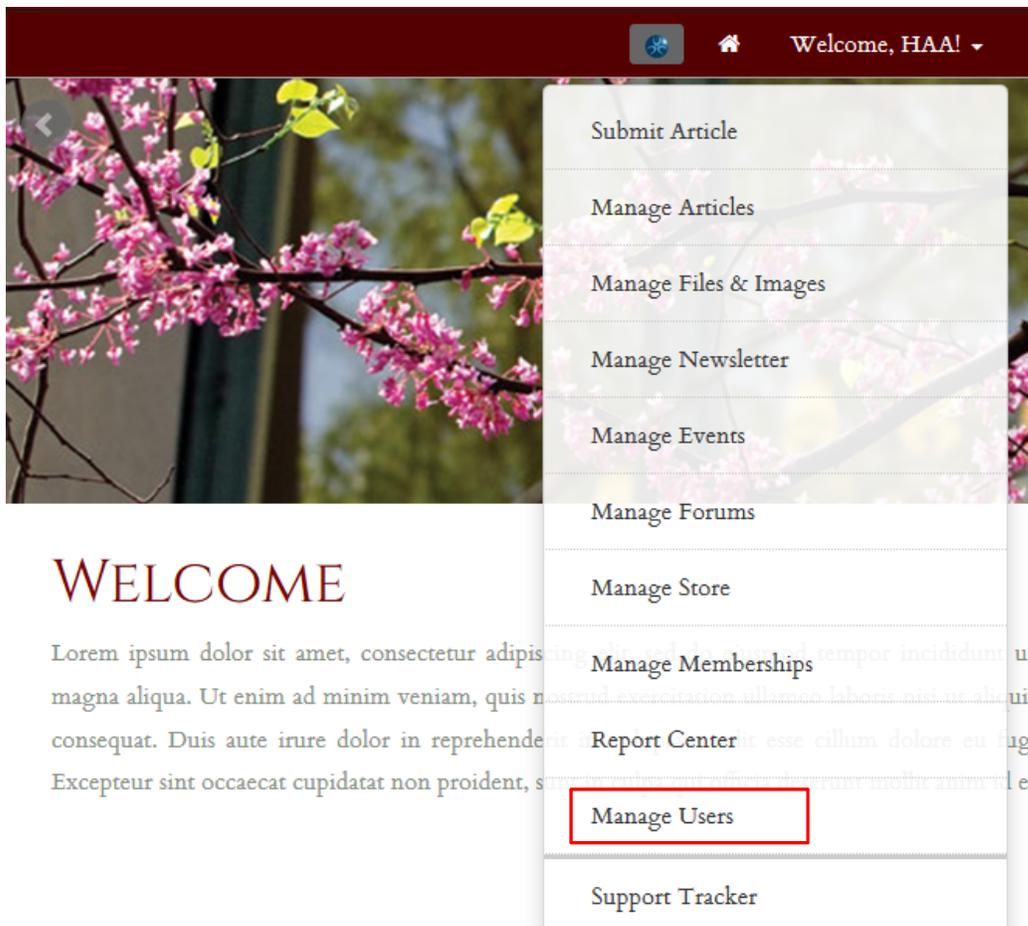


The AlumniMagnet Redundancy Sniffer

Over time, your web site may accumulate **redundancies** in user account information—these redundancies typically result when users create “guest” accounts while registering for membership with your club or SIG, purchasing event tickets, or completing similar transactions. The presence of multiple accounts for a single user can generate confusion as well as a number of database-related issues; however, you can use the **Redundancy Sniffer** to identify and merge duplicated account records into a single, consolidated account. To find out how to use the Redundancy Sniffer, refer to the sections that follow.

1. Click the admin menu button  and select “**Manage Users.**”



The **profile management** screen appears—from this screen, you can scan your site’s database for user records and consolidate any duplicated information (see next page for a visual representation of this screen).

2. At the top of the profile management screen, click the “Redundancies Sniffer” link:

The screenshot shows a navigation menu with the following items: Users, Groups, Classifications, Unsubscribe, Redundancies Sniffer (highlighted with a red box), and Auxiliary Sync. Below the menu is a 'Users Filter' section with a dropdown menu set to 'Key Fields filter'. The filter section contains several input fields for searching users: First Name contains, Last Name contains, Email contains, Home State contains, Home Zip contains, UID (for range use "-"):, Work State contains, Work Zip contains, Company Name contains, School 1 Name contains, School 1 Degree contains, School 1 Grad Year within, and Main Code: Show All. There are also date pickers for 'Registered between' with fields for yyyy, mm, dd, and another yyyy.

The **Redundancies Sniffer** screen appears, and displays a list of users who may have multiple accounts within your database—click one of the usernames to view account information for that user:

The screenshot shows the 'REDUNDANCIES SNIFFER' screen. At the top, there is a navigation menu with the following items: Users, Groups, Classifications, Batch-Unsubscribe, Redundancies Sniffer (highlighted with a red box), and Auxiliary Sync. Below the menu is a search bar with the text 'Or: enter comma-separated UIDs' and a search button. The main content area has a heading 'REDUNDANCIES SNIFFER' and a sub-heading 'This tool flags potential duplicate accounts for the same person based on matching first/last name, aux_id, or email.' Below this is a blue box with the text '1 cases where a single user may have multiple accounts detected. Click on a name to view view all accounts potentially associated with it.' Below the blue box is a list of results, with the first result 'Magnet Team (2)' highlighted by a red box.

The **Account Consolidation** screen appears. This screen lists data and profile information for each of the selected user’s accounts as table column values; in the steps that follow, you’ll merge these values into a single account.

Users Groups Classifications Batch-Unsubscribe Redundancies Sniffer Auxiliary Sync

Consolidate Accounts...

This form allows you to merge information from the Override Value column...

Instructions:

Step 1: First, select the UID of the user of the data (in case there is only one user.

Step 2: For rows 2 and below, you may choose a value from other columns or a new value in the Override column.

Step 3: Remember the other account/accounts will be deleted once you click 'Consolidate' at the bottom!!!

Data Fields	Users' Data		Override Value
UID	1 <input checked="" type="radio"/>	6 <input type="radio"/>	
Email	ops@omnimagnet.com <input checked="" type="radio"/>	ops2@omnimagnet.com <input type="radio"/>	<input type="text"/>
Date Registered	08/06/2015 <input checked="" type="radio"/>	08/06/2015 <input type="radio"/>	<input type="text"/>
Aux Id	0000225855 <input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>

- Since your database retains **only one** user account when merging multiple records, you’ll first need to select the account that you’d like to use as the final, consolidated record—later, you’ll have the opportunity to add data from the remaining accounts to this primary account. To identify this account, check for the presence of an **“Aux ID”** within the list of data values shown:

Aux Id	0000225855 <input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
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The presence of an Aux ID indicates that a record is an official university account—if an Aux ID is present in **only one** account listing, you should specify that the database retain this record upon consolidation (see next page). **Important:** if two or more accounts display an Aux ID, they are associated with different users and **should not be consolidated!**



Note: If there are **no** Aux IDs present in any column, you can select **any** listed record for retention upon account consolidation. If you are unsure of the correct ID to use in this scenario, consult the user and/or other administrators affiliated with your club or SIG for further assistance.

- When you've identified the record you wish to retain, select its **user ID** at the top of the Account Consolidation screen. In the example below, user ID "1" is selected, as this record is the **only** account associated with an Aux ID:

Users Groups Classifications Batch-Unsubscribe Redundancies Sniffer Auxiliary Sync

Consolidate Accounts...

This form allows you to make one account "inherit" information from other accounts or from the Override Value column...

Instrucciones:

Step 1: First, select the UID of the user you would like to make the "heir" of the data (in the Uid row). Ignore this step if there is only one user.

Step 2: For rows 2 and below, you may check the radio button of a value from other columns, or simply override with a new value in the Override column.

Step 3: Remember the other account/accounts will be deleted once you click 'Consolidate' at the bottom!!!

Data Fields	Users' Data		Override Value
UID	1 <input checked="" type="radio"/>	6 <input type="radio"/>	
Email	<input checked="" type="radio"/>	mnimagnet.com <input type="radio"/>	<input type="text"/>
Date Registered	<input checked="" type="radio"/>	8/06/2015 <input type="radio"/>	<input type="text"/>
Aux Id	0000225855 <input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>

Select the **user ID** of the record associated with an **Aux ID**, if present

- Next, you can select data values from the remaining user record(s) to include in the consolidated account. For example, for the account shown in step 4, you could change the values for "Student Activity" in column 1 to those listed in column 2:

Student Activity 1	FAS-Bridge Club <input type="radio"/>	FAS - Harvard International Review <input checked="" type="radio"/>	<input type="text"/>
Student Activity 2	FAS-Phillips Brooks <input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

When the consolidated account is created, it will retain the user ID listed in column 1, but will include the "Student Activity" values from column 2 instead of those in column 1.

Important: If an account contains an Aux ID, certain data values **must** be selected in its account column. For a complete listing of these values, see **Data Inclusion Requirements for Accounts with Aux IDs** on pages 6-7.

- Review the list of data values shown for each user record, and select the values that the final consolidated account should contain.

Users Groups Classifications Batch-Unsubscribe Redundancies Sniffer Auxiliary Sync

Consolidate Accounts...

This form allows you to make one account "inherit" information from other accounts or from the Override Value column

Instructions:

Step 1: First, select the UID of the user you would like to merge.

Step 2: For rows 2 and below, you may check the radio button to select the data field to inherit. If there is only one user, you do not need to select a data field. If there is more than one user, you must select a new value in the Override column.

Step 3: Remember the other account/accounts will be deleted.

Data Fields	Users' Data		Override Value
UID	1 <input checked="" type="radio"/>	6 <input type="radio"/>	
Email	ops@omnimagnet.com <input checked="" type="radio"/>	ops2@omnimagnet.com <input type="radio"/>	<input type="text"/>
Date Registered	08/06/2015 <input checked="" type="radio"/>	08/06/2015 <input type="radio"/>	<input type="text"/>
First Name	Magnet <input checked="" type="radio"/>	Magnet <input type="radio"/>	<input type="text"/>
Last Name	Team <input checked="" type="radio"/>	Team <input type="radio"/>	<input type="text"/>

Select the values from each data column that should be retained in the final, consolidated account.



Instead of selecting a pre-existing value from one of the data columns, you can also use the blank fields in the **Override Value** column at the far right to enter **new** values for account data fields.

Important: If a user's club or SIG membership is registered under a non-university ("guest") account, ensure that you migrate any membership data associated with the account to the user's final, consolidated record.

Membership Level	<input type="radio"/>	3 <input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>
Member Status	<input type="radio"/>	1 <input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>

If membership data appears in a redundant, non-university account record, be sure to select it for inclusion in the final, merged account.

- Once you're satisfied with your data selections, click the "Consolidate" button at the bottom of the screen. **Important:** Consolidation removes **all** redundant records and keeps **only** the record with the user ID you specified in step 4 of this guide—**this action cannot be undone!** If you remove a user's record by mistake during consolidation, the system permanently deletes all data associated with that account (including transactions and profile information) from your site's database.

	
<p>Hint: "Leave Untouched" if these accounts are legitimate and should be taken off the Suspected Redundancy List without being touched.</p>	<p>Hint: "Consolidate" will write all chosen data to the UID you selected in the first row. The other account/accounts will then be deleted. THIS ACTION CANNOT BE UNDONE!!!</p>



If you change your mind and decide not to proceed with the account consolidation, select the "Leave Untouched" button instead, to retain each set of records as individual, separate accounts.

When you click "Consolidate," the system merges all records for the selected user into a single record under the user ID specified in step 4. Any data values you selected for inclusion from redundant/duplicated account records are now present in the new, combined record.

Data Inclusion Requirements for Accounts with Aux IDs

As mentioned above, the system will include any data values you select in the Account Consolidation screen in a user's final, merged account. However, if an account is associated with an **Aux ID**, you **must** retain certain values from the original account in the combined record (otherwise, your site will not be able to correctly exchange record updates with the Harvard database). The below table lists the data values that must be retained—**be sure to select these values in the data column for the Aux ID account before consolidating the records:**

Data Values to Retain in Aux ID Accounts		
First Name	Last Name	Aux Id
Directory Hide	Main Hide	Main Code
Main Ferpa Block	Main Lost	Basic Lud
Basic Lus	Basic Lun	Basic Vis
Basic Middlename	Basic Salutation	Basic Suffix

Continued on next page →

Data Values to Retain in Aux ID Accounts *(Continued)*

Basic Maiden Name	Basic Nickname	Contact Email Lefa
Contact Email Lefa Target	Home Street Vis	Home Vis
Home Tel Vis	Home2 Street Vis	Home2 Vis
Home2 Tel Vis	Work Street Vis	Work Vis
Work Tel Vis	Work2 Street Vis	Work2 Vis
Work2 Tel Vis	Seas Street Vis	Seas Vis
Seas Tel Vis	School Vis	School 1 Univ Name
School 1a Name	School 1a Major	School 1a Degree
School 1a Degree Year	School 1a Program	School 1a Section
School 1b Name	School 1b Major	School 1b Degree
School 1b Degree Year	School 1b Program	School 1b Section
School 1c Name	School 1c Major	School 1c Degree
School 1c Degree Year	School 1c Program	School 1c Section
School 1d Name	School 1d Major	School 1d Degree
School 1d Degree Year	School 1d Program	School 1d Section
School 2 Univ Name	School 2 Degree	School 2 Year
School 3 Univ Name	School 3 Degree	School 3 Year
School 4 Univ Name	School 4 Degree	School 4 Year
Demo Lud	Demo Lus	Demo Lun
Demo Vis	Demo Gender	Demo Marital Status
Demo Spouse Name	Demo Spouse Vis	Demo Children
Demo Birth Day	Demo Birth Month	Demo Birth Year
Demo Birth Vis	Pref Notification	Pref Mail Address
Pref Interests	Email Haa Seq	Home Haa Seq
Home2 Haa Seq	Work Haa Seq	Work Url Haa Seq
Employment Haa Seq	Work2 Haa Seq	Seas Haa Seq
Contact Email 2 Haa Seq	Contact Email 3 Haa Seq	Contact Email 4 Haa Seq
Contact Email 5 Haa Seq	Contact Cell Home Haa Seq	Contact Cell Work Haa Seq
Contact Url 1 Haa Seq	Contact Url 2 Haa Seq	Contact Url 3 Haa Seq
Contact Url 4 Haa Seq	School 1a Haa Seq	School 1b Haa Seq
School 1c Haa Seq	School 1d Haa Seq	School 2 Haa Seq
School 3 Haa Seq	School 4 Haa Seq	



Questions on this guide? Please post any questions to [Support Tracker](#) and the AlumniMagnet team will respond as soon as possible.