

# Delete or Merge Child Data

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

1. Click the **Select Center** drop-down menu and select the center.
2. Click the **Tools** menu and select **Delete Child**. The Delete Child dialog box opens.
3. Click the drop-down menu and select the child to delete.
4. Click **Delete**. Children who have never been claimed and/or have household income entered are deleted immediately. You cannot recover deleted records. If the child has ever been marked in attendance or has household income entered, the program asks if the record should be merged. Children who have been claimed or who have household income entered cannot be deleted—they can only be merged.
5. To merge records, click **Yes** at the prompt.
6. Click the **Select Child** drop-down menu and select the child with which to merge the deleted child.
7. Click **Merge Child**. All of the child records are merged into the child record you selected. In the example shown below, John Smith's name will be removed from the child list, but the records still exist under Johnny A. Smith.



**Delete Child**

Choose a child that has been enrolled in error and that you want to delete from the database (rather than withdraw).

Smith, John

**Select Child**

Choose a child to merge the above selected child into.

Smith, Johnny A.

**Merge Child** **Close**