

Steps to Generate the Duplicate Student Records Report

Matching Fields = ID

- The same **ID** at multiple sites is OK if all other demographic information is the *same*.
- The same **ID** at multiple sites is NOT OK if demographic information is *different*.

Matching Fields = Gender and/or Birth Date

- Two or more records of a student with matching **Gender** and/or **Birth Date** but with *different* IDs at the same site are NOT OK and, therefore a Duplicate Student whose records must be merged.
- This is the most common scenario for duplicate records of the same student.

Follow these basic steps to generate reports based on these scenarios.

Step	Screen	Description
1.	Reports Tools Help CASAS eTests > Demographics > Program Outcomes > Test Results > Consumer Reports > Data Management > State Reports > Federal Reports > Report Locator Wizard Reports Manager Dashboard Sources > Duplicate S >	 From the Menu Bar at the top, Click Reports. From the Data Management menu, Select Duplicate Students.
2.	Image: Section	A tabbed page opens to the Report Generator.

Access: TE > Reports > Data Management > Duplicate Students

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Step	Screen	Description
3.	View Organization Records Reports Tools Help Uplicate Students Report Stup Navigator Report Stup Navigator Reson Rame Class Definitions Personni Class Instances Session Name Session Comments Session Comment	1. The Report Setup Screen is similar to other reports. General Settings and Listers will vary depending on the type of report.
	Student Demographics Report Selection Image: Selection	2. The Report Setup Navigator is on the left side of the Report Setup Viewer on the right. Use the navigator to refine the data you want to show in your report.
	Report Sort Order: Selected Available Agency < Add Remove -> Duplicates Count < Add All Remove All -> First 1/p Down Last	3. The Report Setup Toolbar is located at the top of the Report Setup Screen . Use it to specify container information at the agency or site level, save report settings, and run the report.
4.	Most duplicated records A. When a studen the program w information, su B. When different	a are identified from the following two scenarios: It enters a program with one ID and then re-enters ith a different ID, they have the same demographic ich as gender and date of birth.
5.	Special Options A A	
	Site Matching Fields: Selected Available	FOR SCENARIO: A
	Gender Birth Date	 From General Settings, Scroll to Special Options.
	HISET ID TASC ID CSIS ID	• For Matching Fields,
	First Up Down Last Non Matching Fields:	• Select Gender and Birth Date .
	Selected Available Student ID C Add Remove All >> SN GED ID	 For Non-Matching Fields, Select Student ID.
	GED 2014 ID HISET ID TASC ID CSIS ID First Up Down Last	• Skip to Step 7 , on the next page.





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Step	Screen	Description
9. Gender Birth Date M 05/20/1987 Occurences: 2		• To confirm if records are Duplicates ,
Student 005208242 Williams, Richard 005208242 Williams, Rick 005208216	Highest School Highest Earned Verar 6 Out 6 Digree or Out 6 Native U.S. Language Ethnicity Race(s) M 05/201987 9 N None N English Not Hispanic Black M 05/201987 9 N None N English Not Hispanic Black	 Check for matching demographic information.
10. Gender Birth Date M 05/20/1987 Occurences: 2 Williams, Rick 005208242 Williams, Rick 005208242	Highest School Highest Earned Year of Out of Degree or Out of Native Birth Des School U.S. Dighoma U.S. Language Ethnisthy Race(J) M 05/20/1387 9 N None N English Not Hispanic Black M 05/20/1387 9 N None N English Not Hispanic Black	 To fix duplicate records, use the Drill-Down function. Click the Name on the record with the incorrect ID.
		Note! Use the Merge Wizard when duplicate records are at the same site.
111. The regulation from the provided for the second for the secon	ant York Help Ettels	• Double-click to open the duplicate record shown on the list.
12. 13. 14. 15.	All Constrained of the second	 This drills down to the student Demographics record, the "parent" record for all student-related records. Editing the ID will simultaneously edit the ID on all "child" records related to the student.
13. Her Save ance C	belete × Duplicate • • • • 1 / 1 • • Co To Linked • Disconnect th Campus ams Birth Date: 5/20/1937 Gender: Male Rick Middle Name: Last Name: Williams Birth Date: 5/20/1987 ot have SSN Consent: Unknown ¥ NEDP ID: S10: HISET ID: TASC ID:	 To edit the Student ID, Click the Pencil icon at the left of the Identification field and change to edit mode. Click in the Student ID field. Enter the Correct ID. From the Toolbar at the top of the Demographic record, Click Save.

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Step	Screen	Description
14.	View Organization Records Reports Tools Help Duplicate Students Duplicate Students Duplicate Students Rever Cances Detete Duplicate Class Enrollments Class Enrollments Class Enrollments Program Records Program Records Title: First Name: Rick Gender: Male First Name: S/20/1987	 Click the Red X Box on the student Demographics tab and close the record. Do the same to close the Duplicate Students report.
15.	View Organization Records Reports Tools Holp Duplicate Students Report Stup Narigator Class Definitions Personnell Session Name Program Year Program Year Program Year Session Name	 Run the report again with the same settings. Click Generate.
16.	Bubben Extraction Structure Section	Confirm that the student no longer appears on the Duplicate Students report.
17.	TE View Organization Records Reports Tools Help Duplicate Students Report Viewer Navigator Duplicate Students Records	 Click the Red X Box on each tab and close all pages. You can also Close All Pages using the Pages button at the top right.