

GUIDELINES FOR UPDATING YOUR FAMILY HISTORY DATABASE AND DOING TEMPLE READY

Green Valley Family History Center

We are providing this information for our patrons, in order for you to know the complete process that it now takes to submit names to the Temple. Be sure to read each step completely. We hope this will be a help for you as you complete this sacred work.

Even before you come to the FHC to do "Update My Records", we would encourage you to clean up your data base. This might consist of being sure that counties are included for each U.S. State. U.S. states are no longer abbreviated, but are now spelled out, and USA should now be added to U.S. States. If you don't know the county, there are many websites that can help, such as www.familysearch.org. Go to the Family History Library Catalog and search for the name of the city and, in a majority of the cases, it will bring up the county. This also works for countries around the world. The Getty Thesaurus online is also a wonderful site to find counties etc., in fact, it can help with worldwide places. Its website is:
http://www.getty.edu/research/conducting_research/vocabularies/tgn/

You may also use a site called Bartleby.com. The address for it is: <http://www.bartleby.com/69/>. Use the Columbia Gazetteer to find counties etc.

A proper entry would look like this: Nauvoo, Hancock, Illinois, USA. When your database is complete like this, the computer can more easily be sure that it is updating each of your records. If you need help cleaning up your database, we would be happy to assist you. We have several programs here at the Family History Center that can help you do this.

Here is the latest information from Salt Lake on how to Update your files and prepare for Temple Ready. We have changed just a few items to conform with how we do them here at our FHC.

"Now that members of the church are responsible for clearing their own names for temple work using TempleReady, what guidelines apply?" Based on the guidelines of this article, we recommend a three-step process for taking ancestor names to the temple.

I. Update My Records in TempleReady

Bring a backup of your Personal Ancestral File (PAF) data file to the family history center and restore the file on the family history center computer; or, if you do not use PAF, take a GEDCOM from your genealogy data manager program. **After you have restored (or imported if GEDCOM) your file into PAF, close the PAF program completely,** and open the TempleReady for Windows® program. Click the **Update My Records** option. Open your file. If your file isn't too big (over 5000 names) Click on Edit and Click on Select All. Wait for the program to process your file. The program will compare those names with the International Genealogical Index (IGI) on our server. The program will bring up any matches it finds side by side. Decide if the matches that TempleReady finds are the same as the individuals in your file. After you have finished, back up the new file in PAF, and restore the data at home. This will update your records at home with the ordinance dates you found. If you need instructions on how to restore your back up, please ask one of the staff members for written directions. They are found in the hanging file on the table. Be aware that this IGI file is only current to January of 2000. Any ordinances done after those dates will not appear on this update step

II. Manually Check For Ordinances Dates on the Internet at familysearch.org

At this point, run your updated PAF file through Temple Ready for Windows again, this time choosing "Prepare Names for Temple Ready. **At the point when the process is complete, but before completing the disk to take to the temple, print out the report that will show the names that are approved to take for Temple Work.** Close Temple Ready for Windows. Do not save your place.

Sign on to www.familysearch.org and search the IIGI online. In order to do this you will need to be registered with familysearch.org. If you need information on how to do this, please ask one of the Staff. You will need your LDS membership number and confirmation data. This can be obtained from your ward clerk. We have a guide to help you get registered in the hanging file.

Manually check the names one at a time for variations of spelling, nicknames, variations of or about dates, similar locations, etc. Also, check with all family members to see if anyone has done the temple work for names you are preparing to do. Add the ordinance dates to your records (you can do this by entering the information, copying and pasting the information

from screen to screen, or downloading and importing a GEDCOM file and match/merging the information).

OR

III. Use Paf Insight from PAF to Update Temple Ordinances

- a. From Paf, click on Tools, click on PAF Insight, click on IGI Search. Enter your **username and password that you use for www.familysearch.org**
- b. Choose your options at the top of the page
- c. Highlight the names you want to check the IIGI for. **Click Search**
- d. If there are matches, they will appear beneath the name you are searching. Click on each hit to see if additional ordinances are done. Any information you want to add to your database must have a check next to it.
- e. Click "Update". This puts the information into your database.
- f. When you close PAF Insight, it will ask if you want to save your changes. Click Yes.

For complete directions on using PAFInsight, see the Red Guide Book, section 4, or the Paf Insight guide book. (white on bookshelf).

Be sure to restore your updated file when you return to your computer. This will put the updated information into your file at home.

IV. Submit Names for Temple Work

Make a PAF backup or TempleReady GEDCOM of the names you want to take to the temple (the Temple Presidency has asked that you take only as many for which you can complete the work in about **a two-month period**). Please see letter from St. George Temple President quoted below.)

Take the disk with the names to a family history center. If you brought a backup, restore the file in PAF, and then close PAF. Open TempleReady for Windows, and click the Submit Family Names for Temple Ordinances. Click Next - Select Names to Submit, highlight the file you want to open, and click Open. (If the file is a data file that you have restored from a backup to PAF on the hard drive, click Browse and go to the folder in which you restored the file. Important that you know where your PAF

file is. Most of our computers will automatically find it for you.) Follow the instructions on the screen to create a submission (see summary below).

Steps for Processing Names in TempleReady for Windows

Step 1 of 6 -Select each individual or family that you want to prepare for temple ordinances by placing a check mark beside it. As stated above, please follow the request of the temple president and only choose the names you can complete in a two month period. If, however, you are going to turn the names into the temple to let them do it, you may select more. After you have selected the individuals, **click Next** -

Check My Selected Records.

Step 2 of 6 -Edit any information that might need to be changed. If a record needs information changed, you will see a red dot by the name, followed by a warning message. Click the red dot, which will bring up an Edit Individual window. Make the necessary corrections, and click Save. When you have done this for each individual that has a warning message, click Next - Check for Duplicates. TempleReady will check the names in your file against those in the IGI on CD-ROM. If it finds any matches, it will display the information in your file beside the information found in the IGI file. (Many times there are several matches for the name.) You will need to determine which matches, if any, are the same. If you determine that the match found in the IGI is the same person as the individual in your file, click Yes under the question "Is this the same person?"; otherwise, click No. When TempleReady has finished checking your file for matches, a Submission Summary screen will appear. **Click OK.**

Step 3 of 6 -Enter your submitter information, read the information on the screen, and select Yes or No. Then **click Next** --Provide Proxies.

Step 4 of 6 -Choose whether you want to provide proxies or have the temple provide them, and **click Next** - Review Submission Report.

Step 5 of 6 -Review the Temple Submission Report. If there are any errors, click the previous button until you get back to Step 2 of 6, where you can edit the information for the individual. (Once you go past this screen to Step 6, you can no longer edit information.) If you want a copy of the report for yourself, click Print. Then click Next - Save Submission. Place a check mark next to each option that you want. (We strongly recommend that you make a backup of the submission.) Click OK, and follow the instructions for saving your file(s) that appear on the screen.

Step 6 of 6 -You have finished making your submission. Click Done.

NOTE: We know that this seems to be a lot of work that we didn't have to do in the past. However, the Church is really trying to greatly reduce duplication of ordinances. It takes many hours to complete the temple ordinances for one person. Therefore, it is important for us to be doing the work for those persons whose work has not yet been completed. We hope that you also can see the importance of not duplicating temple work. May the Lord bless you as you do His work.

Thanks,

The FHC Staff

The following is a direct quote from the St. George Temple Presidency, December 2003:

"We appreciate the efforts of members to complete temple ordinances for their own families. We have been asked to let patrons manage their family files from their homes, rather than from the temple. The following suggestions may be helpful to you.

1. Please submit **only the names of your own deceased ancestors.**
2. Please **avoid performing duplicate ordinances**
3. Please submit for printing only as many family name slips as **YOU** can complete within **two** months. Submit other names to the temple file, and ordinances will be complete in about four months.
4. After your family name slips are printed in the temple, please take them home and arrange for the completion of the ordinances. **Family files will no longer be maintained in the temple.**
5. Family name slips should not be dropped off in the ordinance areas for the temple to do, either by the patron or by the temple."

Sincerely,
St. George Utah Temple Presidency

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