

Is your ACT! database bursting nearly at all seams because many contacts have been entered into ACT! twice or multiple times? To examine each single contact, to delete or to reshape them costs too much time and is too troublesome. The solution is Duplicate Wizard! Like a little magician, it melts your multiple contacts into just one. Determine the criteria for the Duplicate Wizard, which field you want to delete and which ones you want to save and leave the rest up to the wizard.

There are three different versions of Duplicate Wizard available to you:

DCR Basic

- Specify up to five fields to be used to match records to find duplicates.
- Specify whether records where one or more of the match fields are blank are to be ignored.
- Specify whether the most or least recently modified record is the record that will be retained in full.
- Merge fields from records to be deleted into blank fields in the record that will be retained.
- If a non-blank field that is different than the value that is being kept is present in some field in a record to be deleted, make note of that field and value in a note attached to the record that will be retained.
- Move all subsidiary data (Notes, History, Activities, Opportunities, Secondary Contacts, and Documents) to the retained contact.
- Retain Company Links as contact records are merged.
- Retain Company static membership as contact records are merged.
- Retain Group static membership as contact records are merged.

Required systems: ACT! 7 to 12
ACT! Premium 7 bis 12

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DCR Plus

Same functions as the Basic edition, plus:

- Specify whether the matching is to be exact characters or to be fuzzy matching (i.e. William Smith and William R. Smith would be found).
- Specify whether the most or least recently modified record is the record that will be retained in full.

Requirements: ACT! 9 to 12
ACT! Premium 9 to 12

DCR Expert

Same functions as the Basic and Plus editions, plus:

- Process all contacts in your data base or just the members of a specific group.
- Process all companies in your data base.
- Specify up to six fields to be used to match records to find duplicates.
- Specify whether the matching is to be exact characters or to be fuzzy matching.

For contacts:

- Move all subsidiary data (Notes, History, Activities, Opportunities, Secondary Contacts, and Documents) to the retained contact.
- Retain Company Links as contact records are merged.
- Retain Company static membership as contact records are merged.
- Retain Group static membership as contact records are merged.
- Merge custom table records to the retained Contact.

For companies:

- Retain the dynamic criteria if present in one of the company records being combined.
- Retain static and linked Contacts.
- Retain static Opportunities.
- Merge Notes and Histories (Notes and Histories that are related to a Company record but not related to a Contact record).
- Merge custom table records to the retained Company.

Required systems: ACT! 10.2 to 12
ACT! Premium 10.2 to 12
ACT! or ACT! Premium 10.0.2 or 12

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