

# User Manual for Deduplication from SharePoint list

## Steps for Deduplication from SharePoint list add-in

1) After adding add-in from office store you can find add-in icon in SharePoint list ribbon as per fig.1

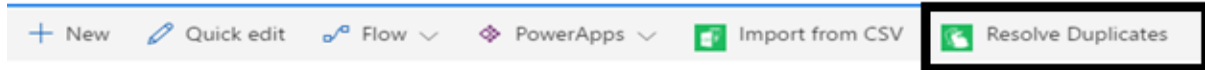


fig.1

2) After clicking on add-in icon from list ribbon, select fields from the SharePoint list for duplicate criteria as per fig.2

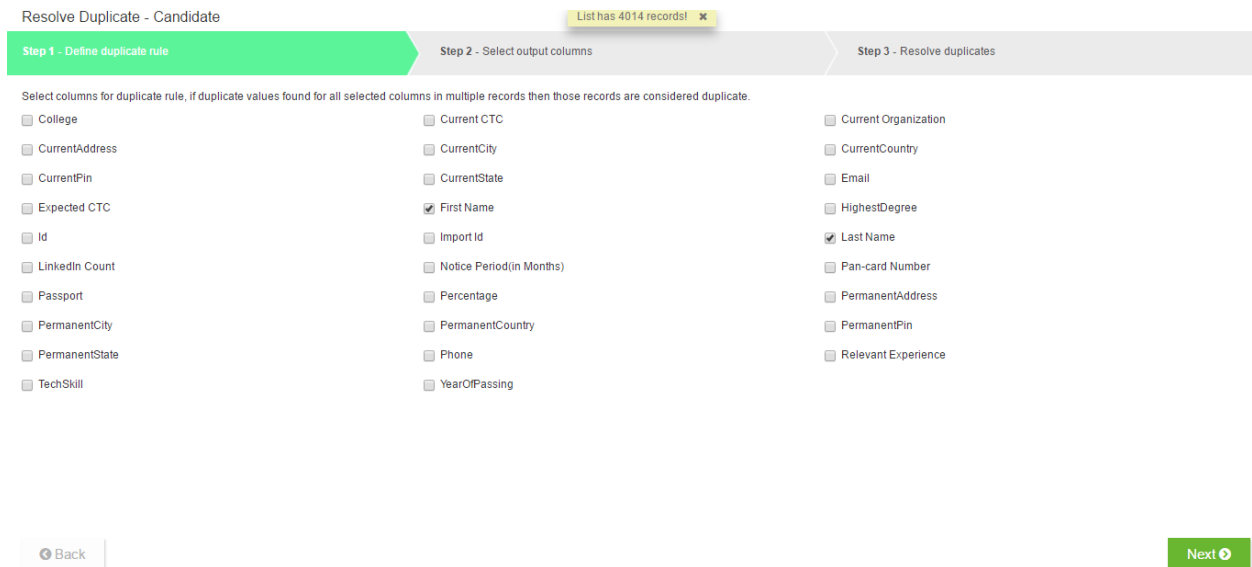


fig.2

3) After selecting the fields, Select the fields which should be on duplicate report as per fig.3

Resolve Duplicate - Candidate List has 4014 records!

Step 1 - Define duplicate rule    Step 2 - Select output columns    Step 3 - Resolve duplicates

Select additional columns which you want to see while resolving duplicates

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Attachments
<input type="checkbox"/> AvailableFor	<input type="checkbox"/> Basic Note	<input type="checkbox"/> Career Start Date
<input type="checkbox"/> College	<input type="checkbox"/> Content Type	<input checked="" type="checkbox"/> Current CTC
<input checked="" type="checkbox"/> Current Organization	<input type="checkbox"/> CurrentAddress	<input type="checkbox"/> CurrentCity
<input type="checkbox"/> CurrentCountry	<input type="checkbox"/> CurrentPin	<input type="checkbox"/> CurrentState
<input type="checkbox"/> Date Of Birth	<input type="checkbox"/> Educational Notes	<input checked="" type="checkbox"/> Email
<input type="checkbox"/> Expected CTC	<input type="checkbox"/> HighestDegree	<input type="checkbox"/> History Note
<input checked="" type="checkbox"/> ID	<input type="checkbox"/> Id	<input type="checkbox"/> Import Id
<input type="checkbox"/> Last Interview Date	<input type="checkbox"/> Level	<input type="checkbox"/> LinkedIn Count
<input type="checkbox"/> Marital Status	<input type="checkbox"/> Notice Period(in Months)	<input type="checkbox"/> Pan-card Number
<input type="checkbox"/> Passport	<input type="checkbox"/> Percentage	<input type="checkbox"/> PermanentAddress
<input type="checkbox"/> PermanentCity	<input type="checkbox"/> PermanentCountry	<input type="checkbox"/> PermanentPin
<input type="checkbox"/> PermanentState	<input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Primary Skills
<input type="checkbox"/> Referred By	<input type="checkbox"/> Relevant Experience	<input type="checkbox"/> Tags

Back Next

fig.3

4) Check the check box on the duplicate report for “batch merge” or “batch delete”. For single delete or merging the single set use three dot menu in first column, as per fig.4

Resolve Duplicate - Candidate List has 4014 records!

Step 1 - Define duplicate rule    Step 2 - Select output columns    Step 3 - Resolve duplicates

Total Duplicate Sets 790. Select sets to use batch merge or batch delete.

<input type="checkbox"/>	First Name	Last Name	Current CTC	Current Organization	Email
	Ashok Kumar	Chitti			
	Ashok Kumar	Chitti			
	Ashok Kumar	Chitti			
<input checked="" type="checkbox"/>	Rajeev	Kumar			maneshgarad26@yahoo.co.in
	Rajeev	Kumar			rajeevsaini.kec@gmail.com
	Rajeev	Kumar			rajeevsaini.kec@gmail.com
	Rajeev	Kumar			rajeevsaini.kec@gmail.com
	Rajeev	Kumar			rajeevsaini.kec@gmail.com
	Rajeev	Kumar			rajeevsaini.kec@gmail.com
	Rajeev	Kumar			rajeevsaini.kec@gmail.com
	Rajeev	Kumar			rajeevsaini.kec@gmail.com
	Naimish				maneshgarad26@yahoo.co.in
	Naimish				

- when merging this is used as primary record, use menu options to swap primary record.

Back Merge Preview Batch Delete Exit Add-in

fig.4

5) Click on “Merge Preview” button. You can find the preview of merge record, click on “Merge” to merge as per fig.5

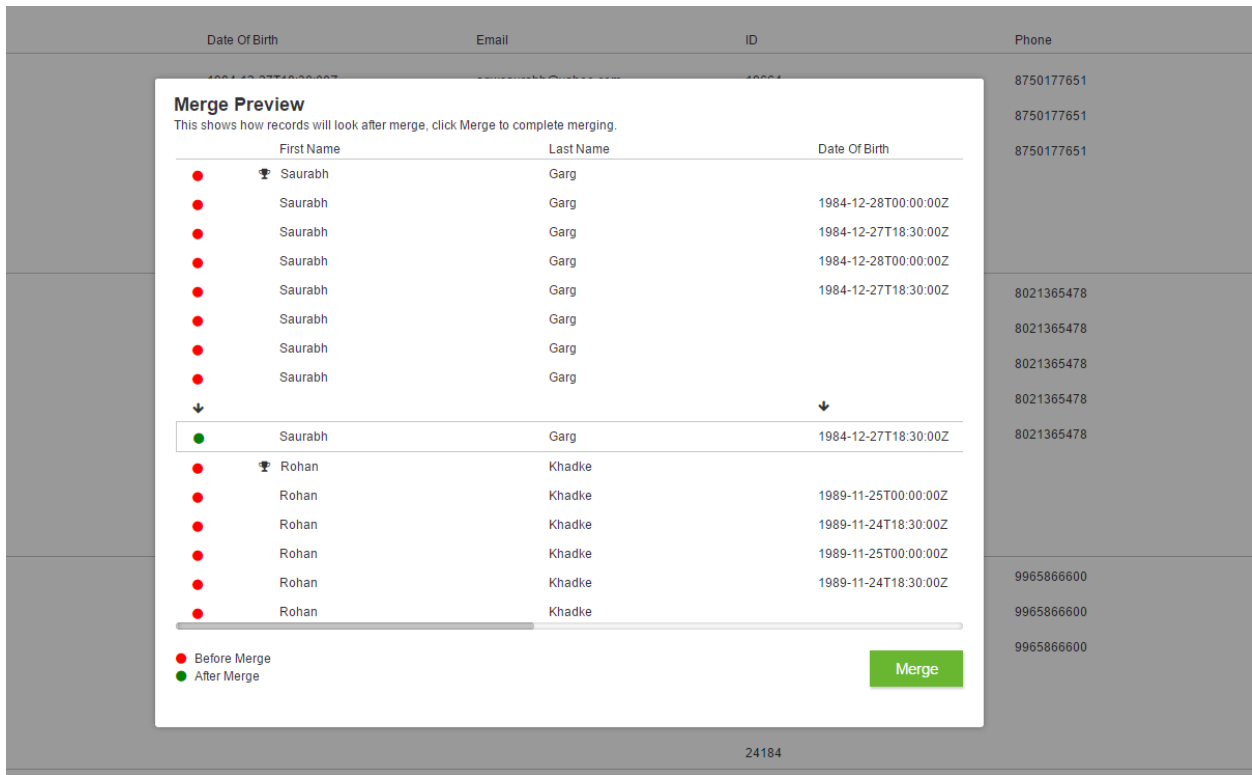


fig.5

6) You will get the fail records if any or the successful message as per fig.6

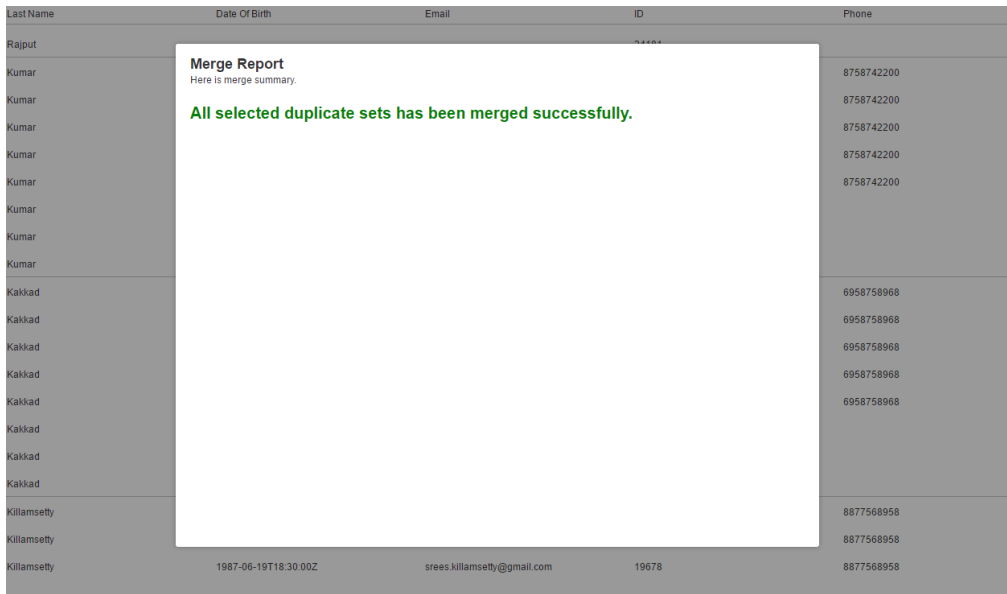


fig.6

7) Click on **“Batch Delete”**. It will delete only non- primary records, will not touch the primary records and will display failed records if any as per fig.7

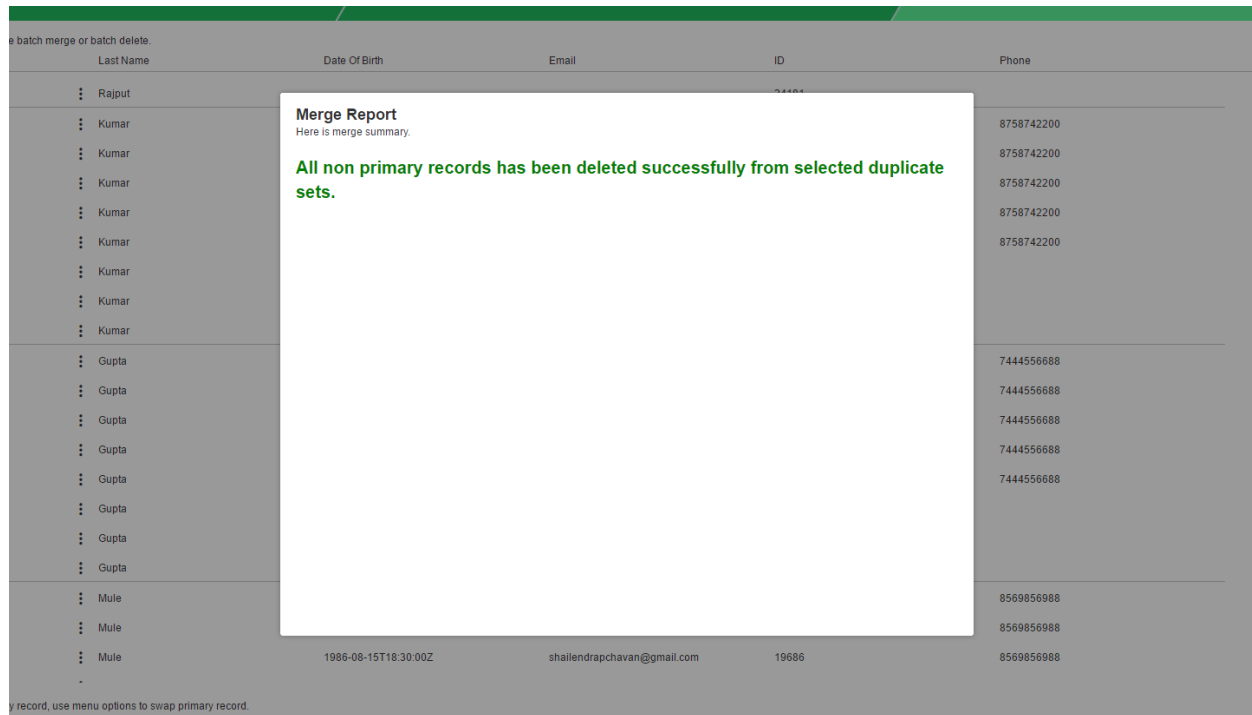


fig.7

#### FEATURES:

- Define duplicate rule to identify duplicate records.
- Compare duplicate records.
- Batch merge selected records.
- Batch Delete selected duplicate records.
- See errors for failed records when merging or deleting duplicate records.

#### COMPATIBILITY:

- Works with SharePoint Online or on-premise.
- No feature requirements.
- Supports Edge, Firefox (latest), Chrome (latest)

SUPPORT INFORMATION:

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