

Checking for Duplicate Contacts

Market: House, Senate

Description: These instructions teach users how to use the Duplicate Contact function to search for duplicate contacts.

- **1.** Search for and select a contact record.
- 2. In the Contact details, click the Duplicate Check button.

Æ		ontacts	Ƴ Karen (Quorum	ы С	Filter Result	
\oplus	New 🗸	Change 🗸 🛛 F	teport V Mo	re V			
f C E	General	jontha	en Quoru In.kilgore-2@l Inportant Person				
	Email Addresses ⊕ ∑ jonthan.kilgore-2@leidos.com ★				Phone Numbers 🕀		
		All	Open	Closed	Recent	Home 🕀 🚖	
	Messa	ges <u>75</u>	<u>8</u>	<u>67</u>	0	1536 Star Stella Dr 🖉 🛄	
	Outrea	ich <u>2</u>	1	1	0	Odenton, Maryland 21113 MD04 Anne Arundel	
-	Service	es <u>1</u>	0	1	0	MD04 Anne Alunder	
1	Events	0	0	0	0		
	Attachme Affiliation Edit A	Ŭ	Add Service	Add Event	Delete 1 Member Household ▲ Add to Household Duplicate Check ④ Quick Report		

3. The **Check for Duplicate Contacts** window will open showing any potential duplicates.



Target	Name	Address	Primary Comms	Household	Messages	Services
	Vrs. Karen Quorum	, Odenton, MD 2111	3- , (123)		9 open	1 open
(ID:7182440)	3726, MD04 H	456-7890 (H)		47 closed	0 closed
	(aren Quorum	, Odenton, MD 2111	3-		8 open	0 open
	ID:7182442) ery Important Person	3726, MD04 H			67 closed	0 closed
	VIrs. Karen Quorum, Sr.	, Odenton, MD 2111	3-		7 open	0 open
	ID:7182443) ery Important Person	3726, MD04 H			63 closed	0 closed

4. Select the Contacts you wish to merge (if any) and click Merge Contacts.