Duplicate Eliminator

User's Manual

Welcome

Thank you for choosing the Duplicate Eliminator add-in, created by Sperry Software. This add-in gives you a quick and easy way to keep your Outlook folders free of duplicate items. This is particularly helpful when, say, a synchronize operation results in unwanted duplicate items.

Use the options available in the configuration area for this add-in to set the parameters for the duplicate check, such as which folders to scan, what criteria to use in the comparison, and what to do with duplicates when they are found.

To eliminate duplicates: Set the parameters for the comparison using the options on the Appointments, Email, Contacts, etc., tabs. When the compare parameters have been set, click the "Remove Now..." button on the desired tab(s) to clear your folders of duplicates.

Note: You should perform a backup of your Outlook files before beginning. While every effort is made to prevent errors from occurring, not all situations can be taken into account. You can find out how to backup your Outlook files by consulting Outlook's Help.

After you run the add-in, you may find that some items that you thought were duplicates were not removed. If this is the case, you may want to copy several of the items into their own folder, then experiment with the "Data to Compare" options to see which of the fields are not the same. You can then decide how to handle the remaining duplicates.

Configuring the Add-in

Once the installation is complete, you are ready to use Duplicate Eliminator. When you open Outlook you will notice a new button "Sperry Software Add-ins" added to the toolbar.
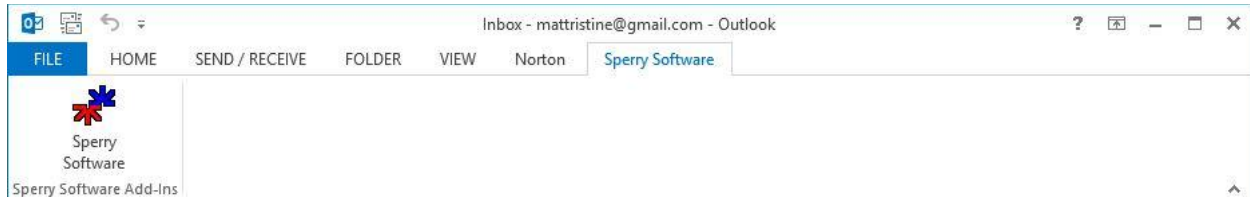

Figure 1 - Toolbar on Outlook 2013

Clicking this button displays the Sperry Software Add-ins configuration screen. It is on this screen that settings are made to control the add-in's functionality.

Different Eliminator Tabs

Depending on which version of the add-in you have, the options and settings on these tabs are identical and allow you to determine, individually for each type of Outlook item, which folders to check for duplicates, what criteria to use in the search, and how to handle duplicates when they are found.

The only settings that are not identical on the tabs are the "Data to Compare" fields. These fields depend on the type of item being compared and are used by the add-in in deciding what constitutes a duplicate. The fields chosen in the "Data to Compare" are compared one by one – if any of the fields fail to be an exact match, the comparison fails and the two items being compared are not considered duplicates.

- The **"Where to Scan"** field lists the folder or folders that you want to check for duplicates.

- As mentioned, check each box beside the data that you want to have used in the comparison in the **"Data to Compare"** frame. The data shown will be appropriate to the type of item being compared, presenting different options. For example, emails will have a "Sent Time" and a "Received Time", and appointments will have a "Location" field that can be compared.

- The **"Handling Duplicates"** frame controls how you want duplicates to be handled when they are found. You can choose to "Delete the duplicates" or "Move the duplicates to" another folder, so that if the settings for the "Data to Compare" were too loose and too many items were considered duplicates, the items can be put back and the add-in run again.

- When you are ready to perform the duplicate search, click the **"Remove Now"** button. For long searches, a progress bar will keep you posted on the progress of the comparison.

- Note that you do not get to choose which items will be deleted because the Duplicate Eliminator module assumes that if the items are identical, it doesn't matter which of the two items it removes. However, when it comes to the **"Email Across Folders",** the folders chosen in the "Originals" box will have their items preserved and the items in the "Duplicates" box will be removed.
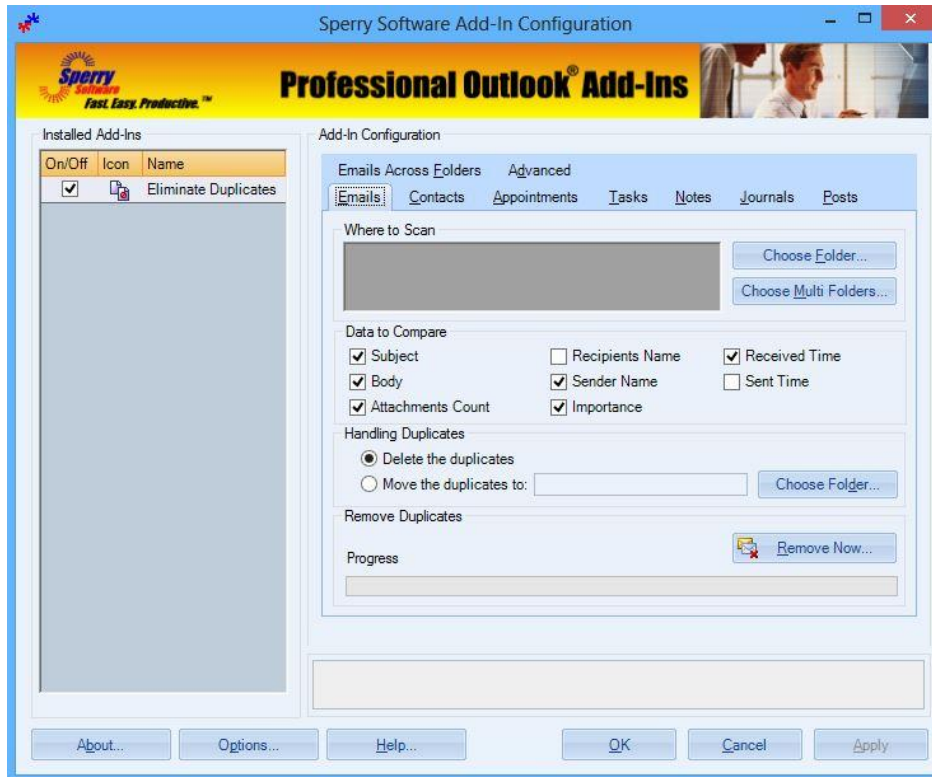
Screen Shots

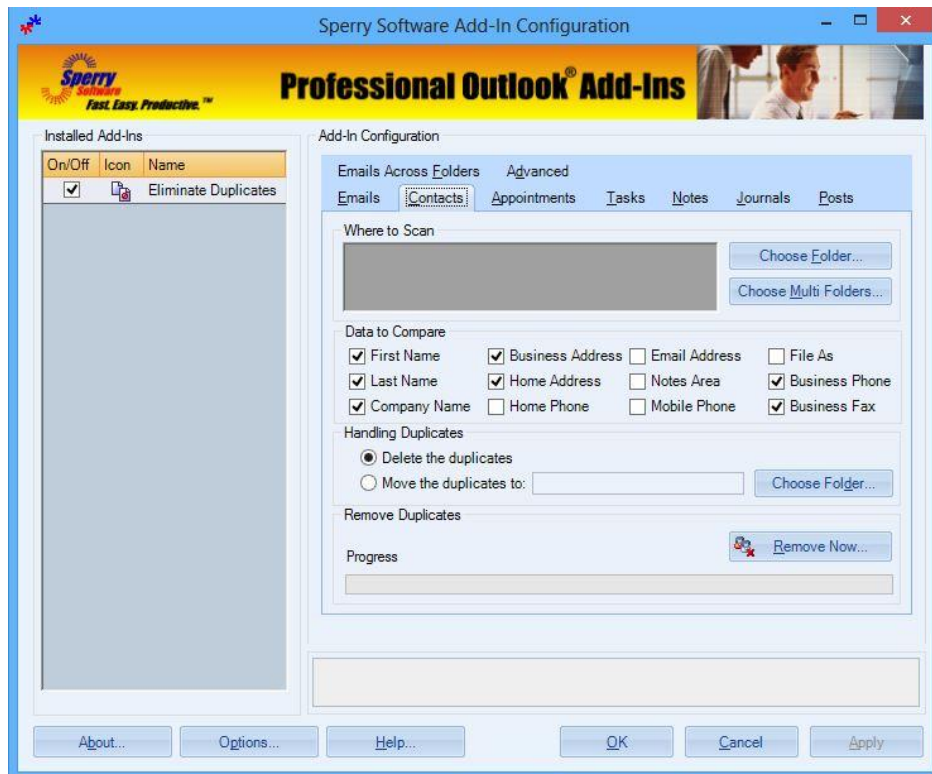**Figure 2 - Duplicate Email Eliminator Window on Outlook 2013**

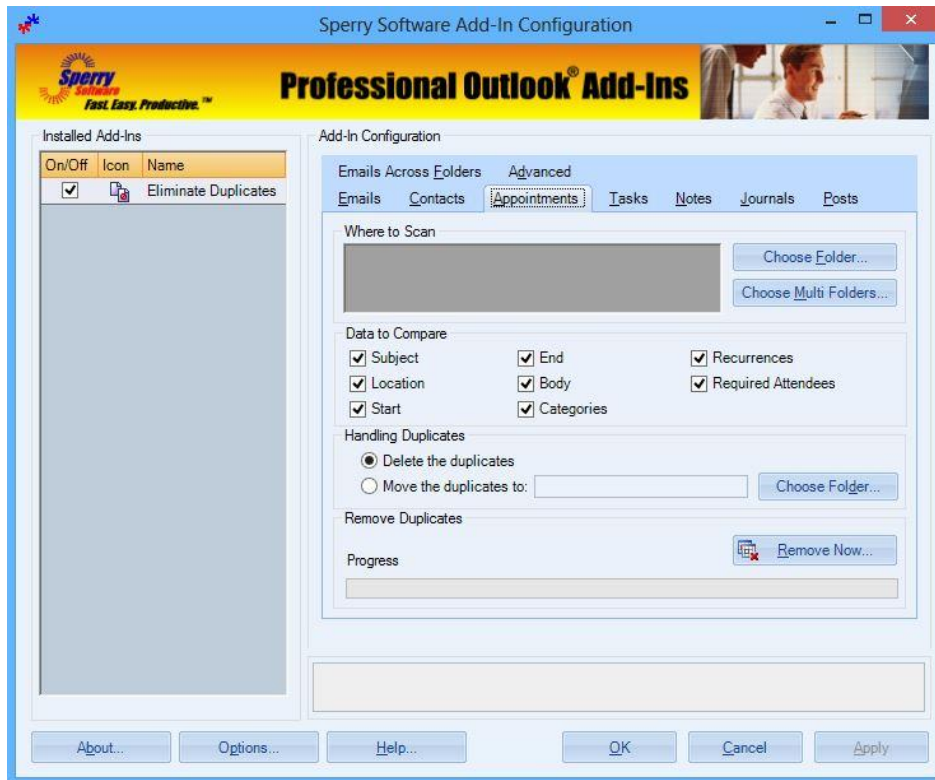**Figure 3 - Duplicate Contacts Eliminator Window on Outlook 2013**

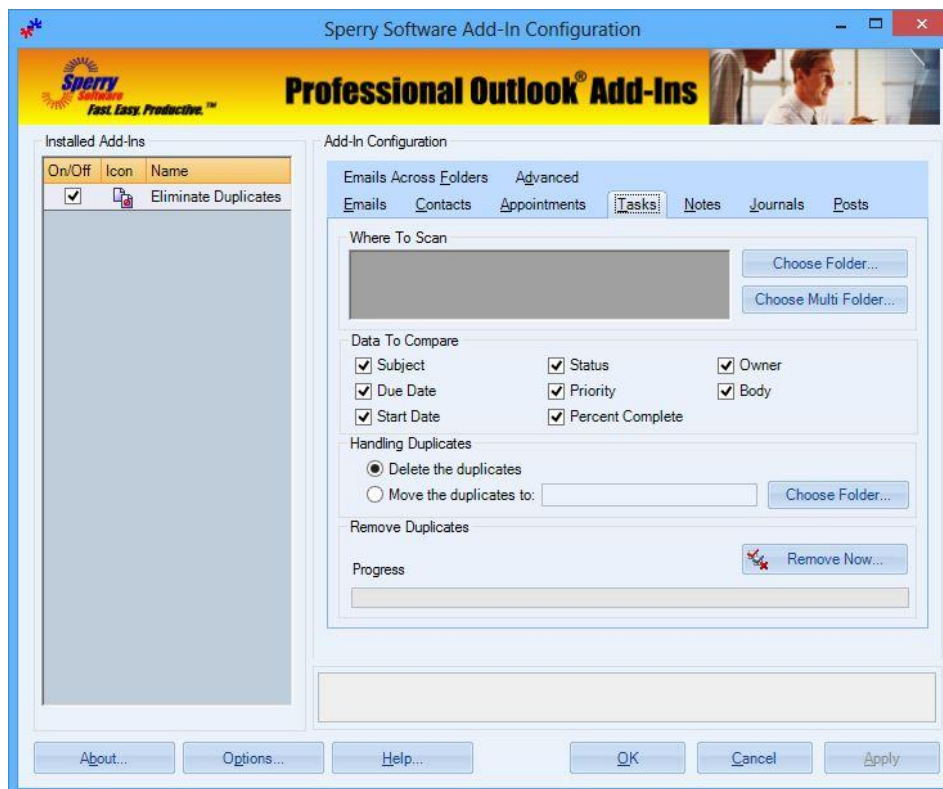**Figure 4 - Duplicate Appointments Eliminator Window on Outlook 2013**

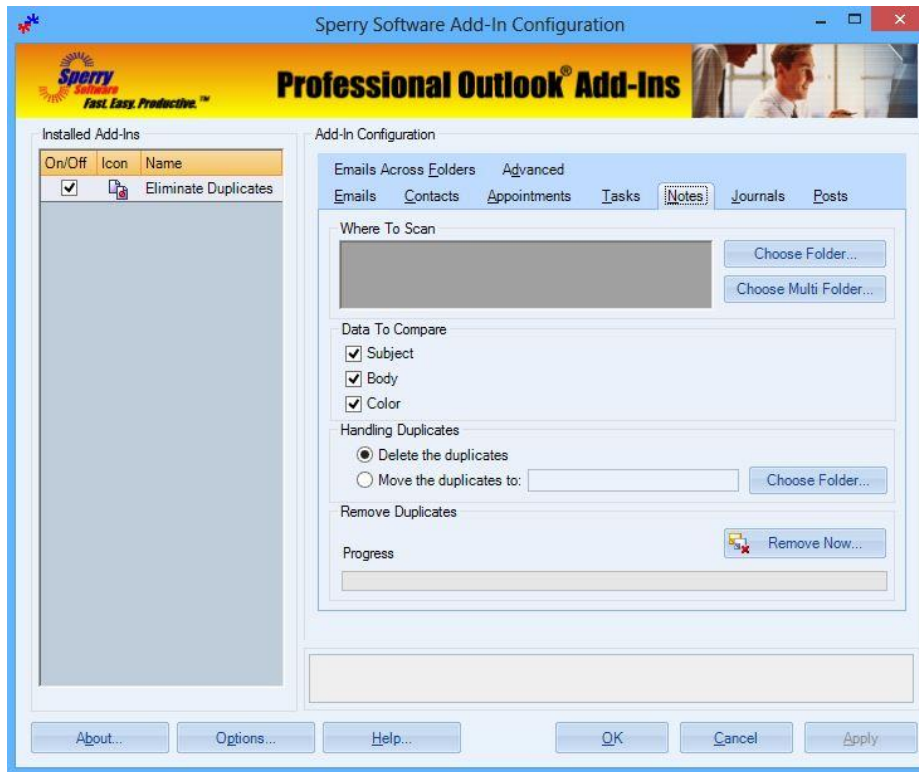**Figure 5 - Duplicate Tasks Eliminator Window on Outlook 2013**

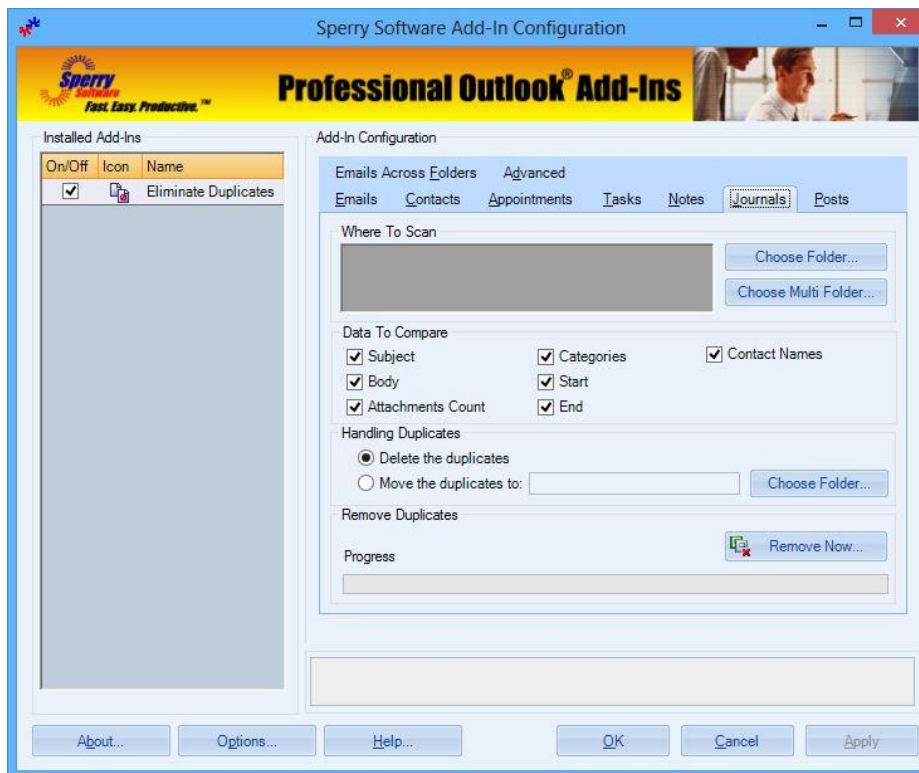Figure 6 - Duplicate Notes Eliminator Window on Outlook 2013

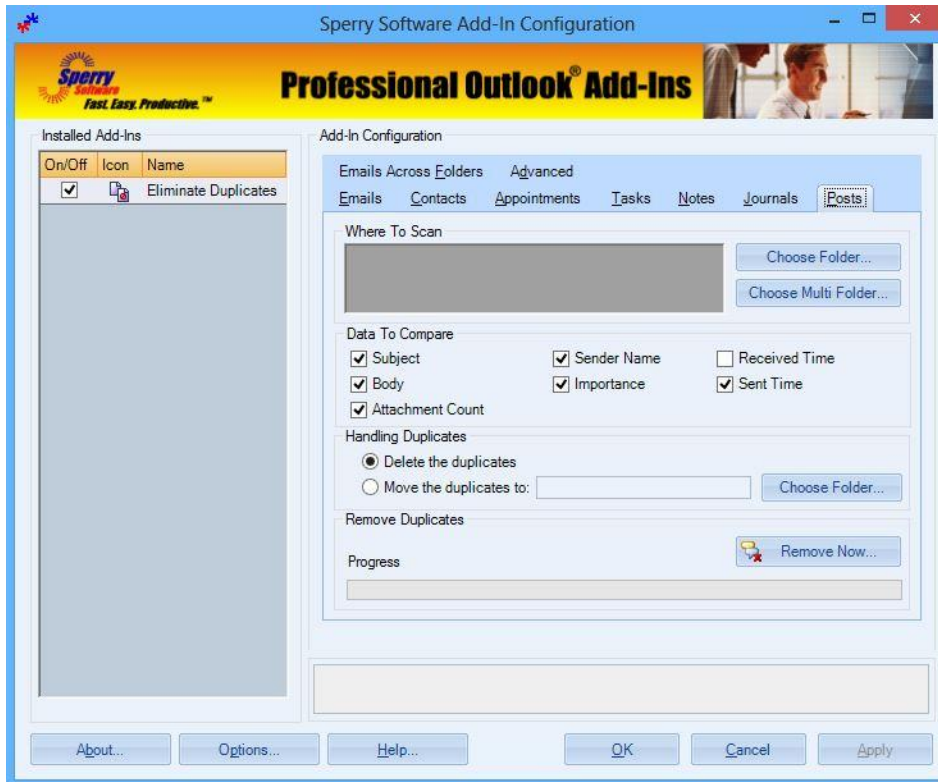Figure 7 - Duplicate Journals Eliminator Window on Outlook 2013

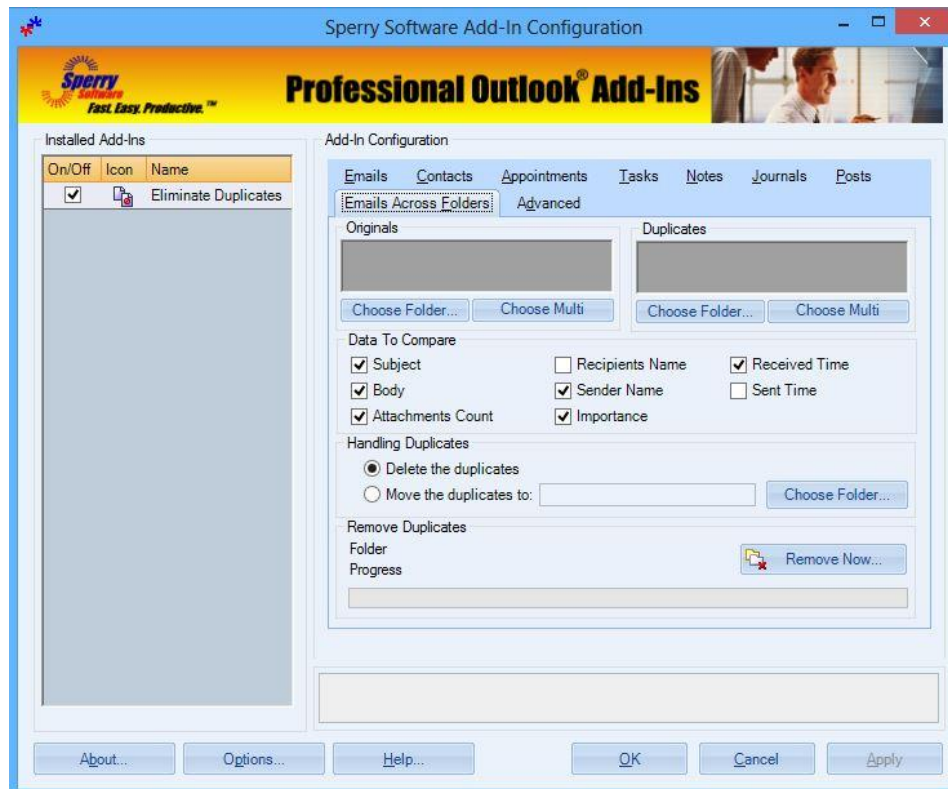**Figure 8 - Duplicate Posts Eliminator Window on Outlook 2013**

Figure 9 - Duplicate Email Across Folders Window on Outlook 2013
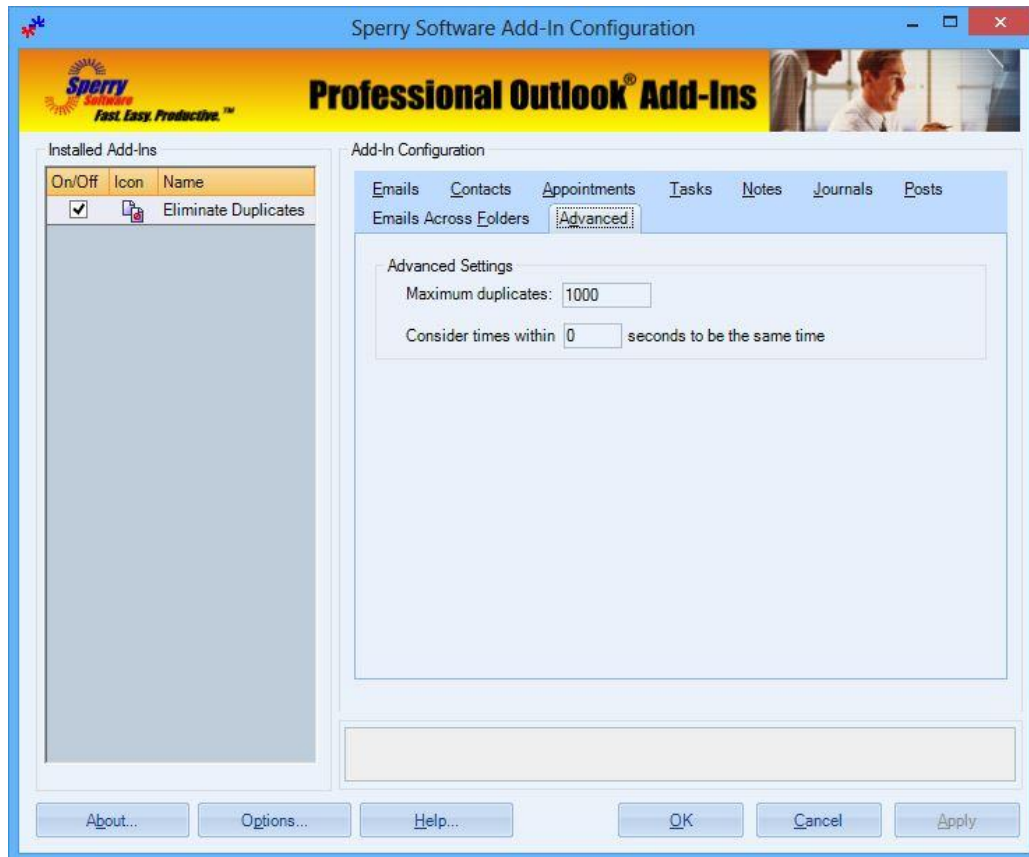
Advanced tab

Figure 10 - Advanced Tab Window on Outlook 2013

The Advanced tab has two options.

- The first allows you to specify the **maximum number of duplicates** to process at one time. This allows you to manage the time spent on the search. For example, if you have a large number of folders to search you may want to break the search up into smaller groups. By default, the limit is set to 1000 duplicate items. After this limit is reached, no more duplicates will be processed until the "Remove Now…" button is clicked again.

- The second option is used whenever two time fields are being compared, for instance the Received Time of an email, or the Start time of an appointment. Normally the add-in looks for an exact match in order to consider the field to be identical - down to the second. However, sometimes you may find that you have duplicate emails that are off by only a few seconds, but are otherwise identical. You can set the "**Consider times within *N* seconds to be the same time**" to something more liberal, like 60 seconds. Doing so would allow the add-in to consider anything within a minute to be seen as arriving at the same time. Use this option with care.

Troubleshooting

Q. I'm having trouble, and need to start over with installing. What can I do?

A. Follow these instructions:

http://www.sperrysoftware.com/kb/questions/98/I%27m+having+problems%2C+and+I+need+to+reinstall+my+add-ins+from+a+clean+start.+How+do+I+do+this%3F+

Q. The "Sperry Software Add-ins" button is not visible.

A. Run the add-in Reset tool.

The add-in reset tool (among others) can be downloaded from http://www.sperrysoftware.com/outlook/tools.asp

Q. How can we contact you for more help?

A. For help on more in-depth issues, check out our Knowledge Base.