

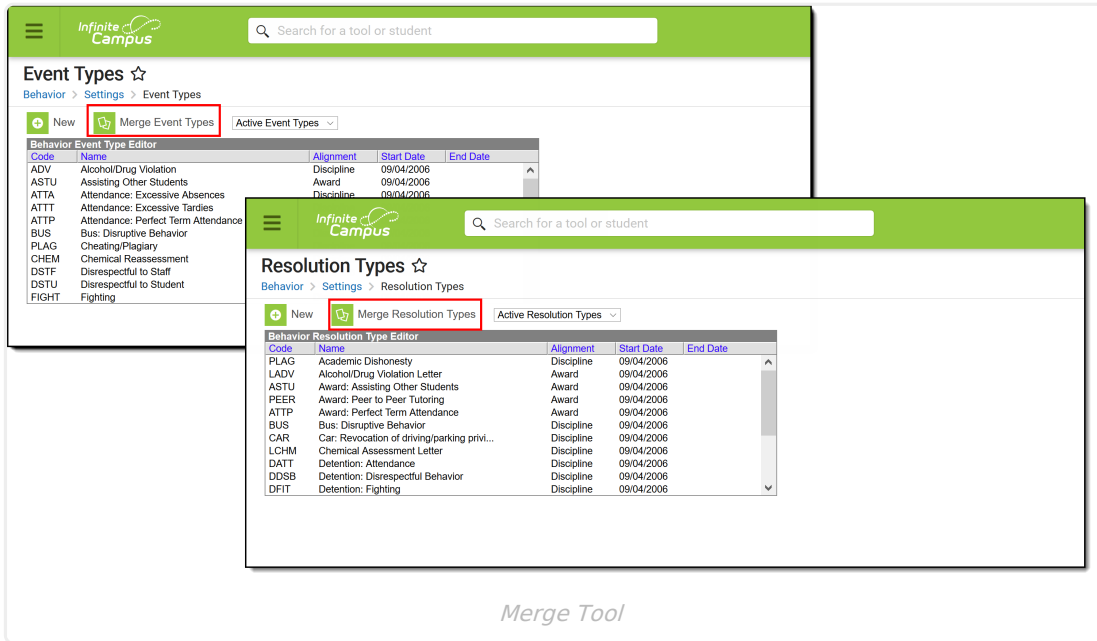
Merge Tool (Behavior)

Last Modified on 06/08/2020 1:45 pm CDT

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Tool Search: Event Types, Resolution Types

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



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.

Behavior Event Type Merge Wizard

1. Select the two events to merge: event selected in window 1 will be converted to event selected in window 2. Conversion will only be possible if you select 2 types of the same alignment, 2 inactive type or one active and one inactive; inactive always merging into active.

Source:

- 12: 111-Fail Serve Det
- 111-Fail Serve Det
- 09: 112-Fight Participation
- 09: 112-Fighting
- 09: 112-Fighting
- 12: 113-Fire/Explosives
- 12: 114-Forgery
- 12: 114-Forgery
- 12: 117-Hands to Self
- 12: 117-Hands to Self

Destination:

- 07: _Other Felonies
- *001 - Tchrr Referral (Behavior Referral ONL
- 12: 101-Abus Lang Staff
- 09: 102-Bomb Threat
- 12: 103-Break-In School
- 12: 104-Bus Violation
- 12: 105-Disrespect
- 02: 106-Dist/Sell Alchl
- 01: 107-Dist/Sell Drugs
- 12: 108-Dress Code Viol
- *District Level Event Type

Source Event Type:
 Event Type: 112-Fight Participation (09) Date Range: 03/01/2012-06/15/2012 Number of Events: 1
 State Code: 09: Detrimental Behavior Category:

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.

Behavior Event Type Merge Wizard

1. Select the two events to merge: event selected in window 1 will be converted to event selected in window 2. Conversion will only be possible if you select 2 types of the same alignment, 2 inactive type or one active and one inactive; inactive always merging into active.

Source:

- 12: 108-Dress Code Viol
- 12: 108-Dress Code Viol
- 12: 109-Fail Bring Mat
- 12: 109-Fail Bring Mat
- 109-Fail Bring Mat
- 12: 110-Fail Follow Rule
- 12: 110-Fail Follow Rule
- 12: 111-Fail Serve Det
- 111-Fail Serve Det
- 09: 112-Fight Participation

Destination:

- 12: 104-Bus Violation
- 12: 105-Disrespect
- 02: 106-Dist/Sell Alchl
- 01: 107-Dist/Sell Drugs
- 12: 108-Dress Code Viol
- 12: 109-Fail Bring Mat
- 11: 11 Repeated Interference
- 12: 110-Fail Follow Rule
- 12: 111-Fail Serve Det
- 09: 112-Fighting
- *District Level Event Type

Source Event Type:
 Event Type: 112-Fight Participation (09) Date Range: 03/01/2012-06/15/2012 Number of Events: 1
 State Code: 09: Detrimental Behavior Category:

Destination Event Type:
 Event Type: 112-Fighting (09) Date Range: 10/08/1940- Number of Events: 2
 State Code: 09: Detrimental Behavior Category:

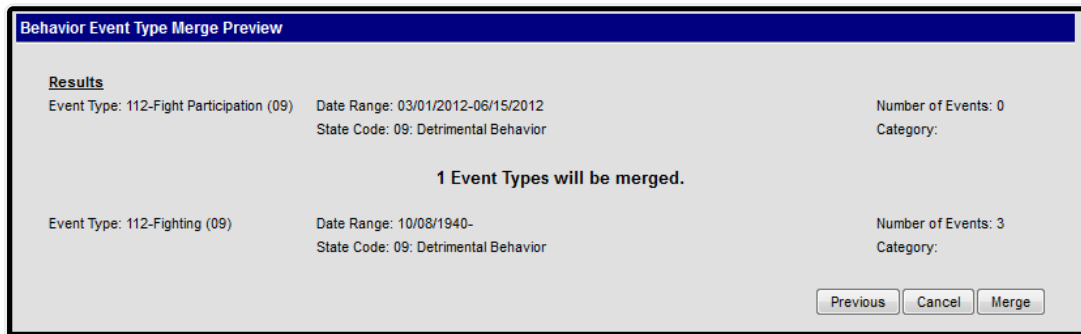
Keep Event Type: 112-Fight Participation (09) Date Range: 03/01/2012 - 06/15/2012

Merge all instances of Event Type: 112-Fight Participation (09) into Event Type: 112-Fighting (09)

Cancel Preview

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.

The screenshot displays the 'Event Types' management interface. At the top, there are navigation links for 'Behavior' and 'Settings', and a breadcrumb 'Event Types'. Below this, there are action buttons: 'Save', 'Delete', 'New', and 'Show History' (highlighted with a red box). A dropdown menu for 'Active Event Types' is also visible.

The main area is divided into two sections. On the left is the 'Behavior Event Type Editor' with a table listing various event types:

Code	Name	Alignment	Start Date	End Date
DSTU	Disrespectful to Student	Discipline	09/04/2006	
FIGHT	Fighting	Discipline	09/04/2006	
HBUL	Harassment: Bullying	Discipline	09/04/2006	
HRAC	Harassment: Racial			
HSEX	Harassment: Sexual			
PEER	Peer to Peer Tutoring			
PROP	Property Damage			
SPIT	Spitting			
THFT	Theft			
TOBC	Tobacco Violation			
WEAP	Weapon Violation			

On the right is the 'Event Type Detail' section for the selected 'Fighting' type. It shows the following information:

- Event Type:** 112-Fighting (09). Date Range: 10/08/1940 - . State Code: 09: Detrimental Behavior. Number of Events: 5. Category:
- Incorporates:**
 - 112-Fight Participation (09). Date Range: 03/01/2012 - 06/15/2012. State Code: 09: Detrimental Behavior. Number of Events Incorporated: 1. Category: Merged on: 06/15/2012 16:06 by Administrator, System
 - 112-Fought (09). Date Range: 03/01/2012 - 06/15/2012. State Code: 09: Detrimental Behavior. Number of Events Incorporated: 2. Category: Merged on: 06/15/2012 16:14 by Administrator, System

Below the detail section, there are input fields for 'Name' (Fighting), 'Alignment' (Discipline), 'Start Date' (09/04/2006), 'End Date', 'Category' (State Event Code (Mapping)), and 'Classification' (None).

Show History of Merged Types