

## **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	All Con	tacts	Ƴ Karen C	luorum	Co								
$\oplus$	⊕ New ∨ Change ∨ Report ∨ More ∨												
f C E													
	Email Addresses ⊕ i jonthan.kilgore-2@leidos.com ★				Phone Numbers $\oplus$								
		All	Open	Closed	Recent	Home 🕀 🚖							
	Message	es <u>75</u>	8	<u>67</u>	0	1536 Star Stella Dr 🖉 🛄							
	Outreac	h <u>2</u>	1	1	0	Odenton, Maryland 21113							
-	Services	1	0	1	0	MD04 Anne Arunder							
	Events	0	0	0	0								
	Attachmen Affiliations Edit Ad	ts 🖉 P d Message	Add Service	Add Event	Delete Add to Duplica	1 Member Household 2 🗇 🕀 Household ate Check Report							

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



Check for Duplicate Contacts													
Ti	arge	et Name	Address	Primary Comms	Household	Messages	Services						
		Mrs. Karen Quorum (ID:7182440)	, Odenton, MD 21113- 3726, MD04 H	, (123) 456-7890 (H)		9 open 47 closed	1 open 0 closed						
	0	Karen Quorum (ID:7182442) Very Important Person	, Odenton, MD 21113- 3726, MD04 H	print Open (Brids, or		8 open 67 closed	0 open 0 closed						
	0	Mrs. Karen Quorum, Sr. (ID:7182443) Very Important Person	, Odenton, MD 21113- 3726, MD04 H	and a star of the second		7 open 63 closed	0 open 0 closed						
					Merge Contacts	Merge Contacts Late	er Cancel						

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