## 5.03. Merging 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 (so it is a very good idea to take a backup just before you begin any merging).

Access the function by selecting *Customer* > *Merge two names...* or *Supplier* > *Merge two names...* from the menus.

After selecting one of the options, the following window is displayed:

Merge two names
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
should be merged. Cancel OK

Enter the name to keep (type the first few characters of the name and press the Tab key to select it from a list of names that begin with what you typed), and then the name to merge (same way). When you have checked then checked again that the information is correct, click the *OK* button. You will be given one last chance to confirm and then the merge is carried out.

The merge takes all instances of the name to merge in the mSupply datafile, wherever it may appear, and replaces it with the name to keep and then deletes the name to merge.

You can also access this functionality by selecting two names from a list of customers or suppliers and clicking on the *Merge* button at the top:

					Nam	es list				
New	Modify	F Set flags	Print	Find	Order by	<b>X</b> Merge	Labels	Report	Customise	1959/225
Code	Charge	to		Name			Add	iress 1	Address 2	Custom 1
A10011111	100001-000	10.00	INAL COMPLEX.	A TORVER IN COMPLET			10101001	A108111-08081	1004100-001	101001100
AND 1111	1448011101	100	MAL STOFFILE, 10	LIVERSITY AND	111100		Inclusion.	APPENDED.	Include to	101001081
A0011101	1000011110	1464	ARE REPORT	COTTAL AND			100010-001	1. AMAGENE.	AMAGE AND INC.	10100100
AMELICAN	1000011101	181	ALATT: STORTIN.	THREE MAN			ISSN 1998	10000.00	And a second file	10100100
CONTRACTOR OF	100000-000	100	NUMBER OF STREET	100000100.000	CONTRACT OF CONTRACT			inine -	(MANPER)	100,000,000

If you do this you are presented with a different window, where you select which of the two names is the one to keep (in green) and which is the one to merge (in red):

Skeep 🔿	Merge	Кеер 🖸	Merge
Code Charge to Name Address 1 Address 2 no. of trans last trans	ANB01/02 ANB01/02 UEOMA HOSPITAL/MATERNITY, U FROM EKWULOBIA DRIVING TO IS ACUATA 0 00/00/00	Code Charge to Name Address 1 Address 2 no. of trans East trans	NEAR EKE MARKET, EKWULOBIA AGUATA 35

Use the pairs of *Keep* and *Merge* radio buttons to select which name is to be kept and which one is to be merged. Make sure you select the right way round then click on the *OK* button and, after a final confirmaiton from you, the merge will be carried out.

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.

> When you merge a (customer) name with a virtual store you must finalise all transactions belonging to the customer first (mSupply will tell you to do this if you have not already).



In a synchronising system, The merging needs to take place on the primary server, even if the virtual store is 'Active' on a satellite server (see Remote Synchronisation)

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