

Merge Duplicate Names

This feature enables the Administrator to consolidate duplicate records. After selection, one name will serve as the primary record, to which all designated details will be linked after the merge. Duplicate records will persist unless they are marked for deletion during the merging process.

MERGE DUPLICATE NAMES ×

	<input checked="" type="radio"/> PRIMARY	<input type="radio"/> PRIMARY
	<input type="checkbox"/> DELETE	<input checked="" type="checkbox"/> DELETE
Billing ID:	<input checked="" type="radio"/> 4433RFTN	<input type="radio"/> 4433RLTN
Last Name:	<input checked="" type="radio"/> MICHAELS	<input type="radio"/> MICHAELS
First Name:	<input checked="" type="radio"/> KEVIN	<input type="radio"/> KENNY
Middle Name:	<input type="radio"/> MIKE	<input checked="" type="radio"/> TODD
Suffix:	<input checked="" type="radio"/> —	<input type="radio"/> —
DOB:	<input checked="" type="radio"/> 01/04/1993	<input type="radio"/> 01/04/1993
Driver's License:	<input checked="" type="radio"/> —	<input type="radio"/> —
License State:	<input checked="" type="radio"/> AL	<input type="radio"/> AL
Classification:	<input checked="" type="radio"/> FACU-FACULTY	<input type="radio"/> FACU-FACULTY
Agency Site:	<input checked="" type="radio"/> MAIN CAMPUS	<input type="radio"/> MAIN CAMPUS
Time Zone:	<input checked="" type="radio"/> CENTRAL STAND...	<input type="radio"/> CENTRAL STAND...
User Role:	<input checked="" type="radio"/> AGENCY ADMIN	<input type="radio"/> AGENCY USER
User Type:	<input checked="" type="radio"/> FAS-FACULTY/ST...	<input type="radio"/> FAS-FACULTY/ST...
Email:	<input checked="" type="radio"/> PD423@HOTMAIL...	<input type="radio"/> P9003423@HOTM...

↑↓ MERGE

Figure 85 Merge Duplicates