Leads and Contacts Duplicate report

Exec Programs does data cleanup from time to time, and in support of this activity SOM IT created a Leads and Contacts Duplicate Report

Step-by-step guide

In Salesforce, the eMail address is the key record, so there should only be one record per unique email address. There are circumstances in the process that may cause duplicates, and those are cleaned up periodically

1. The report is web based and secured by your NETID
2. You will be prompted for your netid and password
3. The report will display records that are using the same email account in the leads and contacts object.
4. While the data refreshes hourly, you will need to refresh you browser window.