DENBIGH ADMINISTRATION
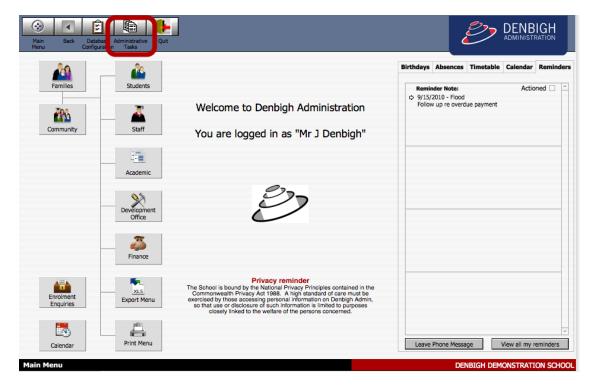
Community Duplication Resolution (November 2013)

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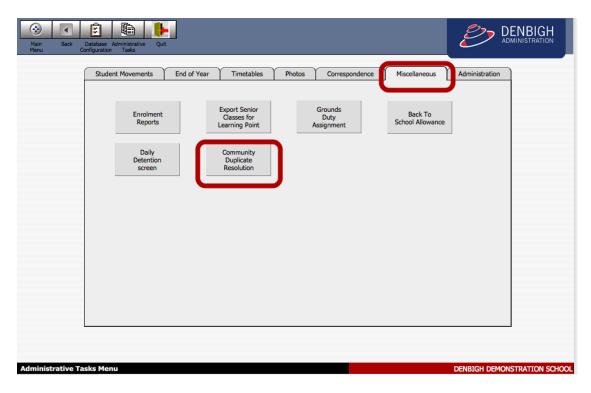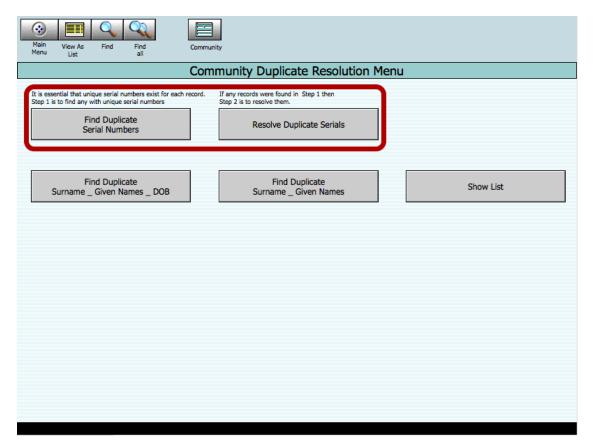
Main Menu

Click the Administration Tasks button.
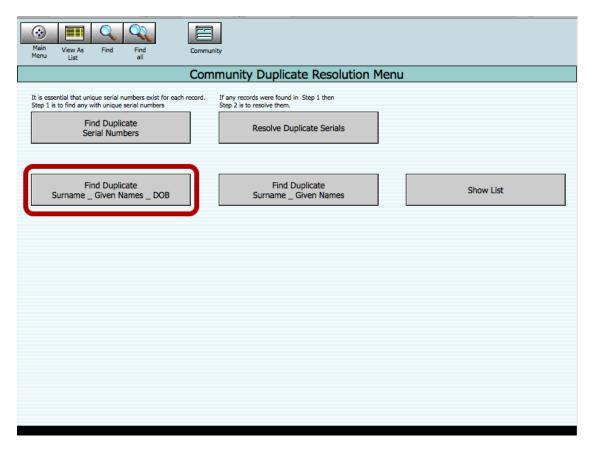
Administration Tasks

Click the Miscellaneous tab and then the "Community Duplicate Resolution" button.

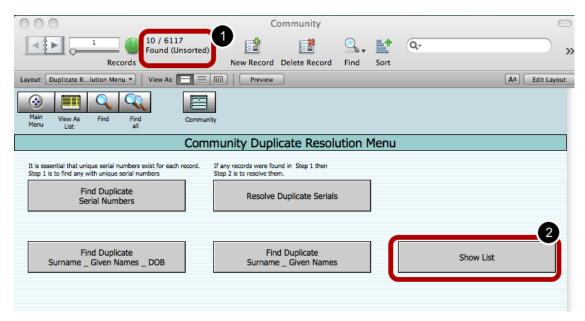# Community Duplicate Resolution Menu

The first 2 buttons are for finding Duplicate Serial (community id) numbers
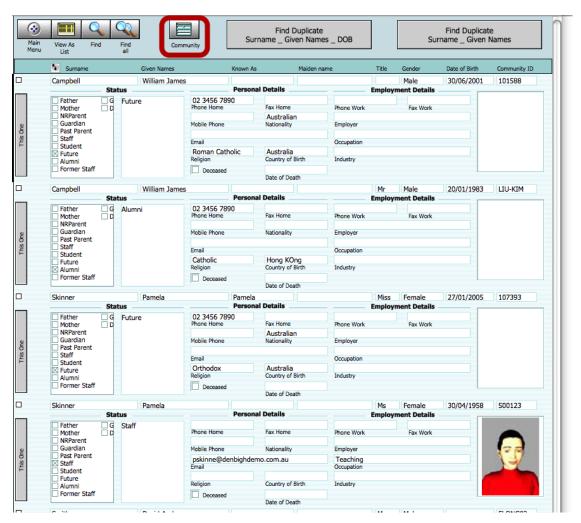
Community Duplicate

Find Duplicate community records that have Surname, Given Names and Date of Birth the same. Note that if there is no date of birth in one of the records it may miss the duplicate. It is always good to also run the "Find Duplicate Surname - Given Names as well.
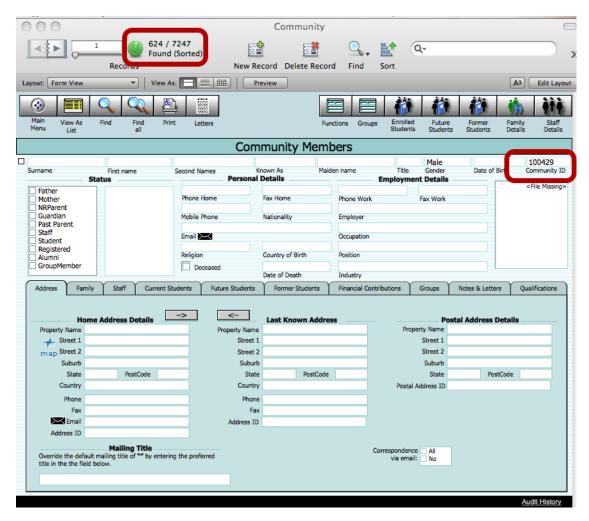
Finding Duplicates

It will show in the Status bar the number of records that is has found. Click to Show List.
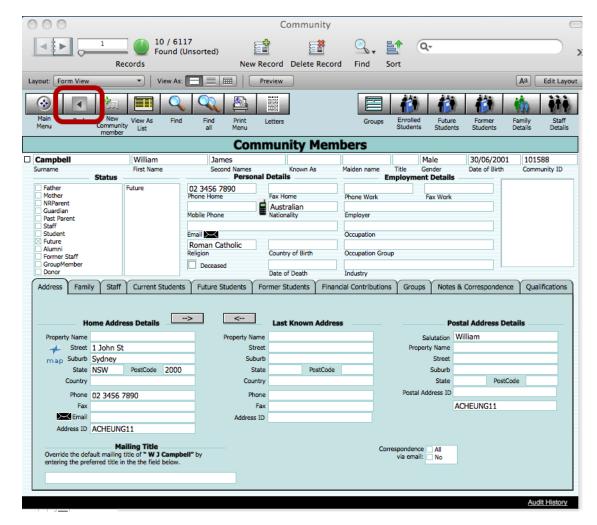
View Community Record

Click on the Community button if you want to look at the record in more detail.
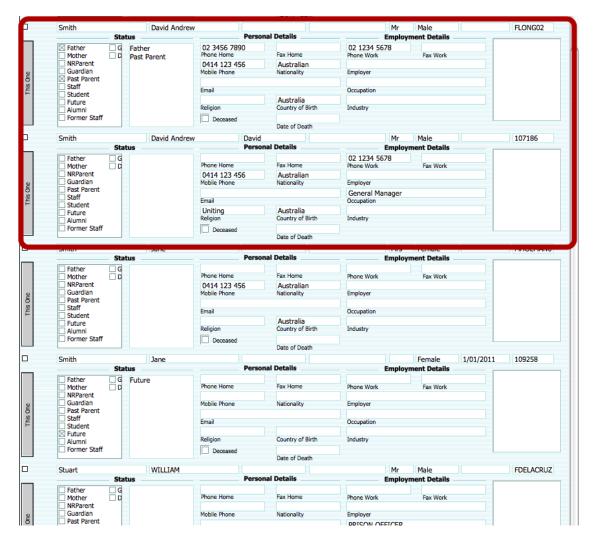
Community Record

View the community record and you are still in the find of duplicate records.

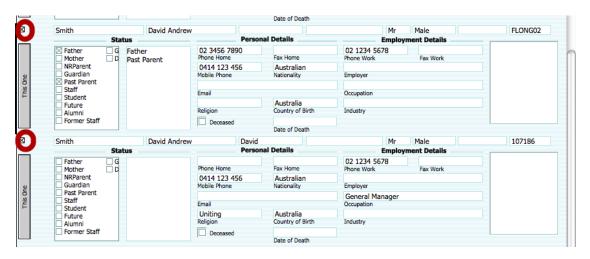## Return to the Community Duplicate List

To return to the duplicate list, click on the back button.

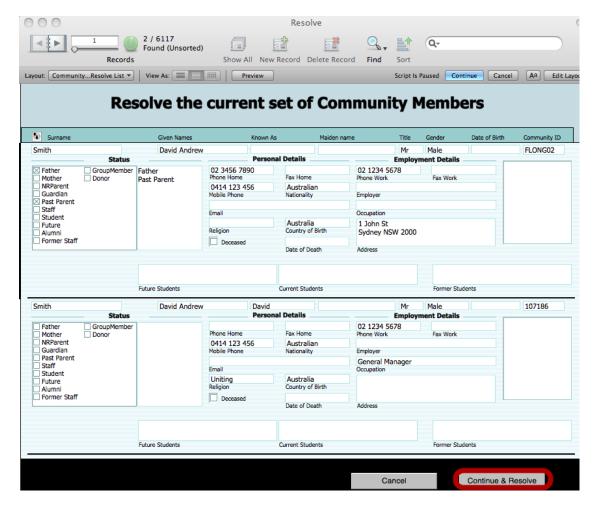## Resolving Duplicate Community Members

This example shows the 2 records that are duplicates.
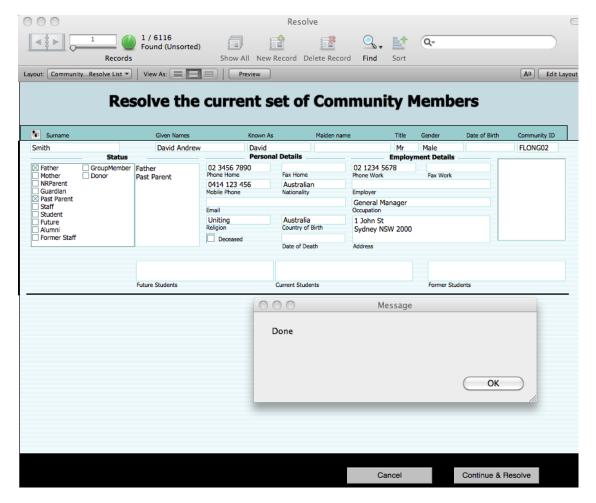
Mark the records to be resolved

Check the box to mark the 2 records that are the same. Then Click on "This One" button to choose the community record to keep and combine with the other one.

Choose the record to use

Then Click "Continue and Resolve" or "Cancel"

Both records will be displayed

Click Ok when Done.