

# CONSOLIDATE INSTITUTION LOCATIONS



The Consolidate Institution function allows the Program Director/Administrator to combine all of the procedures entered under two institutions into one institution and then delete the duplicate.

To consolidate an institution you will have to login to the Case Log System.

Once logged in, select **Program Setup**, and click **Consolidate** under the Institution heading (fig. 1).



Figure 1: Program Setup

Under Consolidate, select **Select To Consolidate** for the institution you wish to consolidate (fig. 2).

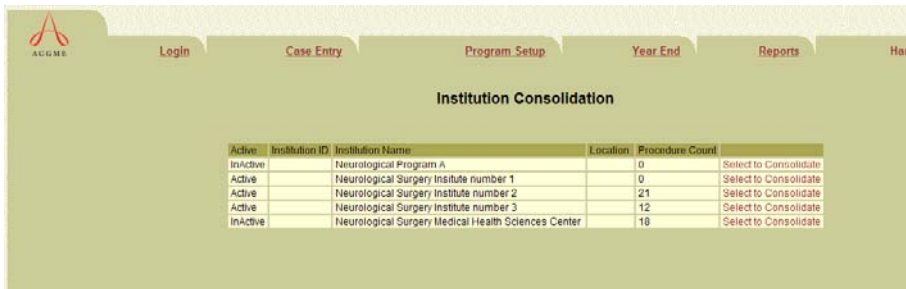


Figure 2: Consolidate

Now, select **Select To Consolidate** for the institution you wish to merge the records with (fig. 3).



Figure 3: Consolidate Merge

The system will next verify your request to consolidate the two institution records. Select **Consolidate** at the bottom of the screen to complete the consolidation (fig. 4).

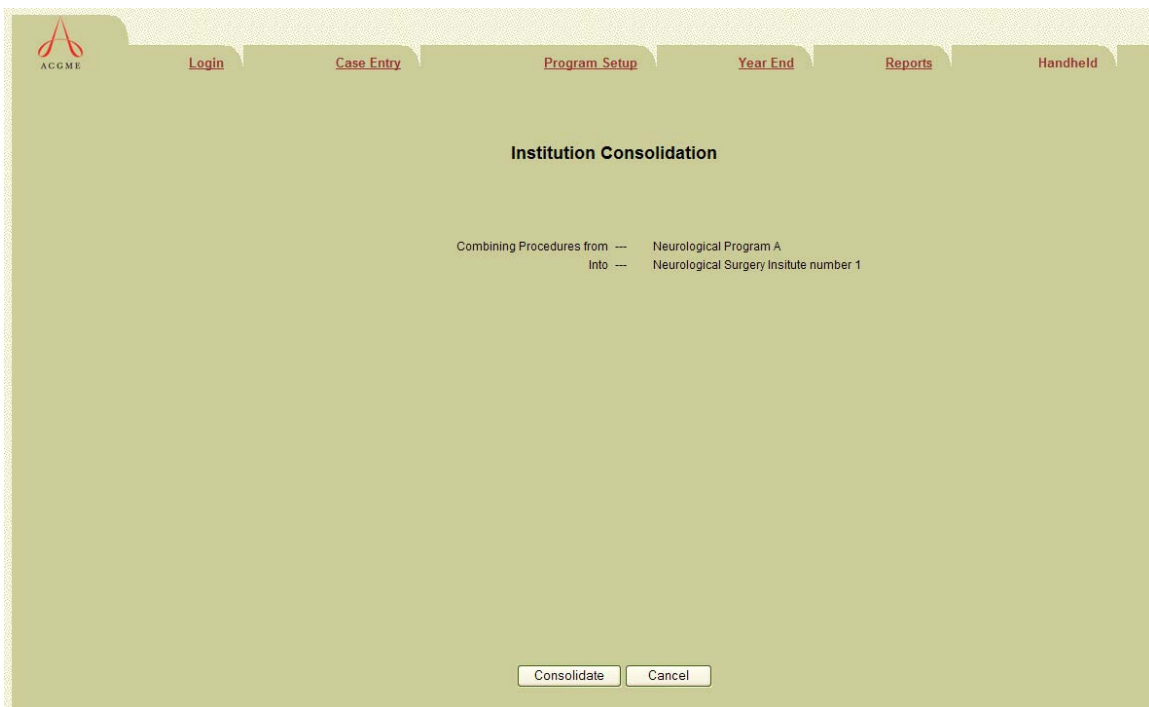


Figure 4: Consolidate Verification