

Tutorial

Objective: Merging 1 Person's Registrations and Credits with Another Person's Record

Step 1: In the **People** Section, **General** tab

- Click on **Binoculars** to locate both records that you wish to merge.
- Confirm the one that you wish to keep.
- Click on the **Binoculars** to find the Person in the Dropdown list that you wish to **remove**.
- Click the **"Merge People"** icon (Fig. A)

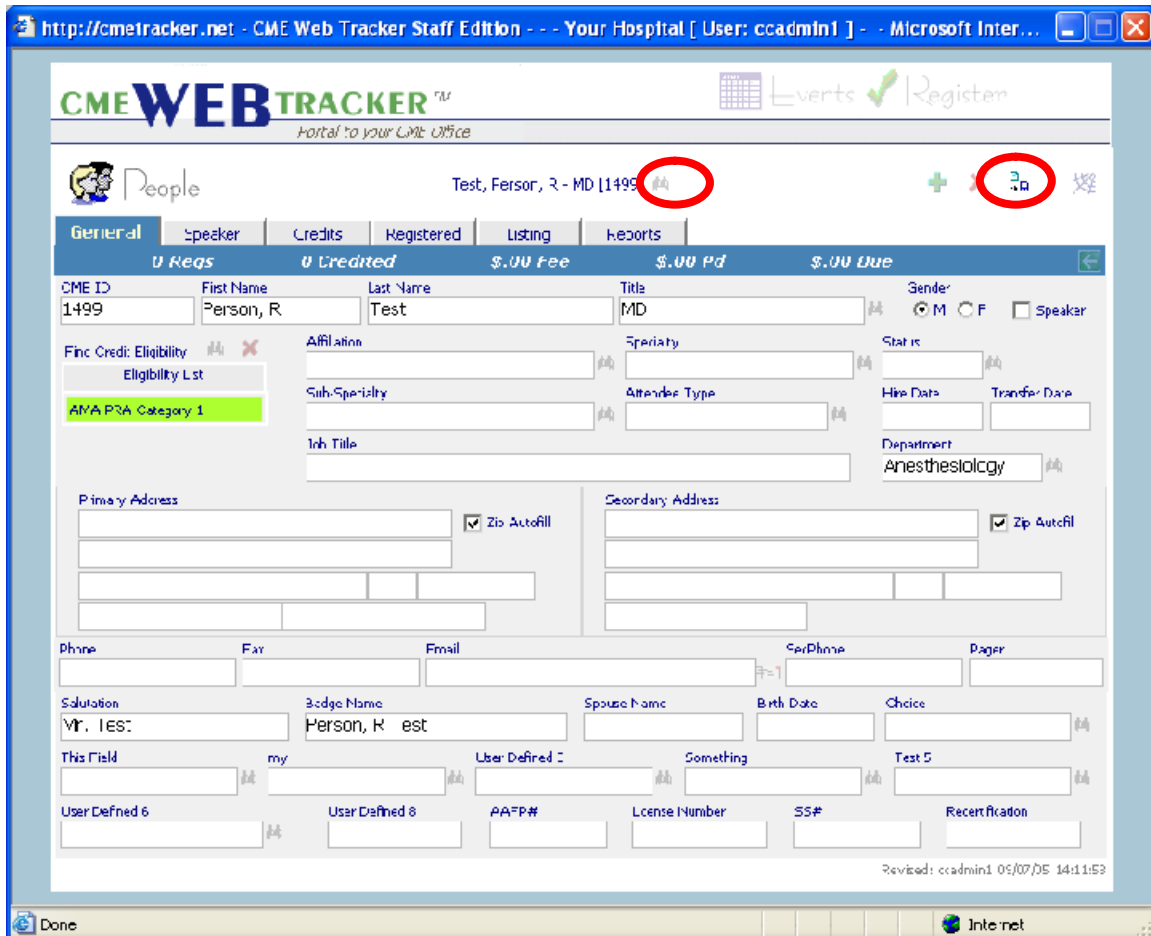


Fig. A

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Step 2: The **Merge** popup appears.

- The name of the Person you chose to **remove** is in the "From" field.
- Click on the **Binoculars** from the **Merge popup** to find the Person in the Dropdown list that you wish to merge with this Record. (Fig. B)

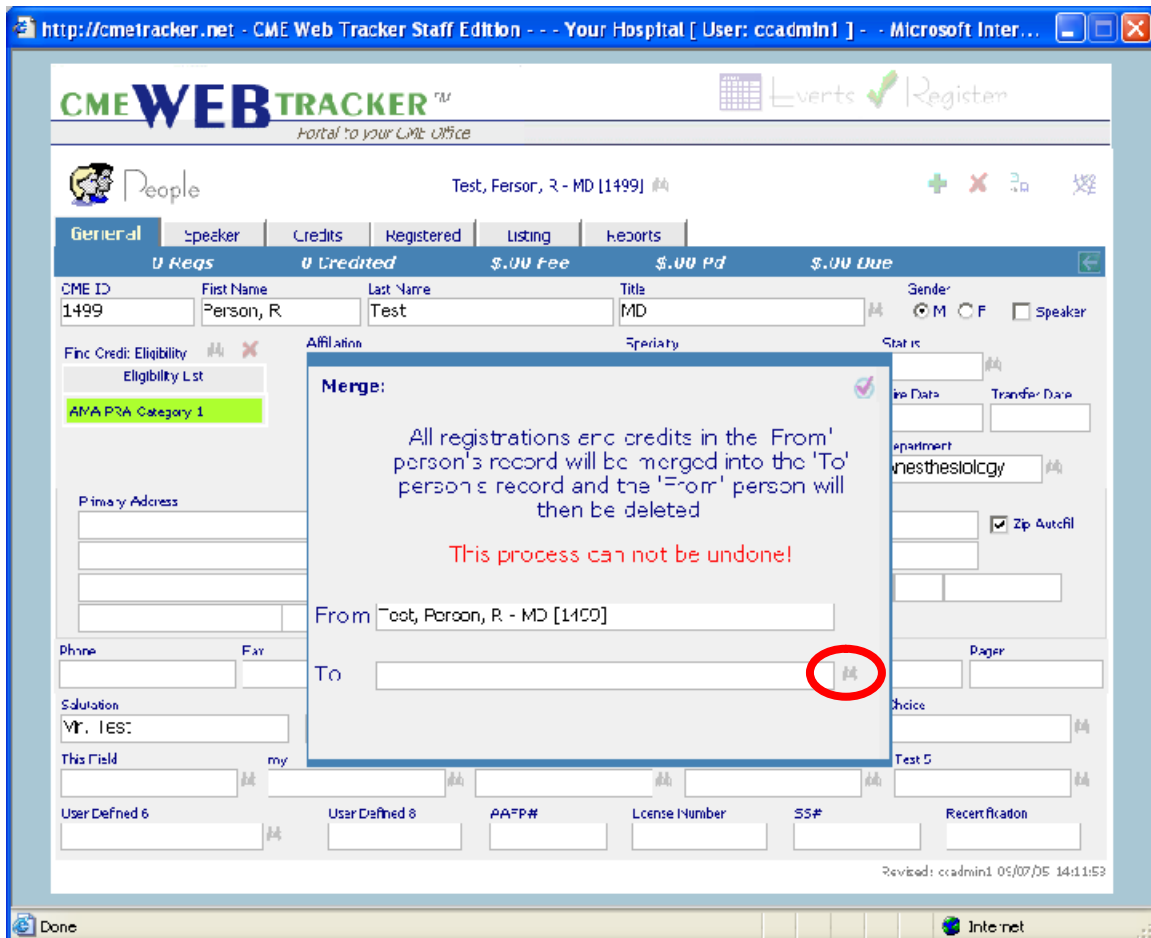


Fig. B

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- Step 3:** From the alphabet at the top.
- Click on the Letter of the **last name of the person** that you will be merging to.
 - Click twice on this **Person** to select **OR** click once to highlight this **Person** and click the **Pink Transfer Checkmark**. (Fig.C)

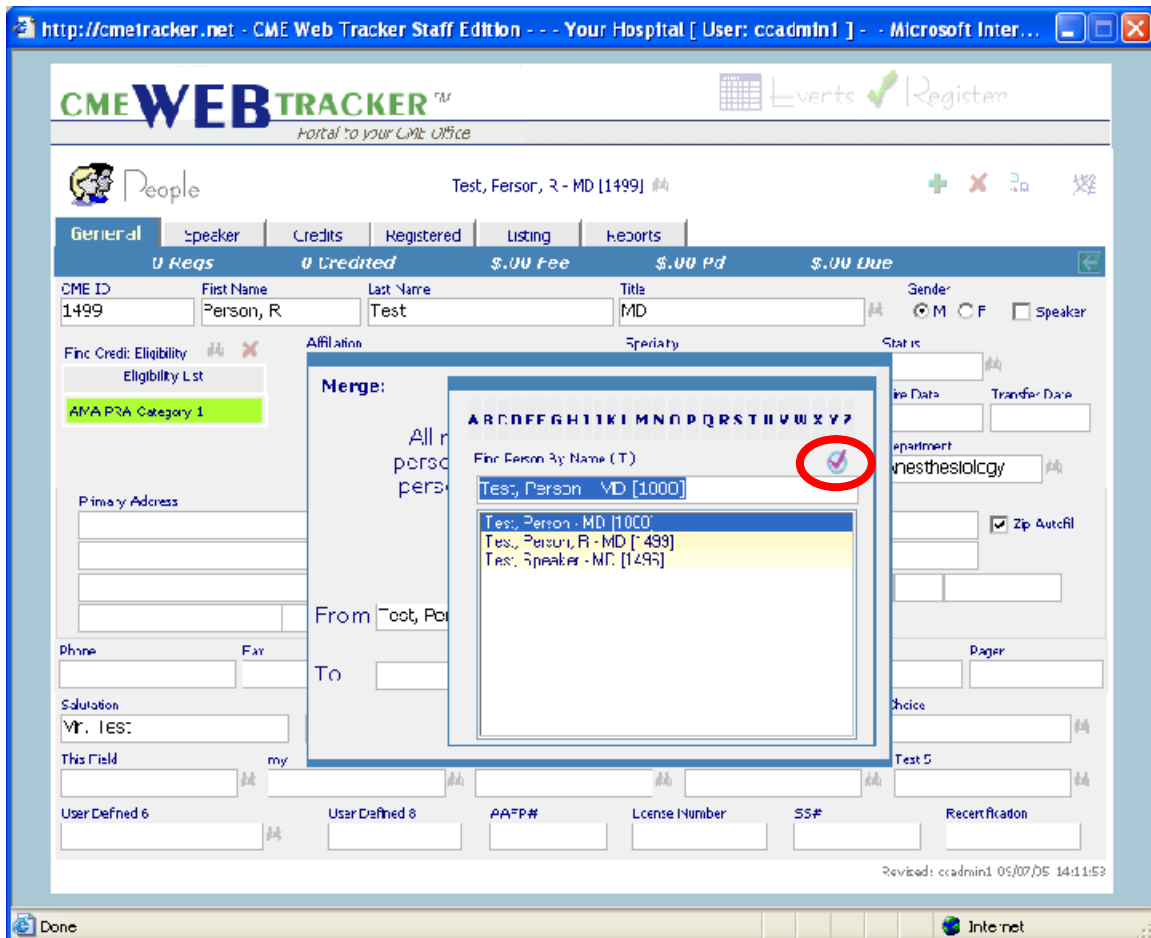


Fig. C

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Step 4: The name of the Person you are moving the Record to is now in the “To” field

- Review the contents of both the “**To**” and “**From**” fields.
- Check to be certain that you wish to merge these records
- Click the **Pink checkmark** icon. **Note:** This process cannot be undone! (Fig. D)

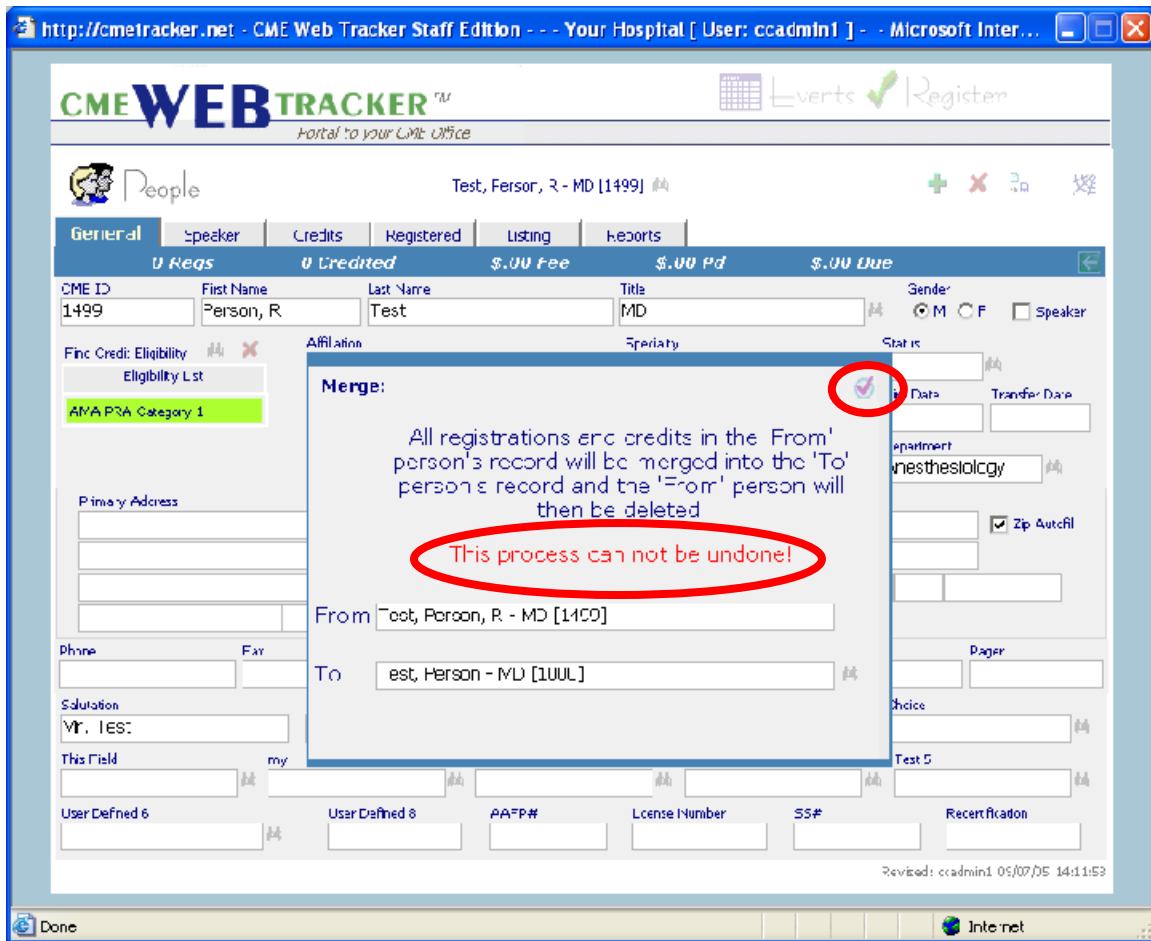


Fig. D

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- Step 5:** The “Merge and Delete” popup appears.
- Click **OK** to complete the **Merge**. (Fig. E)

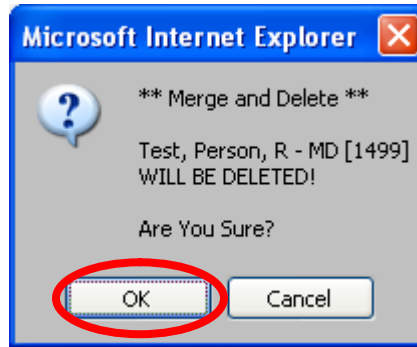


Fig. E

Result: You have now successfully merged One Person’s Registrations and Credits with another Person’s Record.