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Arbor Managing Guardians

Merging or deleting guardian profiles

Go to **School > Data > Data Quality Dashboard** and scroll down to **Suspected Duplicates**. This section of the Data Quality Dashboard gives you an overview of all unresolved suspected duplicate records at your school.

Managing guardian duplicates

To merge two guardian profiles go to **School > Data > Data Quality Dashboard > Suspected Duplicates > Guardians**. Click the row that includes the guardians you would like to merge.

Suspected Guardian Duplicates

Unresolved Resolved

The table shows suspected Guardian duplicates, sorted from the top by the most likely duplicates. Very likely duplicates are red, likely duplicates are orange, less likely duplicates are yellow, and resolved duplicates (or where resolution is in progress) are green.

Bulk action ↶ ↷ Hide columns Download ✉ ⚙ 🔍 ✕

<input type="checkbox"/>	Guardian A	Guardian B	Resolution
<input type="checkbox"/>	Ms Laura Robinson	Ms Laura Robinson	Not resolved
<input type="checkbox"/>	Mr Sean Kennedy	Mr Sean Kennedy	Not resolved
<input type="checkbox"/>	Ms Tiffany Martin	Ms Tiffany Martin	Not resolved
<input type="checkbox"/>	Stephen Smith	Mr Stephen Smith	Not resolved

Showing 4 results

Review the information in the slide over.

Top Tip: Not sure which guardian profile is most recent? Any students linked to the guardian who are currently enrolled will have their registration form in brackets next to their name.

[« Back](#)

Resolve Suspected Duplicates

Comparison

Below you will see various pieces of information about the suspected duplicates that should help you decide if and how you would like to resolve the duplicates. Please note that the below identifiers are not necessarily the exact same identifiers that are used for actually identifying suspected duplicates. They are shown in order to help you determine whether the two records are indeed duplicates so you can resolve the issue.

Identifier	Match	Guardian A	Guardian B
Gender	Yes	Female	Female
Title	Yes	Ms	Ms
First name	Yes	Pauline	Pauline
Legal first name	Yes	Pauline	Pauline
Middle name	Yes		
Last name	Yes	Wilkinson	Wilkinson
Legal last name	Yes	Wilkinson	Wilkinson
Date of birth	No	14 Jul 1988	22 Feb 1973
Primary email add...	Yes	pauline.wilkinson@arbor-m...	pauline.wilkinson@arbor-m...
Primary telephon...	No	07700 900868	07700 900730
Address	No	48 Abbotsbury Road, London ...	7 Cambridge Square, London ...
Last user login	Yes	Never logged in	Never logged in
Primary guardian to	No	Mia Wilkinson (5QX)	Gavin Wilkinson

[Go to Guardian A Profile »](#)[Go to Guardian B Profile »](#)


If you still want to merge the profiles, select one of these resolutions from the drop-down box:


- **Merge guardian B into guardian A** - blank fields in Guardian A will be filled by information from Guardian B and if conflicting information exists for a field, the information from Guardian A and Guardian B will be kept
- **Merge guardian A into guardian B** - blank fields in Guardian B will be filled by information from Guardian A and if conflicting information exists for a field, the information from Guardian B and Guardian A will be kept
- **Delete guardian A** - deletes all data associated with the first profile
- **Delete guardian B** - deletes all data associated with the second profile

- **Keep records separate** - nothing is changed and there will continue to be two separate profiles.

Click **Resolve** to implement the changes.

Select Resolution

Resolution* 

Which Resolution Should I Use? 

The duplicates will then move to the **Resolved** tab.

Suspected Guardian Duplicates

Unresolved		Resolved		
Guardian A	Guardian B	Resolution	Resolved on	Resolved by
Ms Wendy James	(Deleted Guardian)	Merge B into A	11 Jan 2022, 13:52	Arbor Admin
Ms Zoe Simpson	(Deleted Guardian)	Merge B into A	31 Jan 2022, 10:34	Charles Butler

Deleting guardians with no linked children in bulk

To see guardians not linked to any students go to **School > Data > Data Quality Dashboard > Guardians > Guardians with no linked students.**

To delete guardians, tick the boxes next to their names, then click the **Bulk action** button. **This process cannot be reversed, so make sure this is the correct course of action.**

Guardians with no linked students

The guardians in the table below are not linked to any students. This page allows you to easily review and delete them.

Bulk action Hide columns **Download**


Delete Guardian Records

<input checked="" type="checkbox"/>	Guardian	Created Date	Has Logged In
<input checked="" type="checkbox"/>	Allen Benjamin	16 Apr 2020	<input checked="" type="checkbox"/>

You can also click their name to go to their profile and link them to a student instead.

[« Back](#)

Guardian



Mr Benjamin Allen

Mobile **07700 900156**

Home **208128919**

Linked Students
No results found

Link student
Student*

Deleting a single guardian

You'll need to do this from the **admin** section of their guardian profile. **This process cannot be reversed, so make sure this is the correct course of action.**

Admin	
Profile created	17 Apr 2020, 02:06 by Arbor Admin
Merge	Merge duplicate guardians
Delete	Delete guardian outright