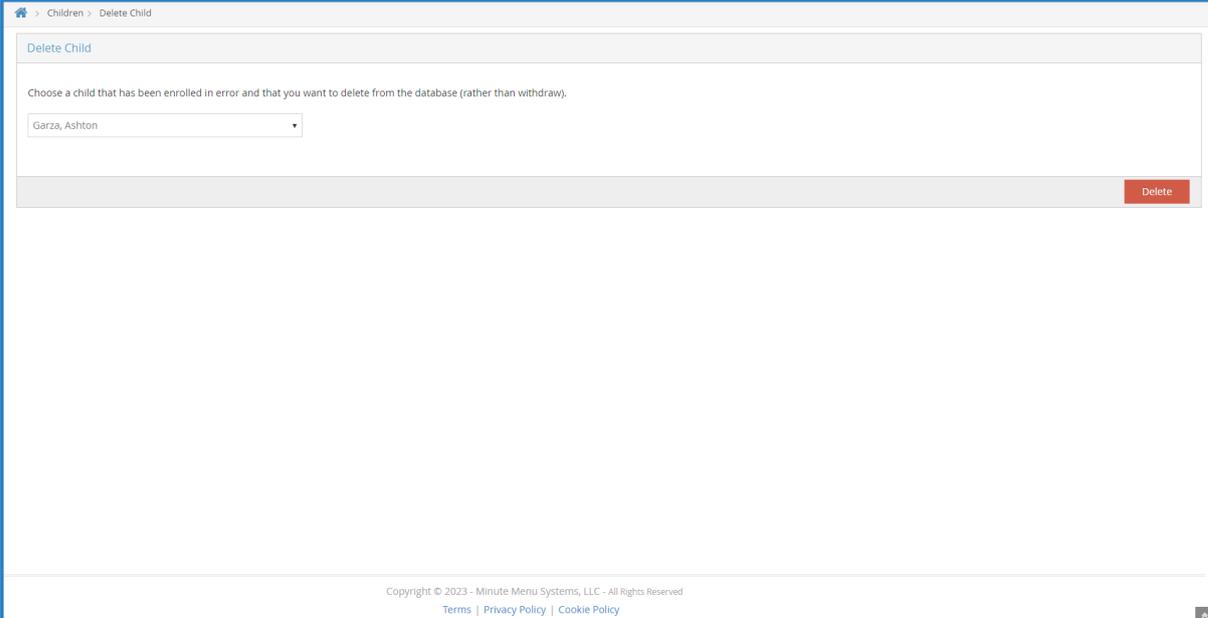


Delete or Merge Child Data

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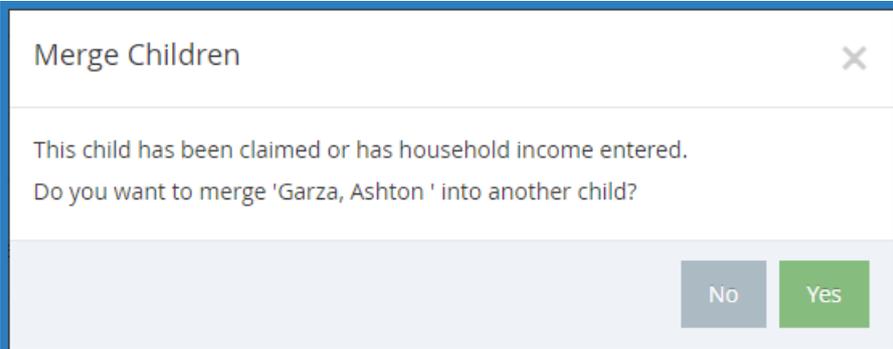
If you mistakenly entered a child into KidKare twice, you may need to delete the child record entirely, or merge the child records.

1. From the menu to the left, click **Delete Child**.
2. Click the **Select Center** drop-down menu at the top of the window to select the center from which to delete a child.
3. Click the **Select a Child** drop-down menu and select the child to delete.



The screenshot shows a web browser window with the address bar displaying 'Children > Delete Child'. The page title is 'Delete Child'. Below the title, there is a text prompt: 'Choose a child that has been enrolled in error and that you want to delete from the database (rather than withdraw)'. A dropdown menu is visible with 'Garza, Ashton' selected. A red 'Delete' button is located at the bottom right of the form area. At the bottom of the page, there is a footer with the text: 'Copyright © 2023 - Minute Menu Systems, LLC - All Rights Reserved' and links for 'Terms | Privacy Policy | Cookie Policy'.

4. Click **Delete**.
5. If the child you selected has either been claimed or has household income entered, you are prompted to merge the child into another record.
 - a. Click **Yes** to proceed with merging the child. Go to **Step 6**.
 - b. Click **No** to delete the child. The child is deleted and you can now exit this page.
6. At the **Select** prompt, click the drop-down menu and select the child record in which to merge the child you selected for deletion.



The screenshot shows a dialog box titled 'Merge Children' with a close button (X) in the top right corner. The text inside the dialog reads: 'This child has been claimed or has household income entered. Do you want to merge 'Garza, Ashton ' into another child?'. At the bottom right of the dialog, there are two buttons: 'No' (grey) and 'Yes' (green).

7. Click **Merge Child**. All of the previous child's records are merged into the child record you selected.