Search for Duplicates Quick Steps

① Access Search for Duplicates

② Enter the Search Criteria

Dashboard

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The steps required to use the Search for Duplicates feature to identify duplicate National Identifier information are shown here.

Navigation
- Click the numbered circles on the left to move to the first step in each phase.
- Use the **Page Down** keys to proceed through the quick steps. Use the **Page Up** key to return to a prior slide.

Begin

Best viewed in IE or Adobe PDF Reader.

Search for Duplicates Quick Steps

Access Search for Duplicates ①

Enter the Search Criteria ②

Deltek Talent Management

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Dashboard

Employees ▾   Search...   🔍

Administration

Click the Administration icon. Ⓐ

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Search for Duplicates

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

Performance

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Search for Duplicates Quick Steps

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Search for Duplicates

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▼ **Search Criteria**

PERFORMANCE

A Enter the National Identifier.

NATIONAL IDENTIFIER

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B Select the Type of National Identifier.

TYPE OF NATIONAL IDENTIFIER

-- Select --

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C Click Filter.   Filter   ✖ Close

No duplicate result.

Search for Duplicates Quick Steps

①

Access Search for Duplicates

②

Enter the Search Criteria

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+

❤ 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.

ACTIONS

✕

ACTIONS

✕   ✎

D

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

ACTIONS

✎

Search for Duplicates Quick Steps

1

Access Search for Duplicates

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Enter the Search Criteria

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There

This concludes the Search for Duplicates quick steps.