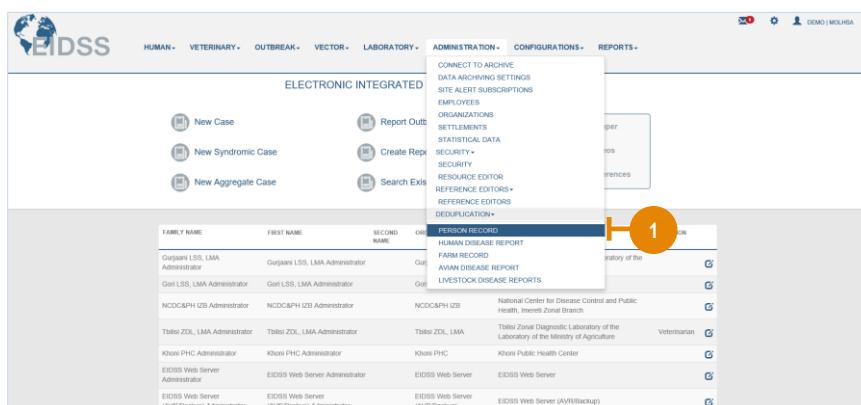


Deduplicate a Person Record

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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 person record.

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



- Enter as much information as possible about the person record for which you are searching. **Note:** Partial entry is acceptable for the **Person ID**, **First Name**, **Middle Name**, and **Last Name**.

Tip 1: To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

Tip 2: To return to the previous screen without saving entered information, click **Cancel**.

Tip 3: To delete entered information, click **Clear**.

Person Record Deduplication

De-Duplicate Records

Person Search

Use the following fields to search for existing persons. Please fill in all known fields.

Person ID -OR- Personal ID Type Personal ID

Last Name Middle Name First Name

Date of Birth Range

From To

Gender

Region Rayon

Cancel **Clear** **Search**

- Click **Search**. The **Person Information List** appears.

Deduplicate a Person Record

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Tip 4: To revise the **Person Search**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

- Review the **Person Information List** to identify duplicate records.
- Check the boxes of two duplicate person records. The records appear in the **De-Duplicate Records** grid. **Note:** Only two records can be compared at any one time.

Person Record Deduplication

De-Duplicate Records

Person Search T4

Person Information List

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Passport Number	
PER19000000293	Imnadze	Tamuna	HIMS-12345	Unknown	02/12/1980	Female	SV09784321	<input type="checkbox"/>
PER20000000299	Imnadze	Tamuna			02/12/1980	Female		<input type="checkbox"/>

Number of records: 2 Page: 1

Tip 5: To remove a record from the **De-Duplicate Records** grid, 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.

Person Record Deduplication

De-Duplicate Records

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Passport Number	
PER20000000299	Imnadze	Tamuna			02/12/1980	Female		<input type="checkbox"/>
PER19000000293	Imnadze	Tamuna	HIMS-12345	Unknown	02/12/1980	Female	SV09784321	<input type="checkbox"/>

Deduplicate 6 T5

Person Search

Person Information List

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Passport Number	
PER19000000293	Imnadze	Tamuna	HIMS-12345	Unknown	02/12/1980	Female	SV09784321	<input checked="" type="checkbox"/>
PER20000000299	Imnadze	Tamuna			02/12/1980	Female		<input checked="" type="checkbox"/>

Number of records: 2 Page: 1

Cancel

Deduplicate a Person Record

Pg. 3 of 4

- 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.

- 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).

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

Tip 6: The navigation tabs allow you to access any section.

- Click **Next**. The **Person Current Residence** section appears. **Note:** Repeat steps 9 and 10 for each section of the record, ensuring a value is chosen for each non-matching field.

The screenshot shows the 'Person Record Deduplication' window. At the top, there are navigation tabs: 'Person Information', 'Person Current Residence', 'Person Employment/School', and 'Person Vaccination'. A blue arrow labeled 'T6' points to the 'Person Information' tab. Below the tabs, there are two panels, each with a radio button for 'Survivor' and 'Superceded'. The left panel has 'Survivor' selected, and the right panel has 'Superceded' selected. Both panels show a list of fields with checkboxes. Fields are color-coded: red for non-matching and black for matching. Fields include: Person ID, Personal ID Type, Last Name, First Name, Middle Name, Date Of Birth, Age, Gender, Citizenship, and Passport Number. An orange box highlights the 'Person Information' section of both panels. At the bottom, there are three buttons: 'Cancel', 'Next', and 'Merge'. An orange circle with the number '10' points to the 'Next' button.

Deduplicate a Person Record

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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 **Person Record Deduplication** screen appears displaying all sections of the record.

Person Record Deduplication

Person Information | **Person Current Residence** | Person Employment/School Information

☐ Region Tbilisi ☐ Rayon Old Tbilisi

☒ Settlement ☐ Street

☒ House ☐ Building

☐ Apartment/Unit ☒ Postal Code

Mobile

☒ Alternate Phone Number ☒ Alternate Phone Type

Cancel Next **Merge** 11

12. Review the survivor record for accuracy.

Tip 7: To revise the survivor record, click the **Edit** icon in the appropriate section, make the necessary changes, and click **Merge**.

Person Record Deduplication

Person Information

☒ Person ID PER1900000293 ☒ Personal ID Type Unknown ☒ Personal ID HIMS-12345 ☒ Last Name Imnadze

☒ Middle Name R ☒ First Name Tamuna ☒ Date of Birth 02/12/1980 ☒ Age 39

☒ Gender ☒ Citizenship ☒ Passport Number SV09784321

12 T7

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

Person Record Deduplication

Person Employment/School Information

☒ Is this Person currently employed? Unknown ☒ Occupation ☒ Employer Name ☒ Date of Last Presence at Work

☒ Foreign Address ☒ Work Country ☒ Other Foreign Address ☒ Work Region

☒ Work Rayon ☒ Work Settlement ☒ Work Street ☒ Work House

☒ Work Building ☒ Work Apartment/Unit ☒ Work Postal Code ☒ Work Phone Number

☒ Does the patient currently attend school? No ☒ School Name ☒ Date of Last Presence at School ☒ School Foreign Address

☒ School Foreign Address ☒ School Region ☒ School Rayon ☒ School Settlement

☒ School Street ☒ School House ☒ School Building ☒ School Apartment/Unit

☒ School Postal Code ☒ School Phone Number

Cancel **Submit** 13

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

EIDSS Warning Message

Do you want to merge record?

Yes **No**

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