Oracle® Data Librarian

User Guide

Release 11*i*

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Oracle Data Librarian User Guide, Release 11*i*

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Preface

Welcome to Release 11*i* of the *Oracle Data Librarian User Guide*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Data Librarian.
- The Oracle Applications graphical user interface.

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

The *Oracle Data Librarian User Guide* contains the information you need to understand and use Oracle Data Librarian.

- Chapter 1 provides an overview of Oracle Data Librarian.
- Chapter 2 describes how to resolve duplicate parties or duplicate information within a party.
- Chapter 3 describes how to permanently purge parties.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at http://www.oracle.com/accessibility/.

Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

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Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Data Librarian.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **Online Help** - Online help patches are available on MetaLink.
- **About Document** - Refer to the About document for patches that you have installed to learn about new documentation or documentation patches that you can download. The new About document is available on MetaLink.

Related Guides

Oracle Data Librarian shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Data Librarian.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle Store at http://oraclestore.oracle.com.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Data Librarian (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

Guides Related to This Product

Oracle Data Librarian Implementation Guide

Use this guide to learn how to implement Oracle Data Librarian.

Oracle Customers Online User Guide

This user guide describes how to use Oracle Customers Online (OCO) to view, create, and maintain your customer information. All of the OCO features are also available in Oracle Data Librarian.

Oracle Customers Online Implementation Guide

Use this guide to learn how to implement Oracle Customers Online.

Oracle Trading Community Architecture Administration Guide

Use this guide to administer and implement Oracle Trading Community Architecture. You set up, control, and manage TCA tools, functionality, and concepts that affect data in TCA Registry. These administration features are available from the Administration tab in Oracle Data Librarian.

Oracle Trading Community Architecture User Guide

User this user guide to learn about Oracle Trading Community Architecture and how to use features from the Trading Community Manager responsibility to create, update, enrich, and cleanse the data in the TCA Registry.

Oracle Trading Community Architecture Reference Guide

This reference guide contains seeded relationship types, seeded Data Quality Management data, D&B data elements, Bulk Import interface table fields and validations, and a comprehensive glossary. This guide supplements the documentation for Oracle Trading Community Architecture and individual products in the Oracle Customer Data Management family.

Oracle Common Application Components User’s Guide

This document covers how to use various components in Oracle Data Librarian, such as features for notes, tasks, calendars, employees, and attachments.

Oracle Customer Interaction History Implementation Guide

This guide provides more information on functionality for interactions that you can access from Oracle Data Librarian.

Oracle Collections User Guide

This guide provides more information on functionality for broken promises and delinquencies that you can access from Oracle Data Librarian.

Oracle Install Base Concepts and Procedures

This guide provides more information on functionality for installed base that you can access from Oracle Data Librarian.

Oracle iSupport User Guide

This guide provides more information on functionality for service requests that you can access from Oracle Data Librarian.

Oracle Marketing User Guide

This guide provides more information on functionality for campaigns and events that you can access from Oracle Data Librarian, as well as the import feature from the Import tab.

Oracle Order Management User's Guide

This guide provides more information on functionality for orders that you can access from Oracle Data Librarian.

Oracle Quoting User Guide

This guide provides more information on functionality for quotes that you can access from Oracle Data Librarian.

Oracle Receivables User Guide

This guide provides more information on functionality for debit and credit items that you can access from Oracle Data Librarian.

Oracle Sales Online User Guide

This guide provides more information on functionality for opportunities that you can access from Oracle Data Librarian.

Oracle Trading Community Architecture Oracle Customers Online XML Web Services User Guide

Use this user guide to learn how XML Web Services enables application-to-application integration between the Oracle customer repository and legacy or third-party enterprise systems. The guide also provides implementation information for the XML Web Services.

Oracle Trading Community Architecture API User Notes

Use these technical user notes to learn how to access the public TCA application programming interfaces (APIs). For each API, these user notes provide a description of the API, the PL/SQL procedure, and the Java method, as well as a table of the parameter descriptions and validations.

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Oracle Applications Implementation Wizard User Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Upgrading Oracle Applications

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer 6*i* forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Other Implementation Documentation

Oracle Common Application Components Implementation Guide

Many products use components from Oracle Common Application Components. Use this guide to correctly implement Oracle Common Application Components.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Data Librarian. This manual details additional steps and setup considerations for implementing Oracle Data Librarian with this feature.

Multiple Organizations in Oracle Applications

This guide describes how to set up and use Oracle Data Librarian with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Data Librarian.

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Oracle Workflow Guide

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup and reference information for the Oracle Data Librarian implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Metalink

Oracle Applications Message Manual

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11*i*.

Training and Support

Training

Oracle offers a complete set of training courses to help you and your staff master Oracle Data Librarian and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many education centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Data Librarian working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle8*i* server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

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Thank you for using Oracle Data Librarian and this user guide.

Oracle values your comments and feedback. In this guide is a reader's comment form that you can use to explain what you like or dislike about Oracle Data Librarian or this user guide. Mail your comments to the following address or call us directly at (650) 506-7000.

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1
Overview

This chapter provides an overview of Oracle Data Librarian.

Introduction to Oracle Data Librarian

Oracle Data Librarian (ODL) provides tools for individuals who are responsible for managing the quality of their organizations' customer information. ODL focuses on the three Cs of customer data quality: consolidation, cleanliness, and completeness. A quality customer database benefits the entire enterprise, helping everyone to make real-time decisions with the confidence that the supporting data is accurate, timely, and complete.

Use Oracle Data Librarian to maintain the quality of the Oracle Trading Community Architecture (TCA) Registry, the central repository of customer and other data that Oracle Data Librarian and other applications in the Oracle E-Business Suite use.

> **See Also:** Introduction to Oracle Trading Community Architecture, *Oracle Trading Community Architecture User Guide*

Both TCA and ODL belong to the Oracle Customer Data Management (CDM) product family. CDM also includes Oracle Customers Online (OCO). ODL contains all of the OCO features.

For reference material that supplements not only TCA but CDM product documentation, see *Oracle Trading Community Architecture Reference Guide*. This guide provides a glossary of terms for CDM, including Oracle Data Librarian.

Customer Data Quality

- **Consolidation**
  - Import customer data from external sources into the TCA Registry.
  - Map records between external source systems and the TCA Registry, to tie customer information from multiple sources to the Registry and maintain a single, enterprise-wide view of your customer information.
- **Cleanliness**
  - Resolve duplicate parties within the TCA Registry, as well as duplicate information within a party.
  - Permanently purge parties from the TCA Registry.

- **Completeness**
  - Enrich customer data with information from third party data sources, such as D&B.

See Also

Major Features of Oracle Data Librarian on page 1-4

Major Features of Oracle Data Librarian

Oracle Data Librarian allows you to:

- Merge duplicate parties and cleanse single parties, on page 2-2.
- Permanently purge parties, on page 3-2.

In addition, Oracle Data Librarian contains all of the features in Oracle Customers Online (OCO), including purchasing information from D&B to enrich your customer data and importing customer information.

Within the Oracle Customers Online features, there is specific functionality available only to Oracle Data Librarian. In the Recent Items bin, you can see and access the last few merge and purge requests that you viewed.

> **See Also:** Recent Items, *Oracle Customers Online User Guide*

With the Oracle Customers Online Data Librarian responsibility, you have access to all OCO features that are available to the Oracle Customers Online User responsibility. The Oracle Customers Online Data Librarian Superuser responsibility likewise gets the same features as the Oracle Customers Online Superuser responsibility.

> **See Also:** Introduction to Oracle Customers Online, *Oracle Customers Online User Guide*

See Also

Introduction to Oracle Data Librarian on page 1-2

2

De-Duplication

This chapter describes how to resolve duplicate parties or duplicate information within a party.

De-Duplication Overview

Use de-duplication to:

- Merge duplicate parties in the Oracle Trading Community Architecture (TCA) Registry.
- Cleanse a specific party so that it does not have any duplicate information.

The TCA Registry is the single source of party information for all Oracle E-Business Suite applications. These applications provide user interfaces, batch data entry functionality, and other features for you to enter party information. Multiple points of data entry can result in duplicate and inaccurate information.

Each application must quickly, accurately, and consistently retrieve information from the TCA Registry for transaction processing. Duplicate data in the Registry can reduce the efficiency and accuracy of party processing and reports.

De-duplication provides functionality for the entire process of resolving duplicate parties and information in the TCA Registry:

- **Identify duplicates:** Create merge requests, which contain information about the duplicate parties that you want to merge or the party that you want to cleanse.
- **Manage merge requests:** Review, assign, and reject specific requests.
- **Map merge requests:** Determine the results of the merge by specifying the information that remains after the merge. You map the duplicate information to merge either among parties or within the party that you are cleansing.
- **Submit merge requests:** Run the Party Merge process to perform the actual merge, either for duplicate parties or within a party to cleanse it.

Note: If you have third party information in the TCA Registry, de-duplication uses the single source of truth record for each party as well as the records for the Other entities.

See Also: Administering Third Party Data Integration, *Oracle Trading Community Architecture Administration Guide*

See Also

Introduction to Oracle Data Librarian on page 1-2

Major Features of De-Duplication on page 2-4

Examples on page 2-5

Major Features of De-Duplication

System Duplicate Identification

The System Duplicate Identification (SDI) feature lets you create SDI batches that contain potential sets of duplicates. De-duplication runs a program to identify duplicates based on criteria that you specify. You can use any duplicate set in a batch as the basis for a new merge request.

Merge Request Creation

You can create two types of merge requests:

- **Multiple:** Contains a duplicate set of two or more parties to merge.
- **Single:** Contains a single party to cleanse.

De-duplication provides three methods for creating merge requests. Each Multiple type request must contain parties of the same type, such as Person or Organization.

Merge Request Management

Aside from reviewing merge requests, you can:

- Assign requests to specific users
- Unassign requests
- Reject requests

Merge Request Mapping and Submission

For each merge request, you map the duplicate information to determine the results of the merge. For both Single and Multiple type requests, you map address and relationship information. De-duplication can provide default suggestions for either mapping.

For Multiple type requests, you also map party profile attributes, which describe the party. For example, for the DUNS Number attribute, you specify which number from the duplicate set should remain after the merge.

After reviewing your mapping, you can submit the merge request for the Party Merge process.

See Also

De-Duplication Overview on page 2-2

Examples

These examples illustrate using de-duplication to merge multiple duplicate parties or cleanse a party.

Merging Multiple Parties

Create Merge Request

You create a merge request with a set of four duplicate parties to merge, each with its own party sites or addresses, relationships, and party profile attribute values. Your merge request is automatically assigned the Multiple type.

This table shows the duplicates, addresses, and attribute values for Registry ID, CEO Name, and Number of Total Employees.

Duplicate	Registry ID	CEO Name	Number of Total Employees	Party Site
Party A	102	Joe Smith	100,000	Address 1 Address 2
Party B	101	Joseph Smith	200,000	Address 3 Address 4
Party C	101	Joseph Smith	100,000	Address 5 Address 6
Party D	102	Joey Smith	100,000	Address 7 Address 8 Address 9

You specify Party D as the master party that remains after the other three duplicates merge into it.

Map Party Profile Attributes

Because Party D is the master party, the attribute values from Party D default as the ones to remain after the merge. You can, however, designate a value from any duplicate to remain after the merge, as shown for example in this table.

Attribute	Party	Attribute Value
Registry ID	Party D	102
CEO Name	Party B	Joseph Smith
Number of Employees	Party D	100,000

As a result, Party D remains after the merge with these party profile values.

Map Addresses and Relationships

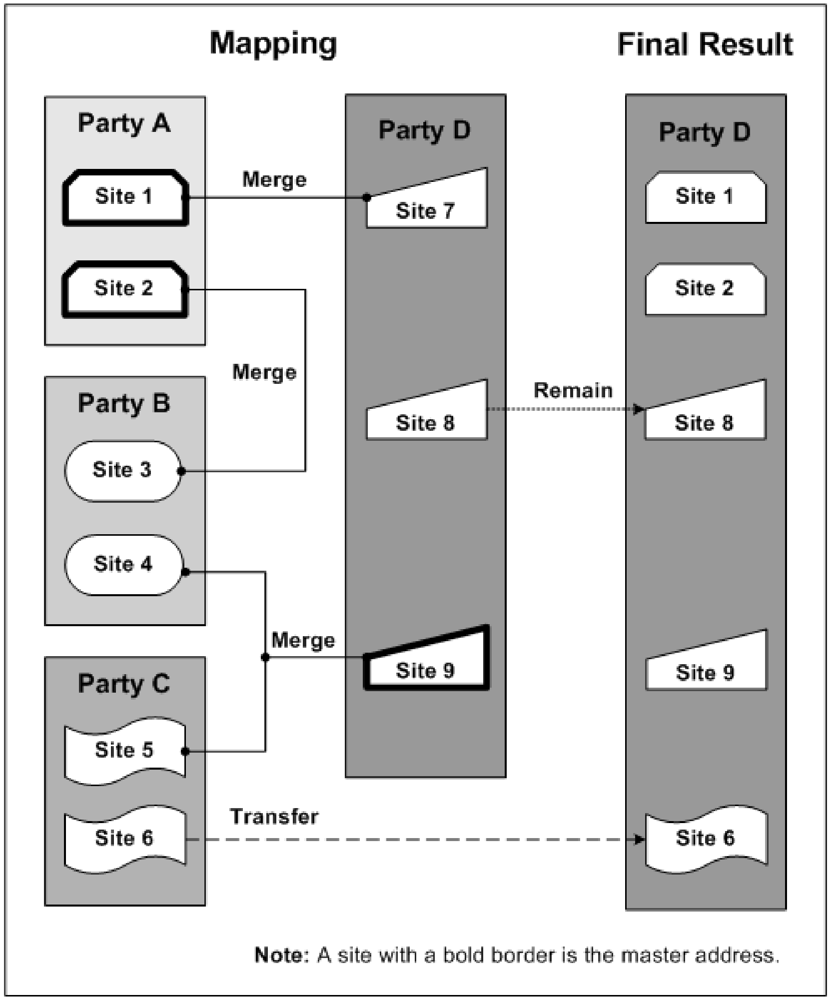
You decide to use the default mapping suggestions:

- Address 1 and 7 are duplicates, and Address 1 is the master address that remains after the merge.
- Address 2 and 3 are duplicates, with Address 2 as the master.
- Address 4, 5, and 9 are duplicates, with Address 9 as the master.
- Address 6 is not a duplicate and should transfer to Party D after the merge.
- Address 8 is not a duplicate and should remain in Party D.

As a result, Party D remains after the merge with these party sites:

- Address 1, which Address 7 merged into
- Address 2, which Address 3 merged into
- Address 6, which transferred to Party D
- Address 8, which remained in Party D
- Address 9, which Address 4 and 5 merged into

This diagram illustrates the address mapping and the result after the merge:



Note: Address 7 merged into Address 1, which remained after the merge even though Address 7 is the site from Party D. De-duplication lets you specify the master address no matter if it is from the master party or not.

For this merge request, you would also similarly map relationships among the four parties.

Cleansing a Party

Create Merge Request

You create a merge request with one party to cleanse address and relationship information for. Your merge request is automatically assigned the Single type.

This party has these employee relationships, in which the party is the employer of these employees:

- Jennifer Smith
- Joey Lee
- Jenny Smith
- Janie Smythe
- Joseph Lee

Map Addresses and Relationships

The suggested mapping defaults for the employee relationships include the duplicate sets shown in this table.

Duplicate Employees	Master Employee
Jennifer Smith Jenny Smith	Jennifer Smith
Joseph Lee Joey Lee	Joseph Lee

The master employee is randomly defaulted. You can select another employee as the master or override the default groupings themselves. In this case, you designate Jenny Smith as the master employee for the first duplicate set and determine that Joseph and Joey Lee are not duplicates.

As a result, these employees remain after the merge:

- Jenny Smith
- Janie Smythe
- Joseph Lee
- Joey Lee

For this merge request, you would also similarly map the party's addresses.

System Duplicate Identification

System Duplicate Identification (SDI) is a process that produces batches of system-identified duplicates to merge. Each duplicate set within a batch can have either multiple parties to merge together or just one party to cleanse. De-duplication runs the DQM Duplicate Identification program to generate the duplicate sets in each batch, based on your criteria.

You can use any of the duplicate sets in an SDI batch as the basis of a new merge request. See Merge Requests Overview on page 2-16 and Creating Merge Requests on page 2-18.

From the System Duplicate Identification Batches page, you can:

- Create System Duplicate Identification batches, on page 2-12.
- Review System Duplicate Identification batches, on page 2-13.
- View reports on the duplicates in System Duplicate Identification batches, on page 2-14.
- Create merge requests based on duplicate sets from SDI batches, on page 2-20.
- Create merge requests using any method in the Create Merge Request bin, on page 2-18.

The System Duplicate Identification Batches page shows all SDI batches. To restrict the list, you can search for batches by:

- **Batch Name:** The name of the batch.
- **Batch ID:** The number that is automatically appended to the batch name when the batch is created.
- **Phase:** The status of the DQM Duplicate Identification program that generates the duplicate sets after the batch is submitted.
  - Running
  - Pending
  - Inactive
  - Completed

> **Note:** Duplicate sets are sequentially generated and immediately available, even if the program is still identifying more duplicates.

- **Created By:** The user who created the SDI batch.

See Also

De-Duplication Overview on page 2-2

Creating System Duplicate Identification Batches

You can create System Duplicate Identification batches that contain sets of system-identified duplicates. De-duplication generates SDI batches based on:

- The Data Quality Management match rule that you specify.

  See Also: Match Rules Overview, *Oracle Trading Community Architecture Administration Guide*

- Your conditions for a subset of parties to use for identifying duplicates. For example, you can specify that the Registry ID must be less than 1001. A party must comply with all conditions to be considered for the SDI batch.

When you define and submit a SDI batch, the DQM Duplicate Identification program sequentially generates at least one duplicate set for the batch, using your match rule and conditions. The batch appears in the System Duplicate Identification Batches page as soon as you submit the batch, even if the program has not yet finished running.

To create a System Duplicate Identification batch:

1. Navigate to the System Duplicate Identification Batches page.
2. Click Create New Batch.
3. Enter details for the batch, including the name, description, and match rule to use.

   A unique batch number is automatically appended to the batch name when you submit the batch.
4. Optionally specify conditions that duplicates in the batch must comply to. For each condition, you select a party attribute, operation, and value.
5. Click Submit.

See Also

System Duplicate Identification on page 2-10

Reviewing System Duplicate Identification Batches

You can review any System Duplicate Identification batch that was submitted, even if the DQM Duplicate Identification program is still running to generate all duplicate sets. You can also review the details of the program, for example the error log.

To review a System Duplicate Identification batch:

1. Navigate to the System Duplicate Identification Batches page and optionally run a search to narrow down the list. See System Duplicate Identification on page 2-10.
2. Click on the phase for a specific batch if you want to view details of the DQM Duplicate Identification program.
3. Click the Detail icon for the batch that you want to review.
4. Optionally create a merge request using any of the duplicate sets in this batch. See System Duplicates on page 2-20.

See Also

System Duplicate Identification on page 2-10

Viewing System Duplicate Identification Batch Reports

The report for any submitted or completed System Duplicate Identification (SDI) batch shows the number of parties with a specified number of duplicates. You determine the duplicate categories to report on, for example, parties with two other duplicates, five to seven, or more than ten. The report displays the number of parties in each category, as well as the ratio to the total number of parties in the batch, expressed as a percentage.

For example, you define a category for five duplicates. The report shows that there are 36 parties in the SDI batch with five duplicates, and 72 total parties in the batch, and that 50% of the parties in the batch have five duplicates.

In the graphical view of the report, the duplicate categories lie along the x-axis and the number of parties in each category along the y-axis. In this example, for the *5* category, the bar would go up to 36. The tabular view for this category is as follows in this table:

Duplicates Per Customer Record	Frequency	Percentage
5	36	50

See Also

System Duplicate Identification on page 2-10

Configuring the Report

When you configure the duplicate categories to report on, you must divide up the categories in a sequential and gapless manner. This table provides an example:

Starting Duplicate Count	Meaning	Description
0	0	No Duplicates
1	1	One Duplicate
2	2 - 5	Two to Five Duplicates
6	6 - 9	Six to Nine Duplicates
10	10+	More Than Ten Duplicates

You cannot, for example, start the duplicate count at five, then two, then ten. Each duplicate category ranges from its starting duplicate count to the next category's starting duplicate count. The last category in the sequence always means duplicates of more than its starting duplicate count, in this example, more than ten duplicates.

To get an accurate count of all the parties in the SDI batch, start the sequence at zero. If you start the sequence at 2, for example, the report does not include parties with no or one other duplicate.

Note: The meaning that you enter is displayed in the report to represent the duplicate category. The entered description is not displayed.

Merge Requests Overview

A merge request contains all the information for a specific merge process, including:

- The party or parties involved in the merge
- The intended results of the merge

For an overview of the entire merge process, see De-Duplication Overview on page 2-2.

A merge request of type Multiple contains a set of duplicate parties to merge. Each Multiple type request has a designated master party that remains after the other duplicates merge into it. A request of type Single involves cleansing one party.

When you create or update a merge request, the Create Merge Batch process runs to create or re-create the request, including generating the suggested mapping defaults. For example, if you remove a duplicate from the request, the process runs to regenerate the merge request. Running the Create Merge Batch process is called preprocessing in de-duplication.

After you map the merge request to determine the results of the merge, you submit the request for the actual Party Merge process.

Merge Request Queue

Start at the Merge Request Queue page to:

- Create merge requests, on page 2-18
- Review merge requests, on page 2-24
- Assign and unassign merge requests, on page 2-25
- Reject merge requests, on page 2-28
- Map and submit merge requests, on page 2-26

The Merge Request Queue page shows all merge requests. To restrict the list, you can search for requests by:

- **Merge ID:** The merge request ID.
- **Name:** The master party of Multiple type requests or the party to cleanse in Single type requests.

- **Source:** The method used to create the merge request.
  - *System:* From a System Duplicate Identification batch
  - *User*: Using Smart Search or Registry ID selection
- **Phase:** The mapping phase of the request.
  - *Completed:* Party Merge process successfully completed.
  - *Error:* Party Merge process resulted in error.
  - *Mapping:* Request has been modified since creation.
  - *Preprocess:* Create Merge Batch process is running to create or regenerate the request, which is not yet ready for mapping.
  - *Rejected:* Request has been rejected.
  - *New:* Create Merge Batch process has successfully completed, and the request has not been modified since but is ready for mapping.
  - *Submitted:* Request has been submitted for the Party Merge process.
- **Assignment:** The user assigned to the request, or *Unassigned*.

Resubmitting Requests

From the Resubmit Requests bin on the Merge Request Queue page, you can resubmit the Create Merge Batch or Party Merge process for appropriate merge requests. For example, if the Party Merge process resulted in an error, you can resubmit the process for that merge request after you fix the problem.

Creating Merge Requests

You can create merge requests:

- From a duplicate set in a System Duplicate Identification (SDI) batch, on page 2-20.

  A SDI batch contains sets of duplicates that de-duplication identifies based on your criteria for the batch. You select a duplicate set from any batch to create a new merge request.

  For more information about SDI batches, see System Duplicate Identification on page 2-10.

- Using Smart Search to find potential duplicates, on page 2-22.

  Smart Search provides a list of parties based on your criteria. You select at least one party to include in a new merge request.

- By selecting specific parties, on page 2-23.

  From a Registry ID list of values, you select at least one party to include in your new merge request.

Note: To create a merge request of type Single, use any of the methods to create a request with only the party that you want to cleanse.

In your new merge request, you cannot include parties that already belong to either another merge request or a merge batch in Oracle Trading Community Architecture Party Merge. A message would inform you if you select such a party.

> **See Also:** Creating Merge Batches, *Oracle Trading Community Architecture User Guide*

For merge requests of type Multiple, you determine the master party that the other duplicates merge into. The master party is also a main factor for the suggested defaults that de-duplication generates for mapping the merge request.

Before you submit the new request for creation, you can still remove parties from Multiple type requests. You do not delete the party from the TCA Registry, and the party is available to be included in other SDI batches, duplicate sets, or merge requests.

After you submit a new merge request, the Create Merge Batch process runs to create the merge request. Depending on the request type, the name of your new merge request is:

- **Multiple:** The name of the master party.
- **Single:** The name of the one party in the request.

See Also

Merge Requests Overview on page 2-16

System Duplicates

Use the Merge Request Queue or System Duplicate Identification Batches page to start the process of creating a merge request from a duplicate set in a System Duplicate Identification batch.

To create a merge request from a System Duplicate Identification batch using the Merge Request Queue page:

1. Navigate to the Merge Request Queue page.
2. Select the System Duplicates method.
3. Search for and select the SDI batch to use.
4. Select a duplicate set from the batch. Duplicate sets already used to create merge requests are not available.
5. If your merge request is of type Multiple, select the master party.

   Click Remove from Set to remove any party from the duplicate set.

   > **Note:** Any party that you remove from a set cannot be selected for a merge request again using this duplicate set.

6. Click Submit.

To create a merge request from a System Duplicate Identification batch using the System Duplicate Identification page:

1. Navigate to the System Duplicate Identification Batches page.
2. Review the batch that you want to use. See Reviewing System Duplicate Identification Batches on page 2-13.

   You can also click System Duplicates in the Create Merge Request bin, and select the batch to use.

3. Select a duplicate set from the batch. Duplicate sets already used to create merge requests are not available.

4. If your merge request is of type Multiple, select the master party.

   Click Remove from Set to remove any party from the duplicate set.

   > **Note:** Any party that you remove from a set cannot be selected for a merge request again using this duplicate set.

5. Click Submit.

See Also

System Duplicate Identification on page 2-10

Creating Merge Requests on page 2-18

Smart Search

Smart Search is a powerful search engine which finds parties that not only exactly match but are similar to your criteria. You browse the search results and create a merge request either with parties that are in fact duplicates or with a single party that you want to cleanse.

The available search criteria depends on the Data Quality Management (DQM) match rule that is assigned to the HZ: Match Rule for Identifying Duplicates profile option.

> **See Also:** Setting Up De-Duplication, *Oracle Data Librarian Implementation Guide*

To create a merge request using Smart Search:

1. Navigate to the Merge Request Queue page.
2. Select the Smart Search method.
3. Run the search with at least one criterion and select at least one party to include in the merge request.
4. If your merge request is of type Multiple, select the master party.

   Click Remove from Set to remove any party from the duplicate set.
5. Click Submit.

See Also

Creating Merge Requests on page 2-18

Registry ID

You can specify the exact party or parties to include in a new merge request by Registry ID.

To create a merge request by selecting duplicates using Registry IDs:

1. Navigate to the Merge Request Queue page.
2. Select the Registry ID method.
3. Use the Registry ID list of values to select at least one party to include in the merge request.
4. If your merge request is of type Multiple, select the master party.

   Click Remove from Set to remove any party from the duplicate set.
5. Click Submit.

See Also

Creating Merge Requests on page 2-18

Reviewing Merge Requests

The Request Review page provides a summary of the merge request, including the involved party or parties and any cumulative notes that were made during the request mapping process. For merge requests already submitted for the Party Merge process, you can review the details of the process, for example the error log.

> **Note:** The notes are available only if the IMC: Display Notes for Merge Request Mapping profile option is set to *Yes*.

To review a merge request:

1. Navigate to the Merge Request Queue page and optionally search for the merge request. See Merge Requests Overview on page 2-16.
2. If the request has a mapping phase of Submitted for Merge, Completed, or Error, you can click on the phase to see details of the Party Merge process.
3. Click on the Details icon to view merge request details.

See Also

Merge Requests Overview on page 2-16

Assigning and Unassigning Merge Requests

You can assign and unassign merge requests of any phase, no matter whom the request is currently assigned to or who created the request.

To assign or unassign merge requests:

1. Navigate to the Merge Request Queue page and optionally search for merge requests. See Merge Requests Overview on page 2-16.
2. Select at least one request.
3. Click Assign Requests.
4. Select either the user to assign to or leave the Assign To field blank to unassign.

> **Note:** You can click Remove from Set to remove any merge request from the assignment. You are not deleting or rejecting the request.

5. Click Apply.

See Also

Merge Requests Overview on page 2-16

Mapping Merge Requests

A new merge request contains information about the included parties to merge or the party to cleanse, but you can map the request to determine the results of the merge. For all aspects of the merge result, de-duplication provides defaults which you can review and modify as needed.

Note: You cannot update the mapping of requests that are already submitted for the Party Merge process.

As you go through the mapping process, you can:

- **Save your work at any time:** When you navigate out of a mapping step, your work for that step is automatically saved. For substeps with an Apply or Save Note button, you must click that button to save your work.
- **Cancel your work at any time:** When you click the Cancel button, you discard all mapping for the merge request, and mapping defaults are regenerated.
- **Record cumulative notes:** You record comments for any step of the mapping process. These notes are cumulative and displayed in each subsequent step.

Note: The notes are available only if the IMC: Display Notes for Merge Request Mapping profile option is set to *Yes*.

Addresses and Relationships

For Single type requests, you map sets of duplicate addresses and relationships for the party and determine the master address or relationship that remains after the merge for each set.

For Multiple type merge requests, you map sets of duplicate addresses and relationships among the parties and determine the master address or relationship that remain for each set. The master address or relationship does not need to come from the master party.

Party Profile Attributes

Party profile attributes, such as First and Last Names, SIC Code, and CEO Name, describe the parties in the TCA Registry. Each party can have attribute values for any of the attributes, for example a number for the DUNS Number attribute.

For Multiple type requests, you map each attribute to determine which value remains after the merge. For example, if the request contains five duplicates, each with a DUNS Number, you specify the number that remains after the merge. That number does not need to come from the master party. Party profile attribute mapping does not apply to Single type requests.

See Also

Merge Requests Overview on page 2-16

Examples on page 2-5

Mapping Processes

Addresses, relationships, and party profile attributes can be mapped in any sequence, at different times, and by different data librarians. For Multiple type requests, the request summary should be reviewed first to confirm the master party, which affects defaults for the other mapping steps.

To map a merge request of type Single:

1. Review the request summary, on page 2-28.
2. Map duplicate addresses within the party, on page 2-30.
3. Map duplicate relationships within the party, on page 2-32.
4. Review and submit the request for the Party Merge process.

To map a merge request of type Multiple:

1. Review the request summary, on page 2-28.
2. Map party profile attributes, on page 2-29.
3. Map duplicate addresses among the parties, on page 2-30.
4. Map duplicate relationships among the parties, on page 2-32.
5. Review and submit the request for the Party Merge process.

Note: After you submit a merge request, you can access details of the Party Merge process in the Merge Request Queue page. See Reviewing Merge Requests on page 2-24.

Request Summary

The Request Summary page provides an overview of the merge request that you are mapping, of type Multiple or Single.

For Multiple type merge requests, you also see the included duplicates and the master party that is currently selected for the request. You can select a different master party or remove duplicates from the request.

You can also reject merge requests from the Request Summary page, no matter whom the request is assigned to. You cannot reject a merge request with a Completed phase.

Warning: A rejected merge request is no longer available for mapping and cannot be reactivated. To view rejected requests, search for requests with the Rejected phase. See Merge Request Queue on page 2-16.

To review and update the merge request summary:

1. Navigate to the Merge Request Queue page and optionally search for the merge request. See Merge Request Overview on page 2-16.
2. Click the Details icon for the merge request that you want to review.
3. Click the Reject Request button if you want to reject the merge request.
4. For Multiple type requests, you can select a different master party or remove parties from the request. For more information about master parties and removing duplicates, see Creating Merge Requests on page 2-18.

Note: If you change the master party or remove any party, you must click the Apply button, return to the Merge Request Queue page, and wait for mapping defaults to regenerate before continuing with the mapping process.

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5. Optionally enter any notes, if available, for the request summary step and click the Save Note button.

See Also

Mapping Merge Requests on page 2-26

Profile Attributes

For merge requests of type Multiple, use the Profile Attributes page to determine the party profile attribute values that remain with the master party after the merge. The attribute values from the master party default as the selected values, but you can choose values from another party, or candidate, in the duplicate set.

The type of attributes you map, Organization Profile attributes or Person Profile attributes, depends on the type of parties in the merge request: The attributes for each party type are also categorized, and you can specify the category to display in the Profile Attributes page.

Some attributes belong to attribute groups, and all attribute values in a group must come from the same party. Every group has a primary attribute, and the candidate that its value comes from also determines the values for the other attributes in the group.

For example, SIC Code is the primary attribute and SIC Code Type is the other attribute in the group. In the Profile Attributes page, only SIC Code is enabled for you to select an attribute value. If you specify that the value for SIC Code comes from Candidate 2, the value for SIC Code Type would also come from Candidate 2.

Tip: Any attribute with disabled selection is a nonprimary attribute in a group, with the first enabled attribute above it as the primary attribute.

To map party profile attributes:

1. Navigate to the Profile Attributes page from another mapping step.
2. Specify the category to display, and optionally specify the number of candidates to display per page.
3. Select values for each attribute or accept the defaults from the master party.
4. Optionally enter any notes, if available, for the profile attributes mapping step and click the Save Note button.
5. Click the Apply button after you finish all your changes, if any.

See Also

Mapping Merge Requests on page 2-26

Addresses

Use the Addresses page to map addresses either within a party for Single type merge requests or among the parties in Multiple type requests. You determine which addresses are duplicates by creating duplicate address sets and specify the master address that remains after the other addresses merge into it.

If the HZ: Show Address Mapping Suggestions profile option is set to *Yes*, all suggested address mapping is shown by default. If not, the Addresses page displays addresses without any groupings except for the Mandatory duplicate sets. You can use the search to narrow down the list of addresses and subsequently find more addresses to map.

The Addresses table shows duplicate address sets in a hierarchical manner. For each set, the master address is the parent and the other duplicates are its children. Any address that does not belong to a hierarchy is not included in any duplicate address set and is automatically transferred to the resulting party after the merge.

Every address has a grouping status:

- **Mandatory:** Addresses in a Mandatory duplicate set must merge together because they have the same location ID.
- **Optional:** Addresses in an Optional duplicate set can be removed from the group and included in another set.
- **Not Grouped:** Addresses are not currently mapped to any duplicate set. These addresses will exist after the merge as an address either of the one party for Single type merge requests or of the master party for Multiple type requests.

At any point of the address mapping process, you can:

- Apply the mapping suggestions and override whatever groupings you currently have, if any.
- Clear all groupings, including suggested defaults, except for Mandatory duplicate sets.

When you submit the request for the Party Merge process, the duplicate address sets would be merged based on your mapping, with the resulting master addresses.

To map addresses:

1. Navigate to the Addresses page from another mapping step.

2. If no suggestions are defaulted, optionally search for addresses to limit the list or select Apply Suggested Groupings from the Change Defaults poplist.

> **Note:** If you already have duplicate sets of addresses and run a search for more addresses, any search results would be added without disrupting the existing groupings.

3. You can select at least two addresses and click the Merge button to create a duplicate address set to merge. If you select a master address from any duplicate address set, the other addresses in that set are also included.

   For Mandatory duplicate sets:

   - You must select the master to merge the set with other addresses because the Mandatory addresses must merge together.
   - You can select only one Mandatory master to include in the new duplicate set.
   - You must keep the Mandatory master as the master in the new set.

   Select the master address if applicable and optionally remove any Optional or Not Grouped address from the set. You do not delete the address from the TCA Registry, and the removed address is available to be included in other duplicate address sets.

   Click the Apply button.

4. To update a duplicate address set, click the Update Set icon and you can:

   – Select another master address if the current master is not Mandatory.

   – Remove Optional or Not Grouped addresses from the set.

   If you remove all addresses other than the master, you ungroup the entire set and all addresses in the set would have the Not Grouped grouping.

   Click the Apply button.

5. Optionally enter any notes, if available, for the address mapping step and click the Save Note button.

See Also

Mapping Merge Requests on page 2-26

Relationships

Use the Relationships page to map relationships either within a party for Single type merge requests or among the parties in Multiple type requests. You determine which relationships are duplicates by creating duplicate relationship sets and specify the master relationship that remains after the other relationships merge into it.

For each relationship role, the Relationships table shows the number of original relationships in the merge request and the number of relationships that will exist after the actual merge. You can resolve duplicates within each relationship role.

If the HZ: Show Relationship Mapping Suggestions profile option is set to *Yes*, all suggested relationship mapping for the relationship role is shown by default in the Resolve Duplicates page. If not, the page displays all relationships in the role without any groupings except for the Mandatory duplicate sets. You can use the search to narrow down the list of relationships and subsequently find more relationships to map.

The table in the Resolve Duplicates page shows duplicate relationship sets in a hierarchical manner. For each set, the master relationship is the parent and the other duplicates are its children. Any relationship that does not belong to a hierarchy is not included in any duplicate relationship set.

Every relationship has a grouping status:

- **Mandatory:** Relationships in a Mandatory duplicate set must merge together because they involve the same parties.
- **Optional:** Relationships in an Optional duplicate set can be removed from the group and included in another set.
- **Not Grouped:** Relationships are not currently mapped to any duplicate set. These relationships will exist after the merge as a relationship either of the one party for Single type merge requests or of the master party for Multiple type requests.

At any point of the relationship mapping process, you can:

- Apply the mapping suggestions and override whatever groupings you currently have, if any.
- Clear all groupings, including suggested defaults, except for Mandatory duplicate sets.

When you submit the request for the Party Merge process, the duplicate relationship sets would be merged based on your mapping, with the resulting master relationships.

> **See Also:** Relationships Overview, *Oracle Trading Community Architecture User Guide*

To map relationships:

1. Navigate to the Relationships page from another mapping step.
2. Optionally select Apply Suggested Groupings from the Change Defaults poplist for suggested mapping.
3. Select the relationship role that you want to map and click Resolve Duplicates.
4. If no suggestions are defaulted, optionally search for relationships to limit the list.

> **Note:** If you already have duplicate sets of relationships and run a search for more relationships, any search results would be added without disrupting the existing groupings.

5. You can select at least two relationships and click Merge to create a duplicate relationship set to merge. If you select a master relationship from any duplicate relationship set, the other relationships in that set are also included.

   For Mandatory duplicate sets:

   - You must select the master to merge the set with other relationships because the Mandatory relationships must merge together.
   - You can select only one Mandatory master to include in the new duplicate set.
   - You must keep the Mandatory master as the master in the new set.

   Select the master relationship if applicable and optionally remove any Optional or Not Grouped relationship from the set. You do not delete the relationship from the TCA Registry, and the removed relationship is available to be included in other duplicate relationship sets.

   Click Apply.

6. To update a duplicate relationship set, click Update Set and you can:
   - Select another master relationship if the current master is not Mandatory.
   - Remove Optional or Not Grouped relationships from the set.

     If you remove all relationships other than the master, you ungroup the entire set and all relationships in the set would have the Not Grouped grouping.

   Click Apply.
7. Click Return to Overview to go back to the Relationships page.
8. Optionally enter any notes, if available, for the relationship mapping step and click Save Note.

See Also

Mapping Merge Requests on page 2-26

3

Party Purge

This chapter describes how to permanently purge parties.

Party Purge Overview

Party purge lets you permanently purge parties from the TCA Registry, for example duplicate or mistakenly entered parties. A party is available for purge only if it has no associated transactions, or if the party record has no references from other database tables. You cannot restore a party after you purge it.

The purge functionality includes:

- **Purge requests:** Purge batches of parties, on page 3-3.
- **Online purge:** Purge individual parties, on page 3-7.
- **Purge history**: View parties that were successfully purged, on page 3-8.

See Also

Introduction to Oracle Data Librarian on page 1-2

Purge Requests

A purge request is a batch of parties that you submit to purge from the TCA Registry. The purge requests go through three stages:

1. You create the purge request, and the potential purge candidates are identified based on your criteria. See Creating Purge Requests on page 3-5.
2. You can manage the purge request by viewing its details and determining the parties that you want to leave marked for purge or to optionally remove from the request. See Viewing Purge Request Details on page 3-6.

   You can also delete the entire purge request if it has not yet been successfully purged.
3. You submit the purge request for purge, and the parties that are marked for purge are purged from the Registry.

Information for a purge request includes:

- **Request ID for Identification:** The concurrent request ID for the TCA Identify Purge Candidates program, which identifies potential parties to include in the purge request. You can view the log of the concurrent request, which includes a list of the identified purge candidates.
- **Request ID for Purge:** The concurrent request ID for the TCA Purge Identified Parties program, which purges the parties in the purge request. You can view the log of the concurrent request, which includes a list of the purged parties.
- **Status:** The status of the identification or purge program, whichever is the last to run on the purge request. Possible statuses are: Identification in Progress, Identification Complete, Identification Error, Purge in Progress, Purge Complete, and Purge Error.

  If a purge request has the Identification Complete status, you can specify which parties to leave marked for purge or to remove from the purge request.
- **Purge candidates:** The number of parties initially identified for the purge request.
- **Marked for purge:** The number of parties that you have not removed from the purge request. Only the parties marked for purge are actually purged.

An online purge of a single party is also considered a purge request. See Online Purge on page 3-7.

See Also

Party Purge Overview on page 3-2

Creating Purge Requests

Create a purge request to identify a batch of parties to purge. You must enter a unique name for the purge request. To limit the parties that are eligible for the request, you can enter criteria that the candidates must match, including:

- **Relationship role:** A role that the party plays with respect to another party in a relationship.

  See Also: Relationships Overview, *Oracle Trading Community Architecture User Guide*

- **Classification:** A classification assigned to the party.

  See Also: Classifications Overview, *Oracle Trading Community Architecture Administration Guide*

After you create a purge request, the TCA Identify Purge Candidates program runs to identify the purge candidates.

See Also

Purge Requests on page 3-3

Viewing Purge Request Details

For purge requests with the Purge Complete status, meaning that the parties within the request are successfully purged, you can view details about the purge request as well as the parties that were purged. For purge requests with the Identification Complete status, meaning that the purge candidates are successfully identified and not yet purged, you can still remove parties from the purge request.

Only parties that are not removed are marked for purge. You can view the removed parties and restore any of them to the purge request so that they are marked for purge again. You cannot remove or restore parties after you submit the purge request to purge the parties.

See Also

Purge Requests on page 3-3

Online Purge

Use online purge to specify a single party that you want to purge and determine if it has any associated transactions which would prevent the purge. If the party does have transactions, you see the application with the associated transaction as well as the date that the party was last updated using that application.

An online purge is also a purge request with one party. The purge request name is the party name prefixed by *Online-*. The online purge request has no request ID for identification, but has a request ID for the purge of that one party.

See Also

Party Purge Overview on page 3-2

Viewing Purged Parties

View parties that have been purged from the TCA Registry. Click the purge request name to view the purge request details. See Viewing Purge Request Details on page 3-6.

Parties that were purged with online purge are also included. See Online Purge on page 3-7.

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