

## How to Merge Duplicate Contact Records

**Market:** Federal/State/Local, House, Senate

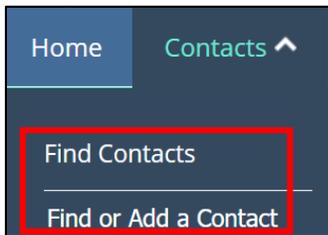
**Module:** Contacts

**Purpose:** This guide provides instruction on how to merge Contact Records.

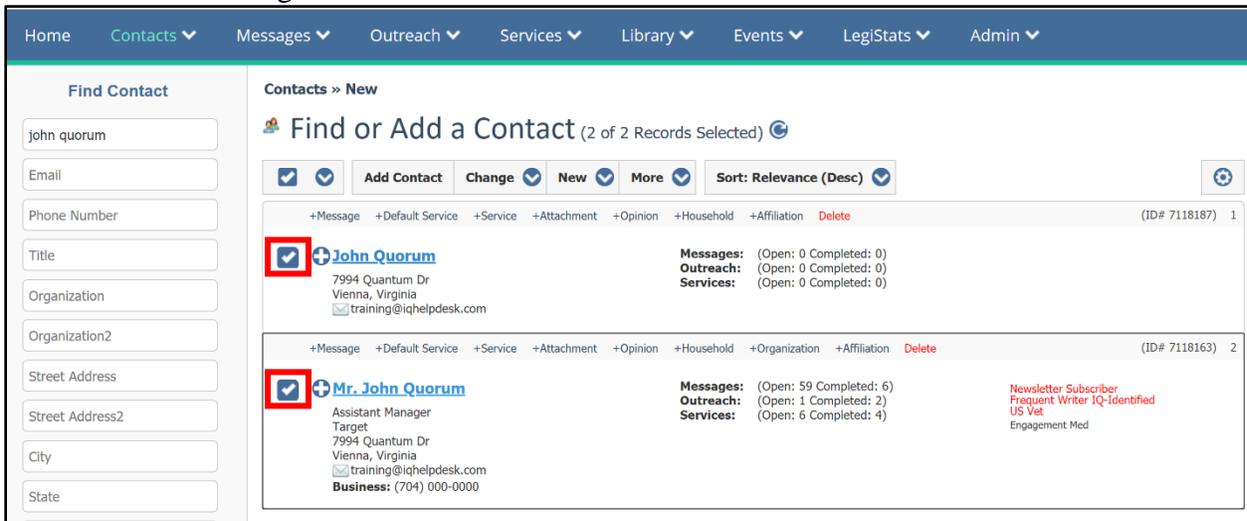
### Key Benefits

IQ provides the capability to merge duplicate contacts that were inadvertently entered to help maintain the quality of data stored in the system.

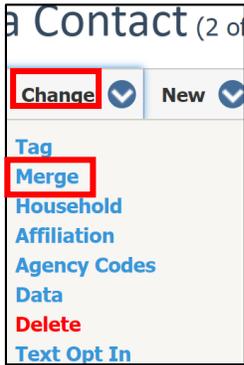
### 1. Navigate to **Contacts > Find Contacts > Find or Add a Contact**



### 2. Under the Find Contact pane, enter the name of the contact. Based on the results, select the boxes next to the contacts to merge.



3. Select **Change > Merge**.



4. Under **Target**, select the contact record into which other contacts will merge.



5. Click **Merge**