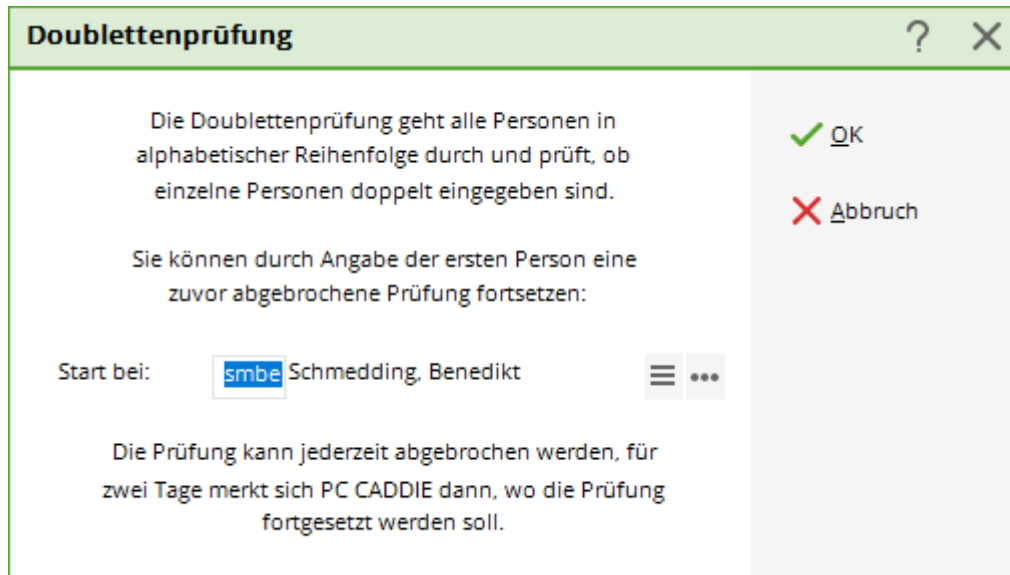# Duplicate check

PC CADDIE uses the duplicate check to search for duplicate persons. You can find this function under **Persons/Duplicate check.** Start the process with **OK:**

If PC CADDIE finds a person who has been entered twice, the following window appears:

Duplicate persons

Maybe the following person has been saved twice (32):

	Person 1 (tet2/ 40)	Person 2 (teti/ 68)
Title:		
First name:	Timo	Timo
Surname:	Tester	Tester
Street:		
P.Code:		
Club:		Guest
Handicap:	5,0	—
Town:		
D.O.B.:	01.01.01	. .
Entry:	19.01.12	02.10.18
Characteristic:	M 2 2 2 0	M 1 0 3 0
Telephone:		
Mail:		

Keep 1st person, delete 2nd person

Keep 2nd person, delete 1st person

Edit 1st person

Edit 2nd person

Keep both persons

Cancel

Use this dialogue to determine which of the two persons you want to keep or edit.

You should be careful with duplicate members. If in doubt, you should keep both people and clarify the status of both people.

If you have correct duplicates, i.e. people with the same first name and surname, in your system, you can exclude them from the duplicate check. To do this, in the check run, go to *Edit person 2* and add the additional info *dubignore* to this person. This duplicate will then no longer be reported in future checks.

TIP When editing, you are taken directly to the person. You can also cancel the check at any time. PC CADDIE remembers for two days where the check should be continued. Otherwise, you can enter the search abbreviation you want to continue with when you start again after one week.

The numbers and letters displayed under Characteristics in the duplicate check window…

Doppelte Person   ✕

Die folgende Person scheint doppelt gespeichert zu sein (29):

	Person 1 (alw1/ 265)	Person 2 (alwa/ 2418)
Nummer:	041.7003.000237	041.7003.202616
Titel:		
Vorname:	Walter	Walter
Name:	Alessandri	Alessandri
Straße:	Waldstrasse 7	Montanastrasse 3
PLZ:	6015	6052
Ort:	Luzern	Hergiswil
Club:	Gast	Gast
Handicap:	--	--
Geburt:	13.01.41	. .
Eintritt:	. .	27.05.17
Merkmal:	M 6 F H 0	M 4 0 0 0
Telefon:	+41-41/4841892;Mobil +41-	+41-41/6301702
Mail:		

▸ Person 1 behalten, Person 2 löschen

▸ Person 2 behalten, Person 1 löschen

✎ Person 1 bearbeiten

✎ Person 2 bearbeiten

▸ Beide Personen behalten

✗ Abbruch

...show you which statuses are stored for the individual person in the person mask:

Geschlecht	1 - 👤 Männlich ▾
Altersklasse	4 - Erwachsen ▾
Mitgliedschaft	I - Interessent ▾
Status	0 - ▾
Verschiedenes	0 - ▾
Zusatz-Info	☰

⚠ Your database will thank you.