

Dupbusters

Welcome Dupbusters!

How to become a Dupbuster

The screenshot shows the BAR system interface. At the top, there is a teal header with the BAR logo and the text 'BAR'. Below the header is a navigation menu with the following items: Home, Create Request, Roles By Function, Roles By Name, Roles By Org, Search Roles (highlighted), My Training, My Requests, Help, and Logout. Below the navigation menu is a search bar with the text 'Search Again: dupbuster' and a 'Search' button. Below the search bar is the text 'Search Results for: dupbuster'. Below the text is a table titled 'Matching Records'.

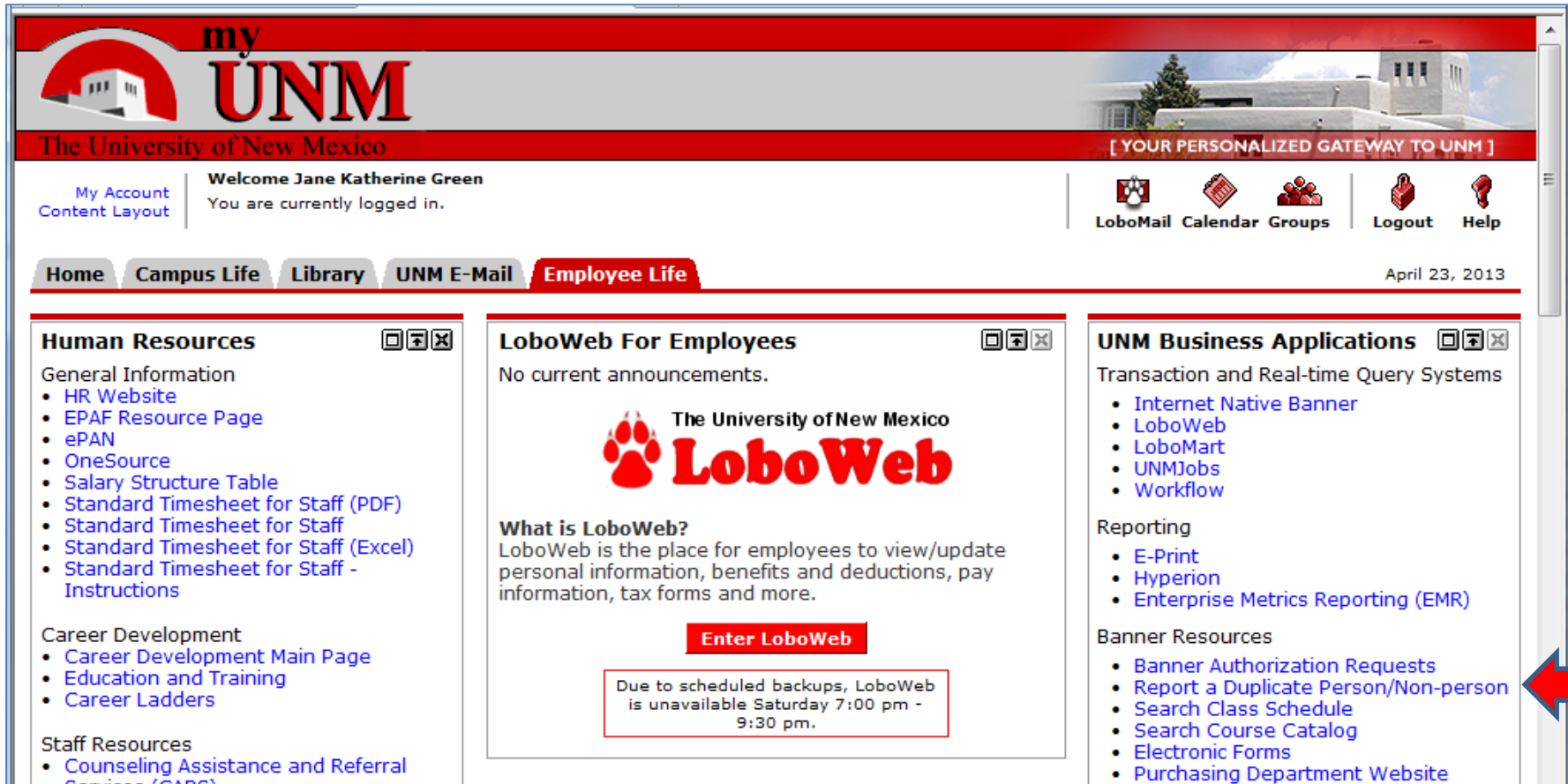
Matching Records				
Add	Training	Role Name	Role Description	Category
<input type="checkbox"/>	Training complete	DupBusters - Academic History Duplicate Certifier	RESTRICTED: PIDM Merge Certifier	General Person
<input type="checkbox"/>	Training complete	DupBusters - Accounts Receivable Duplicate Certifier	RESTRICTED: PIDM Merge Certifier	General Person
<input type="checkbox"/>	Training complete	DupBusters - Admissions Duplicate Certifier	RESTRICTED: PIDM Merge Certifier	General Person
<input type="checkbox"/>	Training complete	DupBusters - DARS Duplicate Certifier	RESTRICTED: PIDM Merge Certifier	General Person
You have it	Training complete	DupBusters - DupBusters Administrator	RESTRICTED: Administrator for PIDM Merge Utility	General Person
<input type="checkbox"/>	Training complete	DupBusters - Faculty Duplicate Certifier	RESTRICTED: PIDM Merge Certifier	General Person
<input type="checkbox"/>	Training	DupBusters - Financial Aid	RESTRICTED: PIDM Merge Certifier	General Person

Select the dupbuster role

- Go to Bar.unm.edu
- Select your departments Dupbuster role by searching for 'Certifier'
- Submit the request
- A dupbuster administrator will approve the request, and you will receive a confirmation email

How to get to Dupbusters

From the Employee Life tab on the portal



The screenshot shows the myUNM portal interface. At the top, there is a red header with the myUNM logo and the text "The University of New Mexico". Below the header, a navigation bar contains tabs for Home, Campus Life, Library, UNM E-Mail, and Employee Life (which is highlighted). To the right of the navigation bar, there is a date "April 23, 2013" and a set of icons for LoboMail, Calendar, Groups, Logout, and Help. The main content area is divided into three columns. The left column is titled "Human Resources" and contains links for General Information, Career Development, and Staff Resources. The middle column is titled "LoboWeb For Employees" and contains a message about a scheduled backup. The right column is titled "UNM Business Applications" and contains links for Transaction and Real-time Query Systems, Reporting, and Banner Resources. A red arrow points to the link "Report a Duplicate Person/Non-person" in the Banner Resources section.

myUNM
The University of New Mexico

Welcome Jane Katherine Green
You are currently logged in.

My Account
Content Layout

LoboMail Calendar Groups Logout Help

Home Campus Life Library UNM E-Mail **Employee Life**

April 23, 2013

Human Resources

General Information

- HR Website
- EPAF Resource Page
- ePAN
- OneSource
- Salary Structure Table
- Standard Timesheet for Staff (PDF)
- Standard Timesheet for Staff
- Standard Timesheet for Staff (Excel)
- Standard Timesheet for Staff - Instructions

Career Development

- Career Development Main Page
- Education and Training
- Career Ladders

Staff Resources

- Counseling Assistance and Referral Services (CARS)

LoboWeb For Employees

No current announcements.

The University of New Mexico
LoboWeb

What is LoboWeb?
LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

Enter LoboWeb

Due to scheduled backups, LoboWeb is unavailable Saturday 7:00 pm - 9:30 pm.

UNM Business Applications

Transaction and Real-time Query Systems

- Internet Native Banner
- LoboWeb
- LoboMart
- UNMJobs
- Workflow

Reporting

- E-Print
- Hyperion
- Enterprise Metrics Reporting (EMR)

Banner Resources

- Banner Authorization Requests
- Report a Duplicate Person/Non-person
- Search Class Schedule
- Search Course Catalog
- Electronic Forms
- Purchasing Department Website

DupBusters Home Page

You may have a slightly different view



DupBusters

In the end, there can be only one

[DupBusters Home](#)

[Report a Duplicate](#)

[Check Status](#)

[Help and FAQs](#)

[My Worklist](#)

[Show All Duplicates](#)

[Tables For One](#)

[Admin Help](#)

[Certifiers by Office](#)

[Certifiers by Table](#)

[Merge Rules](#)

[Merge Rules by Table](#)

[Duplicate Hierarchy](#)

[Duplicate Finding Rules](#)

[Valid SSNs](#)

[Logout](#)

Welcome to DupBusters Suite of Duplicate-Busting Tools

A "duplicate" in Banner is when two or more General Person records in SPAIDEN or PPAIDEN refer to the same person. This site contains a suite of tools that help you to report a pair of duplicate records, research them, confirm them, certify the tables that contain the data, merge the records, and check the status of a UNM ID that may have been reported as a duplicate.

Report a Duplicate

Think you found two records that refer to the same person? Use this tool to compare their demographics and report the duplicates.

[Report a duplicate](#)

Status of Duplicate

Check to see if a particular UNM ID has been identified as a duplicate, and see its merge status if it has.

[Check the status of a duplicate](#)

[Help and Frequently Asked Questions](#)

© 2009-2010 University of New Mexico [Contact Us](#)

Check Status



DupBusters

In the end, there can be only one

[DupBusters Home](#)

[Report a Duplicate](#)

[Check Status](#)

[Help and FAQs](#)

[My Worklist](#)

[Show All Duplicates](#)

[Tables For One](#)

[Admin Help](#)

[Certifiers by Office](#)

[Certifiers by Table](#)

[Merge Rules](#)

[Merge Rules by Table](#)

[Duplicate Hierarchy](#)

[Duplicate Finding Rules](#)

[Valid SSNs](#)

[Logout](#)

Check Status

To check the merge status of a duplicate, enter a UNM ID or a duplicate pair ID.

Enter a Banner ID:

Enter a Duplicate Pair ID:


© 2009-2013 University of New Mexico [Contact Us](#)

Check the Status of a Duplicate

- Enter either Id in the 'Enter a Banner Id' box.
- Or, enter the Duplicate Pair ID, if you know it, in the Duplicate Pair ID box.
- Click Search.

My Worklist

Displays the list of duplicates for your office.



DupBusters

In the end, there can be only one

- DupBusters Home
- Report a Duplicate
- Check Status
- Help and FAQs
- My Worklist
- Show All Duplicates
- Tables For One
- Admin Help
- Certifiers by Office
- Certifiers by Table
- Merge Rules
- Merge Rules by Table
- Duplicate Hierarchy
- Duplicate Finding Rules
- Valid SSNs
- Logout

My Worklist

The pairs of duplicates below require action on your part. Once you have completed all required actions, the pair will disappear from this list. To see the status of a duplicate, use the "Check Status" link in the left side of the page. By default, this list is sorted by priority (Urgent, Active, Inactive) and by Pair ID number.

Items 1 To 20 Of 211 Results per page: First << Previous < 1 - 20 > [Next](#) >> [Last](#)

Item #	Pair ID ▲	Priority ▼ Any Priority	Report Date ▼	Action ▼ Any Action	"From" ID ▼	"From" Name ▼	"To" ID ▼	"To" Name ▼	Owner Office ▼ Any Office
1	24460	Active	2013/04/22	Merge	101637745	Zmanda Inc	101280309	Carbonite Inc	Purchasing
2	24459	Active	2013/04/22	Merge	101294422	Centre National de la Recherche Scientifique	101515640	Centre Nationall de la Recherche Scientifique	Purchasing
3	24458	Inactive	2013/04/22	Merge	101643879	Julien De Poyen	101620922	Julien De Poyen Bellisle	Admissions
4	24457	Inactive	2013/04/22	Merge	101640213	Terrell Yancy	101545230	Terrell Yancy	Student Records
5	24456	Active	2013/04/19	Merge	101473971	Maricruz Herrera	101643307	Maricruz Idali Herrera Resendiz	Admissions
6	24455	Inactive	2013/04/18	Merge	100245039	ARMIJO, KACEE DANIELLE	101643639	RAMIREZ, KACEE D	Recruitment

Overview Tab



DupBusters

In the end, there can be only one

DupBusters Home

Report a Duplicate

Check Status

Help and FAQs

My Worklist

Show All Duplicates

Tables For One

Admin Help

Certifiers by Office

Certifiers by Table

Merge Rules

Merge Rules by Table

Duplicate Hierarchy

Duplicate Finding Rules

Valid SSNs

Logout

Overview

Confirm

Certify

Merge

Overview of Pair #24450:

Record 101614145 (Jonathan Michael Manary) - Record 101621393 (Jonathan Michael Manary)


Current status as of Mon Apr 22 16:25:14 MDT 2013 - **REPORTED**

Phase	Details
Pair ID	24450 -- Record 101614145 (Jonathan Michael Manary) - Record 101621393 (Jonathan Michael Manary)
Current Status	REPORTED
Identified	Identified as a duplicate by JKGREEN on 4/18/13
Owner Office	Admissions
Confirmed	This reported duplicate has not been confirmed.
Certified	This reported duplicate has not been confirmed. No certifications can occur yet.
Merged	This reported duplicate has not been merged.
Comments	

© 2009-2010 University of New Mexico Contact Us

Confirm Tab

Confirm Pair

**DupBusters** In the end, there can be only one

- DupBusters Home
- Report a Duplicate
- Check Status
- Help and FAQs

- My Worklist
- Show All Duplicates
- Tables For One
- Admin Help
 - Certifiers by Office
 - Certifiers by Table
 - Merge Rules
 - Merge Rules by Table
 - Duplicate Hierarchy
 - Duplicate Finding Rules
 - Valid SSNs
- Logout

Overview | **Confirm** | Certify | Merge

[Confirm Pair](#) | [Compare Demographics](#) | [Compare Comments](#) | [View Table Report](#)

Confirm Duplicate Status for Pair #24450: Record 101614145 (Jonathan Michael Manary) - Record 101621393 (Jonathan Michael Manary)

Instructions: Use the links above and [Banner INB](#) and this site to compare the demographic information, comments, and other data about this pair of records. If you are **absolutely sure** that this pair is the same person, indicate that below. If you are **absolutely sure** that this pair is NOT the same person, indicate that below and explain your reasoning. **If you are not sure whether this pair is the same person, contact the General Person team for help at gp@unm.edu.**

Is this a duplicate? _____

Yes

No

If no, enter explanation text for SPACMNT comment and email:

Record to Keep? _____

Submitter did not choose a UNM ID to merge to.

Record 101614145 (Jonathan Michael Manary)

Record 101621393 (Jonathan Michael Manary)

Administrator's Comments: _____

Your comments are for internal use only and will not be posted to SPACMNT.

Confirm Tab

- If you are sure this is a duplicate and know which side to keep
- Click on the Yes button and the button next to the correct ID.
- Click on Submit.
- If this is not a duplicate
- Click on the No button, enter a comment explaining your decision and click on Submit.

Confirm Tab

Compare Demographics

DupBusters Home	Overview Confirm Certify Merge																																																		
Report a Duplicate	Confirm Pair Compare Demographics Compare Comments View Table Report																																																		
Check Status																																																			
Help and FAQs																																																			
My Worklist	Compare Demographics for Pair #30392: Record 100582014 (Shawn E Coxen) - Record 100585032 (Shawn E Coxen)																																																		
Show All Duplicates	General																																																		
Tables For One	<table border="1"> <thead> <tr> <th></th> <th>Record 100582014 (Shawn E Coxen)</th> <th>Record 100585032</th> </tr> </thead> <tbody> <tr> <td>UNM ID</td> <td>100582014</td> <td>100585032</td> </tr> <tr> <td>Person Type</td> <td>General Person</td> <td>General Person</td> </tr> <tr> <td>First Name</td> <td>Shawn</td> <td>Shawn</td> </tr> <tr> <td>Middle Name</td> <td>E</td> <td>E</td> </tr> <tr> <td>Last Name</td> <td>Coxen</td> <td>Coxen</td> </tr> <tr> <td>Created On</td> <td>12/23/05</td> <td>12/23/05</td> </tr> <tr> <td>Created By</td> <td>LEGACY</td> <td>LEGACY</td> </tr> <tr> <td>PIDM</td> <td>582038</td> <td>585056</td> </tr> <tr> <td>Active Provisioning Roles</td> <td></td> <td></td> </tr> <tr> <td>SSN</td> <td>123456787</td> <td>123456789</td> </tr> <tr> <td>Gender</td> <td>N</td> <td>M</td> </tr> <tr> <td>Birth Date</td> <td>8/19/68</td> <td>8/19/68</td> </tr> <tr> <td>Ethnicity</td> <td>Unavailable</td> <td>White non-Hispanic</td> </tr> <tr> <td>Citizenship</td> <td>Unknown</td> <td>Citizen or National of the US</td> </tr> <tr> <td>SSN Match Flag</td> <td></td> <td>4</td> </tr> </tbody> </table>				Record 100582014 (Shawn E Coxen)	Record 100585032	UNM ID	100582014	100585032	Person Type	General Person	General Person	First Name	Shawn	Shawn	Middle Name	E	E	Last Name	Coxen	Coxen	Created On	12/23/05	12/23/05	Created By	LEGACY	LEGACY	PIDM	582038	585056	Active Provisioning Roles			SSN	123456787	123456789	Gender	N	M	Birth Date	8/19/68	8/19/68	Ethnicity	Unavailable	White non-Hispanic	Citizenship	Unknown	Citizen or National of the US	SSN Match Flag		4
	Record 100582014 (Shawn E Coxen)	Record 100585032																																																	
UNM ID	100582014	100585032																																																	
Person Type	General Person	General Person																																																	
First Name	Shawn	Shawn																																																	
Middle Name	E	E																																																	
Last Name	Coxen	Coxen																																																	
Created On	12/23/05	12/23/05																																																	
Created By	LEGACY	LEGACY																																																	
PIDM	582038	585056																																																	
Active Provisioning Roles																																																			
SSN	123456787	123456789																																																	
Gender	N	M																																																	
Birth Date	8/19/68	8/19/68																																																	
Ethnicity	Unavailable	White non-Hispanic																																																	
Citizenship	Unknown	Citizen or National of the US																																																	
SSN Match Flag		4																																																	
Admin Help																																																			
Certifiers by Office																																																			
Certifiers by Table																																																			
Merge Rules																																																			
Merge Rules by Table																																																			
Duplicate Hierarchy																																																			
Duplicate Finding Rules																																																			
Valid SSNs																																																			
Logout																																																			

Compare the 2 sides of the duplicate.

- Each of the sub tabs on the Confirm tab will display data that will help you determine if this is a duplicate and, if so, which side to keep.
- The Table Report will display all the tables in which each side of the duplicate have data. It will also display the word 'STOP' if an error will occur without further mediation on a table.

Which direction to go?

Try to go 'TO' the set that:

- Has employment records
- Is active in the system
- Has an active UNM email address
- Has an SSN

Confirm Tab

Compare Demographics

Prior Names					
Record 101614145 (Jonathan Michael Manary)			Record 101621393 (Jonathan Michael Manary)		
Addresses					
Type	Record 101614145 (Jonathan Michael Manary)	Associated Phone #	Record 101621393 (Jonathan Michael Manary)	Associated Phone #	
Address: Mailing (MA)	65 09Amberside Rd NW Albuquerque NM 87120 (STUDENTAPPWORX 7/10/12)		6509 Amberside Rd NW Albuquerque NM 87120-6221 (WEBAPPSAPPWORX 9/26/12)	(505) 917-7163	
Email					
Record 101614145 (Jonathan Michael Manary)	Active	Preferred	Record 101621393 (Jonathan Michael Manary)	Active	Preferred
High schools					
Record 101614145 (Jonathan Michael Manary)			Record 101621393 (Jonathan Michael Manary)		
			WEST MESA HIGH SCHOOL, NM		
Colleges					
Record 101614145 (Jonathan Michael Manary)			Record 101621393 (Jonathan Michael Manary)		
Latest Registration					
Record 101614145 (Jonathan Michael Manary)			Record 101621393 (Jonathan Michael Manary)		

Confirm Tab

Compare Comments

DupBusters Home	Overview	Confirm	Certify	Merge																								
Report a Duplicate	Confirm Pair Compare Demographics Compare Comments View Table Report																											
Check Status	Compare Comments for Pair #24450: Record 101614145 (Jonathan Michael Manary) - Record 101621393 (Jonathan Michael Manary)																											
Help and FAQs	<table border="1"> <thead> <tr> <th></th> <th>ID 101614145 - Jonathan Michael Manary</th> <th>ID 101621393 - Jonathan Michael Manary</th> </tr> </thead> <tbody> <tr> <td>Administrative</td> <td></td> <td></td> </tr> <tr> <td>General Person (SPACMNT)</td> <td></td> <td></td> </tr> <tr> <td>Admissions (SAAADMS)</td> <td></td> <td>- 9-28-12-lmcgehee-received HS trans/pending TSTS (unknown 9/28/12)</td> </tr> <tr> <td>Financial Aid (RHACOMM)</td> <td></td> <td></td> </tr> <tr> <td>Student (SGASTDN)</td> <td></td> <td></td> </tr> <tr> <td>Bursar (TGACOMC)</td> <td></td> <td></td> </tr> <tr> <td>Vendor (FTMVEND)</td> <td></td> <td></td> </tr> </tbody> </table>					ID 101614145 - Jonathan Michael Manary	ID 101621393 - Jonathan Michael Manary	Administrative			General Person (SPACMNT)			Admissions (SAAADMS)		- 9-28-12-lmcgehee-received HS trans/pending TSTS (unknown 9/28/12)	Financial Aid (RHACOMM)			Student (SGASTDN)			Bursar (TGACOMC)			Vendor (FTMVEND)		
	ID 101614145 - Jonathan Michael Manary	ID 101621393 - Jonathan Michael Manary																										
Administrative																												
General Person (SPACMNT)																												
Admissions (SAAADMS)		- 9-28-12-lmcgehee-received HS trans/pending TSTS (unknown 9/28/12)																										
Financial Aid (RHACOMM)																												
Student (SGASTDN)																												
Bursar (TGACOMC)																												
Vendor (FTMVEND)																												
My Worklist	© 2009-2010 University of New Mexico Contact Us																											
Show All Duplicates																												
Tables For One																												
Admin Help																												
Certifiers by Office																												
Certifiers by Table																												
Merge Rules																												
Merge Rules by Table																												
Duplicate Hierarchy																												
Duplicate Finding Rules																												
Valid SSNs																												
Logout																												

Confirm Tab Table Report

[Confirm Pair](#) |
 [Compare Demographics](#) |
 [Compare Comments](#) |
 [View Table Report](#)

Full Table Report for Pair #24450:
From 101614145 (Jonathan Michael Manary) To 101621393 (Jonathan Michael Manary)

Last Updated 4/22/2013 3:51:12 PM

[Refresh Report](#)

Table	Column	From	To	Table Description	Merge Activities
GOBSRID	GOBSRID_PIDM	X	X	IMS Sourced ID Base Table.	- Rule: Delete on merge avoiding PIN creation: - Will delete merge-from records from 1614171 to 1621420
GORADID	GORADID_PIDM	X	X	This Table contains one to many additional Ids per PIDM.	- Rule: Change pidm, data origin and user in GORADID: - No conflicts found, merge-from pidm will simply be changed - Will update data origin and user for merge-from records and change pidm from 1614171 to 1621420
GORPRAC	GORPRAC_PIDM	X	X	Person Race Table.	- Rule: Key field protected PIDM change: - No conflicts found, merge-from pidm will simply be changed
GURMAIL	GURMAIL_PIDM		X	Mail Table	
GZBPERS	GZBPERS_PIDM	X	X		- Rule: Change Pidm: - Will change pidm from 1614171 to 1621420
SABIDEN	SABIDEN_PIDM		X	Person ID Control Table	
SABSUPL	SABSUPL_PIDM		X	Application Supplemental Information Base Table	
SARACMT	SARACMT_PIDM		X	Application Comments Repeating Table.	
SARADAP	SARADAP_PIDM		X	Admissions Application Repeating Table	
SARCHKL	SARCHKL_PIDM		X	Admissions Checklist Repeating Table	
SPBPERS	SPBPERS_PIDM	X	X	Basic Person Base Table	- Rule: Delete Merge-from Data on merge: - Where merge-to data fields do not exist, merge-from data will be

Certify Tab

Certify Pair

<p>DupBusters Home</p> <p>Report a Duplicate</p> <p>Check Status</p> <p>Help and FAQs</p> <p>My Worklist</p> <p>Show All Duplicates</p> <p>Tables For One</p> <p>Admin Help</p> <p>Certifiers by Office</p> <p>Certifiers by Table</p> <p>Merge Rules</p> <p>Merge Rules by Table</p> <p>Duplicate Hierarchy</p> <p>Duplicate Finding Rules</p> <p>Valid SSNs</p> <p>Logout</p>	<p>Overview Confirm ✓ Certify ✓ Merge</p>																																
	<p>Certify Pair Special Processing</p>																																
	<p>Certify Tables for Pair #20442: From 101598228 (Applied Research Associates Inc) To 10000273 (Applied Research Association Inc)</p>																																
	<p>Data in the following tables will be merged. See the table report for details of how the data will be treated in the merge. Follow your office procedures for confirming that the data is ready to be merged.</p>																																
	<p>I certify that the following tables are ready to be merged: _____</p>																																
	<p><input type="button" value="Select All"/></p>																																
	<table border="1"> <thead> <tr> <th>OK?</th> <th>Table Name</th> <th>Table Description</th> <th>Form</th> <th>Cert Office</th> <th>Certified By</th> <th>Date</th> <th>Must Recertify?</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>FTVAGCY</td> <td>Agency Validation Table</td> <td>FTMAGCY</td> <td>Agency</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>FTVVEND</td> <td>Vendor Validation Table</td> <td>FTMVEND</td> <td>Purchasing</td> <td>PSEDILLO</td> <td>Apr 23, 2012 4:24:39 PM</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>SPRIDEN</td> <td>Person Identification/Name Repeating Table</td> <td>SPAIDEN</td> <td>General Person</td> <td>JKGREEN</td> <td>Apr 26, 2012 10:52:02 AM</td> <td></td> </tr> </tbody> </table>	OK?	Table Name	Table Description	Form	Cert Office	Certified By	Date	Must Recertify?	<input type="checkbox"/>	FTVAGCY	Agency Validation Table	FTMAGCY	Agency				<input checked="" type="checkbox"/>	FTVVEND	Vendor Validation Table	FTMVEND	Purchasing	PSEDILLO	Apr 23, 2012 4:24:39 PM		<input checked="" type="checkbox"/>	SPRIDEN	Person Identification/Name Repeating Table	SPAIDEN	General Person	JKGREEN	Apr 26, 2012 10:52:02 AM	
	OK?	Table Name	Table Description	Form	Cert Office	Certified By	Date	Must Recertify?																									
	<input type="checkbox"/>	FTVAGCY	Agency Validation Table	FTMAGCY	Agency																												
	<input checked="" type="checkbox"/>	FTVVEND	Vendor Validation Table	FTMVEND	Purchasing	PSEDILLO	Apr 23, 2012 4:24:39 PM																										
	<input checked="" type="checkbox"/>	SPRIDEN	Person Identification/Name Repeating Table	SPAIDEN	General Person	JKGREEN	Apr 26, 2012 10:52:02 AM																										
	<p>Administrator's Comments: _____</p> <p>Your comments are for internal use only and will not be posted to SPACMNT.</p>																																
	<p>Please confirm the following: _____</p>																																
<p>Is this a duplicate? <input checked="" type="radio"/> Yes (current) <input type="radio"/> No</p>																																	
<p>Record to Keep? <input type="radio"/> 101598228 (Applied Research Associates Inc) <input checked="" type="radio"/> 10000273 (Applied Research Association Inc)</p>																																	
<p>Urgent priority? <input type="checkbox"/> Yes</p>																																	

Certify Tab

Special Processing

DupBusters Home	Overview	Confirm ✓	Certify	Merge
Report a Duplicate	Certify Pair Special Processing			
Check Status	Exceptions Processing for Pair #24461:			
Help and FAQs	From 101642289 (Brian A Neuharth) To 101643967 (Brian Andrew Neuharth)			
My Worklist	Select correct SSN: _____			
Show All Duplicates	Correct SSN: <input type="radio"/> 994499447 <input checked="" type="radio"/> 994499947			
Tables For One	Formal Comments (required):			
Admin Help	Please explain how the SSN was verified. These comments will be posted to SPACMNT.			
Certifiers by Office	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>			
Certifiers by Table	Administrator's Comments: _____			
Merge Rules	These comments are for internal use and will not be posted to SPACMNT.			
Merge Rules by Table	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>			
Duplicate Hierarchy	Submit			
Duplicate Finding Rules				
Valid SSNs				
Logout				

Special Processing

- If a duplicate has 2 SSNs, only one can be retained.
- If you know which is correct, if the comments indicate which is correct, or if the [SSN Match flag](#) on the Compare Demographic page is a 4 (Tax ID, Name and Date of Birth match) for one of the sides:
- Click on the button next to the correct SSN and enter a comment as to how it was verified referencing the parent UNM ID (e.g. SSN on ID 101552488 verified on admissions application).
- Click Submit.

Certify Tab

Certify Tables

DupBusters Home

Report a Duplicate

Check Status

Help and FAQs

My Worklist

Show All Duplicates

Tables For One

Admin Help

Certifiers by Office

Certifiers by Table

Merge Rules

Merge Rules by Table

Duplicate Hierarchy

Duplicate Finding Rules

Valid SSNs

Logout

Overview

Confirm

Certify

Merge

Certify Pair | Special Processing

Certify Tables for Pair #30399:
From 100559773 (Gregory D Claycomb) To 100585696 (Gregory D Claycomb)

Data in the following tables will be merged. See the [table report](#) for details of how the data will be treated in the merge. Follow your office

I certify that the following tables are ready to be merged: _____

Select All

OK?	Table Name	Table Description	Form	Cert Office	Certified By	Date	Must Recertify?
<input checked="" type="checkbox"/>	SPBPERS	Basic Person Base Table	SPAPERS	General Person			
<input checked="" type="checkbox"/>	SPRIDEN	Person Identification/Name Repeating Table	SPAIDEN	General Person			

Administrator's Comments: _____
 Your comments are for internal use only and will not be posted to SPACMNT.

Please confirm the following: _____

Is this a duplicate? Yes (current) No

Record to Keep? 100559773 (Gregory D Claycomb) 100585696 (Gregory D Claycomb)

Urgent priority? Yes

Comments: If you have changed any of the above, please explain. This will put the pair into Contested status:

Submit

Certifying Tables

Use your office's procedures to determine that your tables are ready to merge.

Click on the check box next to each table you want to certify.

All offices should be able to certify the General Person tables as well.

Click on Submit.

Merge Tab

DupBusters Home	Overview	Confirm ✓	Certify ✓	Merge
Report a Duplicate	Merge Details for Pair #24461:			
Check Status	From 101642289 (Brian A Neuharth) To 101643967 (Brian Andrew Neuharth)			
Help and FAQs	Current status as of Tue Apr 23 09:55:52 MDT 2013 - Certified - Ready to Merge			
My Worklist	<hr/>			
Show All Duplicates	All certifications and special processing have been completed for this pair. It has been added to the batch job to be merged this evening.			
Tables For One	If you would like to merge this pair right now, click the button below. Please be aware that there is a small but definite risk to merging records during the workday, so unless you really need this one completed now, leave it for the batch job in the evening.			
Admin Help	Merge Immediately			
Certifiers by Office				
Certifiers by Table				
Merge Rules				
Merge Rules by Table				
Duplicate Hierarchy				
Duplicate Finding Rules				
Valid SSNs				
Logout				
© 2009-2010 University of New Mexico Contact Us				

Merge a Duplicate

- If you need to have a merge completed right away you may click on the Merge Immediately button.
- If an error occurs during the merge the duplicate will reappear on you work list with the action of 'Fix errors' in red.
- The specific error can be viewed on the Overview Tab and in the Table Report.
- Contact gp@unm.edu for assistance if needed.

After the Merge

- Make sure the name is spelled correctly and that the most recent name is the current name
- Make sure the active address is the most recent address
- If possible have the person review addresses, email, phone numbers and emergency contacts through LoboWeb