

HELIX ENTERPRISE RECORDS



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

Registration Form

Basic Business Registration

Basic Business Registration

Basic Destination Wizard

Destination wizard

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
- 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:-

Simple - Advanced

Name:

Parent Company Site:

Postcode:

Advisor:

Contact:

Contact Number:

Email Address:

Status:

Scope:

My Home Site

My Sites

This site: Access to Industry - East Lothian ▼

All sites

Include Redacted Enterprises

Show entries

Company Site Name	Company Site Ref	Address Line 1	Postcode	Main Contact	Home Site
Boots UK Ltd (High St, Musselburgh, East Lothian)	14951	164 High St	EH21 7DZ		IEE
Boots UK Ltd (N High St, Musselburgh, East Lothian)	14945	106 North High Street	EH21 6AS		IEE
Boots UK Ltd (Princes St, Edinburgh)	467	101-103 Princes St	EH2 3AA	Amy McDougall	CCP
Boots UK Ltd (Straiton, Edinburgh)	474	Unit 2, Straiton Retail Park	EH20 9PW	Evelyn Lyall	CCP

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.

Simple - Advanced

Name:

Parent Company Site:

Postcode:

Advisor:

Contact:

Contact Number:

Email Address:

Status:

Scope:

My Home Site

My Sites

This site: Access to Industry - East Lothian ▼

All sites

Include Redacted Enterprises

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