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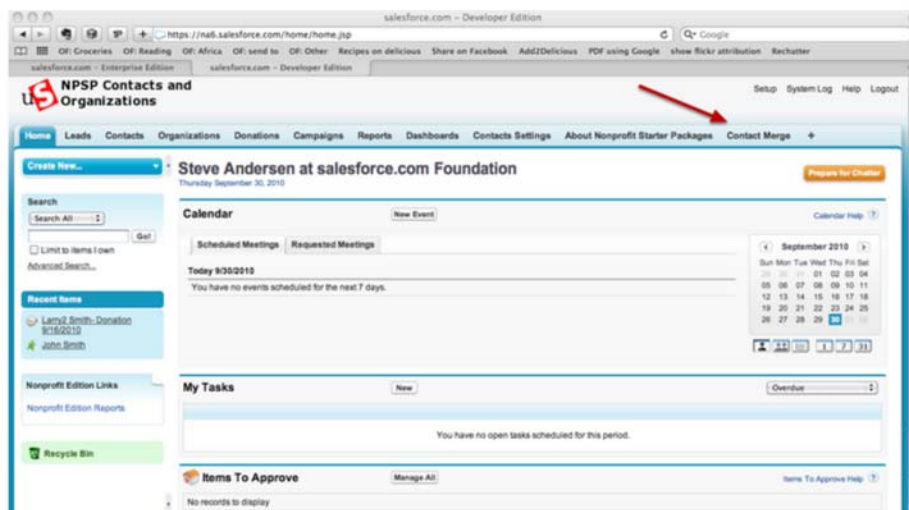
Version 1

Show Properties

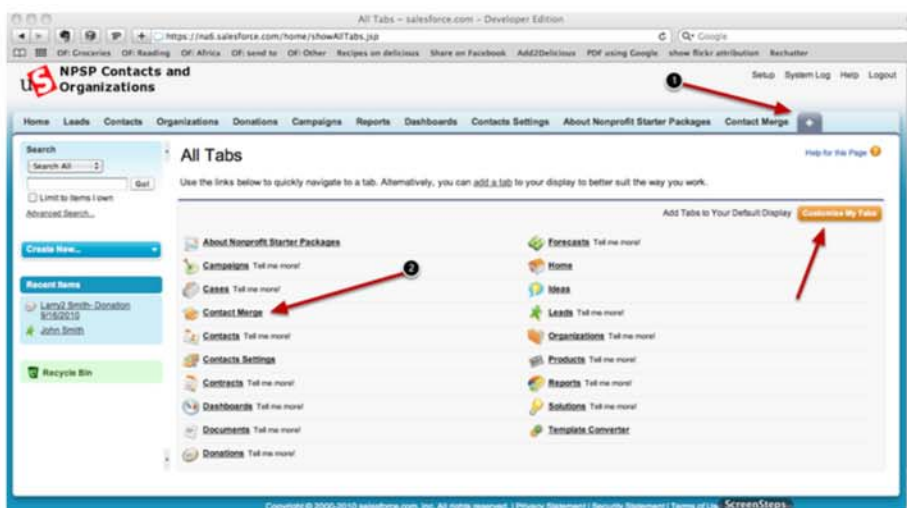
NPSP: Merging Contacts

The Nonprofit Starter Pack has a custom Contact Merge interface that helps keep your data intact when merging Contacts together. This article is a short walk through for using that interface.

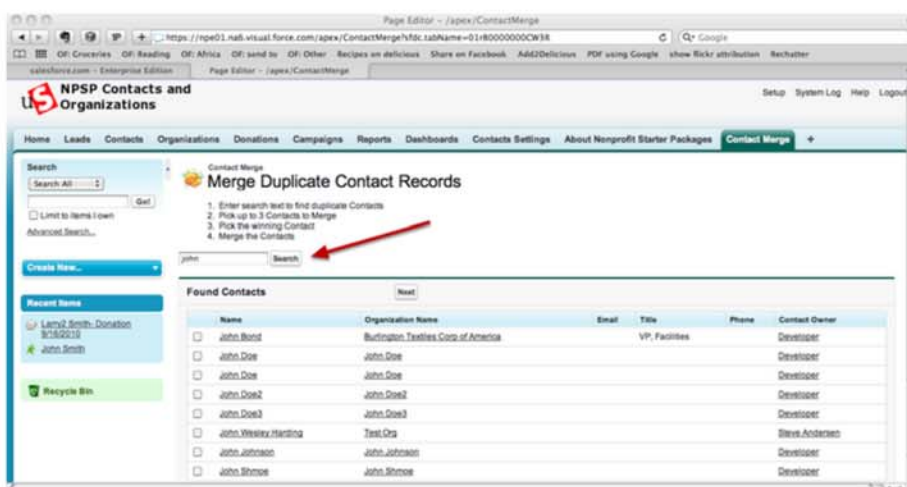
Go to the Contact Merge Tab



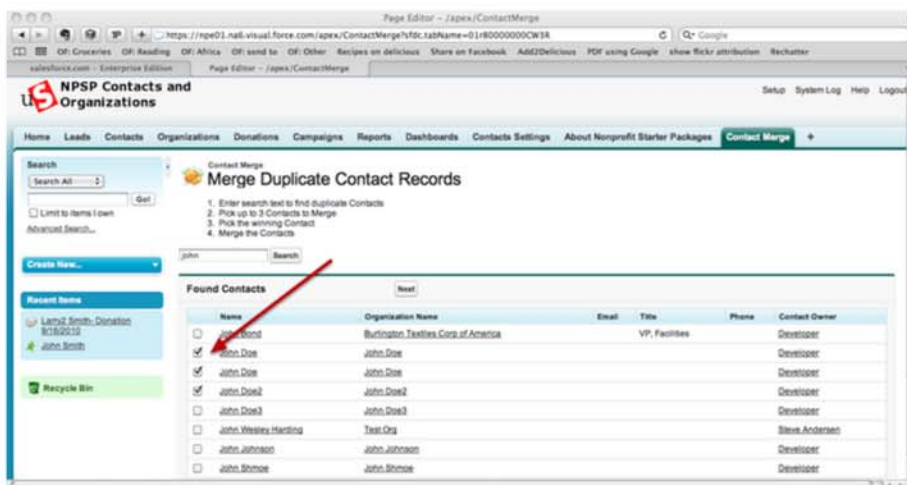
If you don't see the Tab, click the '+' tab



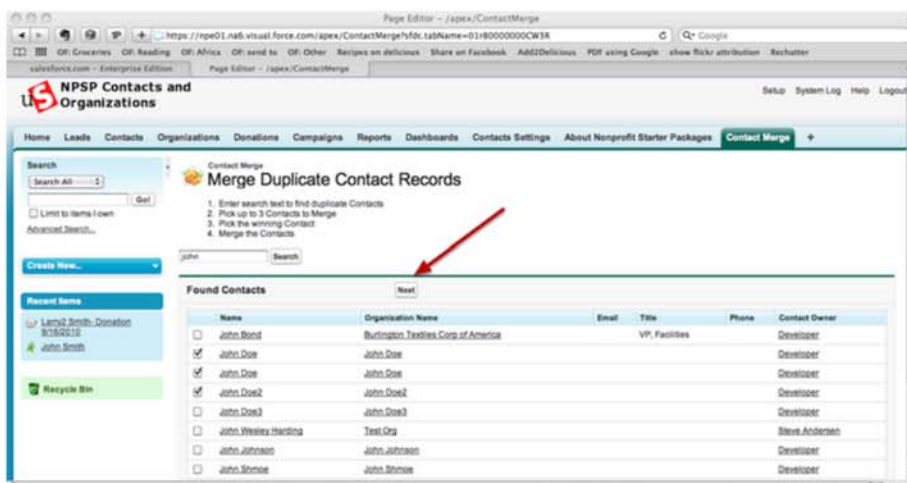
Enter Your Search



Select up to 3 Contacts to Merge



Click Next



Select which values you want to keep

The screenshot shows the 'Merge Duplicate Contact Records' interface in the NPSP system. It features a search bar on the left and a table of selected contacts. The table has columns for 'John Doe (Select All)', 'John Doe (Select All)', and 'John Doe2 (Select All)'. The table lists various fields including Account, Business Fax, First Name, Last Name, Primary City, Primary State/Province, Primary Street, Owner, and Custom Fields. Red arrows point to the 'First Name' and 'Last Name' fields, indicating where data differences are highlighted for selection.

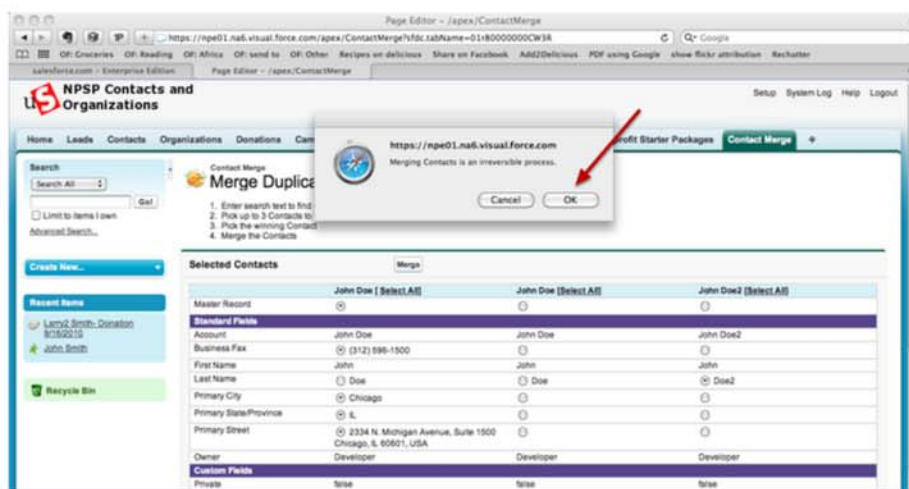
	John Doe (Select All)	John Doe (Select All)	John Doe2 (Select All)
Master Record	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard Fields			
Account	John Doe	John Doe	John Doe2
Business Fax	(312) 596-1500		
First Name	John	John	John
Last Name	Doe	Doe	Doe2
Primary City	Chicago		
Primary State/Province	IL		
Primary Street	2334 N. Michigan Avenue, Suite 1500 Chicago, IL 60601, USA		
Owner	Developer	Developer	Developer
Custom Fields			
Private	true	true	true

Each field where data is different will allow you to select a winning value. The Master Record selector at the top determines which Id you'd like to keep as all the Contacts will have different Ids.

Click the Merge Button

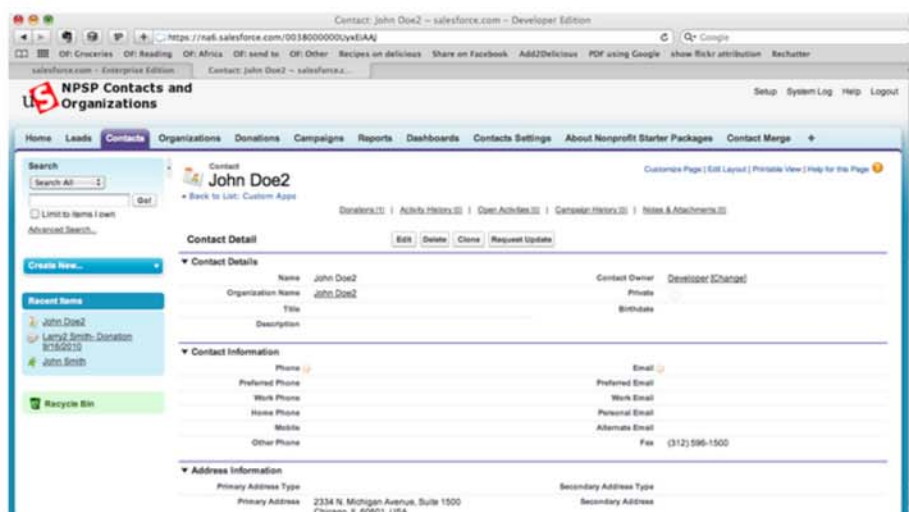
This screenshot is identical to the previous one, but with a red arrow pointing to the 'Merge' button located at the top of the table, indicating the next step in the process.

Click 'Ok' to Proceed



Merging Contacts is an irreversible process. Be sure you want to move forward before clicking OK.

You Land on the Merged Contact Record



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