DEDUPLICATING DATA

1. In Setup, expand Duplicates

2. You can select either Company r Contact- we are selecting Contact

3. You can review the comparison criteria or change it

4. We are comparing Name, Address, and Email data
5. Click Generate

6. Click to select a Survivor Record.

7. Select the Record(s) you want to merge with the selected Survivor record. Click Options
DEDUPLICATING DATA

8. Click Merge data

9. Click Yes

10. The selected records are now merged.