



DENBIGH ADMINISTRATION

Community Duplication Resolution (November 2013)

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Main Menu

The screenshot shows the Denbigh Administration Main Menu. At the top, a navigation bar contains buttons for 'Main Menu', 'Back', 'Database Configuration', 'Administrative Tasks' (highlighted with a red circle), and 'Quit'. The 'DENBIGH ADMINISTRATION' logo is in the top right. The main content area features a central welcome message: 'Welcome to Denbigh Administration' and 'You are logged in as "Mr J Denbigh"'. Below this is a logo of a stack of three rings and a 'Privacy reminder' section stating: 'The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbigh Admin, so that use or disclosure of such information is limited to purposes closely linked to the welfare of the persons concerned.' A sidebar on the left lists menu items: Families, Community, Enrolment Enquiries, Calendar, Students, Staff, Academic, Development Office, Finance, Export Menu, and Print Menu. A right sidebar titled 'Reminders' shows a 'Reminder Note' for '9/15/2010 - Flood' with the text 'Follow up re overdue payment' and a 'View all my reminders' button. The bottom of the page has a 'Main Menu' label on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

Click the Administration Tasks button.

Administration Tasks

The screenshot displays the Denbigh Administration software interface. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'Database Configuration', 'Administrative Tasks', and 'Quit'. The 'DENBIGH ADMINISTRATION' logo is visible on the right. Below the navigation bar, a series of tabs are shown: 'Student Movements', 'End of Year', 'Timetables', 'Photos', 'Correspondence', 'Miscellaneous', and 'Administration'. The 'Miscellaneous' tab is selected and highlighted with a red box. Inside the 'Miscellaneous' tab area, several buttons are visible: 'Enrolment Reports', 'Export Senior Classes for Learning Point', 'Grounds Duty Assignment', 'Back To School Allowance', 'Daily Detention screen', and 'Community Duplicate Resolution'. The 'Community Duplicate Resolution' button is highlighted with a red box. At the bottom of the interface, a black bar contains the text 'Administrative Tasks Menu' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

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

Community Duplicate Resolution Menu

The screenshot shows a software interface for 'Community Duplicate Resolution'. At the top, there is a navigation bar with icons for 'Main Menu', 'View As List', 'Find', 'Find all', and 'Community'. Below this is a title bar that reads 'Community Duplicate Resolution Menu'. The main content area contains a red-bordered box with the following text: 'It is essential that unique serial numbers exist for each record. Step 1 is to find any with unique serial numbers' and 'If any records were found in Step 1 then Step 2 is to resolve them.' Below this text are two buttons: 'Find Duplicate Serial Numbers' and 'Resolve Duplicate Serials'. Further down, there are three more buttons: 'Find Duplicate Surname _ Given Names _ DOB', 'Find Duplicate Surname _ Given Names', and 'Show List'.

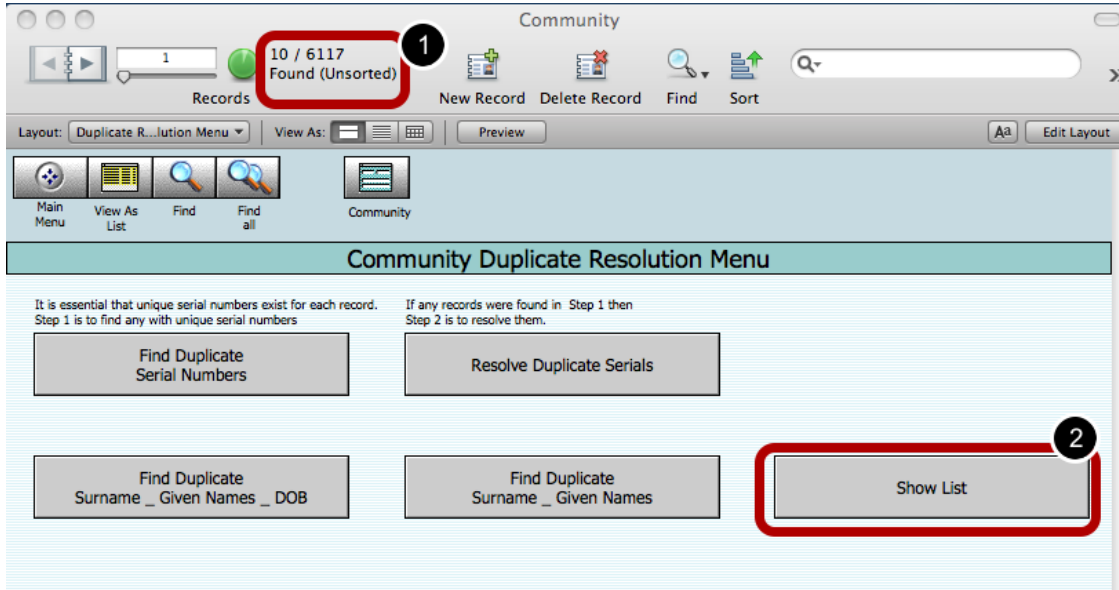
The first 2 buttons are for finding Duplicate Serial (community id) numbers

Community Duplicate

The screenshot shows a software interface for resolving duplicate records. At the top, there is a navigation bar with icons for 'Main Menu', 'View As List', 'Find', 'Find all', and 'Community'. Below this is a header titled 'Community Duplicate Resolution Menu'. The main area contains two columns of text: 'It is essential that unique serial numbers exist for each record. Step 1 is to find any with unique serial numbers' and 'If any records were found in Step 1 then Step 2 is to resolve them.' Below the text are several buttons: 'Find Duplicate Serial Numbers', 'Resolve Duplicate Serials', 'Find Duplicate Surname _ Given Names _ DOB' (highlighted with a red box), 'Find Duplicate Surname _ Given Names', and 'Show List'.

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

Surname	Given Names	Known As	Maiden name	Title	Gender	Date of Birth	Community ID
Campbell	William James				Male	30/06/2001	101588
Campbell	William James			Mr	Male	20/01/1983	LIU-KIM
Skinner	Pamela	Pamela		Miss	Female	27/01/2005	107393
Skinner	Pamela			Ms	Female	30/04/1958	S00123

Status

Father G Future
 Mother D
 NRParent
 Guardian
 Past Parent
 Staff
 Student
 Future
 Alumni
 Former Staff

Personal Details

02 3456 7890
Phone Home
Fax Home
Mobile Phone
Nationality
Australia
Email
Roman Catholic
Religion
Australia
Country of Birth
Industry
 Deceased
Date of Death

Employment Details

Phone Work
Fax Work
Employer
Occupation

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

Community Record

Community

Records 1 624 / 7247 Found (Sorted)

New Record Delete Record Find Sort

Layout: Form View View As: Preview Aa Edit Layout

Main Menu View As List Find Find all Print Letters Functions Groups Enrolled Students Future Students Former Students Family Details Staff Details

Community Members

Surname First name Second Names Known As Maiden name Title Male Gender Date of Birth **100429** Community ID <File Missing>

Father Mother NRParent Guardian Past Parent Staff Student Registered Alumni GroupMember

Status **Personal Details** **Employment Details**

Phone Home Fax Home Phone Work Fax Work
Mobile Phone Nationality Employer
Email Occupation
Religion Country of Birth Position
 Deceased Date of Death Industry

Address Family Staff Current Students Future Students Former Students Financial Contributions Groups Notes & Letters Qualifications

Home Address Details **Last Known Address** **Postal Address Details**

Property Name Street 1 Street 2 Suburb State PostCode Country Phone Fax Email Address ID

Property Name Street 1 Street 2 Suburb State PostCode Country Phone Fax Address ID

Property Name Street 1 Street 2 Suburb State PostCode Postal Address ID

Mailing Title
Override the default mailing title of "" by entering the preferred title in the field below.

Correspondence via email: All No

Audit History

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

Return to the Community Duplicate List

Community

Records 10 / 6117 Found (Unsorted)

New Record Delete Record Find Sort

Layout: Form View View As: Preview

Main Menu New Community member View As List Find Find all Print Menu Letters

Groups Enrolled Students Future Students Former Students Family Details Staff Details

Community Members

Campbell William James Male 30/06/2001 101588

Surname First Name Second Names Known As Maiden name Title Gender Date of Birth Community ID

Status Future

Personal Details

02 3456 7890 Phone Home Fax Home Phone Work Fax Work

Mobile Phone Australian Nationality

Email Roman Catholic Religion Country of Birth Occupation Occupation Group

Deceased Date of Death Industry

Address Family Staff Current Students Future Students Former Students Financial Contributions Groups Notes & Correspondence Qualifications

Home Address Details **Last Known Address** **Postal Address Details**

Property Name Street 1 John St Property Name Street Salutation William

Suburb Sydney Suburb State PostCode Postal Address ID

State NSW PostCode 2000 Country Phone 02 3456 7890 Fax Address ID ACHEUNG11

Phone Fax Address ID

Mailing Title Override the default mailing title of "W J Campbell" by entering the preferred title in the field below.

Correspondence via email: All No

Audit History

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

Resolving Duplicate Community Members

<input type="checkbox"/>	Smith	David Andrew	Mr	Male	FLONG02			
This One	Status <input checked="" type="checkbox"/> Father <input type="checkbox"/> G <input type="checkbox"/> Mother <input type="checkbox"/> D <input type="checkbox"/> NRParent <input type="checkbox"/> Guardian <input checked="" type="checkbox"/> Past Parent <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Future <input type="checkbox"/> Alumni <input type="checkbox"/> Former Staff		Personal Details Phone Home 02 3456 7890 Mobile Phone 0414 123 456 Fax Home Australian Nationality Email Religion <input type="checkbox"/> Deceased Date of Death		Employment Details Phone Work 02 1234 5678 Fax Work Employer Occupation Industry			
	<input type="checkbox"/>	Smith	David Andrew	David	Mr	Male	107186	
	This One	Status <input type="checkbox"/> Father <input type="checkbox"/> G <input type="checkbox"/> Mother <input type="checkbox"/> D <input type="checkbox"/> NRParent <input type="checkbox"/> Guardian <input type="checkbox"/> Past Parent <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Future <input type="checkbox"/> Alumni <input type="checkbox"/> Former Staff		Personal Details Phone Home Mobile Phone 0414 123 456 Fax Home Australian Nationality Email Uniting Religion <input type="checkbox"/> Deceased Date of Death		Employment Details Phone Work 02 1234 5678 Fax Work Employer General Manager Occupation Industry		
		<input type="checkbox"/>	Smith	Jane	Female	1/01/2011	109258	
		This One	Status <input type="checkbox"/> Father <input type="checkbox"/> G <input type="checkbox"/> Mother <input type="checkbox"/> D <input type="checkbox"/> NRParent <input type="checkbox"/> Guardian <input type="checkbox"/> Past Parent <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Future <input checked="" type="checkbox"/> Future <input type="checkbox"/> Alumni <input type="checkbox"/> Former Staff		Personal Details Phone Home Mobile Phone Fax Home Australian Nationality Email Religion <input type="checkbox"/> Deceased Date of Death		Employment Details Phone Work Fax Work Employer Occupation Industry	
			<input type="checkbox"/>	Stuart	WILLIAM	Mr	Male	FDELACRUZ
			One	Status <input type="checkbox"/> Father <input type="checkbox"/> G <input type="checkbox"/> Mother <input type="checkbox"/> D <input type="checkbox"/> NRParent <input type="checkbox"/> Guardian <input type="checkbox"/> Past Parent		Personal Details Phone Home Mobile Phone Fax Home Australian Nationality Email Religion <input type="checkbox"/> Deceased Date of Death		Employment Details Phone Work Fax Work Employer Occupation Industry

This example shows the 2 records that are duplicates.

Mark the records to be resolved

<input checked="" type="checkbox"/>	Smith	David Andrew	Mr	Male	FLONG02		
This One	Status <input checked="" type="checkbox"/> Father <input type="checkbox"/> G <input type="checkbox"/> Mother <input type="checkbox"/> D <input type="checkbox"/> NRParent <input type="checkbox"/> Guardian <input checked="" type="checkbox"/> Past Parent <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Future <input type="checkbox"/> Alumni <input type="checkbox"/> Former Staff		Personal Details Phone Home 02 3456 7890 Mobile Phone 0414 123 456 Fax Home Australian Nationality Email Religion <input type="checkbox"/> Deceased Date of Death		Employment Details Phone Work 02 1234 5678 Fax Work Employer Occupation Industry		
	<input checked="" type="checkbox"/>	Smith	David Andrew	David	Mr	Male	107186
	This One	Status <input type="checkbox"/> Father <input type="checkbox"/> G <input type="checkbox"/> Mother <input type="checkbox"/> D <input type="checkbox"/> NRParent <input type="checkbox"/> Guardian <input type="checkbox"/> Past Parent <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Future <input type="checkbox"/> Alumni <input type="checkbox"/> Former Staff		Personal Details Phone Home Mobile Phone 0414 123 456 Fax Home Australian Nationality Email Uniting Religion <input type="checkbox"/> Deceased Date of Death		Employment Details Phone Work 02 1234 5678 Fax Work Employer General Manager Occupation Industry	

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

The screenshot shows a 'Resolve' window with the following details:

- Window Title: Resolve
- Records: 2 / 6117 Found (Unsorted)
- Buttons: Show All, New Record, Delete Record, Find, Sort
- Layout: Community...Resolve List
- View As: [Grid Icon]
- Script Is Paused: [Continue] [Cancel] [Aa] [Edit Layout]

Resolve the current set of Community Members

Surname	Given Names	Known As	Maiden name	Title	Gender	Date of Birth	Community ID
Smith	David Andrew	David		Mr	Male		FLONG02
Smith	David Andrew	David		Mr	Male		107186

Record 1: Smith, David Andrew (Community ID: FLONG02)

- Status:** Father, Mother, NRParent, Guardian, Past Parent, Staff, Student, Future, Alumni, Former Staff
- Personal Details:** Phone Home: 02 3456 7890, Mobile Phone: 0414 123 456, Email: [Empty], Religion: [Empty], Deceased
- Employment Details:** Fax Home: [Empty], Nationality: Australian, Phone Work: 02 1234 5678, Fax Work: [Empty], Employer: [Empty], Occupation: 1 John St Sydney NSW 2000, Address: [Empty]

Record 2: Smith, David Andrew (Community ID: 107186)

- Status:** Father, Mother, NRParent, Guardian, Past Parent, Staff, Student, Future, Alumni, Former Staff
- Personal Details:** Phone Home: [Empty], Mobile Phone: 0414 123 456, Email: [Empty], Religion: Uniting, Deceased
- Employment Details:** Fax Home: [Empty], Nationality: Australian, Phone Work: 02 1234 5678, Fax Work: [Empty], Employer: [Empty], Occupation: General Manager, Address: [Empty]

Buttons at the bottom: [Cancel] [Continue & Resolve]

Then Click "Continue and Resolve" or "Cancel"

Both records will be displayed

The screenshot shows a 'Resolve' application window with a title bar containing window controls and the text 'Resolve'. Below the title bar is a toolbar with icons for navigation and search, and a search bar. The main content area has a header 'Resolve the current set of Community Members' and a table with columns: Surname, Given Names, Known As, Maiden name, Title, Gender, Date of Birth, and Community ID. The table contains one record for David Andrew Smith. Below the table are three sections: 'Status' with checkboxes for roles like Father, Mother, etc.; 'Personal Details' with fields for phone numbers, email, and religion; and 'Employment Details' with fields for employer and occupation. A 'Message' dialog box is overlaid on the form, displaying the text 'Done' and an 'OK' button. At the bottom of the window are 'Cancel' and 'Continue & Resolve' buttons.

Surname	Given Names	Known As	Maiden name	Title	Gender	Date of Birth	Community ID
Smith	David Andrew	David		Mr	Male		FLONG02

Status

Father
 Mother
 NRParent
 Guardian
 Past Parent
 Staff
 Student
 Future
 Alumni
 Former Staff

GroupMember
 Donor

Father
Past Parent

Personal Details

02 3456 7890
Phone Home
0414 123 456
Mobile Phone
Email
Uniting
Religion
 Deceased

Fax Home
Australian
Nationality
Australia
Country of Birth
Date of Death

Employment Details

02 1234 5678
Phone Work
Fax Work
Employer
General Manager
Occupation
1 John St
Sydney NSW 2000
Address

Future Students
Current Students
Former Students

Message

Done

OK

Cancel Continue & Resolve

Click Ok when Done.