USING *"UPDATE MY RECORDS"*

TO SEARCH FOR COMPLETED TEMPLE ORDINANCES

"Update My Records", a part of "TempleReady for Windows", is a computer program that searches the Ordinance Index for completed proxy temple ordinances. But why search the Ordinance Index, whose last version is dated 25 Jan 2000, whereas the Internet-IGI is much more complete and is updated almost daily? The answer is: speed and efficiency. "Update My Records" searches the Ordinance Index rapidly and efficiently for whatever names you specify—your whole database, if you wish—and, when it finds ordinances you don't have, it can put the information into your records automatically.

There are some limitations to the "Update My Records" search. It doesn't always find all the records that are there to be found—on the average, it seems to miss about one-third of them—and, of course, the Ordinance Index is not updated. But you would certainly want any new ordinance information it might find, and it's a lot faster than looking for each name individually in the Internet-IGI.

Hence, this is a *good first step*. It should then be followed by a search of the Internet-IGI for any names the computer *didn't* find, particularly if you plan to submit them for temple ordinances.

How to Use the Program

If you have PAF 3/4/5 at home, the best way to use "Update My Records" (hereafter referred to as UMR) is to bring a *PAF backup* of your database to the Family History Center, and use PAF to restore it on a computer that has "TempleReady for Windows".

If your genealogy computer program is *not* PAF 3/4/5, you must bring a GEDCOM of your data and work with that. (If you wish, you could even bring a GEDCOM of your PAF 3/4/5 data, though it's usually better to bring your backup instead. However, if you have PAF 5.2.18.0 and if your database is too large for the backup to fit on one diskette, you may prefer to make a GEDCOM of a *portion* of your database and bring that to the FHC.) The problem with a GEDCOM is that any new ordinance additions you might choose while using UMR will *not* be made in your GEDCOM file. Instead, UMR creates an ".oup" updating file which can be processed by only a few computer programs such as Legacy, Family Origins, RootsMagic, and the latest version of PAF 5. (See #6 below.) For the steps that follow, we assume that your data is in the form of a PAF 3/4/5 backup file.

1. Insert the diskette that contains your PAF backup file into the "3½ Floppy (A:)" drive of the computer. Then open PAF and *restore* the backup of your database. This puts your database on the hard drive, where UMR can work with it. *Close* PAF, and open "TempleReady for Windows" by double-clicking its icon on the Windows desktop. When the Main Menu appears, click on "**Update My Records**".

2. A pop-up screen entitled "**Open**" appears, which lists all the ".paf" files (PAF 3/4/5 databases) on the hard drive of the computer. Select the file you have just restored by clicking first its name and then "**Open**".

3. The "**Select Family and Individuals**" screen appears, showing an alphabetical list of families in the database. Twenty families are listed on each page, and you can move from one page to another by clicking a hyperlink at the beginning or the end. (If you prefer to see an alphabetized list of the individual names, click on the "**Individuals**" tab at the top of the screen.) The small gray temple icons on the right-hand side of the screen show which ordinances are missing for each name. You

can select the families or individuals for whom you wish to search by clicking the small boxes at the right of their names. If you wish, you can select all the names on the page or in your entire database by going to the "**Edit**" menu at the top of the screen. After making your selections, click "**Next - Search for Ordinance Dates**" at the bottom of the screen.

Caution: The program is likely to crash if too many names are selected at once. If you want to check all the names in a large database, it may be best to run only about 40-60 families at a time. Select 2-3 pages of families (use the "**Edit**" menu at the top of the screen or press Ctrl-E to select all the families on a page), noting the last one to be selected. Run these all the way through the program. Then open UMR again, go to the last family in your previous group, and select the next 40-60 families. Run them, and repeat as necessary.

4. The program now searches for your selected names. When a possible match is found, it is displayed on a screen entitled **"Ordinances May Already Be Done"**. You are asked to decide whether the person for whom the Ordinance Record was found is the same person as the one in Your Record, and to click "**Yes**" or "**No**".

Before you decide, look at the indicator in the upper right-hand corner of the screen to see if more than one match was found. (For example, it might say "<= 1 of 5 =>" if five different records of ordinances had been found for that individual.) If so, you can examine all of them by clicking on the right or the left arrow before deciding which record to put into your database.

If you click "**Yes**" for a matching record, the computer will automatically insert the ordinance information into your database. (Please note: The computer will recognize a "Pre-1970", "Submitted", "Completed", "Done", "Cleared", or "Uncleared" entry in an ordinance date field, and *replace* it with the information it finds in the Ordinance Index. However, it will ***not*** replace "In Process", or any other words or numbers you have already typed into the field.)

Caution: Notice that you can let the computer decide for you. Never do this! The computer often makes worse judgments than you would, and sometimes it makes serious errors.

5. When you have finished the matching judgments, a screen entitled "**Review and Print Update Report**" shows a summary of the updates that were made in your database. Print out a copy by clicking the "**Print**" button, and then "**OK**" on the "**Print**" screen. Then click "**Done!**" to return to the Main Menu, from which you can exit from "TempleReady for Windows". Be sure to make a backup of your updated database, so you can restore it on your computer at home.

6. If you have the latest version of PAF 5, and brought a GEDCOM file to the Family History Center instead of your PAF 5 backup (see the paragraph preceding #1 above), you can add the updates to your database at home, as follows: First, insert the diskette containing the ".oup" file made by UMR into the "3½ Floppy (A:)" drive of your computer. Then open your database in PAF 5.2.18.0 (earlier versions of PAF do not have this feature), go to the "**File**" menu, choose "**Add TempleReady Update**", and continue as you are directed. PAF will update the information in your database, and no match-merging will be required.

REMEMBER! The next thing you should do is to search the "Internet-IGI" yourself for each name you intend to submit to the temple that was not found by UMR.

(Note: If you have the latest PAF 5, a good way to do this and to add new information automatically is to use *PAF Insight*.)