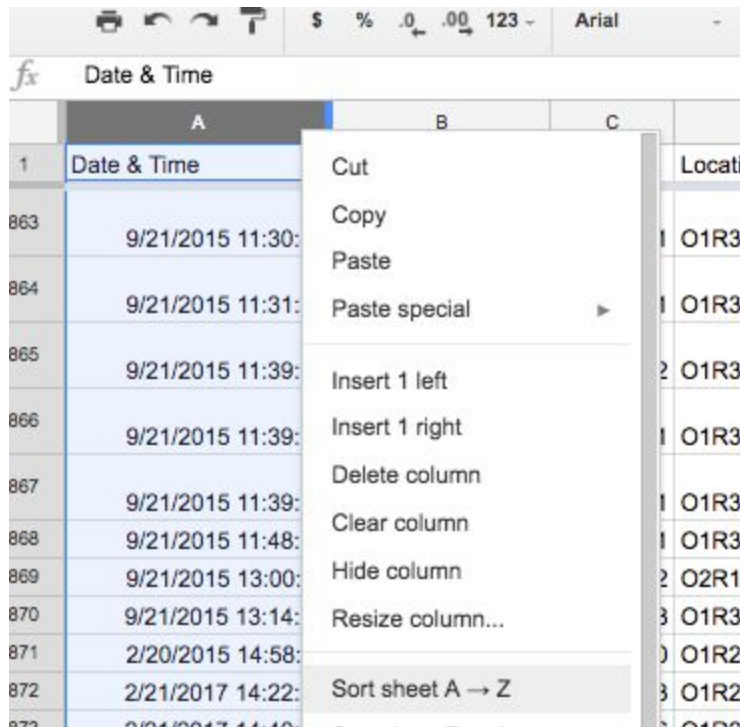


Whenever an item is added, updated or deleted in the [Inventory Location Spreadsheet](#), it creates a duplicate. The original document had column G, H and I titled as “Is Duplicate”. My guess is the original author had intentions on marking duplicates, but did not get to it.

This How-To-Guide intends to delete any previous entry of a given item, leaving only the most recent entry in the database.

1. For this to work properly, start by sorting your date and time column (Column A), so that the oldest entry is in the first row



2. Go to cell G2 and enter the following formula
 - a. `=if(COUNTIF(B3:B,B2)>0,"X", "")`
 - b. Drag this formula down so it is copied in every G cells.
 - c. This formula will enter X whenever a particular product has been added again in later rows

2/20/2015 14:58:11	716237181374	60	O1R2S6	Giovanni 20 Count Mixed Organic Towelettes		<code>=if(COUNTIF(B3:B,B2)>0,"X", "")</code>
2/21/2017 14:22:56	716237181374	63	O1R2S6	Giovanni 20 Count Mixed Organic Towelettes	UPDATE	X
2/21/2017 14:40:55	716237181374	66	O1R2S6	Giovanni 20 Count Mixed Organic Towelettes	UPDATE	X
2/21/2017 14:42:58	716237181374	70	O1R2S6	Giovanni 20 Count Mixed Organic Towelettes	UPDATE	X
2/21/2017 15:00:48	716237181374	72	O1R2S6	Giovanni 20 Count Mixed Organic Towelettes	UPDATE	

(Here is an example, the Giovanni 20 count Mixed Organic Towelettes has 5 entries total, with the last row being the most recent. In this case, we only want to keep the last entry, so we enter “X” in earlier entries from our formula, which will be deleted next).

3. Go to Tools -> Script Editor and copy & paste the following code
 - a. `function readRows()`

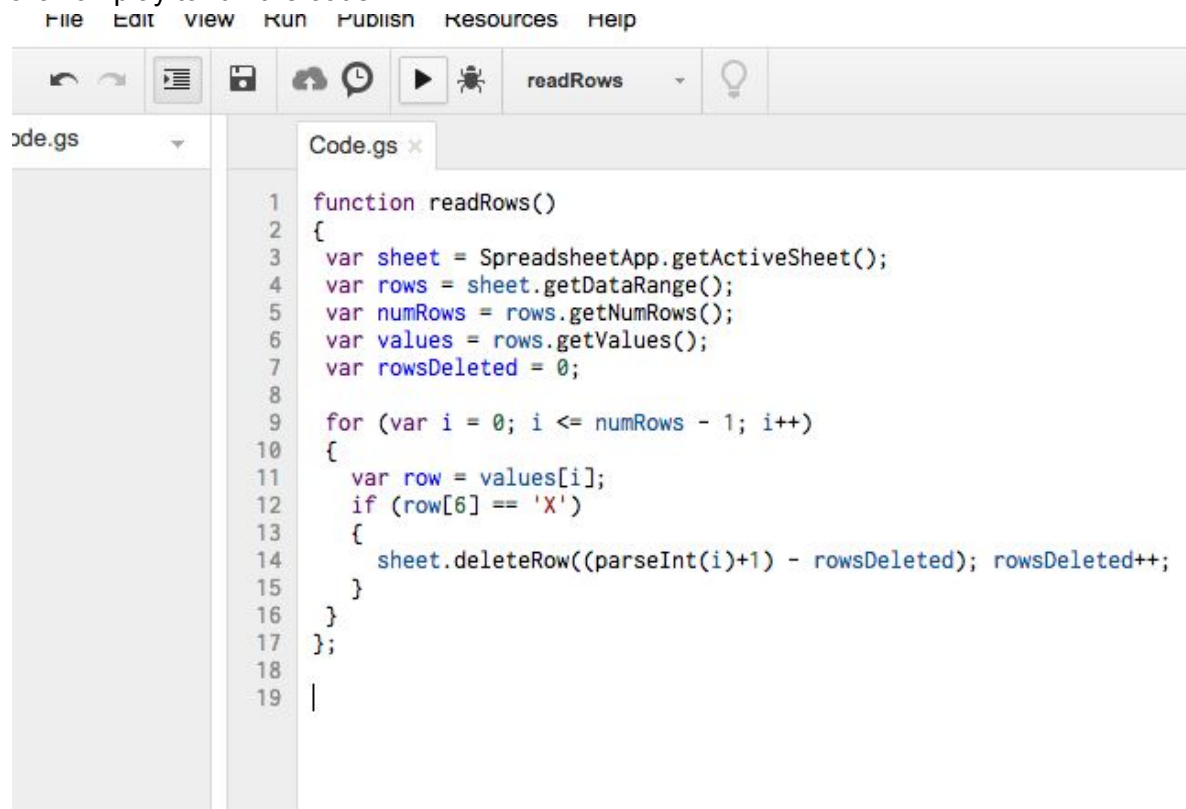
```

{
  var sheet = SpreadsheetApp.getActiveSheet();
  var rows = sheet.getDataRange();
  var numRows = rows.getNumRows();
  var values = rows.getValues();
  var rowsDeleted = 0;

  for (var i = 0; i <= numRows - 1; i++)
  {
    var row = values[i];
    if (row[6] == 'X')
    {
      sheet.deleteRow((parseInt(i)+1) - rowsDeleted); rowsDeleted++;
    }
  }
};

```

- b. click on play to run the code



4. All, but the most recent entry should now be deleted

2/21/2017 13:14:29	74409470003	18 O1R3S3	Joico 16.9 oz Moisture Recovery Treatment Balm		
2/21/2017 15:00:48	716237181374	72 O1R2S6	Giovanni 20 Count Mixed Organic Towelettes	UPDATE	

The [sample sheet](#) now only reflects the most recent entries for each item. Note that this action can be un-done by going to file -> see revision history -> then restore the version you would like. Also note that the script does not run on edit, which means you will have to run the script every time you add a new entry. This was only intended to show a basic way to keep the most recent entries of a particular item.