

Lesson 6- Using Update My Records in TempleReady

“And again, let all the records be had in order, that they may be put in the archives of my holy temple, to be held in remembrance from generation to generation, saith the Lord of Hosts.” D&C 127:9

Update My Records- (part of TempleReady for Windows)

Searches the Ordinance Index for your names that are missing temple ordinances and inserts the ordinance information it finds directly into your database.

TempleReady is a program that helps you prepare names to be sent to the temple for ordinance work. It uses the Ordinance Index to check for names that already have their temple work completed. The TempleReady program can only be found in Family History Centers.

- Names cannot be typed directly into **TempleReady for Windows**. They must be entered by means of a separate computer data file- either a PAF 3, 4 or 5 database or a GEDCOM from another genealogy program.

Before using TempleReady you should make your PAF file as clean as you can. You want TempleReady to be able to recognize and use the data you have typed in your file. TempleReady has two parts- Update My Records and Temple Names Submission. We are going to learn how to use the first part- **Update My Records**.

To begin-

- You bring a **Backup on a 3 ½" floppy disk of your entire PAF file** to the Family History Center and **Restore it** instead of making a PAF GEDCOM for TempleReady.
- When you are finished, you make a **new Backup** of your PAF file and **Restore it** on your home computer. It will then contain the new ordinance dates you found.
- Next you **close PAF** so TempleReady can use your PAF file.
- **Open TempleReady** and choose the option- **Update My Records**.

At the Mapleton Family History Center

- It will bring up a dialog box that has the PAF files in it. You should select your PAF file and click on Open.
- Now you will be working with the names in your own PAF file.

Select Families and Individuals

- A screen that says Select Families and Individuals will appear. This is an alphabetical list of the names. You must select the names you want to search for a match by putting a check in the empty box to the right of each name.
- **Family Tab-** If you want to quickly select all the names for a family, click the **Family Tab**.
- **Individual Tab-** If you want to select names one at a time, then click the **Individual Tab**.
- **Find Person-** If you have a lot of people, you can use the **Find Person**, search box, and type in the name. When typing a name, type the first and last name. Then click the button Find Person and it will go to that person's name.
- If you want to check and update all your records, you can go to **Edit** on the menu bar and click on **Select All**. This will select all the names in your PAF file. You could click on **Select Current Record**.

This will only select the 20 or so families on the current screen. If you want to select more, you go to view next....families at the bottom right of your screen.

Hint: The **Select All** option can be very cumbersome or may crash the computers if you have a large file over 100 names.

- You should only select about 100 names at a time. The computers can only handle this many names. After you have completed these names, you can go back and repeat the process as many times as you want to finish your entire PAF file.
- The nice thing about this program is it puts the data directly into your file without you typing it in. Thus eliminating a chance for error.
- After you have selected all the names you want, click **Next** at the bottom of the screen to move to the next step.

Ordinances May Already Be Done

- The computer will then search for any records that match. When it finds the first possible match, it will bring them both up. You will then be looking at two ordinance records. At the top of the screen it says **Ordinances May Already Be Done**. The record on the left is your record from your PAF file. The record on the right is the possible match from the Ordinance Index.
- The computer will ask at the bottom of the screen, "Is this the same person?" You can answer Yes, No, or Let Computer Decide.

Hint: A caution on letting the computer decide. It picks the first match it comes to which may not be the one that is the earliest or the one you think is the best match.

- Keep in mind that the records may not match exactly. You should compare the information and decide if they are a match. The records should match enough that you are confident they are the same person. Otherwise choose No, and go to the next match.
- Up in the Right Hand Corner are little numbers. These numbers mean how many possible matches for that name. You need to scroll through each by clicking on the arrows and decide if there is a match.
- Earliest baptism date may not be on the same record as the earliest endowment date, but you have to accept all ordinances on whichever one you select. You can always write down the earlier date and go back and type in the information yourself into your PAF.
- Update My Records only puts in ordinance data in your PAF database, not other names, spouses, parents, dates or places. You have to put those in yourself.

Hint: If you need to exit and continue later, click on Cancel on the bottom and close the program. The updated records will be retained in your PAF data file.

Update My Records recognizes the following words in ordinance date fields and will overwrite them if you find the date- they are:

Completed, Done, In Process, Submitted or Sub, Cleared or (Cle), Uncleared or (Unc) and Pre-1970.

Review and Print Update Report

- When you are done looking at all the matches, a screen titled "**Review and Print Update Report**" will show a summary of the updates you made. Always print a copy in case something happens to your Backup.
- Now you can click Done.
- You will return to the main menu. You can either exit or start again with a new batch of names.
- If you are finished, don't forget to make a **Backup to a 3 ½" floppy** to take home.

At Home:

- When you get home, you need to restore this backup copy to your PAF file in order to see the new Updated ordinance dates.

Ordinances should be completed in this order-

- 1- Baptism and confirmation
- 2- Ordination to the Melchizedek Priesthood (for Men)
- 3- Endowment
- 4- Sealing

Hint: Before sealing a child to his/her parents, the parents must be sealed together.

In some very limited circumstances, some ordinances for the dead do not follow this sequence. For example, children may have been sealed to parents before the parent's temple ordinances were completed. The children's ordinances are valid and do not need to be repeated. However, where possible, proxy work for the deceased should be done in the order stated above.

Suggested order to search for Ordinances-

- 1-TempleReady/Update My Records
- 2- Internet IGI
- 3-TempleReady Names Submission

Assignment for this week- Search ordinances records for as many names as possible and verify ordinance dates.