

KinderConnect – Merge Child 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 from the **Child** page:

A On the main KinderConnect menu, press **Merge** under Provider or Child 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 radio 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 radio button next to the 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

F Press **Merge**.

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

Records have been successfully merged, press OK to continue.