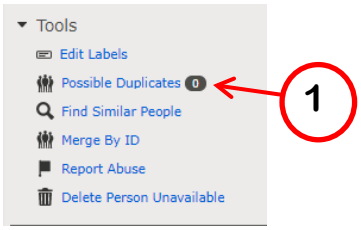
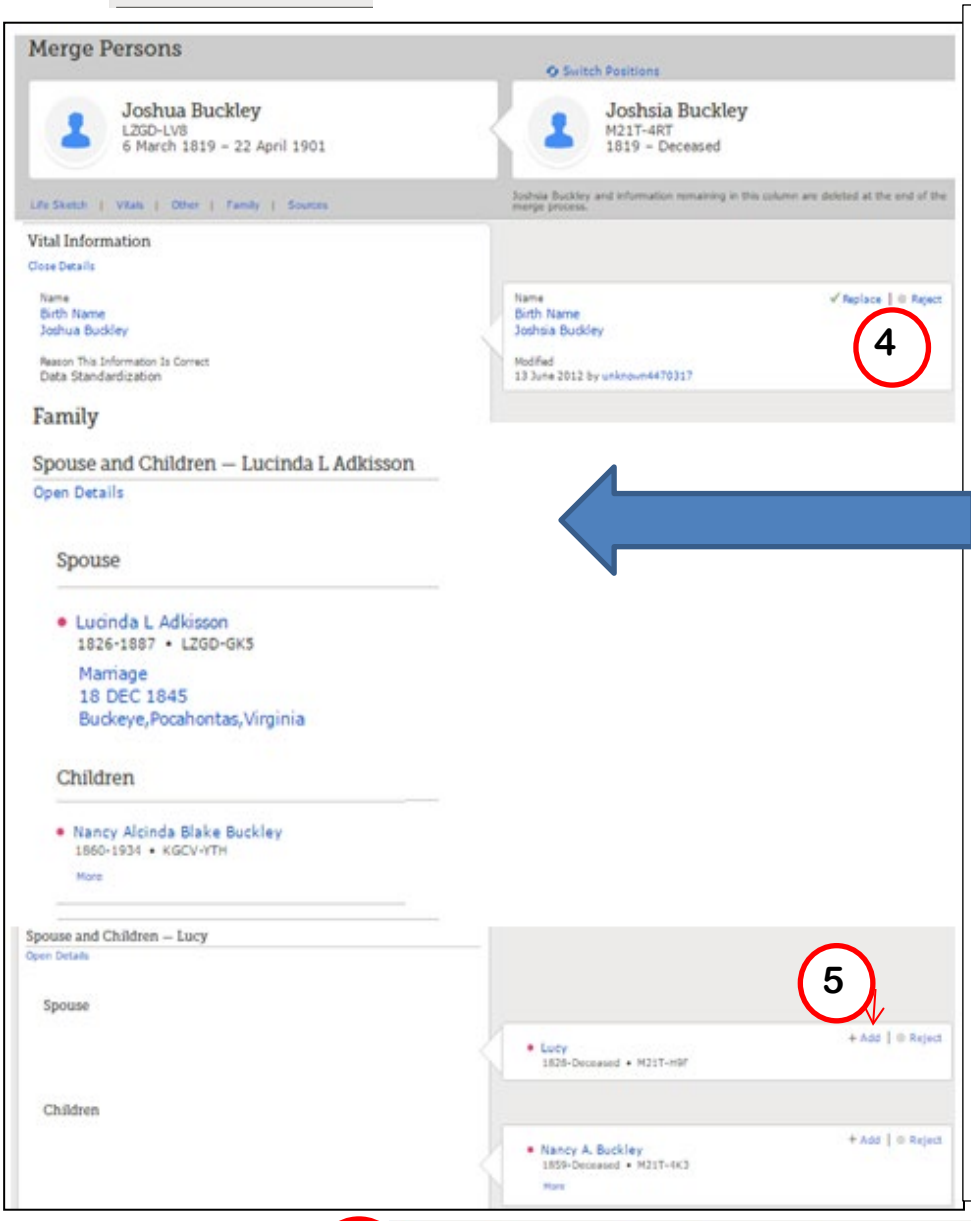
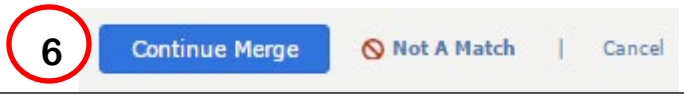
Merging Duplicates in FamilySearch Tree







1 On the person details page, under Tools the black circle out from "Possible Duplicates" tells you how many, if any, duplicates you have. "Similar people" checks for people similar to yours. "Merge by ID" is the most accurate way to merge.

2 You may click under a name and go to person details page to review this person before merging them.

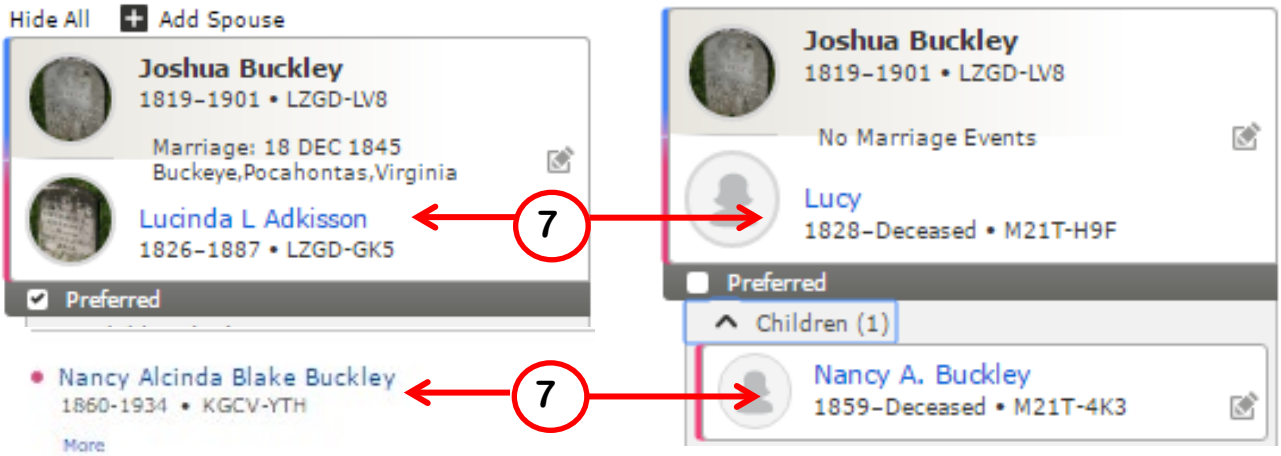
3 Click on "Review Merge"

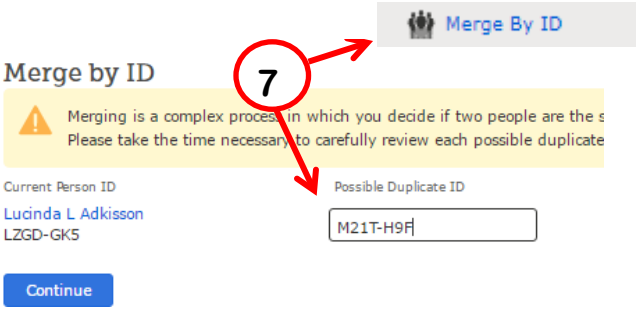
4 Everything on the right goes away. Everything on the left stays. Click on "Replace" if fact on the right is better or "Reject" if not better. Or leave it alone and it will fall off.

5 Click "Add" on any family members that do not have the same PIN as those with same name on the left. They may have important information with them. (If they have the same PIN, don't do anything, that duplicate will disappear after the merge.

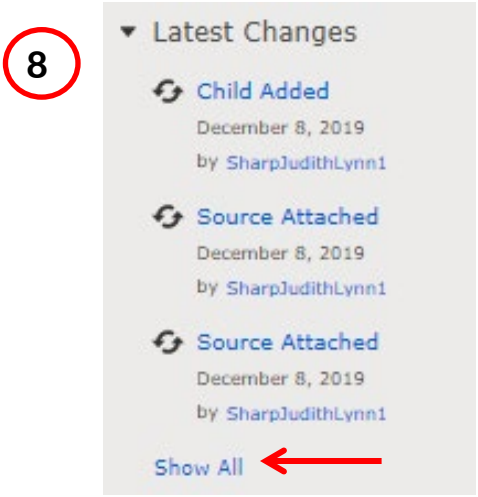
6 Click "Continue Merge". Give a reason. Then click on "Finish Merge" You can say "Not a Match". Or click "Cancel" if you can't decide right now.

1-You cannot merge records of living people unless you are to one who put them in.
2- You cannot merge records of a living person with a record of a deceased person. If necessary, change the death information on the living person then go thru merge.
3-Memories do not display on the screen. However all memories and notes, sources and discussions are merged automatically to the person on the left.
4- A life sketch does not automatically merge. Choose "Add" or "Replace".
5- Read reason statements. Keep the version with the preferred reason statement.
6-If adding a person to the tree, look carefully at the list that comes up. They may already be in the system. If you go to add a source and see a black triangle saying it is "attached to someone else", check it out. It might be a duplicate.





7 Here the above family has 2 duplicate mothers and 2 duplicate daughters. Resolve the children first. To resolve Nancy, copy the PIN of one of them (usually the one with the least information) and go into the other Nancy's person page, click on "Merge by ID". After merging the daughter, do the same for the Mother, Lucy/Lucinda.

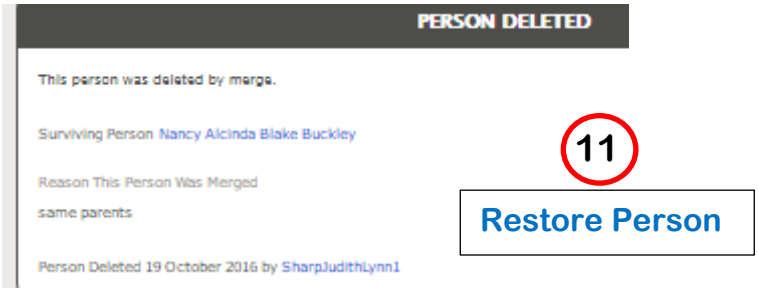


8 To undo a merge, go to "Latest Changes" on person details page and click the one at the top. If you or others have done anything else to their details page since you merged them, you will have to go the "Latest Changes" again and click on "Show All". Find the one that was deleted, and click under their name.

9 Click on "Unmerge" by their name.

10 Or if you want to restore a person, click on "PERSON" in the summary box that comes up. Then you can click on the…

11 "Restore Person" and that person will be restored. Give a reason why you restored them. When you restore an archived record, the surviving record does not change back to what it was before the merge. It retains all the information copied from the deleted person, which can even include memories.



Google "byufhl Classes and Webinars" Then "FH Basic Tutorials" to see a video on this.

Judy Sharp Updated Dec. 2019