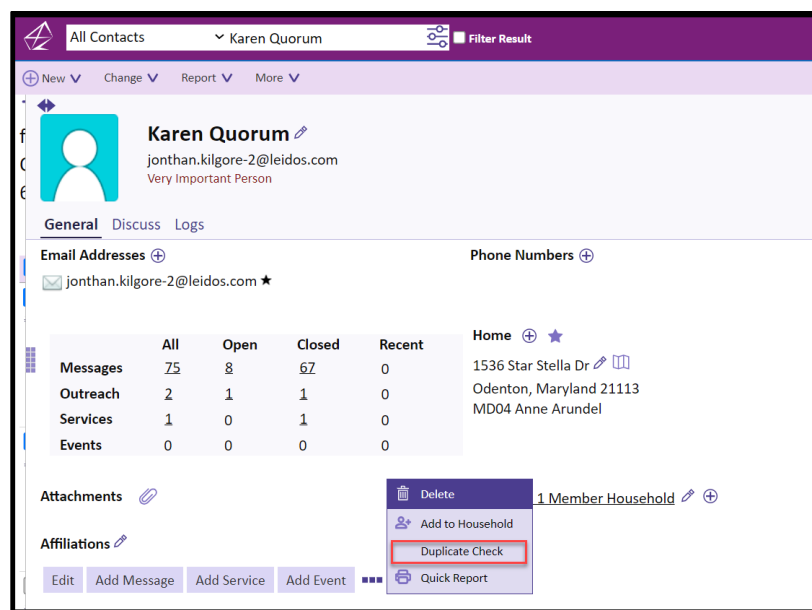


Checking for Duplicate Contacts

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.



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

Check for Duplicate Contacts

☐ Target

Name	Address	Primary Comms	Household	Messages	Services
☐ ☒ Mrs. Karen Quorum (ID:7182440)	3726, MD04 H	, Odenton, MD 21113- 456-7890 (H)		9 open 47 closed	1 open 0 closed
☐ ☐ Karen Quorum (ID:7182442) Very Important Person	3726, MD04 H	, Odenton, MD 21113-		8 open 67 closed	0 open 0 closed
☐ ☐ Mrs. Karen Quorum, Sr. (ID:7182443) Very Important Person	3726, MD04 H	, Odenton, MD 21113-		7 open 63 closed	0 open 0 closed

Merge Contacts
Merge Contacts Later
Cancel

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