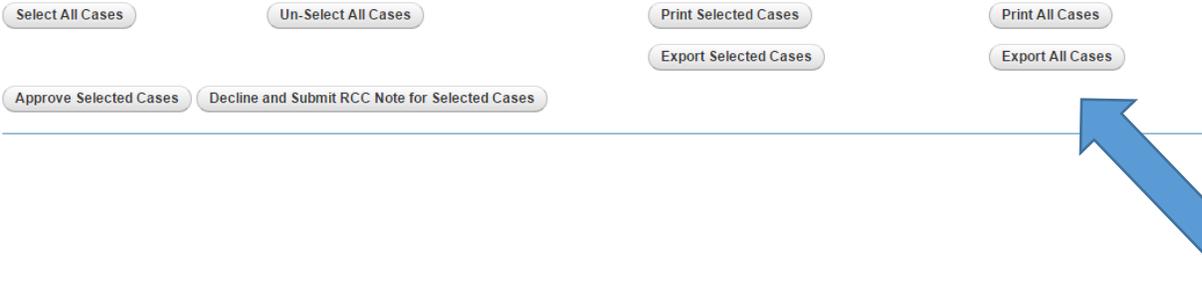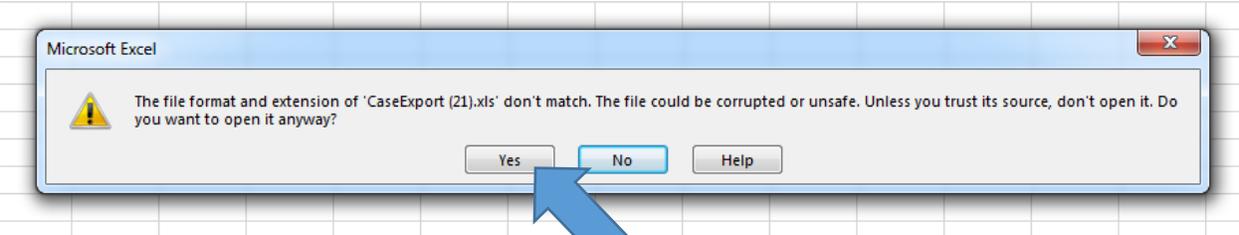# How to check for duplicate cases in Excel

Go to 'Cases' – scroll to bottom – select 'export all cases'

Open the Excel file that will be downloaded (you may see this message – select yes if you do):

Select the column D 'Case number'(place your mouse   over the column D and select)

On the home tab – go to 'conditional formatting' – 'highlight cells rule' – 'duplicate values'
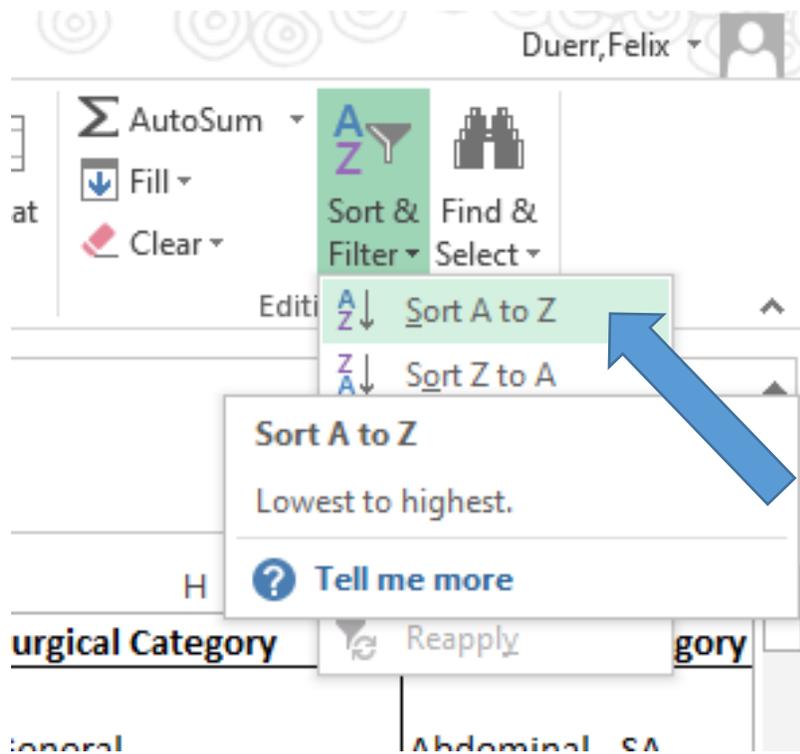
TIP: to make this process quicker you can right click on 'duplicate values' and select 'add to quick access toolbar' – this will make the icon appear in your quick access toolbar and you can just select it from the quick access toolbar
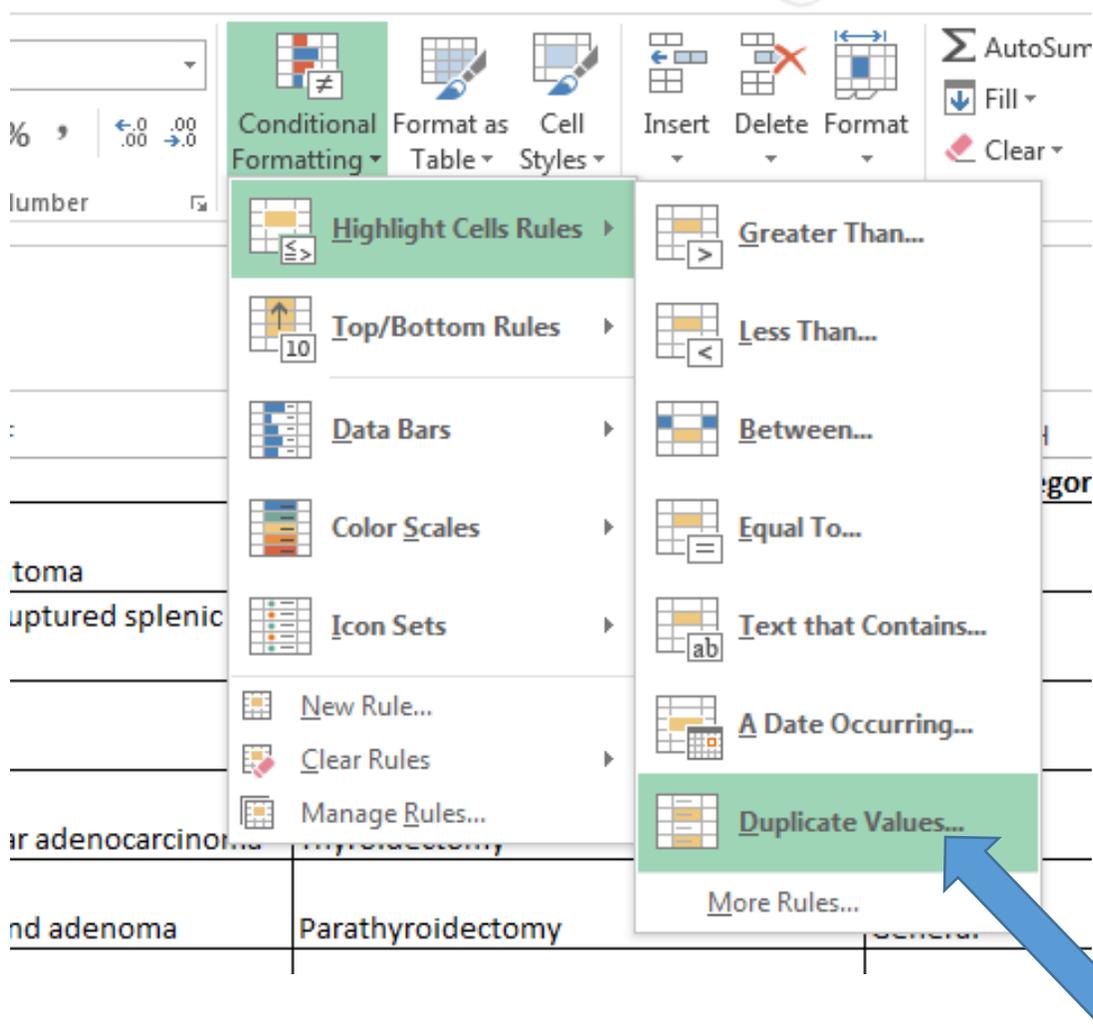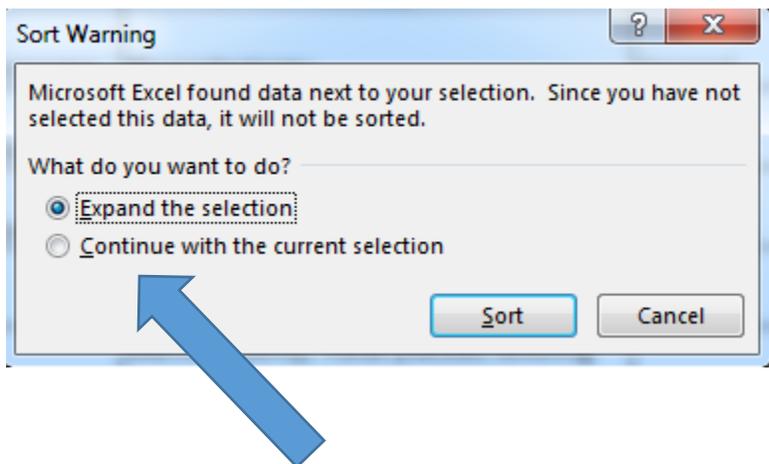

Select 'OK' (or you can change color used for highlighting the duplicates here:
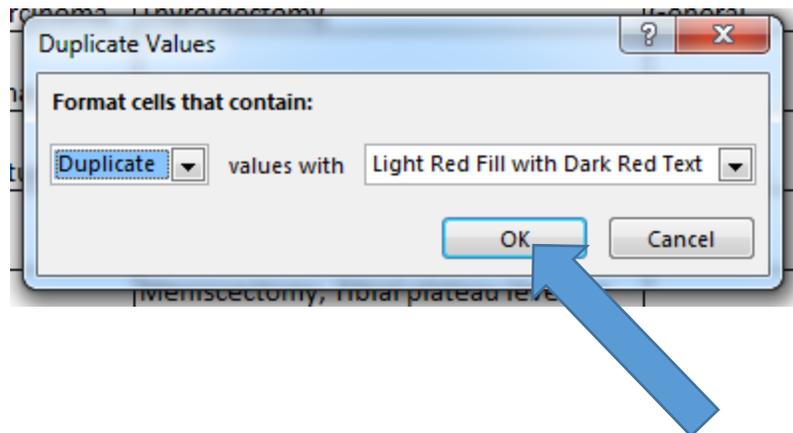
From the home tab select

Click 'OK' ('expand the selection' should be selected):

Duplicate cases will be highlighted in 'red' and can easily be identified/evaluated since they will be located adjacent to each other:

Island	1	64619A	Canine	Right CCL
Island	1	64619A	Canine	Right CCL
Island	1	64622A	Feline	3x2cm prostatic carcinoma
Island	1	64676B	Canine	Right CCL
Island	1	64866A	Canine	1cm benign splenic hematoma
Island	1	64941A	Canine	Left CCL
Island	1	64941A	Canine	Left CCL