

Potential Duplicate Participants Quick Reference

SYSTEM ADMINISTRATION MODULE (11.26.19)

Overview: Allows users with Role 10 (LSA) to indicate whether participant records in HuBERT are duplicates.

Search Method #1: By State WIC ID

Use this method when a record is known to be a duplicate. The **State WIC ID** radio button is default-selected.

1. Write down the State WIC IDs of the record that should be kept active and the record that should be marked as a duplicate.
2. In the *Include* section, type the first of the two State WIC IDs into the blank field and click the **Add** button.
3. Type the second of the two State WIC IDs into the same field and click the **Add** button.
4. Click the **Search** button.
5. Click the **Compare** button beneath the *Potential Duplicates Detail* grid.
6. In the *Resolve Duplicates* section at the bottom of the *Compare Potential Duplicate Participants* screen, select the radio button that displays the State WIC ID that should be kept active first and the State WIC ID that should be labeled as a duplicate second.
7. Click the **OK** button.
8. Verify the correct State WIC ID will be kept active in the validation message then click the **Yes** button.

Search Method #2: By State Defined Comparison

This is an automated method that provides a list of potential duplicate participants identified during the End-of-Day process. This list is based on records where the date of birth, first 3 letters of the first and last name, and the gender match.

1. Click the **State Defined Comparison** radio button.
2. Click the **Search** button (a list of potential duplicate records, at least one of whom must belong to your Agency, will display in the *Potential Duplicates Detail* grid).
3. Determine if the two records listed are duplicates:
 - a. Click on the desired row to highlight.
 - b. Click the **Compare** button.
 - c. Criterion that match **exactly** will be highlighted in yellow.
 - d. If unable to ascertain if duplicates, do further research by opening the records in HuBERT.

4. In the *Resolve Duplicates* section at the bottom of the *Compare Potential Duplicate Participants* screen:
 - a. If one record is identified as being a duplicate
 - i. Select the radio button that displays the State WIC ID that should be kept active first and the State WIC ID that should be labeled as a duplicate second.
 - ii. Click the **OK** button.
 - iii. Verify the correct State WIC ID will be kept active in the validation message then click the **Yes** button.
 - b. If neither record is a duplicate:
 - i. Select the **Participants are not duplicates** radio button.
 - ii. Click the **OK** button.
 - iii. Click **Yes** on the “Are you sure...?” validation message.
5. Click the **Search** button to refresh the screen.
6. Repeat Steps 3-5 for each row listed.

More Information & Undo Resolve Duplicates

Please refer to the [2.19 Software Release Document Addendum – System Administration: Potential Duplicate Participants](#) for more information about functionality and screens and for information about how to undo resolved duplicates.

If you have any questions about specific records, or need additional guidance, please contact your State WIC Consultant.