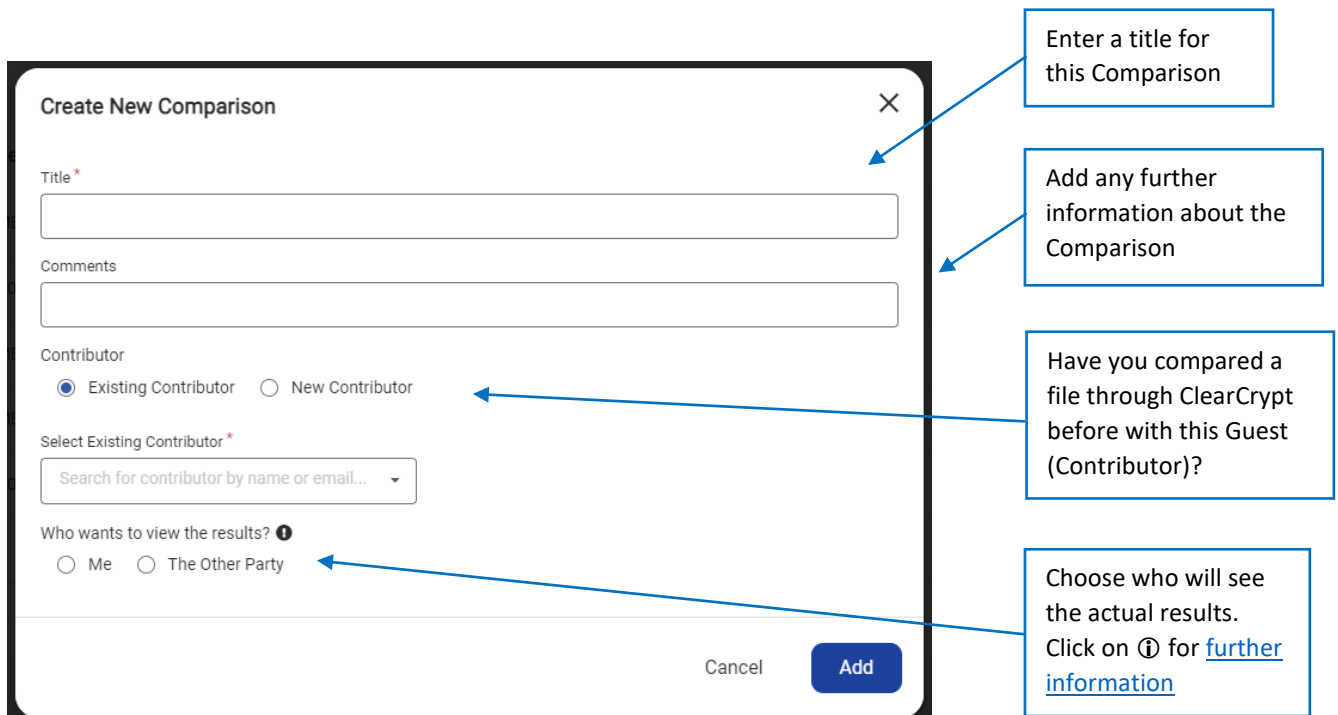
This guide explains how to set up a ClearCrypt Comparison so that and the other party can see how two files of email addresses overlap.

### Step 1 - Log in

- [app.clear-crypt.com/login](http://app.clear-crypt.com/login)

### Step 2 - Create a comparison

- On the Comparison Dashboard, click on 



The screenshot shows a modal window titled "Create New Comparison" with a close button (X) in the top right corner. The form contains the following fields and options:

- Title \***: A text input field.
- Comments**: A text input field.
- Contributor**: Two radio buttons:  Existing Contributor and  New Contributor.
- Select Existing Contributor \***: A dropdown menu with the placeholder text "Search for contributor by name or email...".
- Who wants to view the results? ⓘ**: Two radio buttons:  Me and  The Other Party.
- At the bottom right, there are "Cancel" and "Add" buttons.


Four callout boxes with blue arrows point to specific parts of the form:

- Box 1: "Enter a title for this Comparison" points to the Title field.
- Box 2: "Add any further information about the Comparison" points to the Comments field.
- Box 3: "Have you compared a file through ClearCrypt before with this Guest (Contributor)?" points to the Existing Contributor radio button.
- Box 4: "Choose who will see the actual results. Click on ⓘ for [further information](#)" points to the "Who wants to view the results?" section.



- Contributor (Guest) section
  - If you have used ClearCrypt to compare files with the Guest before, select 'Existing Contributor' and select a name.
  - If you have *not* used ClearCrypt to compare files with the Guest before, select 'New Contributor' and enter their details:

New Contributor First Name *	New Contributor Last Name *	New Contributor Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Click on  to create the new Comparison.

- Now go to the relevant Step 3 according to who wants to view the results. [Click here](#) for examples of use case scenarios and the relevant options..
- [Step 3/Option 1 – Comparison where 'Me' has been selected](#)
- [Step 3/Option 2 – Comparison where 'The Other Party' has been selected](#)

### Step 3/Option 1 - Comparison where 'Me' has been selected

- In this scenario, when the new Comparison has been created, the Guest will process their file first. Once this has been done, you will receive an email notification.

#### ClearCrypt System Notification

Dear Andrew,

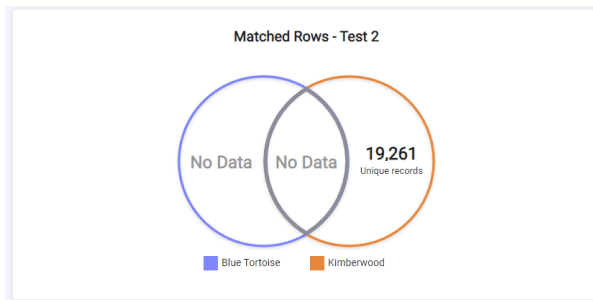
You've been invited to perform a comparison on [ClearCrypt](#) by Lynne Roberts of Kimberwood

[Click here to view the comparison](#)

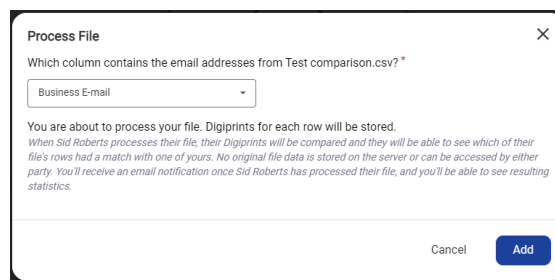
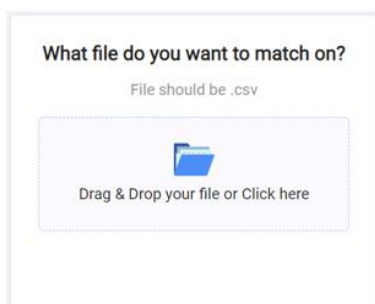
To learn more about ClearCrypt, please visit our website [www.clear-crypt.com](http://www.clear-crypt.com)

If you were not expecting to receive this invite, please forward this invite to [support@clear-crypt.com](mailto:support@clear-crypt.com)  
This is an automated message - please do not reply.

- The 'Click here' button takes you straight to the Comparison page, where you can see that the Guest's file has already been processed.




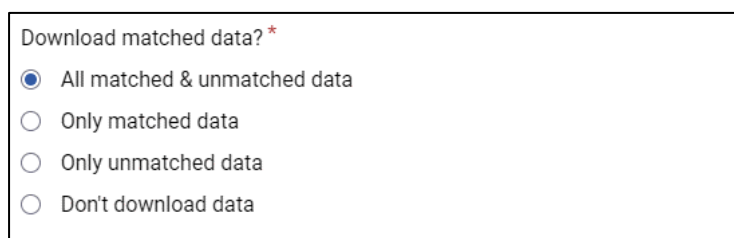
- Select the file you want to use in the Comparison and select the field name which contains the email addresses. (For information on preparing a file for processing, [click here](#).)



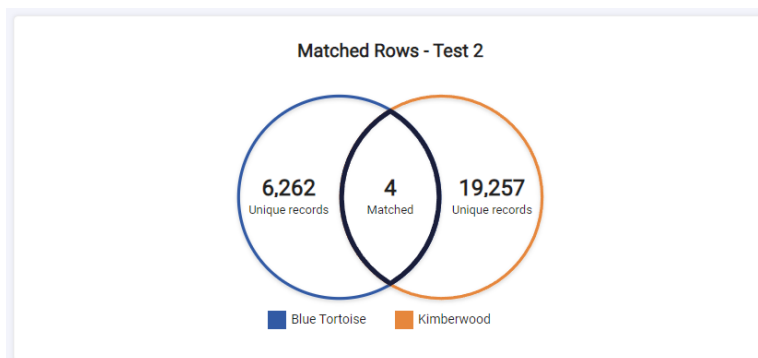
The 'processing' of the file creates '**Digiprints**' from the original email addresses and uploads these to the comparison.

**THE ORIGINAL EMAIL ADDRESSES ARE NOT UPLOADED.**

- Click on  to start the file processing.
- You will be asked to select which download option you require. The option you choose will depend on the use case. ([Click here](#) for further information on download options.)



- When the processing is complete and the Digiprints of the email addresses in your file have been created, the Comparison results are shown in the Venn diagram:



- The Comparison is now complete.

If you opted to download the results, the file will have been downloaded to your browser.

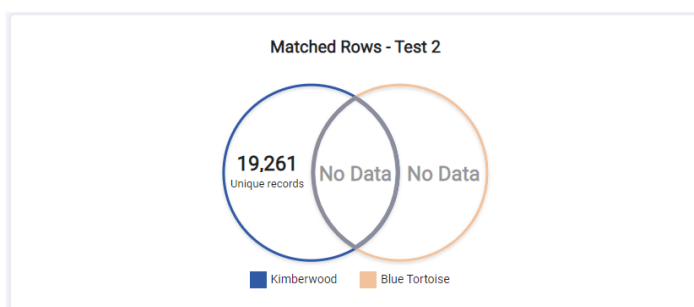
Note that Comparisons are stored in the system, so you can view them at a later date from the Comparison Dashboard.

### What the Guest experiences

When you create a Comparison, an email is sent to the Guest inviting them to process their file. **Please make the Guest aware that they will receive this email.**

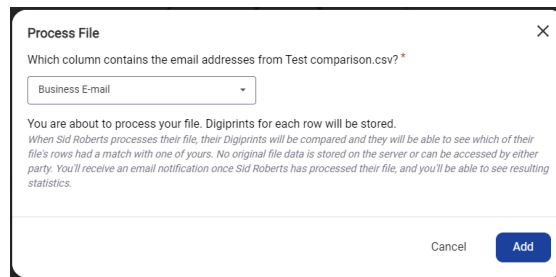
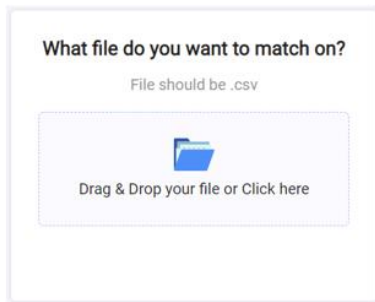
The Guest will be asked to log in and they will then be able to see the Comparison you created. (If they haven't already created an account, they will be asked to set a password first, and then they will be able to log in.)

The Guest will then be asked to upload their file for comparison. They will see something like this when the file has been processed:




### Step 3/Option 2 - Comparison where 'The Other Party' has been selected

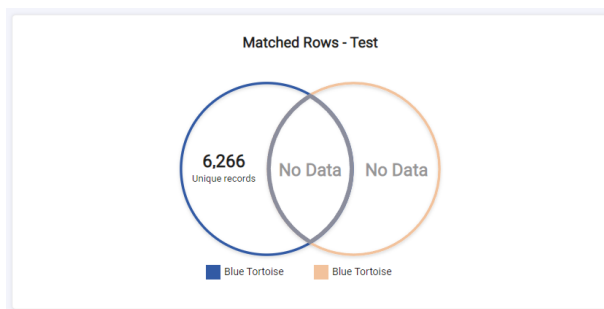
- In this scenario, you as the Organiser will process your file first.
- Select the file you want to use in the Comparison and select the field name which contains the email addresses. (For information on preparing a file for processing, [click here](#).)



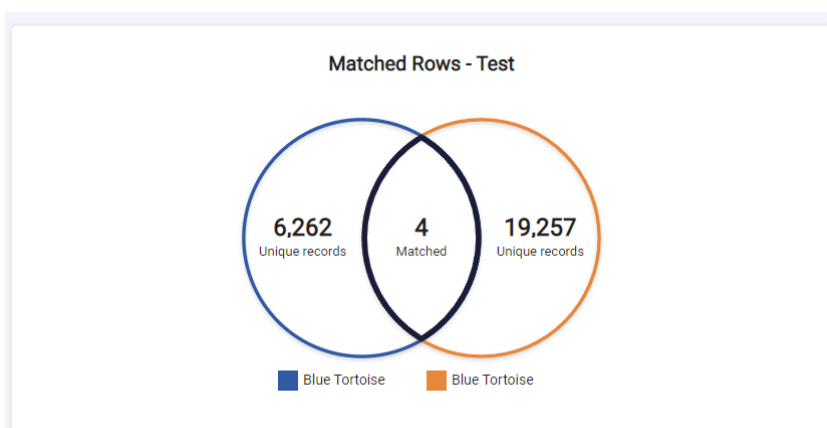
The 'processing' of the file creates '**Digiprints**' from the original email addresses and uploads these to the comparison.

**THE ORIGINAL EMAIL ADDRESSES ARE NOT UPLOADED.**

- Click on  to start the file processing.
- When the processing is complete and the Digiprints of the email addresses in your file have been created, the number of rows in the file is shown in the Venn diagram:



When the Guest has uploaded their file, you will **both** see the completed Venn diagram showing the Comparison results.



The Comparison is now complete.

The Guest also receives a file where they can see which emails matched and/or did not match, according to the download option they selected.

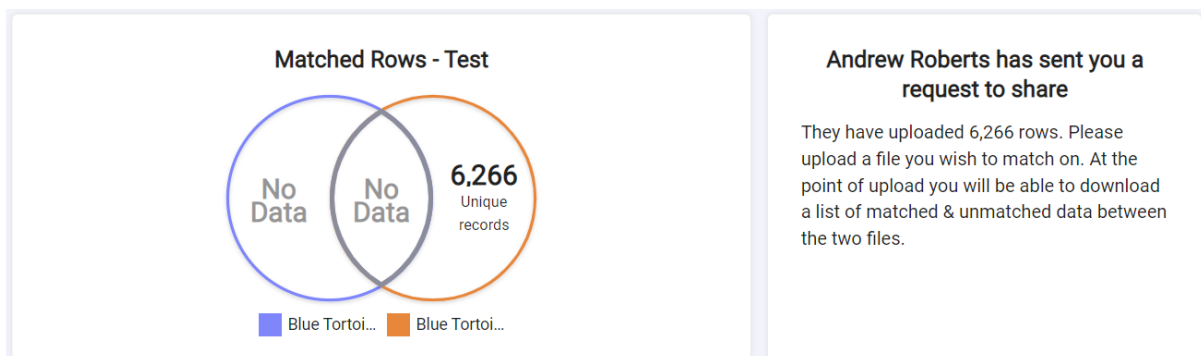


Note that Comparisons are stored in the system, so you can view them at a later date from the Comparison Dashboard.

### What the Guest experiences

When you create a Comparison, an email is sent to the Guest inviting them to add their file to the Comparison. **Please make the Guest aware that they will receive this email.**

The Guest will be asked to log in and they will then be able to see the Comparison you created. (If they haven't already created an account, they will be asked to set a password first, and then they will be able to log in.)



The Guest will then be asked to upload their file for comparison and select which download option they require. The option they choose will depend on the use case and you should guide them in this choice. ([Click here](#) for further information on download options.)

### Preparing a file for processing

- The file to be processed must contain a column with the **email address** in it. The system will trim off any additional spaces and ignore case differences.
- The file can contain other columns of data. If the file does contain other columns, then only the field containing email addresses will be processed.
- The file should contain a first row containing the column heading names.
- The file should be either a text file or an Excel file. We recommend using a text file.
- The text file should be comma separated (with or without double-quoted text delimiters) and can be in basic Latin or UTF character encoding.
- The filename should have a .csv extension.



## Data download options

<b>All matched &amp; unmatched data</b>	Downloads a copy of your original file with matched records marked with a 'Yes'
<b>Only matched data</b>	Downloads a copy of <i>only the records which overlap</i> (a 'Yes' will still be included as an additional column for all records)
<b>Only unmatched data</b>	Downloads a copy of the original file <i>excluding the records which overlap</i>
<b>Don't download data</b>	No records are copied

## Scenario examples of 'Who wants to view the results?'

- **Me**

You are a data provider, and you have a potential customer who wants to acquire some new contact data but wants to suppress any contacts that have opted out of communications with them. The prospect (Guest) will provide a suppression file of this data for the Comparison.

You want to know exactly which contacts are in the suppression file, so that if the Guest decides to licence data from you, you can provide them with contacts that have not opted out of communications with them.

In this scenario, you will have the option to download the results data, but the Guest only needs to know how many records you can provide that are not opted out. They will just see the Venn diagram of the results.

- **The Other Party**

You are a data provider, and you have a potential customer that has a dataset of contacts they want to enhance, as part of their Account-Based Marketing strategy.

The prospect (Guest) wants to know exactly which contacts you can provide additional data for, so that they can licence data for these contacts only and avoid wasting money on data they cannot use.

You would not need to know exactly which contacts matched in the Comparison, although it would be useful for you to know how many records were in the overlap. So in this scenario, the Guest will have the option to download the results data, but you will just see the Venn diagram of the results.



If you have any questions, please:

- Visit our [FAQs page](#)
- Email us on [support@clear-crypt.com](mailto:support@clear-crypt.com)
- Call us on 01252 367400

