

## Duplicate Management

### Duplicates Report

There are a number of ways to manage duplicates in MyNetball. The first is to run the duplicates report or alternatively if the player ID's are known to complete a merge request.

Go to Menu Path: People/Reports/Duplicate Reports

#### Person Duplicate Report

##### Duplicate Match Criteria: (please select one)

- First name, Last name and DOB exactly match and DOB is provided on all records
- First name, Last name and DOB exactly match but DOB is ignored if blank
- Last name and DOB exactly match and DOB is provided on all records

##### Extent of Search: (please select one)

- Search for duplicates linked to your current organisation only
- Search for duplicates across entire system

**GO**

Record in this organisation			Potential Duplicate			Search*: <input type="text"/>
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ID	NAME	YEAR OF BIRTH	ID	NAME	YEAR OF BIRTH	ORGANISATION	
3181639		2004	4202153		2004	Netball South Australia [SA]	<a href="#">Submit for merge</a>
4202153		2004	3181639		2004	Netball South Australia [SA]	<a href="#">Submit for merge</a>

This report looks at person records within the organisation, and compares them to either its own records to search for duplicates within the current organisation or to the national database to search for duplicate person records outside the current organisation.

Records can be evaluated and submitted for merge from this screen.

### Merging Person Records

Person Merge involves the combination of two person records (i.e. two different person IDs) into one person ID.

In a person merge, the From Person Record is transferred to the To Person Record and the **From person ID is then deleted**.

The **basic person information** (name, address, contact information) **of the To Person Record is kept**. The basic person information **of the From Person Record is discarded**.

**Other data** (such as roles, role history, match information etc etc) **is combined** for the two records, **wherever possible**.

Merges are scheduled using this page for later overnight processing. However, depending on the number of merges there are to process, a scheduled merge may not occur for several days.

This function comes in handy when many records exist for the same person in the system. To avoid data duplication, check for an existing Person Record when adding a new person record to reduce the chance of duplication.

#### IMPORTANT

**There is no automated process to 'de-merge' records that have been merged in error.**

**You should make **absolutely sure** that the two IDs you wish to merge relate to the same person before adding a merge to the list.**

The system has no way of detecting incorrect merges, and does not prevent adding of two completely different names (as in some cases, this may be a valid case).

Merging two unrelated records will result in the To Person Record receiving unintended data, and the From Person Record losing all personal and match data.

To complete a stand alone merge go to menu path: People/Merge Person Records/Person Merge Request.

1. Enter Person Id to merge from and to.
2. Click **Look Up**
3. Check record then click **Submit Merge**
4. Once merge is submitted a success message will appear a the top of the screen.

### Person Merge Request

 [View existing merge requests](#)

Please read the Help section before scheduling merges. Incorrect merges can result in loss of personal and match data.

Please ensure that the To Person ID is the record with the most up to date personal information, as this is the information that will be retained. Match information and roles are kept from both records.

From Person Record

Person ID:

To Person Record

Person ID:

**Look Up**

Person ID: 4202153

Name	Org	DOB	Record Last Updated
-	Netball South Australia	06/05/2004	31/10/2018 8:19:23 AM

Person ID: 3181639

Name	Org	DOB	Record Last Updated
-	Netball Australia	06/05/2004	29/10/2016 12:35:06 PM

**Submit Merge**

