

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.

attest	Hear Visit (Calandae)	Tris Salter Ret Duration Reports	Manga W. Swings V.	
uust List			Tran	Long Hole at Party
	2		Contract of Contra	Contraction of the second
Canada: Robert	-			U.K.Ga
ston br. s	d; 1. Section 77 or Balance is B	e redel to of answ redent to	On Demand Outwarten	h Ne
	-	Atom	- FN	· Holing Sum
leader.	Diam	1020106-2010-05	Phoene	
100	Steen	SKIW ME 20TH EV	Thursday	
lease.	There .	1420 ME 20111 PL	Phone in	
7,41	Last	Addense	City	Walling Links

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.

		Provid
Notes Advertised	did Trad Hilm	
Allowed to receive help?	Yes	
Household Total	2	
Il others living in home		Egy Hereity Tarte for A sectore
Name	tug	the second second
(OO-MM-YYY) BOD	Apr 21, 2017 (1 month)	Rates
Relationship	ion	No robes evaluate
Note		And Name
Nationality/Race		· · · · · · · · · · · · · · · · · · ·
Gender		
new custom field	No	-
Select One: Example		Add Roter
Inactive or Deceased	No	1. C
Assigned Location	Mels #1 Pantry	
Physical Address	1428 NE 28TH PL Proents, AZ 85029	
Phone Number(s):		
anguage Spoken	English	
Nationality/Race		
Date of Birth	Apr 20, 1960 (57 years and 1 month)	
Age	57	
Gender		
Last Grade Completed		
Driver License #		
Marital Status	Single	
Income	10.00	

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'.



melspantry.soxbox.co says:

Are you sure you want to merge this guest.

Brain Storm Brain Storm Address Address 1428 NE 28TH PL 1428 NE 28TH PL Phoenix, AZ 85029 1428 NE 28TH PL	Brain Storm Brain Storm Address Address 1428 NE 28TH PL 1428 NE 28TH PL Phoenix, AZ 85029 1428 NE 28TH PL Merging these two guests will delete the second guest permanently.
Address Address 1428 NE 28TH PL 1428 NE 28TH PL Phoenix, AZ 85029 Phoenix, AZ 85029	Address Address 1428 NE 28TH PL 1428 NE 28TH PL Phoenix, AZ 85029 Phoenix, AZ 85029
Merging these two guests will delete the second guest permanently.	Merging these two guests will delete the second guest permanently.
	Merge Guest Cancel
Merge Guest Cancel	

Click 'Merge Guest'



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



Click 'OK'

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

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