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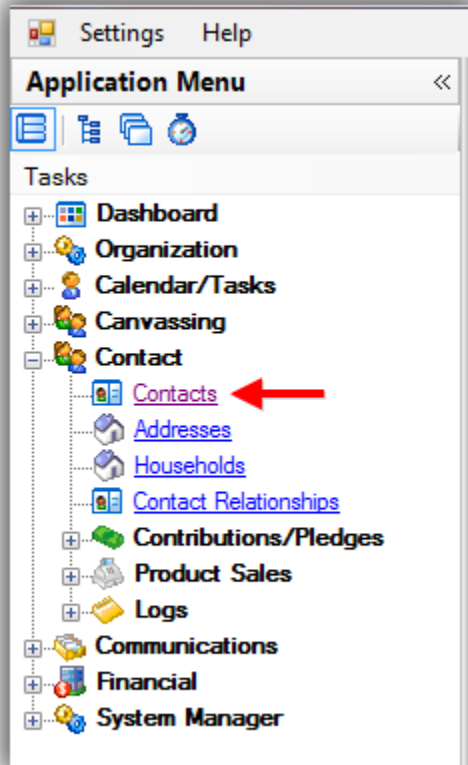
Overview

This article will show you how to **duplicate** an individual contact record, which is a useful tool if you want to create a household record for a couple, without needing to go through the steps to manually 're-enter' all the information (*such as their address*) but instead copy it from the source record.

 **Tip:** We *highly* suggest that you track each individual of a household as their own separate record in the database, and then link them through a [household relationship](#). This can be effective for many reasons such as one person being deceased, one person is the main donor, one or the other may have different [attributes](#), or especially if one member has passed away and you want to hide them with a [not attribute](#).

Steps

First you'll need to look for either the individual contact record that you want to duplicate, or the single contact record that is being used to track a couple.



In my example I searched for all individuals in my database who had the '&' symbol in their first name, which provided me with a single contact named "Denise & John" which I split into separate records later in this article.

How to Split a Single Contact Record into a Duplicate Contact Record in Order to Household a Couple

Run your search query for the individual contact record that you want to duplicate. (In this example I used an SQL wildcard '%' followed by the '&' symbol, in order to find anyone who had the '&' symbol in the first name.)

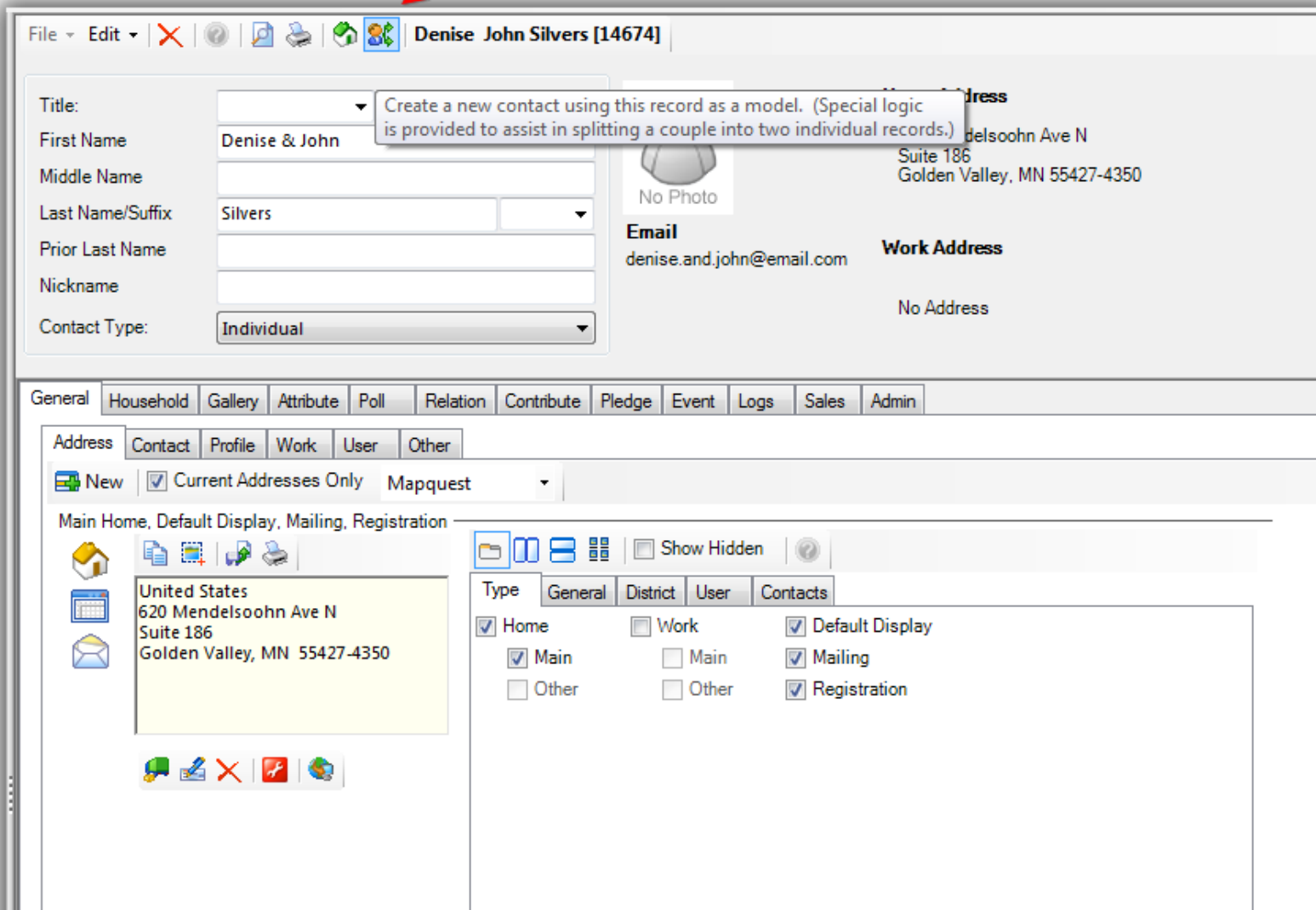
Using an SQL wildcard such as the '%' symbol can help find records where two people are tracked in the first name field.

Incl	ID	Last Name	First Name	Address	Address Line 2	City	State	Zip Code	Email	Contribution Total (Last Year)	Contribution Total (This Year)	Contribution Total
<input checked="" type="checkbox"/>	14674	Silvers	Denise & John	620 Mendelsoohn Ave N	Suite 186	Golden Valley	MN	55427-4350	denise.and.john@email.com	100.00	500.00	600.00
1										100.00	500.00	600.00

Once you find the record, click on any of the blue hyperlinks to open it.

Click the button at the very top of the contact record card to begin duplicating the source record as shown below.

Click this button to split this contact record into a duplicate contact record for householding purposes.



The screenshot shows the TrailBlazer software interface for a contact record titled "Denise John Silvers [14674]". The interface includes a top menu bar with "File" and "Edit" options, and a toolbar with various icons. A red arrow points to the "Duplicate" icon (two people) in the toolbar. A tooltip is displayed over this icon, containing the text: "Create a new contact using this record as a model. (Special logic is provided to assist in splitting a couple into two individual records.)".

The contact details are as follows:

- Title:** [Empty]
- First Name:** Denise & John
- Middle Name:** [Empty]
- Last Name/Suffix:** Silvers
- Prior Last Name:** [Empty]
- Nickname:** [Empty]
- Contact Type:** Individual

The contact's address is listed as:

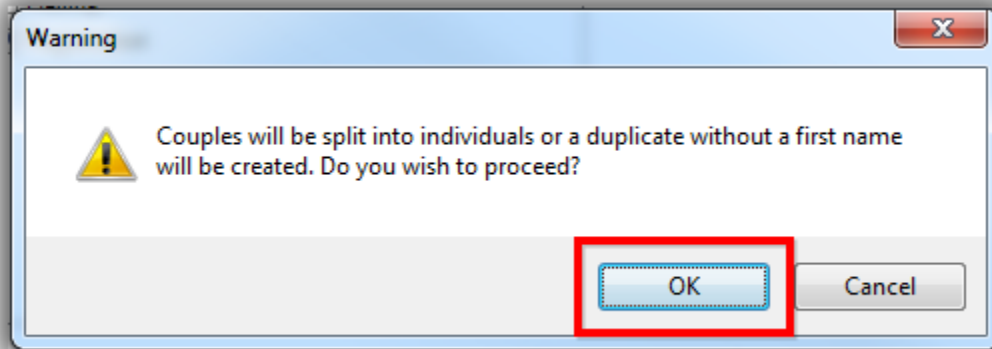
- Address:** 620 Mendelsoohn Ave N, Suite 186, Golden Valley, MN 55427-4350
- Work Address:** No Address

The interface also shows a "General" tab selected, with sub-tabs for "Address", "Contact", "Profile", "Work", "User", and "Other". The "Address" sub-tab is active, showing a list of addresses with the following details:

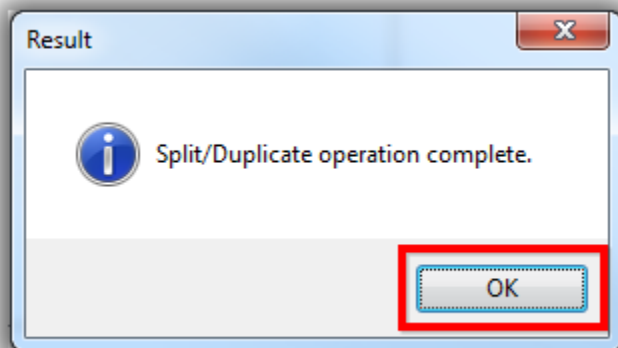
- Address:** United States, 620 Mendelsoohn Ave N, Suite 186, Golden Valley, MN 55427-4350

Below the address list, there are checkboxes for "Home", "Work", "Main", and "Other" under the "Type" column. The "Home" checkbox is checked, and the "Main" checkbox is also checked. The "Default Display", "Mailing", and "Registration" checkboxes are also checked.

Click **[OK]** to proceed.

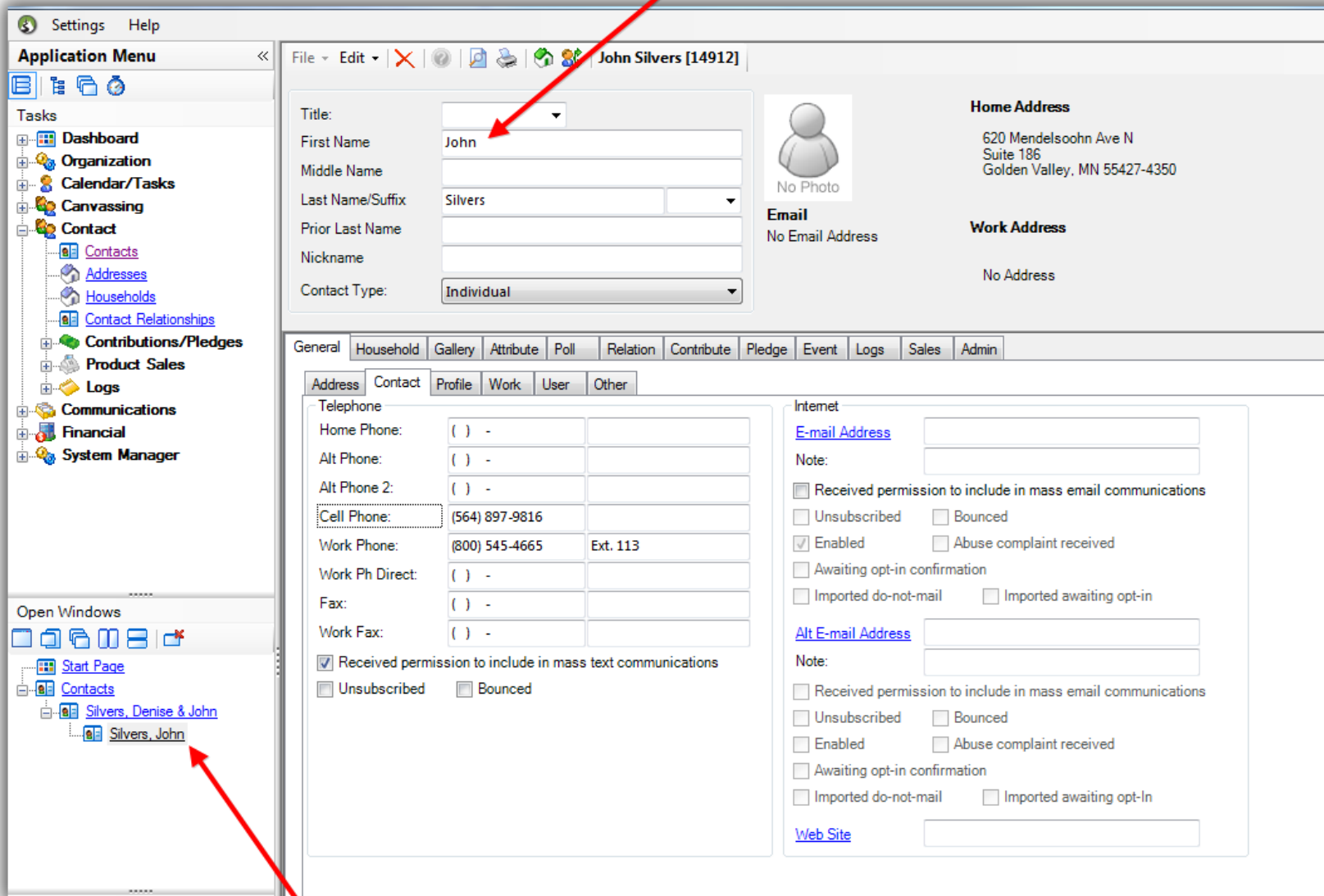


Click **[OK]** again once the operation is complete.



Under the **Open Window** a new branch will appear for the new record that was created, and the new record will be the one that now displays on your screen. *In my example it created a new contact named John Silvers.*

If it's a couple that you're splitting it will split their names where the 'and' or '&' symbol was previously present.



The screenshot displays the TrailBlazer software interface. On the left is an 'Application Menu' with categories like Tasks, Organization, Calendar/Tasks, Canvassing, Contact, Contributions/Pledges, Product Sales, Logs, Communications, Financial, and System Manager. The 'Open Windows' pane at the bottom left shows a tree view with 'Start Page', 'Contacts', and a sub-entry for 'Silvers, Denise & John' containing 'Silvers, John'. The main window shows the contact record for 'John Silvers [14912]'. The 'Title' field is empty, and a red arrow points to it from the text above. The 'First Name' is 'John', 'Last Name/Suffix' is 'Silvers', and 'Contact Type' is 'Individual'. The 'Home Address' is '620 Mendelsohn Ave N, Suite 186, Golden Valley, MN 55427-4350'. Below the main record are tabs for 'General', 'Household', 'Gallery', 'Attribute', 'Poll', 'Relation', 'Contribute', 'Pledge', 'Event', 'Logs', 'Sales', and 'Admin'. The 'Address' tab is active, showing 'Telephone' and 'Internet' sections with various input fields and checkboxes.

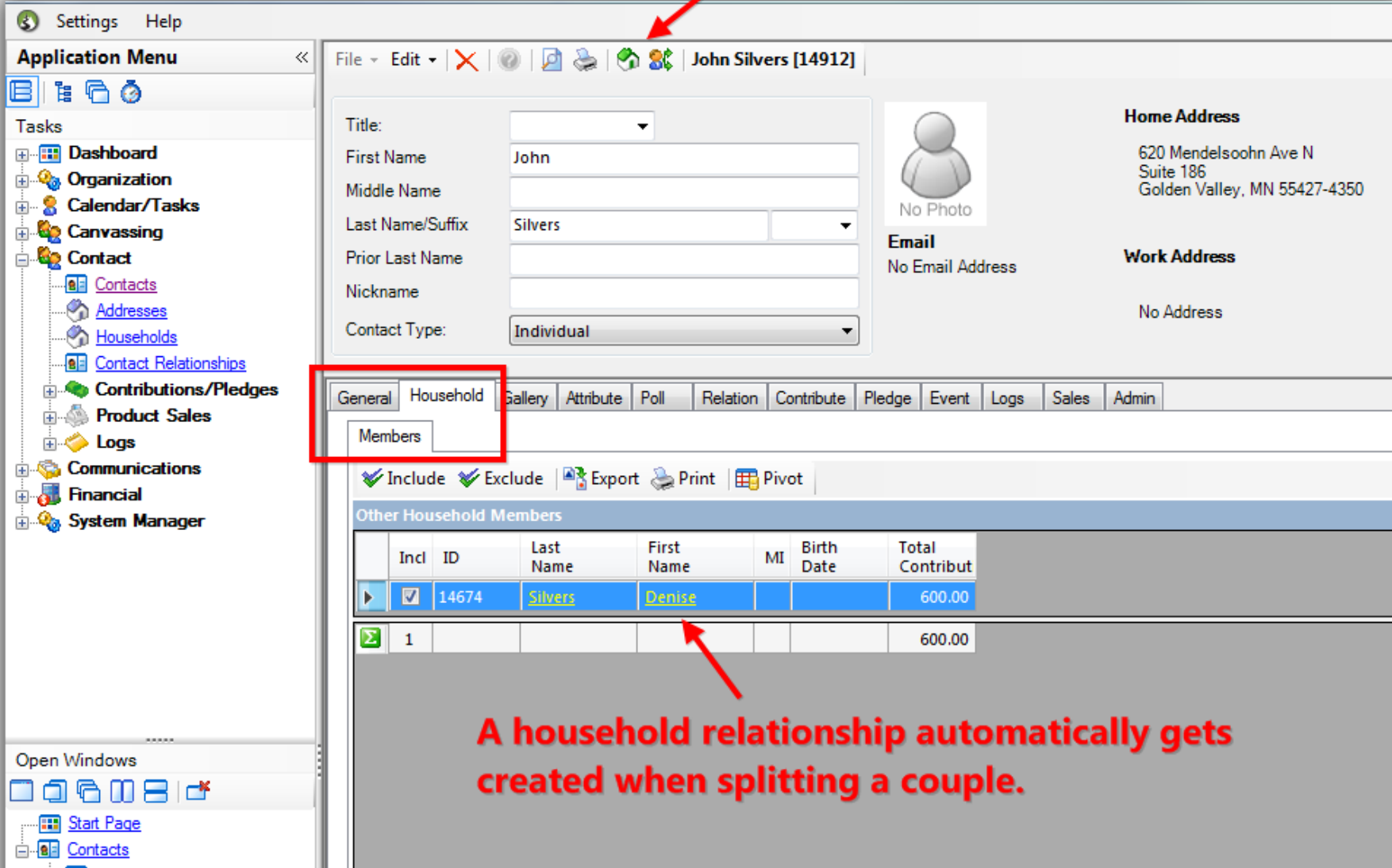
Some of the information from the original record will be copied over such as:

- Physical Address(s)
- Phone Number(s)
- Attributes

Email does not get carried over.

**If you are splitting a couple, the system will automatically link them through a household relationship. In my example Denise was linked to John under the 'Household' tab.*

If you want to customize the household further you can click on this button.



The screenshot shows the TrailBlazer interface for a contact record. The contact is John Silvers [14912]. The interface includes a navigation menu on the left, a top toolbar with various icons, and a main content area with tabs for General, Household, Gallery, Attribute, Poll, Relation, Contribute, Pledge, Event, Logs, Sales, and Admin. The Household tab is selected and highlighted with a red box. Below the tabs, there are options for 'Include', 'Exclude', 'Export', 'Print', and 'Pivot'. A table titled 'Other Household Members' is displayed, showing a list of household members. The table has columns for 'Incl', 'ID', 'Last Name', 'First Name', 'MI', 'Birth Date', and 'Total Contribut'. The first row shows a member with ID 14674, Last Name Silvers, and First Name Denise, with a total contribution of 600.00. A second row shows a member with ID 1 and a total contribution of 600.00. A red arrow points to the 'Denise' cell in the first row of the table.

Incl	ID	Last Name	First Name	MI	Birth Date	Total Contribut
<input checked="" type="checkbox"/>	14674	Silvers	Denise			600.00
<input checked="" type="checkbox"/>	1					600.00

A household relationship automatically gets created when splitting a couple.

You can now make whatever changes you need to both records, then save-and-close them both.

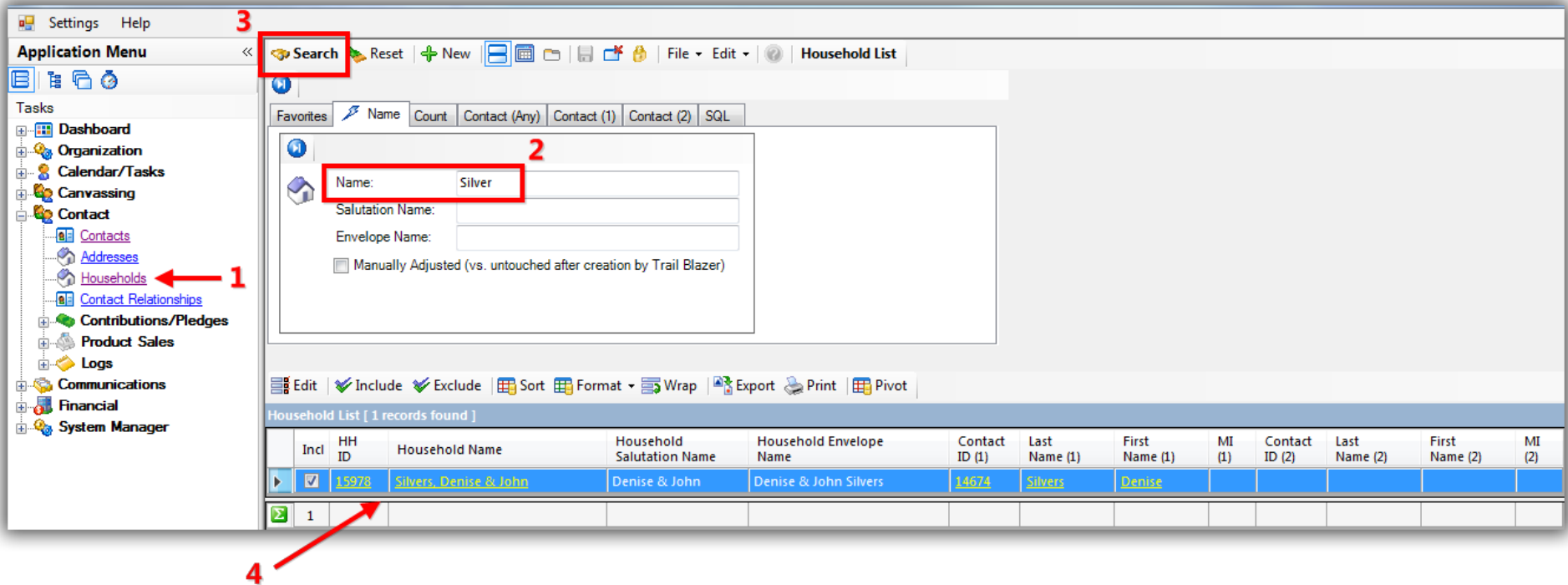
To verify everything worked you can run a search query by the address that the records share and you should find that there are two contact records (or more) at that address for the ones you created:

The screenshot shows the TrailBlazer interface. The 'Address' form is open, with the 'Address' field containing '620 Mendelsohn Ave N'. A red arrow points to this field with the text: **Enter the address for the location where the couple resides in order to verify the operation ran correctly.**

Below the form, a table titled 'Contacts [2 records found]' is displayed, showing two contact records for the same address:

Incl	ID	Last Name	First Name	Address Type	Street	Street 2	City	State	Zip Code	Bus Phone	Cell Phone	Email	Employer/Company Name
<input checked="" type="checkbox"/>	14674	Silvers	Denise	Home	620 Mendelsohn Ave N	Suite 186	Golden Valley	MN	55427-4350	(800) 545-4665	(564) 897-9816	denise.and.john@email.com	NA
<input checked="" type="checkbox"/>	14912	Silvers	John	Home	620 Mendelsohn Ave N	Suite 186	Golden Valley	MN	55427-4350	(800) 545-4665	(564) 897-9816		NA

You can also verify the creation of a household record by navigating to the **Households** list and searching by the couples last name in the 'Name' field as shown below.



The screenshot shows the TrailBlazer application interface. On the left is the 'Application Menu' with a tree view of tasks including Dashboard, Organization, Calendar/Tasks, Canvassing, Contact, Addresses, **Households** (highlighted with a red arrow and '1'), Contact Relationships, Contributions/Pledges, Product Sales, Logs, Communications, Financial, and System Manager. The main window title is 'Household List'. A search bar at the top contains the text 'Silver' (highlighted with a red box and '2'). Below the search bar is a form with fields for Name, Salutation Name, and Envelope Name. A toolbar below the form includes buttons for Edit, Include, Exclude, Sort, Format, Wrap, Export, Print, and Pivot. At the bottom, a table titled 'Household List [1 records found]' displays one record (highlighted with a red arrow and '4').

Incl	HH ID	Household Name	Household Salutation Name	Household Envelope Name	Contact ID (1)	Last Name (1)	First Name (1)	MI (1)	Contact ID (2)	Last Name (2)	First Name (2)	MI (2)
<input checked="" type="checkbox"/>	15978	Silvers, Denise & John	Denise & John	Denise & John Silvers	14674	Silvers	Denise					

To learn more about relationships, de-duping, and householding your database take a look at the **related resources** below, and feel free to contact our live support team for assistance.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Splitting Couples into Separate Records En Masse](#)

Article: [Managing Households – Creating, Deleting and Re-Creating](#)

Article: [Households – Creating, Deleting, Re-creating](#)

Article: [Household Automatic vs User Managed](#)

Article: [Household Record Count](#)

Article: [Household Records when Last Names are Different](#)

Article: [Household Export](#)

Article: [Find Possible Duplicates](#)

Article: [How to Find Duplicate Contact Records by Identical *Primary* Email Address, and Automatically Merge them Together](#)

Video: [Households – Delete and Recreate](#)

Video: [Households – Drag n Drop](#)

Video: [Households – What To Do B4 Householdng!!](#)

Video: [How to Manage Duplicates](#)

Trail Blazer Live Support

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