Combine Person Tool Rights

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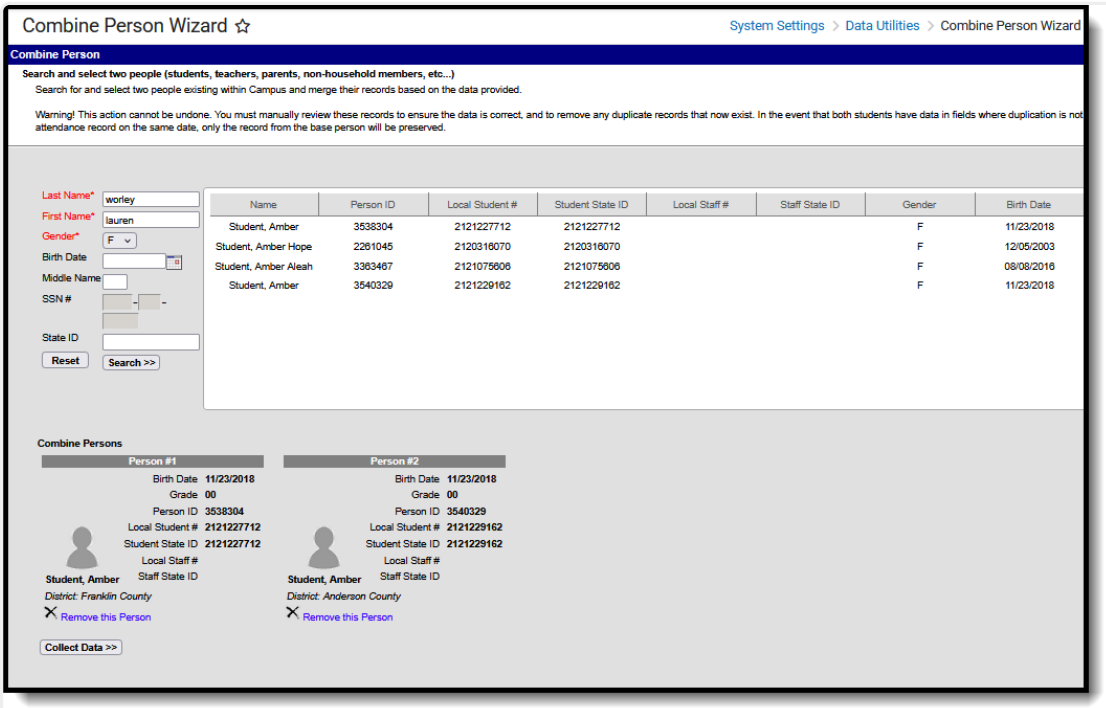
The **Combine Person** tool allows administrators to search for and combine two people (and their corresponding records) within Campus. When selecting two people to merge, existing data for both users is presented to the user, and pre- and post-Audit Reports are provided to review a subset of each user's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

See the Combine Person Wizard article for details on using the Combine Person tool.



Combine Person Wizard

Due to the sensitive information displayed within the tool (e.g., Social Security Numbers, birth dates), 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.
- The SSN# field is grayed out unless you also have SSN access rights assigned (Tool Rights > Additional Access Rights > SSN)

Available Tool Rights

R	W	A	D
• Access the Combine Person tool. • Enter search criteria to find people to combine. • Select people from the search results to merge. • Collect Data on the selected persons to review data. • Choose the persons to be Person #1 and Person #2. • Preview the Merge details. • Return to the Search Option page. • Generate the Pre-Audit report. • Merge the selected persons. • Generate the Post-Audit Report.	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.