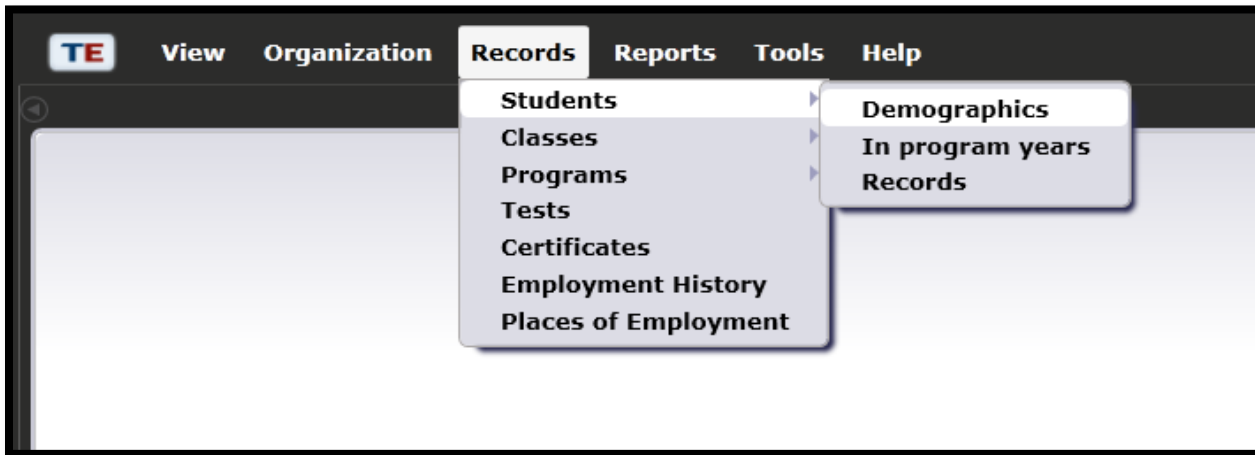


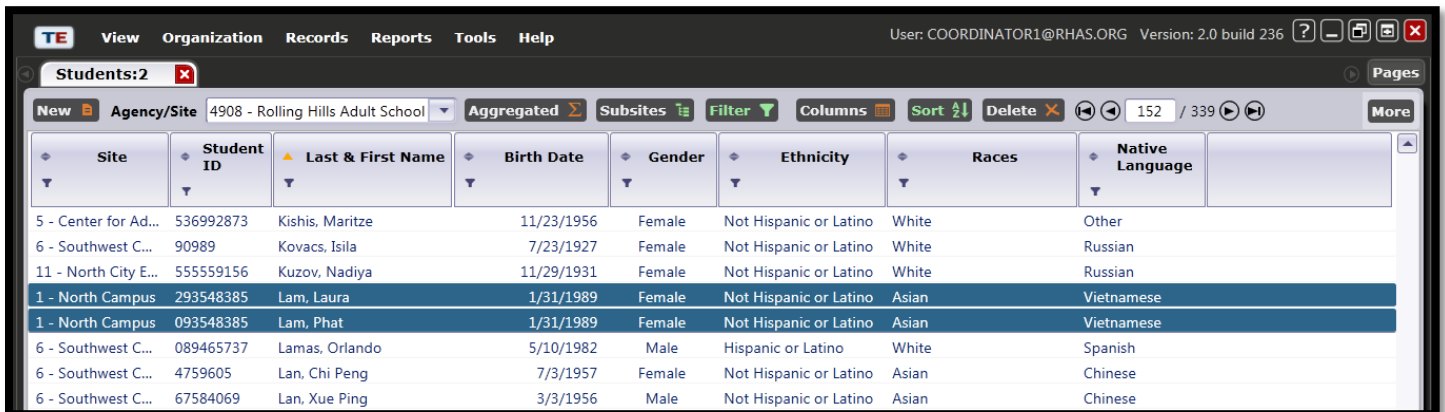
How to Merge Duplicate Students

1. In TE, go to **Records/Students/Demographics**



This will open a lister.

2. Click on the student record you want to merge.
3. Then hold the shift key and click the duplicate record

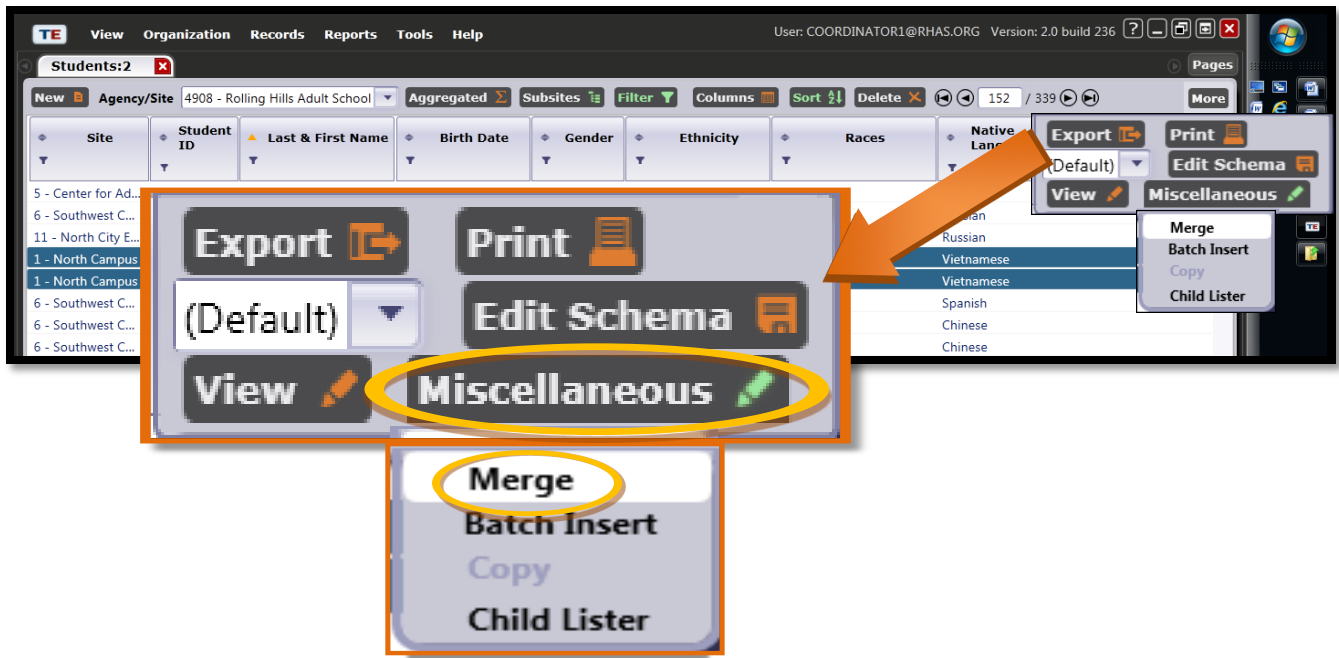


Site	Student ID	Last & First Name	Birth Date	Gender	Ethnicity	Races	Native Language
5 - Center for Ad...	536992873	Kishis, Maritze	11/23/1956	Female	Not Hispanic or Latino	White	Other
6 - Southwest C...	90989	Kovacs, Isila	7/23/1927	Female	Not Hispanic or Latino	White	Russian
11 - North City E...	555559156	Kuzov, Nadiya	11/29/1931	Female	Not Hispanic or Latino	White	Russian
1 - North Campus	293548385	Lam, Laura	1/31/1989	Female	Not Hispanic or Latino	Asian	Vietnamese
1 - North Campus	093548385	Lam, Phat	1/31/1989	Female	Not Hispanic or Latino	Asian	Vietnamese
6 - Southwest C...	089465737	Lamas, Orlando	5/10/1982	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	4759605	Lan, Chi Peng	7/3/1957	Female	Not Hispanic or Latino	Asian	Chinese
6 - Southwest C...	67584069	Lan, Xue Ping	3/3/1956	Male	Not Hispanic or Latino	Asian	Chinese

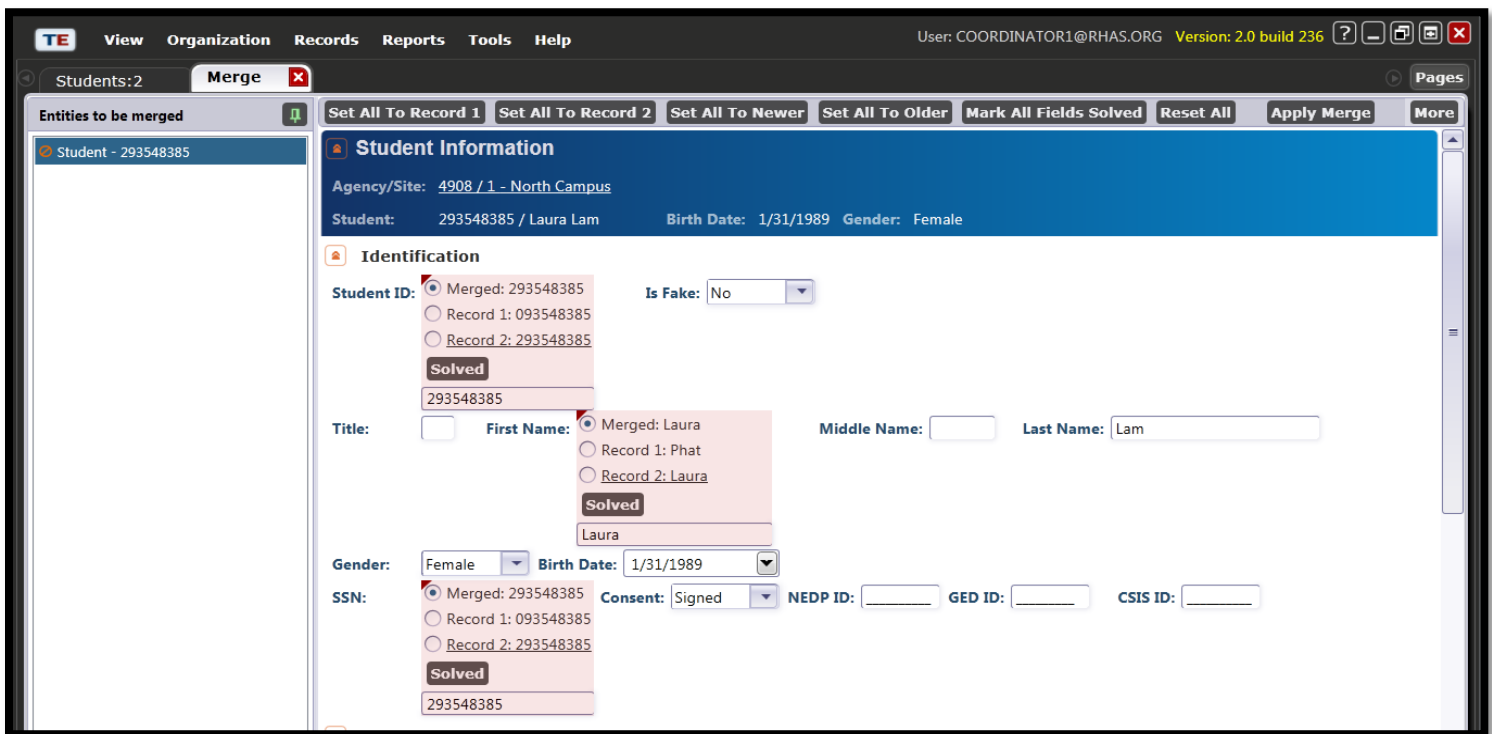
Important notes:

- The records you want to merge have to be adjacent to one another in the list in order to select both. You'll need to re-sort your lister based on item that is most similar – first name, last name or ID, etc.), or use the filter to pull them up by a similar item.
- Student records you want to merge must be located under the same site. If they are not, edit one of the student records to match sites.

- In the toolbar above the lister (most likely under the **"More"** button) click **Miscellaneous** then **Merge**.



- A screen will appear asking you to verify which records you want to keep for each.
- Click **Solve** for each item with a solved conflict.



7. Or, using the toolbar, you can choose the items by group rather than items one by one:

- **Set All to Record 1**
- **Set All to Record 2**
- **Set All to Newer**
- **Set All to Older**

Once you've made your selections

- click **Solved** for each item, **OR** use the toolbar and
- click **Mark All Fields as Solved**

When you're finished choosing the items, click **Apply Merge**.

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Students:2 Merge

Entities to be merged

Set All To Record 1 Set All To Record 2 Set All To Newer Set All To Older Mark All Fields Solved Reset All Apply Merge More

Student Information

Agency/Site: 4908 / 1 - North Campus

Student: 093548385 / Laura Lam Birth Date: 1/31/1989 Gender: Female

Identification

Student ID: Merged: 293548385 Record 1: 093548385 Record 2: 293548385 093548385

Is Fake: No

Title: First Name: Merged: Laura Record 1: Phat Record 2: Laura Phat

Middle Name: Last Name:

Gender: Birth Date:

SSN: Merged: 293548385 Record 1: 093548385 Record 2: 293548385 093548385

Consent: NEDP ID: GED ID: CSIS ID:

8. Close the **Merge tab** and return to your **Student Lister tab**. You will now see your merged student.

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Students:2

New Agency/Site 4908 - Rolling Hills Adult School Aggregated Subsites Filter Columns Sort Delete 262 / 338 More

Site	Student ID	Last & First Name	Birth Date	Gender	Ethnicity	Races	Native Language
6 - Southwest C...	97857465	Torres, Pablo	2/26/1982	Male	Hispanic or Latino	White	Spanish
6 - Southwest C...	77766767	Baez, Pascuala	1/24/1963	Female	Hispanic or Latino	White	Spanish
1 - North Campus	93858838	Hightower, Patricia	8/31/1987	Female	Not Hispanic or Latino	Black or African American	English
1 - North Campus	54404468	Tate, Paul	1/2/1963	Male	Not Hispanic or Latino	White	English
11 - North City E...	50216256	Altamirano, Pedro	1/21/1986	Male	Hispanic or Latino	White	Spanish
1 - North Campus	093548385	Lam, Phat	1/31/1989	Female	Not Hispanic or Latino	Asian	Vietnamese
11 - North City E...	55556661	Tolentino, Quentin	6/20/1974	Male	Hispanic or Latino	Black or African American	Spanish
11 - North City E...	60360447	Tikkanen, Rachel	11/11/1967	Female	Not Hispanic or Latino	White	Other