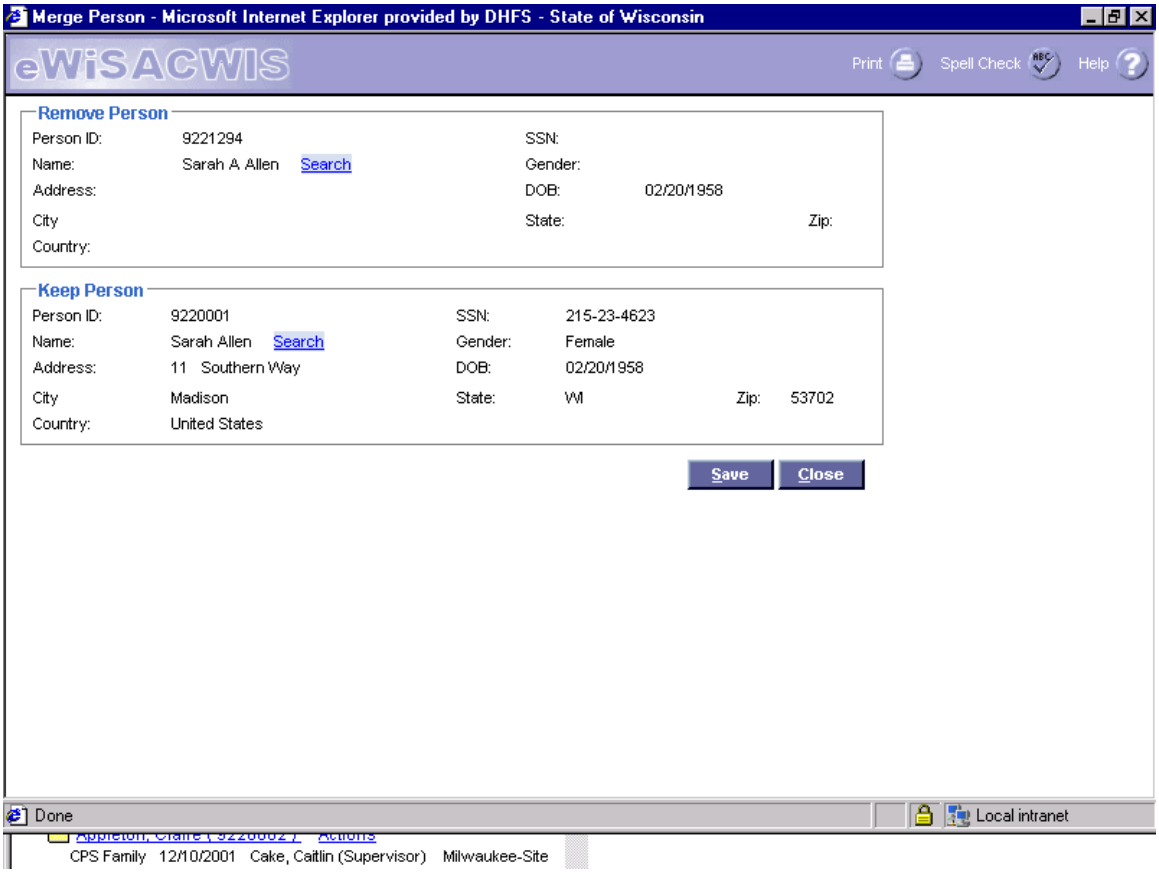
Person Merge

1. Identify the duplicate person ID numbers for the person that needs to be merged. Person ID numbers can be found on the Basic Tab of Person Management.

2. On the Desktop, go up to Utilities > Merge Person. The Merge Person page will open.

3. There are two boxes for the Merge Person page. The first box is Remove Person. There is a Search hyperlink. Click on the hyperlink to search out the person you want to remove. Select the person from the search results to populate the Remove Person box.

4. The second box is the Keep Person box. Use the Search Hyperlink to search for the individual that should be kept. Select the person from the results to populate the Keep Person box.

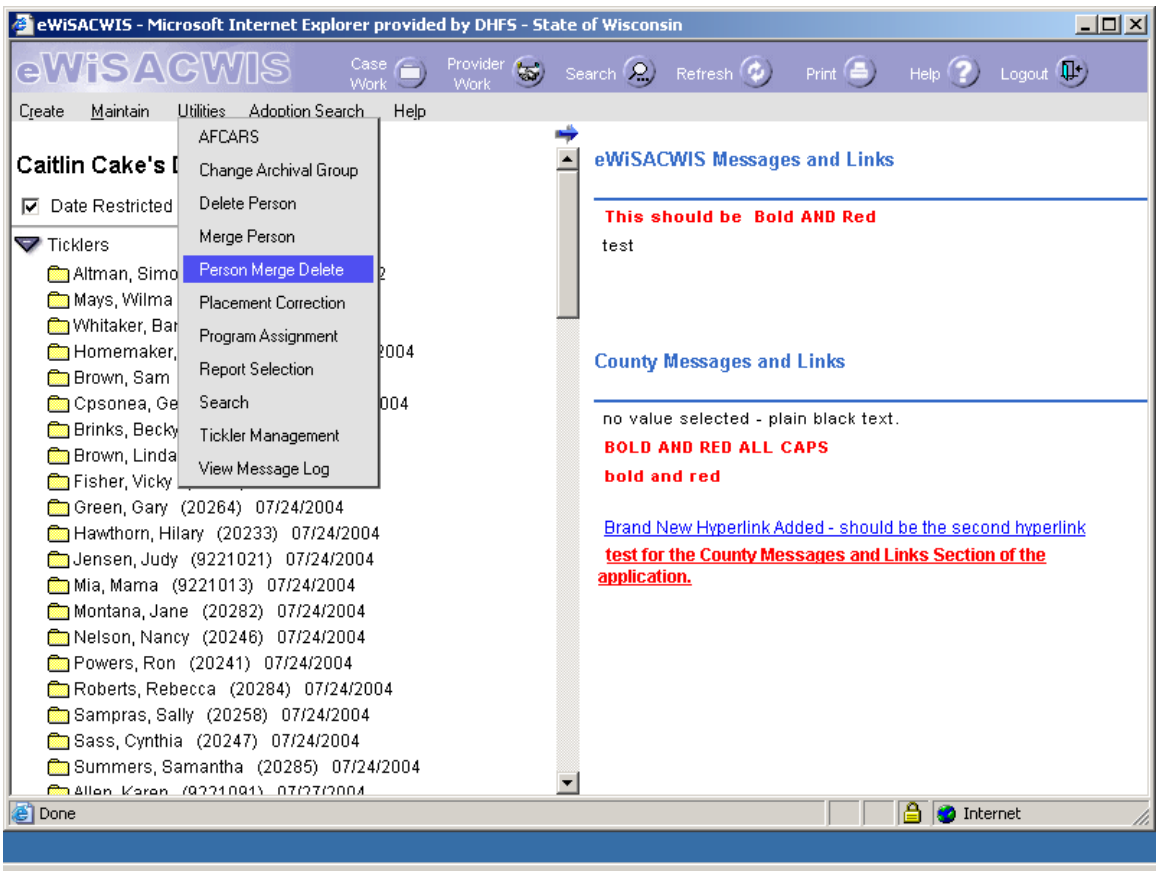


5. Click on the Save button. A message saying " Are you sure you want to merge these people?" will appear. If you are sure these are the people that need to be merged, click Yes.

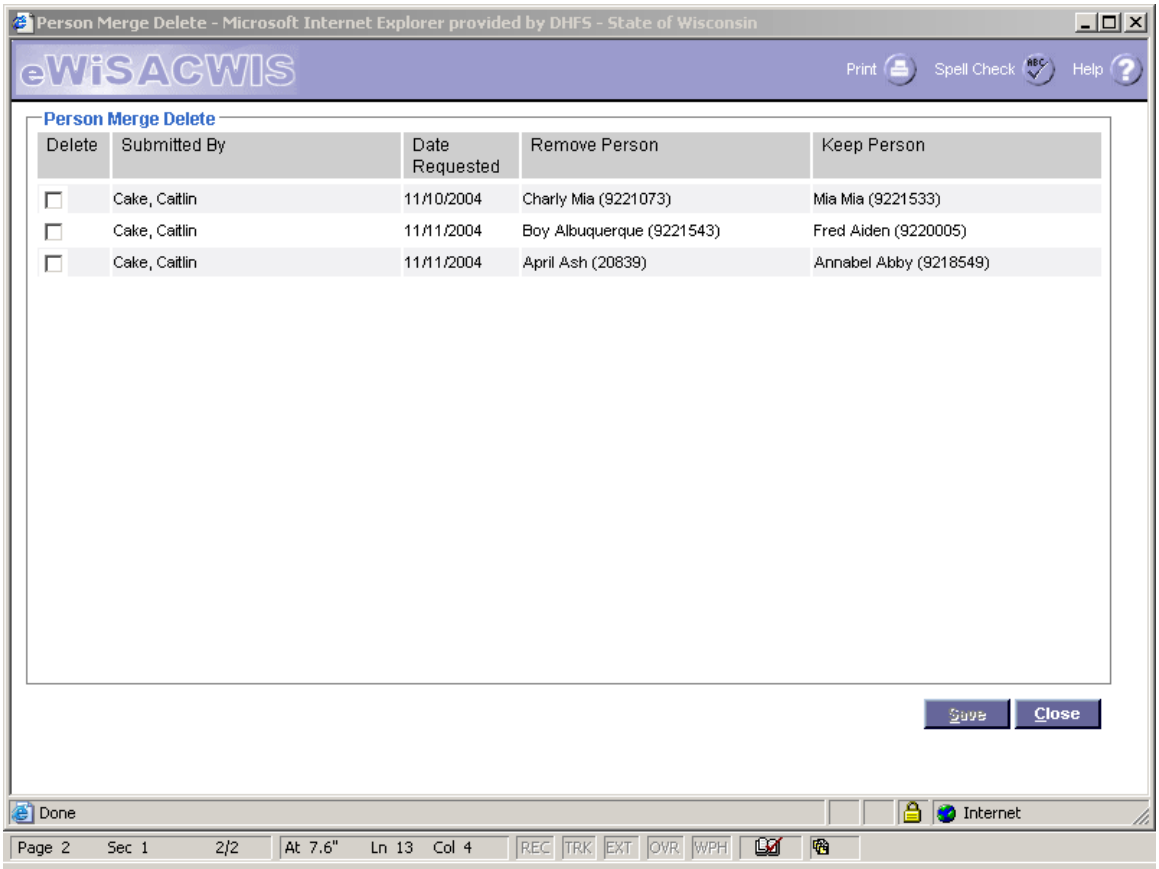
6. A second message will appear. It will say “Merge Record Complete”. Click the Close button.

7. The merge record will need to run through batch processing overnight in order for the two records to merge into one record.

8. In order to find out if the person merge passed or failed during the overnight batch processing, from the desktop, go up to Utilities >Person Merge Delete.



9. The Person Merge Delete window appears. If the merge failed or is waiting to go to overnight batch processing, the record will appear on this window. This window will also cancel a person merge by selecting the delete check box.


Person Merge Delete - Microsoft Internet Explorer provided by DHFS - State of Wisconsin
eWiSACWIS
Print
Spell Check
Help
Person Merge Delete
Delete
Submitted By
Date Requested
Remove Person
Keep Person
Cake, Caitlin
11/10/2004
Charly Mia (9221073)
Mia Mia (9221533)
Cake, Caitlin
11/11/2004
Boy Albuquerque (9221543)
Fred Aiden (9220005)
Cake, Caitlin
11/11/2004
April Ash (20839)
Annabel Abby (9218549)
Save
Close
Done
Internet
Page 2 Sec 1 2/2 At 7.6" Ln 13 Col 4 REC TRK EXT OVR WPH