

## Combining Households

When two separate households become one, CPMS has the capability of combining the families without re-entering anyone. Follow the steps below to combine two or more households.

1. Click the **Edit** button from the Household Information section for the first record as shown below:

The screenshot shows a form titled "Household Information" with a purple header. Below the header, there is a field for "Head" with the name "Sam Datacheck" and an "Edit" button to its right. Below this is a field for "Sam 's Relation to Head". At the bottom, there is a table with columns: "Household Names", "Relation to HOH", "M/F", and "Age". The first row contains "Sam Datacheck", an empty field, "Male", and "47".

Household Names	Relation to HOH	M/F	Age
Sam Datacheck		Male	47

2. The following screen will appear.

The screenshot shows a window titled "Membership.fp5" with a sub-header "CPMS 4.0 Platinum Edition". The main title is "Edit Household Information". Below the title, there is a message: "After making a change to the head of a household, please remember to change the relationship to the new head of house for each member." To the right of this message are three buttons: "Combine Houses", "Swap Sides", and "Finished".

The dialog is divided into two main sections: "First Household" and "Second Household".

**First Household:**

- Head of House: Mr. & Mrs. Sam Datacheck
- Head of House's Address: [Empty field]
- Table with columns: Household Names, Relation to HOH, M/F, Age, UHohA. Row 1: Sam Datacheck, [Empty], Male, 47, [Empty].
- Name: [Empty field]
- Relation: [Empty field]
- Uses Head of House's Address
- Buttons: Move to 2nd Household, Make head of this house, Start new household.

**Second Household:**

- Head of House: Mr. & Mrs. Barbara Datacheck
- Head of House's Address: [Empty field]
- Table with columns: Household Names, Relation to HOH, M/F, Age, UHohA. Row 1: Barbara Datacheck, [Empty], Fema, 42, [Empty].
- Name: [Empty field]
- Relation: [Empty field]
- Uses Head of House's Address
- Buttons: Move to 1st Household, Make head of this house, Start new household.

3. The person's name from the current record in the Membership window will appear in the box on the left hand side.
4. Click in the **Head of House** box in the window on the right hand side and select another person in this family.
5. Click on **Combine Houses**.
6. The following dialog box will appear.

The screenshot shows a dialog box titled "FileMaker Pro" with a question: "The head of the combined house will be the current head of which household?". At the bottom, there are three buttons: "Second", "First", and "Cancel".

7. Select **Second** if the person in the window on the right is the actual head of the new house. Select **First** if the person in the window on the left is the head.

- Now both names should be listed in the window on the left as shown below.

Membership.fp5

**CPMS 4.0 Platinum Edition**

**Edit Household Information**

After making a change to the head of a household, please remember to change the relationship to the new head of house for each member.

Combine Houses    Swap Sides    **Finished**

**First Household**

Head of House Mr. & Mrs. Sam Datacheck

Head of House's Address

Household Names	Relation to HOH	MF	Age	UHohA
Sam Datacheck		Male	47	<input type="checkbox"/>
Barbara Datacheck	Wife	Fema	42	<input checked="" type="checkbox"/>

Name Mr. & Mrs. Barbara Datacheck    Move to 2nd Household

Relation Wife    Make head of this house

Uses Head of House's Address    Start new household

**Second Household**

Head of House

Head of House's Address

Household Names	Relation to HOH	MF	Age	UHohA

Name    Move to 1st Household

Relation    Make head of this house

Uses Head of House's Address    Start new household

100% Browse

- The name of the person 'added' to this family will be listed in the **Name** box at the bottom of the window. Select the **Relation** from the drop down list for this person.
- Check the **Use Head of House's Address** to give the new person the same address as the head of house.
- Repeat Steps #1-10 for every member of this family.
- Once you have 'added' the last member, click **Finished**.