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.
  - 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.*
  - Click Add to workspace.
  - 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.
  - Click on the menu button.
  - 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.
The selected two professional activities have the following overlapping source: Manual.

Do you wish to proceed?

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

- Once you have combined the activities, verify that the combined activity appears in your activity list and edit accordingly.