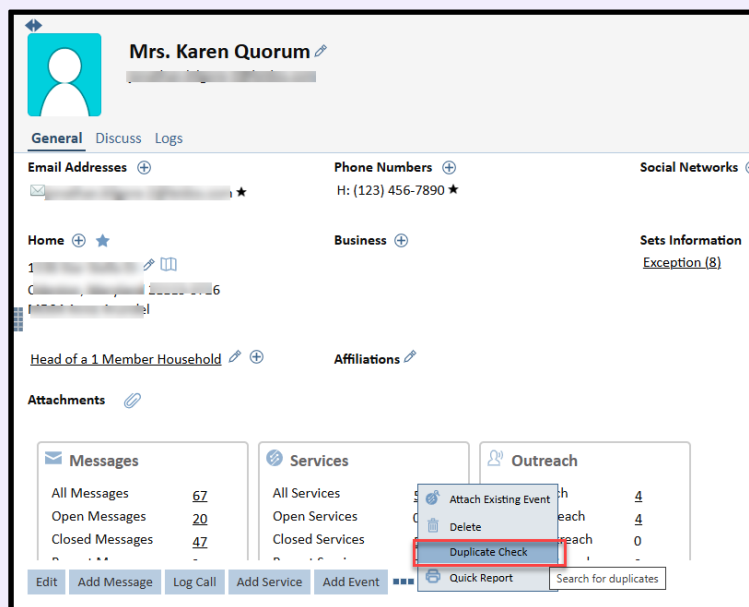


Checking for Duplicate Contacts

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

Matching on: first=Karen, last=Quorum, state=MD, addr1=1536 Star Stella Dr

☐ Target	Name	Address	Primary Comms	Household	Messages	Services
☐	Mrs. Karen Quorum (ID:7182440)	[REDACTED] [REDACTED] H	[REDACTED] [REDACTED] 7890 (H)		23 open 47 closed	0 open 5 closed closed
☒	Mrs. Karen Quorum Sr. (ID:7182442) Very Important Person	[REDACTED] H	[REDACTED]		25 open 133 closed	0 open 2 closed closed

Merge Contacts

Merge Contacts Later

Cancel

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