MERGING EXERCISE USING THE INSTRUCTOR MATERIALS SANDBOX

Robert _____

(Robert and Rachel will load up first. Select Robert's wife Ann to see Henry.)

ID # _____

Merge Robert (Father)	SKILLS COVERED
First copy or screen print family o From the pedigree view, click on Robert's name. o Open his person details page by clicking on *PERSON*. o Click on *Possible Duplicates*. o One duplicate will appear. Click on *Review Merge*. o *Add* or *Replace* necessary information. o Click *Continue Merge.* o Give a reason, then click *Finish Merge*.	Perform a basic merge Identify Primary Person Analyze information Add or Replace information Identical records Create a reason statement
Merge Ann (Mother)	
1st Ann o Click on Ann's name. Open her person details page by clicking on *PERSON*. o Click on *Possible Duplicates*. Two duplicate Anns will appear. o Click on *Review Merge* for the first duplicate Ann. o *Add* or *Replace* correct information. *Add* her parents. o Click *Continue Merge*. Give a reason, then click *Finish Merge*.	Add parents Importance of research
2nd Ann o Click on *Possible Duplicates*. o Click on *Review Merge* for the second Ann. o *Add* or *Replace* correct information. o Click *Continue Merge*. Give a reason, then click *Finish Merge*.	Nothing to bring over
Merge Henry (Child)	
1st Henry o Click on Henry's name. o Open his person details page by clicking on *PERSON*. o Click on *Possible Duplicates*. Two duplicate Henrys will appear. o Click on *Review Merge* for the first duplicate Henry. o *Add* or *Replace* correct information. *Add* his duplicate spouse. o *Add* his two children. o Click *Continue Merge*. Give a reason, then click *Finish Merge*.	Replace name to remove ( ) Add missing information Add a duplicate spouse Add children
2nd Henry o Click on *Possible Duplicates*. o This second duplicate Henry is not a duplicate. **His parents are different**. o Click on *Not a Match*. o Return to Henry's person details page by clicking on **Go to: Henry _____**	Use *Not a Match*
Merge Nancy (Spouse of Henry)	
o Highlight and copy of the ID number of the second spouse Nancy. o Click on the first Nancy's name. (the Nancy with the children) o Open her person details page by clicking on *PERSON*. o Click on *Possible Duplicates.* o Click on *Merge by ID*. o Paste in the ID number of the second Nancy. Click *Continue*. o **Click on *Switch Positions*.** o *Add* or *Replace* correct information and relationships. o Click *Continue Merge*. Give a reason, then click *Finish Merge*.	Merge by ID Switch positions Replace an identical record Add children