

# Suspect Duplicates Manual

<https://usfca.askadmissions.net/admin/Account/Login>

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Running a Suspect Duplicate Report  
Merging Duplicate Records

## Contacts Module: Suspect Duplicates

1. Click on the **Contacts** tab on the top of EMT interface.
2. On the left hand column, under Contact Filters, click on the **Suspect Duplicates** link.
3. In **Step 1** always select **Check a Contact Filter for Duplicate Contacts**.
4. Click on **Select** and browse for the filter that you wish to run the report on.
5. The report will be available within 24 hours

### Step 1: Select Set of Contacts to Check for Duplicates

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- Check All Contacts For Duplicates
- Check an Import Log for Duplicate Contacts: [ ] **Select...**
- Check a Contact Filter for Duplicate Contacts: [ ] **Select...**

6. In **Step 2** Click on the condition you would like the system to check duplicates for, we recommend either **First, last and email** (second option) or **First, last date of birth or email** (last option).

### Step 2: Duplicate Checking Attributes

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**New**

Select	Action	Condition Name	Description	Attributes
<input type="radio"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	Email	Email Address	E-mail
<input type="radio"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	First Name, Last Name, Email	First Name, Last Name, Email	Last Name,First Name,E-mail
<input type="radio"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	SSN	SSN	Social Security
<input type="radio"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	First Name, Last Name, DOB	First Name, Last Name, DOB	Last Name,First Name,DOB,E-mail

7. In **Step 3** always Select **Merge Contact Edit Logs** and **Merge Communication Logs**.
8. If you would like an email notification select **Notify Me**.
9. **\*\*\*NEVER select \*\*\* Auto Merge Suspect Duplicates** – This would have the system automatically merge your records which could cause you to lose information from one of the duplicate records.
10. Select **Start Checking Now**, or if you prefer **Schedule a Regular Suspect Duplicate Job**.


**Step 3:** Select Set of Contacts to Check for Duplicates

- Merge Contact Edit Logs
- Merge Communication Logs
- Notify me (afogliani@usfca.edu) by e-mail when completed.
- Auto-merge suspect duplicate groups.

11. Within 24 Hours you will see a report displayed at the bottom of the suspect duplicates page. The report will be visible for 96 hours.
12. **Click on the number** (in the case below 185) under groups to merge.

**Suspect Duplicate Check Monitor**

 [Refresh](#) Last Refreshed: 12:21:46 PM

 Suspect Duplicate Checks will be removed 96 hours after the processing is complete

[Completed Auto-merge Jobs Log](#)

Displaying 1 Suspect Duplicate Checks.

<input type="checkbox"/> Condition	Contact Set	Created By	Run Dates	Schedule	Groups to Merge	Total Groups	Status	Rules
<input type="checkbox"/>	First Name, Last Name, Email Filter: <a href="#">G - SOE - All SOE Prospects Suspect Duplicates</a>	afogliani	6/16/2008	-	<a href="#">185</a>	185	Completed	contact edit logs, communication logs, notify on, keep earlier

13. The first of your duplicate records will display in a new page.

14. You will need to analyze the two records to see which data you would like to keep. Here are some recommendations:

- If the two records display multiple programs, you should not merge them, unless you have spoken to the student directly and know that they are only interested in one program.
- If a student has different event codes or how found out information, you will not want to merge the record, but instead update the individual record in EMT with all of the event codes before deleting the duplicate record.
- If the student has created a username/password themselves you will want to keep that password, and not a system created one.
- **MOST IMPORTANTLY:** If there are any records that you are unsure whether to merge, note down the person's name and look them up in EMT later to try to get clarification.

15. Once you have selected the fields that you would like to merge you will need to **Click on Merge**.

If you do not want to merge the records select **Do Not Merge**. NOTE: If you choose **Do Not Merge**, this person's record will not be pulled up again when you run a suspect duplicate report, so their name will need to be noted to edit later.

Suspect Duplicate Group #183  
 Suspect Duplicate condition attributes: Last Name: Baeza First Name: Elisa E-mail: esanata@gmail.com Contacts found: 2

Attribute Name	Attribute Value(s)
Program 1	<input checked="" type="radio"/> UNDG <input type="radio"/> TED
Ethnicity	<input checked="" type="radio"/> H <input type="radio"/> Z
Entry Term	<input checked="" type="radio"/> 2007F <input type="radio"/> 2006F
Address Line 2	<input checked="" type="radio"/> Apt. 16 <input type="radio"/> Apt. #16
ID	<input checked="" type="radio"/> 217055 <input type="radio"/> 226515
Login	<input checked="" type="radio"/> EBaiza27352e <input type="radio"/> EBaezaed91ae
Password	<input checked="" type="radio"/> 5f0188 <input type="radio"/> 089020
Last Modified	<input type="radio"/> 11/30/2006 2:47:51 PM <input type="radio"/> 7/5/2006 8:54:15 PM
Created	<input checked="" type="radio"/> 10/25/2005 4:54:27 PM <input type="radio"/> 11/10/2005 7:21:40 PM
Created By	<input checked="" type="radio"/> 1260 <input type="radio"/> 1023
How Found Out	<input checked="" type="radio"/> Information Meeting / Open House <input type="radio"/> E-Mail Contact