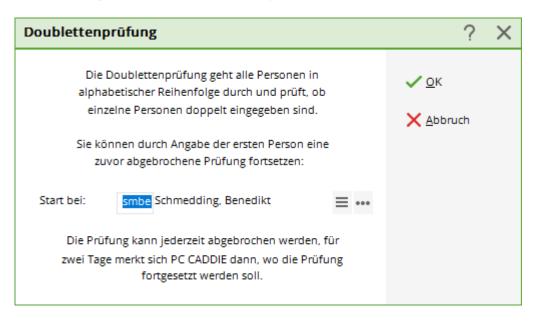
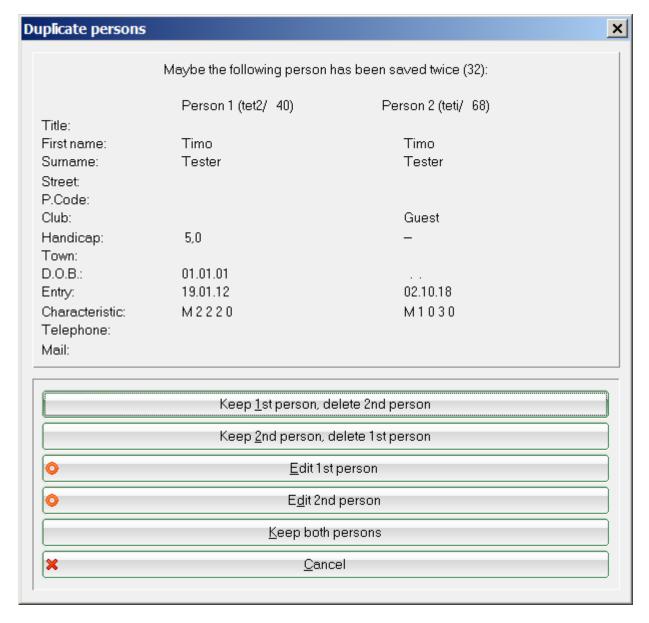
Duplicate check

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:

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

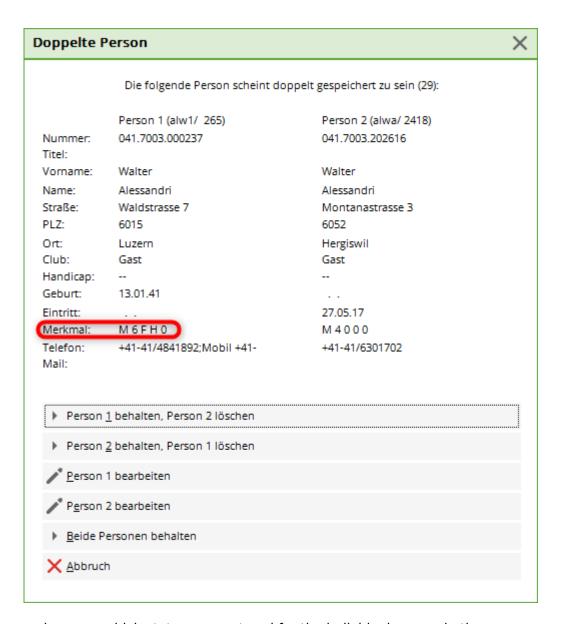
You should be careful with duplicate members. If in doubt, you should keep both people and clarify the status of both people.

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.

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



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



Your database will thank you.

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