

Family History



Lesson #3

Merge Duplicates, Edit Info,
Establish Relationships



Review Last Week's Homework

1. Search for records within FamilySearch.org for several of your ancestors.
2. Find or scan photos or documents of some of your ancestors.
3. Upload them to familySearch.org





- In the previous lesson, we covered the first 3 items on the checklist...documentation of Birth/Marriage/Death.

[illegible]



- Next, we will be covering the next 3 items on the checklist...Merge Duplicates, Edit Information, Establish Relationships.

Family History Checklist

Names from Pedigree Chart		FamilySearch.org - Add Vital Records			FamilySearch.org - Connections/Corrections			LDS Ordinances	
	Ancestor's Name	Birth or Christening	Marriage	Death or Burial	Merge Duplicates	Edit Information	Relationships Established		
<input checked="" type="checkbox"/>	1 John Doe	2/12/2013	2/12/2013	4/18/2013	4/20/2013	4/20/2013	4/20/2013	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2 Jane Doe	6/2/2013	6/8/2013	9/5/2013	9/17/2013			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>								<input type="checkbox"/>	<input type="checkbox"/>

Researcher:

Bill Doe

Your Name



Merging Duplicates

Merge Persons

[Switch Positions](#)



Georgina Taylor

27S7-NBG
8 June 1863 – 22 August 1943



Georgina Taylor

LDS1-PF5
9 June 1865 – 1943

[Life Sketch](#) | [Vitals](#) | [Other](#) | [Family](#) | [Sources](#)

Georgina Taylor and information remaining in this column are deleted at the end of the merge process.

Life Sketch

Vital Information

[Open Details](#)



Merging Duplicates

- It is not uncommon for multiple records to be created for the same person.
- Temple Ordinances can often be done many times for an ancestor because multiple records exist.
- Merging duplicate records is an important step to take before printing a Family Ordinance Request (FOR).



Merging Duplicates

- It is not uncommon for multiple records to be created for the same person.
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Merging Duplicates

- Merging duplicates can be difficult when forced to guess if information is correct. Completing the documentation portion first will greatly simplify this process.

Hospital Name Here
City, State

**BIRTH
CERTIFICATE**

This Certifies that Baby's Name Here
was born to Parents Names Here in this Hospital
at 3:00 AM on Wednesday the 28th day of September, 1995.

In Witness Whereof the said Hospital has
caused this certificate to be signed by its duly authorized
officers and the Official Seal to be hereunto affixed.

 *George Adderle* Administrator *David De Rosa, M.D.* Sanitary Officer



Merging Duplicates

- By searching for possible duplicates, you may find another record of the same ancestor that has additional information or ordinance work already completed.

Record #1		Record #2	
Georgina Taylor PID: ABCD-123		Georgina Taylor PID: WXYZ-789	
Gender Female		Gender Female	
Birth 10 Apr 1890		Birth 10 Apr 1890	
Death 22 Aug 1943		Death 22 Aug 1943	
Ordinances		Ordinances	
Baptism	Request	Baptism	5-Apr-89
Confirmation	Request	Confirmation	5-Apr-89
Initiatory	Request	Initiatory	3-Jun-89
Endowment	Request	Endowment	3-Jun-89
Sealing to Parents	Request	Sealing to Parents	25-Jun-11
Sealing to Spouse	Request	Sealing to Spouse	18-Feb-14



Merging Duplicates

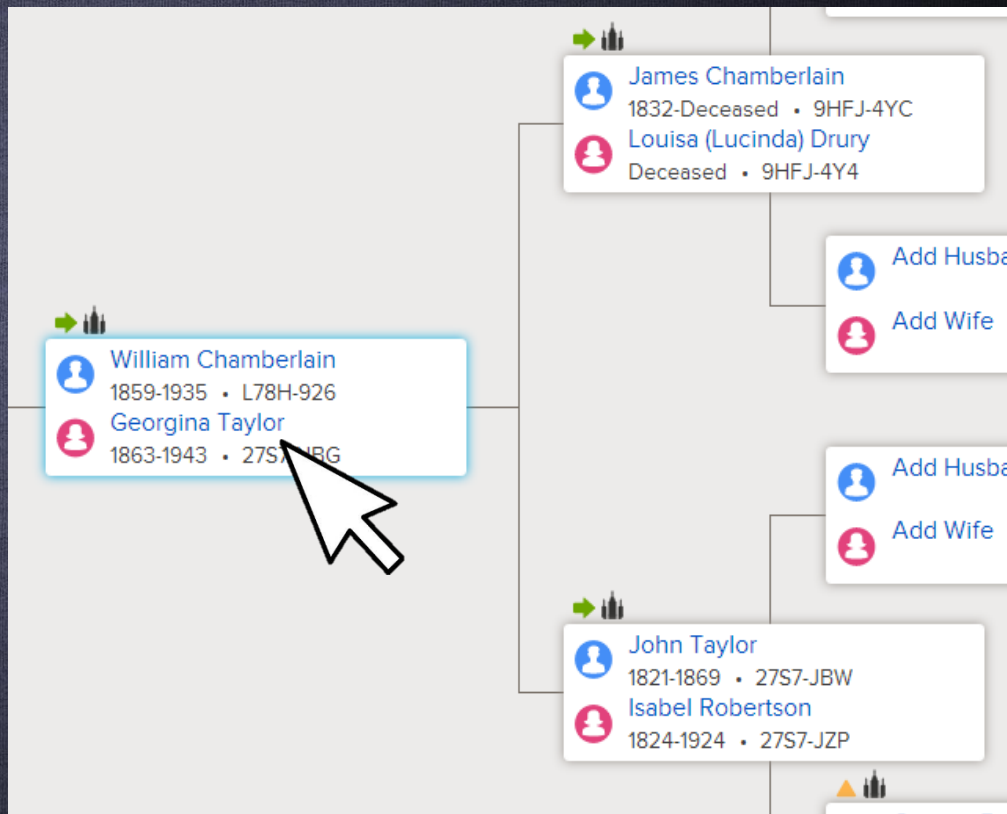
- Merging records will combine the two records into one, bringing over what information you want to keep.
- All FamilyTree connections will be maintained.
- A duplicate Temple trip has just been eliminated.

Record #1		Record #2	
Georgina Taylor		Georgina Taylor	
PID: ABCD-123		PID: WXYZ-789	
Gender		Gender	
Female		Female	
Birth		Birth	
10 Apr 1890		10 Apr 1890	
Death		Death	
22 Aug 1943		22 Aug 1943	
Ordinances		Ordinances	
Baptism	Request	Baptism	5-Apr-89
Confirmation	Request	Confirmation	5-Apr-89
Initiatory	Request	Initiatory	3-Jun-89
Endowment	Request	Endowment	3-Jun-89
Sealing to Parents	Request	Sealing to Parents	25-Jun-11
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Merging Duplicates

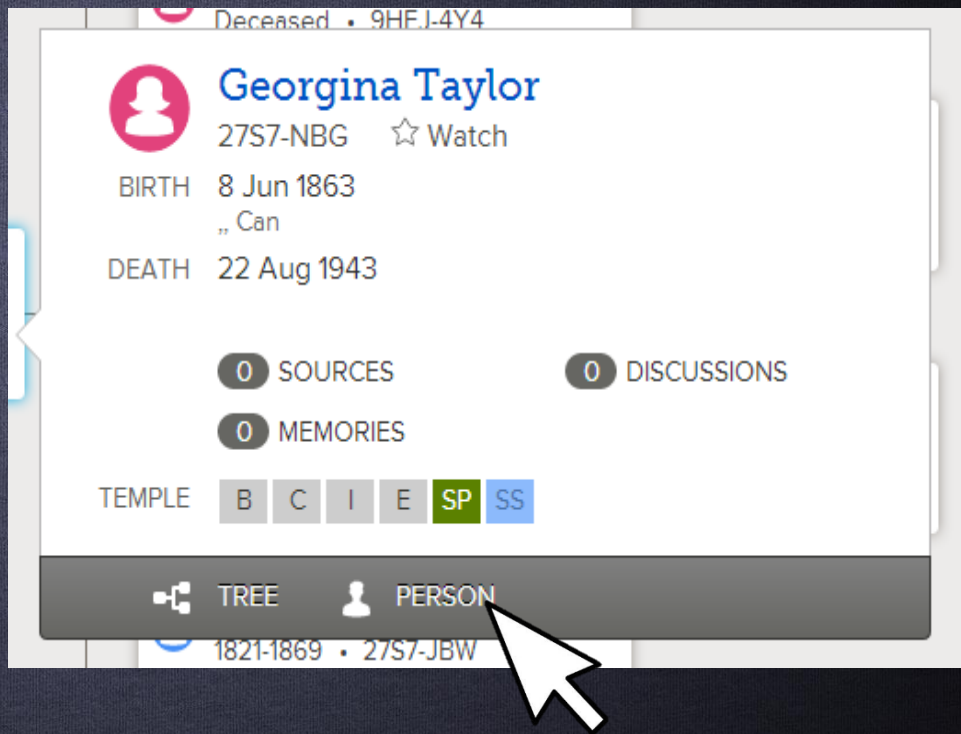
- Here is how to search for and merge duplicate records:
- In Tree View, click on your ancestor.





Merging Duplicates

- Click on Person view.





Merging Duplicates

- Click on the Details view.

The screenshot shows the FamilySearch website interface. At the top, the FamilySearch logo is on the left, and navigation links for Family Tree, Memories, Search, and Temple are in the center. On the right, there are links for Volunteer and Get Help. Below the navigation bar, there are tabs for TREE, PERSON, FIND, LISTS, and WHAT'S NEW. The main content area displays the profile of Georgina Taylor, born 8 June 1863 and died 22 August 1943. The profile includes a pink silhouette icon, a 'View Tree' button, and a 'Watch' button. Below the profile header, there are tabs for Details, Memories (0), and Ordinances. A mouse cursor is pointing at the 'Details' tab. Below the tabs, there are sections for Vitals, Other, Family, Sources, and Discussions (0). The 'Life Sketch' section has an 'Add' button. The 'Vital Information' section has an 'Open Details' link. On the right side, there is a 'PRINT' section with links for Pedigree, Family, and Family with Sources.



Merging Duplicates

- Under Tools, click on Possible Duplicates.

Death
22 Aug 1943

Burial
Norwood Cemetery

Other Information

Open Details | [+ Add](#)

Family Members

Spouses and Children

Hide All | [+ Add Spouse](#)

William Chamberlain
1859-1935 • L78H-926

Georgina Taylor
1863-1943 • 27S7-NBG

Married
6 JAN 1887

Parents and Siblings

Hide All | [+ Add Parent](#)

John Taylor
1821-1869 • 27S7-JBW

Isabel Robertson
1824-1924 • 27S7-JZP

Married
05 JUN 1846
Old Machar, Aberdeen, Scotland

by FamilySearch

Gender Added
29 May 2012
by FamilySearch

Name Added
29 May 2012
by FamilySearch

Show all

TOOLS

[Possible Duplicates](#)


[Report Abuse](#)

[Delete Person](#)



Merging Duplicates

- All possible duplicates will be shown with your original record listed on top.



Person

Georgina Taylor

27S7-NBG

Events

birth 8 Jun 1863, „ Can

death 22 Aug 1943

Parents

■ John Taylor

■ Isabel Robertson

Spouse


■ William Chamberlain

Possible Duplicates **1**


Merge by ID

Not a Match **0**

Possible Duplicates for Georgina Taylor

 Merging is a complex process in which you decide if two people are the same person. If they are, you choose which information should be kept. Please take the time necessary to carefully review each possible duplicate.

Matching People (1 result)

Person	Events	Parents	Spouse	
<div> Georgina Taylor</div> <div>LDS1-PF5</div> <div>●●●●●</div>	<p>birth 9 June 1865, , Peterborough, Canada</p> <p>death 1943, „Canada</p>	<div>■ John Taylor</div> <div>■ Isabel Robertson</div>	<div>■ William Nathan Chambe...</div>	<div><div>Review Merge</div><div>Not a Match</div></div>



Merging Duplicates

- If you can tell that someone on the list is not a match, click on “Not a Match”. This will prevent the name from showing up again and from mistakenly being merged with your ancestor.

Person

Georgina Taylor

27S7-NBG

Events

birth 8 Jun 1863, ,, Can

death 22 Aug 1943

Parents

John Taylor

Isabel Robertson

Spouse

William Chamberlain

Possible Duplicates 1

Merge by ID

Not a Match 0

Possible Duplicates for Georgina Taylor

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Merging Duplicates

- To review a possible match in more detail, click on the “Review Merge” Button next to the corresponding name.



Person

Georgina Taylor

27S7-NBG

Events

birth 8 Jun 1863, ,, Can

death 22 Aug 1943

Parents

John Taylor

Isabel Robertson

Spouse

William Chamberlain

Possible Duplicates 1

Merge by ID

Not a Match 0

Possible Duplicates for Georgina Taylor

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Matching People (1 result)


Person	Events	Parents	Spouse	
<div> Georgina Taylor</div> <div>LDS1-PF5</div> <div>●●●●●</div>	<div>birth 9 June 1865, , Peterborough, Canada</div> <div>death 1943, ,,Canada</div>	<div>John Taylor</div> <div>Isabel Robertson</div>	<div>William Nathan Chambe...</div>	<div><div>Review Merge</div><div>Not a Match</div></div>




Merging Duplicates

- On the Merge Screen you will see your original record on the left, and the possible duplicate on the right.
- Review all data carefully.

Merge Persons



Georgina Taylor
27S7-NBG
8 June 1863 – 22 August 1943



Georgina Taylor
LDS1-PF5
9 June 1865 – 1943

[Switch Positions](#)

[Life Sketch](#) | [Vitals](#) | [Other](#) | [Family](#) | [Sources](#)

Georgina Taylor and information remaining in this column are deleted at the end of the merge process.

Life Sketch

Vital Information

[Open Details](#)

Name

Birth Name

Georgina Taylor

Gender

Female

Birth

8 Jun 1863

„ Can

Death

Name

Birth Name

Georgina Taylor

Gender

Female

Birth

9 Jun 1865

, Peterborough, Canada

Death

✓ Replace | ⓧ Reject


✓ Replace | ⓧ Reject

✓ Replace | ⓧ Reject


✓ Replace | ⓧ Reject



- # Merge Persons



Georgina Taylor
27S7-NBG
8 June 1863 – 22 August 1943



Georgina Taylor
LDS1-PF5
9 June 1865 – 1943

Georgina Taylor and information remaining in this column are deleted at the end of the merge process.

Life Sketch | Vitals | Other | Family | Sources

Life Sketch

Vital Information

Open Details


Field	Value	Actions
Name	Georgina Taylor	✓ Replace Ⓞ Reject
Birth Name	Georgina Taylor	✓ Replace Ⓞ Reject
Gender	Female	✓ Replace Ⓞ Reject
Birth	8 Jun 1863 ,, Can	✓ Replace Ⓞ Reject
Death		✓ Replace Ⓞ Reject




Merging Duplicates

- Important: When you are done, the person and the info. on the left will be kept in Family Tree. The info. on the right will be deleted.

Merge Persons



Georgina Taylor
27S7-NBG
8 June 1863 – 22 August 1943



Georgina Taylor
LDS1-PF5
9 June 1865 – 1943

[Switch Positions](#)

[Life Sketch](#) | [Vitals](#) | [Other](#) | [Family](#) | [Sources](#)

Georgina Taylor and information remaining in this column are deleted at the end of the merge process.

Life Sketch

Vital Information

[Open Details](#)

Name

Birth Name

Georgina Taylor

Gender

Female

Birth

8 Jun 1863

„ Can

Death

Name

Birth Name

Georgina Taylor

Gender

Female

Birth

9 Jun 1865

, Peterborough, Canada

Death

✓ Replace | ⓧ Reject

✓ Replace | ⓧ Reject

✓ Replace | ⓧ Reject

✓ Replace | ⓧ Reject



Merging Duplicates

- When finished, click on “Continue Merge”. Merges can always be undone. Type a reason for the merge, then you are done.

Parents — John Taylor and Isabel Robertson

[Open Details](#)

■ John Taylor
1821-1869 • 27S7-JBW

● Isabel Robertson
1824-1924 • 27S7-JZP

Father-Child Relationship Types

Biological

Mother-Child Relationship Types

Biological

■ John Taylor
1821-1869 • 27S7-JBW

● Isabel Robertson
1824-1924 • 27S7-JZP

Father-Child Relationship Types

Biological

Mother-Child Relationship Types

Biological

[Sources](#)

[Continue Merge](#) [Not A Match](#) [Cancel](#)



Editing Vital & Other Information

- Now that you have found and attached documentation and merged possible duplicate records, we want to make sure that the Vital and Other information sections are filled-in and contain accurate information.



Editing Vital & Other Information

- Vital and Other information is editable.
- Make sure this information is correct.
- Here is how:

The screenshot shows a web browser window with the URL <https://familysearch.org/tree/#view=ancestor&person=KWJD-26L>. The page displays two main sections for the person **Lebbeus Thaddeus Coons**:

Vital Information (highlighted with an orange box):

- Name:** Lebbeus Thaddeus Coons
- Gender:** Male
- Birth:** 13 May 1811, Plymouth, Chenango, New York, United States
- Christening:** + Add
- Death:** 7 July 1872, Richfield, Sevier, Utah, United States
- Burial:** 9 July 1872, Richfield City Cemetery, Richfield, Sevier, Utah, United States

Other Information (highlighted with an orange box):

- Alternate Name:** Birth Name Libbeus Thads. Coons
- Modified | History:** 9 February 2012 by unknown4470317

Buttons for **Edit**, **Delete**, and **Close** are visible next to the alternate name. The **Vital Information** section also has a **Close** button in the top right corner.



Editing Vital & Other Information

- On Tree view, click on your ancestor then person view.

The screenshot illustrates the process of switching from a family tree view to a person's profile view. On the left, a family tree is partially visible with a tooltip for **Lebbeus Thaddeus Coons** (1811-1872 • KWJD-26L) highlighted by a mouse cursor. Below it, another tooltip for **Mary Ann Williamson** (1812-1867 • KWJD-26K) is shown. A 'Children' dropdown menu is also visible. On the right, the full profile for **Lebbeus Thaddeus Coons** is displayed. It includes a portrait, a 'Watch' button, birth and death details, and counts for sources, discussions, and memories. At the bottom, a navigation bar shows 'TREE' and 'PERSON' tabs, with the 'PERSON' tab selected and highlighted by a mouse cursor.

Thomas C
1766-1816

Elizabeth
Deceased

✓ Ordinance Complete

Lebbeus Thaddeus Coons
1811-1872 • KWJD-26L

Mary Ann Williamson
1812-1867 • KWJD-26K

Children

John Will
1782-1846

Nancy S

Lebbeus Thaddeus Coons
KWJD-26L ☆ Watch

BIRTH 13 May 1811
Plymouth, Chenango, New York, United States

DEATH 7 July 1872
Richfield, Sevier, Utah, United States

9 SOURCES 6 DISCUSSIONS

2 MEMORIES

TEMPLE B C I E SP SS

TREE PERSON



Edit Other Information

- Scroll to “Other Information”.

Other Information

[Open Details](#) | [+ Add](#)

Alternate Name

Birth Name

Libbeus Thads. Coons

Birth Name

Lebbeus Thaddeus Coons ; Sr.

Birth Name

Dr. Lybias Coons

Birth Name

Lebbeys Thadeius Coons

Birth Name

Libbeus Thaddeus Coons

Birth Name

Lebbeus Thaddeus Coons

Birth Name


Libbaus Thaddeus Coon


Close


15 February 2014
by [HansenFinnStenberg1](#)

[Show all](#)

TOOLS

 [Possible Duplicates](#)

 [Report Abuse](#)

 [Delete Person](#)



Edit Other Information

- Compare Vital Info. to documentation to make sure they match.
- Exceptions should be mentioned under notes.
- Delete incorrect entries under “Other Information”.

The image shows a digital record interface with two main sections: 'Vital Information' and 'Other Information'. A large red arrow points from the 'Other Information' section to the 'Vital Information' section, indicating a comparison or editing workflow.

Vital Information Close
[Open Details](#)

Name
Lebbeus Thaddeus Coons

Gender
Male

Birth
13 May 1811
Plymouth, Chenango, New York, United States

Christening
[+ Add](#)

Death
7 July 1872
Richfield, Sevier, Utah, United States

Burial
9 July 1872
Richfield City Cemetery, Richfield, Sevier, Utah, United States

Other Information Close
[Open Details](#) | [+ Add](#)

Alternate Name
Birth Name
Libbeus Thads. Coons

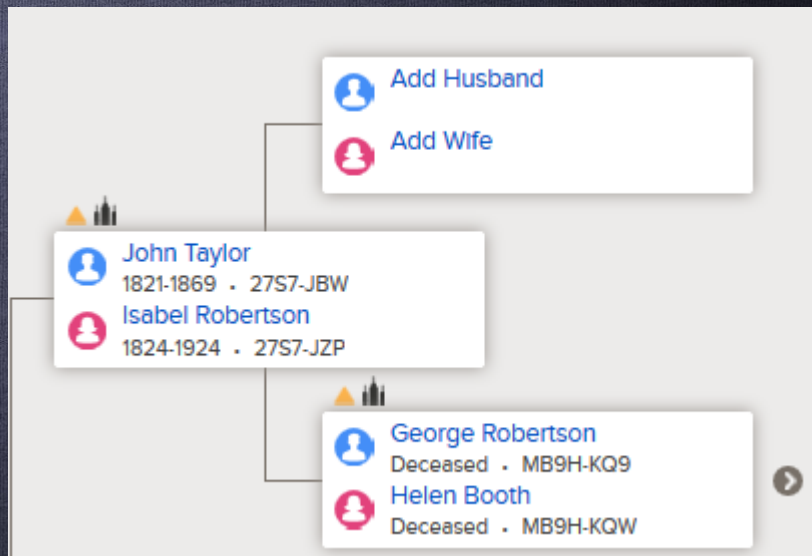
Birth Name
Lebbeus Thaddeus Coons ; Sr.

Birth Name



Establish Relationships

- With documentation added to your ancestor and vital information filled-in and correct. Search for parents of your ancestor.
- Documentation may provide you needed clues to find them.





Establish Relationships

- To add a parent, go to Tree View, and click on your ancestor.
- Click on Person view.

The screenshot displays a genealogy application interface. On the left, a family tree is visible with a highlighted individual, John Taylor (1821-1869, ID 27S7-JBW). A tooltip for John Taylor is shown, listing his birth and death details, and his spouse, Isabel Robertson (1824-1924, ID 27S7-JZP). Below the tree, a 'Children' section lists George R. (Deceased) and Helen B. (Deceased, ID MB9H-KQW). A 'Needs More Information' section is also present. On the right, a detailed 'Person View' for John Taylor is shown, including his birth and death information, a 'Watch' button, and counts for sources, discussions, and memories. At the bottom, a navigation bar shows 'TREE' and 'PERSON' views, with a mouse cursor pointing to 'PERSON'.

John Taylor
27S7-JBW ☆ Watch

BIRTH 22 Dec 1821
Glasgow, Scotland

DEATH 23 Jun 1869
Dummer Twpc Peterborough, Ont., Canada

0 SOURCES 0 DISCUSSIONS

0 MEMORIES

TEMPLE B C I E SP SS

TREE PERSON



Establish Relationships

- Scroll down to “Family Members” and click on “Add Parent”.

Family Members


Close


Spouses and Children

Parents and Siblings

Hide All | [+ Add Spouse](#)


[+ Add Parent](#)


**John Taylor**
1821-1869 · 27S7-JBW

**Isabel Robertson**
1824-1924 · 27S7-JZP

Married
05 JUN 1846
Old Machar, Aberdeen, Scotland

EDIT COUPLE

Children (10)

**Margaret Booth Taylor**
1847-1912 · LCCB-7FN



Establish Relationships

- You have 3 Options:
 1. Add Person
 2. Find Person
 3. Find By ID Number

Add or Find Person

Add Person

Find Person

Find by ID Number

First Names

Last Name

Gender

Any

Event

Year (Range)

Place

Father First Names

Father Last Name

Mother First Names

Mother Last Name

Spouse First Names

Spouse Last Name



Establish Relationships

- Find Person: allows you to enter search parameters, names and dates and look for existing records (People already entered into FamilySearch).

Add or Find Person

Add Person

Find Person

Find by ID Number

First Names

Last Name

Gender

Any

Event

Year (Range)

Place

Father First Names

Father Last Name

Mother First Names

Mother Last Name

Spouse First Names

Spouse Last Name



Establish Relationships

- Find By ID Number: allows you to enter an already known Person ID Number for your ancestor's parent. This only applies if you have searched for and found this number in the past.
- Perhaps you compared 3 and settled on one you think is best.

Add or Find Person

Add PersonFind PersonFind by ID Number

ID Number

Find

Clear

Cancel



Establish Relationships

- Add Person: If no FamilySearch record exists for your ancestor's parent, you may have to create it.
- This is done by filling out the Add Person tab.

Add or Find Person

Add Person

Find Person

Find by ID Number

Template: [Standard](#)

Title	First Names	Last Name	Suffix
<input type="text" value="Title"/>	<input type="text" value="First Names"/>	<input type="text" value="Last Name"/>	<input type="text" value="Suffix"/>

Gender

☐ Male ☐ Female ☒ Unknown

Date of Birth

Birthplace

☐ Living ☐ Deceased

Date of Death

Place of Death



Hands-On!

- Login to familysearch.org.
- Go to an ancestor. Click on Possible Duplicates and look at some records side-by-side to compare.
- Look at “Other information”, See any errors?



Homework:

1. Keep searching for documentation for your ancestors and attaching them to their records.
2. If you have any that have all three sources of vital documentation, look for possible duplicates.

Next Class: Printing Family Ordinance Requests. [FORs]

