



AVOIDING DUPLICATE RECORDS

We've removed a great many duplicate Enterprise records from the system by merging them together, but this is time-consuming, so we'd like to reduce the chances of this happening as much as possible.

It is very easy to create a duplicate Enterprise record, partly due to the different ways people refer to businesses.

ENTERPRISE WIZARDS - DUPLICATE CHECK

Don't rely on the duplicate checks in enterprise wizards



These check against Name, Address1 and postcode.

This means that, for Example:-

Name: Boots

Address1: 12 Made Up Street

Postcode: EH1 1BB

Won't match:-

Name: Boots Ltd

Address1: 12 Made Up Street

Postcode: EH1 1BB

OR

Name: Boots

Address1: 12 Made Up St Postcode: EH1 1BB

In both cases the system will allow you to create a duplicate record, without highlighting that a record already exists.

SOME RECOMMENDATIONS FOR MINIMISING DUPLICATES

Before adding a new Enterprise record, always check whether a record already exists in **Enterprise/Search Enterprises:-**Enterprise



- When searching try a few different searches, for example:-
 - Search for Boots, not Boots Ltd or Boots Limited the record may have been added with or without the ending.

- Try searching for both Co-op and Coop, it may have been added either way
- o If it's a Scotmid Co-op, it may have been added just as Scotmid or just as Co-op, try both.
- Use Advanced Search for more precise results:-

Dashboard / Enterprise Home / Enterprise Search		
Simple -	Advanced	

With an advanced Search you can search on **Name**, **Postcode**, **Parent Company** and other fields at the same time.

For best results, make sure All Sites is checked:
Scope:

My Home Site

My Sites

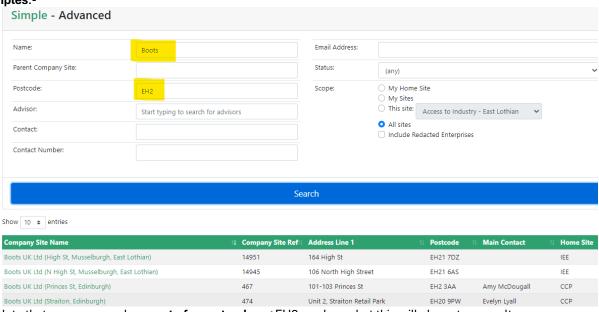
This site:

Access to Industry - East Lothian

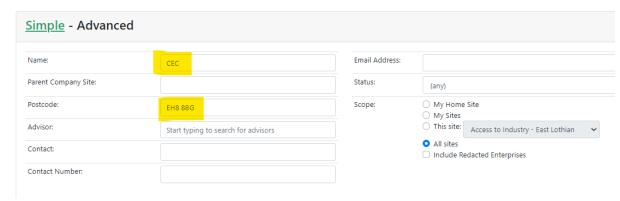
All sites

Include Redacted Enterprises

Examples:-



Note that you can search on **part of a postcode**, eg EH2 as above, but this will also return results in EH20, EH21 etc, as above.



This will return all Edinburgh Council records at Waverley Court (as long as the Enterprise Name contains CEC).