Merge two names

If you accidentally enter two names into *mSupply* that identify the same organisation, you can use this command to combine them.

Use extreme caution: This operation will move all historical records from the name you delete to the name you are keeping. The operation can only be undone by reverting to a backup copy of your data file.

In the window displayed enter the name to keep, and then the name to delete. When you have checked then checked again that the information is correct, click the *OK* button. You will be given one last chance, and then....

Merge two names into one- use with caution! Name to keep Enter name Name to merge- will be deleted Enter name Note: merging names will affect all historical records for the merged name. Only names that have been mistakenly double-entered	Merge two n	names
Enter name Name to merge- will be deleted Enter name Note: merging names will affect all historical records for the merged name. Only names	Merge two names into one- use with call	iution!
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Note: merging names will affect all historical records for the merged name. Only names	Name to merge- will be deleted	
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records for the merged name. Only names	Enter name	
records for the merged name. Only names		
that have been mistakenly double-entered	records for the merged name. Only names	
should be merged	that have been mistakenly double-entered	
Cancel OK		Cancel OK

You can also merge a name into a virtual store (the store must be the name to keep). This is particularly useful if, for example, you have a customer which you now want to turn into a store to manage their stock more fully. This has the benefit of moving all the transactions connected with the customer into the store so that you don't lose any historical transaction information. Note that when you carry out such a merge you must finalise all transactions belonging to the customer first (mSupply will tell you to do this if you have not already).

If the virtual store is 'Active' on a satellite server in a synchronised system (refer Remote Synchronisation) then the merging needs to take place on the primary server.

Previous: Contacts... Next: Name Categories

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