

# **Duplicate Eliminator**

User's Manual

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# 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.

<u>To eliminate duplicates</u>: 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.

<u>Note</u>: 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.



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**

*	Sperry Software Add-In Configuration 🚽 🗖 🗙
Sporty Fast Lasy, Productive, **	Professional Outlook <sup>®</sup> Add-Ins
Installed Add-Ins	Add-In Configuration
On/Off Icon Name ✓ Data Eliminate Duplicates	Emails       Across Eolders       Advanced         Imails       Contacts       Appointments       Tasks       Notes       Journals       Posts         Where to Scan       Choose Eolder       Choose Eolder       Choose Eolder       Choose Multi Folders         Data to Compare       Subject       Recipients Name       Received Time         Ø Body       Ø Sender Name       Sent Time         Ø Attachments Count       Importance         Handling Duplicates       Choose Folder         Ø Delete the duplicates to:       Choose Folder         Remove Duplicates       Remove Now
About Options	Help <u>O</u> K <u>C</u> ancel <u>Apply</u>

Figure 2 - Duplicate Email Eliminator Window on Outlook 2013

*	Sperry Software Add-In Configuration	- 🗆 🗙
Sperry Fast, Lasy, Productive, "	rofessional Outlook <sup>®</sup> Add-Ins	
Installed Add-Ins	Add-In Configuration	
On/Off Icon Name	Emails Across Folders Advanced	
✓ □ Eliminate Duplicates	Emails Contacts Appointments Tasks Notes Journal	s <u>P</u> osts
	Where to Scan	
	Cho	ose <u>F</u> older
	Choose	Multi Folders
	Data to Compare	
	V First Name V Business Address □ Email Address	File As
	✓ Last Name ✓ Home Address  Notes Area ✓	Business Phone
	Company Name Home Phone Mobile Phone	Business Fax
	Handling Duplicates	
	Delete the duplicates	
		hoose Fol <u>d</u> er
	Remove Duplicates	
	Progress	emove Now
About Options	Help OK Cancel	Apply

Figure 3 - Duplicate Contacts Eliminator Window on Outlook 2013

	Sperry Software Add-In Configuration	
Sporry Fast. Easy. Productive."	rofessional Outlook <sup>®</sup> Add-Ins	
Installed Add-Ins	Add-In Configuration	
On/Off         Icon         Name           Image: Construction of the second secon	Emails Across <u>F</u> olders A <u>d</u> vanced <u>E</u> mails <u>C</u> ontacts <u>Appointments</u> <u>T</u> asks <u>N</u> otes <u>J</u> ourna	als <u>P</u> osts
	Where to Scan	
	Ch	oose <u>F</u> older
	Choos	se <u>M</u> ulti Folders
	Data to Compare	
	Subject I End I Recurrence	es
	✓ Location ✓ Body ✓ Required A	
	Start Categories	
	Handling Duplicates	
	Delete the duplicates	
		Choose Fol <u>d</u> er
	Remove Duplicates	
	Progress	Remove Now
S		
About Options	Help OK Cancel	Apply



*	Sperry Software Add-In Configuration	- 🗆 🗙
Sperry Fast Easy, Froductive, "	rofessional Outlook <sup>®</sup> Add-Ins	
Installed Add-Ins	Add-In Configuration	
On/Off Icon Name           On/Off         Icon         Name           Image: Construction of the second se	Emails Across <u>F</u> olders A <u>d</u> vanced Emails <u>C</u> ontacts <u>Appointments</u> <u>Tasks</u> <u>N</u> otes <u>J</u> ou	rnals Posts
		Choose Folder oose Multi Folder
	Data To Compare	
	Handling Duplicates	Choose Folder
	Remove Duplicates Progress	Remove Now
About Options	Help OK Cance	al Apply

Figure 5 - Duplicate Tasks Eliminator Window on Outlook 2013

	Sperry Software Add-In Configuration	. 🗆
Superty Saturates Fast. Easy. Productive. **	Professional Outlook <sup>®</sup> Add-Ins	
Installed Add-Ins	Add-In Configuration	
On/Off Icon Name C C Eliminate Duplicates	Emails Across <u>F</u> olders A <u>d</u> vanced Emails <u>C</u> ontacts <u>Appointments</u> <u>T</u> asks <u>Notes</u> <u>J</u> ournals <u>P</u>	osts
	Where To Scan Choose Fol Choose Multi	
	Data To Compare Subject Body Color	
	Handling Duplicates    Delete the duplicates  Move the duplicates to:  Choose F	older
	Remove Duplicates Progress Remove	Now
About Options	. <u>H</u> elp <u>OK</u> <u>C</u> ancel	Apply

Figure 6 - Duplicate Notes Eliminator Window on Outlook 2013

*	Sperry Software Add-In Configuration – 🗖	х
Sperry Fast East, Freductive."	Professional Outlook <sup>®</sup> Add-Ins	T
Installed Add-Ins	Add-In Configuration	
On/Off Icon Name	Emails Across Folders Advanced	
Eliminate Duplicates	Emails Contacts Appointments Tasks Notes Journals Posts	
	Where To Scan       Choose Folder         Data To Compare       Subject         Subject       Categories         Body       Start         Attachments Count       End         Handling Duplicates       Onlete the duplicates         Move the duplicates to:       Choose Folder         Remove Duplicates       Choose Folder	
	Progress Remove Now	
About Options	Help <u>O</u> K <u>Cancel</u> Apply	

Figure 7 - Duplicate Journals Eliminator Window on Outlook 2013

*	Sperry Software Add-In Configuration	- 🗆 💌
Sperry Fast Easy. Productive."	rofessional Outlook <sup>®</sup> Add-Ins	
Installed Add-Ins	Add-In Configuration	
On/Off Icon Name           Image: Conversion of the second	Emails Across <u>F</u> olders A <u>d</u> vanced <u>E</u> mails <u>C</u> ontacts <u>A</u> ppointments <u>T</u> asks <u>N</u> otes <u>J</u> our	nals Posts
	Where To Scan	Choose Folder
	Data To Compare	ose Multi Folder
	Subject     Sender Name     Rece     Sendy     Importance     Sent	ived Time Time
	Handling Duplicates      O Delete the duplicates	
	O Move the duplicates to:	Choose Folder
	Progress	Remove Now
A <u>b</u> out Options	Help <u>O</u> K <u>C</u> ancel	Apply

Figure 8 - Duplicate Posts Eliminator Window on Outlook 2013

*	Sperry Software Add-In Configuration – 🗖 🗙
Sperry Source Fast Lass. Productive."	rofessional Outlook <sup>®</sup> Add-Ins
Installed Add-Ins	Add-In Configuration
On/Off Icon Name C Eliminate Duplicates	Emails       Contacts       Appointments       Tasks       Notes       Journals       Posts         Originals       Duplicates       Duplicates
About Options	Help

Figure 9 - Duplicate Email Across Folders Window on Outlook 2013

#### Advanced tab

*	Sperry Software Add-In Configuration	- 🗆 🗙
Sperry Fast Lasy, Productive."	rofessional Outlook <sup>®</sup> Add-Ins	
Installed Add-Ins	Add-In Configuration	
On/Off Icon Name	Emails <u>C</u> ontacts <u>Appointments</u> <u>T</u> asks <u>N</u> otes <u>J</u> ournal Emails Across <u>F</u> olders <u>Advanced</u>	s <u>P</u> osts
	Advanced Settings Maximum duplicates: 1000 Consider times within 0 seconds to be the same time	
About Options	<u>H</u> elp <u>O</u> K <u>C</u> ancel	Apply

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 <a href="http://www.sperrysoftware.com/outlook/tools.asp">http://www.sperrysoftware.com/outlook/tools.asp</a>

- Q. How can we contact you for more help?
- A. For help on more in-depth issues, check out our Knowledge Base.