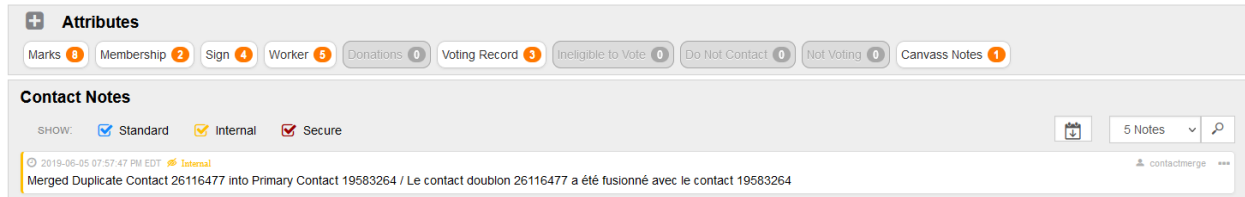


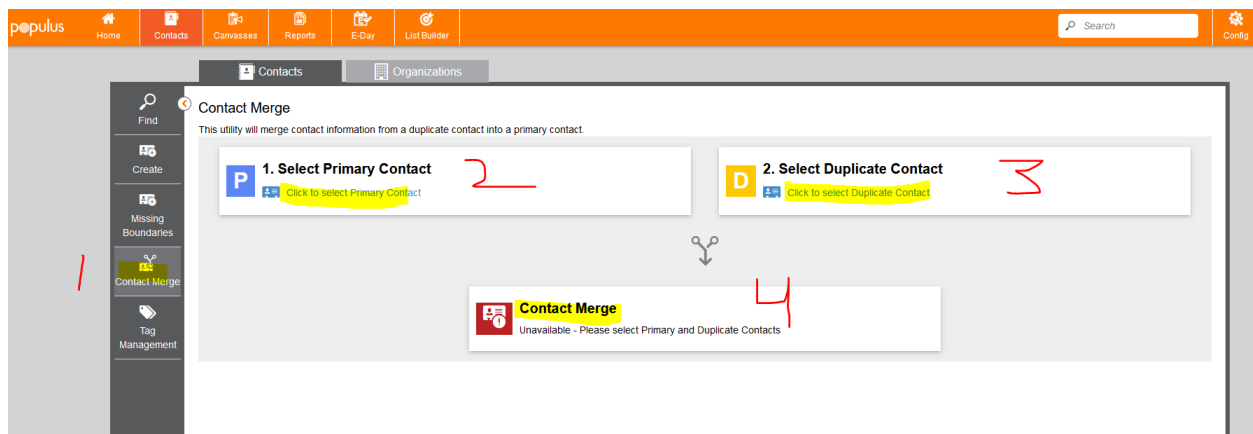
When you see a duplicate profile in Populus, the best thing to do is to merge the two (or more) profiles to be one.

To do this, you will want to pick one of the profiles that seems to be the most up to date / current. To determine what is most current, scroll down on each user profile and check out the attributes section:



If one profile has more recent activity here (i.e.) mark, then go with that one. If it's a canvass sheet that you're entering data from that led you to the duplicate, make sure the address remains the one on the canvass sheet (as someone just spoke to them at that address).

If both profiles are basically the same, you can just pick one and go ahead with the merge. The Contact Merge button can be found if you go to 'Contacts' (in the top navigator) and then to 'Contact Merge' in the side navigator (as shown below).



If you're already on the most up to date contacts page they should be selected as primary merge contact already when you click on the merge contacts button (easiest way not to get confused), if not simply add both profiles when the page loads, and then click merge!.

Not seeing the contact merge button? It could be your permission level. Let us know in Discord.