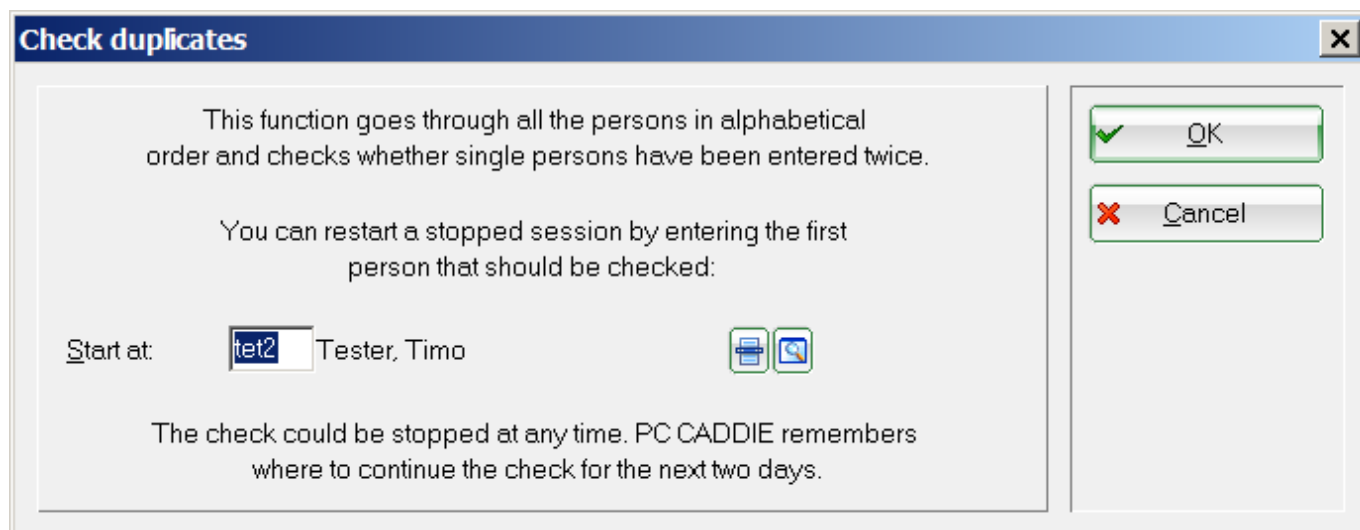


# Check for double entries

Let PC CADDIE check for double entries of persons in your database. Go to **Persons/Double-Check** and start the process with **OK**:



If PC CADDIE finds a duplicated entry in your database, the next window opens:

**Duplicate persons** [X]

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 1st and 2nd persons

Cancel

You will now have to select the entry which you would like to keep or edit.



Careful in case you have double entries among your members. You should keep both and find out if all the data, especially the status, is correct.

If you have correct duplicates, i.e. persons with the same first and last name, in your system, you can exclude them from the duplicate check. In the test run, go to *Edit 2nd person* and add the additional info *dupignore*. Then this duplicate will not be reported at the upcoming check.

HINT: Editing a person means you will get redirected to the person's mask. You can always stop the checking, and PC CADDIE will remember where you stopped for the following two days. Otherwise, you can always re-start by entering the search abbreviation from where you want to continue searching.



The numbers and letters on the field **Attributes** from the **Duplicate persons** window...

**Duplicate persons** ✕

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

	Person 1 (tet2/ 40)	Person 2 (tet1/ 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

...show you what status is saved to for each person:

Gender	1 -  Male
Age group	4 - Adult
Membership type	1 - Active
Status	1 - Individual



Your database will thank you.