

Search for Duplicates

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Access Search for Duplicates

2

Enter the Search Criteria

Dashboard

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Employees

Search...



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In this click-thru, you will use the Search for Duplicates feature to identify duplicate National Identifier information.

Click the numbered circles on the left to move to the first step in each phase.

Use the arrows or Pg Up/Down keys to proceed through each step and sub-step.

Begin

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Search for Duplicates

Click the Administration icon.

Scroll to the Global Settings, Your Organization area and click Search for Duplicates.

B

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Search for Duplicates

Search Criteria

NATIONAL IDENTIFIER

A

Enter the National Identifier.

TYPE OF NATIONAL IDENTIFIER

-- Select --



B

Select the Type of National Identifier.

Click Filter.

C

Filter

Close

No duplicate result.

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NATIONAL IDENTIFIER
494-90-8827

TYPE OF NATIONAL IDENTIFIER
SSN

CLEAR FILTER
[Click Here](#)

DUPLICATE NI SEARCH RESULT

▼ Deleted User	
NUMBER	
1	
▼ Existing User	
NAME	E-MAIL
Rickie Mack	rafae.fang+1
▼ Employee Data	
NUMBER	
1	

The Duplicate in Search Result displays the following sections:

- **Deleted User** – Displays the total number of deleted users with a corresponding Delete National Identifier data action button.
- **Existing User** – Displays the list of all accounts not included in the Deleted User section, and includes two action buttons: Delete National Identifier data and Delete National Identifier Data for I-9 data.
- **Employee Data** - Displays the number of other records of employee data found in the system but which can't be included in Existing User section, and includes a Delete National Identifier Data for I-9 data action button.

Click the appropriate button in the Actions column to delete the duplicate information.

D

ACTIONS



ACTIONS



ACTIONS



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Show

This concludes the Search for Duplicates click-thru.



M

There