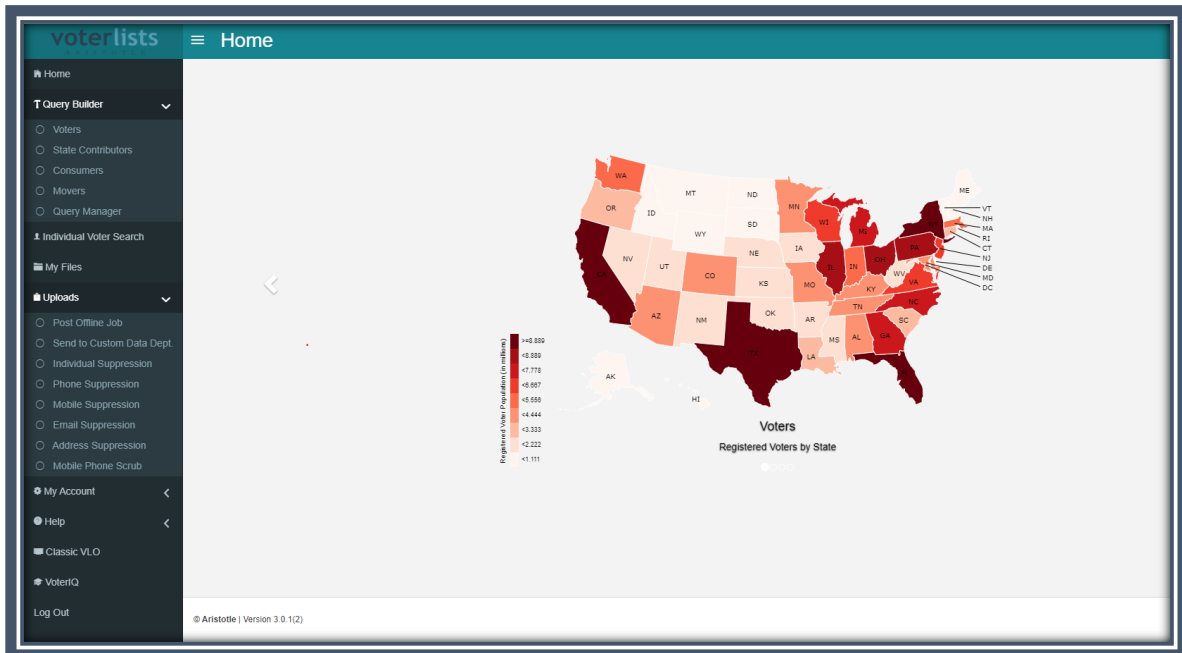# DEDUPING (Record Suppression)

VLO provides several options for uploading files and using these files for suppression purposes when creating a query.

On the left menu under **UPLOADS** there are options for

- Individual Suppression
- Phone Suppression
- Mobile Suppression
- Email Suppression
- Address Suppression

- ❖ Clicking any one of these options opens a page providing instructions on how to upload your file.
- ❖ All files need to be in text format (extension .txt)
- ❖ You can select one or more states to use in your suppression upload.
- ❖ The Dedupe/Suppression features can be used with our Voter and Consumers Databases
- ❖ You can "Add" as many files as you want to your upload. Once you have added all the files you want to use you must click the **GREEN "SEND NOW"** button to complete the upload and send your file(s) to our server.
- ❖ The uploaded files will be matched against our files and you will receive an Email Notification once the upload is completed that will indicate how many of your records matched to our database.
- ❖ The matching Count Type at the top of the page will reflect counts including the Dedupe file. Example: if you upload a Mobile Phone dedupe file, the Unique Mobiles Count will reflect the number of mobiles in our databased on your query minus the mobiles we matched to in your uploaded suppression list.
- ❖ Important to note that it is likely that not all of your phones, addresses, emails will match to records found in our databases. Your email notification will let you know how many did match.

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