

USING "TEMPLE-READY FOR WINDOWS"

TO PREPARE A SUBMISSION FILE FOR THE TEMPLE

1. First, do your homework! Before you come to the Family History Center:
 - a. Decide prayerfully which names you wish to submit for temple ordinances, and fully research the names, dates, places, and relationships. Get the information as complete and accurate as you can, and organize it in a computerized genealogical program such as PAF.
 - b. See if any of the temple ordinances have already been completed. First, use "Update My Records", and then search the Internet-IGI for each of the names "Update My Records" didn't find. (*PAF Insight* is good for this, if you have the latest version of PAF 5.)
2. Bring your data to the Family History Center to use "TempleReady for Windows" (TRW). If you have PAF 3/4/5, the best way is to bring the backup of your entire database on a diskette. Open PAF and restore your backup file. Then close PAF, open TRW, and go to step 3 below.

As an alternative, you can bring your data in the form of a GEDCOM file. If you don't have PAF 3/4/5, this may be the only way you can do it. Or even if you do have PAF 3/4/5 but your file is too large to back up on a single diskette, you may wish to bring just a part of it in the form of a GEDCOM. If so, please be aware of the following:

One of the disadvantages of working with a GEDCOM file is that any changes or additions you may make in the data (while using TRW) are *not* being made automatically in your database. TRW will not even make these changes in your GEDCOM file, so you will have to keep track of them and make them yourself in your database when you get home.

Therefore if you have PAF 3/4/5 and wish to bring your data in a GEDCOM file, the best procedure is to create a PAF-Qualified GEDCOM file in your PAF program before coming to the Family History Center. That way, you select your names, check them for completeness, and make any changes or additions (such as approximations) in your PAF database at home. Then the resulting GEDCOM file contains only those names you are submitting for ordinances, and TRW can handle it beautifully.

To begin, insert the diskette containing your GEDCOM file into the A-Drive, and open TRW.

3. When the TRW Main Menu appears, click "**Submit Family Names For Temple Ordinances**". A screen entitled "**Welcome! An Overview of TempleReady**" then shows a summary of the six steps in using the program. Click "**Next - Select Names to Submit**" and then select your file on the "**Open**" pop-up screen that appears.
4. A screen entitled "**Step 1 of 6: Select Families and Individuals**" displays an alphabetical list of the families (or individuals, if you choose) in the database, with the small gray temple icons on the right indicating which ordinances are needed. (Incidentally, you could have come directly to this screen from your database in PAF 5 by clicking on "TempleReady" in the Tools Menu. PAF 3 and PAF 4 do not have this feature.) Select the families and/or individuals whose names you wish to submit to the temple by clicking on the small boxes at the right of the names. When you have finished your selections, click on the "**Next - Check My Selected Records**" button.

5. On the screen entitled "**Step 2 of 6: Check and Correct Records**", see if the minimum required information is there for each of the ordinances you are requesting. In other words, see if there are any "red lights" that need to be fixed. To "fix a red light", just click on the red message and an "Edit" screen will pop up. When you have typed in the necessary information and saved it, the light will turn green and the program will be ready to proceed. When you have checked and "fixed" all the names you wish to submit, click "**Next - Check for Duplicates**".
6. The program will now look for your submitted names in the Ordinance Index. If it finds a possible match it will display your information along with the record it found in the Ordinance Index, on a screen entitled "**Ordinances May Already Be Done**". In each case, you must decide whether the match is valid and click "**Yes**" or "**No**". If you click "**Yes**", you can then direct the computer to automatically insert the ordinance information into your database.
7. After all the possible matches have been checked, a small pop-up screen will show a "**Submission Summary**". Click "**OK**" and the next screen, entitled "**Step 3 of 6: Type Submitter Information**" appears. Type in the information if it isn't already there, and click "**Yes**" or "**No**" to indicate whether you will allow your information to be used as described. Then click "**Next - Provide Proxies**" to continue.
8. Indicate on the "**Step 4 of 6: Who Will Provide Proxies?**" screen whether you will provide proxies for the ordinances, and then click "**Next - Review Submission Report**". The resulting screen, entitled "**Step 5 of 6: Review and Save Submission**", shows the Temple Submission Report. Examine it to see that the appropriate ordinances are approved. (If you need to make corrections, notice that an "**Advice**" item in the "**Help**" screen on the right will tell you how.) Click on the "**Print**" button to make a printout of the report.
9. Then click "**Next - Save Submission**", and the "**What Do You Want to Save?**" screen appears, indicating that a Temple Submission File will be prepared. It also allows you to choose whether you want a backup copy of the submission file, and if you want the computer to type a "Submitted" message into the ordinance fields of the names that are being submitted.
Important: You should always choose to make the backup! It can be used later, if necessary, to obtain another printout of the printed Temple Submission Report and/or another copy of the Temple Submission File. Whether you choose to have the computer insert the "Submitted" message is a matter of personal preference. When you have decided, click "**OK**".
10. When a pop-up screen prompts you to insert the diskette you will take to the temple, insert it into the A-Drive and click "**OK**". A "**Save As**" pop-up screen appears for you to give a name to the Submission File. Type in a file name (the computer will automatically add the extension ".SUB" to it) and click "**Save**". You will then be prompted to insert the backup diskette, but be careful not to remove the submission diskette before the light on the A-Drive turns off. Insert the backup diskette and click "**OK**". (The computer will give the backup file the same name as the submission file, and add the extension ".TBK" to it.) The Family History Center will supply a white label for the submission diskette and a yellow label for the backup diskette. Fix these to the diskettes and write the appropriate information on them, including the file name. When you have read the screen "**Step 6 of 6: Take Disk to the Temple**", click "**Done!**" and close TRW.