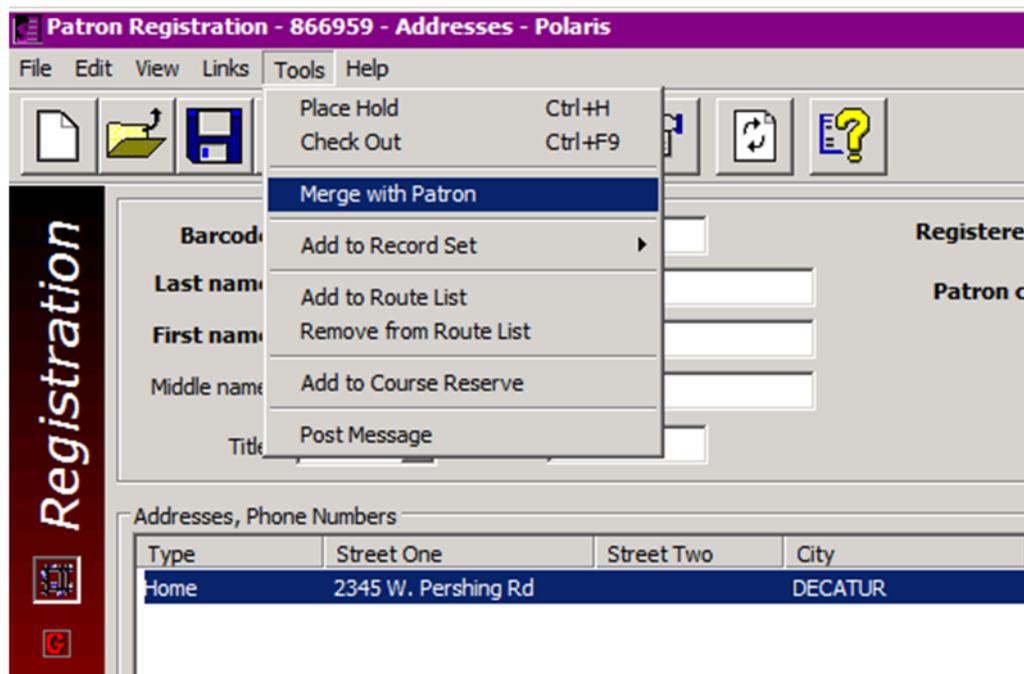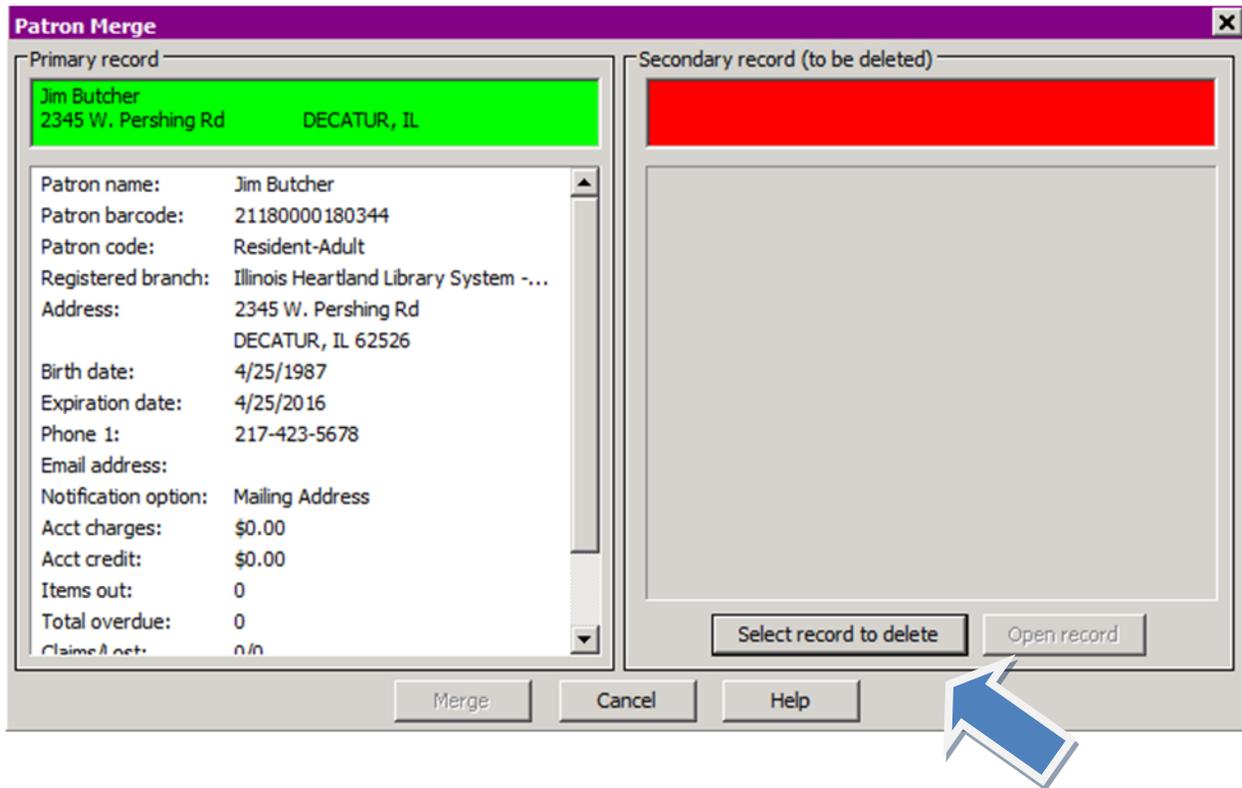# Merging Patron Records

When you find duplicate patron registrations in SHARE, you will want to follow these steps to merge those records.

Find the primary patron record (Surviving record) and open their **Patron Registration** window. Click on **Tools, Merge with Patron** on the Shortcut Bar.

The Patron Merge dialog box appears showing the Primary record information on the left side with a heading in green.

Click on **Select record to delete** on the Right/Red side of the window. The **Find Tool** window opens. Search for the appropriate record. Double-click on the secondary patron record to add it to the **Patron Merge** dialog box.
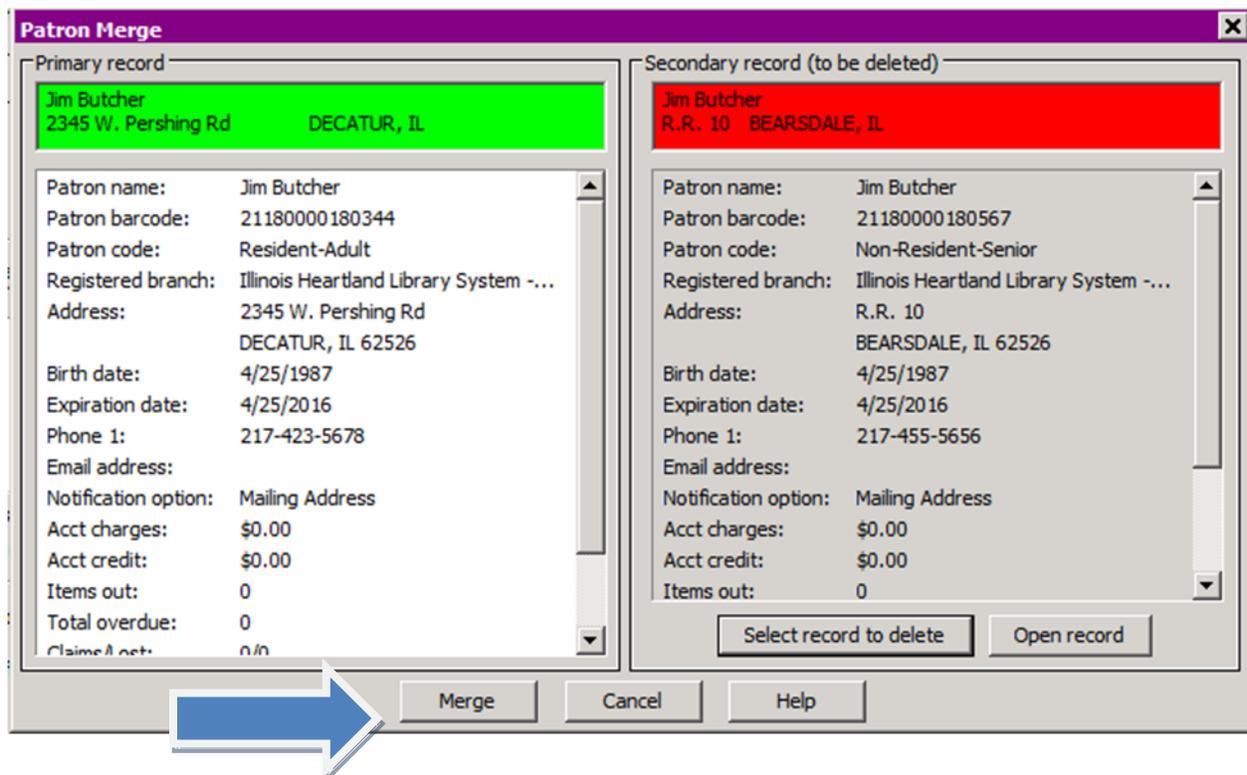
With both records on the screen, review the records to make sure they are correct. When you are sure, click the **Merge** button.

Again, you are given the opportunity to stop this process.
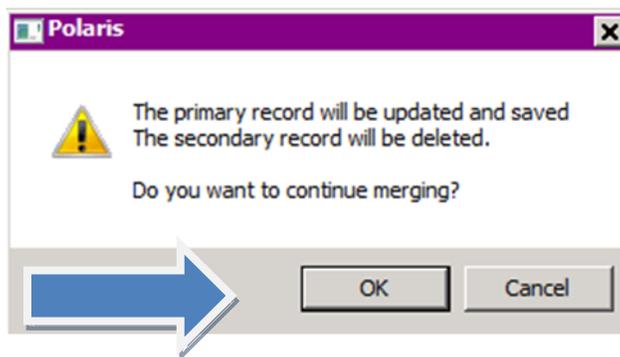
Once you click **OK**, the secondary record is deleted from the SHARE database and information from the secondary record is transferred to the primary record.