# Merge Tool (Behavior)
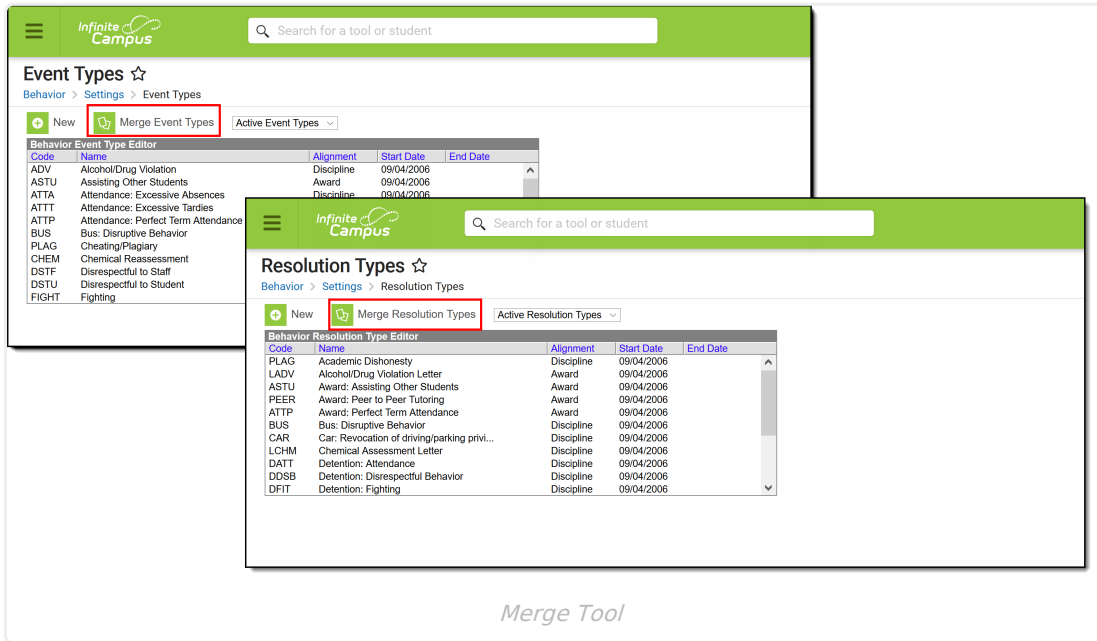
Last Modified on 10/21/2024 8:20 am CDT

Merge Types | Show History

Tool Search: Event Types, Resolution Types

The Merge Tool is used to combine duplicate event or resolution types.



*Merge Tool*

The process for merging types is the same for event and resolution types. This article's examples describe merging event types, but the instructions and information apply to merging resolution types as well.

# Merge Types

To merge duplicate event types, click the **Merge Event Types** or **Merge Resolution Types** button in the action bar.

The selected types must have the same Alignment to be merged, and only the following pairs of types can be merged:

- Two inactive types.
- One active and one inactive type.

**Two active types cannot be merged.**

From the first screen of the Merge Wizard, select the **Source** type. This is the type that is merged into another type. **Only inactive types can be Source types**. Type details display.

*Source Type Details*

Once the **Source** type is selected, the list of possible **Destination** types display. Select the desired Destination type. Destination type details display below Source type details, followed by merge options.



*Destination Type Details and Merge Options*

When merging types, users can **Keep** some instances of a source type, indicated with the Date Range, or **Merge All Instances** of the source type into the destination type. Click **Preview** to review the change before merging types or **Cancel** to exit the wizard.
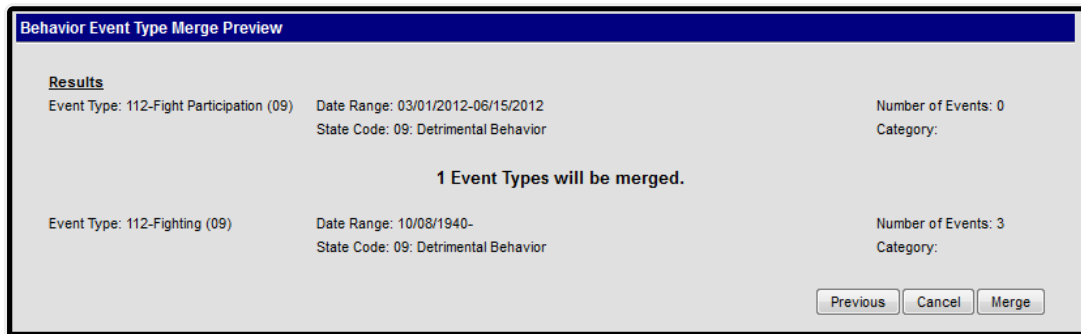
*Preview of Merge*

After clicking **Preview** a summary of the merge displays, listing the source type, the number of event records that will be updated with the merge and the destination type. Click **Merge** to complete the merge, **Cancel** to exit the wizard, or **Previous** to modify the original merge options.

Clicking **Merge** generates a warning message indicating the merging type is permanent and cannot be reversed.

A summary of the complete merge displays, showing the destination type and the incorporated (source) type. Click **Go Back to Type List** to finish. The incorporated (source) type no longer displays in the type list.



*Summary of Merge*

When merging a **Behavior Resolution** into a resolution assigned a sub-type of Suspension, alert messages display that describe what occurs with the dates assigned to the resolution.

- Merged resolutions with blank Start Date fields will be updated to display the Assign Date in the Start Date field.
- Merged resolutions with blank End Date fields will be updated to display the Start Date in the End Date field.
- Merged resolutions with blank Duration in School Days fields will be updated to display a duration of 0 School Days.

This displays below the Keep and Merge radio buttons before selecting Preview.

# Show History

To view an audit report of what types have been merged into a given type, select the type and click **Show History**. The report (generated in either PDF or DOCX) includes the Destination type and any other types that have been incorporated.



*Show History of Merged Types*