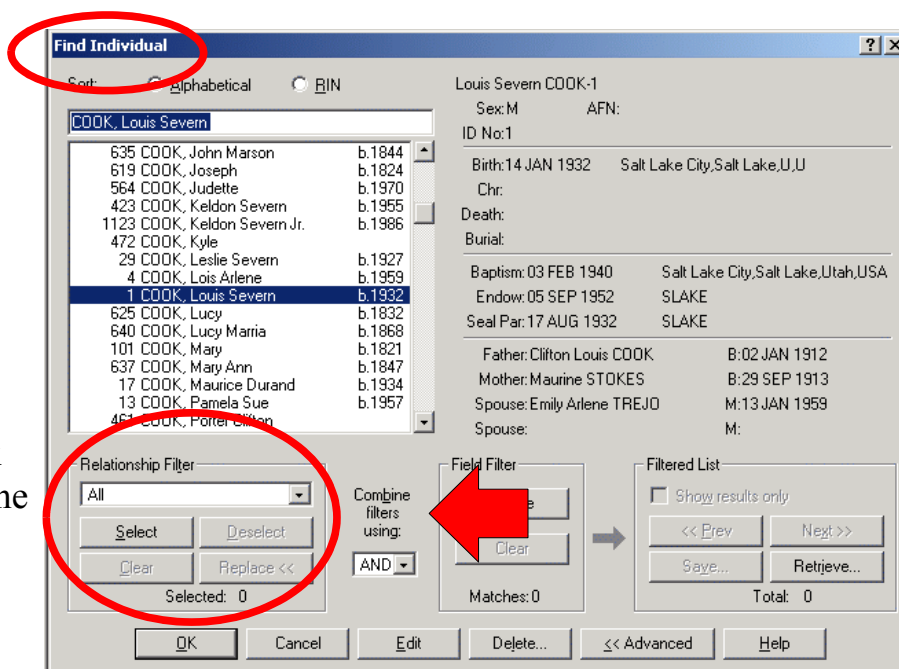


Finding Individuals in Your PAF File That Are Qualified for Temple Work

1. Open your PAF file.
2. You can go to Print Reports. Click on the tab labeled Lists. Then click in the white circle before the words- LDS Incomplete Individual Ordinances. This will print a list with all people missing Individual Ordinances. It will not show you if they are qualified for temple work or not.

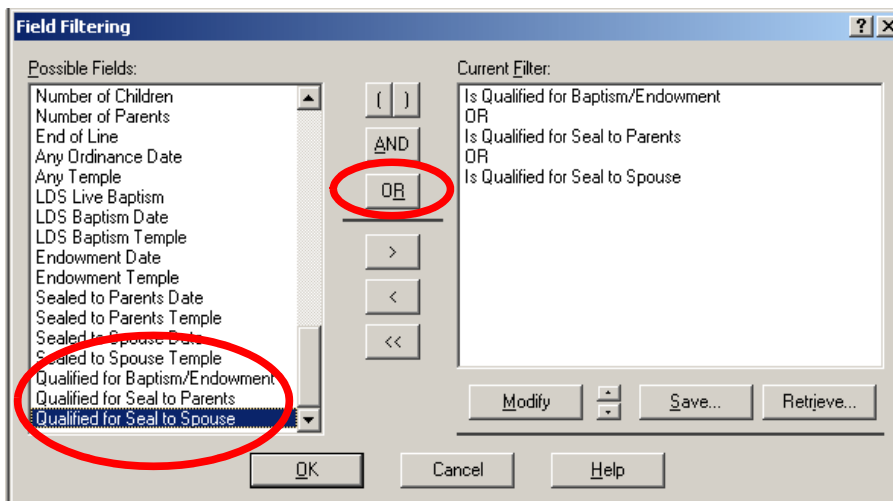
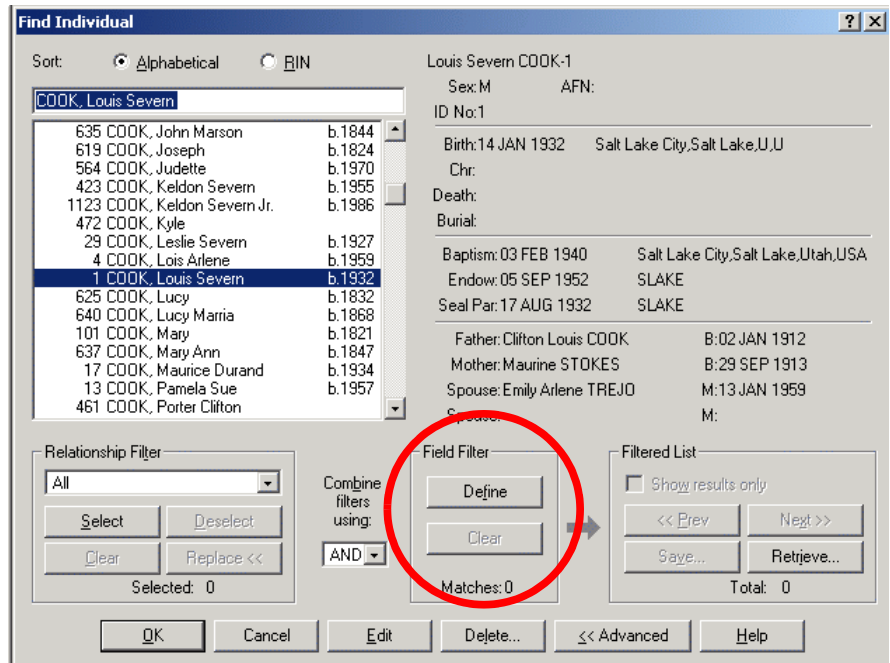
3. To find Individuals **Qualified for Temple Work**. Go to the word Search on the Tool Bar. Click on it once. Then go down to the words Advanced Focus/Filter and click once on these words. You should be in a dialog box that says- Find Individual in the top left corner.



4. Go to the words on the left near the bottom that say Relationship Filter. Click once on the little black triangle underneath Relationship Filter. You should see several words indicating relationships. For our purposes for this list, select All. Click on the word once. Then click once on the button below that which says Select. You should now see the word Selected with a number by it. That number is the filter amount of individuals you have in your file, because you selected the word All.

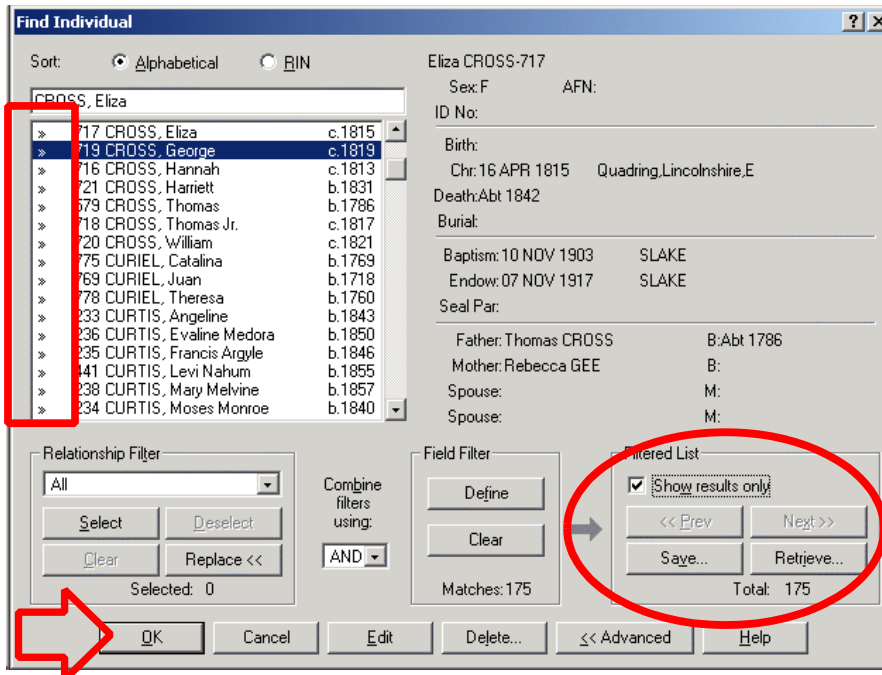
5. To the right is a box that has the words Combine filters using- make sure the word And is selected in the little white box.

6. To the right of that is a box labeled Field filter. Click once on the word Define.



7. A dialog box that says “Field Filtering” in the top left will appear. In the white box on the left scroll down to the words- **Qualified for Baptism/Endowment**. Select them by double clicking on them. Then select “Is” in the next little box. Click on the

button in the middle that says “OR”. Now go back to the list on the left and double click on the words- **Qualified Seal to Parents**- and select “Is”. Then click on the button in the middle - “OR”. Once more in the box on the left, double click on the words- **Qualified Seal to Spouse**. Now your box on the right should have the three lines of words divided by the word “OR”. Click once on the button at the bottom right of the box labeled OK.



8. You should now be in the big box that says Find Individual at the top left. If you click on the little white box in the right hand corner below the words- Filtered List that says- “Show Results Only”. Now if you look at your name list, they should all have a little double carrot in front of their names. You will also see a number below the Filtered List that says Total and a number. This is how many individuals you have selected. All these

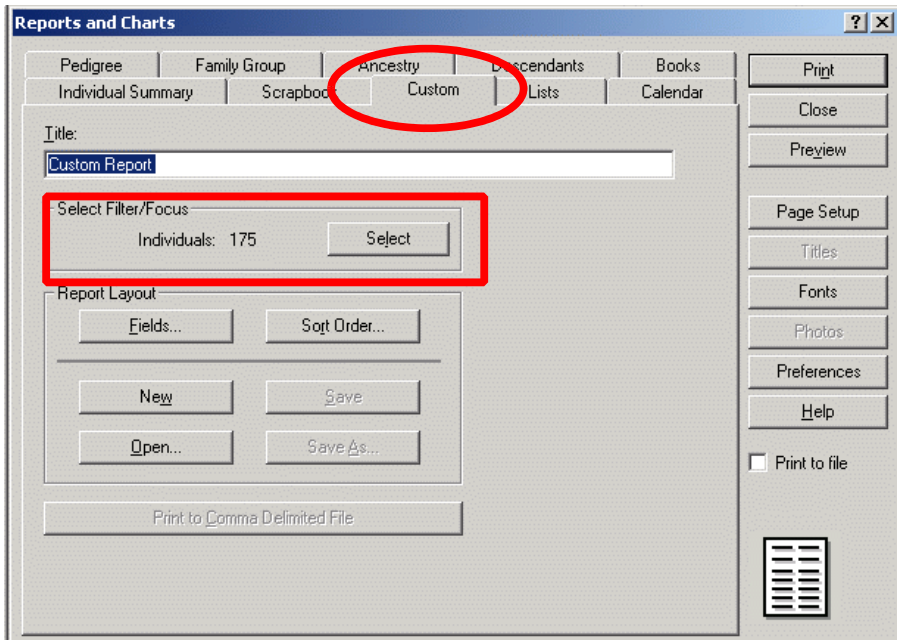
individuals are Qualified for Temple Work.

9. To be able to look at this list more carefully, you will need to go to the Print Reports option and print out the list. To do this you should click on the OK button on the bottom left of the Find Individual box which is now open. After you click OK, that dialog box will close and you should click on the printer icon.

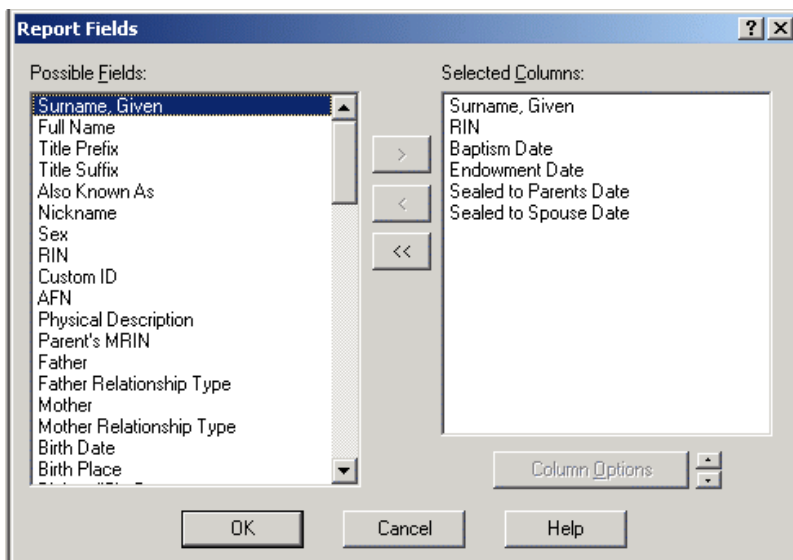
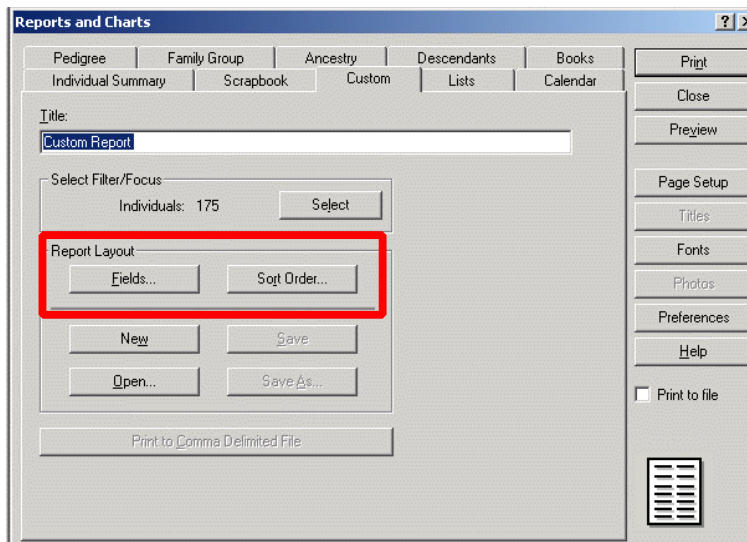
10. In the Print Reports dialog box, you will click once on the tab labeled Custom.

If you look in the middle of the box there is a portion called Select Filter/Focus. You should see the word Individuals and a number. It should be the same number that was selected in the last dialog box we looked at.

11. In the white box below the Title- click with your mouse in there. Now you can type whatever title you decide to give this report. You could use- Individuals Qualified for Temple Work as an example.

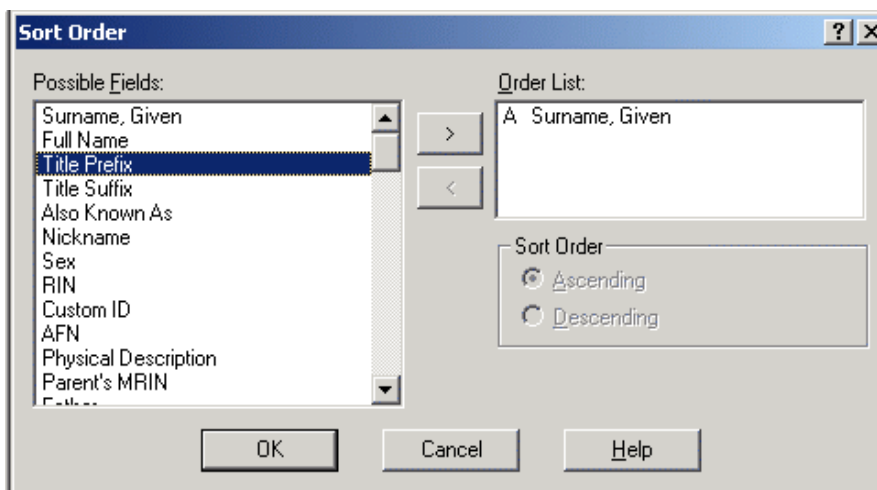


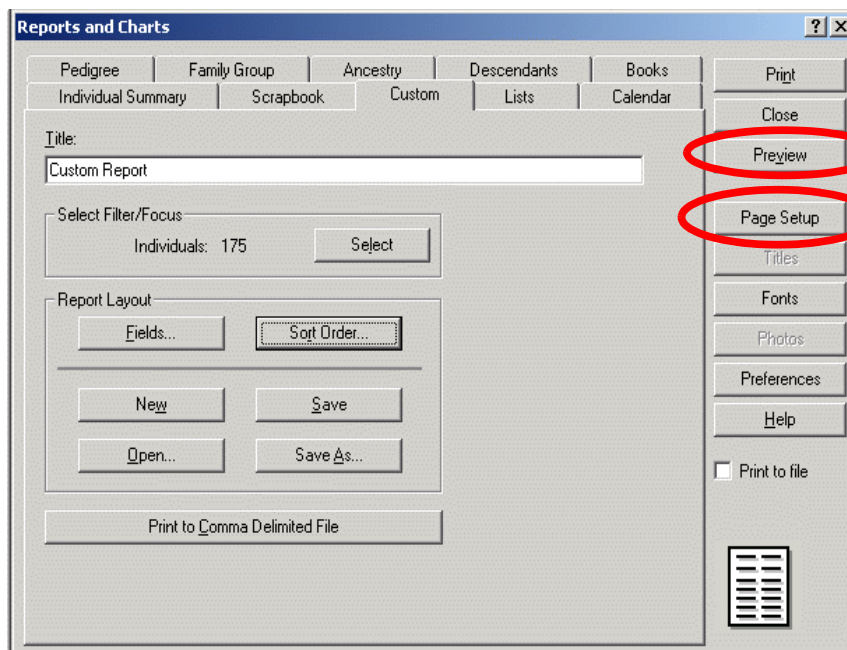
12. Go to the part of the box that says Report Layout. Click once on the button labeled Fields.



A box labeled Report Fields open. Double click on Surname, Given, RIN, Baptism Date, Endowment date, Sealed to Parents Date, Sealed to Spouse Date. These words should all appear in a list on the right under the words Selected Columns. Click on the button labeled OK at the bottom of the box.

13. Now click on the button under the word Report Layout labeled Sort Order. This will decide how your report is sorted. We are going to choose alphabetical. So double click on the words Surname, Given at the top of the list. It should appear in the box on the right. Then click OK.





14. Now click on the button on the right that is labeled Preview. This will show you what you are about to print. I always look at my printing job first, to make sure I am printing what I wanted to print. You may get a box that says - This report requires more printable area than you have allowed. Please make adjustments in Page Setup. Click on the OK button. Go to the Page Setup button and change your paper direction to **Landscape**. Now you can go back and click on the button labeled Preview.

15. Look at your report and make sure this is what you want to print. It should be if you followed the directions above carefully. Click on the word Print on the top left of the screen. You are not quite finished yet. A box appears that says Print. Select "All" under the words Print Range and then whatever number of copies you desire. We will choose 1. Click the OK button at the bottom of the dialog box.

16. You now have a list of all the individuals in your PAF file that are qualified for temple work, with their RIN # and what ordinance dates they do have. By this you should be able to take your File to the family history center and work with the TempleReady program in either Update My Records or Submitting Names for Ordinances.

