



Texas Skyward User Group Conference

# Demographics / Utilities Data Cleanup

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# Demographics/Utilities Data Cleanup



## Enter Session Summary

- Name Maintenance, will show how names are used within database/system
- Duplicate Alpha key, will provide a list of names that are possible duplicates in the system
- Duplicate Families, will provide a list of family names that are possible duplicates in the system
- Merge Student Records utility allows you to merge duplicate student names
- Name Merge utility can quickly merge duplicates within Skyward
- Duplicate Address Merge utility can quickly clean up address problems and remove duplicate street names

Verify Name key for additional information.



NOTES:

All Names Browse - Entity 001 - WS\AF\NA\NM - 8332 - 05.12.10.00.00 - Windows Internet Explorer

All Names Browse

Views: Name Types Filters: \*Both Businesses and Individuals

Name Key ▲	Last Name	First	Middle	Format	# of Name Types	Name Type #1	Name Type #2
▶ ABAIRDUA001	Abairscr	Duane	E	Individual	2	EMERGENCY CONTAC	GUARDIAN
▶ ABALOELI001	Abalosscr	Elisha	P	Individual	3	FOOD SERV CUST	FOOD SERV PAYOR
▶ ABALOSPE001	Abalosscr	Spencer	G	Individual	2	GUARDIAN	STUDENT
▶ ABAREKAR001	Abarescr	Kari	O	Individual	4	SECURITY USER	FOOD SERV CUST
▶ ABBAMGER001	Abbamontescr	German	X	Individual	1	GUARDIAN	
▶ ABBESTOM001	Abbescr	Tommy	L	Individual	0		
▶ ABBODOM001	Abboudscr	Dominque	F	Individual	1	STUDENT	
▶ ABBOUEAR001	Abboudscr	Earleen	G	Individual	1	GUARDIAN	
▶ ABBOUKEL001	Abboudscr	Kellee	I	Individual	1	STUDENT	
▶ ABBSSJAC000	Abbsscr	Jacki	H	Individual	3	FOOD SERV CUST	FOOD SERV PAYOR
▶ ABBSSMIT001	Abbsscr	Mitch	K	Individual	1	GUARDIAN	
▶ ABDULARN001	Abdulla	Arnita	R	Individual	1	STUDENT	
▶ ABDULCAS001	Abdullascr	Casie	S	Individual	1	STUDENT	
▶ ABDULJEN001	Abdullascr	Jene	U	Individual	1	STUDENT	
▶ ABDULLEO001	Abdullascr	Leo	P	Individual	1	GUARDIAN	
▶ ABDULTON001	Abdullascr	Tonette	O	Individual	1	STUDENT	
▶ ABEITWAL001	Abeitascr	Waltraud	G	Individual	1	GUARDIAN	
▶ ABELAVAS001	Abelarscr	Vashti	D	Individual	1	GUARDIAN	

20 records displayed

Name Key:

Verify duplicates before attempting any merge process.

WS\ST\RE



NOTES:

### Template Settings

\* Template Description: Duplicate AlphaKey Report

- Share this template with other users in entity 001
- Print Greenbar

### Report Ranges & Parameters

Low High

\* Alphakey:  ZZZZZZZZZZ

All Name Types

Business  
 Individual  
 Both

### Comparison Options

Last Name  Primary Phone  
 First Name  Address

Middle Initial  Date of Birth

Gender

Length of Last Name to Match  Any Phone  
 Length of First Name to Match  Street Address Length to Match

### Print Options

Print 2nd and 3rd Phone Numbers  Print Name Type Associations

NOTES:

### Template Settings

\* Template Description: Duplicate Families

Share this template with other users in entity 001

Print Greenbar

### Report Options

Street Address Length for Matches: 05

2nd Address Length for Matches: 00

Report Possible Duplicates Based Upon: Only Home Phones Match

Student Status: Both Active and Inactive

NOTES: \_\_\_\_\_

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**▼ Name Merge - NM**

- Merge Process - MP 
- Merge History - MH 

**Name Merge** ⌵   

1) Select name to Merge from

Name:

Address: \_\_\_\_\_

Name Type(s):

Security Note: If the Merge From Name is in the security setup area. The Merge does not change or delete a person's security settings. Security Needs to be modified manually.

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2) Select name to Merge into

Name:

Address: \_\_\_\_\_

Name Type(s):

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3) Select Name Type(s) to Merge

Note: The Name Merge does not merge Student information. Use the Merge Student Records utility (WS\ST\PS\UT) to merge students.  
The Name Merge also does not merge Food Service (use WS\F\PS\UT\CH\MI and WS\F\PM\CU) or Fee Management (use WS\AD\FM\PS\UT\MB).

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### Student Merge



Student to Retain

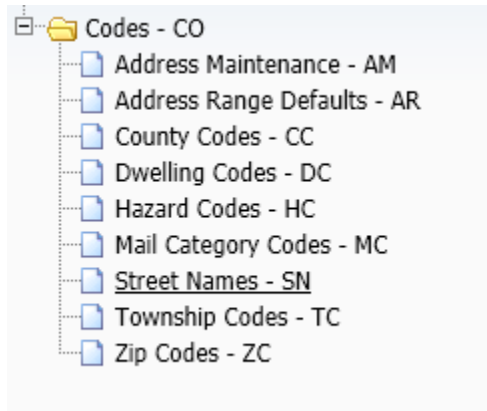
Student:

Student to Merge

Student:

- Run
- History
- Back

NOTES:



Street ▲
MCAMIS
MEDINA COURT
MEDINA CT
MERRILL ST
MESQUITE LANE
MILLER
MINTER
MISTLEOE
MISTLETOE
MITCHEL AVE
MONTY
MORNING SIDE DRIVE
MOUNTAIN HEIGHTS
MTN HEIGHTS APT #103
MTN HEIGHTS APT #107
...







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**THANK YOU FOR ATTENDING!**

