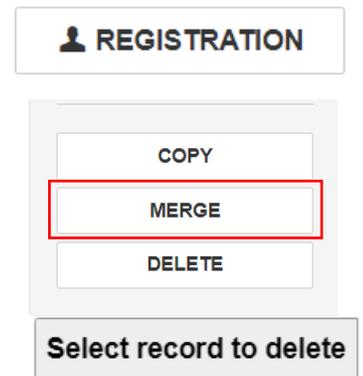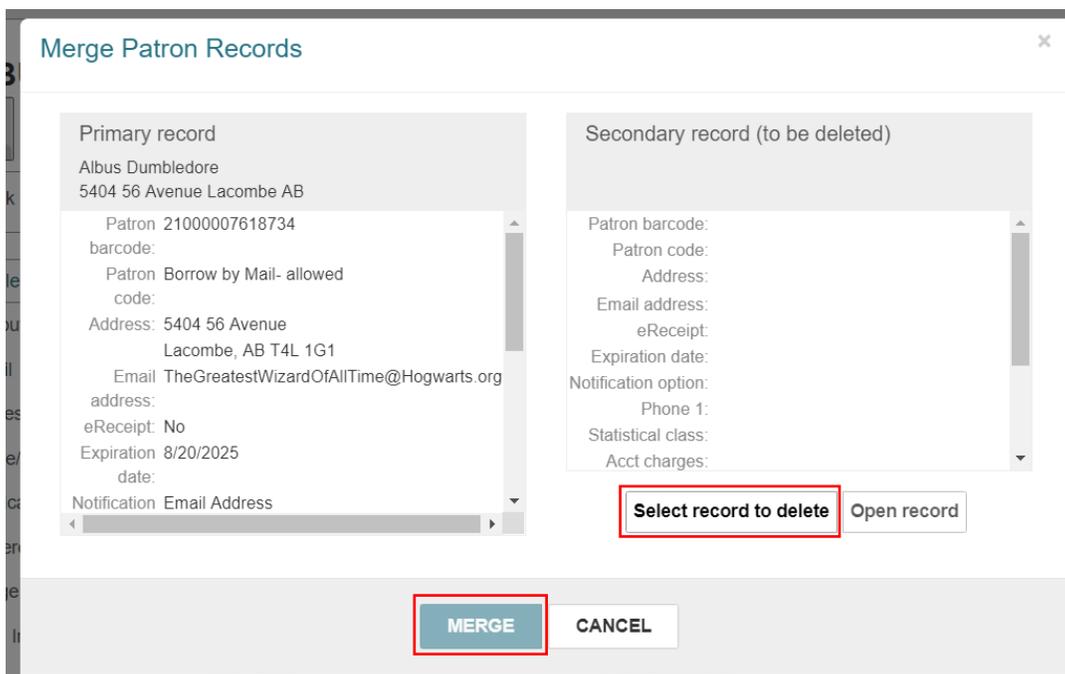# Merge Patron Records

If you discover that a patron has multiple patron records, you can merge them into one. This is handy if a patron has moved to a new community.

1. Open the patron record you wish to keep. This should be the record with the correct address and contact information.
2. Click the REGISTRATION button located at the top of the patron record.
3. Then select the MERGE button on the right side of the registration form.
4. You will see a pop-up with all the primary record information on the left side and the second record (to be deleted) will be blank. Click the SELECT RECORD TO DELETE button.
5. Then use the find toolbox to locate the duplicate record you wish to delete. When you find the appropriate record, double-click to open it.
6. The record "to be deleted" will display on the right side of the merge work form. Click the MERGE button.
7. You will be prompted to confirm the action, click CONTINUE.