











Derek Lamb 124 Issues | Imported 13 Aug 15:18:03 | [Out of Office:](#) CS HL
 MG SN [Future](#)



Rolling Task:370 Duplicate Documents

System Generated
ISO - Document Index Admin - Find Duplicate Files,

2 sections to check,

1st section is Identical Files, Click each set of numbers,
confirm via thumbnail they are the same file.
Tick the selection boxes
Click merge documents

See the suggest new name for the merged file
rename to take out duplicate description words.

Click Submit Merge
Repeat for all duplicates until they are gone.

stage2.
Duplicate file names.

Wise to search each description in the document index and rename individually.
or in the case of documents with the same name but different contents click the auto rename,
Repeat until all duplicates have been sorted out
Processid 5851 : Duplicate Documents

KEY

Done and Completed
Completed by users waiting closure
Outstanding

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
124155	18 Jul 2018	Derek Lamb	18 Jul 2018	Derek Lamb	19 Jul 2018	1	2	3

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ISO - Document Index Admin - Find Duplicate Files,

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18 Jul 2018 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
122414	18 Jun 2018	Derek Lamb	18 Jun 2018	Derek Lamb	21 Jun 2018	1	3	4

System Generated

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18 Jun 2018 Derek Lamb

completed

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
120447	18 May 2018	Derek Lamb	18 May 2018	Derek Lamb	24 May 2018	1	7	8

System Generated

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18 May 2018 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
118397	18 Apr 2018	Derek Lamb	18 Apr 2018	Derek Lamb	20 Apr 2018	1	3	4

System Generated

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18 Apr 2018 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
116386	19 Mar 2018	Derek Lamb	19 Mar 2018	Derek Lamb	20 Mar 2018	1	2	3

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19 Mar 2018 Derek Lamb

Done just 8956 22647 left as I dont have the answer from john
yet

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
114682	19 Feb 2018	Derek Lamb	19 Feb 2018	Derek Lamb	22 Feb 2018	1	4	5

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19 Feb 2018 Derek Lamb

done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
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112512	18 Jan 2018	Derek Lamb	22 Jan 2018	Derek Lamb	23 Jan 2018	5	2	7
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22 Jan 2018 Derek Lamb

done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
110516	18 Dec 2017	Derek Lamb	18 Dec 2017	Derek Lamb	21 Dec 2017	1	3	4

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18 Dec 2017 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
108455	20 Nov 2017	Derek Lamb	20 Nov 2017	Derek Lamb	23 Nov 2017	1	4	5

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20 Nov 2017 Derek Lamb

done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
105651	18 Oct 2017	Derek Lamb	18 Oct 2017	Derek Lamb	18 Oct 2017	1	1	2

System Generated

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18 Oct 2017 Derek Lamb

Created Related Issue #105698

Added by Derek Lamb sent to John Lamb

DOCid 22647 and 8956, both labelled differently, created an Issue to look into

18 Oct 2017 Derek Lamb

DOCid 22647 and 8956, both labelled differently, created an Issue to look into

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
103070	18 Sep 2017	Derek Lamb	02 Oct 2017	Derek Lamb	03 Oct 2017	15	2	17

System Generated

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02 Oct 2017 Derek Lamb

just the current blank special being duplicated, this is deliberate while I link documents to the new iso standards

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
100952	18 Aug 2017	Derek Lamb	18 Aug 2017	Derek Lamb	21 Aug 2017	1	3	4

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18 Aug 2017 Derek Lamb
done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
98909	18 Jul 2017	Derek Lamb	18 Jul 2017	Derek Lamb	20 Jul 2017	1	3	4

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18 Jul 2017 Derek Lamb
No Duplicate Documents found in the system

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
96915	19 Jun	Derek	19 Jun 2017	Derek	20 Jun	1	1	2

2017 Lamb Lamb 2017

System Generated

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19 Jun 2017 Derek Lamb

done no duplicates left

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
95030	18 May 2017	Derek Lamb	19 May 2017	Derek Lamb	24 May 2017	2	6	8

System Generated

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19 May 2017 Derek Lamb

Done, 2 duplicates 1 was testreports for heater, that went thought

QA but should have gone through SERvice testing. so ended up with same report screen being uploaded

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
92882	18 Apr 2017	Derek Lamb	24 Apr 2017	Derek Lamb	24 Apr 2017	7	1	8

System Generated

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24 Apr 2017 Derek Lamb

No duplicate documents found in the system

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
91210	20 Mar 2017	Derek Lamb	21 Mar 2017	Derek Lamb	23 Mar 2017	2	3	5

System Generated

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21 Mar 2017 Derek Lamb

No Duplicates in the system

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
89611	20 Feb 2017	Derek Lamb	20 Feb 2017	Derek Lamb	23 Feb 2017	1	3	4

System Generated

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20 Feb 2017 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
87250	18 Jan 2017	Derek Lamb	18 Jan 2017	Derek Lamb	19 Jan 2017	1	2	3

System Generated

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18 Jan 2017 Derek Lamb

no duplicated documents in the system

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
85626	19 Dec 2016	Derek Lamb	19 Dec 2016	Derek Lamb	19 Dec 2016	1	1	2

System Generated

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19 Dec 2016 Derek Lamb

no duplicate files int he system

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
83790	18 Nov 2016	Derek Lamb	21 Nov 2016	Derek Lamb	23 Nov 2016	4	3	7

System Generated

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21 Nov 2016 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
81775	18 Oct 2016	Derek Lamb	18 Oct 2016	Derek Lamb	20 Oct 2016	1	3	4

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18 Oct 2016 Derek Lamb

done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
79306	19 Sep 2016	Derek Lamb	19 Sep 2016	Derek Lamb	20 Sep 2016	1	2	3

System Generated

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19 Sep 2016 Derek Lamb

Done, no duplicates in the system

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
77107	18 Aug 2016	Derek Lamb	18 Aug 2016	Derek Lamb	18 Aug 2016	1	1	2

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18 Aug 2016 Derek Lamb

Helped helen with how to use the document index yesterday, did
the duplicate documents in the process so all upto date

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
75175	18 Jul 2016	Derek Lamb	18 Jul 2016	Derek Lamb	20 Jul 2016	1	2	3

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18 Jul 2016 Derek Lamb

Done

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
73173	20 Jun 2016	Derek Lamb	20 Jun 2016	Derek Lamb	21 Jun 2016	1	2	3

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20 Jun 2016 Derek Lamb

Done - no dupliactes

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
71561	18 May 2016	Derek Lamb	18 May 2016	Derek Lamb	19 May 2016	1	2	3

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18 May 2016 Derek Lamb

All upto date

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
70011	18 Apr 2016	Derek Lamb	18 Apr 2016	Derek Lamb	21 Apr 2016	1	4	5

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18 Apr 2016 Derek Lamb

Done, non in the system

Issue	Date Created	Issue To	Date Completed	Closed By	Date Closed	Days Investigate	Days complete	Overall Days
68838	18 Mar 2016	Derek Lamb	18 Mar 2016	Derek Lamb	22 Mar 2016	1	4	5

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18 Mar 2016 Derek Lamb

Done

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67589	18 Feb 2016	Derek Lamb	24 Feb 2016	Derek Lamb	25 Feb 2016	7	1	8

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24 Feb 2016 Derek Lamb
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