Duplicate Family Records

Sometimes, through various means and despite all safeguards, there are two records for the same family in 4-H Online. Once you identify them, you need to consolidate all member/adult information into one family record and delete the extra one.

Sometimes families THEMSELVES consolidate into one household—there were two houses, but then somebody got married or moved in together, and now there's one household. The same procedure will work for both of these circumstances.

Identifying duplicate families:

If you're not sure whether you have duplicate records for families, you can find them by using the Families tab, and selectively sorting.

1. Sorting alpha by last name is a good place to start. In the screen print at right, you can see that there are 2 Coover and 2 Cronbaugh family records, and because the street address is the same, one of each is a duplicate.

FAMILIES						
Name ▲	Address	Address 2	Email	Status	Created	Login
Coover	3448 Hwy 21	Belle Plaine IA, 52208	jencoover@yahoo.com	Active	10/14/2010	Login →
coover	3448 Hwy 21	Belle Plaine IA, 52208	jcoover@coma.com	Active	11/30/2009	Login →
Corrigan	7331 31 Avenue	Atkins IA, 52206	jbame@aol.com	Active	03/15/2010	Login →
Cronbaugh	7355 19th Ave	Blairstown IA, 52209	sscory@aol.com	Active	10/09/2010	Login →
Cronbaugh	7355 19 Avenue	Blairstown IA, 52209		Active	11/30/2009	Login →
Cummings	5650 33rd Ave	Center Point IA, 52213	halph@msn.com	Active	11/28/2010	Login →

2. Sort alpha by ADDRESS (click on the word "Address" at the top of the column), then select "ALL" from the alpha click-list at the top. This will reveal possible duplicate families with different family names, but the same address. **There should only be one record per household address**. In the example at right, the "Craft" and "West" families have the same street address.

Craft	832 12 Street #4	Belle Plaine IA, 52208		Active	11/30/2009	Login →
West	832 12 Street #4	Belle Plaine IA, 52208		Active	08/26/2010	Login →
Horst	P.O. Box. 101	Blairstown IA, 52209	elhorst@yahoo.com	Active	12/27/2010	Login →

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, 0-9, ALL

3. The same sort as #2 will also reveal incomplete family records that should be deleted. Each family record is required to have a street address, city, state, and zip before members can be added. In the example at right, these family records are incomplete and should be deleted so that you don't end up creating a new record if someone in that family joins 4-H. When you click on the Login icon beside these families, you will see that there are no adult volunteer/youth associated with them. There is a "Delete Family" button at the bottom of the family information.
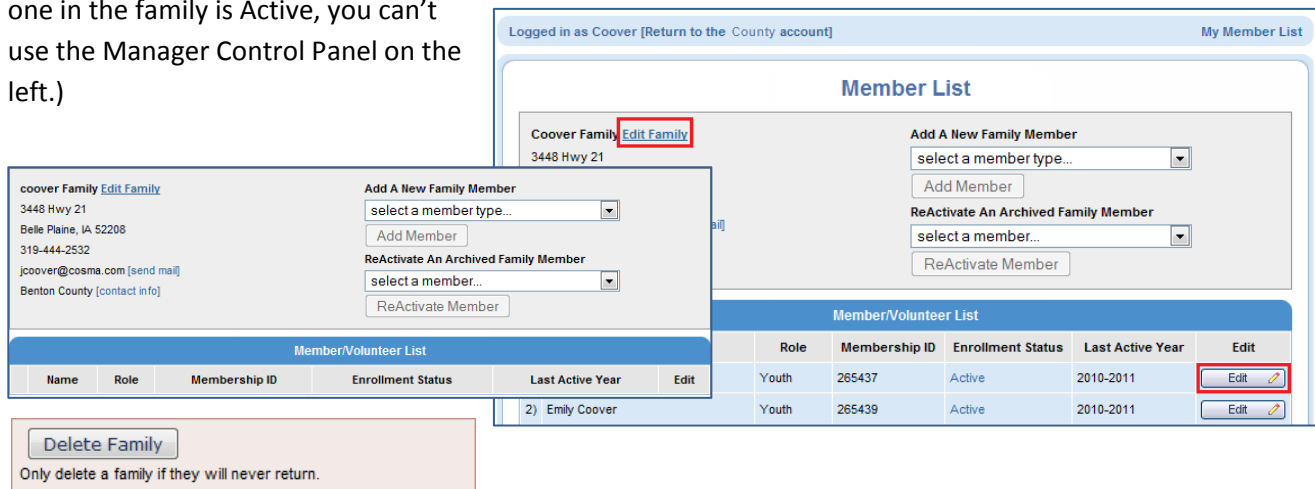
FAMILIES						
Name	Address	Address 2 ▲	Email	Status	Created	Login
Dick			cdck@simperrine.com	Active	11/09/2010	Login →
Fry				Active	01/29/2010	Login →
Newlin				Active	12/17/2010	Login →
Nulty				Active	12/18/2009	Login →

Consolidating duplicate families:

Once you've identified that you have duplicate family records, you need to consolidate the information in each so that all youth/adults are members of the same family record. In the examples above, there are very minor differences in the records (Coover vs. coover, 7355 19th Ave. vs. 7355 19 Avenue). It helps to have a screen print that displays those differences so that you can keep track of which record you're working with. If there are no differences in the name/street address, make some. **Alter the street address one record so that it can be distinguished from the other one.**

Begin by clicking Login on one of the duplicate records. Note who is "in" that family, email, etc. To make a change so that you can tell the records apart, use the Edit Family link at the top.

Check the other family record. Use the "Return to County Account" link to switch between family records. (If no one in the family is Active, you can't use the Manager Control Panel on the left.)

If either of the family records contains no adults/youth (left), just click the Edit Family link, delete that record and you're done.

IMPORTANT: If there are no members listed, and you do not have the option of the "Delete Family" button, it's because there WERE members and they show up under the "ReActivate" option at the top. **CONTACT ME** for details about how to consolidate/remove those families.

You will "lose" your sort as you go back and forth between the County Account and the family records. Having a screen print will help you keep track of which records you are working with

If both family records contain youth/adult members, you should choose the family record that you want to be the one that remains. Login to the OTHER family record, and click Edit on one of the youth/adult records listed. (doesn't matter if they're Active or not).

Notice that your Manager Control Panel on the left now includes an option to "Move Current Member to a Different Family". Use the drop-down to find the family that you decided was the record you were keeping. Click the "Change Family" button, but do not check the Login to New Family box, as you need to stay in this "old" record a bit longer.

4-HONLINE
Idaho 4-H Enrollment Program

Manager Control Panel

View
Active Records

Find Member

GoTo Record   Clear

Find Family

GoTo Record   Clear

Create New Family (enter family name)

Create Family

Craft Family

Member	Flag
*Javin Craft (12)	

Move Current Member to a Different Family
Ahrendsen: 3167 Hwy E36
Werning: P.O. BOx #444
Werth: 1308 10th Avenue
West: 832 12 Street #4
Zaugg: 7861 27 Avenue
Zieser: 4655 Cedar Ridge Ro...

Change Family   ☐ Login To New Family
Add Adult   Add Youth

Logged in as Craft: Javin [Return to the State account]   My Member List

Personal Information   Additional Information   Participation   Animals
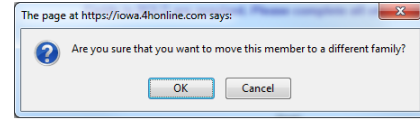
Youth Personal Information

Profile Information

Javin Craft - Youth   record created: 11/30/2009 2:00:15 PM

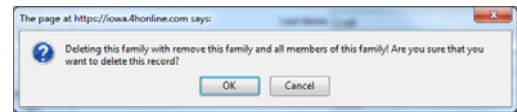Email:
First Name: Javin
Last Name: Craft
Mailing Address: 832 12 Street #4
City: Belle Plaine
State: Iowa
Zip Code: 52208
Birth Date: 05/25/1998
Gender: Female
Primary Phone: 319-202-2705

After you click "Change Family", you'll get an "Are you sure" message: Click OK.

The page at https://iowa.4honline.com says:
Are you sure that you want to move this member to a different family?
OK   Cancel

Then move any additional youth/adult records from this family. When you're done, click the Delete Family button. Click OK on the warning.

The page at https://iowa.4honline.com says:
Deleting this family with remove this family and all members of this family! Are you sure that you want to delete this record?
OK   Cancel

West Family Edit Family
832 12 Street #4
Belle Plaine, IA 52208
319-202-2705
[send mail]
Benton County [contact info]

Add A New Family Member
select a member type...
Add Member

ReActivate An Archived Family Member
select a member...
ReActivate Member

Member/Volunteer List

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Javin Craft	Youth	176290	Inactive	2009-2010	Edit
2)	August West	Youth	250089	Inactive	2009-2010	Edit
3)	Cody West	Youth	250088	Inactive	2009-2010	Edit

Now return to the County Account, and login to the family that contains all the records. If there are discrepancies in the records (slightly different addresses, whatever) you can fix those. If you "Edit Family," there is a checkbox that says "Update member records with the same address" to get all youth/adult records to contain the same Family information.

Family Information

Profile Information

Email: joe@gmail.com
Last Name: West
Mailing Address: 832 12 Street #4
City: Belle Plaine
State: Iowa
Zip Code: 52208   12345
Primary Phone: 319-202-2705   555-555-1234
Correspondence Preference: Mail
4-H County: Benton

Update member records with the same address [X]

Sometimes, if a family cannot remember their login or password, they just decide to start over and create a brand-new record. Then you're left with a record that was created this year, as well as the old one from last year. You can only delete records in their first year of existence. Once a record has existed for a year, then it's archived and always truly exists.

Here's what you will need to do if a family creates a new record for themselves:

1. Print out the info from the new account. (at least the email address they used)
2. Delete the new account—first the member record and then the family. If you have activated the youth already, you may have to return them to pending or incomplete before you do that.
3. Go to the OLD account, and (optional) START the re-enrollment process.
   a. **DO NOT SUBMIT** the record at any point. It has to remain as "incomplete" or the family will not be able to edit authorizations.
   b. If you wish, you can add info that was entered on the new account, like project changes, etc.
4. Change the family's email to the one used on the "new" account.
5. Contact the family and ask them to go BACK into the program and complete the forms on the correct record. They will use the same email address that they used on the "new" record they created, and their password should also be the same.