

## Student SSN/STN edit, Duplicate search



In all three cases below, the action dialog will appear when a user edits the SSN or STN field and a lookup of the SSN/STN in the database produces matches from other student records OTHER than the one currently being edited.

### When Entering a New Student Thru Intake

In this case, the editing is always happening on a new student.

Options:

- A. Click Cancel to remove the number you just entered it will then allow you to continue entering the new information
- B. You may enter the correct number for the conflicted field in the dialog box at the bottom left of the screen then click Use New SSN button
- C. Both records are the same person but some of the information has changed, you will check the box for the record that is most recent and then click on the Copy & Continue button. This will give you a record with the information merged into one record with the correct information for the student.

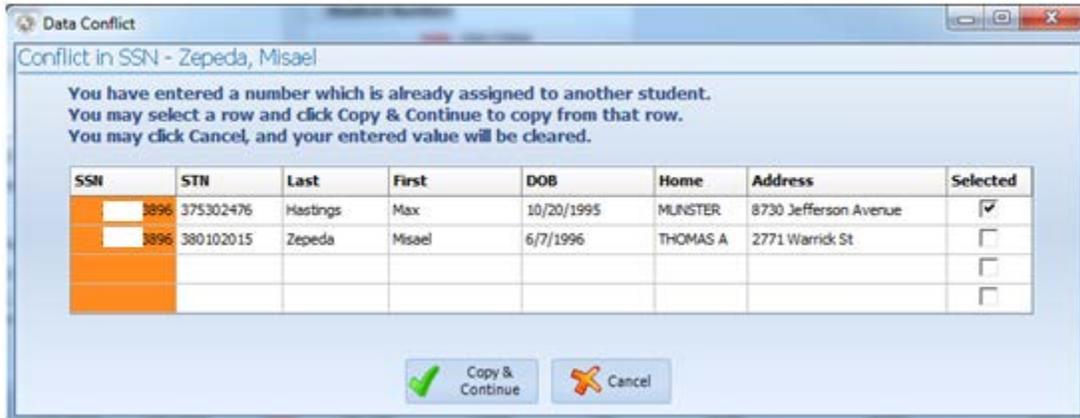
### To Edit Student in Student Edit screen

In this case, the editing could be an existing ABE/CTE student or a new CTE student.

Options:

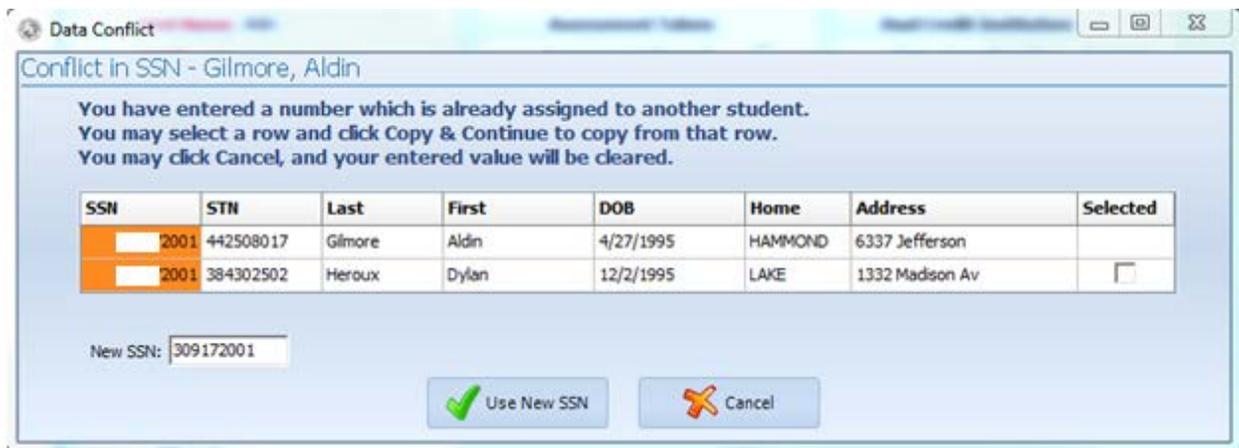
- A. Click Cancel to remove the number you just entered it will then allow you to continue entering the new information
- B. You may enter the correct number for the conflicted field in the dialog box at the bottom left of the screen then click Use New SSN button
- C. Both records are the same person but some of the information has changed, you will check the box for the record that is most recent and then click on the Copy & Continue button. This will give you a record with the information merged into one record with the correct information for the student.

Alert the user, that they will have to fix the conflict in the students grid.

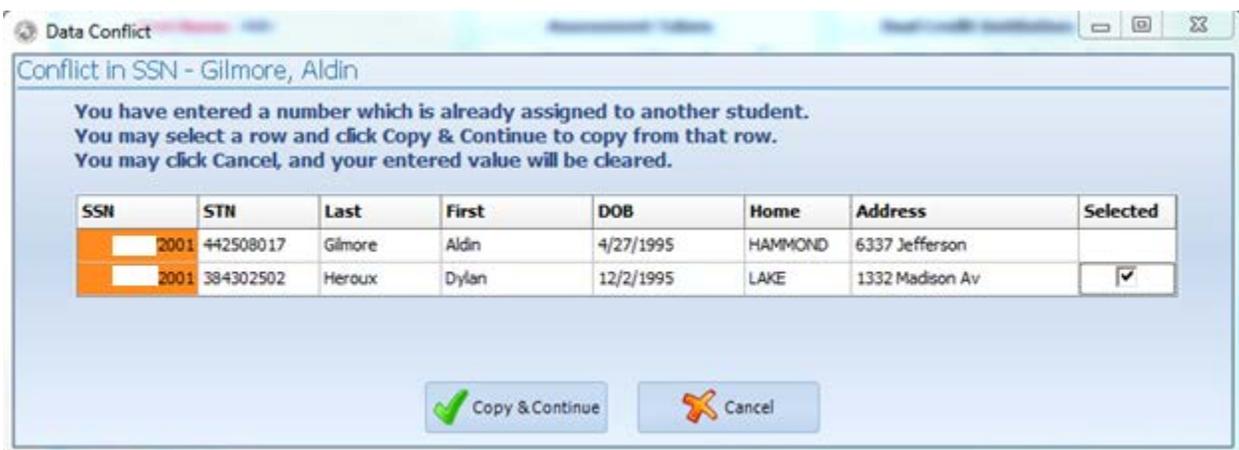


## Intake Actual

OK, so here is how the dialog opens, with a conflicted SSN:



And here is what happens when the user selects by clicking the checkbox in a row:



The edit box appears, preloaded with the newly entered value, and the button caption is altered.