

Duplicate Email Cleaner *for ACT!*



Identify, Select and Remove Contacts
with the same email address!

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Introduction

The purpose of Duplicate Email Cleaner is to identify and/or remove duplicate contacts that have the same email address. The objective is to keep 1 unique email address for each contact in the ACT! database.

The benefits to have unique contacts are many:

- ◆ No more sending duplicate emails to the same contact on a mail merge
- ◆ Better management of the database
- ◆ Vastly improved use of ACT!

Installation

Simply execute the provided executable and the file will install by itself. You have 15-days to evaluate the product. Duplicate Email Cleaner has been developed to work with Outlook 2000 or later versions.

Additional Software Requirements

You will need Outlook 2000 or later installed on your system and ACT! 2000 (Build 5.1 or later) or ACT 6.0.

Running Duplicate Email Cleaner

To run Duplicate Email Cleaner, execute the software from the programs menu. The screen below will appear:



The first step is to enter the path to your database.

Contact Action

In contact action, we allow you to choose from 2 actions when a duplicate contact is found:

- ◆ Set Field in Contact. Here you set a field in the contact record to indicate that this record is a duplicate. This is useful if you wish to look at the records that are duplicate via a lookup on that field or via the View Duplicates form.]
- ◆ Delete Contact. When set, the duplicate contact is automatically removed when found.

Process Duplicates

When pressed, all the duplicate contacts in the database are identified and the appropriate action as specified in Contact Actions is taken.

View Duplicates

The View Duplicates lists the contacts that are duplicate on the database. You then have the option of removing all of them (Delete All) or deleting contacts by pressing the Delete Key (Del).