

KinderConnect –Merge Child and Parent Records

If a **Child** starts receiving care as a private pay child while eligibility is being determined, his/her **Attendance** is recorded. You can merge the child records from the **Provider** or **Child** pages. If merging a **Child** from the **Provider** page:

- A** On the main KinderConnect menu, press **Merge** under Provider to view all new **Authorized Child** names.

Authorized Child

Select	Child First Name	Child Last Name	DCN	Child ID	Date of Birth	Sponsors
<input type="radio"/>	Danny	Bolt		13	4/1/2015	Bolt, Harold (Parent)
<input checked="" type="radio"/>	Eddie	Bolt		14	1/25/2017	Bolt, Harold (Parent)
<input type="radio"/>	D'Arcy	Arden		76	6/23/2016	Arden, Elizabeth (Parent)

- B** Click on the button next to the **Child Name** you would like to merge to generate a list of all **Potential Matches**. If no matching children are found, the list displays all potential children indicating the reason for this result in red bold letters.

Potential Matches

Match	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
<input type="radio"/>	Brenda	Patersons	558	6/9/2008	Hailey, Helen
<input type="radio"/>	Billy	Jean	283	11/13/2017	
<input type="radio"/>	Glen	Willy	297	1/1/2015	

* No matching children found. The Potential Matches has been expanded to show All Children.

- C** Click on the button next to the **Child Name** to select the child record to be merged into the first child record selected.

Potential Matches

Match	Child First Name	Child Last Name	Child ID	Date of Birth	Sponsors
<input checked="" type="radio"/>	Brenda	Patersons	558	6/9/2008	Hailey, Helen

- D** Press **Next** to confirm the **Potential Match**.



- E** Verify the **Child** records to be merged are correct.

Confirm Merge

Provider:

AA Child Care

Steps

Click Merge to complete merge process



Child to be Merged	
Authorized Child	Matched Child
Peterson, Brenda	Patersons, Brenda

Merge Cancel

- F** Press **Merge**.

Note: If there are **Parent** records available to be merged, KinderConnect will display the name of all new **Authorized Parents**. Click on the button next to the **Parent Name** you would like to merge to generate the list of **Potential Matches**. Click on the button to select the parent record to be merged into the first parent record selected. Follow steps D, E and F above to merge.

- G** KinderConnect issues a message informing you that the merge was successfully completed.

