

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.

General Activity Discuss Logs	m	×
Email Addresses	Phone Numbers	
*	H: (123) 456-7890 ★	
Home★ Odenton, Maryland 21113 MD04 Anne Arundel Head of a 1 Member Household		
	Delete Add to Household Duplicate Check	
Edit Add Message Add Service	Quick Report	

3. The **Check for Duplicate Contacts** window will open showing any potential duplicates.



eck for Duplicate	Contacts					
Target	Name	Address	Primary Comms	Household	Messages	Services
💿 Mrs. Karen			con, MD 21113- , (123)			1 open
(ID:718244	0)	3726, MD04 H	456-7890 (H)	47	closed () closed
🛛 🔿 Karen Quor		, Odenti	on, MD 21113-) open
(ID:718244 Very Important Pers		3726, MD04 H		67	closed () closed
🔿 Mrs. Karen	Quorum, Sr.	, Odenti	on, MD 21113-	7 c	pen () open
(ID:718244 Very Important Pers		3726, MD04 H		63	closed () closed
				Merge Contacts Merge Co	ntacts Later	Cano

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