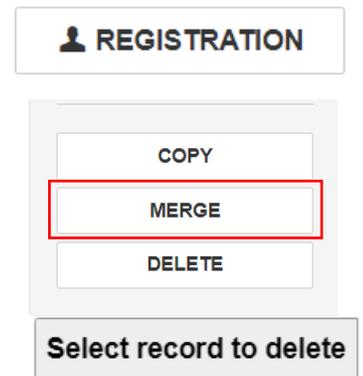
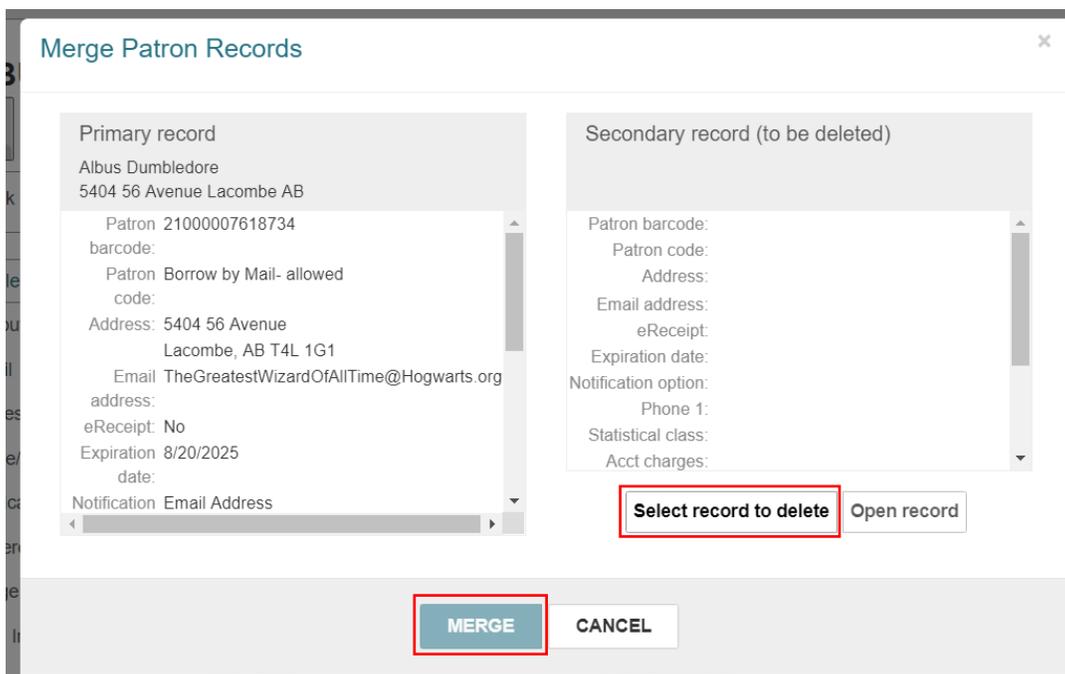


Merge Patron Records

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.

The image shows a dialog box titled 'Merge Patron Records'. It is divided into two main sections: 'Primary record' on the left and 'Secondary record (to be deleted)' on the right. The primary record contains the following information: Albus Dumbledore, 5404 56 Avenue Lacombe AB, Patron 21000007618734, barcode, Patron Borrow by Mail- allowed code, Address: 5404 56 Avenue Lacombe, AB T4L 1G1, Email TheGreatestWizardOfAllTime@Hogwarts.org address, eReceipt: No, Expiration 8/20/2025 date, and Notification Email Address. The secondary record is currently blank. At the bottom of the dialog, there are two buttons: 'MERGE' (highlighted with a red border) and 'CANCEL'. Above these buttons, there are two smaller buttons: 'Select record to delete' (highlighted with a red border) and 'Open record'.