

# **Resolve Person Match Requests**

#### 1 Purpose

This document provides College and Career Readiness (CCR) staff at North Carolina community colleges with instructions on how to resolve person match requests in the College Information System (CIS) Ellucian Colleague application.

### 2 Person Match Requests (PEMR)

Access the **Person Match Requests (PEMR)** form to display all person match requests that must be resolved.

Note: Upon access, only unresolved person match requests will display.

No Active Context. Search for People or open Favorites to get started						
PEMR - Person M	atch Requests 😥	Save	Save All C	ancel Cancel All		
	Filter Request Type to V Sort Order Date Ascending V		Show Unresolved Only Yes			
	Name	Date	Time	Status		
1	Student, Janice	06/28/22	01:05PM	Review Required		
2	SOTEST, Student	06/28/22	03:54PM	Review Required		
3						
4						
5						
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Figure 2.1 – PEMR – Person Match Requests

The following field descriptions are provided as guidance when using the **PEMR** form:

- Filter Request Type to: Leave this field blank to resolve duplicates from ADVANSYS.
- Sort Order: Select the sort order for the requests.
- Show Unresolved Only: Enter Y to display unresolved person match requests only. Enter N to display all resolved and unresolved person match requests.

Detail on any request to access the **Resolve Person Match Requests (RPMR)** form, which displays possible duplicates.

# 3 Resolve Person Match Requests (RPMR)

Use the **Resolve Person Match Requests (RPMR)** form to either specify whether a Colleague person is a match for an ADVANSYS student or to create a new person in Colleague.

<ul> <li>⊗</li> <li></li> <li></li> </ul>	No Active C	Left hand side	eople or open Fa	vorites to get started	t hand side
PEMR • RPMR - Re	solve Person Match	duplicates identified in		Save Save A reco	e incoming rd from
🗴 🛛 < 1 of	3 > N	Colleague.	Found	Value 1/2	'ANSYS
	Potential Duplicates		Persor	n Match Request	7
Duplicate Y/N	1 🚺 🗋 1 of 2	Duplicates			
Duplicate ID	1032278			View Full Request 🛛 🗋	r
Rating	52				
Category	Possibly Duplicate				
Last Name	SOTEST		SOTEST	1	
First Name	Student		Studen	:	
Middle Name					
SSN	324-18-1462		324-13-	1464	
Address	234 W. Hargett St.		1	123 w. Hargett St.	
			2		
City	Raleigh		Raleigh		
State/Zip	NC 276	04	NC	27604	
Phones/Types	(919) 807-7100	Н	1	(919) 807-2100	н
Emails			1		
Alt IDs/Types	244733	ADV	1	244734	ADV
			2		
DOB/Gender	05/29/2000	м	0	5/29/2000 M	
Resolved Dupl ID Reject All Duplicates and Create NEW Person					

Figure 3.1 – RPMR – Resolve Person Match Requests

The following field descriptions are provided as guidance when using the **RPMR** form:

- **Duplicate Y/N**: Enter **Y** or **N** to indicate if the person is a duplicate of the external/incoming person record. Enter only a single **Y** in this list. Marking a record as **Yes** indicates that this already existing person record is identical to the external person indicated in the match request. Detailing from the field, access the following forms to help you determine if the external person is a duplicate of an existing person:
  - Name and Address Entry (NAE)
  - Biographic Information (BIO)
  - Additional Demographics (DADD)
- **Resolved Dupl ID**: This field defaults based on the entry in the **Duplicate Y/N** field. Use this field to enter an existing Colleague person ID that is not identified on the form as a possible duplicate. To create a new person record, leave this field blank and enter **Y** in the **Reject All Duplicates and Create NEW Person**.
- **Reject All Duplicates and Create NEW Person**: Enter **Y** to reject all duplicates identified and create a new person record.
- View Full Request: Detail on this field to access the View Person Match Requests (VPMR) form, which displays all available data for the external person.

## 4 View Person Match Request (VPMR)

PEMR • RPMR • VPMR - View Person Match Request 🏠 • Save Save All Cancel Cancel All				
🖹 K < 1 🗸 1	Alternate IDs Value 1/1			
Name LFM	Smith Joshua			
Chosen LFM				
Former LFM				
SSN	123-86-7382         Birth Date         01/03/2000         Gender         M			
Alt IDs/Types	1 244688 ADV ADVANSYS Student Id			
	2			
Address	1         200 W. Jones St.         Address Type         H Home/Permanent			
	2			
CSZ/Cnty	Raleigh NC 27603 092 Wake			
Country US United States Carrier Route Correction Digit				
Phones/Types/Ex	ts 1 (919) 803-71 H Home			
	2			
Emails/Typ	es 1 joshua.smith@gmail.com PPr			
	2			
Request ID	36 GUID 7d57e76c-442b-43b4-a022-cb3fff6a0700			
Request Type	Prospective or Applicant Originator ETHOS_ADVANSYS			
Colleague ID				
Init Status	Review Required Date 08/18/22 Time 02:56PM			
Final Status	Date Time			
Decision By				

Figure 4.1 – VPMR – View Person Match Request