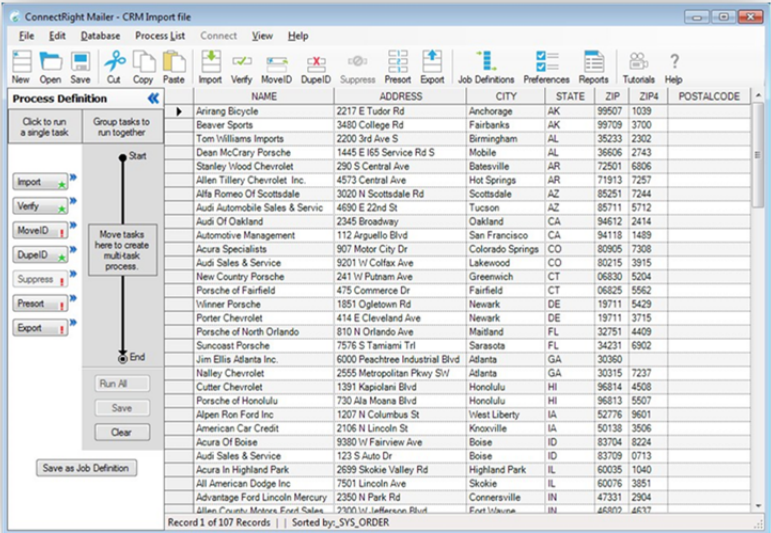
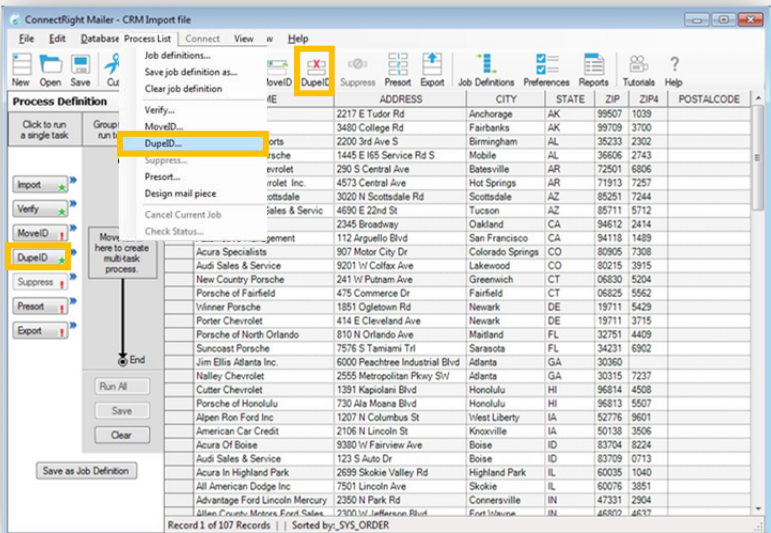


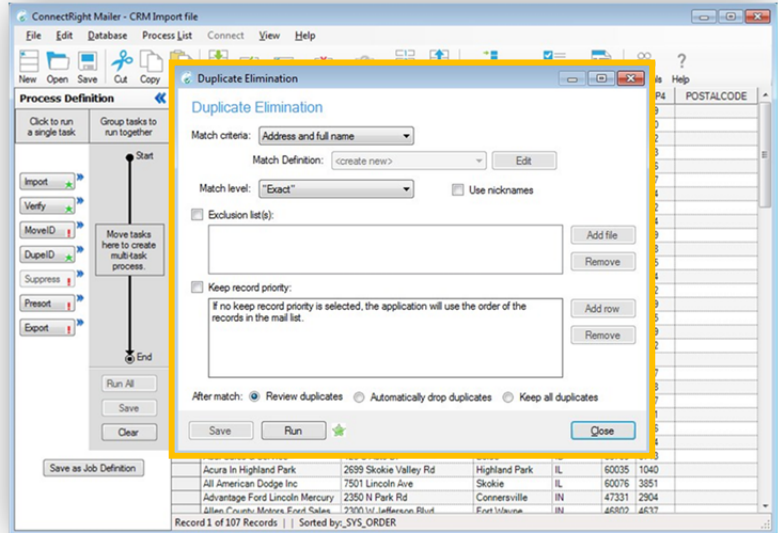
Objective: To successfully remove duplicate addresses from your mailing list.

	Comment	ACTION – DO THIS
1	<p>ConnectRight Mailer allows you to remove duplicate addresses from your mail list.</p>	 <p>The screenshot shows the ConnectRight Mailer interface with a list of addresses. The 'Process Definition' menu is open, showing options like Import, Verify, MoveID, DupelD, Suppress, Presort, and Export. The 'DupelD' option is highlighted in the Process List menu.</p>
2	<p>Begin by selecting the DupelD option from one of the following locations:</p> <ul style="list-style-type: none"> • The Process Definition menu, • The DupelD icon on the tool bar, • or • The DupelD option in the Process List menu 	 <p>The screenshot shows the ConnectRight Mailer interface with the 'DupelD' option highlighted in the Process List menu. The 'Process Definition' menu is also open, showing the 'DupelD' option highlighted.</p>

ConnectRight™ Mailer Duplicate Address Removal

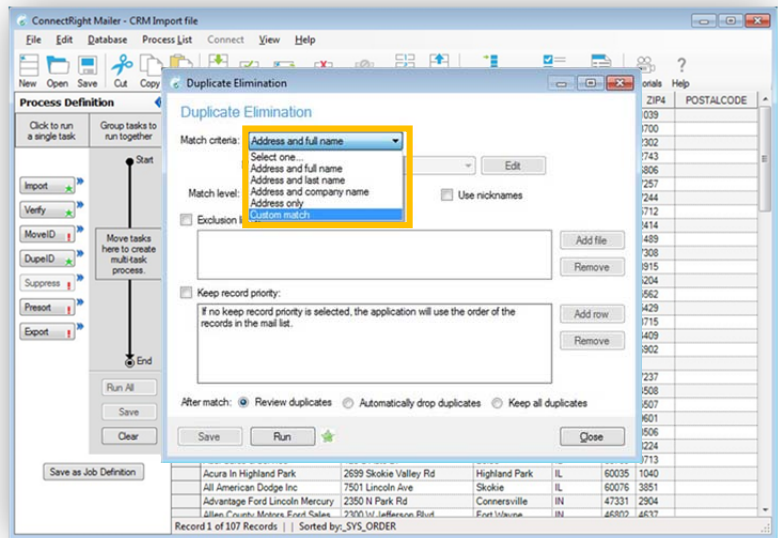
3

The Duplicate Elimination screen will display.



4

You can decide what makes a record a duplicate. You can choose from predetermined options or select 'Custom match' if you have other ways to determine a duplicate record.

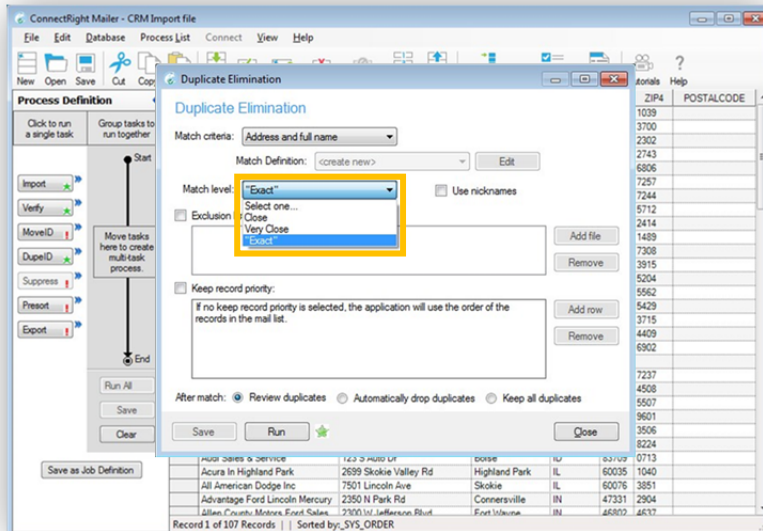


ConnectRight™ Mailer Duplicate Address Removal

You can also decide how exact the match should be:

- Close
- Very Close
- "Exact"

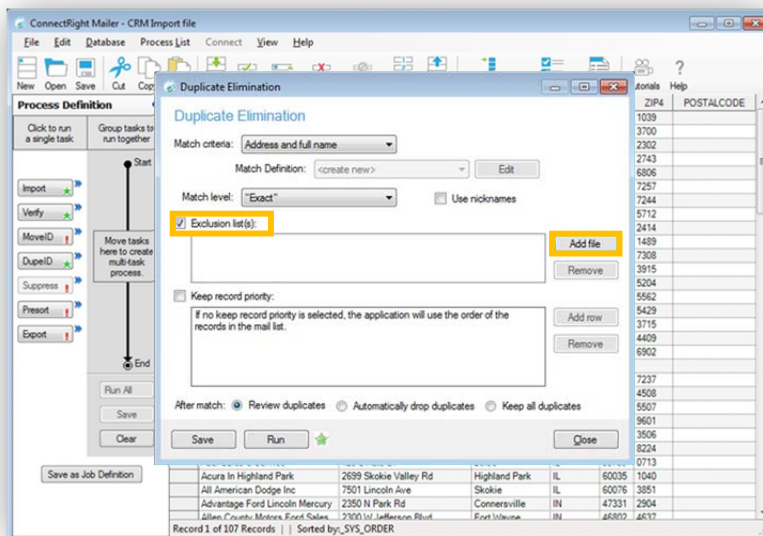
5



You can also eliminate records which might be in another list. For example, you may want to eliminate records for people you mailed something to recently, as part of another mailing.

Check the **Exclusion list(s)** box then select **Add File**. Add any files you want to compare the current list against. Best practices dictate that all files included in the DupelD process first go through Validate and MoveID processing. This allows for matching that might otherwise be missed due to non-standard address formatting.

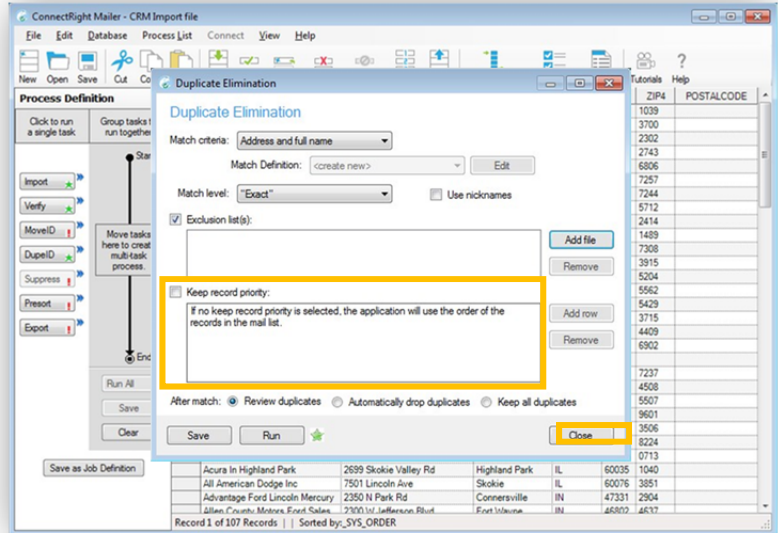
6



ConnectRight™ Mailer Duplicate Address Removal

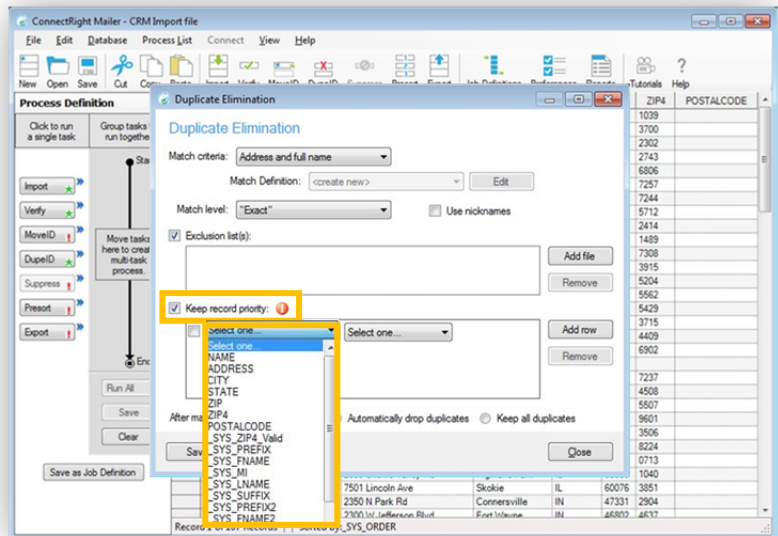
7

ConnectRight Mailer will let you determine which duplicate record to retain, and which to eliminate.



8

Check the **Keep record priority** box and select the field to use in prioritizing records. This allows you to prioritize which record within a duplicate group to retain after DupelD processing based on data found in a specific field or combination of fields. By default, the first result of a match will be the record retained unless a record priority has been specified.

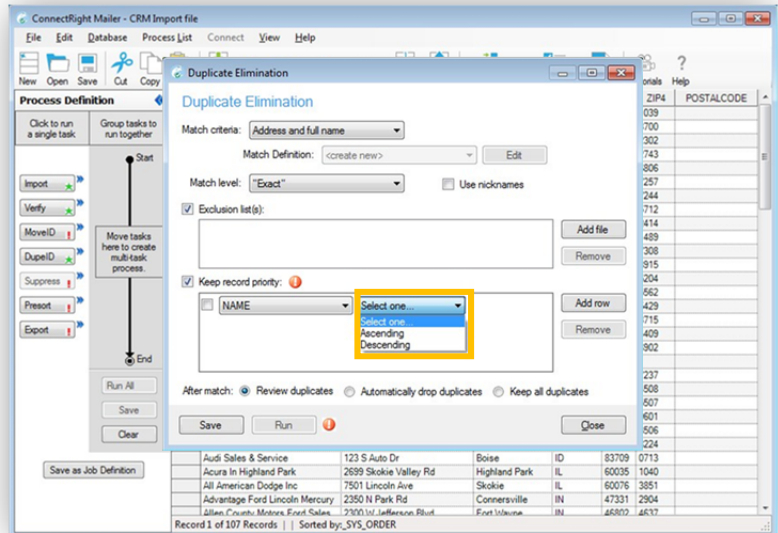


ConnectRight™ Mailer Duplicate Address Removal

You can determine which record ConnectRight Mailer will flag as the duplicate to be removed. Select:

- Ascending to keep the newest record
- Descending to keep the oldest record

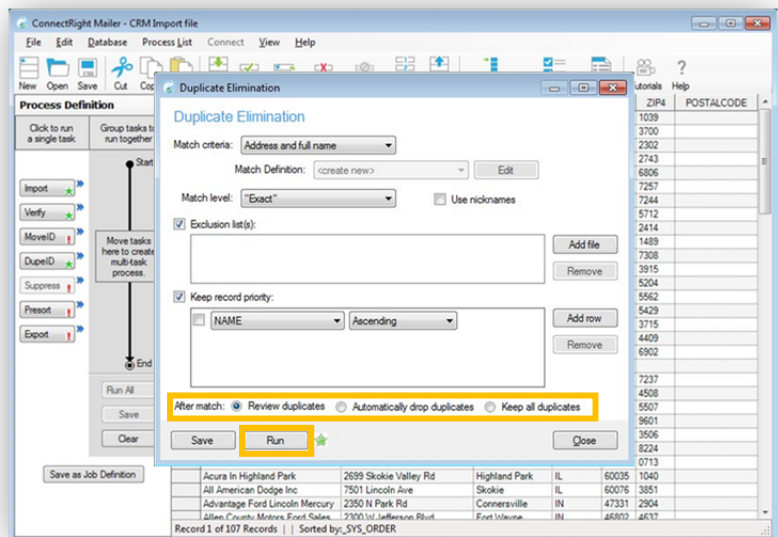
Refer to the '[Help Manual](#)' for more detailed information on this function.



You can also decide what to do with those records identified as duplicates:

- Review them before eliminating any duplicates
- Have ConnectRight Mailer automatically drop any duplicates
- Keep all the duplicates

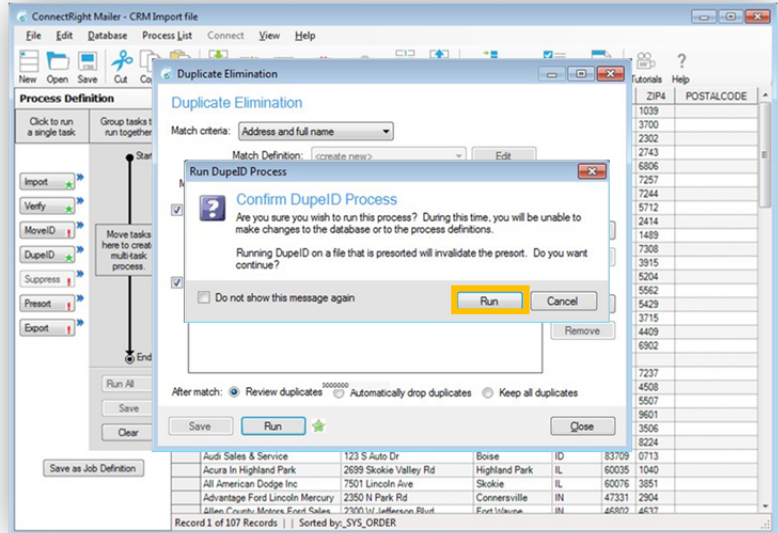
Select **Run** when you are ready to process the list



ConnectRight™ Mailer Duplicate Address Removal

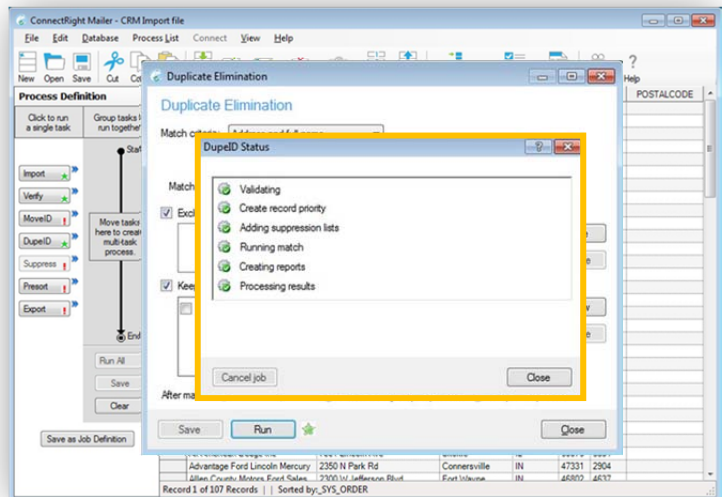
11

You will be prompted to confirm the DupelID process. Select **Run** to begin duplicate detection.



12

A **DupeID Status** screen will display as ConnectRight Mailer runs your list

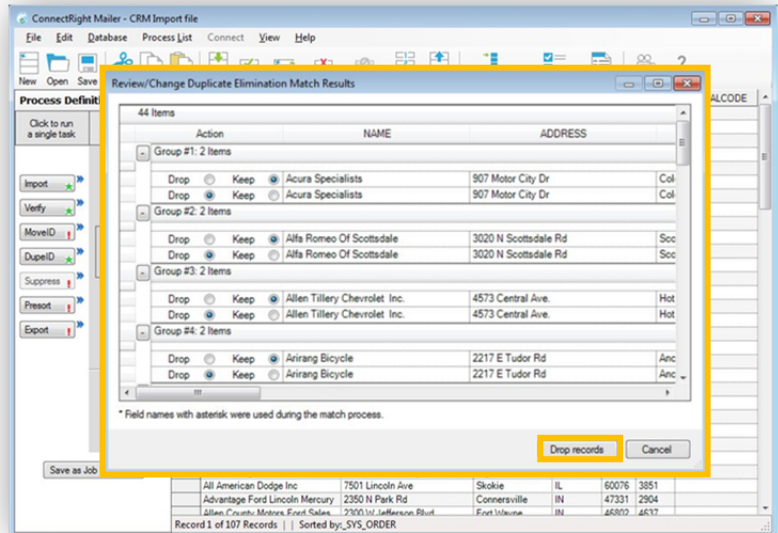


ConnectRight™ Mailer Duplicate Address Removal

13

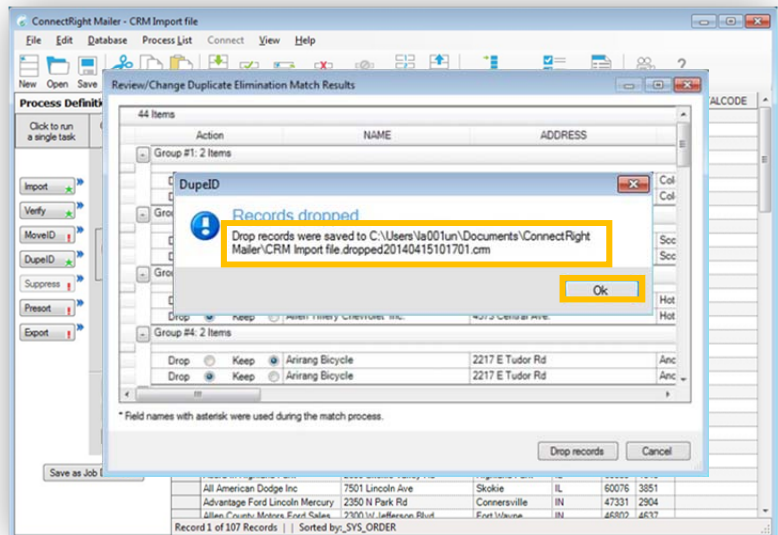
If you chose to review the duplicates after processing, they will be displayed in the **Match Results** screen giving you the option of dropping or keeping each record.

Select **Drop records** to remove the items you indicated you would like dropped from your list.



14

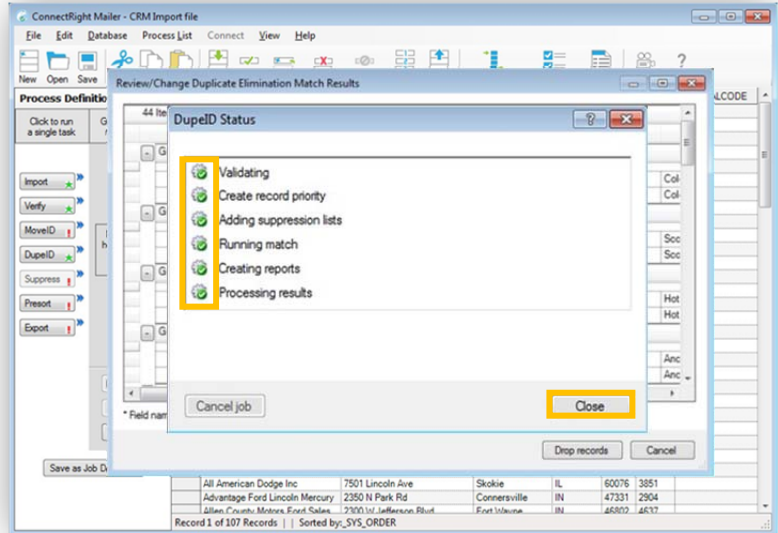
If you elected to save the duplicates, you will be prompted with the file name and location of the removed records. Make a note of this information then click **OK** to continue.



ConnectRight™ Mailer Duplicate Address Removal

15

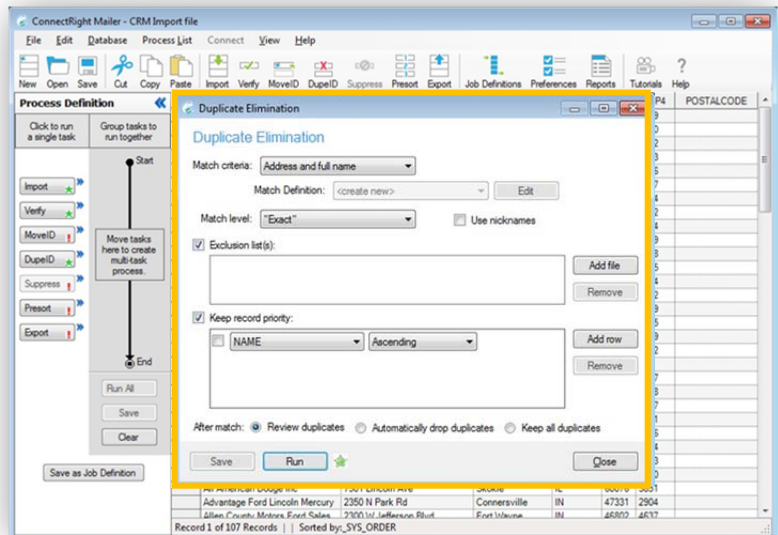
The **DupID Status** screen will display. Select **Close** when all items show a green check indicating their status.



16

Close the **Duplicate Elimination** screen.

Duplicates have now been removed from the mailing list.



NOTES: