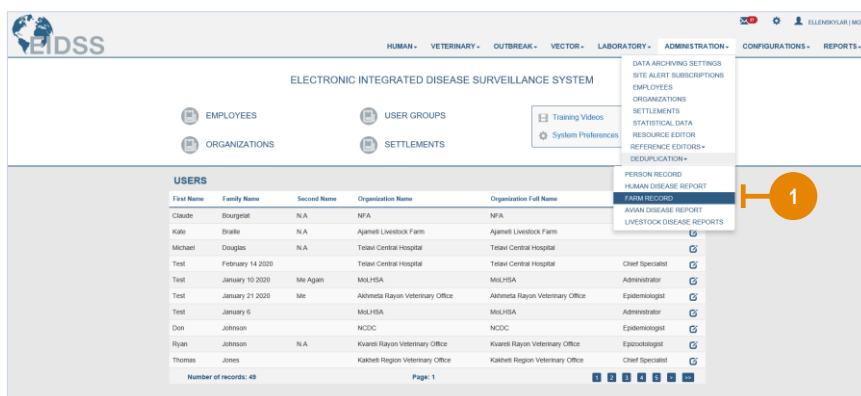


# Deduplicate a Farm Record

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An EIDSS user with the appropriate permissions can compare and merge duplicate records in the database. This quick guide presents the steps to deduplicate a farm record.

- From the **EIDSS Dashboard**, click **DEDUPLICATION** in the **ADMINISTRATION** drop-down menu and then click **FARM RECORD**. The **Farm Record Deduplication** screen appears.



- Enter as much information as possible about the farm for which you are searching. **Note:** Partial entry is acceptable for the **Farm ID**, **Farm Owner ID**, **First Name**, and **Last Name**.

**Tip 1:** To return to the previous screen without saving entered information, click **Cancel**.

**Tip 2:** To delete entered information, click **Clear**.

- Click **Search**. The **Farm Record List** appears.

The screenshot shows the Farm Record Deduplication screen. The search criteria form is highlighted with a red box. The form includes fields for Farm ID, Person ID, Farm Type (Avian, Livestock), Farm Owner (Last Name, First Name, ID), Farm Name, Region, Rayon, Settlement Type, and Settlement. A red circle with the number 2 is placed over the search criteria section. At the bottom, there are buttons for Cancel, Clear, and Search. A red circle with the number 3 is placed over the Search button. Arrows labeled T1 and T2 point to the Cancel and Clear buttons respectively.

## Deduplicate a Farm Record

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**Tip 3:** To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

- Review the **Farm Record List** to identify duplicate records.
- Check the boxes of two duplicate farm records. The records appear in the **Farm Information List**. **Note:** Only two records can be compared at any one time.

Farm Record Deduplication

Farm Information List

Search Criteria

T3

Farm Record List

Farm ID	Person ID	Farm Type	Farm Owner Name	Farm Owner ID	Farm Name	Region	Rayon	Settlement	
FRM190060	PER19000000181	Livestock	Johnny D Depp		DairyStar Farm	Kakheti	Kvareli	Almati	<input type="checkbox"/>
FRM190061	PER19000000182	Livestock	Chris B Baker		Black Jersey Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190062	PER19000000184	Avian and Livestock	Russel R Redding		Red Hereford Farm	Kakheti	Gurjaani		<input type="checkbox"/>
FRM190064	PER19000000165	Livestock	Daniel R Cliff		Valley Dairy Farm	Kakheti	Kvareli	Almati	<input type="checkbox"/>
FRM190067	PER19000000176	Livestock	Steven J Jobs		Red Angus Farm	Kakheti	Kvareli	Eniseli	<input type="checkbox"/>
FRM190068	PER19000000178	Livestock	Michael W Write		Black Angus Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190069	PER19000000183	Livestock	Roger S Seeder		Mountain Dairy Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190070	PER19000000185	Livestock	Matt D Damon	KT45-12343	Brown Swiss Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190073	PER19000000189	Livestock	Eckard Richardson		Eckard Dairy Farm	Kakheti	Akhmeta	Baso	<input checked="" type="checkbox"/>
FRM190074	PER19000000190	Livestock	Eckard Richards		Eckard Farm	Kakheti	Akhmeta	Baso	<input checked="" type="checkbox"/>

24 records found of 85 total records.
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Cancel

**Tip 4:** To remove a record from the **Farm Information List**, click the **Delete** icon corresponding to the desired record.

- Click **Deduplicate**. The screen refreshes displaying the records side-by-side with non-matching fields appearing in red.

Farm Record Deduplication

Farm Information List

Farm ID	Person ID	Farm Type	Farm Owner Name	Farm Owner ID	Farm Name	Region	Rayon	Settlement	
FRM190073	PER19000000189	Livestock	Eckard Richardson		Eckard Dairy Farm	Kakheti	Akhmeta	Baso	<input checked="" type="checkbox"/>
FRM190074	PER19000000190	Livestock	Eckard Richards		Eckard Farm	Kakheti	Akhmeta	Baso	<input checked="" type="checkbox"/>

Deduplicate

T4

Search Criteria

Farm Record List

Farm ID	Person ID	Farm Type	Farm Owner Name	Farm Owner ID	Farm Name	Region	Rayon	Settlement	
FRM190060	PER19000000181	Livestock	Johnny D Depp		DairyStar Farm	Kakheti	Kvareli	Almati	<input type="checkbox"/>
FRM190061	PER19000000182	Livestock	Chris B Baker		Black Jersey Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190062	PER19000000184	Avian and Livestock	Russel R Redding		Red Hereford Farm	Kakheti	Gurjaani		<input type="checkbox"/>
FRM190064	PER19000000165	Livestock	Daniel R Cliff		Valley Dairy Farm	Kakheti	Kvareli	Almati	<input type="checkbox"/>
FRM190067	PER19000000176	Livestock	Steven J Jobs		Red Angus Farm	Kakheti	Kvareli	Eniseli	<input type="checkbox"/>
FRM190068	PER19000000178	Livestock	Michael W Write		Black Angus Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190069	PER19000000183	Livestock	Roger S Seeder		Mountain Dairy Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190070	PER19000000185	Livestock	Matt D Damon	KT45-12343	Brown Swiss Farm	Kakheti	Gurjaani	Arashenda	<input type="checkbox"/>
FRM190073	PER19000000189	Livestock	Eckard Richardson		Eckard Dairy Farm	Kakheti	Akhmeta	Baso	<input checked="" type="checkbox"/>
FRM190074	PER19000000190	Livestock	Eckard Richards		Eckard Farm	Kakheti	Akhmeta	Baso	<input checked="" type="checkbox"/>

24 records found of 85 total records.
Page: 1

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Cancel

## Deduplicate a Farm Record

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7. Confirm that the records are duplicates.  
**Note:** If all fields are red (non-matching) the records cannot be deduplicated.  
**Note:** If all fields are black (matching), proceed to step 11.

8. Select the **Survivor** radio button for the record you wish to remain in the database. The **Superceded** radio button auto-populates for the other record. **Note:** After the records are merged, the superceded record will be archived in a locked state and removed from the database after three years (unless otherwise specified).

9. Check the box of the value you wish to retain for the record for each non-matching field in the **Farm Details** section.

**Tip 5:** The navigation tabs allow you to access both sections; a green checkmark appears next to each completed section.

10. Click **Next**. The **Animal Disease Report** section appears. **Note:** Repeat steps 9 and 10 for the **Animal Disease Report** section, ensuring a value is chosen for each non-matching field.

11. Click **Merge**. The system ensures all non-matching fields have a value chosen to survive and merges those choices onto the survivor record, and the **Farm Record Deduplication** screen appears displaying both sections of the record.

## Deduplicate a Farm Record

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12. Review the survivor record for accuracy.

**Tip 6:** To revise the survivor record, click the **Edit** icon in the appropriate section, make the necessary changes and click **Merge**.

13. Click **Submit**. A confirmation dialog box appears.

14. Click **Yes**. A window appears confirming successful saving of the survivor record.