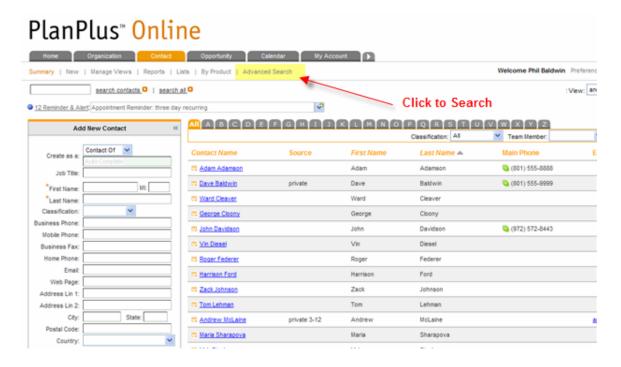


Merge and Purge duplicate Contacts in PlanPlusTM Online

Search for offending contacts in the database e.g. if you know when the duplicates were introduced you can search by create date. Click Advanced Search



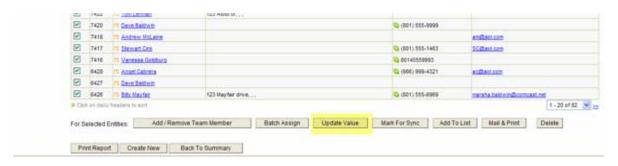
Pick an empty search criteria – i.e. select NO search criteria, then at the bottom of the page Click Search.



See the results and Right Click the top most square to select all across all pages.



Go to the bottom of the results and click Update Value



Find the Merge Duplicate Records (select the box) and Submit

