

FactsPrep CSV Cleaner

Product Guide

Clean. Transform. Organize. Export.

A practical guide to preparing CSV and Excel data for Recruiting, HR, Sales, Marketing and other data-driven workflows.

 Fast Processing Clean and prepare data quickly.	 Cloud Workflows Save reusable cleaning configurations.
 Reusable Workflows Reuse the same process on future files.	 CSV & Excel Work with CSV, XLSX and XLS files.

Current plans: Free Trial — 10 downloads • Pro — \$9/month

Version 0.1 • Draft for product and website documentation

1. What is FactsPrep CSV Cleaner?

FactsPrep CSV Cleaner is a data preparation platform that helps users clean, filter, transform, organize and export CSV and Excel files without repeatedly editing records by hand.

The product is designed around a simple workflow:

Upload → Select → Filter → Clean → Transform → Organize → Download

- Upload CSV or Excel files.
- Preview the dataset before making changes.
- Select the columns needed in the final dataset.
- Filter records using available column filters.
- Clean names, emails, phone numbers, company names and general data.
- Extract supported social-profile URLs and location components.
- Customize the final output layout.
- Save a workflow for reuse.
- Download the cleaned result as CSV or Excel.

Who can use it?

- Recruiting and HR teams preparing candidate databases.
- Sales teams preparing prospect and contact lists.
- Marketing teams preparing structured datasets.
- Anyone who repeatedly receives CSV or Excel exports that require preparation before use.

2. Plans & Getting Started

FactsPrep currently has two plans. Both plans provide the same product functionality.

The Free Trial is a complete trial of the product rather than a feature-restricted version.

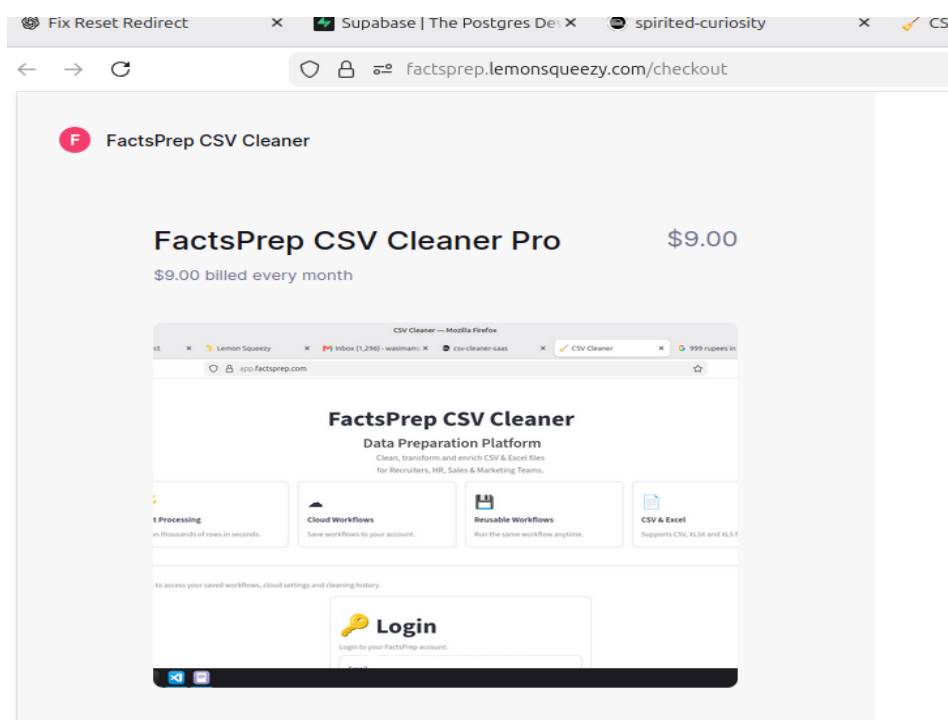
📄 Free Trial	📄 Pro
10 free downloads Full product functionality No separate feature restriction	\$9/month Full product functionality Continued downloads after the trial

New users can create an account and use the complete cleaning, filtering, transformation, workflow and export functionality for their first 10 downloads.

After the 10 free downloads are used, the user can upgrade to Pro and continue using the same functionality.

Billing is handled through Lemon Squeezy.

Current Pro checkout



3. Login & Dashboard

Existing users can log in. New users can create an account and begin with the 10-download Free Trial.

After login, the Dashboard is the user's starting point for managing cleaning activity and reusable workflows.

- Workflows — shows saved workflow count.
- Files — shows the account's displayed file/cleaning history count.
- Plan — shows Free Trial or Pro status. Free Trial displays downloads used and remaining; Pro displays subscription information.
- Quick Actions — New Cleaning starts a new cleaning session.
- Saved Workflows — access previously saved configurations.
- Recent Cleaning History — shows recent cleaning activity.

A Pro user can manage the subscription from the Dashboard. A Free Trial user can upgrade when the trial allowance is exhausted.

4. The Cleaning Workspace

1. Upload File

Upload CSV, XLSX or XLS. Current limit: 50 MB per file. The application then displays filename, rows, columns, size and processing information.

2. Workflow

Select a previously saved workflow. A saved workflow restores the cleaning configuration so the user does not need to rebuild the same setup each time. Workflows can be renamed or deleted.

3. Preview Data

Shows the first 50 rows of the uploaded dataset and the available columns.

4. Select Columns

All columns are selected by default. Users choose which columns should be included in the final dataset.

5. Filter Data

Filter records using available filters. Columns with 50 or fewer unique values use a selection list; columns with more than 50 unique values use a search box.

After filtering, FactsPrep shows a Filtered Data Preview so users can review the records continuing through the workflow.

5. Cleaning Operations

Cleaning Operations are grouped into five categories.

Category	Available operations
Name Cleaning	Trim extra spaces; remove professional credentials such as MBA, PMP, CPA and PE; split first & last name; choose No Change, Title Case, UPPERCASE or lowercase formatting.
Email Cleaning	Convert emails to lowercase; remove invalid email formats; remove duplicate emails.
Phone Cleaning	Standardize phone numbers; remove duplicate phones.
Company Cleaning	Remove common company suffixes such as Inc., LLC and Ltd.
Data Cleanup	Fix text encoding; remove empty rows; remove empty columns; remove duplicate rows.

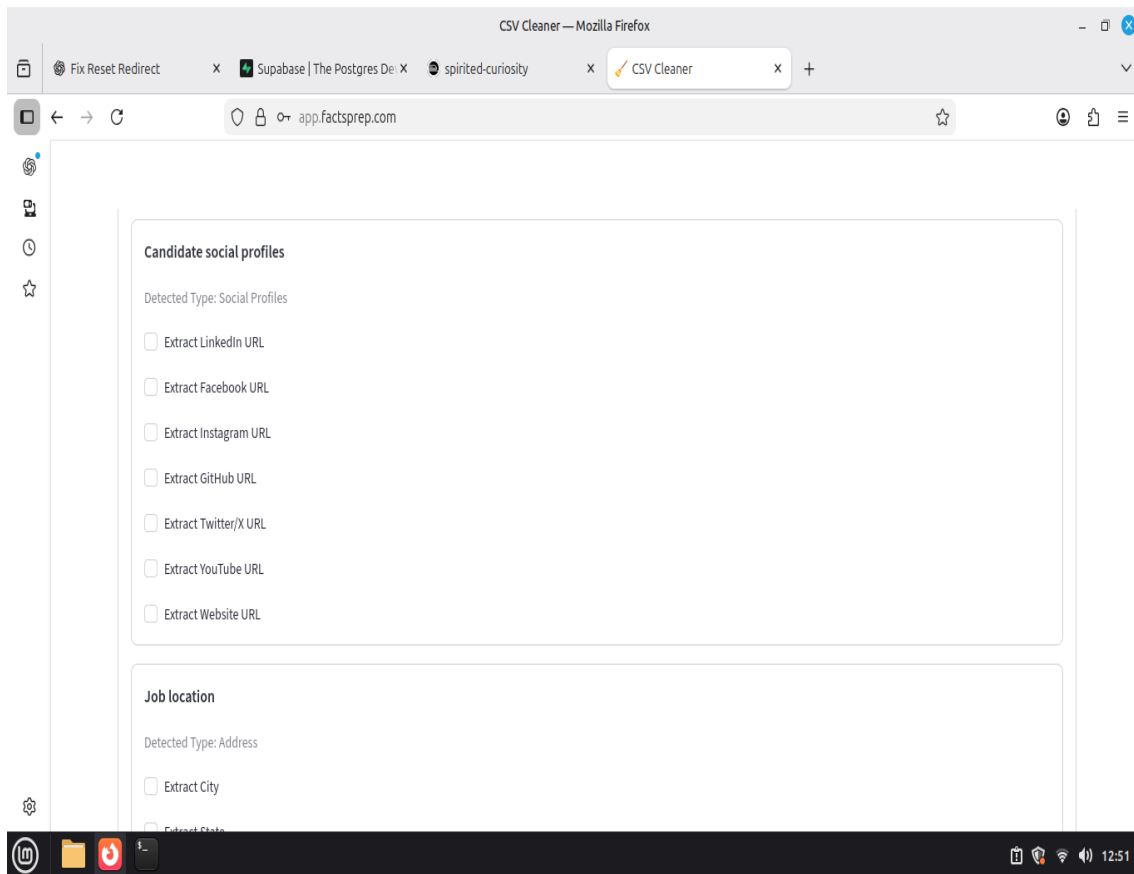
6. Data Transformations

Data Transformations extract useful information from existing fields and create separate structured columns.

Social-profile extraction

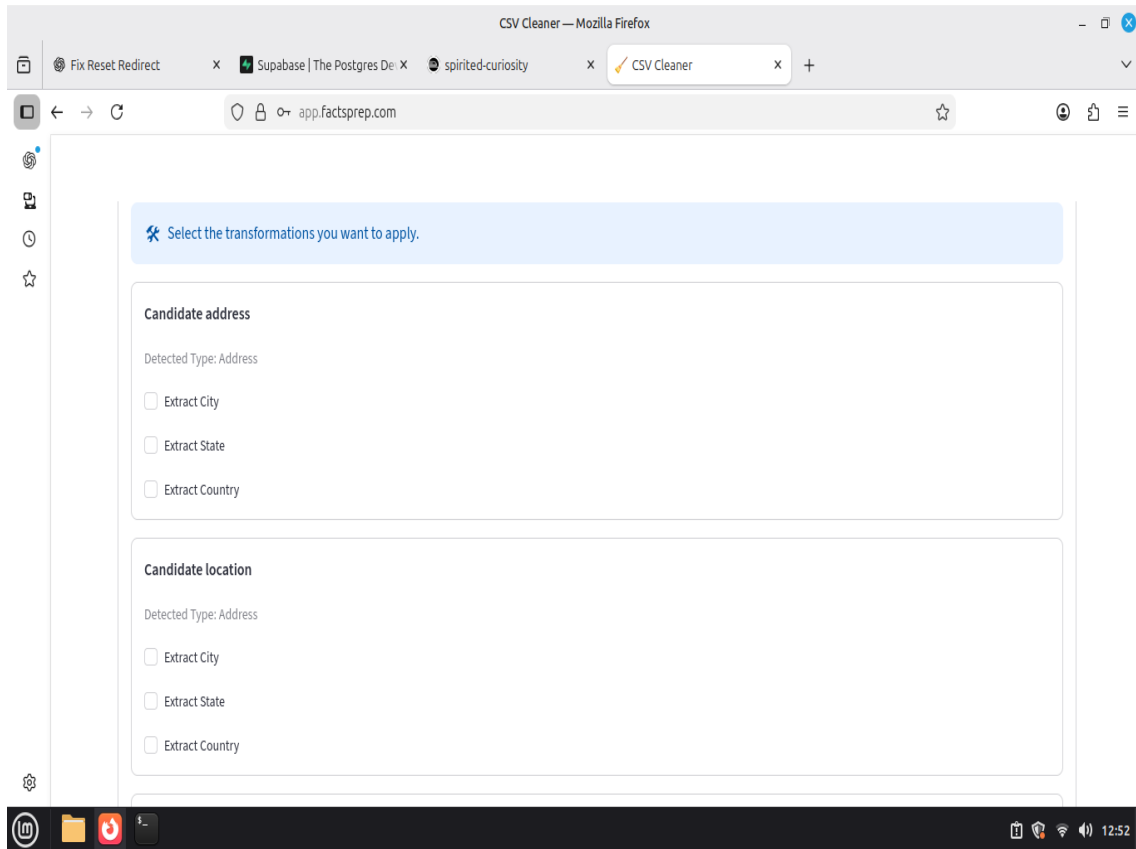
Currently supported extractions:

- LinkedIn URL
- Facebook URL
- Instagram URL
- GitHub URL
- Twitter/X URL
- YouTube URL
- Website URL



Location extraction

For reliable location splitting, the source value should use comma-separated City, State, Country format. For example: Los Angeles, California, United States. The user can extract City, State and/or Country into separate columns.



7. Run Cleaning & Review the Result

Click Run Cleaning after selecting the desired columns, filters, cleaning operations and transformations.

FactsPrep then presents the result in several review and customization sections:

- Cleaning Summary — rows before/after, rows removed, columns removed, operations and processing time.
- Operations Performed — the cleaning actions that were actually applied.
- Transformations Applied — the extraction actions that were applied.
- New Columns Created — columns created by transformations.
- Cleaned Data Preview — review the resulting dataset.

This review stage lets the user understand what changed before preparing the final output.

8. Output Layout, Workflow Saving & Download

Output Layout

Choose which columns should appear in the final file. Users can also rename columns and move them up or down to control the final order.

Save Workflow

Enter a workflow name and save the complete configuration for reuse. The saved configuration can later be selected from the Dashboard or Cleaning workspace.

Output File Name

Enter a preferred name for the final output file.

Download Cleaned Data

- Download CSV
- Download Excel (.xlsx)

The final download reflects the user's selected columns, filters, cleaning operations, transformations and output layout.

9. Privacy & Data Handling

FactsPrep is designed to process uploaded files without permanently storing the source or cleaned/downloaded files.

Uploaded files — according to the product's current data-handling design, uploaded files are not stored as permanent user files.

Cleaned/downloaded files — the cleaned output is generated for download and is not stored as a permanent file repository.

Saved workflows — when a user saves a workflow, the workflow configuration is stored so it can be reused later.

Account information — the application uses account information required for authentication and service operation, including the user's email and password/authentication information.

For the complete privacy terms, users should refer to the FactsPrep Privacy Policy.

Privacy Policy: <https://factsprep-privacy-site.wasimamshaikh.workers.dev/>

Important documentation note

This guide intentionally avoids making technical claims about encryption, server logs, backups, retention periods or third-party infrastructure beyond the product information currently confirmed. Those details should be added only after they are verified against the live implementation and privacy policy.

10. Quick Start

For a first-time user, the fastest path is:

1	Create an account or log in.
2	Click New Cleaning.
3	Upload your CSV or Excel file.
4	Review the Preview Data.
5	Choose the columns you want.
6	Apply filters if required.
7	Select the cleaning operations you need.
8	Select transformations if you need to extract social profiles or location fields.
9	Click Run Cleaning.
10	Review the cleaning summary and cleaned preview.
11	Customize Output Layout if required.
12	Optionally save the workflow for future use.
13	Set the output filename.
14	Download CSV or Excel.

Need a repeatable process?

Save your configuration as a workflow. On the next similar file, select the saved workflow instead of rebuilding the process from scratch.

FactsPrep CSV Cleaner

Clean. Transform. Organize. Export.

[factsPrep.com](https://factsprep.com) / app.factsprep.com