

SIMS Database Employee Merge Utility

Use this if you have accidentally created a second copy of a given employee, and this employee record cannot be removed by the Staff Delete routine in SIMS, because they have been used in various ways.

First you need to indicate the employee record(s) that you wish to remove, by changing their Legal and/or Chosen forename to 'to be deleted' (with or without the spaces), or to anything which begins with 'ZZ', in upper or lower case.

In order to remove the employee record it is necessary to transfer various data items (where this would not cause duplication) to someone else. This 'someone else' must be the **one and only** other employee who has the same surname, title, gender and date of birth as the employee record that you are trying to remove.

An employee will not be considered for deletion by this utility if they have contract or service agreement, or a student, applicant or exam candidate record.

Where a person whose employee record is to be removed is also a SIMS User, it is necessary to transfer any user data for that person to the (one and only) merge candidate. If that person is not already a SIMS User then it will be necessary to make them one, via System Manager, before the merge can take place.

Run the DBDIAGNOSE script DBDIAGNOSE_STAFF_MERGE.SQL to find out which, if any, of the indicated employees can be merged.

Typical results:

Staff Deletion Report

Employees with forename starting 'zz' or containing 'to be deleted' (with or without spaces).

Name	DOB	Contract /SLA	Stud/App /Cand	Merge candidates	Can Merge User
Smith, Mr zzFerrand	01/01/1900	Yes	No	1	Yes
Jones, Miss Zzholly	10/08/1973	No	No	1	No
Mason, Mrs ZZJane	01/12/1960	No	No	0	No
Hewitt, Mr Zzjustin	10/06/1985	No	No	2	Yes
Black, Miss ZzNellie	15/12/1963	No	No	1	Yes
Tebbett, Miss zzAnne	01/01/1979	No	No	1	Yes

This report indicates that patch 18632 should be able to merge/delete the data for Miss Black and Miss Tebbett. The 'No' in the final ('Can Merge User') column for Miss Jones indicates that there is one merge contender, but that person is not a SIMS User, and will therefore first need to be made a User so that any user-related items may be passed on.

Mr Smith has contract data which would first need to be deleted in SIMS, and possibly added to his double.

If there really is another employee who you believe to be the double of Mrs Mason then you should check her personal data, to see which of the title, surname, gender and DOB do not match the values shown in the report.

The row for Mr Hewitt suggests that a more serious mistake has been made, and that he has been accidentally added twice more.

Here you could temporarily change one of the key details for the one you do not wish to transfer data to. After patch 18632 is applied you should re-instate the data change you made, and you may then go on to use this utility again to merge the remaining two copies of employee Mr Hewitt.

Patch 18632 operates only on those employees with 'No, No, 1 and Yes' or 'No, No, 1 and Not applicable' in the final four columns. That is, those with no contract or service agreement, who are not also students, applicants or exam candidates (so you cannot inadvertently lose lots of important data), for whom there is EXACTLY ONE merge candidate, and for whom this merge candidate is also a SIMS User if there is user-related data to be transferred.

Contracts and service agreements may be deleted in SIMS. If there is more than one merge candidate for a given person then you could temporarily change e.g. the DOB for the one(s) you do not wish to merge into. If there is no merge candidate it may be because you edited the surname of the record you wish to lose: just change it back to match the one you wish to retain.

A merge candidate is another employee with the same title, gender, surname and DOB. This person is required so that relevant records may be transferred, where this would not result in duplication. Even after all these conditions are satisfied, it is still possible that there could be unexpected trailer data which prevents the merge from completing.

Run this report again after applying the patch. If any names still show then the database will be required for further investigation.

Deleted employees may then appear in the 'Delete Unlinked Contacts Browse'.

What to do if more than one additional copy of an employee record was created.

Employee mergers will only be done by patch 18632 where there is exactly one merge candidate for each person to be removed. However, if there is more than one merge candidate indicated by the report, you could temporarily change the DOBs until only one person matches. After applying the patch you could then force a further merger by correcting the modified DOB, before applying the patch again.