

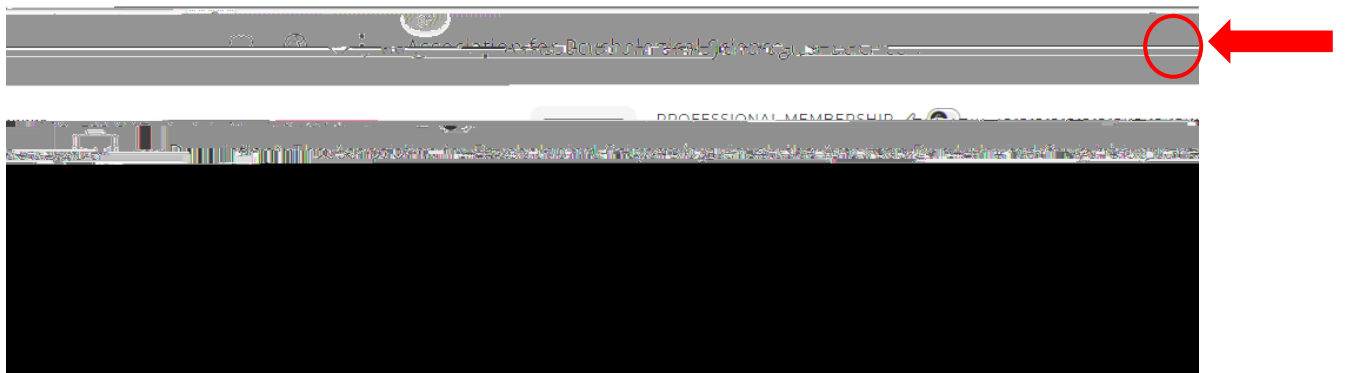
### OVERVIEW

LSU Elements pulls activities from multiple sources thus, there may be activities that are duplicated. To deal with duplicates, activities can be added to your Workspace and combined into a single record.

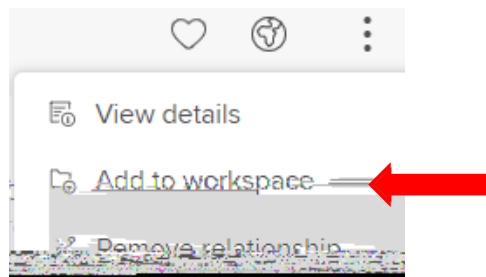
### COMBINING ACTIVITIES

To combine activities on your LSU Elements profile, you'll need to add both activities to your Workspace.

- o Navigate to the first activity you would like to combine and click on the Options button (the three dots in the upper right corner of the activity). *\*In this example, there is a duplicate record for a professional membership due to two different reporting dates.*



- o Click **Add to workspace**.



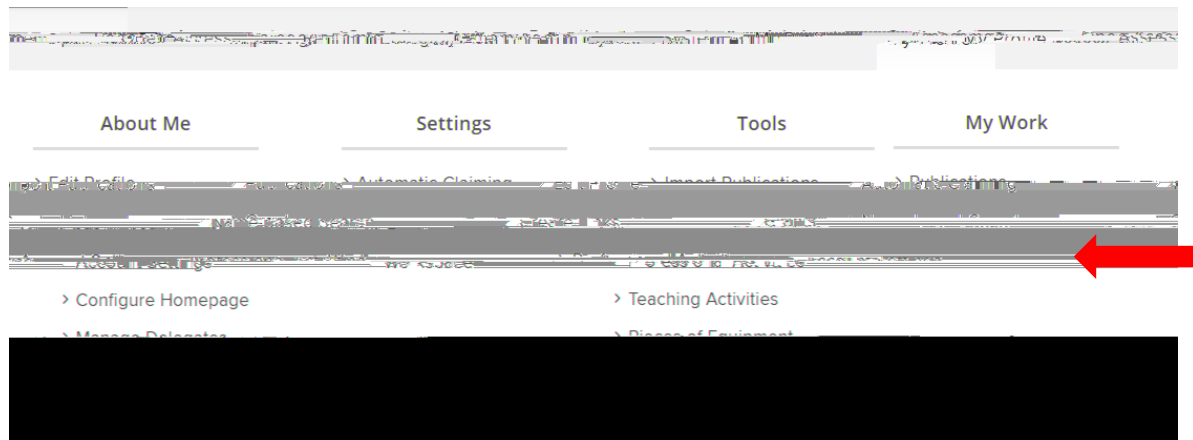
- o Repeat the previous steps for the second activity.

Once your activities have been added to your workspace, you'll need to combine those activities together on the Workspace screen.

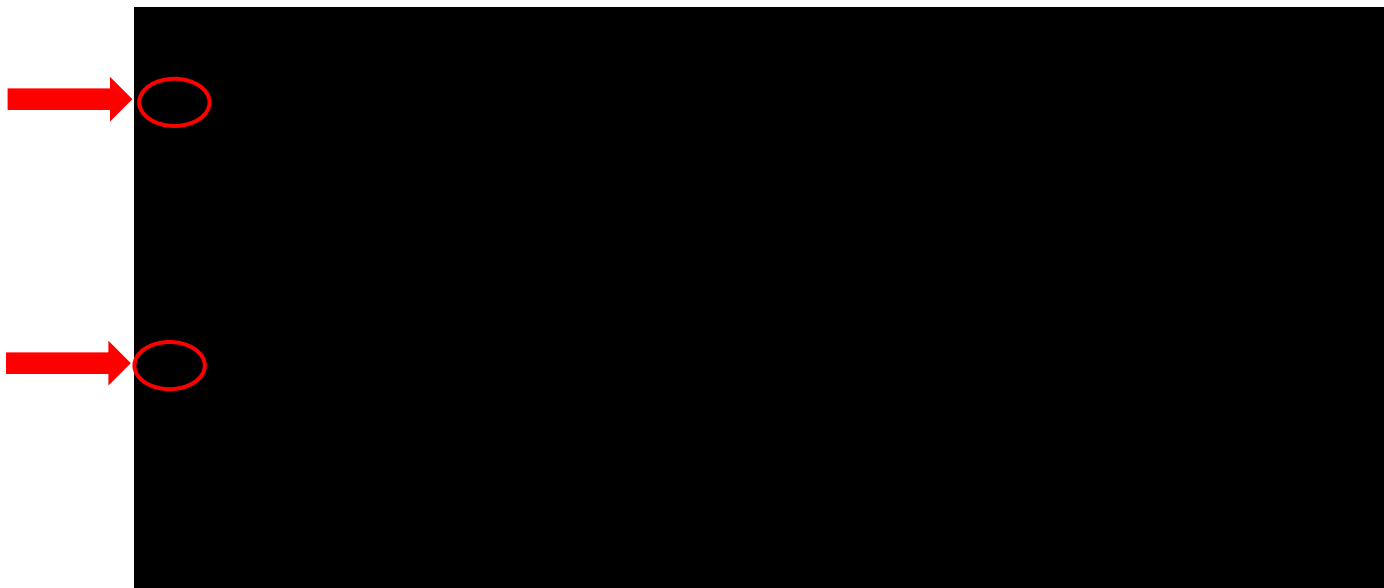
- o Click on the **menu** button.



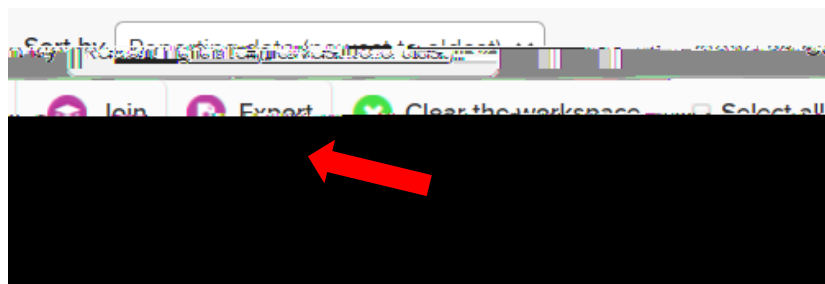
- o Click on **Workspace** under Tools.



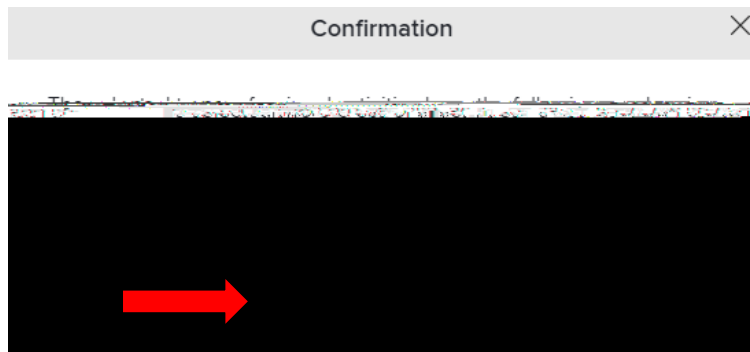
- Select the two activities you want to combine by checking the check box located to the left of the activity title.



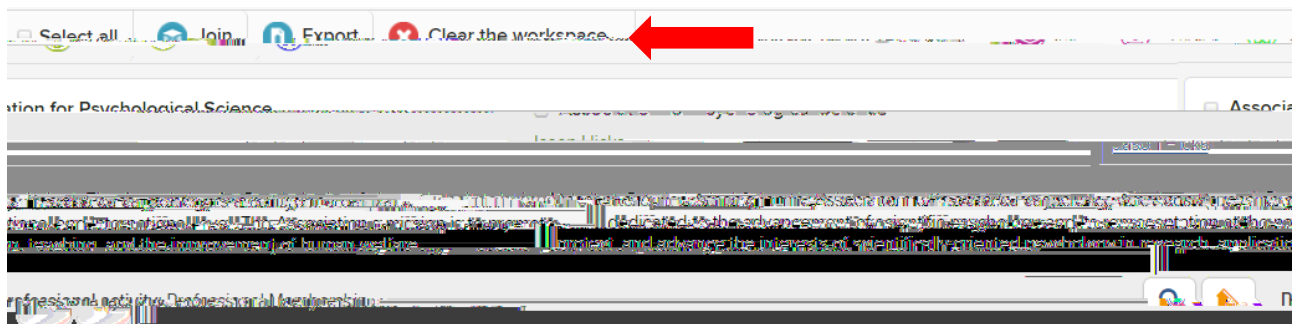
- Click Join.



- In the Confirmation window, click OK.



- o The combined activity will now appear in the Workspace. Click on **Clear the workspace** button to remove it from your Workspace.



- o Once you have combined the activitiesr