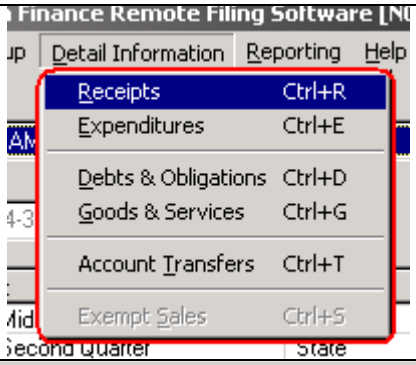
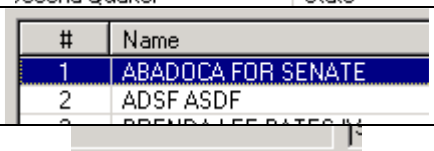
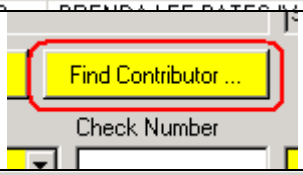
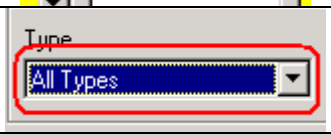
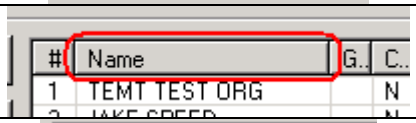
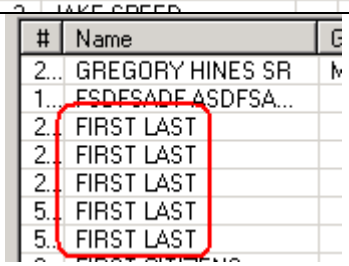
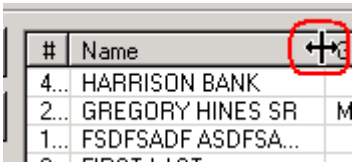
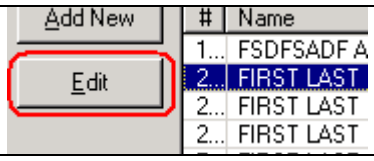
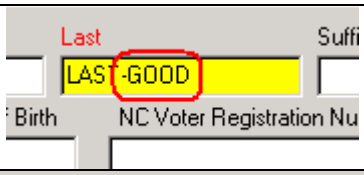
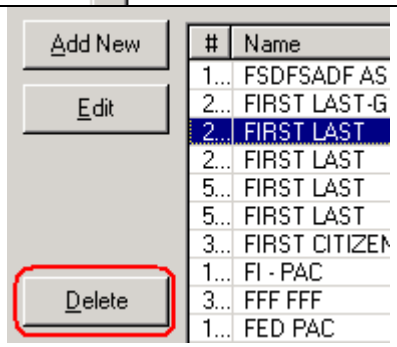
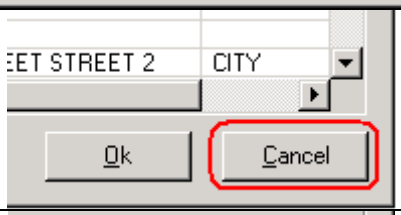
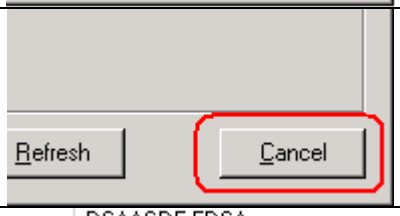
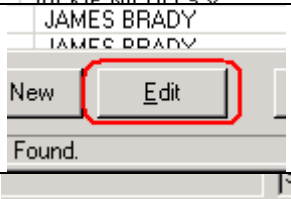
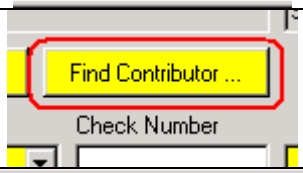
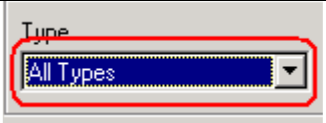
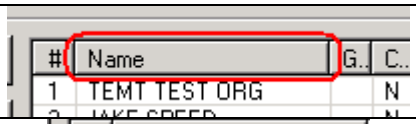
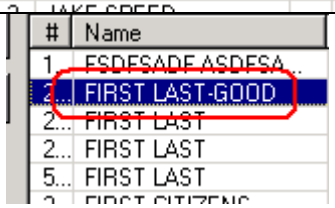
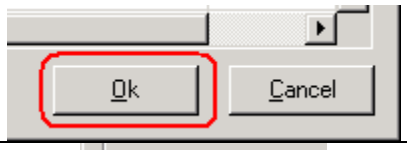
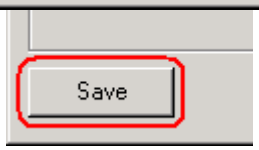
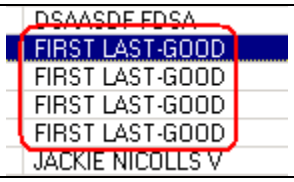
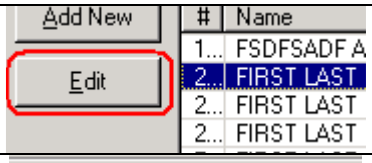
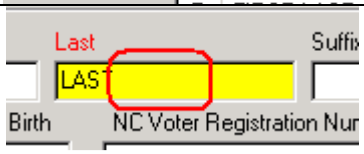
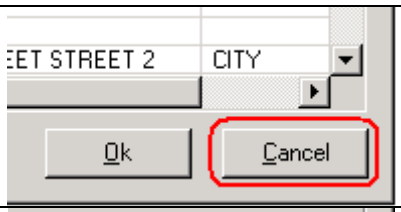
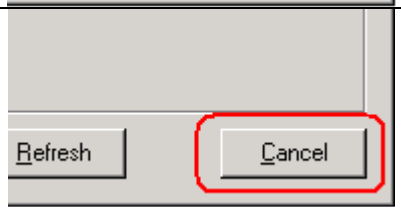
Removing Duplicate Names from CF Remote Software

1. Start from the main screen, click **Detail Information**, and then click the section that contains the duplicate names. (**Receipts**, **Expenditures**, etc.)	
2. Once the list window is open, click **Display** and highlight the first item in the list and click **Edit**.	
3. Once the information window is open, click the find button (this could be **Find Contributor**, **Find Payee**, etc.)	
4. Once the **Name List** window is open, select **All Types** under **Type** and click **Display**.	
5. Click on the **Name** column to sort by the name.	
6. Scroll through the list of names until you find a set of names listed more than once.	
If you can't see the entire name, put your mouse pointer next to the **Name** column until it looks as pictured, hold the left mouse button down and drag to the right to increase the column size.	
7. Examine the duplicate names listed; highlight the name you want to keep and click **Edit**.	

8.	At the end of either the **Last** or **Org Name** field, add "-GOOD" to show that this is the name to keep and click **Ok**.	
9.	Now, one by one highlight the other duplicate names and click **Delete**. **Note**: When a name is deleted from the list, the list will scroll back to the top and you will have to find the name you were working on.	
	When trying to delete some names, the pictured message may display. This means that the duplicate name is being used, click **OK** and try the next duplicate name if possible.	
10.	Once you are done with the **Name List**, click **Cancel**. (your name changes have already been saved)	
11.	Click **Cancel** again.	
12.	Find where the duplicate name could be used and note if the changed name with "-GOOD" is listed.	
13.	Highlight a of the record with a wrong name and click **Edit**.	
14.	Once the information window is open, click the find button (this could be **Find Contributor**, **Find Payee**, etc.)	
15.	Once the **Name List** window is open, select **All Types** under **Type** and click **Display**.	

16. Click on the **Name** column to sort by the name.	
17. Find and highlight the "-GOOD" name and click **Ok**.	 
18. Click **Save**. **Note**: When a record is saved, the list will scroll back to the top and you will have to find the name you were working on.	
19. Repeat steps **12** through **18**, and make sure to check other lists just in case.	
20. Repeat steps **1** through **6** and step **9** (skipping steps **7** and **8**). **Note**: If the message still displays about associated transactions, keep checking for the duplicate name (don't forget to check areas like **Org Setup** or **Endorsers**). If you have more than one committee, they will have to be checked as well. If any duplicate names still can't be deleted, do steps **7** and **8** and instead of adding "-GOOD", add "-WRONG" so you know not to use the name(s).	
21. While still in the **Name List**, highlight the "-GOOD" name and click **Edit**.	
22. Remove the "-GOOD" from the name and click **Ok**.	

23. Click **Cancel**. (your name changes have already been saved)	
24. Click **Cancel** again.	

Go through these steps for each duplicate name you have.

Once they are all corrected, amend any affected reports.