

Merging duplicate contacts



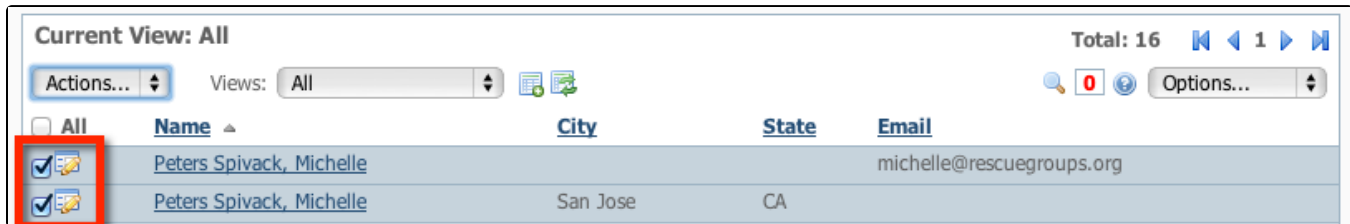
Where do I find it?

You can merge contacts right from your organization's Contact List, which you can find by going to **Contacts > Contact List**

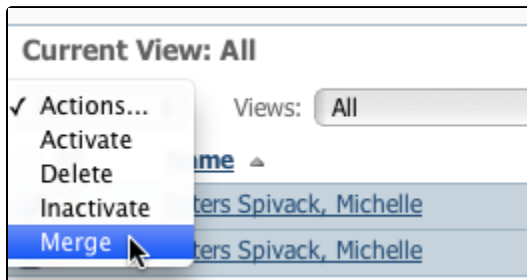
Merging Duplicate Contacts

Merging duplicate contacts will allow you to retain adoptions, forms and information with each contact.

- To merge duplicate contacts, click on the check boxes next to the contacts you want to merge.



- Next select Merge from the Actions drop down menu.



- You will then be able to see each contact record.
- Click Merge Contacts.

Merge Contacts

 New Messages (12)

[« Contacts](#)

Select the values below to use for the merged contact. All data (submitted forms, meet requests, etc) will be merged into one contact record.

Contact ID	3054088	3395192
First name	Michelle	Michelle
Last name	Peters Spivack	Peters Spivack
Title		
Company	☐	☒ 13th Street Cat Rescue
Address	☐	☒ 123 My Street
City	☐	☒ San Jose
State	☐	☒ CA
Zip/Postal Code	☐	☒ 95122
Plus4		
County		
Country		
Carrier		
Home Phone		
Work Phone		
Work Phone Extension		
Cell Phone		
Fax		
Email Address	☒ michelle@rescuegroups.org	☐
Alternate Email Address		
Pager Email Address		
Referred By		
Comments		
Send Mail	Yes	Yes
Active	Yes	Yes
Availability		
Transportation		
Caretaker Public	☒ No	☐ Yes
Groups	1	0
Volunteer Information	1	1

[Cancel](#) [Merge Contacts](#)

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1. 0
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How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?

- 4 answers
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- Space: [Website Service Guide](#)
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4. 0
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My Animal List is empty

- 2 answers
- [Tammy Mullins](#)
- Feb 06, 2024
- [animals](#)

5. 0
votes

Requests

- 0 answers
- [Anita Lowman](#)
- Feb 19, 2024
- [requests](#)
- [animals](#)

6. 0
votes

Add a mixed breed choice for dogs

- 1 answer
- [Richard \[RG\]](#)
- Feb 27, 2014
- [requests](#)
- [animals](#)
- [breeds](#)
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Change default location to "no"

- 1 answer
- [Alana Woodbury](#)
- Jan 22, 2024
- [animals](#)
- [exports](#)

8. 0
votes

What fields is the Asilomar Advanced Animal Statistics report pulling from

- 0 answers
- [Alana Woodbury](#)
- Jan 20, 2024
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9. 0

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Is there a way to view relationship from the Animal List page?

- 1 answer
- [Michelle Caylor](#)
- Dec 08, 2023
- [animals](#)

10. 0

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Can we increase the information exported to Adopt-A-Pet to include relationships?

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Have a question about this topic?