

TOPSpro Enterprise Data Management – Merge Wizard

1. Install and Open TE Online
2. Duplicate Student Records
 - a. Same Student with the Same ID at Different Sites
 - b. Same Student with Different IDs at Different Sites
 - c. Different Students with the Same ID at Different Sites
 - d. Same Student with Different IDs in Different Program Years at the Same Site
 - e. Same Student with More Than Two Different IDs at the Same Site
3. Identify Possible Duplicates from the Demographics Lister
 - a. ACTIVITY: Sort for transposed Names (add first/middle/last name columns)
 - b. ACTIVITY: Sort for transposed Birth Dates
4. Duplicate Student Records Report
 - a. ACTIVITY: Identify duplicates on Matching Fields = ID
 - b. ACTIVITY: Identify duplicates on Matching Fields = Gender and/or Birth Date
5. Merge Wizard
 - a. ACTIVITY: Steps to Merge Duplicate Student Records
 - i. Entities Tree – entities to be merged
 - ii. Solve data conflicts
6. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
 - a. Disconnect and Exit TE

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