

KinderConnect – Merge Parents

If a **Child** starts receiving services while eligibility is being determined, it is necessary to create a Non-Subsidized (Private Pay) Schedule in order to track **Attendance**. As part of the process, **Sponsor** records may be duplicated between the two types of schedules. The child **Sponsor** records can be merged in order to remove duplications created during child setup.

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

Authorized Parent

Select	Parent Name	Sponsor ID	Sponsored Children
☐	Franklin, Ben	145	Betty Franklin Henry Franklin
☐	Brown, Frank	146	Betty Brown Val Brown

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

Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children
☐	Adams, Mark	167	Brad Adams
☐	Sanger, Taylor	488	Abe Lindor

- C** Click the radio button next to the **Parent's Name** to select the parent record to be merged into the first parent record selected.

Potential Matches

Match	Parent Name	Sponsor ID	Sponsored Children
☐	Adams, Mark	167	Brad Adams

For more information, email us at support@kindersystems.com or call us at 1-833-866-1706.

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

Next Cancel

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

Confirm Merge

Provider: AA Child Care (test) (San Diego) ▼

Authorized Parent	Matched Parent
Franklin, Ben	Adams, Mark

Confirm Merge Cancel

- F** Press **Confirm Merge**.

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

Records have been successfully merged, press OK to continue.

OK