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!

HOME			
PEOPLE	CHANGE STATUS/REBAPTIZE		
search advanced search person labels new family transfers tags committees ORGANIZATIONS	Organization: Ancherere Northside SDA Church Current status: Nonmember Status change date: Member by: Membership date: Rebaptism date:	Transaction: Change to: Effective date: Member by: Prior church: NOTE:	Change status Deleted

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.

PEOPLE CHANGE STATUS/REBAPTIZE Name: Flintstone, Fred search Organization: Aleknagik SDA Church advanced search Organization: Aleknagik SDA Church person labels Member by: Baptism new family Member bit: 04/01/2013 m/d/yyyy ransfers Membership date: 04/01/2013 m/d/yyyy	HOME	
search Organization: Aleknagik SDA Church Transaction: Change status ‡ advanced search Current status: Member Change to: Deceased ‡ status change date: 04/01/2013 m/d/yyyy Effective date: mm/dd/yyyy person labels Member by: Baptism Member by: Baptism Membership date: 04/01/2013 m/d/yyyy Member by: Baptism ‡ new family Rebaptism date: NOTE: NOTE:	PEOPLE	CHANGE STATUS/REBAPTIZE Name: Flintstone, Fred
tags committees ORGANIZATIONS	search advanced search person labels new family transfers tags committees ORGANIZATIONS	Organization: Aleknaqik 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 Member by: Baptism Membership date: 04/01/2013 m/d/yyyy Member by: Baptism Rebaptism date: 04/01/2013 m/d/yyyy Prior church: NOTE: 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.

HOME	
PEOPLE	CHANGE STATUS/REBAPTIZE Name: Flintstone, Wilma
search advanced search person labels new family transfers tags committees ORGANIZATIONS	Organization: Meedow Glade SDA Church Transaction: Change status ‡ Current status: Member Change to: Duplicate member ‡ Status change date: 0eromz014 m/d/yyyy Effective date: 4/1/2014 mm/dd/yyyy Member by: Baptism Member by: Baptism Membership date: 04/01/2014 m/d/yyyy Member by: Baptism Rebaptism date: 04/01/2014 m/d/yyyy Prior church: NOTE: Last change was a transfer. You can undo it in ▶ Statistics Save Save Save Prior church: Save



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