

Check for Duplicate Families Across the Diocese

With this process, you can search for duplicate family entries using name and street address. In the Families navigation pane, click **Processes** > **Check for Duplicate Families Across the Diocese**.

1. Make selections to build your list of duplicates, then click **Next**.
2. The duplicate family details display. If needed, print this list. Click **Next**.
3. For each possible duplicate, select an action. When you're finished, click **Next**.
4. Make your final selections, and click **Begin Process**.
5. After processing is complete, click **Close**.

Related Topics

[Family Processes](#)
[Families](#)