

USING UPDATE MY RECORDS IN TEMPLEREADY

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**.

HINT: 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.

HINT: Before using TempleReady you should make your PAF file as clean as you can. This means making sure all dates and places are complete. You want TempleReady to be able to recognize and use the data you have typed in your file. **Update My Records** recognizes the following words in ordinance date fields and will overwrite them if you find the date- they are:

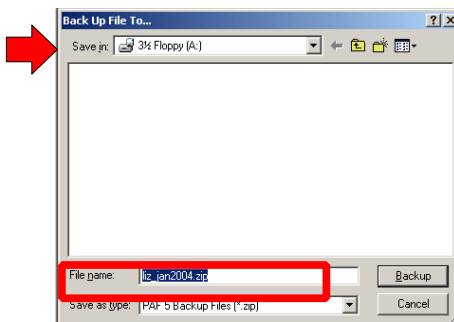
Completed, Done, In Process, Submitted or Sub, Cleared or (Cle), Uncleared or (Unc) and Pre-1970.

TempleReady has a few different parts. They are Submit Names for Temple Ordinances, Search Ordinance Index, Update My Records and About Family History Centers. We are going to learn how to use the part- **Update My Records**.



To begin-

1- You bring a **Backup on a 3 ½" floppy disk of your entire PAF file** to the Family History Center.



REVIEW of HOW TO MAKE A BACKUP: To do this you need to open PAF on your home computer, then go to **“File”** then select **“Backup”**. It will ask you to insert a 3 ½” Floppy disk in the A: drive. After you put the floppy disk in, you will get a dialog box that says-**“Backup File to”**- in the blue bar across the top. Then, below that it says- **“Save In”- MAKE SURE IT SAYS - 3 ½ Floppy (A:)** in the box. Now the file name of the PAF file you are in should be in the File Name box. Then you click once on Backup. Next you will see a box that says- **“compressing file”**. When it is done compressing your file, it will say- **“Backup Complete”**. You must click OK. You can now remove your floppy disk, but make sure the green light beside the floppy

drive slot is off. Sometimes the light stays on for a few seconds after you click OK- **“Backup Complete.”** If you take the disk out before the light is off, you will damage your Backup and it won’t be a readable file.

HINT: Before I take my floppy disk out, I go to “My Computer” on the desktop and click once on the “My Computer” icon. Then click on the 3 ½” floppy drive. Now you should be able to see the file name of your PAF file, followed by .zip. This is your PAF backup. If it isn't there, then you should repeat the backup process.

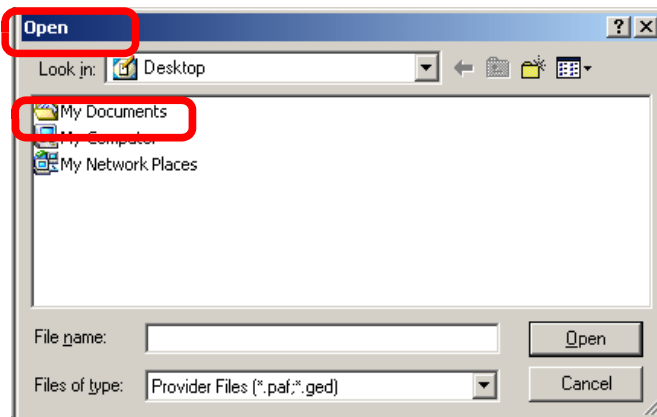
2- At the Family History Center you open PAF, put in your 3 ½” floppy disk with your PAF file on it. Click on “File” then “Restore” . Now your PAF file should be on the computer.

3- Next you close PAF so TempleReady can use your PAF file.

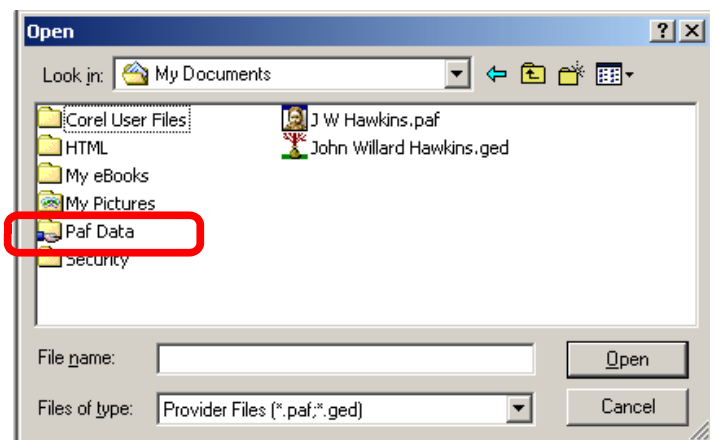
4- Open TempleReady by clicking on the Family Search TempleReady Icon. It is the one with the Angel Moroni on a white background. Then choose the option- Update My Records.



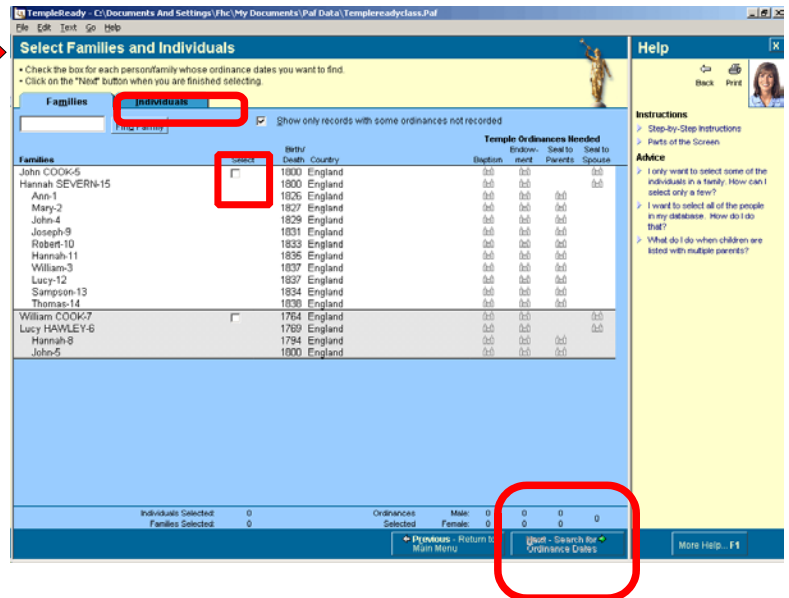
5- Now a dialog box that says- Open - (in the top blue bar). You will click on “My Documents”.



6- The n on “PAF Data.” Now you can scroll through the PAF file names and find your file. Double click on the file name and you will see a TempleReady screen that says- Select Families and Individual in the top blue bar.



6-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.

7- If you click on the blue tab that says Families, your names will remain as a family unit throughout the temple ordinance process. They will then show up in the Internet IGI as a family unit. This is particularly helpful to others who view these records.

8- 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 you entire PAF file.

HINT: 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.

9- At the bottom of the screen it says-Families Selected, Individuals Selected and Ordinances Selected. These are each followed by a number. It should be the same number of people or families you selected.

10- After you have selected all the names you wants, click **Next** at the bottom of the screen to move to the next step.

11- 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.

	Your Record	Ordinance Record
Person:	Ann COOK-1	Ann COOK
Sex:	Female	Female
Father:	John COOK-5	John COOK
Mother:	Hannah SEVERN-15	Ann
Spouse:		
Birth:	29 Dec 1826 Newthorpe, Nottingham, England	
Christening:	6 Feb 1827 Greasley Parish, Nottingham, England	15 Mar 1826 St Marys, Nottingham, Nottingham, England
Marriage:		
Death:	11 Apr 1893 Salt Lake City, Salt Lake, Utah, USA	
Burial:	Elysian Gardens, Salt Lake Co., Utah	
Baptism:	Sub 18 Jul 2004	25 Oct 1973 PROVO
Endowment:	Sub 18 Jul 2004	20 Dec 1973 PROVO
Seal-to-Parents:	Sub 18 Jul 2004	29 Jan 1974 PROVO
Seal-to-Spouse:		

Is this the same person?

Yes No Always Decide for Me Print Cancel

12- 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.

13- 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.

14- 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 you 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.

15- 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. It will give you the ordinance dates that were added to your PAF file. 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.

Individuals Selected for Updates	Baptism	Endowment	Sealing to Parent	Sealing to Spouse
COOK, Hannah-0 Parents: COOK, William HAMLEY, Lucy	22 Dec 1903 SLAKE	6 Jan 1904 SLAKE	30 Apr 1945 SLAKE	
COOK, Sampson-13 Parents: COOK, John SEVERN, Hannah	25 Jun 1945	27 May 1946 SLAKE	24 Oct 1946 SLAKE	
COOK, Thomas-14 Parents: COOK, John SEVERN, Hannah			24 Oct 1946 SLAKE	
COOK, William-7 HAMLEY, Lucy-8 Also known as: COOK	22 Sep 1903	25 Sep 1903 SLAKE		
SEVERN, Hannah-15 Also known as: .COOK	9 Apr 1970	19 May 1970 IFALL		
Total Ordinance Dates Found:	5	5	3	0

14- 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.

IMPORTANT INFORMATION ABOUT COMPLETING TEMPLE ORDINANCES-

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.