

# FoodBank MANAGER

## MERGE DUPLICATE GUESTS

If you find out that you have entered a guest more than once, you can merge the guests into one account.

You may notice multiple entries under the 'Guest Duplicate' report or under the 'Manage Guest' tab.

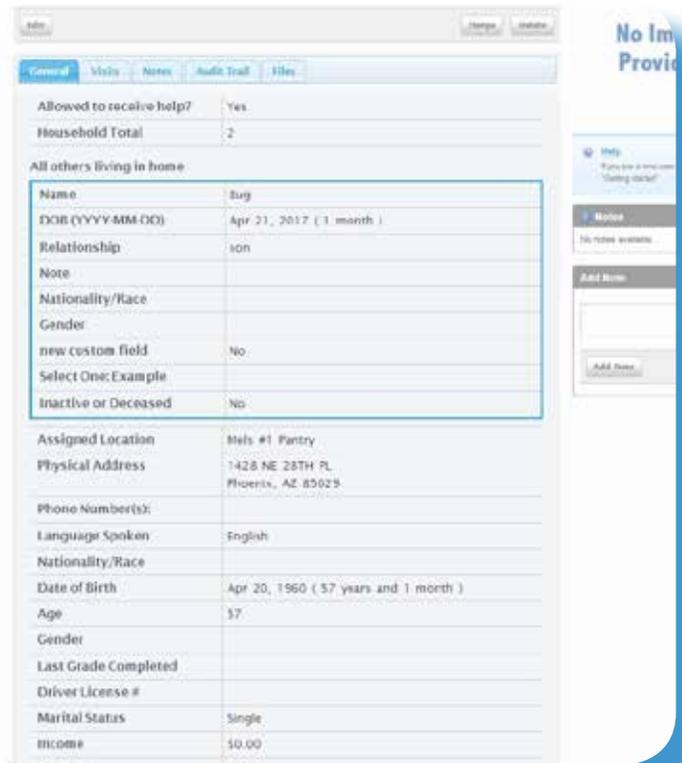
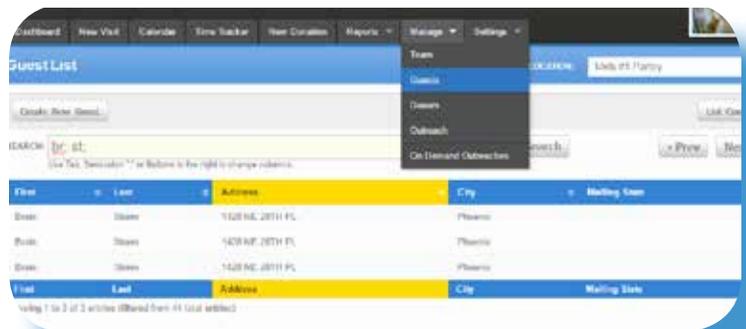
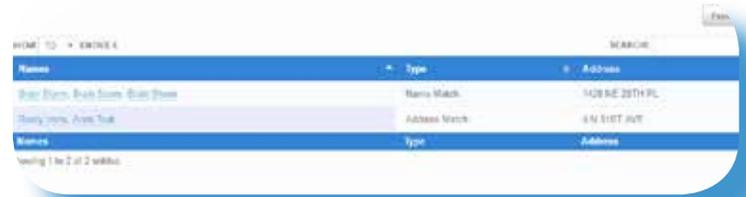
Guest Duplicate Report  
Manage Guest

Start by searching for the guest under the 'Manage Guest' tab.

For this example, the guest Brain Storm has been entered 3 times.

Click on each record and identify the one you want to keep. This is the record you will start with. (the one you start with is the winner) Visit History will automatically combine, but you will need to manually add any other information to the record you want to keep from other records.

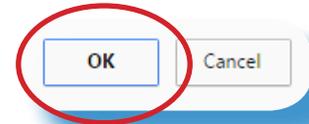
Once you have transferred the information, click on the 'Merge' button of the guest record you want to keep.



A box will pop up asking if you 'are sure you want to merge this guest'.



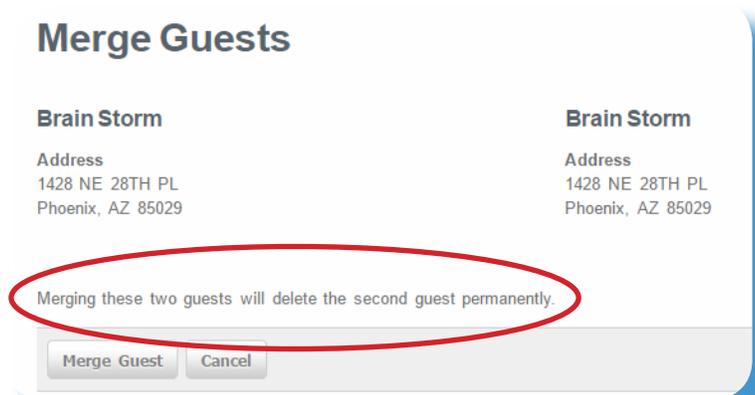
Click 'OK'



Next, search for and click on the record of the guest you want to merge with.



A page will pop up letting you know that, 'Merging these two guests will delete the second guest permanently'.



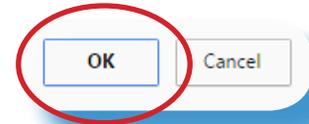
Click 'Merge Guest'



A box will pop up asking if you 'are sure you want to merge these two guests?'



Click 'OK'



You have now combined the two records. Repeat as many times as needed.

