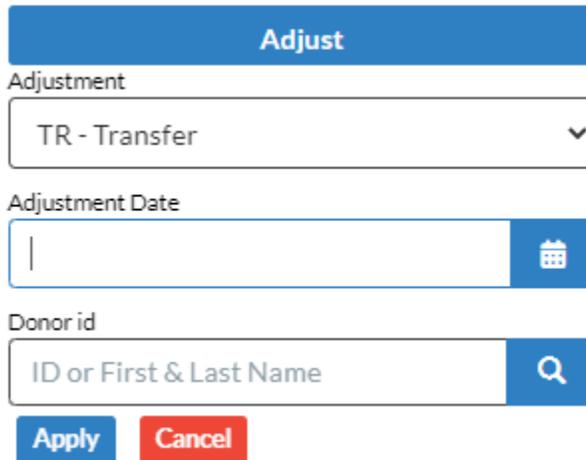


**Question:** Can I undo a merge?

**Answer:** No. Merging is permanent and irreversible so do not merge records unless you are sure they are the same person.

If a merge was done by mistake, you need to create a new **People** record and use the adjustment type of **Transfer** to move gifts back to the correct record. Detailed steps below:

1. Create a New People Record for the merged record. See the [Crimson - Add a People Record](#) guide for instructions on how to create a new **People** record.
2. After saving the new/re-created record, the Profile page will open. If you have exited that screen, run a **People Search** to find and open the new record.
3. In the profile, make sure you have selected the **Giving History** panel.
4. Click on **"All"** gifts to the right of the **"Recent Gifts"** area in the lower half of the screen.
5. Open the first gift to be transferred by clicking on the  button to the left of the transaction.
6. Click the blue **Adjust** button and an **Adjustment** box and **Adjustment Date** field will appear.
7. Select **TR – Transfer** from the **Adjustment** drop-down menu.



Adjust

Adjustment

TR - Transfer

Adjustment Date

Donor id

ID or First & Last Name

Apply Cancel

8. Enter an **Adjustment Date** to reflect the original contribution date by either manually entering the correct date or using the Calendar icon to select it. *\*Please note: this is the date that will appear on your FEC report.*
9. Enter the new donor to transfer the contribution to by searching for the ID or First and Last Name in the **Donor ID** search field and then press .
10. Once you find the record, click **Select**.
11. Click **Apply** to finalize the transfer adjustment.
12. Repeat this process for each gift until all that were merged in error have been transferred to the correct record.