

Introduction

The certifications purge tool is designed to delete old or duplicated certifications of any type.

This is a dangerous tool in that it has the ability to delete large numbers of records, and its operation cannot be un-done. It is therefore important that you run a full backup of your data before using it.

Getting Started

From GMS' main screen, click on the “Tools” menu, then “Certifications purge tool”.

Illustration 1, Certification purge tool

Select the type of certification to be purged, and the purge method to use (“Duplicates (owner has two or more of the same kind)” and “Other criteria”). If “Run process for counts only...” is checked, GMS will not actually delete any records – instead, it will go through the process counting those records which it would purge. Always run the process first with this box checked to see if the record count is reasonable compared to what you expect.

Note: GMS never combines multiple certifications together. When it removes duplicates, one or more records is deleted, and the remaining records are left intact and unchanged.

GMS will only look at records for people in the permanent delegations you've selected.

Purging Duplicates

When two or more certifications of the same type are found for an individual, GMS chooses which one(s) to keep based on your criteria. The first criterion is used, and if more than one record has the same value for this field, then the second criterion is used. If two or more records match on both criteria, all matching records are left unchanged.

Sample records

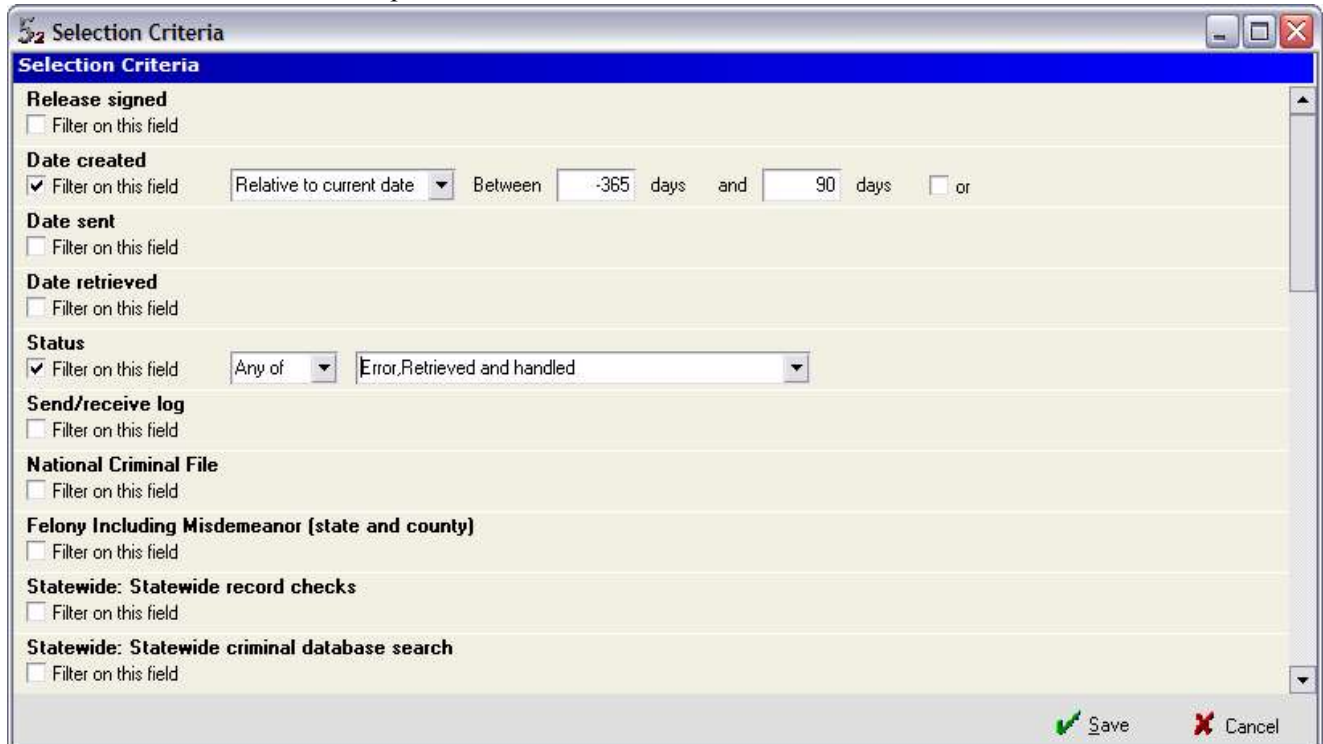
Example	Effective date	Expiration date
#1	1 June 2005	1 June 2008
#2	5 June 2005	12 June 2008
#3	1 June 2005	12 June 2008

Keep certification with the	If tied	Records deleted
Latest effective date	Latest expiration date	1 and 3
Latest effective date	Leave all tied records	1 and 3
Latest expiration date	Latest effective date	1 and 3
Latest expiration date	Leave all tied records	1

Purging on other criteria

This option lets you specify specific criteria for each record to be deleted – GMS doesn't worry about duplicates, it just applies your criteria to every record associated with every person in the permanent delegations you've selected.

Click on the “No criteria...” label to provide the conditions under which a certification will be deleted.



The different fields each have their own options, and different types of fields have different sets of options. For each field you can choose to filter on that field by checking “Filter on this field” or to ignore that field by not checking it.

Checkbox fields

Only two options: “Checked” and “Not checked”. The field must match the value selected, or the certification will not be considered.

Memo and character fields

Send/receive log
 Filter on this field Contains: Or Contains:

You can apply up to two values to each of these fields, each with its own match criterion. Two include two comparisons, change “No more” to either “And” or “Or”.

Or
 No more
 And
 Or

Contains
 Equals
 Does not equal
 Contains
 Does not contain
 Less than
 Greater than
 Blank
 Not blank

The example above will include this record only if the field “Send/receive log” contains the strings “sent” or “retrieved” somewhere within it.

Checklist fields

Status
 Filter on this field Any of Error,Retrieved and handled

These have four options: “Any of”, “None of”, “All of” and “Exactly”.

Any of Matches if any of the fields checked on your list match fields checked in the certification.

None of Matches only if none of the fields checked on your list are checked in the certification.

All of Matches only if all of the fields checked on your list are checked in the certification; extra checked fields in the certification are not a problem.

Exactly Matches only if the fields you checked exactly matches the list checked in the certification.

Any of
 Any of
 None of
 All of
 Exactly

Error,Retrieved and handled

- Ready to send
- On hold
- Sent to ChoicePoint
- Error
- Retrieved from ChoicePoint, awaiting manual handling
- Retrieved and handled

Date fields

Date retrieved
 Filter on this field Specific dates Between 06/01/2005 and 06/30/2005 or Between 04/01/2005 and 06/15/2005

Date created
 Filter on this field Relative to current date Between -365 days and 90 days or

Dates can be provided two ways: specific date ranges or relative to the current date. To specify a date before today, enter a negative number of days. The first example will include records retrieved between 6/1/2005 and 6/30/2005, or between 4/1/2005 and 6/15/2005 (the overlap between the two is harmless).

The second example here will include records created one year prior to today through ninety days into the future.