

## Marital Status Picklist

In our new system, there will be a household **Marital Status** and an individual member **Marital Status** field. Both fields will operate from an identical picklist.

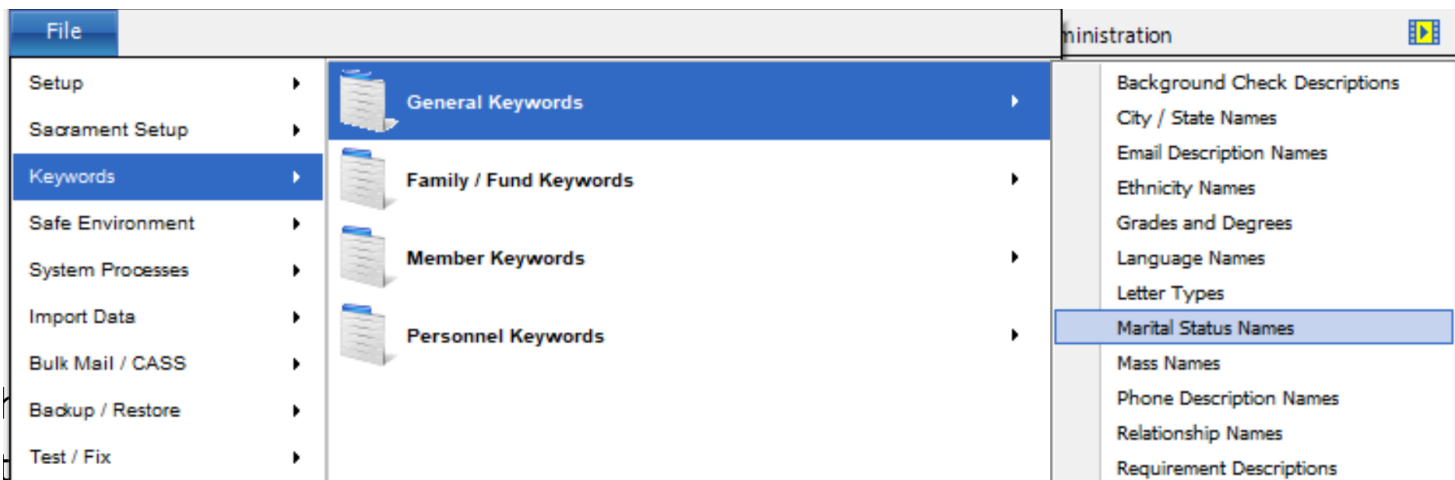
The values in the Marital Status picklist will look like this:

Divorced  
Divorced/Annulled  
Engaged  
Married  
Married - Civil  
Separated  
Single  
Widowed

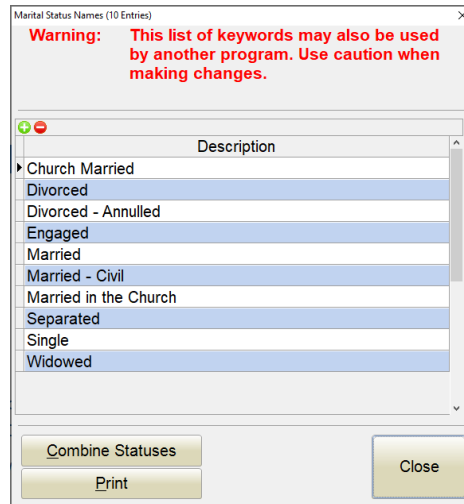
To assist the implementation team with the migration of your families, it will be necessary to modify your **Marital Status** picklist to match the above.

Marital Status Keyword Update:

**Select: FILE | Keywords | General Keywords | Marital Status Names:**

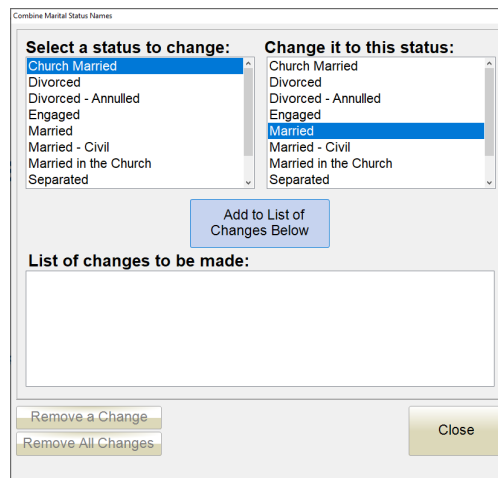


If you do not have the picklist values shown on the prior page, you will use the **+** icon to Insert them:



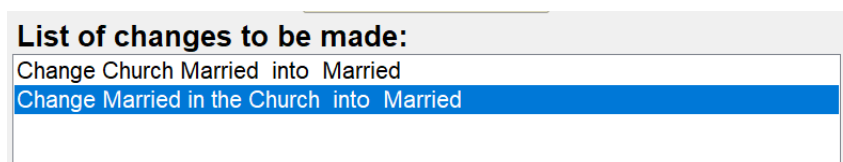
If you currently have other **Marital Status** options in your picklist, please be sure to combine these with the appropriate one that matches it in the new system. To do this, COMBINE STATUSES button. We want to use the COMBINE process instead of the Delete process, so that we can replace the value on each member with the new picklist values.

Using the COMBINE process, we can replace the legacy value with the proper value for use in the new system. For our example, 'Married' means married in the Church, so we will combine 'Married in the Church' with 'Married' and 'Church Married' with 'Married'. To do this, press the COMBINE Statuses button and the following screen will come up:



We will select 'Married in the Church' from the left side of the window and then select 'Married' on the right side of the window and then click Add to List of Changes Below button. Repeat that step for 'Church Married'.

That will add that change to the List of Changes to be Made portion of the window:



After you have all your changes selected, click the Combine/OK button and the program will make the changes you've requested. There is no UNDO button during this process. Once you've pressed Combine/OK, there is no going back, so be careful of your selections.