

Spring Cleaning

- It's time for some spring cleaning! You may have noticed more than one record for some athletes. We are well aware that there are duplicate records which have appeared as our data was moved from the old system to the new V/Sys system.
- We ask that you remove these duplicates before Summer Games in June. You will not be able to register anyone for the games if they have more than one record in the database. Review the following slides to see how to remove duplicates.
- What is considered a duplicate?
 - In V/Sys there should be one entry for each person
 - One person may have several PERSON TYPES. For example, a person may be both Volunteer as Person Type and Unified Partner as Additional Type. There should be only one record for this person.
 - In V/Sys one person might be active in more than one COUNTY. For example, an athlete may participate in both Bucks and Montgomery Counties. There should be only one record for this person.

VSys One Special Olympics Pennsylvania

You are logged in as **kmeade** (superuser); [change password](#)

Tools and reports:

People: [Search Advanced](#)

[Find a report](#)

- Home
- People
- Projects
- Hours/assignments
- Screening
- Reports
- User tools
- Letters/e-mails
- Administrator tools
- VSys Web
- VSys Kiosk
- Setup

Tools

- Switch tool profile
- Font size
- Switch language
- Reload security
- User preferences

Help

- Get support
- Help

Home

[Refresh](#)

Recent tools
[Find people by personal data](#)

Alerts
The index update tool has not been run since 01/21/2016; [Run it now](#)

Notifications
[Run all subscriptions](#)
Deliver notifications: [E-mail](#)

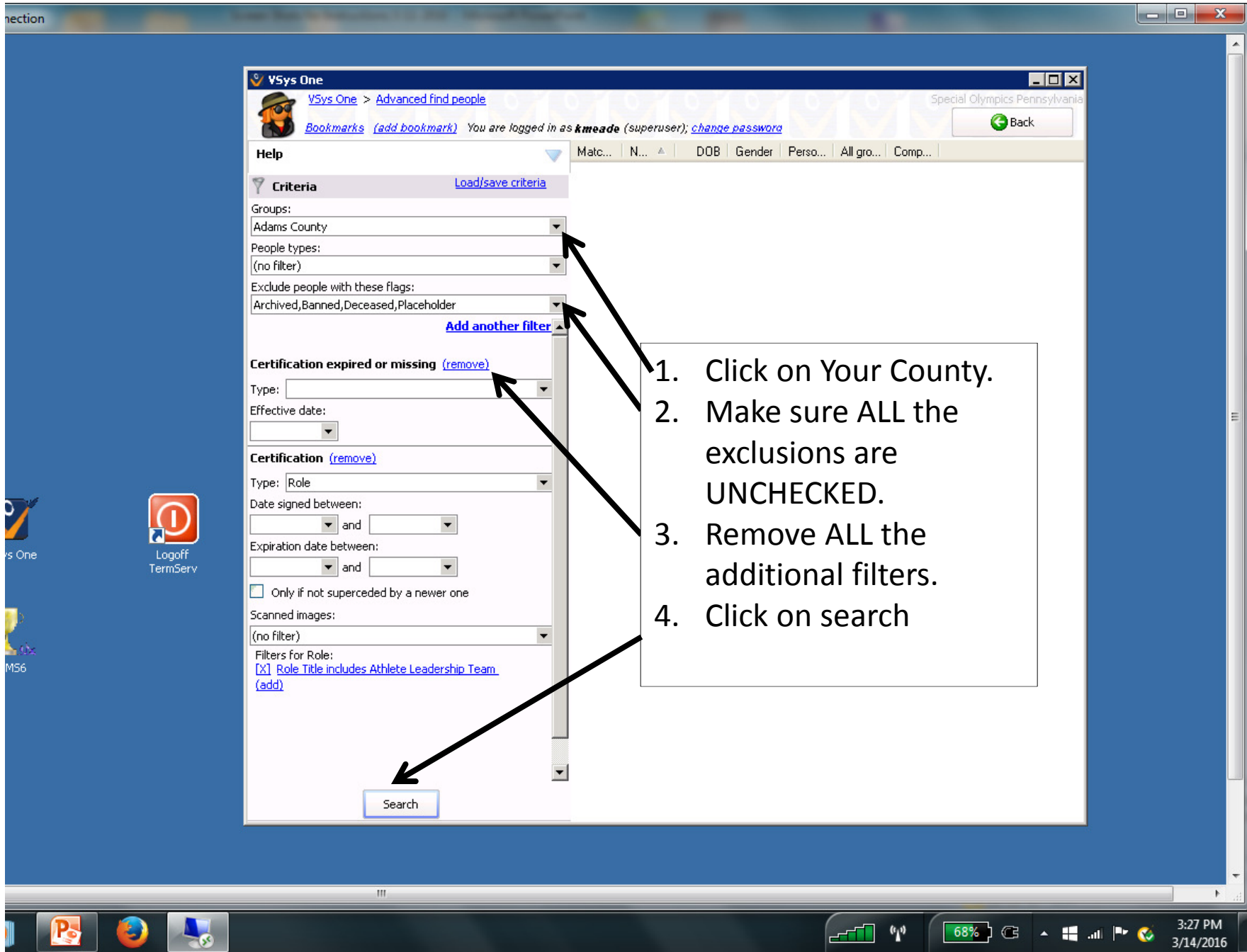
Scheduled tasks
3 scheduled tasks overdue:
[View overdue tasks](#)
[Run eligible scheduled tasks](#)
[Setup scheduled tasks](#)

Videos
[VSys One v3.0 New UI Introduction](#)
[What's new in 3.0](#)

Help
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[Help](#)
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About VSys One
(version 3.0.0.22)
[About VSys One](#)
[VSys One website](#)

Click on Advanced



1. Click on Your County.
2. Make sure ALL the exclusions are UNCHECKED.
3. Remove ALL the additional filters.
4. Click on search

YSys One YSys One > [Advanced find people](#) Special Olympics Pennsylvania
[Bookmarks](#) [\(add bookmark\)](#) You are logged in as **kmeade** (superuser); [change password](#) Back

Help Load/save criteria

Criteria

Groups: Adams County

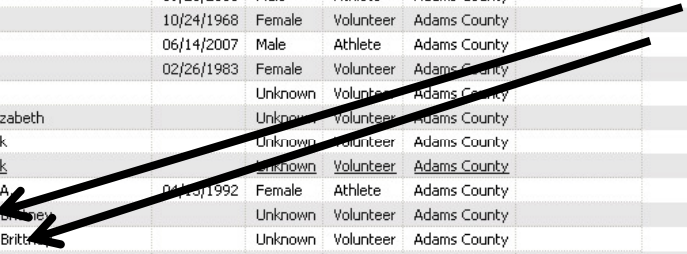
People types: (no filter)

Exclude people with these flags: Archived Add another filter

Matc...	Name	DOB	Gender	Person ...	All groups	Company
0	Beard, Rachael E.	05/16/1990	Female	Athlete	Adams County	
0	Bechtel, Anthony		Unknown	Volunteer	Adams County	
0	Becker, Tammy		Unknown	Volunteer	Adams County	
0	Beegle, Rebecca		Unknown	Volunteer	Adams County	
0	Bell, David Mark	03/13/1966	Male	Volunteer	Adams County	
0	Bell, Michelle	05/06/1971	Female	Volunteer	Adams County	
0	Bell, Taylor	08/22/1993	Female	Athlete	Adams County	
0	Benko, William		Unknown	Volunteer	Adams County	
0	Benton, Connor	02/18/1993	Male	Athlete	Adams County	
0	Berger, William	09/25/2000	Male	Athlete	Adams County	
0	Billand, Noelle	10/24/1968	Female	Volunteer	Adams County	
0	Bixler, William	06/14/2007	Male	Athlete	Adams County	
0	Blais, Jessica	02/26/1983	Female	Volunteer	Adams County	
0	Blank, Carol		Unknown	Volunteer	Adams County	
0	Blickenstaff, Elizabeth		Unknown	Volunteer	Adams County	
0	Blosenski, Frank		Unknown	Volunteer	Adams County	
0	Blosenski, Frank		Unknown	Volunteer	Adams County	
0	Bolin, Kimberly A.	04/13/1992	Female	Athlete	Adams County	
0	Bollinger Long, Boney		Unknown	Volunteer	Adams County	
0	Bollinger Long, Brittny		Unknown	Volunteer	Adams County	
0	Bollinger Long, Brittny		Unknown	Volunteer	Adams County	
0	Bollinger, Carole Ann	01/01/1993	Female	Athlete	Adams County	
0	Boon, Oliver "Ollie"	02/14/2002	Male	Athlete	Adams County	
0	Bortner, Diane		Unknown	Volunteer	Adams County	
0	Bottomley, Debra L.	09/26/1952	Female	Volunteer	Adams County	
0	Bottomley, Jennifer	10/25/1985	Female	Athlete	Adams County	
0	Bowman, David	02/12/1986	Male	Volunteer	Adams County	
0	Bradley, Kristen	10/10/1995	Female	Volunteer	Adams County	
0	Brady, Damon		Unknown	Volunteer	Adams County	
0	Brashears, Nathan	04/29/1987	Male	Athlete	Adams County	
0	Bretzman, Brandon	09/04/1991	Male	Athlete	Adams County	
0	Brough, Casi		Unknown	Volunteer	Adams County	
0	Brown, Katelyn R.	11/20/1988	Female	Athlete	Adams County	
0	brown, kaye		Unknown	Volunteer	Adams County	

630 people Search

Scan the first names looking for duplicates. Check birthdates and addresses to be sure you have a duplicate. If two entries are EXACTLY the same, you can simply delete one of them. If two entries have DIFFERENT data, combine them by doing the following steps.



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Special Olympics Pennsylvania

VSys One > Advanced find people

Bookmarks (add bookmark) You are logged in as kmeade (superuser); change password

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Help

Criteria [Load/save criteria](#)

Groups: Adams County

People types: (no filter)

Exclude people with these flags: Archived

[Add another filter](#)

Matc...	Name	DOB	Gender	Person ...	All groups	Company
0	Beard, Rachael E.	05/16/1990	Female	Athlete	Adams County	
0	Bechtel, Anthony		Unknown	Volunteer	Adams County	
0	Becker, Tammy		Unknown	Volunteer	Adams County	
0	Beegle, Rebecca		Unknown	Volunteer	Adams County	
0	Bell, David Mark	03/13/1966	Male	Volunteer	Adams County	
0	Bell, Michelle	05/06/1971	Female	Volunteer	Adams County	
0	Bell, Tay					
0	Benko, V					
0	Benton,					
0	Berger,					
0	Billand, T					
0	Bixler, W					
0	Blais, Je					
0	Blank, C					
0	Blickenst					
0	Blosensk					
0	Blosensk					
0	Bolin, Kir					
0	Bollinger					
0	Bollinger					
0	Bollinger					
0	Bollinger					
0	Boon, O					
0	Bortner,					
0	Bottomle					
0	Bottomle					
0	Bre...					
0	Bradley,					
0	Brady, L					
0	Brashea					
0	Bretzma					
0	Brough,					
0	Brown, J					
0	brown, J					

630 people

Search

Right click on one of the duplicate entries and click on "On this List."

- Edit
- Edit (in new window)
- Update addresses and phones
- Open read-only
- Open read-only (in new window)
- View calendar
- Create new
- Delete this person from the system
- Edit schedule/assignments
- Edit web/kiosk data
- Enter volunteer hours
- Enter volunteer hours (simplified)
- Edit account records
- Check availability
- Check eligibility/intake checklist
- Comments and images for this person
- Attachments (none)
- See tracked changes
- De-duplicate (merge) with another person
 - On this list
 - Not on this list
- Send this person a letter or message
- Send this person a kiosk message
- Send "Bollinger Long, Brittney" an e-mail using Microsoft Office Outlook
- Send this person their schedule
- Print a report for this person
- Copy name and address to the clipboard
- Show checkboxes
- Show columns
- Select

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VSys One > Advanced find people

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Help

Criteria [Load/save criteria](#)

Matc...	Name	DOB	Gender	Person ...	All groups	Company
0	Beard, Rachael E.	05/16/1990	Female	Athlete	Adams County	
0	Bechtel, Anthony		Unknown	Volunteer	Adams County	

Groups:
Adams County

People types:
(no filter)

Exclude people with:
Archived

Combining "Bollinger Long, Brittney" with another person

Select second person

Name	DOB	Gender	All person types	All groups
Biosenski, Frank		Unknown	Inquiry, Volunteer	Adams County
Blosenski, Frank		Unknown	Inquiry, Volunteer	Adams County
Bolin, Kimberly A.	04/15/1992	Female	Athlete, Participant	Adams County
Bollinger Long, Brittney		Unknown	Inquiry, Volunteer	Adams County
Bollinger Long, Brittney		Unknown	Inquiry, Volunteer	Adams County
Bollinger, Carole Ann	01/01/1993	Female	Athlete, Participant	Adams County
Boon, Oliver "Ollie"	02/14/2002	Male	Athlete, Participant	Adams County
Bortner, Diane		Unknown	General Volunteer Positions, Volunteer	Adams County
		Female	General Volunteer Positions, Volunteer	Adams County
		Female	Athlete, Participant	Adams County
		Male	General Volunteer Positions, Volunteer	Adams County
		Female	General Volunteer Positions, Volunteer	Adams County
		Unknown	Inquiry, Volunteer	Adams County
		Male	Athlete, Participant	Adams County
		Male	Athlete, Participant	Adams County
		Unknown	Inquiry, Volunteer	Adams County
		Female	Athlete, Participant	Adams County
		Unknown	Inquiry, Volunteer	Adams County
		Unknown	Professional Services, Volunteer	Adams County

Next > Cancel

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Search

Click on one of the duplicates to highlight it, and then click on next. (Click on the top of the Name column to sort into alpha order by last name.)

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Bookmarks (add bookmark) You are logged in as **kmeade** (superuser); [change password](#)

Matc...	Name	DOB	Gender	Person ...	All groups	Company
0	Beard, Rachael E.	05/16/1990	Female	Athlete	Adams County	
0	Bechtel, Anthony		Unknown	Volunteer	Adams County	

Help

Criteria [Load/save criteria](#)

Groups: Adams County

People types: (no filter)

Exclude people with Archived

Combining "Bollinger Long, Brittney" with another person

Which person to keep

Keep "Brittney Bollinger Long"

Keep "Brittney Bollinger Long"

Brittney Bollinger Long
Gender: Unknown, DOB: n/a, Type: Volunteer
Groups: Adams County
Created: 12/23/2015, Last changed: 01/14/2016
Addresses
1180 Belmont Rd
Gettysburg, PA 17325

Brittney Bollinger Long
Gender: Unknown, DOB: n/a, Type: Volunteer
Groups: Adams County
Created: 12/23/2015, Last changed: 03/11/2016
Addresses
1180 Belmont Rd
Gettysburg, PA 17325

Look at the "Last Changed Date" and click to "Keep" the one with the most recent date, and then click on next.

Back Next > Cancel

0	Brady, Damon		Unknown	Volunteer	Adams County	
0	Brashears, Nathan	04/29/1987	Male	Athlete	Adams County	
0	Bretzman, Brandon	09/04/1991	Male	Athlete	Adams County	
0	Brough, Casi		Unknown	Volunteer	Adams County	
0	Brown, Katelyn R	11/20/1988	Female	Athlete	Adams County	
0	brown, kaye		Unknown	Volunteer	Adams County	
0	Brown, Michael		Unknown	Volunteer	Adams County	

630 people

Search

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Criteria [Load/save criteria](#)

Groups: Adams County

People types: (no filter)

Exclude people with these flags: (none) [add another filter](#)

Matc...	Name	DOB	Gender	Person ...	All groups	Comp...
0	Eyler, Kay S	03/28/1955	Female	Volunteer	Adams County	
0	Fabre, Joshua	12/29/2003	Male	Athlete	Adams County	
0	Fahnestock, James L	09/22/1959	Male	Athlete	Adams County	
0	Fair (Fetrow), Jessica Lynn	04/04/1987	Female	Athlete	Adams County	
0	Fair (Fetrow), Jessica Lynn	04/04/1987	Female	Volunteer	Adams County	
0	Fair, Jim	08/14/1981	Male	Volunteer	Adams County	
0	Fair, Kimberly	09/02/1960	Female	Volunteer	Adams County	
0	Fair, Robert L.	05/23/1988	Male	Volunteer	Adams County	
0	Family Medicine, Herrs Ridge		Unknown	Volunteer	Adams County	
0	Family Practice, McSherrystown		Unknown	Volunteer	Adams County	
0	Farabaugh Jr, Kenneth M	10/29/1946	Male	Volunteer	Adams County	
0	Farabaugh, Andrew		Unknown	Volunteer	Adams County	
0	farace, nicole		Unknown	Volunteer	Adams County	
0	Farkas M.D., Andrew		Unknown	Volunteer	Adams County	
0	Faulkner, Nancy		Unknown	Volunteer	Adams County	
0	Fawcett, Robert		Unknown	Volunteer	Adams County	
0	Felici, Jason Neal	12/15/1985	Male	Volunteer	Adams County	
0	Felici, Jessica Lynn	05/15/1983	Female	Volunteer	Adams County	
0	Felton, Danny	05/07/1979	Male	Athlete	Adams County	
0	Fernandes, CRNP, Jennifer		Unknown	Volunteer	Adams County	
0	Fernandez, Hannah		Unknown	Volunteer	Adams County	
0	Ferra, Oster		Unknown	Volunteer	Adams County	
0	Ferree, Arthur		Male	Volunteer	Adams County	
0	Fetrow, Richard	11/22/1967	Male	Volunteer	Adams County	
0	Fleischman, Brittany		Unknown	Volunteer	Adams County	
0	Flickenger, Kara		Unknown	Volunteer	Adams County	
0	Flickinger, Carly	09/26/2000	Female	Volunteer	Adams County	
0	Flickinger, Curtis A.	10/06/1992	Male	Volunteer	Adams County	
0	Flickinger, Ella	09/23/2002	Female	Volunteer	Adams County	
0	Flickinger, Mason	11/04/1996	Male	Volunteer	Adams County	
0	Flickinger, Sherri	09/17/1970	Female	Volunteer	Adams County	
0	Foley, Daniel J	11/08/1989	Male	Athlete	Adams County	
0	Foley, Susan	09/26/1949	Female	Volunteer	Adams County	
0	Ford, Melissa		Unknown	Volunteer	Adams County	

923 people

Search

You may find two records for the same person – 1 Athlete and 1 Volunteer. After combining, check to be sure that the primary person type is correct and the alternate type has been updated. If the person is a Unified Partner, make the person type Volunteer, and add Unified Partner as an Alternate Type.

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VSys One > Advanced find people > **Bollinger Long, Brittney**

You are logged in as **kmeade** (superuser); [change password](#)

Search | Volunteer | Inquiry

Group: Adams County | Additional groups: None selected

Volunteer type: | Volunteer source: n/a | Company: |

Archived | Banned | Deceased

Status: Active

Date started: 12/23/2015 | Date active: 12/23/2015

Additional data

Special requests/needs, Exclusions

Addresses: 2 | [Add an address](#)

Alerts: none

Assignments: none | [Add](#)

Background checks: none | [Add background check](#)

Certifications: 2 | [Add certification](#)

Type	Effective	Expiration	Status	Result	Other	Created
Role			Athlete Inquiry	To Be Determined		01/14/2016 12:48PM
Role			Athlete Inquiry	To Be Determined		01/14/2016 12:48PM

Comments: (none)

Custom fields

Transitions

Tools

- Avatar
- Count years of service
- Lists
- Reports
- Send a letter
- Show calendar
- View job openings

Check the data looking for duplicate Addresses, Certifications and Roles. Delete any duplicates by right clicking on the entry you want to remove.



Finishing Up

- When done, click BACK to go back to the list of your people to look for another duplicate.
- QUESTIONS: Contact the vsyshelp@specialolympicspa.org