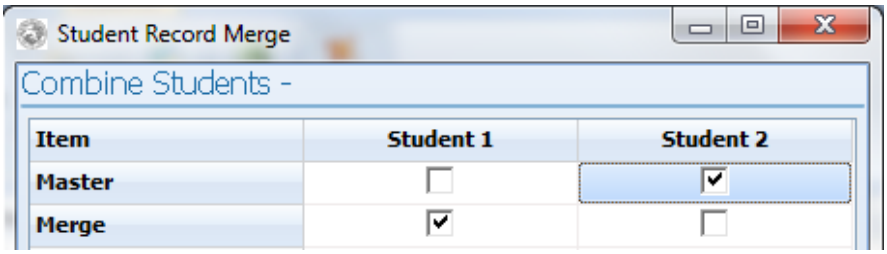
InTERS – Combining Duplicates QuickStart Guide

To Combine Duplicate Student Records:

1. Click on the **Views** tab in the ribbon bar.
2. Select the **Students** icon.
3. Click on the **Find Dup** button. InTERS will search for and display student records that may be duplicates.
4. Check the names of students that appear. Not all will be duplicates. Many will be students with just the same last name and first initial.
5. If you find a pair of records that you believe may be duplicates, click on one of the records and then hold down on the **ctrl** key and click on the second record. Both records should now be highlighted.
6. Click on the **Combine Dup** button. This will open up the Student Record Merge pop-up window that will show information from the selected records side-by-side.
7. Review the information in the pop-up window. In particular, check for identical dates of birth (**DOB**) and Social Security numbers (**SSN**). If these are **not the same**, the records are most likely not duplicates. Hit **Cancel** at the bottom of the Student Record Merge window.
8. If the **DOB** and **SSN** are the **same**, click in the **Master** check-box in the column of the newer record. The **Merge** check-box will auto-fill in the other column.



9. Click **Combine**. You should now see a notification that the records merge is complete. Click **OK.**
10. Back on the **Views > Students** page, click on **Find Dup** again. Once the new search is finished, the records you merged should disappear from the list of duplicates.