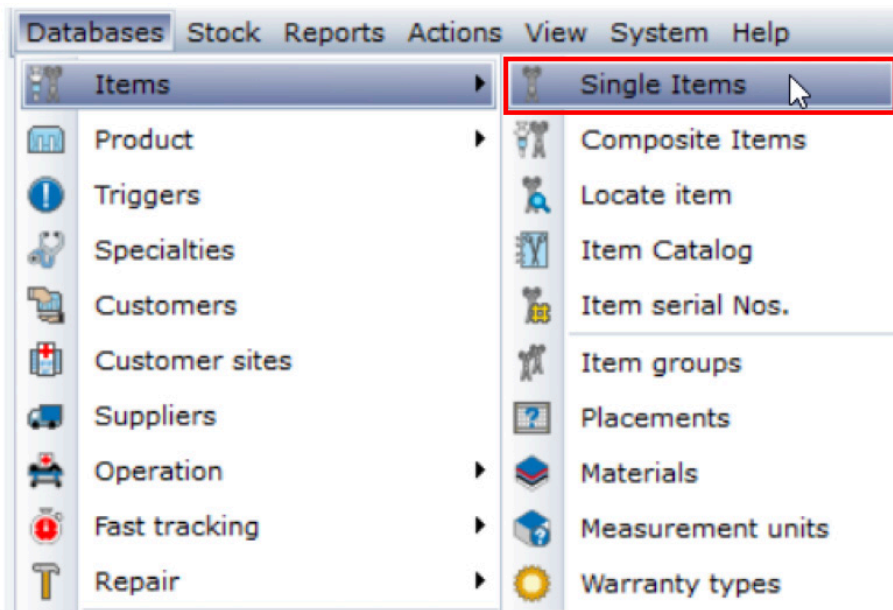


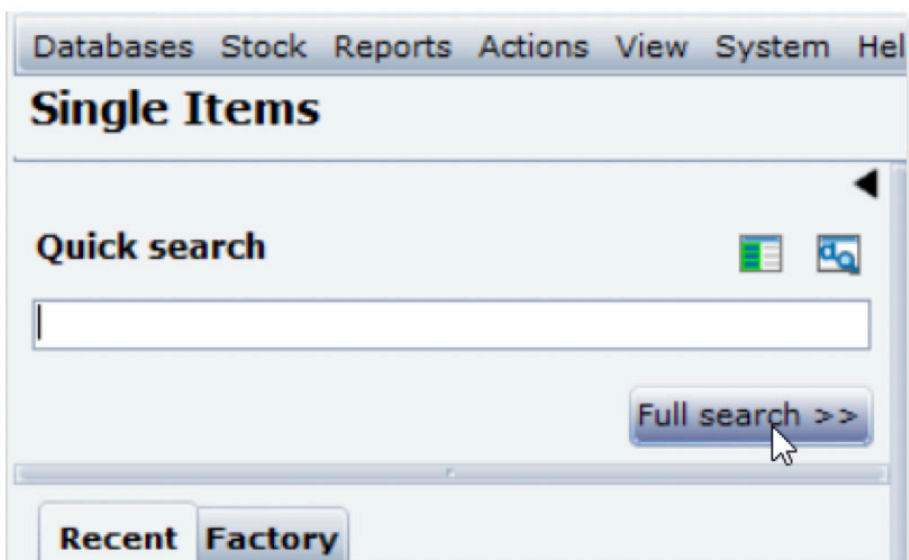
T-DOC v16

Merge Duplicate Single Items

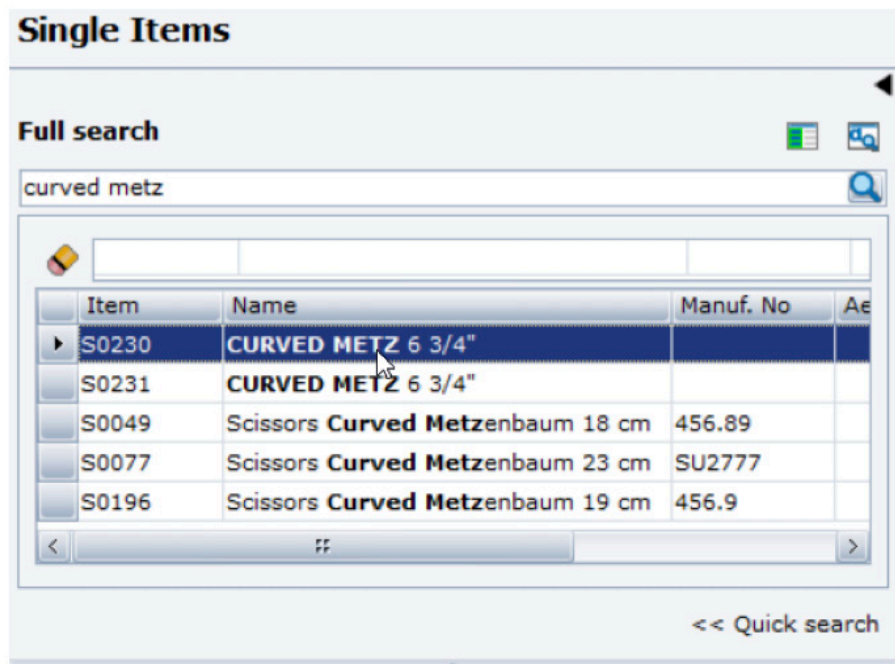
1. Click **Databases > Items > Single Items**



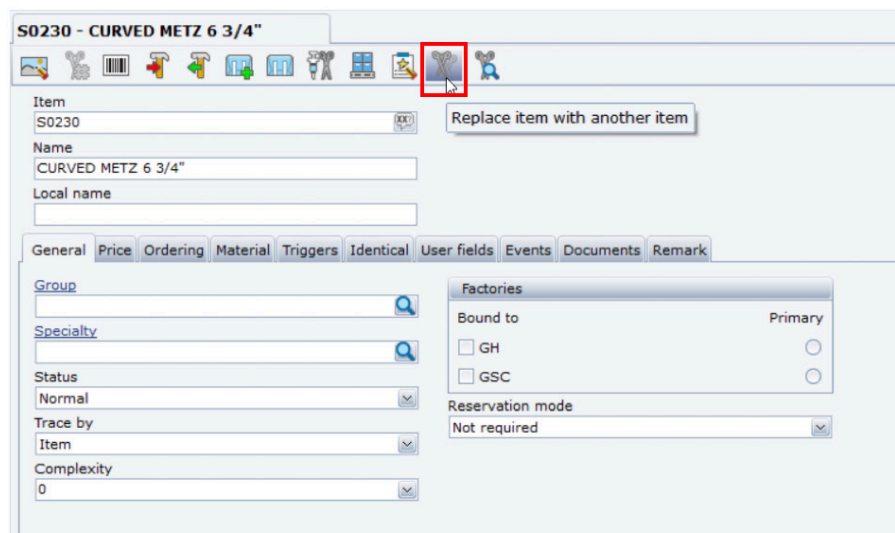
2. Click **Full search**



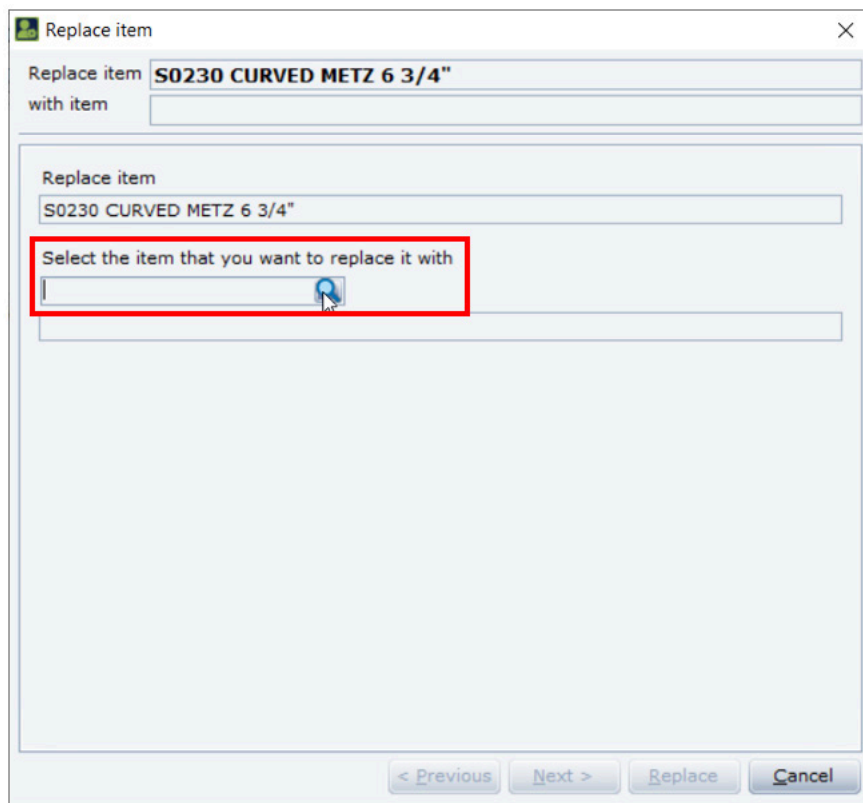
3. Type a short phrase in the **Full search** to find the Single Item you are replacing. Double click on the item.



4. Click the **Replace item with another item** button



5. In the replace item window, click  to search for the item you want to retain.



Replace item

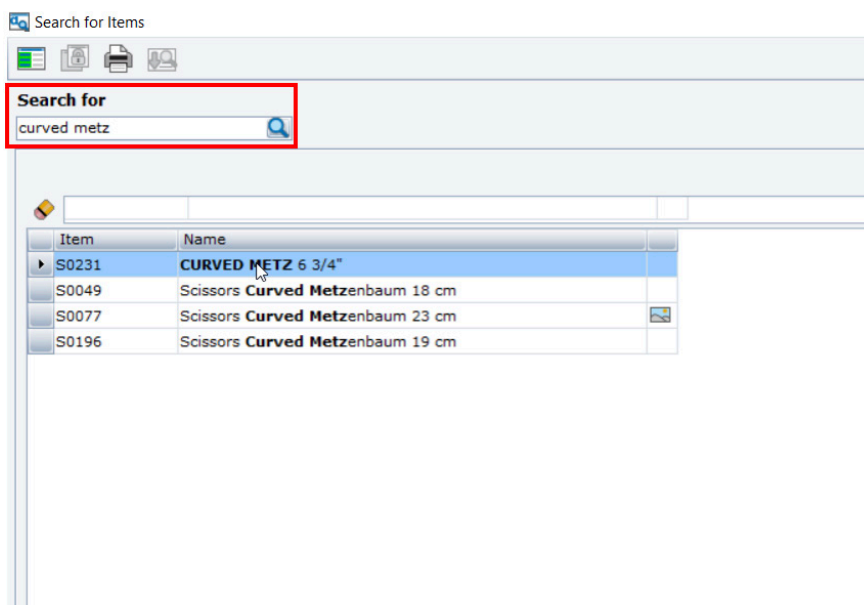
Replace item **S0230 CURVED METZ 6 3/4"**
with item

Replace item
S0230 CURVED METZ 6 3/4"

Select the item that you want to replace it with

< Previous Next > Replace Cancel

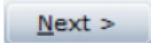
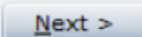
6. Type the name of the item in the **Search for** text box
7. Double-click the correct item

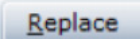


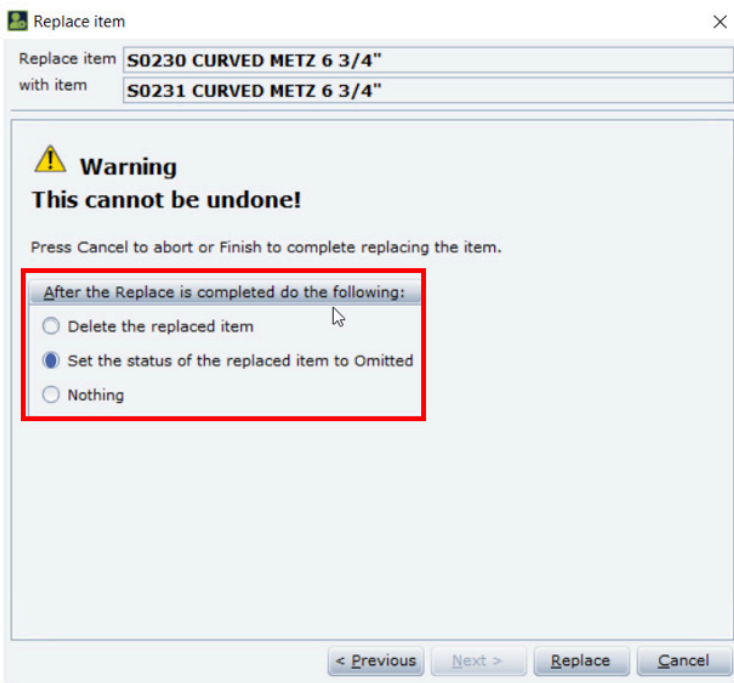
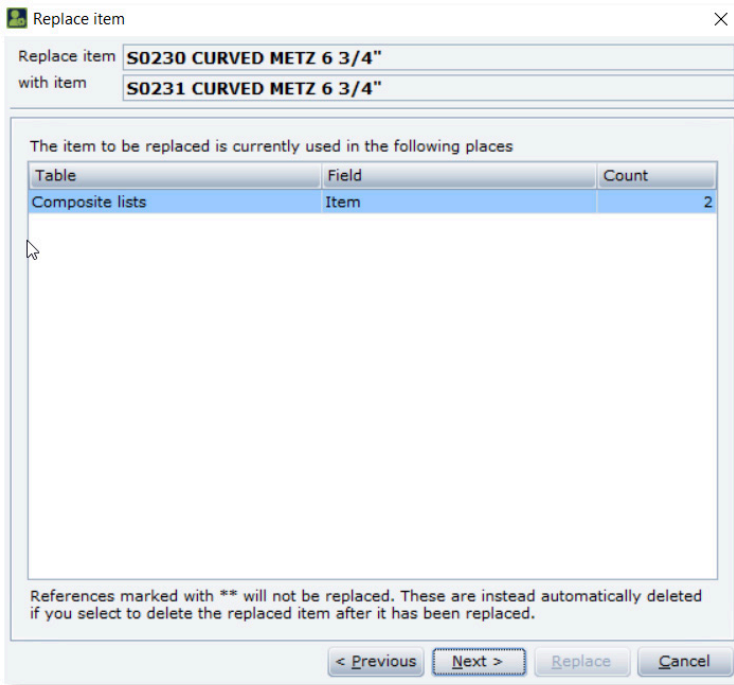
Search for Items

Search for
curved metz

Item	Name
S0231	CURVED METZ 6 3/4"
S0049	Scissors Curved Metzenbaum 18 cm
S0077	Scissors Curved Metzenbaum 23 cm
S0196	Scissors Curved Metzenbaum 19 cm

8. Once the item is selected click next. 
9. You will see a confirmation page showing how many products this change effects. Click next. 

10. Lastly there will be a warning page as shown below.
 Note: If the item has already been made into a product or added to a composite list, it must be **Omitted**.
 If not, you may choose to delete it.
11. Click replace.  The single Items have now merged in your database.



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