

Deleting Duplicate Artists

Deleting Artist Records

DUPLICATE ARTIST ENTRIES

Duplicate or incorrect entries representing the same artist cause confusion and inaccurate sorting and reporting, so it is best to consolidate work records under one artist and delete artist records that are incorrect or duplicates. *Artsystems* software provides a method of deleting or renaming artists without having to recreate every work record attached to the artist record.

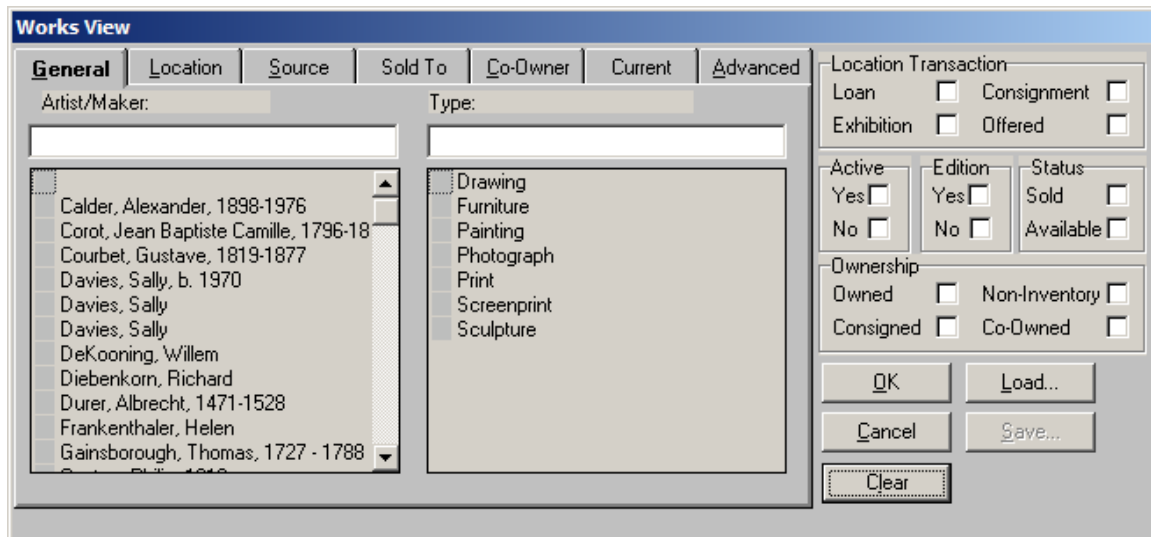
Inventory records link to artist names in the Artist List in *Artsystems* software. This document describes the steps needed to correct duplicate artist entries:

- Edit the duplicate artist name entries to make each name unique.
- Identify which artist name is linked to the most inventory records.
- Correct the artist links on all Work records.
- Delete the incorrect artist names and re-edit the artist display for the correct artist name.

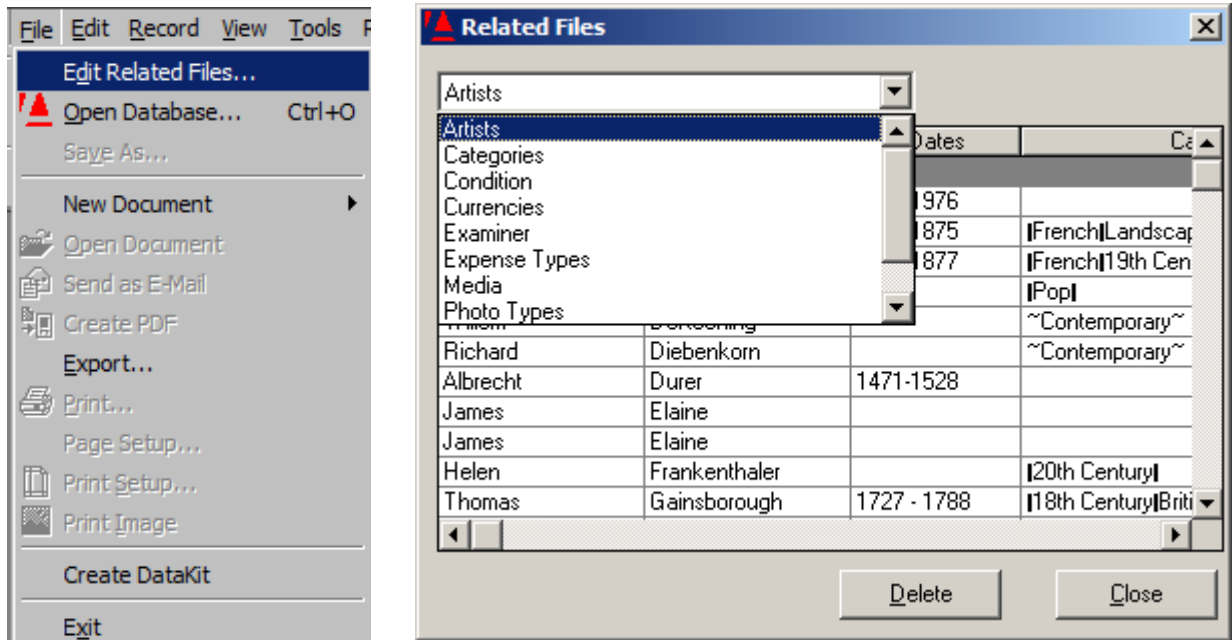
Note: Before deleting artist names, make sure the name is not linked to any Work record. Also note, when following the steps below, it is best to address one artist name at a time.

I. Edit the Artist Names

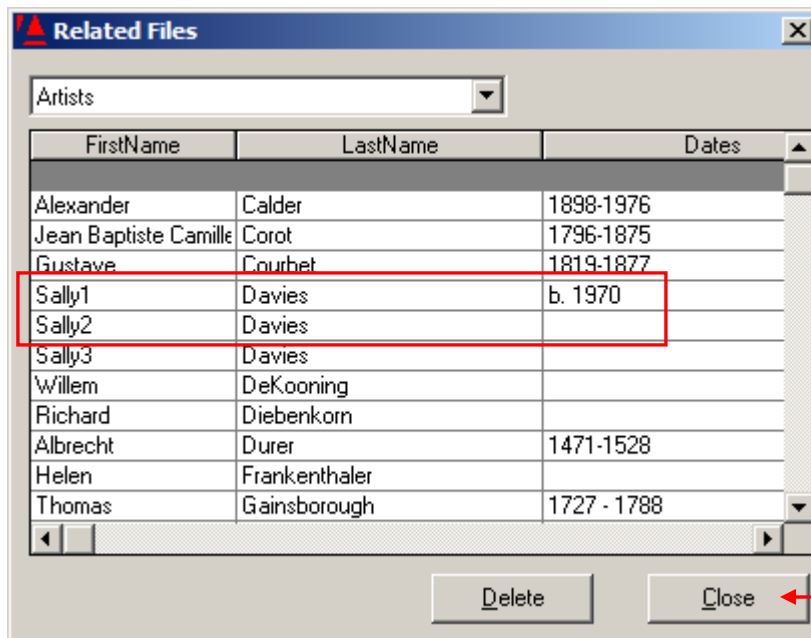
First edit the multiple artist names in order to easily identify which artist name is the correct artist. The correct artist name will be the name that is linked to the most Work records. See in the example below, there are three different entries for Davies, Sally, to make these all unique, we will re-name the first name to Sally1, Sally2, and Sally3.



1. From the menu, click *File >Edit related files*.
2. A **Related Files** window will open
3. Select **Artist** from the drop down.

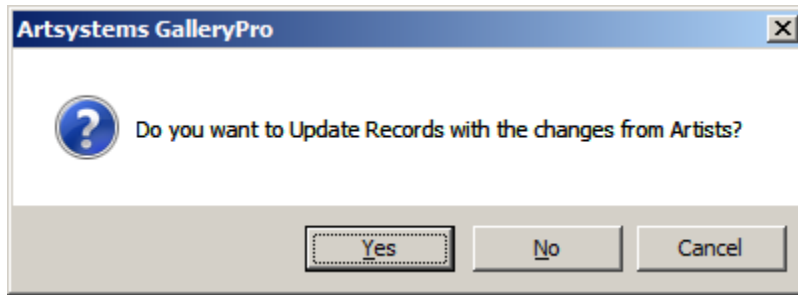


4. Scroll down to a duplicate entries.
5. On each of the entries, re-name the artist First Name to Sally1, Sally2, and Sally 3, etc.. **Note:** The artist list sorts by last name so is best to edit the first name field.



Rename the first name slightly so all artist names will be unique names.

- Click *Close* and answer *Yes* to **Do you want to Update Records with the changes from Artists?**

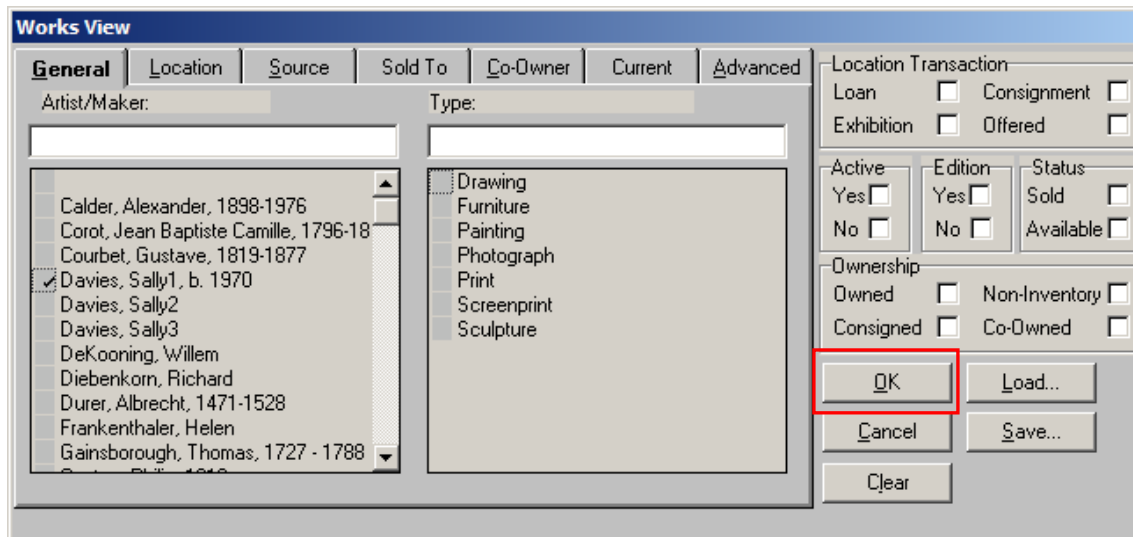


II. Identify which artist name is correct

Create a series of datasets for each artist to determine which artist name has the most Work records linked to it. You may find that some of the names are not linked to any Work record.



- In **Works** and Click the **Set** button on the Tool bar.
- A **Works View** window will open.
- Select the first **Artist** edited 'Davies, Sally I', then click *OK*.



- In the dataset, note how many records are linked to the Sally I artist name.

TIP! – The number at the bottom of your screen is the total for this artist record.

- Click **Set** again from the toolbar and click *Clear* to clear the last set. Then click to check Sally2 and click *OK* to see how many records are linked to that artist name. Repeat this step with Sally3.

III. Re-link all Work to one Artist name

The artist name with the most number of Work records is the correct artist name. Now make a set of the Works linked to the incorrect artist name and change the artist links.

12. Click **Set** again from the toolbar, and this time mark the all of incorrect artist names. Click *OK*. This set is the group of Works which need to link to the correct artist name.
13. Start on the first record in the group and select *Edit >Change Artist* from the menu and select the correct artist name from the list.
14. Click *Next*
15. Answer *Yes* to the save message.
16. Continue until all incorrect artist names are linked to the correct name.

IV. Re-edit the spelling on the artist name and delete the incorrect artists

17. Click *File >Edit Related Files >Artists*
18. Click on the incorrect name and click the *Delete* button on the window.
19. Continue in the same manner until all incorrect artists turn red.
20. Correct the spelling on the correct artist.
21. Click *Close* and answer *Yes* to **Do you want to Delete Records marked for Deletion?** and **Do you want to Update Records with the changes from Artists?**

**If further assistance is needed, please contact Artsystems Support.
Artsystems Support 212-620-5500 x 2 <mailto:Support@artsystems.com>**