



Combining Households



This tool will combine two families into one.

- If you are trying to move one person out of a household into another, use the Split Household tool.
- If you are trying to combine duplicates, use the Combine Duplicates tool.

1. Important: Clear any sticky/saved selections:

- a. Click **Home** on the left menu and click **My Selections** on top of screen.
- b. Check the box at the bottom of the screen to select every contact.
- c. Click the **Actions** button and choose **Clear** and then click the **Clear** button.

2. Click **Families**

3. Search for the households you want to combine and check their boxes.

4. Click **Tools** and choose **Combine Households**.

5. Decide which household you would like to merge and which household you'd like to keep.

6. Check the check boxes at the top of the column accordingly.

- The green household is the household that will be kept. The red household is the household that will merge into the kept household.
- Pick the household with the most accurate information and use the dots to pick and choose which pieces of information to create the most accurate family record.
- If the wrong household is the green household, you can uncheck it and then the next household you check will turn green.

7. Click the **Combine Households** button.