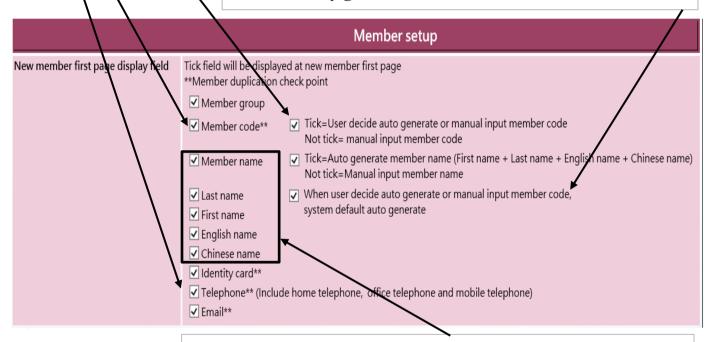# New Member Duplication Check

Set up member duplication check point can be at Member > Setup.

** Duplication check points include member code, HK ID card number, telephone number (home telephone, office telephone and mobile) and email. Users can check appropriate boxes according to their needs.

The member code can be automatically generated by the system or manually input by users by setting.
Check the box and allow two methods to be used at the same time.

If user chooses both methods to be used at the same time. Check the box and the system will default to automatically generate the member code.

Member setup

New member first page display field	Tick field will be displayed at new member first page **Member duplication check point
	☑ Member group
	☑ Member code**	☑ Tick=User decide auto generate or manual input member code / Not tick= manual input member code
	☑ Member name	☑ Tick=Auto generate member name (First name + Last name + English name + Chinese name) / Not tick=Manual input member name
	☑ Last name	
	☑ First name	☑ When user decide auto generate or manual input member code, system default auto generate
	☑ English name	
	☑ Chinese name	
	☑ Identity card**	
	☑ Telephone** (Include home telephone, office telephone and mobile telephone)	
	☑ Email**	

In addition to duplication check points, users can set up more member fields to be displayed on the first page.
For example, member name that smoothens the process of adding new members.

When the information of duplication check points is found duplicated, the system will pop up a reminder.
Setting for the system can be 'Not allow to add duplicated member' or 'Just remind duplicated member record only'.