

Fixing duplicates

When you discover duplicate records for a person, keep the record that is oldest and most complete (i.e. transfers, baptism).

Deleting a duplicate nonmember

On the "Person" page, click the "Change Status" button, set "Change to" to "Deleted", enter the date and click the "Save" button. That's it!

CHANGE STATUS/REBAPTIZE

Name: Flintstone, Fred

Organization: Anchorage Northside SDA Church

Current status: **Nonmember**

Status change date:

Member by:

Membership date:

Rebaptism date:

Transaction: Change status

Change to: Deleted

Effective date: 4/1/2014 mm/dd/yyyy

Member by: Baptism

Prior church:

NOTE: Nothing to undo

Cancel Save

Deleting a duplicate member

On the "Person" page, click the "Change Status" button. On the "Change Status" screen, is there is an "Undo Baptism" or "Undo Profession of Faith" button?

If there is an "Undo..." button, click it to decrease your Baptism (or Profession of Faith) count. This also changes the person back to a "nonmember". Follow the instructions above to "delete" the "nonmember" record.

CHANGE STATUS/REBAPTIZE

Name: Flintstone, Fred

Organization: Aleknagik SDA Church

Transaction: Change status

Current status: Member

Change to: Deceased

Status change date: 04/01/2013 m/d/yyyy

Effective date: mm/dd/yyyy

Member by: Baptism

Membership date: 04/01/2013 m/d/yyyy

Member by: Baptism

Rebaptism date:

Prior church:

NOTE:

Cancel Undo Baptism Save

If there is no "Undo..." button, set "Change to" to "Duplicate member", enter the date and click the "Save" button. Finally, follow the instructions above to "delete" the nonmember record.

CHANGE STATUS/REBAPTIZE

Name: Flintstone, Wilma

Organization: Meadow Glade SDA Church

Transaction: Change status

Current status: Member

Change to: Duplicate member

Status change date: 04/01/2014 m/d/yyyy

Effective date: 4/1/2014 mm/dd/yyyy

Member by: Baptism

Membership date: 04/01/2014 m/d/yyyy

Member by: Baptism

Rebaptism date:

Prior church:

NOTE: Last change was a transfer. You can undo it in [Statistics](#)

Cancel Save

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