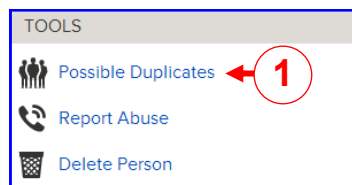


## Merging Duplicate Records in Family Tree

When you find duplicate records in Family Tree, you can merge them or indicate that they are not matches. To see possible duplicates, display the person's details page. The system lists the possible duplicates that it found. If you know the ID number of a duplicate that is not listed, you can also merge using ID numbers.

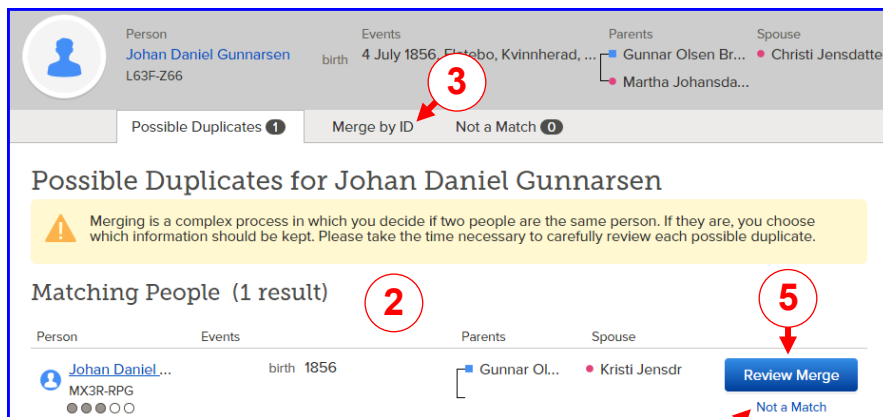
Before you merge records, consider doing the following:

- Review the reason statements, sources, and discussions on each person's record.
- Know what pieces of information are already well documented and explained.
- If possible, have a well-documented genealogical database, book, or other resource that you can refer to.
- Have paper and pencil to keep notes and lists of more items you may need to do as a result of the merge.



To find and merge duplicate records, use the following steps:

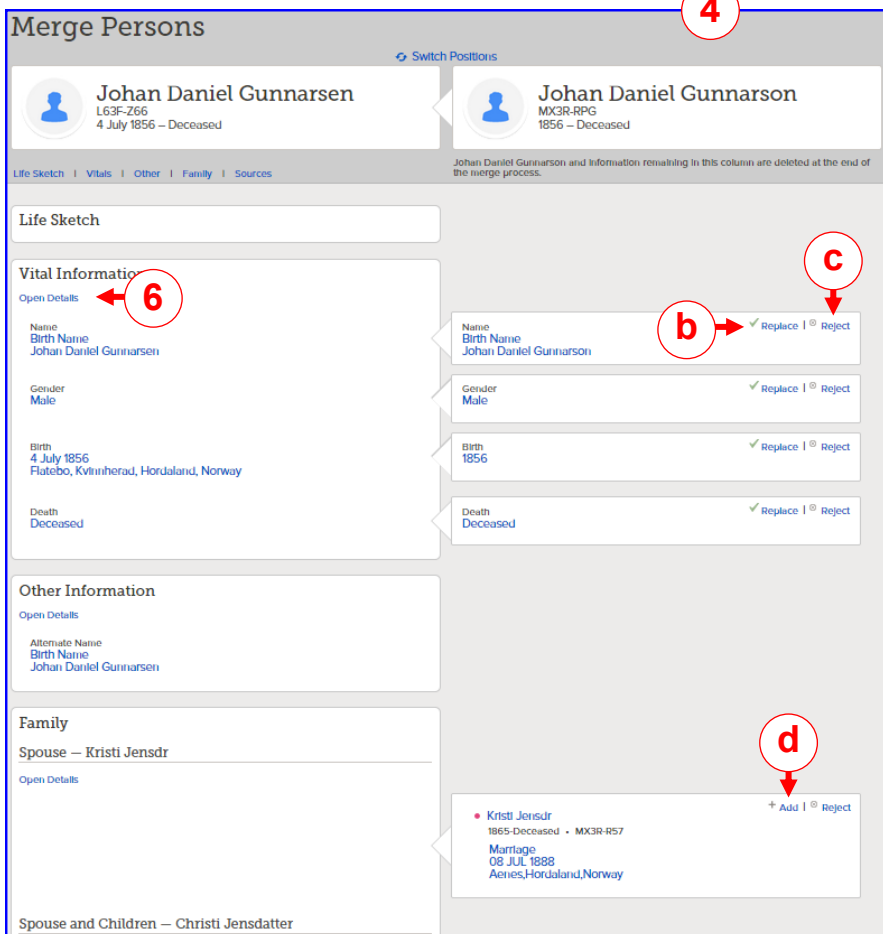
1. Open the person's details page. On the right side of the page, just below the "Latest Changes" section, click on the "Possible Duplicates" link in the "TOOLS" section.
2. A list of possible duplicates (if any) appears.
3. If you know the ID number of a possible duplicate that's not on the list, you use it to start the merge process.
4. If you can easily tell that someone on the list is clearly not a match, click "Not a Match." and follow the instruction to mark it as not a match.
5. To review an entry on the list, click the "Review Merge" button to carefully compare the information in detail.
6. Click "Open Details" in each section to expand.



If merged, the information on the left remains.

Consider the options below to indicate what to do with the information on the right.

- a) **Do Nothing:** The information on the right will be archived. Information on the left will be kept.
  - b) **Replace:** Will replace the information on the left with the information on the right.
  - c) **Reject:** Same as Do Nothing except the box will be pink, indicating you have reviewed it.
  - d) **Add:** Will add the information on the right to the record on the left.
  - e) **Undo:** Restores data on the left. (not shown)
- If the name, birth, or other information is the same on both records, click them to display more information. They probably have different reason statements. Keep the version with the best reason statement.



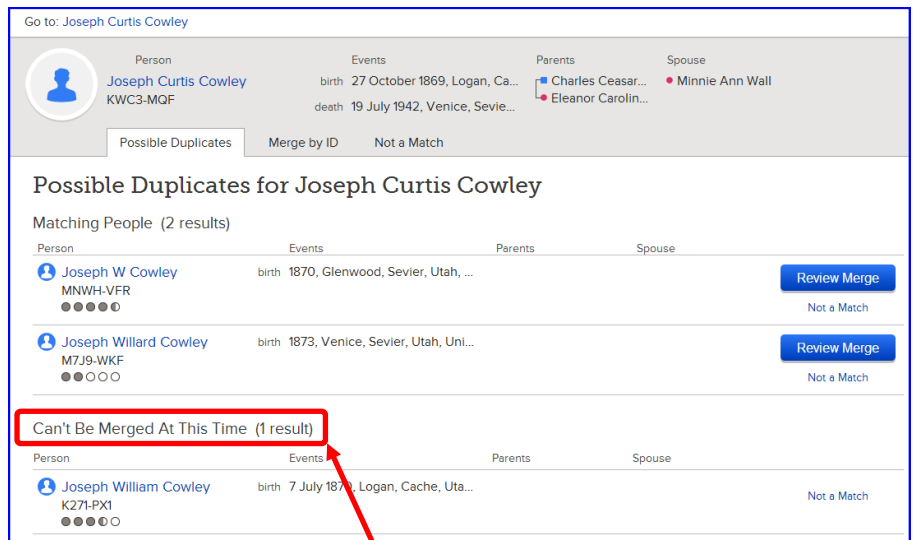
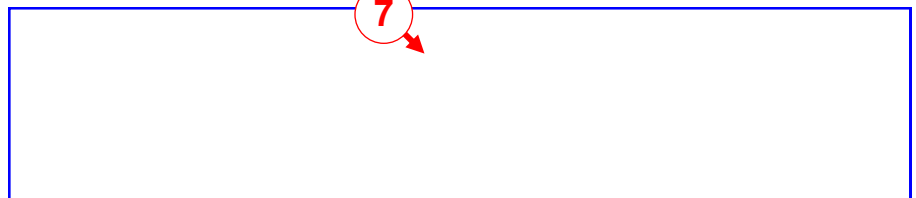
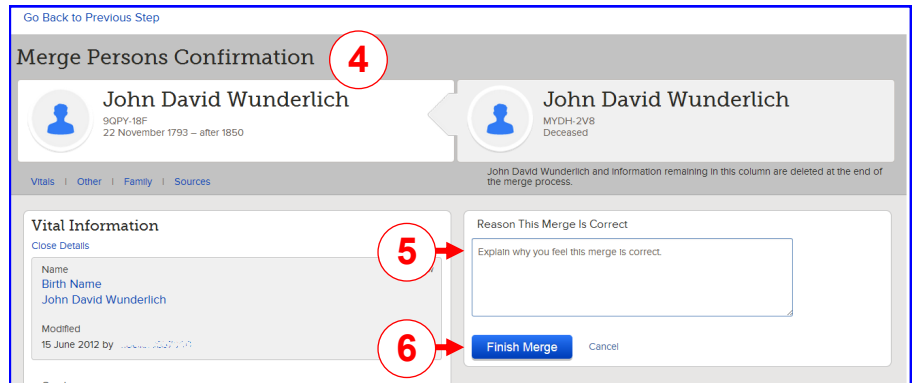
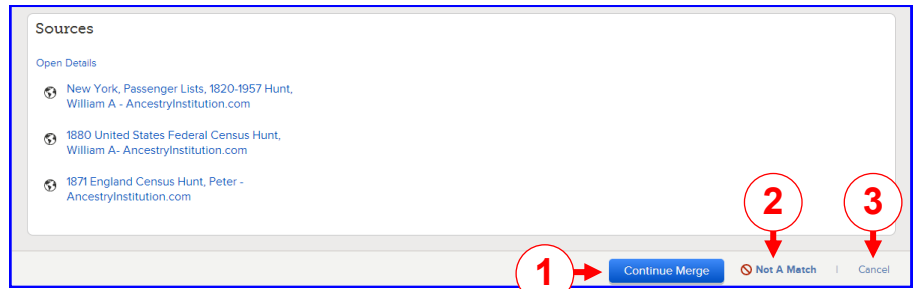
- ◆ When considering whether to replace a spouse,

child, or parent, if available, click on the name or event and look at the following information:

- A spouse includes the name, the marriage date and place, and any sources for the marriage.
- A child includes the name, the relationship (biological, adopted, and so forth), and any sources for the relationship.
- A parent includes the names of both parents, the relationship, and any sources for the relationship.
- You can either add all of the sources from the duplicate record or reject all of them. Keep them all and then go to the record and detach or edit any incorrect sources.

**Note:** If the ID for the same spouse, children, or parents on the right are not the same as the ID numbers on the left, they are likely duplicates. Add them to the left side and review them later to see if they can be merged.

1. If the records are about the same person, click **“Continue Merge”** at the bottom.
2. If the records are not about the same person, click **“Not a Match.”**
3. Click **“Cancel”** to ignore any changes and return to the **“Possible Duplicates”** screen.
4. The merge confirmation appears.
5. Enter a reason why the merge is correct.
6. Click **“Finish Merge.”**



The record will be updated with the information you chose to add or replace. The duplicate record will be archived. A note will appear in the change history documenting the merge so it can be undone if needed.

7. **Note:** A message can appear stating the merge can only be done if the records are switched. Click **“Switch Positions”** to switch the records and then continue the merge process.

### Records That Cannot Be Merged

Some records in Family Tree cannot be merged. You cannot merge records in the following situations:

- The gender on one record is male and the other is female.
- One record indicates the person is alive; the other is deceased.
- Both records come from the membership records of The Church of Jesus Christ of Latter-day Saints.
- One of the records came from New.FamilySearch.org, where it has been combined with too many other records.
- The duplicate record has already been deleted due to another merge.
- One of the records has restrictions that would prevent it from being changed.
- If Family Tree has already identified possible duplicates that cannot be merged, they appear beneath the list of possible duplicates.