Many times, multiple examiners may need to assess the same child in different areas. In those cases, separate record forms for the same battery are used, as in the following example.

The two record forms can be merged so all the data is in one form.

Note: Record forms cannot be merged if the same subdomain has been completed on both.

To merge record forms:

1 Open the Child Information page by:

- Clicking the name of the child under Child Activity on the dashboard.
- Selecting the child in search results:
  a. Click **Child Administration** and select **Search/Edit Child**.
  b. Enter search criteria and click **Search**.
  c. Click the child's name in the Name column.

2 In the Select All column, click the check boxes for the records to be merged.

3 Click **Merge**.

If the records can be merged, the Merge Record Forms message appears.

Merge Record Forms

Merging these record forms will take the valid subdomains from each record form and combine them into one record form. You will be credited back **1** electronic record form(s) to **Travis State Program 1**.

Are you sure you want to continue merging the selected record forms? Click **Confirm** to merge the selected record forms or **Cancel** to exit without making changes.

Cancel   **Confirm**

④ Click **Confirm**.

- The record forms are merged into one.
- If more than one committed form was merged, licenses will be returned.

If the forms cannot be merged, the following message appears. Click **Continue.**

Unable to Merge

Unable to merge these record forms. One or more record forms have data associated at the same subdomain. Please clear scores for the invalid or duplicate subdomain administration before attempting to merge again.

Continue

The merged record forms combine the data from the two forms into one.

BDI-3 DEVELOPMENTAL RECORD FORM   * = Required Fields

Mallory Adams

| ID: | Age: | Date of Birth: | Gender: | Location: |
| | 5 years, 4 months | 05/08/2015 | Female | Classroom 1 |

Test Session Overview   Print   PROGRAM LABEL   Select Program Label(s) ⌄   **Reset Scores**

Domain	Test Date	Examiner*	Item Score	Status	Raw Score	AE	PR	SS
Adaptive								
Self-Care	09/17/2020	Bennett, Travis	Yes	Completed	53	4 yrs, 1 mo	9	6
Personal Responsibility	09/17/2020	Bennett, Travis	Yes	Completed	17	3 yrs, 9 mos	9	6
Social-Emotional								
Adult Interaction	09/17/2020	Examiner, Demo	Yes	Completed	43	4 yrs, 7 mos	37	9
Peer Interaction	09/17/2020	Examiner, Demo	Yes	Completed	25	4 yrs, 4 mos	25	8
Self-Concept and Social Role	09/17/2020	Examiner, Demo	Yes	Completed	45	4 yrs, 6 mos	25	8