

Managing Families - Include v1.1.3

An organization may belong to one or more families. Refer to [Family and Organization Relationships](#).

How to Manage Families

- 1. Navigate to the record of interest.
- 2. In the **Action** column for a given organization, click **Curate**.
- 3. In the **Assign Organization Roles** section toward the bottom of the **Organization Details** page, click **Manage Family(s)**. The **Manage Family(s)** page displays the family(s) to which the organization currently belongs (if applicable).

Manage Family(s)

Help

Family Organization Relationship Information

Organization Information

Organization ID: 13066699 Status: ACTIVE Status Date: 2011-02-10

Organization Name: Example Organization

Family Organization Relationship(s)

Family ID	Family Name	Functional Relationship	Effective Dates	Action
13078685	Example Organization Family	ORGANIZATIONAL	02-10-2011	<div>Edit</div> <div>Remove</div>

One item found.

Return to Organization Details

- Manage Family(s) Page*
- 4. Follow one of the options in the table below to continue assigning roles:

If there are...	And...	Do this
No research family records displayed	You want to add a family	Above the Action column, click Add , and follow the instructions in Adding Organizations to Families .
One or more family records displayed	The information for them is correct	Click Return to Organization Details , and continue with the curation.
One or more family records displayed	The family membership is not valid	In the Action column for the record you want to modify, click Remove .
One or more organization role records displayed	The information for them is incorrect	In the Action column for the record you want to modify, click Edit , and follow the appropriate steps in Changing Functional and Hierarchical Relationships .

- 5. Click **Save**, and then click **Return to Families**. The organization is added to the family.