

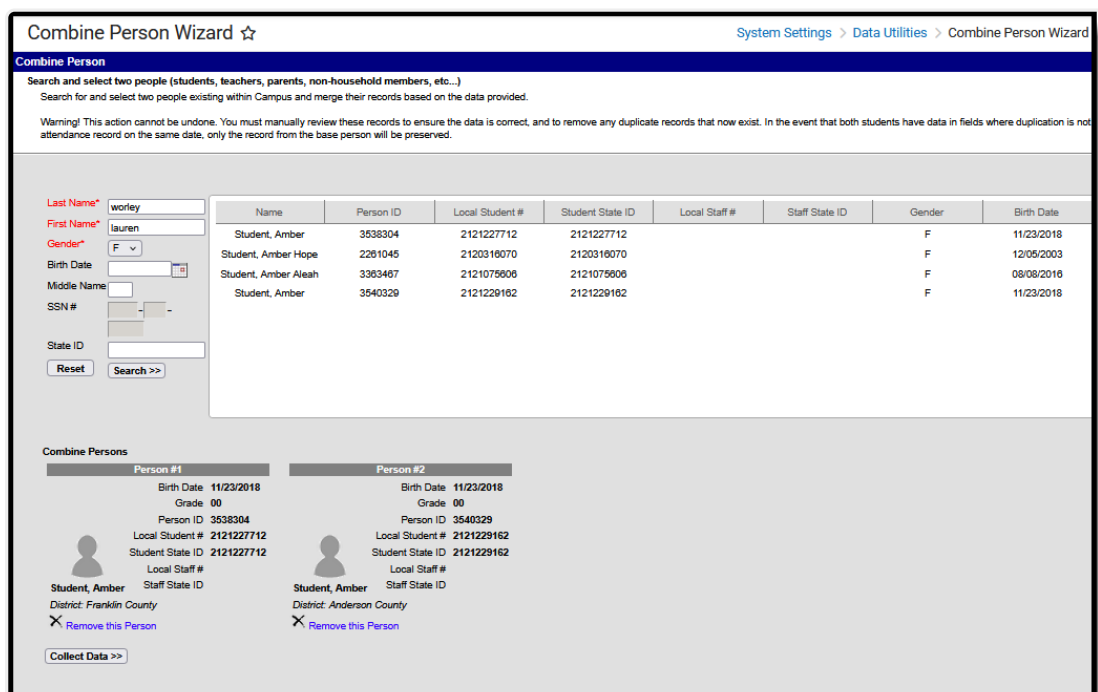
# Combine Person Tool Rights

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The **Combine Person** tool allows administrators to search for and combine two people (and their corresponding records) within Campus. When selecting two people to be merged, existing data for both people is presented to the user, and pre- and post-Audit Reports are provided to review a subset of each user's information before and after a merge occurs.

See the [Combine Person Wizard](#) article for details on using the Combine Person tool.



The screenshot shows the 'Combine Person Wizard' interface. At the top, there's a breadcrumb trail: 'System Settings > Data Utilities > Combine Person Wizard'. Below this is a search bar with the text 'worley' and a dropdown menu showing 'lauren'. To the right of the search bar is a table with columns: Name, Person ID, Local Student #, Student State ID, Local Staff #, Staff State ID, Gender, and Birth Date. The table contains four rows of data for 'Student, Amber'. Below the search bar are input fields for 'Last Name', 'First Name', 'Gender', 'Birth Date', 'Middle Name', 'SSN #', and 'State ID', along with 'Reset' and 'Search >>' buttons. At the bottom, there are two sections for 'Combine Persons', each showing details for 'Person #1' and 'Person #2', including birth date, grade, person ID, local student ID, student state ID, local staff ID, staff state ID, and district. Each section has a 'Remove this Person' link and a 'Collect Data >>' button.

Name	Person ID	Local Student #	Student State ID	Local Staff #	Staff State ID	Gender	Birth Date
Student, Amber	3538304	2121227712	2121227712			F	11/23/2018
Student, Amber Hope	2261045	2120316070	2120316070			F	12/05/2003
Student, Amber Aleah	3363467	2121075606	2121075606			F	08/08/2016
Student, Amber	3540329	2121229162	2121229162			F	11/23/2018

Combine Person Wizard

Due to the sensitive information displayed within the tool (i.e., Social Security Numbers, birth dates, etc), limit the number of users with tool rights to the Combine Person tool.

Tool Rights for this tool cannot be assigned through a User Group. Individual tool rights must be assigned to specific users.

Tool Rights for the Combine Person tool exist for SIS users only.

# Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> <li>• Access the Combine Person tool.</li> <li>• Enter search criteria to find people to combine.</li> <li>• Select people from the search results to merge.</li> <li>• Collect Data on the selected persons to review data.</li> <li>• Choose the persons to be Person #1 and Person #2.</li> <li>• Preview the Merge details.</li> <li>• Return to the Search Option page.</li> <li>• Generate the Pre-Audit report.</li> <li>• Merge the selected persons.</li> <li>• Generate the Post-Audit Report.</li> </ul>	N/A	N/A	N/A

## Suggested User Groups

The Combine Person Wizard cannot be assigned to users through user groups. It must be assigned to individual users only.

See [User Groups and Suggested Roles](#) for more information.

