


# Eliminate Duplicate Contacts

1. Enter your portal using your login details.
2. Click the **CRM** link on the start page.
3. The contacts list will open by default.
4. Find the duplicate of the original contact in the list using the available filters.
5. Click the needed contact to open it.
6. Press the  icon and select the **This is a duplicate** option.
7. In the opened 'Merge Contacts' window, find the original contact.
8. Click the **Start Merging Contacts** button.

Online URL: <https://support.quikbox.com/article.php?id=64>