

Mapleton Temple and Family History Fair 2019

Merging Without Fear

Imagine finally finding your lost relative like your great, great grandfather and the excitement that brings... but what if you find him four times? It is not unusual to sometimes discover a family ancestor in Family Tree only to find that there are multiple records of the same individual... each with a little bit of different information (including duplicates of some of their other relationships).

The reason for these duplicates (the term used when there are multiple records for the same individual) is because information in the tree comes from a variety of sources and because users can enter their own information directly into the tree. Although FamilySearch has put safeguards in place to prevent creating more duplicates, it's still possible for an ancestor to end up in Family Tree more than once.

Duplicate records make your tree messy, cause confusion, and can lead to wasted time. They often divide the known information about an ancestor into the separate records. One record might have accurate and thorough information about a person's birth while another record has information and sources about his death. Duplicate records also complicate relationships since in one version of the record, your great-grandmother might be married to your great-grandfather but not have any parents while in another version, she might be listed her with her parents but not with a spouse. It also results in duplicate Temple ordinance work. Because most people will encounter duplicates in their tree at one time or another, merging is an important skill for anyone to master.

Encountering and resolving duplicate individuals in your family tree can be intimidating and confusing. However, with the right approach, process and with the right tools you can make it easy and effective. This handout is intended to go along with the class and to highlight some of the steps and the rules involved in merging duplicate records.

Simple Steps to Merging:

1. Click on **Possible Duplicates** from the details person page. You may click under a name and go to person details page to review this person before merging them.
2. Click on **"Review Merge"** Everything on the right goes away. Everything on the left stays.
3. Click on **"Replace"** if fact on the right is better or **"Reject"** if not better Click **"Add"** on any family members that do not have the same PIN as those with same name on the left. (If they are the same PIN, the name shows directly across)
4. Click **"Continue Merge"**.
5. You can say **"Not a Match"** (which goes into a special file that you can review later) or **"Cancel"**

If you observe a duplicate but it is not identified under "Possible Duplicates" you can force a merge by using **"Merge by ID"**. Click on "Possible Duplicates" and "Merge by ID". Then add the individual to be reviewed and merged by adding their PIN ID.

To undo a merge, go to "Latest Changes" on person details page and click the one at the top. Click on "Unmerge" by their name. If you or others have done anything else to their details page since you merged them, you will have to go the "Latest Changes" again and find the one that was deleted, and click under their name. Click on "PERSON" in the summary box that comes up. Then you can click on the "Restore Person" and that person will be restored. Give a reason why you restored them.

NOTE:

1. You cannot merge records of living people.
2. You cannot merge records of a living person with a record of a deceased person. If necessary, change the death information on the living person then go thru merge.
3. Memories do not display on the screen. However, all memories and notes, sources and discussions are merged automatically to the person on the left.
4. A life sketch does not automatically merge. Choose "Add" or "Replace".
5. Read reason statements. Keep the version with the preferred reason statement.