Mergeing Household / Members

1. On either the household or member screen you will see a Merge button in the top right. (once you merge household's you have to also merge their members using the same process or you will have duplicates)
2. Select the box next to the household you want to merge into this household.
3. Click the "Finalize Merge Process" button. You will get a pop up asking you if you are sure click yes. you will then get a pop up statin gthe merge was complete.