## Overview

A fundamental principle of database systems such as Take2 is that you only need to store information about one person in one place. When you add a student in Take2, that student is automatically given an ID that uniquely identifies them. It is however possible that the same person has been added twice as a student and so two records and two ID numbers exist.

Take2 allows you to find and merge such duplicate records.

Detecting Duplicates

When Adding a Student

When adding a new student Take2 carries out some basic tests to check that the student concerned does not already exist. If they do you will be warned and details of the existing record are displayed. Make a note of the Internal ID, cancel adding the new record, search for the existing record and use that.
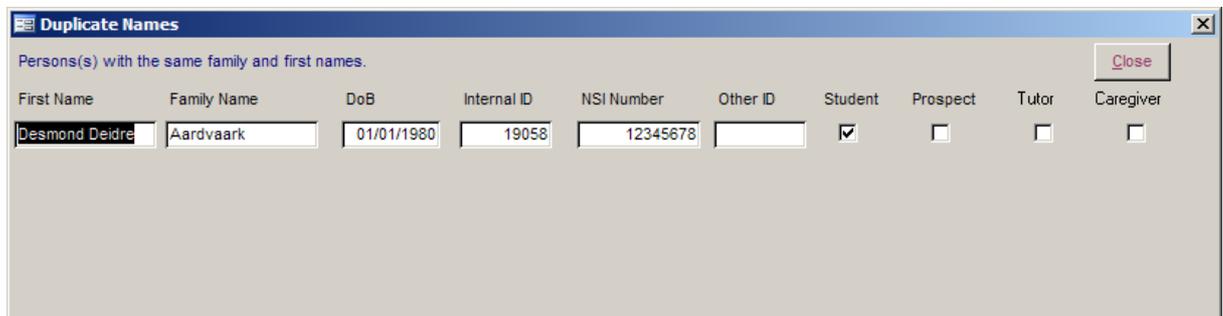
Duplicate Names									☒
Persons(s) with the same family and first names.									Close
First Name	Family Name	DoB	Internal ID	NSI Number	Other ID	Student	Prospect	Tutor	Caregiver
Desmond Deidre	Aardvaark	01/01/1980	19058	12345678		☑	☐	☐	☐

Checking Existing Records

A process run in the Administration Module allows you to identify possible duplicate records across all students – live and archived. If duplicates do exist, you can then opt to merge the records.

1. Click on the **System Management** button, then **Merge Duplicates**, and then **List Duplicates**.

2. A list of possible duplicates is displayed. Fields that are identical between the two records are highlighted. Possible matches are identified by a sequence number.

3. The tests performed for matching are as follows:

   a. The NSN value of two or more students is the same (standard).

   b. The StudyLink (WINZ) ID number of two or more students is the same (standard).

   c. The family name and date of birth of two or more students are the same (standard).

   d. The previous name and date of birth of two or more students are the same (standard).

   e. The NSI surname, NSI Forename 1 and date of birth are the same for two or more students (NSI test).

   f. NSI surname and date of birth are the same for two or more students (NSI test).

   g. NSI surname and date of birth are the same as the Take2 family name and date of birth for two or more students (NSI test).

4. Click **Excel** to create an Excel workbook of all possible duplicates. This can be useful when you use the Take2 Main Module to check whether each pair really is a duplicate – remember twins can be tricky!

5. If you do find that a pair such as twins that proves to be two different persons click **Create Merge Exclusion** to prevent the pair being picked up as possible duplicates in future.

Merging Duplicates

From List of Possible Duplicates

1. Choose whether to tick **Concatenate Notes**. Entering a tick will mean that the notes from both students will be added to the retained record after the merge. If the size of the combined notes fields is greater than the length allowed in the notes field you will lose some data – this applies only to SQL Server edition users.

2. Select a **Merge Status** value for each record in the pair. You can retain one record and delete one record.

> **NOTE:** Take2 enforces certain rules to take account of whether the records to be merged are for archived or live students.

3. Click **Merge**. On completion of the merge process an audit report is printed.

4. The merging process takes any enrolment, absence, bring-up, department assignment, log, recruitment, graduate outcome, ESR, and person type data for the record that is to be deleted and attaches it to the record that is to be retained. The record that is to be deleted is then deleted.

Single Merge

The process of identifying duplicates that is carried out by the merge process is not completely comprehensive and so, sometimes, it may miss duplicates because of, for example, small spelling differences. So sometimes you may yourself identify duplicates that the process has not picked up and the Single Merge option exists so that you can force a merge.

1. Select the student to retain. The student can be in either the live or archive data-file.
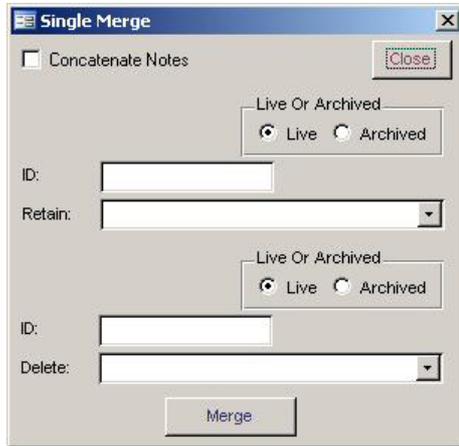
2. If the student to be retained is from a live student you can select either a live or an archive student to delete. If the student to be retained is from the archive you can only select an archived student to delete.

3. Choose whether to tick **Concatenate Notes**.

4. Click **Merge**. On completion of the merge process an audit report is printed.

See section 14.8 of the Take2 User Manual for more detailed information