

# Identify and Consolidate Duplicates

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The SafeTec system automatically checks for records that have the same product name, manufacturer name, product number, language, and region, and we compile these records as a list for you to review and approve as duplicates. However, what if the manufacturer changed the product name? What if the manufacturer was sold to a different company? This document will walk you through how to identify records you believe to be duplicates that were not identified by SafeTec. Once you have approved the records as duplicates, the system will consolidate information and archive one of the records. This document will also talk specifically about what happens to the records and data upon your approval.

**WARNING!** Please note that once you have agreed that a record is a duplicate and the consolidation process happens, it is impossible to revert the chemical records back to the way they were before the consolidation due to the two records sharing data. There are processes we can do to make it look like the records have been split, but the information they shared will remain with both documents.

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## Identify and Consolidate a Duplicate

- From the Main Menu, click on **Identify Duplicates**.



- You will see a screen that allows you to do a search for chemicals. This screen allows you to search for chemicals in a lot of different methods, including Product Name, MSDS Number, Manufacturer, Manufacturer Product Number, Visibility, and Location information. Enter in a chemical you are interested in finding duplicates and click the **Search** button.

**Instructions:** Search for each record to be consolidated. Select 1-2 records at a time, then click the **Add to Consolidation Window** button. Once you have added both records to the consolidation window, click the **Resolve Duplicate** button.

<b>Product Name</b>	orange	X
<b>MSDS Number</b>		
<b>Manufacturer</b>		
<b>Mfg Product Number</b>		
<b>Visibility</b>	Full	▼
<b>Location Information</b>		
<b>Search</b>	[Search]	
<input type="checkbox"/> Hide No records were found.		
<b>Facility</b>		
<b>Sub Location 1</b>		
<input type="button" value="Search"/>		

- The results of your search will appear below. Locate the two chemicals you consider to be a duplicate and check the box for those chemicals.

Add MSDS Product Name	Manufacturer	Manufacturer Division	Revision Date	MSDS Number	Product Number
<input type="checkbox"/> <a href="#">Fluorescent Orange DBA-80048</a>	Flint Group Co.		10/15/1997	MSDS-001470	
<input type="checkbox"/> <a href="#">Fluorescent Orange/Yellow DBA-80047</a>	Flint Group Co.		12/18/1997	MSDS-001471	
<input type="checkbox"/> <a href="#">Z3XNW ORANGE MARKING INK</a>	Independent Ink, Inc.		01/23/2014	158673	
<input type="checkbox"/> <a href="#">PC FAST ORANGE LOTION WITH PUMICE (CANADA)</a>	ITW (Illinois Tool Works, Inc.)	multiple	05/17/2013	121416	
<input type="checkbox"/> <a href="#">Flourescent Orange</a>	RPM International		07/21/1997	MSDS-000923	535862.pdf
<input checked="" type="checkbox"/> <a href="#">ZEP BIG ORANGE-E</a>	Zep, Inc.			MSDS-003467	
<input checked="" type="checkbox"/> <a href="#">ZEP BIG ORANGE [0415]</a>	Zep, Inc.			MSDS-003744	

4. Click the **Add to Consolidation Window** button.



5. A Consolidation Window will open below and show your two chemicals for you to review. We have also included information as to if it looks like a duplicate or an older revision. Please note that this process will allow you to identify chemicals with different product names or manufacturers, but it will not allow you to process documents from different regions or different languages. Please review the identified documents.

Consolidation Window		
MSDS-003467 ZEP BIG ORANGE-E Zep, Inc.	Possible Duplicate Of	MSDS-003744 ZEP BIG ORANGE [0415] Zep, Inc.
<b>Resolve Duplicate</b>		<b>Cancel</b>

6. If you approve of the displayed documents to be consolidated, click the **Resolve Duplicates** button.
- If you do not have a **Resolve Duplicate** button but instead an **Identify Duplicate**, please contact your corporate contact and ask them to use the [View Duplicates](#) tool to **Resolve** the duplicates you just identified.
  - WARNING!** Please note that once you have agreed that a record is a duplicate and the consolidation process happens, it is impossible to revert the chemical records back to the way they were before the consolidation due to the two records sharing data. There are processes we can do to make it look like the records have been split, but the information they shared will remain with both documents.
  - Upon clicking the **Resolve Duplicates** button, you will be asked to confirm that you want to resolve these documents. Click the **Yes** button to confirm. The system will then process the pair and display a message at the top of the screen confirming the documents have been resolved.

 **Documents Successfully Resolved.**

7. If you made a mistake and do not want to consolidate the documents in the Consolidation Window, click the **Cancel** button.
- You will be asked to confirm that you want to cancel these documents. Click the **OK** button to confirm.
  - The Coolidation Window will then disappear.

## Identify Documents with Multiple Searches before Consolidation

If a search only returns one of your documents that you wanted to consolidate, it is possible to add it to the Consolidation Window and then perform a search for the second document to add to the Consolidation Window.

In the following example, a product called Shell Omala RL 68 has been renamed to Shell Morlina S4 B 68.

- From the Main Menu, click on **Identify Duplicates**.



2. From the search screen, enter search criteria for one chemical and click the **Search** button.



3. In the search results that appear, click on the check box for the record.

Add	MSDS	Product Name	Manufacturer	Manufacturer Division	Revision Date	MSDS Number	Product Number
<input checked="" type="checkbox"/>		<a href="#">Shell Omala Oil RL 68</a>	Shell		10/28/2008	MSDS-004121	67558E

4. Click the **Add to Consolidation Window** button.



5. The Consolidation Window will open below and show just one chemical for you to review, prompting you to add a second record.

**Consolidation Window**

MSDS-004121 Shell Omala Oil RL 68 Shell 10/28/2008 67558E	SELECT A SECOND DOCUMENT
	Resolve Duplicate   Cancel

6. Go back to the top of the screen and enter search criteria for the second chemical and click the **Search** button.



7. When you find the second record, click on the check box for the document.

Add	MSDS	Product Name	Manufacturer	Manufacturer Division	Revision Date	MSDS Number	Product Number
<input type="checkbox"/>		<a href="#">SHELL MORLINA S4 B 150</a>	Shell		02/05/2014	99622	
<input checked="" type="checkbox"/>		<a href="#">Shell Morlina S4 B 68</a>	Shell		02/05/2014	MSDS-004122	001D7824

8. Click the **Add to Consolidation Window** button.



9. The Consolidation Window will refresh to show both chemicals and their possible relationship for your review.

**Consolidation Window**

MSDS-004121 Shell Omala Oil RL 68 Shell 10/28/2008 67558E	Possible Older Version Of	MSDS-004122 Shell Morlina S4 B 68 Shell 02/05/2014 001D7824
		Resolve Duplicate   Cancel

8. If you approve of the displayed documents to be consolidated, click the **Resolve Duplicates** button.
  - a. If you do not have a **Resolve Duplicate** button but instead an **Identify Duplicate**, please contact your corporate contact and ask them to use the [View Duplicates](#) tool to **Resolve** the duplicates you just identified.
  - b. **WARNING!** Please note that once you have agreed that a record is a duplicate and the consolidation process happens, it is impossible to revert the chemical records back to the way they were before the consolidation due to the two records sharing data. There are processes we can do to make it look like the records have been split, but the information they shared will remain with both documents.
  - c. Upon clicking the **Resolve Duplicates** button, you will be asked to confirm that you want to resolve these documents. Click the **Yes** button to confirm. The system will then process the pair and display a message at the top of the screen confirming the documents have been resolved.

 **Documents Successfully Resolved.**

10. If you made a mistake and do not want to consolidate the documents in the Consolidation Window, click the **Cancel** button.
  - a. You will be asked to confirm that you want to cancel these documents. Click the **OK** button to confirm.
  - b. The Coolidation Window will then disappear.

## View Resolved or Ignored Duplicates

Once you have resolved or ignored duplicates, you can review the list of resolved or ignored duplicates.

### Review Ignored Duplicates and Resurrect

Ignoring a possible duplicate will move the records to an Ignored list. This marks them as being previously reviewed by you, and removes them from the Pending list as they no longer need your attention. If you later decide that you do indeed wish to approve the documents as ignored, it is possible to move them back to Pending and then become resolved.

1. From the Main Menu, click on the **Duplicate Resolution** button.



2. The View Duplicate Document window will open. Click on the **Ignored** tab.



3. To find all ignored possible duplicate identified documents, click the **Search** button.



4. In the **Ignored Document Relationships** list, you can resurrect records and return them to the **Pending** list to be reviewed again. There are two methods to do this:

<b>Ignored Document Relationships</b>											
<input type="checkbox"/>	<a href="#">Export to Excel</a>		MSDS Product A Rev Date A			MSDS Number	Relationship Type	MSDS Product B Rev Date B	MSDS Number	Date Ignored	Ignored By
<input type="checkbox"/>		<a href="#">Big Orange</a>	9/16/2014	MSDS-004151	Not Duplicate Of		<a href="#">Big Orange</a>	9/16/2014	MSDS-004152	11/20/2015	heatherc
											<a href="#">Resurrect</a>

- a. Click the **Resurrect** button for the pair of records you wish to review again.

- b. Place a check box next to all the chemicals you wish to resurrect, and click the **Resurrect Selected** button.
5. The screen will refresh with the record(s) removed and display a message.

 The record(s) were successfully Resurrected.

## Review Resolved Duplicates

Unlike the Ignore process, a resolved duplicate is impossible to revert the chemical records back to the Pending list to be reviewed again and ignored. This is because data is shared between the two records, and it is impossible to know who had what data originally.

1. From the Main Menu, click on the **Duplicate Resolution** button.



2. The **View Duplicate Documents** window will open. Click on the **Resolved** tab.



3. To find all ignored possible duplicate identified documents, click the **Search** button.



4. The **Resolved Document Relationship** list will display all documents that have been resolved.

Documents that were Resolved By Safetec Web were documents approved online by an Admin user, while documents that were Resolved By Safetec Admin were approved by SafeTec for you.

Resolved Document Relationships								
MSDS Product A	Rev Date A	MSDS Number	Relationship Type	MSDS Product B	Rev Date B	MSDS Number	Date Resolved	Resolved By
<a href="#"> BASALT FILAMENT YARN</a>	1/1/2001	MSDS-002123	Resolved Older Version Of	<a href="#"> BASALT FILAMENT YARN</a>	1/1/2012	MSDS-002123	9/17/2015	SafetecAdmin
<a href="#"> Purell Sanitizing Hand Wipes</a>	2/10/2015	MSDS-004150	Resolved Duplicate Of	<a href="#"> Purell Sanitizing Hand Wipes</a>	2/10/2015	MSDS-004149	11/20/2015	SafetecWeb
<a href="#"> THE ELITE</a>	6/20/2012	MSDS-114123	Resolved Older Version Of	<a href="#"> THE ELITE</a>	6/20/2011	MSDS-114123	9/18/2015	SafetecAdmin
<a href="#"> DS-108 Wipe Solvent</a>	6/6/2012	MSDS-004051	Resolved Duplicate Of	<a href="#"> DS-108 Wipe Solvent</a>	6/6/2012	MSDS-004116	9/15/2015	SafetecWeb
<a href="#"> THE ELITE</a>	6/20/2011	MSDS-114123	Resolved Older Version Of	<a href="#"> THE ELITE</a>	6/20/2012	MSDS-114123	9/21/2015	SafetecAdmin
<a href="#"> ZEP BIG ORANGE-E</a>		MSDS-003467	Resolved Duplicate Of	<a href="#"> ZEP BIG ORANGE [0415]</a>		MSDS-003744	10/27/2015	SafetecAdmin

## What Happens When Duplicates Are Consolidated?

When you agree that two records are a duplicate, the system first looks at which record is going to be the surviving record and which record is going to be archived. Most of the time, this is determined by the revision date of the (M)SDSs, where the document with the newer revision date is the surviving record. If both records have the same revision date, the record that has been in our system longer will remain.

From there, the system then copies some data from the document with the older revision date that is going to be archived and adds the data to the surviving record. This information includes:

- Inventory information if there is any
- Attachments
- Custom field data available to you for editing
- Facility assignments
- Receipt Inventory data if there is any
- Synonyms
- Common Names
- Manufacture Codes
- Date created and by whom
- Chemical approval types
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Information that remains with the document that is going to be archived and will not be copied includes:

- Product Name
- Manufacture and Manufacture Division
- Revision Date
- Ingredients or Ingredient Override
- HMIS/NFPA/GHS/WHMIS information
- Flash Point
- Chemical State
- Chemical Type
- Specific Gravity
- Attributes
- Date the chemical was archived at a facility