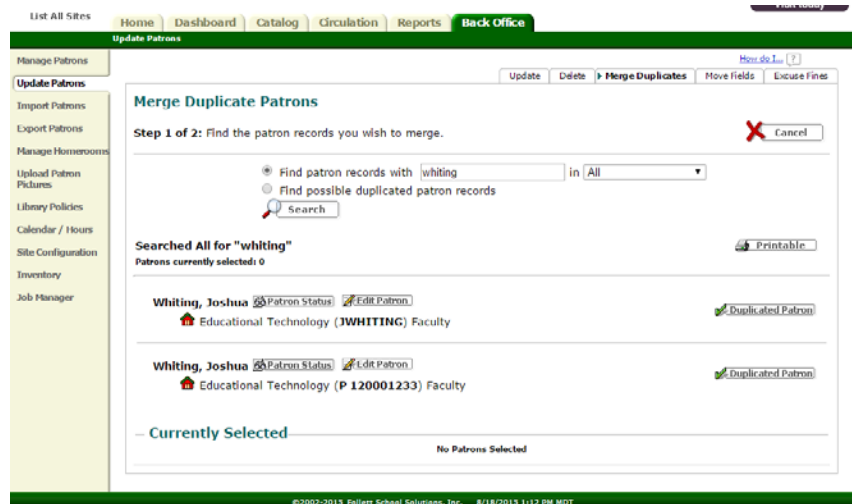


Destiny - Merging Patrons

If you have manually created patron accounts for an employee or student, you can later merge that account with an automatically imported account so as to transfer existing checkout information and allow that patron to be managed automatically going forward.

1. Go to **Back Office > Update Patrons** and choose the “Merge Duplicates” subtab on the right.
2. Enter a search term that will bring up both of the accounts for the user, such as the user’s last name.



3. Click the “**Duplicated Patron**” buttons next to the patrons you need to merge. Then click the green right arrow in the upper right corner of the screen.

4. Click the radio button to choose your “Preferred record.” In most cases you will be preferring the record which comes as part of the managed patron imports and will have a barcode with the employee or student number.



5. Click the **Merge** button and then confirm that the merge should take place. A job will run merging the history and checkout information of the two records., and the non-preferred record will be removed.