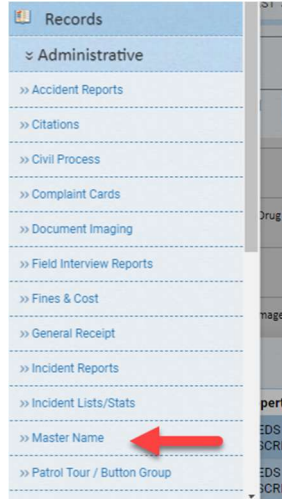


How to merge Master Name

In master name (under Records, then Administrative, then Master Name), find the person you want to merge and open up the record.



The screenshot shows the 'Master Name: Search' form. The 'LOOKUP' button is highlighted with a red arrow. The form includes fields for Last Name, First Name, Middle Name, Social Security #, Date of Birth, Year of Birth, Phone #, House #, Direction, Street, Apt./Flt. #, City, Race, Sex, Hair Color, Eye Color, Driver License #, SID #, FBI #, Jacket #, Booking #, Alias, Family Contact, DOB From, DOB Through, Updated From, Updated Through, and an 'Include Sounds Link' checkbox.

The screenshot shows the 'Master Name: Search Results' table. The table has columns for Image, Last Name, First Name, Middle Name, Post Name, Record Type, Jacket #, Last updated, Race, Sex, DOB, Tribe, Tribal Number, Hair Color, Eye Color, Height, and Weight. A red arrow points to the record with Last Name 'SMITH', First Name 'AARON', Record Type 'MASTERNAME', Jacket # '44708', Last updated '04/20/2023', Race 'WHITE', Sex 'MALE', and DOB '01/01/1965'.

Image	Last Name	First Name	Middle Name	Post Name	Record Type	Jacket #	Last updated	Race	Sex	DOB	Tribe	Tribal Number	Hair Color	Eye Color	Height	Weight
NO PHOTO	SMITH	AAA			MASTERNAME	200012									0	0
NO PHOTO	SMITH	AAA			ALIAS										0	0
	SMITH	AARON			MASTERNAME	44708	04/20/2023	WHITE	MALE	01/01/1965					0	0
	SMITH	AARON			MASTERNAME	341014		WHITE	MALE	01/01/1965					0	0

Then click on the "merge" right above the tabs.

Master Name: View Record

LOOKUP NEW MASTER NAME AUDITS BACK TO SEARCH RESULTS REPORTS MAINTAIN FILES

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Jacket: 46108 Last Updated: 04/20/2023 12:43 - INCIDENT VICTIM By Shared Agency. GET NEW JACKET NUMBERS

Last Name: SMITH First Name: AARON Middle Name: Jtr/Sr: SCAN DL CHECK NCIC

Social Security #: 123-45-6789 Date of Birth: 01/01/1965 Age From: 0 Age Through: 0 Nickname/AKA:

House #: 1905 Direction: HIGH PARK CIRCLE Apt/Lot #: City: State: TN X

Zip Code: 37060 County: RUTHERFORD Resident:

Home Phone: (865)-111-1111 Cell Phone: (865)-222-2222

Military ID: SID #: FBI #: Local ID: ICE #: DOC #: Student ID: Other ID:

DL State: Driver License #: Class: Expiration Date: Status: CDL

Deceased Date: Deceased MERGE UN-MERGE

Then lookup the person you want to merge into --- but do not open the record---
On the left side of the name click the box that will say merge when you hover over it.
A box will pop up and you can verify before proceeding.

Master Name: Search

NEW MASTER NAME AUDITS REPORTS MAINTAIN FILES

Merging SMITH, AARON Jacket: 46108 CLEAR

UPDATED LAST 7 DAYS ACTIVE RELEASE PROHIBITION NEEDS TRIBE VERIFICATION

LOOKUP CLEAR FILTERS

Last Name: First Name: Middle Name: Social Security #: Date of Birth: Year of Birth: Phone #:

House #: Direction: Street: Apt/Lot #: City: Race: Sex:

Hair Color: Eye Color:

Driver License #: SID #: FBI #: Jacket #: Booking #:

Alias: Family Contact:

DOB From: DOB Through: Updated From: Updated Through:

Include Sounds Like

Master Name: Search Results

LOOKUP NEW MASTER NAME REPORTS MAINTAIN FILES

Merging SMITH, AARON Jacket: 46108 CLEAR

Search Criteria

Search Results

2 Records

Image	Last Name	First Name	Middle Name	Post Name	Record Type	Jacket #	Last Updated	Race	Sex	DOB	Tribe	Tribal Number	Hair Color	Eye Color	Height
	ADAMS	AKEEM	RAEMON		MASTERNAME	75114		BLACK OR AFRICAN AMERICAN	MALE	01/01/1965			BROWN	BROWN	500
	ADAMS	AMBROGIA	RAYNE		MASTERNAME	77098		WHITE	FEMALE	01/01/1965			BROWN	BROWN	504
	ADAMS	ANDREA			MASTERNAME	0									

Merge Master Name Records

Merge ADAMS, AKEEM RAEMON Jacket: 75114 into SMITH, AARON Jacket: 46108

YES CANCEL

Name Post Name Record Type Race Sex DOB Tribe

ADAMS, AKEEM RAEMON MASTERNAME 75114 BLACK OR AFRICAN AMERICAN MALE 01/01/1965

