Family Tree Next Steps:
Correcting Relationships in Family Tree

Two types of relationships are in Family Tree: Couple and Parent-child.

Guidelines for Correcting Relationships in Family Tree

- When the wrong person appears in a family, **Delete the Relationship** to unlink the person from the family.
- When Deleting a Relationship between individuals, the individuals stay in the Family Tree database, but are no longer connected.
- Copy the Person's ID# in order to more easily connect the person to another family.

Rules to Follow in Correcting Relationships:

1. Know what is correct before deleting relationships.
2. Find and attach sources and tag those sources to verify correct name, gender, etc.
3. Have the correct information in front of you when analyzing the children and parent relationships.
4. Determine if dates and places are logical and if relationships make sense.
5. Make a plan of attack. Determine the most correct information and what to keep and what to delete. If in doubt, DON'T make changes.
6. Give reason statements for relationships you delete, referring to sources whenever possible.
7. Delete the **Bolded** child last because the whole family relationship to the tree will be deleted once the relationship of a bolded child is deleted.
8. When several individuals have been combined into one record, a new record may need to be created for that individual. The new record can then be linked to the tree.
9. Fix the problem of duplicate parents first, then fix the children.
10. Merge duplicates so that individuals are not left floating in the system.
11. Merge Possible Duplicates as you encounter them during the process of correcting relationships.
12. If no dates, places or relationships are common to the possible duplicates, they probably should not be merged.
13. Delete any information in "Other Information" field that does not belong to that person, especially "rogue names."

Adding and Editing Child Relationships

- Parent-child relationships connect children to parents.
- A child has a separate relationship to the mother and to the father. This allows the child's relationship to show differently for each parent. Example: child had a step relationship to the father and a biological relationship to the mother.
- Child relationships include
  o Adopted

- o Biological
- o Guardianship
- o Foster
- o Step
- The default child relationship is Biological.
- Click on the pencil icon to the right of the child to edit the parent-child relationship.
- A box comes up with both mother and father showing, click on the **Relationship Type** shown on one of the parents. A drop down arrow appears in the right hand side of a rectangular window. Click on it and change the relationship. Click **Save**. The relationship will then display under the child's name on the parent's detail page.
  - o To change the relationship at any time, repeat the process.
  - o To delete that relationship type, click on **Delete** and the relationship will go back to Biological
  - o A date the relationship type took place may be inserted and a reason statement added.

Adding and Editing Couple Events

- **Couple Events** that connect the husband and wife include:
  - o Annulment
  - o Common Law
  - o Divorce
  - o Marriage
- The default Couple Event is Marriage.
- Click on the pencil icon in the Family Members Section Couple box.
- Click on the **Couple Event** that shows in the box from the dropdown arrow to **Edit** or Delete an existing Couple Event, Date or Place.
- Click **Add** to add event
- Add a **Reason Statement**
- Click **Save.**

Correcting Relationships by Removing or Replacing Persons

To Edit the Couple or Parent-child relationship go to Family Members Section, on the Person Page.
- Click on the pencil icon to the right of the couple to edit this couple relationship.
- Click on the pencil icon to the right of a child to edit a Parent-child relationship.

Remove parent-child relationship

1. Click on the pencil icon to the right of the child to edit the Parent-child relationship
2. Click on **Remove or Replace**
3. Click on **I have reviewed, etc.**
4. Click on **Remove parents**
5. Give **Reason Statement,** click on **Remove**
6. Add the child to the correct family
7. Go back to the original family, click on the pencil icon and then continue to remove children from the family.

Remove Couple Relationship

1. Click on the pencil icon to the right of the couple to edit the couple relationship
2. Click on **Remove or Replace**
3. Click on **I have reviewed, etc.**
4. Click on **Remove Person**
5. Give reason statement and click on **Remove**

Removing relationships does not **Delete** any individuals from Family Tree. It only removes the **Parent-child relationship** or the **marriage relationship.**

Replace parent/child or couple relationships
- If you are replacing the mother or father of a child, copy the mother's/father's ID #
- Click on the pencil icon of the child that will be put in the new family
- Click on **Replace Person** by the mother/father
- Click **I have reviewed . . .**
- Click **Replace Person**
- Click on **Find by ID number**
- Paste the ID# in the box
- Click on **Find**
- Click on **Add Person**
- Give reason statement and click on **Replace**
- The child will be in the new family and will not have to be removed from the other family.

Replace a spouse in a Couple Relationship
- Click on the pencil icon to the right of the couple to edit the couple relationship
- Click on **Remove or Replace**
- Click on **I have reviewed . . .**
- Click on **Remove Person**
- Give a reason statement and click **Remove.**
- Copy the ID # of the new spouse. Add it to the couple relationship.

Replace a mother or father in a family.

One of the spouses is not correct and is not the parent of any of the children. If you know the correct spouse, then replace the incorrect one.
- Click *Edit Couple Pencil*
- Click *Remove or Replace*
- Click Box *I have reviewed*
- Find by ID (if you have the ID of the correct spouse) or Fill in the name and information
- Find
- Add Person
- Give reason
- Replace

The correct parents are now with the correct children.