

Family Members



Show All Add Spouse

Hide All Add Parent

# Overview: Resolving / Merging Duplicate Records in Family Tree



## Joseph Hugh Dent

13 May 1844 – 22 November 1929 • LHZ7-3SN

View Tree Watch

Details

Memories **2**

Ordinances



## Joseph Hugh Dent

13 May 1844 – 22 November 1929 • LHZ7-3SN

View Tree Watch

Details

Memories **2**

Ordinances

Preferred

Children

Add

Preferred

Children

Maria Louise Dent  
1836-1902 • KN7S-GMY

Occasionally, possible duplicate records will be found. All duplicate records must be compared with your record and either merged together or marked “Not a Match” before the ordinance request can be submitted.

The screenshot displays a genealogy software interface. At the top, a profile card for **Freeman J. Hall** (1835-1863 • LCX7-998) is shown with a blue person icon, a dropdown arrow, and a plus sign. To the right are icons for a church, a document with a person, and a scale of justice. Below this, a red-bordered box highlights two spouse entries, each with a pink person icon, a plus sign, and the label "Spouse":

- Spouse**  
+ **Maria Higgins**  
1840-Deceased • K8WL-QRV
- Spouse**  
+ **Maria Higgins**  
Deceased • KJW3-YWK

To the right of these entries are icons for a church and a scale of justice.

Once you click the green temple icon to reserve ordinances, the “Possible Duplicates Exist” banner will be displayed beneath the name(s) of the person(s) with possible duplicate records.

EXPAND

## Request Ordinances

### Maria Higgins

NAME	SEALING
<div style="display: flex; align-items: center;"> <div> <p><b>Maria Higgins</b> 1840-Deceased • K8WL-QRV</p> <div style="display: flex; gap: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">B</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">C</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">I</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">E</span> <span style="border: 1px dashed #ccc; padding: 2px 5px;">SP</span> <span style="border-bottom: 1px solid #ccc; width: 20px; display: inline-block;"></span> </div> </div> </div>	<div style="border: 2px solid #a52a2a; padding: 10px; background-color: #fff9c4;"> <div style="display: flex; align-items: center;"> <div> <p><b>Possible Duplicates Exist</b></p> <p>This person may have another record in Family Tree, so the temple ordinances might already be done. Please resolve any duplication before taking the name to the temple. Click <a href="#">Learn</a> to see how to resolve possible duplicates.</p> </div> </div> </div>
<div style="display: flex; align-items: center;"> <div> <p><b>Freeman J. Hall</b> 1835-1863 • LCX7-998</p> <div style="display: flex; gap: 5px;"> <span style="border-bottom: 1px solid #ccc; width: 20px; display: inline-block;"></span> <span style="border-bottom: 1px solid #ccc; width: 20px; display: inline-block;"></span> <span style="border-bottom: 1px solid #ccc; width: 20px; display: inline-block;"></span> <span style="border-bottom: 1px solid #ccc; width: 20px; display: inline-block;"></span> <span style="border-bottom: 1px solid #ccc; width: 20px; display: inline-block;"></span> <span style="border: 1px dashed #ccc; padding: 2px 5px;">SS</span> </div> </div> </div>	<div style="display: flex; align-items: center;"> <div> <p><b>Maria Higgins</b> 1840-Deceased • K8WL-QRV</p> </div> </div>

Select the person's record from your tree to compare with duplicate records. At the bottom right side of the details page, click "Possible Duplicates" on the Tools menu

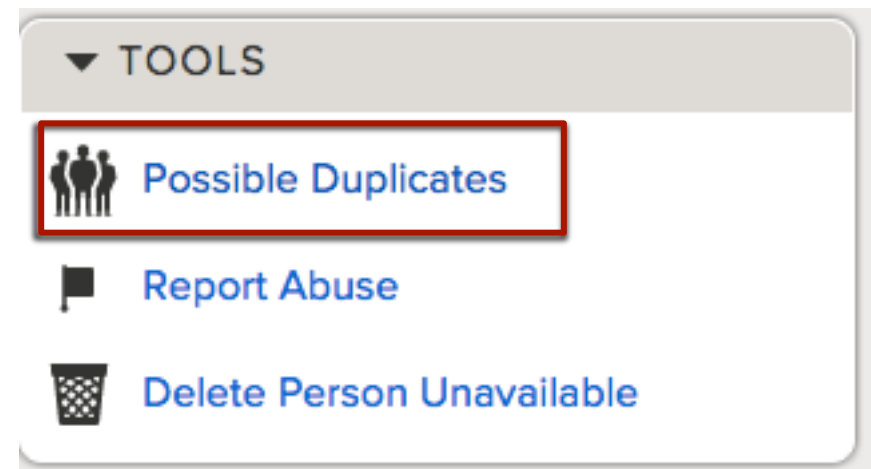


 **Maria Higgins**  
1840 – Deceased • KBWL-QRV


 View Tree  Watch

Details Memories **0** Ordinances 

Vitals | Other | Family | Sources **0** | Discussions **0** | Notes **0**



▼ TOOLS

-  Possible Duplicates
-  Report Abuse
-  Delete Person Unavailable










Review each record listed by clicking the blue “Review Merge” button. If you’re certain a record is not a match, click “Not a Match”.

## Possible Duplicates for Maria Higgins



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 (5 results)

Person	Events	Parents	Spouse	
 <b>Maria Higgins</b> KJW3-YWK ●●●●●			 Freeman J. Hall	<div style="border: 2px solid red; padding: 2px;">Review Merge</div> <div style="border: 1px solid red; padding: 2px;">Not a Match</div>
 <b>Maria F. Higgins</b> M6JY-TSF ●●●●○			 Freeman J Hall	<div style="border: 1px solid blue; padding: 2px;">Review Merge</div> Not a Match
 <b>Maria</b> 9N7Y-588 ●●●○○	birth 1839, Manchester, Lancashire, E...		 John Halliwell	<div style="border: 1px solid blue; padding: 2px;">Review Merge</div> Not a Match
 <b>Maria</b> MSTK-2H9 ●●●○○	birth 1839, Chard, Somerset, England,...		 Joseph Hallett	<div style="border: 1px solid blue; padding: 2px;">Review Merge</div> Not a Match
 <b>Maria F. Higgins</b> 9VRC-74Z ●●●○○	birth 1840, Matinicus Island, Knox Cou..			<div style="border: 1px solid blue; padding: 2px;">Review Merge</div> Not a Match


Compare your record (left) with the duplicate record (right). Click “Replace” on the duplicate record to replace the information on your record. If you’re not replacing the information, click “Reject”. This helps you keep track of information you’ve reviewed.

## Merge Persons

[Switch Positions](#)



**Maria Higgins**  
KJW3-YWK  
Deceased



**Maria F. Higgins**  
M6JY-TSF  
Deceased

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

Maria F. Higgins and information remaining in this column are deleted at the end of the merge process.

### Life Sketch

### Vital Information

[Open Details](#)

Name Birth Name Maria Higgins	Name Birth Name Maria F. Higgins	<input checked="" type="checkbox"/> Replace   <input type="checkbox"/> Reject
Sex Female	Sex Female	<input checked="" type="checkbox"/> Replace   <input type="checkbox"/> Reject
Death Deceased	Death Deceased	<input checked="" type="checkbox"/> Replace   <input type="checkbox"/> Reject

To add information from the duplicate record that's missing on your record, click "Add". The information will immediately slide onto your record.

## Family

Spouse — Freeman J Hall

[Close Details](#)

A dialog box for merging a duplicate record. At the top right, there are two buttons: "+ Add" (highlighted with a red box) and "Reject" (with a radio button). Below this, the record details are shown: "Freeman J Hall" (with a blue square icon), "Deceased • M6JY-TSS". A callout box contains the following information: "Marriage", "14 November 1858", "Rockland, Knox, Maine, United States". Below the callout, it says "Reason This Information Is Correct: Marriage record; standardized date & location." and "Modified: 7 May 2016 by SheltonShelleyRene1".


When you reach the end of the record and have determined whether or not both records are for the same person, click "Continue Merge" or "Not a Match". Or, if you aren't sure and want to do more research, click "Cancel".

The "Sources" section shows a list of sources with an "Open Details" link and an "Undo" button. The source listed is "Maria F. Higgins, 'Maine Marriages, 1771-1907'". At the bottom of the interface, there are three buttons: "Continue Merge" (highlighted with a red box), "Not A Match" (with a red circle and slash icon), and "Cancel".

You will be asked to explain why you believe this is a correct merge. Then click “Finish Merge”.


## Merge Persons Confirmation

[Switch Positions](#)



**Maria Higgins**  
KJW3-YWK  
Deceased

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



**Maria F. Higgins**  
M6JY-TSF  
Deceased

Maria F. Higgins and information remaining in this column are deleted at the end of the merge process.

### Life Sketch

### Vital Information

[Open Details](#)

Name  
Birth Name  
Maria Higgins

Reason This Merge Is Correct

Explain why you feel this merge is correct.

[Finish Merge](#) [Cancel](#)

You will see a successful merge confirmation. Follow the same steps with each remaining possible duplicate record until all have been resolved.