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*New FamilySearch
Reference Manual*

May 17, 2011

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Table of Contents

New FamilySearch Progress Chart	vii
1.0 Introduction to the New FamilySearch Website	1
1.1 Registration	1
1.2 Purpose of the New FamilySearch	1
1.3 Data Collections Already in the New FamilySearch	1
1.4 Home Page Links and the New FamilySearch Tabs	2
Section 1 Learning Activity—Introduction to the New FamilySearch Website	3
2.0 Me and My Ancestors	5
2.1 Family Pedigree with Details View	5
2.2 Family Tree View	6
2.3 Individual List View	7
Section 2 Learning Activity—Me and My Ancestors	9
3.0 Getting Help	11
3.1 Help with This Page	11
3.2 Help Documents	11
3.3 Tutorials and Guides	11
3.4 Help Center	11
3.5 Printing Help Documents	11
Section 3 Learning Activity—Getting Help	13
4.0 Combining Duplicate Records in Family Pedigree with Details View	15
4.1 Understanding the Purpose and Effect of Combining	15
4.2 Combining by Using Options in the Details Section	15
4.3 Combining Duplicate Records in a Systematic Way	18
4.4 Combining Records in the Family Pedigree with Details View	18
4.5 Separating a Combined Record	19
4.6 Tips about Combining	20
Section 4 Learning Activity—Combining Duplicate Records	21
5.0 Searching for and Adding Individuals	23
5.1 Searching for and Adding Individuals Connected to the Family	23
5.2 Searching for and Adding Deceased Individuals and Families Not Connected to the Family	25
Section 5 Learning Activity—Searching for and Adding Individuals	27
6.0 Adding and Editing Information in Family Pedigree with Details View	29
6.1 Adding Information to Existing Individuals	29
6.2 Editing and Deleting Information	29
6.3 Deleting Individuals and Relationships	29
6.4 Working with Others to Resolve Information Differences	30
6.5 Adding Sources	30

6.6 Adding Notes	30
6.7 Claiming Information Contributed before the New FamilySearch.....	31
Problem Solving Tips	31
Section 6 Learning Activity—Adding and Editing Information	33
7.0 Correcting Information.....	35
7.1 Understanding a Combined Record.....	35
7.2 The Rights of a Contributor	35
7.3 Adding an Opinion.....	35
7.4 Discussions	35
7.5 Notification of Changes.....	36
7.6 Editing a Dispute.....	36
7.7 Deleting a Dispute.....	37
Section 7 Learning Activity—Correcting Information.....	39
8.0 Selecting Families and Individuals to Submit for Temple Ordinances	41
8.1 Preparing Names for Ordinances	41
8.2 Understanding and Observing the 95-Year Rule	41
8.3 Reserving and Releasing Ordinances.....	41
8.4 Printing Family Ordinance Requests	42
8.5 Reprinting Family Ordinance Requests and Ordinance Cards	43
Tips	43
Section 8 Learning Activity—Selecting Ordinances.....	45
9.0 Importing Information into the New FamilySearch.....	47
9.1 Third Party Affiliates	47
9.2 GEDCOM Files	47
9.3 Exporting a GEDCOM File from PAF.....	47
9.4 Contributing and Viewing a GEDCOM File	48
9.5 Reserving Ordinances of Individuals from a GEDCOM File.....	48
9.6 Linking a GEDCOM File to the Family Pedigree	48
9.7 Checking for Possible Duplicates and Ordinances Needed.....	48
Section 9 Learning Activity—Contributing a GEDCOM File	49
10.0 Helping Someone Else Use the New FamilySearch.....	51
10.1 Sign In to Help Someone Else	51
10.2 Recognize Screen Changes	51
10.3 Add Information.....	51
Section 10 Learning Activity—Helping Others	53
11.0 Appendix.....	55
11.1 Ordinance Status Terms.....	55
11.2 Glossary	57
11.3 Handling Incorrect Relationships	61
11.4 Symbols (icons) in the new FamilySearch	61
11.5 Temple symbols (icons) in the new FamilySearch system.....	62
Index.....	63

New FamilySearch Progress Chart

Name:		
Instructor:		
Date:		
Check	Skills	Page Numbers
Warning: Do not submit a GEDCOM until a thorough search has been completed. Contribute only individuals who are not already in the new FamilySearch.		
	1.0 Introduction to the New FamilySearch Website	Pages 1-4
	1.1 Registration	
	1.2 Purpose of the New FamilySearch	
	1.3 Data Collections Already in the New FamilySearch	
	1.4 Home Page Links and the New FamilySearch Tabs	
	2.0 Me and My Ancestors	Pages 5-10
	2.1 Family Pedigree with Details View	
	Moving to Another Generation	
	Moving an Individual to the Main Position	
	Displaying Another Spouse's Line	
	Displaying Other Parents' Lines	
	Displaying an Individual in the Details Section	
	Family Pedigree with Details View—Buttons, Icons, and Links	
	2.2 Family Tree View	
	Moving and Resizing the Pedigree	
	Expanding the Pedigree	
	Displaying Another Spouse's Line	
	Displaying Other Parent's Line	
	View Summary and Family of an Individual	
	Family Tree View—Icons and Buttons	
	2.3 Individual List View	
	3.0 Getting Help	Pages 11-14
	3.1 Help with This Page	
	3.2 Help Documents	
	3.3 Tutorials and Guides	
	3.4 Help Center	
	Self-help	

	Local Assistance	
	Community Assistance	
	Contact FamilySearch	
	View your existing cases	
	Feedback	
	3.5 Printing Help Documents	
	4.0 Combining Duplicate Records in Family Pedigree with Details View	Pages 15-22
	4.1 Understanding the Purpose and Effect of Combining	
	4.2 Combining by Using Options in the Details Section	
	Possible Duplicates—Searching for Duplicate Records of an Individual	
	Searching for Additional Duplicate Records	
	Spouses and Children—Combining with Other Spouses	
	Spouses and Children or Parents and Siblings—Combining with Other Siblings	
	Parents and Siblings—Combining with Other Parents	
	4.3 Combining Duplicate Records in a Systematic Way	
	4.4 Combining Records in the Family Pedigree with Details View	
	Other Parents Icon 	
	Other Spouses Icon 	
	4.5 Separating a Combined Record	
	4.6 Tips about Combining	
	5.0 Searching for and Adding Individuals	Pages 23-28
	Standardization of Dates and Places	
	5.1 Searching for and Adding Individuals Connected to the Family	
	Adding a Parent in the Details Section	
	Adding a Spouse in the Details Section	
	Adding a Child in the Details Section	
	Adding and Viewing Living Individuals	
	5.2 Searching For and Adding Deceased Individuals and Families Not Connected to the Family	
	Adding individuals Who Are Not Connected to the Family	
	Adding families Who Are Not Connected to the Family	
	6.0 Adding and Editing Information in Family Pedigree with Details View	Pages 29-34
	6.1 Adding Information to Existing Individuals	
	6.2 Editing and Deleting Information	
	6.3 Deleting Individuals and Relationships	
	Deleting an Individual	
	Deleting a Relationship	

	6.4 Working with Others to Resolve Information Differences	
	6.5 Adding Sources	
	6.6 Adding Notes	
	6.7 Claiming Information Contributed before the New FamilySearch	
	7.0 Correcting Information	Pages 35-40
	7.1 Understanding a Combined Record	
	7.2 The Rights of a Contributor	
	7.3 Adding an Opinion	
	7.4 Discussions	
	7.5 Notification of Changes	
	7.6 Editing a Dispute	
	7.7 Deleting a Dispute	
	8.0 Selecting Families and Individuals to Submit for Temple Ordinances	Pages 41-46
	8.1 Preparing Names for Ordinances	
	Checking the International Genealogical Index	
	8.2 Understanding and Observing the 95-Year Rule	
	8.3 Reserving and Releasing Ordinances	
	8.4 Printing Family Ordinance Requests	
	Printing a Family Ordinance Request from the Reserved List	
	8.5 Reprinting Family Ordinance Requests and Ordinance Cards	
	9.0 Importing Information into the New FamilySearch	Pages 47-50
	9.1 Third Party Affiliates	
	9.2 GEDCOM Files (Do not submit a GEDCOM until a thorough search has been performed)	
	Recommendations for Contributing GEDCOM Files	
	9.3 Exporting a GEDCOM File from PAF	
	9.4 Contributing and Viewing a GEDCOM File	
	9.5 Reserving Ordinances of Individuals from a GEDCOM File	
	9.6 Linking a GEDCOM File to the Family Pedigree	
	9.7 Checking for Possible Duplicates and Ordinances Needed	
	10.0 Helping Someone Else Use the New FamilySearch	Pages 51-54
	10.1 Sign In to Help Someone Else	
	10.2 Recognize Screen Changes	
	10.3 Add Information	

1.0 Introduction to the New FamilySearch Website

1.1 Registration

To register for the new FamilySearch, you will need your membership number and birth date. You can obtain your membership number from your ward clerk.

1. Go to <https://new.familysearch.org>. (If needed, click the language drop-down list to select a language other than English.)
2. Click the **Register for the new FamilySearch** link, and select **LDS FamilySearch Account**.
3. Enter information as prompted.
 - Your name should appear with the question “Is this you?”
 - Complete your User Profile. The address is from your membership record. To use a different contact address, remove the check mark, and add the new address. A phone number or an e-mail address is strongly recommended.
 - Enter a user name and a password. The user name must contain 3-36 characters. The password must have at least 8 characters containing both letters and numerals. Choose a user name and password that will be easy to remember, possibly the same as those used for other programs. To change a password, use the following steps:
 - a. From the Home Page, click **Update My User Profile**, and re-enter your password.
 - b. Click the **Edit** button, and then click **OK**. (This will take you to the LDS Account Website, where you can edit your information.)
 - Choose and answer three recovery password questions. These are case sensitive. Use all lower case letters to make the answers easier to remember. Write down the answers, and keep them in a safe place.

- Enter a contact name. This is the name by which other users will recognize you in the new FamilySearch. This can be changed at a later time if desired.
 - Select the contact information. This is the information others in the new FamilySearch will use to contact you for collaboration.
4. Print and keep a copy of the summary.
 5. Click **Done**.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section “Registering to Use the New FamilySearch Website,” (p. 16).

1.2 Purpose of the New FamilySearch

The new FamilySearch helps Church members:

- Correct existing information.
- Process names for temple ordinances.
- Avoid duplicating temple ordinances.

The new FamilySearch also:

- Allows individuals to view information the Church has about members and their ancestors.
- Combines information about individuals into one program.
- Simplifies the process of working with others on shared family lines.
- Acknowledges and protects all contributed information.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section “What the New FamilySearch Website Does,” (p. 15).
Tutorials, “Viewing Information.”

1.3 Data Collections Already in the New FamilySearch

The Church has brought together information from the following sources and made it accessible in the new FamilySearch:

- International Genealogical Index (IGI)
- Ancestral File
- Pedigree Resource File (PRF)
- Church membership records
- Temple ordinance records
- Extracted or indexed records
- Records from specialized FamilySearch units
- Information contributed by FamilySearch users

See also:

A User's Guide to the New FamilySearch Website (February 2011), Appendix G "Where the Information in the System Came From," (p. 267).

1.4 Home Page Links and the New FamilySearch Tabs

The Home page is the gateway to all functions found in the new FamilySearch. It contains tabs at the top, links along the left side, and a button at the top right.

- **Learn How to Use FamilySearch**—a link to Tutorials, Guides, and the guided practice activity found at the end of each tutorial.
- **See Temple Information**—schedules, driving directions, etc.
- **See Me and My Ancestors**—main working area of the new FamilySearch; displays ancestors of the logged-in user.
- **Search for Ancestors**—searches for deceased individuals within the new FamilySearch. (Same as the **Search** tab.)
- **Add Information**—adds individuals or families to the new FamilySearch. Names can be added whether or not they are connected to your Family Tree.

- **Temple Ordinances**—list of those you have reserved for temple ordinances.
- **Sign in to Help Someone Else**—allows a person to help someone else use the new FamilySearch.
- **Update My User Profile**—there are two sections in the User Profile. The top section takes you out of the new FamilySearch to the LDS account Website, which then allows you to edit your user name, password, display name, and e-mail address. The bottom section allows changes to the contact name, helper access number, and alternate address used in the new FamilySearch.
- **GEDCOM Files That I Added**—shows the names of GEDCOM files and the dates they were submitted. This link appears only after GEDCOM files have been submitted.
- **Help Center**—provides access to Find Answers, Feedback, Personal Assistance, Training and Resources, and My Cases.
- **Help with This Page** button—a slide-out menu that provides access to Common Questions, Tutorials and guides, and the Help Center.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "The Home Page," (p. 43).

Tip: When the mouse pointer changes to a hand, it is over a link. Clicking at this point will take you to a specified location in the new FamilySearch.

Tip: For privacy reasons the program may time you out—if that happens sign-in again.

Section 1 Learning Activity—Introduction to the New FamilySearch Website

1) Name three main purposes of the new FamilySearch.

a. _____

b. _____

c. _____

2) How can you access the tutorials and guided practice activities?

3) What data collections are already in the new FamilySearch?

4) How can you update your e-mail address?

2.0 Me and My Ancestors

Me and My Ancestors is the main working area in the new FamilySearch. **Family Pedigree with Details** and **Family Tree** are the pedigree views in Me and My Ancestors. Another way of viewing family records in the pedigree is the **Individual List**. Switch between the views as needed to get the benefits of each.

In the new FamilySearch, the pedigree has a unique format that differs from traditional pedigree charts.

- Each box shows an individual and his or her spouse.
- The ancestors of the husband are shown above the box.
- The ancestors of the wife are shown below the box.


2.1 Family Pedigree with Details View

The Family Pedigree shows three generations of ancestors for the group of siblings on the left. A Detail section for the highlighted individual is under the pedigree.


Moving to Another Generation

Arrows on the far left and far right of the Family Pedigree are links to other generations.


Click a **right arrow**  to see the parents of the couple in the box.

Click a **left arrow**  to see the descendants of that child.

Moving an Individual to the Main Position

When this icon  is shown to the left of a person's name, clicking on it will move that individual and the spouse to the main position in the Family Pedigree.


Displaying Another Spouse's Line

When a couple is in the Main Position, the **See other spouses**  icon will show for those who have additional spouses. Click the icon to select the other spouse's line.

To have the selected spouse appear on the family tree by default, checkmark "Always show the selected spouse," and click **Continue**. The spouse

selected may not appear as the default for others viewing your family tree.

Displaying Other Parents' Lines

When an individual has more than one set of parents, the **Show other parents**  icon will appear to the left of the parents' box. Click the icon to select the other parents' line.

To have the selected parents appear on the family tree by default, checkmark "Always show the selected parents," and click **Continue**. The parents selected may not appear as the default for others viewing your family tree.

Displaying an Individual in the Details Section

Clicking on an individual's name will display his or her details. The links on the left side of the details section show information screens about the individual.

- **Summary**—shows the Person Identifier (PID), a number which identifies an individual in FamilySearch, and the default version of the individual's information. Using the drop-down arrow beside the name or event, a user can choose which version of the information the new FamilySearch will display for all users. New information can also be added. When a change is made, the date and the contact name of the person making the change are listed to the right of the entry. At the bottom of the screen are links to Individual notes, Individual sources, and Combined records.
- **Details**—shows the Person Identifier (PID) and lists all the variations of an individual's information. Contributors and Edit links are to the right of the information. At the bottom of the screen are links to Add information, Individual notes, Individual sources, and Combined records.
- **LDS Ordinances**—shows the status of temple ordinances for the individual. For details, see Appendix—Ordinance Status Terms.
- **Time Line**—lists key events in a person's life chronologically. Hover the mouse over the event to see details.

Click the event to see notes, sources, and contributors, or to edit the information about an event.

Click **Add information** to add new events to the time line.

- **Map**—shows markers on a map that indicate places of events of the individual’s life. Click a marker to see details about an event.
- **Parents and Siblings**—shows parents and brothers and sisters of the individual. Many functions are available using this screen including deleting or combining records of family members. Marriage details are shown for the parents. Links on this screen include Add or find siblings, Add or find parents, View relationship details, View or add family notes, and View family group record.
- **Spouses and Children**—shows all spouses and children of the individual. Many functions are available using this screen, including deleting or combining records of family members. Marriage details are shown for the couple. Links on this screen include Add or find family members, View relationship details, View or add family notes, and View family group record.
- **Possible Duplicates**—lists possible duplicate records for the individual found in the new FamilySearch. Links on this screen also include Advanced possible duplicate search and Overview: How Combining an Individual’s Information Affects Your Family Line.
- **Discussions**—provides new FamilySearch users the opportunity to coordinate family history work with others. Each deceased individual in the system has a discussion board.

Note: The Watch feature, also known as Notification of Change, located on the upper-right corner of the individual details section, enables you to follow the activity on an individual record. (See Section 7.5).

Family Pedigree with Details View—Buttons, Icons, and Links

From the Family Pedigree with Details screen, do the following:

- Click the **Change View** button to change to the Family Tree view.
- Click the **History** button to see a list of the individuals who have been in the main position during the current session on the new FamilySearch. Click a name to return him or her to the main position.

Two additional functions are available at the top of the Family Pedigree with Details view.

- **Print**—click **Print** to print a copy of the current view. To review the pages to be printed, from the Menu bar, click **File**, and then click **Print Preview**.
- **Help with This Page**—click this link to display Common Questions related to the current page, a link to Tutorials and guides, and access to the Help Center.

See also:

A User’s Guide to the New FamilySearch Website (February 2011), section “Moving Individuals Around on the Family Pedigree with Details View,” (p. 53).

Tutorials, “Viewing Information,” and “Displaying Correct Information.”

2.2 Family Tree View


The Family Tree view has two main parts. The pedigree shows three generations of ancestors for the couple in the main position. A summary panel shows the information for the Highlighted Individual.

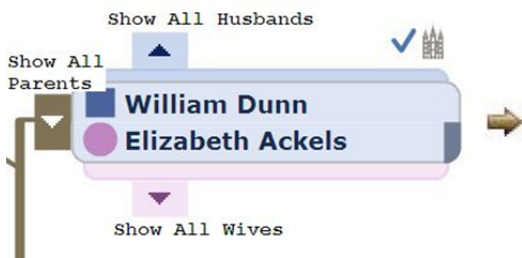
Moving and Resizing the Pedigree

Using the mouse, **click and drag** to reposition the pedigree. In the upper left of the screen, use the **zoom bar** to adjust the size of the pedigree, or use the **scroll wheel** on the mouse.



Expanding the Pedigree

To expand one generation, click the **arrow** ➔ at the end of the pedigree. A shaded end in the pedigree box means there is no further


information found in the new FamilySearch for that individual. To collapse the pedigree, click the **reverse arrow** .





Displaying Another Spouse's Line

Click the **Show All Husbands**  (blue) icon to view additional spouses for a woman. Click the **Show All Wives**  (pink) icon to view additional spouses for a man. A box will appear showing additional spouses and two links: Resolve duplicates and Select default spouse. These links will lead to a pop-up screen to complete the specified action.

Displaying Other Parents' Line

Click the **Show All Parents**  (brown) icon to view other parents. There are three links: Resolve duplicate fathers, Resolve duplicate mothers, and Select default parents. These links will lead to a pop-up screen to complete the specified action.

View Summary and Family of an Individual

To highlight an individual, click on the name. On the right side of the screen, a summary panel with the event data is shown. To show a spouse's and children's information, click on the **Family**  icon. To return to the individual's information, click on the **Summary**  icon.





Above the summary and family panel are links that will lead to pop-up boxes to complete the specified action.

- **View:**
 - Details**—shows the Detail box from the Family Pedigree with Details screen.
 - Family Group Record**—view or print.

- **Add:**
 - Parents** or **Spouse** or **Child**—to find an existing record, or add a new individual, click the appropriate link.

Family Tree View—Icons and Buttons

The icons along the top part of the Family Tree screen help position the highlighted individual and show more about the family.

- **Highlight**  icon—keeps the yellow highlight on the direct line. Click the icon again to remove the highlight.
- **Align Family**  icon—straightens the pedigree back to the individual in the main position.
- **Show Ancestors**  icon—loads a three-generation pedigree for the highlighted individual.
- **Show Descendants**  icon—loads a descendant chart showing one generation of children.

The buttons on the top left of the Family Tree screen give other options.

- **Family Tree**—click this button to change the view screen. Family Pedigree with Details and Individual List are choices.
- **Go to...**—contains a list of the individuals who have been in the main position during the current session on the new FamilySearch. Click a name to return him or her to the main position.

2.3 Individual List View

The Individual List, only accessed through the Family Tree view, shows all records on the current pedigree in a spreadsheet format.

Sorting columns

Name, Birth Date, Birthplace, Death Date, and Death Place columns can be sorted by clicking on the column heading.

Return to Other Screens

Click the **Individual List** button on the top left of the screen to view choices.

See also:

A User's Guide to the New FamilySearch Website (2010), section "Seeing Family Information on the Family Tree View," (p. 55), and section "Displaying Family Information on the Individual List View," (p. 63).
Tutorials, "Viewing Information."

Section 2 Learning Activity—Me and My Ancestors

1) Describe the meaning of each of the following icons:



2) Open the new FamilySearch to Me and My Ancestors, Family Pedigree with Details view.

- Navigate to an ancestor not currently showing on the screen.
- Select any person on your pedigree, and move that person to the Main position.

Look at the detail screen, and use the correct button on the left to learn the following information:

What is this person's identifier number? _____

What is his or her birth date? _____

Was he or she married? _____

How many brothers and sisters does this person have? _____

Are ordinances completed? _____

3) What is the function of the History menu?

4) Demonstrate how to change the views.

5) In the Family Tree view highlight an ancestor and describe the functions of these Icons:



3.0 Getting Help

3.1 Help with This Page

The **Help with This Page** link is located in the upper right corner of each page. Clicking this link activates a window that contains three items:

- Help Documents
- Tutorials and guides
- Help Center

3.2 Help Documents

Help topics about a specific screen are provided by links in the Help Panel. The help topics accessed by these links help users understand the screens.

3.3 Tutorials and Guides

Clicking this link provides access to information about two separate kinds of resources:

1. Tutorials are training presentations that explain how to use the new FamilySearch. To access a specific tutorial, click its link. The buttons on the tutorial screen help you navigate through the presentation.
 - **Table of Contents**—Shows a list of the pages in this overview. Click the page that you want to see.
 - **Back**—Returns to the previous page.
 - **Next**—Goes to the next page.
 - **Print Page**—Prints the current page.

Tip: Guided practice activities and exercises found at the end of each tutorial reinforce the lessons.
2. Guides are additional helps, including a comprehensive user's guide and other helps for specific topics that can be printed as needed.

Caution—Check the number of pages before printing.

3.4 Help Center

The **Help Center** link is available at the bottom of each page, at the bottom of the Help Panel, and on the Home page. Clicking on this link opens the

FamilySearch.org help window. There are five main links on this page, including Self-help.

1. **Self-help**—the default page of the Help Center. Sections pertinent to the new FamilySearch users are:
 - **Ask a Question**—provides a way to search databases for documents with answers to commonly asked questions.
 - **Especially for new Familysearch.org.**
2. **Local Assistance**
 - Family History Consultants—provides a list of consultants in your area.
 - FamilySearch Centers—link to locate a FamilySearch center near you.
3. **Community Assistance**
 - Forums—provides a way to post questions for people who are experienced using the new FamilySearch to answer.
4. **Contact FamilySearch**
 - Call or e-mail the new FamilySearch support to request help.
 - View your existing cases—a list of all your cases submitted to FamilySearch Support.

View your existing cases can be used to:

 - View or add a note to open cases.
 - View closed cases.
 - Add a note and reopen closed cases.

Note: After a case is viewed, you can see your complete case list by clicking **Return to case list**.
5. **Feedback**—Feedback can be used to:
 - Report a problem.
 - Share your ideas on how to improve FamilySearch.
 - Give other feedback.

3.5 Printing Help Documents

Help topics about a specific screen listed in the new FamilySearch Help Panel, as well as documents found in FamilySearch.org Help Center, can be printed using one of the following steps:

Click the **Printer**  icon.

If the document does not have a printer icon, use these steps:

1. Highlight the document.
2. Right click on the page.
3. Click **Print**.
4. From Print Range, click **Selection**.
5. Click **Print**.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Getting Help," (p. 24), and section "Sharing Ideas for Improving FamilySearch Products and Services," (p. 33).
Tutorials, "Using Help."

Section 3 Learning Activity—Getting Help

- 1) **Help with This Page** contains _____ specific to the page, as well as links to:
 - a) _____
 - b) _____

- 2) Locate the section in the *User's Guide* that describes the “Advantages of the Discussions Feature.” _____

- 3) Describe the three ways to access **Help Center** to search for specific topics:

4.0 Combining Duplicate Records in Family Pedigree with Details View

In the new FamilySearch, all of the information contributed about an individual is preserved, regardless of its accuracy. When duplicate records for an individual are combined, no information is deleted or overwritten. Duplicate records of some individuals have already been combined. For many individuals, additional records may still need to be combined.

4.1 Understanding the Purpose and Effect of Combining

The new FamilySearch often contains duplicate records about the same individual. Combining duplicate records provides many benefits:

- Helps prevent duplication of temple ordinances and research.
- Enables family members to work together more easily to identify, evaluate, and correct information.
- May extend an individual's family pedigree.

Do not combine records of individuals you have not adequately sourced or verified.

If records represent the same individual, combine the records even though some information may be incorrect.

Caution is advised in combining the record on your pedigree with a record that contains an incorrect relationship to a parent or spouse. For example, do not combine a record that connects an individual to the wrong parents.

Occasionally, records with incorrect relationships to spouses, parents, and children will be found, such as a record that shows an individual married to a parent or grandparent. Combining this record with the record on your family tree may cause a loop in the pedigree. When such a record already exists in a combined record on your pedigree, it may be possible to solve this problem by identifying and separating the record or records about that individual which contain the incorrect

relationships. See section 4.5 Separating a combined record.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Combining Duplicate Records," (p. 167).
Tutorials, "Combining and Separating Records."

4.2 Combining by Using Options in the Details Section

To view details about an individual, click the name.

Possible Duplicates—Searching for Duplicate Records of an Individual

1. From the Summary or Details screen, click the **Possible Duplicates** link.
2. Select all records that appear to be duplicates by clicking the boxes next to a name.
3. Click **Compare in More Detail**.
4. Carefully compare each possible duplicate.
 - Consider names, other family members, dates, and places.
 - Click an individual's name to see more detail.

When the record represents the same individual, it should be combined even if some of the information is different.
5. After comparing, scroll to the bottom of the page, and select **Yes** to combine the records, or **No** to leave them uncombined.
 - Click **Next** to compare the next record.
 - Click **Previous** to view a previous record.
 - Click **Cancel** at any time to return to the Possible Duplicates page without combining records.
6. Click **Done** after all selected records are compared.
7. Review the Finalize Your Decisions page.
 - Click **Cancel** to return to Possible Duplicates without combining.

- Click **Back** to return to Compare in Detail.
- Click **Combine the Records**, and if correct, click **OK**.

The new FamilySearch returns to the Possible Duplicates screen and automatically searches for other possible duplicates. If more duplicates are found, compare them. After combining these records, other duplicates may still exist that were not found automatically.

Searching for Additional Duplicate Records

This link is used to find duplicates that the new FamilySearch did not find automatically.

1. From the Possible Duplicates page, click **Advanced possible duplicate search** at the bottom of the screen.
2. Read the warning, and click **Continue** or **Cancel**.
3. Click **Search** to bring up a list of possible duplicates. The search form contains search information that can be modified if needed.

Tip: Consider these search strategies to find records that are hard to locate:

- Enter a woman's married name, or some other variations of names, dates, and places.
- Enter different parent or spouse information.
- Remove some of the search information.
- Enter the search information exactly as it appears on a temple record or on the International Genealogical Index (IGI). This may bring up a record of temple work not found otherwise.

Tip: When viewing the list of possible matches, these options are available:

- Click a name to see full details about that individual.
 - Click **Refine Search** to return to the Search for Deceased Ancestors page and modify the search information.
4. Click the **box** next to each record to be compared.

5. Click **Compare in More Detail** at the top or bottom of the list.
6. Carefully compare each possible duplicate.
 - Consider names, other family members, dates, and places.
 - Click an individual's name to see more detail.

When the record represents the same individual, it should be combined even if some of the information is different.


7. After comparing, scroll to the bottom of the page, and select **Yes** to combine the records, or **No** to leave them uncombined.
 - Click **Next** to compare the next record.
 - Click **Previous** to view a previous record.
 - Click **Cancel** at any time to return to the Possible Duplicates page without combining records.
8. Click **Done** after all selected records are compared.
9. Review the Finalize Your Decisions page.
 - Click **Cancel** to return to Possible Duplicates without combining.
 - Click **Back** to return to Compare in Detail.
 - Click **Combine the Records**, and if correct, click **OK**.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Combining Duplicate Records," (p. 167).

Spouses and Children—Combining with Other Spouses

From the Details section of the Family Pedigree with Details screen, click the **Spouses and Children** button. Other Spouses, if any, are listed on the lower right. If any of the other spouses represent the same individual as the spouse listed above, they can be compared and combined as follows:

1. Click the **Options**  icon next to the current spouse.

2. Click the **Combine with other spouses** option.
3. Click the **box** to select each record that appears to be a duplicate.
4. Click **Compare in More Detail** to compare the records. **Note:** Click **Cancel** to return to Family Pedigree without combining. Click **Combine** to combine selected records without comparing. Use this option **only** when it is obvious they are the same individual.
5. Carefully compare each possible duplicate.
 - Consider names, other family members, dates, and places.
 - Click an individual's name to see more detail.

When the record represents the same individual, it should be combined even if some of the information is different.

6. After comparing, scroll to the bottom of the page, and select **Yes** to combine the records, or **No** to leave them uncombined.
 - Click **Next** to compare the next record.
 - Click **Previous** to view a previous record.
 - Click **Cancel** at any time to return to the Possible Duplicates page without combining records.
7. Click **Done** after all selected records are compared.
8. Review the Finalize Your Decisions page.
 - Click **Cancel** to return to Possible Duplicates without combining.
 - Click **Back** to return to Compare in Detail.
 - Click **Combine the Records**, and if correct, click **OK**.

Spouses and Children or Parents and Siblings—Combining with Other Siblings

The siblings shown on the left are the children of the couple on the right. Some of the children may have more than one record listed. If so, the duplicate records can be combined as follows:

1. Click the **Options**  icon next to the child who has a duplicate record listed.


2. Click the **Combine with other siblings** option.
3. Click the **box** to select each record that appears to be a duplicate.
4. Click **Compare in More Detail** to compare the records. **Note:** Click **Cancel** to return to Family Pedigree without combining. Click **Combine** to combine selected records without comparing. Use this option **only** when it is obvious they are the same individual.
5. Carefully compare each possible duplicate.
 - Consider names, other family members, dates, and places.
 - Click an individual's name to see more detail.

When the record represents the same individual, it should be combined even if some of the information is different.

6. After comparing, scroll to the bottom of the page, and select **Yes** to combine the records, or **No** to leave them uncombined.
 - Click **Next** to compare the next record.
 - Click **Previous** to view a previous record.
 - Click **Cancel** at any time to return to the Possible Duplicates page without combining records.
7. Click **Done** after all selected records are compared.
8. Review the Finalize Your Decisions page.
 - Click **Cancel** to return to Possible Duplicates without combining.
 - Click **Back** to return to Compare in Detail.
 - Click **Combine the Records**, and if correct, click **OK**.

Parents and Siblings—Combining with Other Parents

From the Details section of the Family Pedigree with Details screen, click **Parents and Siblings**. Other Parents, if any, are listed on the lower right. If any of the other parents listed appear to represent the same individuals as the parents listed above, they can be compared and combined as follows:

1. Click the **Options**  icon next to the father or mother.
2. Click the appropriate option, **Combine with other fathers** or **Combine with other mothers**.
3. Click the **box** to select each record that appears to be a duplicate.
4. Click **Compare in More Detail** to compare the records. **Note:** Click **Cancel** to return to Family Pedigree without combining. Click **Combine** to combine selected records without comparing. Use this option **only** when it is obvious they are the same individual.
5. Carefully compare each possible duplicate.
 - Consider names, other family members, dates, and places.
 - Click an individual's name to see more detail.

When the record represents the same individual, it should be combined even if some of the information is different.

6. After comparing, scroll to the bottom of the page, and select **Yes** to combine records, or **No** to leave them uncombined.
 - Click **Next** to compare the next record.
 - Click **Previous** to view a previous record.
 - Click **Cancel** at any time to return to the Possible Duplicates page without combining records.
7. Click **Done** after all selected records are compared.
8. Review the Finalize Your Decisions page.
 - Click **Cancel** to return to Possible Duplicates without combining.
 - Click **Back** to return to Compare in Detail.
 - Click **Combine the Records**, and if correct, click **OK**.

Remember to combine each parent who has duplicate records.

4.3 Combining Duplicate Records in a Systematic Way

When the family line has many duplicate records, use a systematic approach to finding and combining them.

One such approach would be to examine each individual on the family pedigree. Start with the couple in the main position on the family pedigree, and move down and to the right. For each deceased individual, do the following:

1. Select the individual, and then compare and combine the Possible Duplicates. Search for other possible duplicates.
2. In the Spouses and Children view:
 - a. Combine duplicate spouses.
 - b. Combine duplicate children.
3. In the Parents and Siblings view:
 - a. Combine duplicate parents.
 - b. Combine duplicate siblings.


See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Cleaning a Pedigree with Many Duplicate Records," (p. 180).

4.4 Combining Records in the Family Pedigree with Details View

Other Parents Icon

The Other Parents icon on the family pedigree indicates that the new FamilySearch has more than one father or one mother linked to an individual. To view the possible duplicate records, do the following:

1. Click the **Other Parents**  icon.
2. From the Select the Parents screen, select the **Resolve Duplicate Fathers** or **Resolve Duplicate Mothers** tab.
3. From the Select the individuals that you want to combine screen, select each record that appears to be a duplicate.
4. Click **Compare in More Detail** to compare the records. **Note:** Click **Cancel** to return to Family Pedigree without combining.

Click **Combine** to combine selected records without comparing. Use this option **only** when it is obvious they are the same individual.

5. Carefully compare each possible duplicate.
 - Consider names, other family members, dates, and places.
 - Click an individual's name to see more detail.


When the record represents the same individual, it should be combined, even if some of the information is different.

6. After comparing, scroll to the bottom of the page, and select **Yes** to combine records, or **No** to leave them uncombined.
 - Click **Next** to compare the next record.
 - Click **Previous** to view a previous record.
 - Click **Cancel** at any time to return to the Possible Duplicates page without combining records.
7. Click **Done** after all selected records are compared.
8. Review the Finalize Your Decisions page.
 - Click **Cancel** to return to Possible Duplicates without combining.
 - Click **Back** to return to Compare in Detail.
 - Click **Combine the Records**, and if correct, click **OK**.

Remember to combine each parent who has duplicate records.

Other Spouses Icon

The Other Spouses icon shows **only** for the couple in the main position of the Family Pedigree. The icon indicates additional spouses or duplicate records of a spouse. To view the additional spouses for the individual, do the following:

1. Click the **Other Spouses**  icon next to the name.
2. From the Select the Spouse to view screen, select the **Resolve Duplicate Spouses** tab.
3. From the Select the individuals that you want to combine screen, select each record that appears to be a duplicate.

4. Click **Compare in More Detail** to compare the records. **Note:** Click **Cancel** to return to Family Pedigree without combining. Click **Combine** to combine selected records without comparing. Use this option **only** when it is obvious they are the same individual.

5. Carefully compare each possible duplicate.
 - Consider names, other family members, dates, and places.
 - Click an individual's name to see more detail.

When the record represents the same individual, it should be combined even if some of the information is different.

6. After comparing, scroll to the bottom of the page, and select **Yes** to combine records, or **No** to leave uncombined.
 - Click **Next** to compare the next record.
 - Click **Previous** to view a previous record.
 - Click **Cancel** at any time to return to the Possible Duplicates page without combining records.
7. Click **Done** after all selected records are compared.
8. Review the Finalize Your Decisions page.
 - Click **Cancel** to return to Possible Duplicates without combining.
 - Click **Back** to return to Compare in Detail.
 - Click **Combine the Records**, and if correct, click **OK**.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Combining Duplicate Records," (p. 167).
Tutorials, "Combining and Separating Records."

4.5 Separating a Combined Record

Many records have been combined in the new FamilySearch.

A record should be separated if:

- It is combined with the wrong individual.

- The record has incorrect relationships.

A combined record can be separated as follows:

1. Click the name of the individual.
2. Click **Summary** or **Details**.
3. Click **Combined records** at the bottom of the section. The combined records will be displayed in columns. To display more than five records, click the dropdown menu for **Records per page**, and select **20**, **40**, or **100**.
4. Use the **horizontal scroll bar** to view the records.
5. Click the **check box** at the top of each record that needs to be separated. More than one record can be selected at a time.
6. Click **Separate Selected Records**.
7. Click **Yes**.
8. Click **Close**.

FamilySearch will create a new record that contains all of the information from the separated records.

Repeat steps 3-7 if there are additional records to separate.

Separated records may show up again as possible duplicates. When this happens, ignore the records.

Records combined in Ancestral File cannot be separated in the new FamilySearch.

Do not separate records from an individual simply because they contain incorrect event information.

Separating records may cause duplication of ordinances and research.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Separating Incorrectly Combined Records," (p. 177).

Tutorials, "Combining and Separating Records."

4.6 Tips about Combining

Tip 1: When comparing records, hover your mouse cursor over a family member's name. If the same name is highlighted on both records, then both records are linked to the same record about that family member.

Tip 2: Be aware that combining or separating records can affect what information is displayed in the Family Pedigree. Your view of the family pedigree may change if another family member combines or separates records that are in the shared Family Pedigree.

Tip 3: Occasionally, the system will be unable to combine records as requested. For example, if an individual has more than one LDS Church Membership record, the records cannot be combined by a user of the new FamilySearch. However, a user can request that a change be made to an LDS Membership record for a deceased person. The records will be combined by the Membership Department. A request for a change to an LDS membership record can be tracked in Help Center under My Cases.

Tip 4: Some records of individuals cannot be combined because they have restrictions that limit the types of changes that can be made or who can make the changes, such as a record involving excommunication, conflicting gender, etc. Questions about a specific restricted record can be submitted through the Feedback feature in the Help section.

Tip 5: After choosing **No, or I cannot tell**, the record will continue to appear as a duplicate. When this happens, ignore the records.

Section 4 Learning Activity—Combining Duplicate Records

- 1) For an individual whom duplicate records may exist, click **Possible Duplicates**, and then click **Advanced possible duplicate search** to find them. Change the search data as desired.
- 2) Click the name of an ancestor. Click **Summary** or **Details**. Click **Combined Records** at the bottom of the page to see the records.
- 3) When you click **Details** and variations of the name or some event are shown, this indicates _____
_____.
- 4) **T/F** If a duplicate record for an individual is found, even though you disagree with some of the event information that has been contributed about that individual, it should be combined.
- 5) **T/F** Combined records can be separated even though they were combined in the new FamilySearch.
- 6) **T/F** If the records were combined in Ancestral File, they cannot be separated.
- 7) **T/F** Separating records may cause duplication of ordinances and research.

5.0 Searching for and Adding Individuals

Before adding an individual to a family line, search the new FamilySearch to determine whether he or she already exists in the database.

Note: The Search feature will find records of deceased individuals only.

To use Search:

1. Click **Search for Ancestors** on the Home page, or click the **Search** tab from anywhere in the new FamilySearch.
2. Enter at least part of the name of the deceased individual, or enter at least part of the father's name or mother's name. Enter any additional information to make the search more precise.
3. Click **Search**.
4. Examine the list of possible matches.
 - Click a name to view details. If the correct record or records are located, record the Person Identifier (PID) so the records can be located again.
 - Click **Go to** next to the name to see the family pedigree.

Note: If the individual is not found the first time, try using more or less information in the search page.

Standardization of Dates and Places

As dates are entered, the new FamilySearch lists the standard dates or places that match what is entered. In the place field, enter as much of the place as is known.

When it standardizes places, the new FamilySearch adds missing information such as the country name. The standardized version helps the new FamilySearch find the record when someone searches for it.

Tip: To override standardization, type information as desired; then press the **Esc** key.

5.1 Searching for and Adding Individuals Connected to the Family

In Me and My Ancestors, use the Family Pedigree with Details view.

Adding a Parent in the Details Section

1. Click the name of the individual whose parent(s) are to be added.
2. Click **Parents and Siblings**.
3. Click **Add or find father** or **Add or find mother**, depending on which parent is to be added.
4. Enter information in the appropriate fields.
5. Click **Search**.

Note: If the Person Identifier (PID) is known, click the **Find Existing Individual by Number** tab, enter the PID, and click **Search**.

6. Review the list of possible matches.
7. Click a name to view details.
8. Click **Add** next to the name when you are confident about the identity of the individual.

Note: After the screen refreshes, the individual chosen will appear in the pedigree. Repeat the process for the other parent if needed.

When a search is unsuccessful, click **No Match Found—Add Individual** to return to the Add New Individual screen. Enter all known information, and click **Continue**. An individual can also be added using a GEDCOM file. See Section 9.

Adding a Spouse in the Details Section

1. Click the name of the individual whose spouse is to be added.
2. Click **Spouses and Children**. If children are showing, make sure they are the children of the spouse that is being added.
3. Click **Add or find husband** or **Add or find wife**.

Note: The new FamilySearch will automatically enter the known spouse's name in the appropriate field of the search form.

4. Enter additional information in the appropriate fields.
5. Click **Search**. **Note:** If the Person Identifier (PID) is known, click the **Find Existing Individual by Number** tab, enter the PID, and click **Search**.

6. Review the list of possible matches.
7. Click a name to view details.
8. Click **Add** next to the name when you are confident about the identity of the individual.

Note: After the screen refreshes, the individual chosen will appear in the pedigree. When a search is unsuccessful, click **No Match Found—Add Individual** to return to the Add New Individual screen. Enter all known information, and click **Continue**. An individual can also be added using a GEDCOM file. See Section 9.

Adding a Child in the Details Section

1. Click the name of the individual whose child is to be added.
2. Click **Spouses and Children**.
3. Click **Add or find child** at the bottom of the Details section.

CAUTION: If you use the **Add or find child** link in the Pedigree section, the child will be linked to the couple in the main position, which may be different from the couple in the Details section.

4. Enter information in the appropriate fields.
5. Click **Search**.

Note: If you know the Person Identifier (PID), click the **Find Existing Individual by Number** tab, enter the PID, and click **Search**.

6. Review the list of possible matches.
7. Click a name to view details.
8. Click **Add** next to the name when you are confident about the identity of the individual.

Note: After the screen refreshes, the individual chosen will appear in the list of children for the couple. Repeat the process for other children.

When a search is unsuccessful, click **No Match Found—Add Individual** to return to the Add New Individual screen. Enter all known information, click **Continue**. An individual can also be added using a GEDCOM file. See Section 9.

Adding and Viewing Living Individuals.

Contribute living relatives to the new FamilySearch only to link the records of living individuals to deceased individuals. This minimizes the number of duplicate records that are added to the system. Please obtain permission from living people before you add their information to the system. See the Conditions of Use (Appendix 11.2) for more information.

To protect the privacy rights of living people, the new FamilySearch limits the amount of information that can be seen about individuals who may still be living.

- Only the individual contributing information about living persons will be able to view the record. Other users—even close relatives and the individuals themselves—cannot.
- Some of the information seen about you and your immediate family came from Church membership records. From these records, the following information can be seen about individuals in your family, if they are still living:
 - The names and genders of your current spouse, parents, grandparents, and other direct ancestors. The names, genders, and birth dates of your children who are younger than 18 years old.
 - The names and genders—no birth dates—of your children who are more than 18 years old.

You will not be able to see ordinance information for any individual who is still living, including yourself. Only local priesthood leaders are authorized to provide that information.

The new FamilySearch considers that an individual may be living if both of the following situations apply:

- He or she was born within the last 110 years or married in the last 100 years.
- The record contains no death information.

You may add death information about a deceased individual who was born in the last 110 years or

married in the last 100 years. If the individual is dead but the exact date is not known, enter an approximate date, or enter any of the following into the death date field:

- Dead
- Deceased
- Before <date> (example: Before 1856)

This prevents the system from treating the individual as **living**.

Note: The Search feature will **not** find records of living individuals.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Entering a New Individual into Your Family Line," (p. 93).

Tutorials, "Adding Missing Individuals."

Help Center, in the Search field, enter a question. For example, "How do I add a new individual to a family in my pedigree?"

5.2 Searching for and Adding Deceased Individuals and Families Not Connected to the Family

Deceased individuals can be added:

- Who have a probable family relationship that cannot be verified because the records are inadequate, such as those who have the same last name and resided in the same areas as known ancestors.
- With whom you had a shared friendship.

Before adding individuals or families not connected to the family tree, search for a possible existing record.

When adding an individual who is not connected to the family line who was born in the last 110 years or married in the last 100 years, a death date or place is needed, or the new FamilySearch will add a death date. It will be listed as "before," using the date the information is entered. Do not enter **living** people who are not connected to your family line.

Adding Individuals Who Are Not Connected to the Family

1. Click the **Add Information** link on the Home page, or anywhere in the new FamilySearch, click the **Add Information** tab.
2. Click **Add an Individual That Is Not Connected to My Family Tree**.
3. Add all known information.
4. Add Source information.
5. Click **Add more Information** to include additional name, event, or personal information.
6. Click **Add a note** to explain why this individual was added.
7. Click **Continue**.
8. Review the Summary page for accuracy, edit any errors, and make any changes.
9. Click **Done**.

The individual will be shown in the main position of the Family Pedigree with Details view. In the details section, select **Summary** or **Details**, and record the Person Identifier, or enough information to find the individual.

Adding Families Who Are Not Connected to the Family

It may be useful to add a family as a unit. Family members will be added one at a time.

1. Click **Add Information** on the Home page, or anywhere in the new FamilySearch, click the **Add Information** tab.
2. Click **Add a Family That Is Not Connected to My Family Tree**.
3. Click **Add or find husband**, and follow the prompts on the screen.
4. Click **Continue**.
5. Repeat the process to add the wife and children.
6. Click **Done** after all family members are added.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Adding Individuals and Families Who Are Not Connected to your Family Line," (p. 101).

Tutorials, “Adding Missing Individuals.”

Help Center, in the Search field, enter search criteria.

For example, “adding a family who is not connected to my family line.”

Tip: When searching for a record that should be in the new FamilySearch, you may not find it

because it exists with an unusual variation in the name, date, or place. Try searching for a close relative of the individual. If one is found, it may be possible to find the desired individual by navigating forward or backward through the family line. If found, write down the person identifier number to help find the record again.

Section 5 Learning Activity—Searching for and Adding Individuals

- 1) **T/F** The search feature will find records of deceased individuals only.

- 2) Why should you search for a name in the new FamilySearch before adding it, even if you think it is not there?

- 3) In the Pedigree with Details view, which options are used to add a child, parent, or spouse to a family?

- 4) How does the new FamilySearch determine whether an individual is living or deceased?

- 5) **T/F** You will not be able to see ordinance dates for any living individuals, including yourself.

- 6) Why would you add an individual or family not connected to your family tree?

- 7) **T/F** A living individual should be added to the new FamilySearch only to provide a link from a living individual to a deceased individual.

6.0 Adding and Editing Information in Family Pedigree with Details View

6.1 Adding Information to Existing Individuals

Any user can add information about individuals who are already in the new FamilySearch, regardless of who is the contributor.

To add information about an individual:

1. Click the ancestor's name.
2. Click **Details**.
3. Click **Add information** at the bottom of the section.
4. Click the **box** of the item to be added.
5. Click **Continue**.
6. Add the information and the source.
7. Click **Done**.

Multiple items can be added.

6.2 Editing and Deleting Information

The new FamilySearch protects all information that is contributed. Thus, only the contributors of information will be able to edit or delete the information they contributed. Any user can add another opinion to existing information. Use the discussion feature to coordinate the correction of errors and research efforts. See section 7.3 and 7.4 for detailed instructions.

To edit information you have contributed:

1. Click the ancestor's name.
2. Click **Details**.
3. Click **Edit** next to the item to be edited.
4. Make corrections, and add notes or sources.
5. Click **Done**.

To delete information you have contributed:

1. Click the ancestor's name.
2. Click **Details**.
3. Click **Edit** next to the item to be deleted.
4. Click **Delete**.
5. Select **Delete**.

6.3 Deleting Individuals and Relationships


When a new individual was added to the new FamilySearch, both a record for the individual and a relationship were created.

When an existing individual was connected to a family, only a relationship was created. Hence, if it is necessary to remove the individual from the family, the relationship—not the individual—is deleted.

Deleting an Individual

A record of an individual can be deleted from the new FamilySearch if you are the only contributor.


To delete an individual:

1. Click the name of the individual.
2. Click **Parents and Siblings** or **Spouses and Children**.
3. Click the **options menu**  icon next to the name of the individual to be deleted.
4. Select **Delete**.
5. Select **Yes**.

Deleting a Relationship

It is important to understand that when an individual is added or connected to a family, the new FamilySearch may establish more than one relationship. For example, if a father is connected to a family, a relationship is created for each child in the family. If the wrong father is connected, it will be necessary to delete his relationship to each child.

To delete relationships you contributed:

1. Click the ancestor's name.
2. Click **Spouses and Children** or **Parents and Siblings**, depending on the relationship to be deleted.
3. Click the **options menu**  icon next to the child or spouse to be deleted.
4. Select the correct **Delete relationship** option.
5. Select **Delete**.
6. Click **Done**.

Remember to delete the relationship to all family members. For example, to delete a child from a family requires deleting the relationship to both the father and the mother.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Correcting Information That Is Already in the System," (p. 105).
Tutorials, "Displaying Correct Information."
Help Center, in the Search field, enter search criteria.
For example, "add, edit, and delete information."

6.4 Working with Others to Resolve Information Differences

One of the principal goals of the new FamilySearch is to make it easier for those working on the same family lines to work together. The new FamilySearch keeps track of who contributes which information. The system provides a discussion board for each deceased individual. There, you can work with others to identify correct or incorrect information, and coordinate research efforts.

It is suggested that the person who did the actual research should contribute the information, if possible. This allows other users of the new FamilySearch to contact the contributor who is the most knowledgeable about the information.

Another user may be able to contact the contributor by e-mail, standard mail, or telephone. To contact a contributor:

1. Click the ancestor's name.
2. Click **Details**.
3. Click the name in the column labeled "Contributor." If there is more than one contributor, it will display "Multiple."

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Working with Other Users," (p. 145).
Help Center, in the Search field, enter search criteria.
For example, "contributors."

6.5 Adding Sources

Contributors may cite sources for an event that is added or corrected.

For example, to add birth information from a census record:

1. Click the ancestor's name.
2. Click **Summary** or **Details**.
3. Click **Edit** next to the birth information. (If the user is **not** a contributor, he or she can add source information by "Adding an opinion." See section 7.3.)
4. Click **Add a source**.
5. Click the drop-down menu for **Source**, and choose **Government Record**.
6. Click the drop-down menu for **Source Detail**, and choose **Census record**.
7. Add details as desired.
8. Click **Done**.

6.6 Adding Notes

Comments can be added in individual or family notes. To add a note for an individual:

1. Click the ancestor's name.
2. Click **Summary** or **Details**.
3. Click **Individual notes**.
4. Click **Add a note about this individual**.
5. Click **Done**.

A contributor may also add notes about the events in a person's life by clicking other available note links. Each new note can be a maximum of 300 characters.

To add a family note:

1. Click the ancestor's name.
2. Click **Parents and Siblings** or **Spouses and Children**.
3. Click **View or add family notes**.
4. Click **Add a note about this couple**.
5. Click **Done**.

When new individuals are added using a GEDCOM file, the sources and notes in the file can also be contributed regardless of the size. See Section 9.0 for details on contributing a GEDCOM file.

See also:

Help Center, in the Search field, enter search criteria.
For example, "adding sources."

6.7 Claiming Information Contributed before the New FamilySearch

In order for a contributor to edit previous submissions to Ancestral File, Pedigree Resource File, and to the temple, the program must recognize that contributor. To claim contributions submitted previously:

1. Click the ancestor's name.
2. Click **Details**.
3. Click the contributor's name, which is located to the right of the individual's information—select **Multiple** if necessary.
4. Click the **Contact name**.
5. Click **Declare This Legacy Contributor as Yourself**.

Names you previously used to submit information, and former addresses may be helpful in verifying legacy. This request can be tracked in “My Cases” of the Help Center.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section “Claiming Information That You Contributed to Previous Systems,” (p. 139).

Problem Solving Tips

Problem: I added a spouse (or a parent or a child) to my ancestor, but then found out he or she was not the right individual. I disputed the relationship because it was incorrect. The system will not allow me to delete the relationship.

Solution: Remove the dispute first, and then delete the relationship.

Problem: I wanted to remove a child I had added to a family. After I deleted the relationship to the father, the child disappeared from the family view. How do I delete the relationship to the mother?

Solution: Look for the term **unknown spouse** and click it. The child should then show as a child of the mother and the unknown spouse. Now delete the relationship to the mother.

Section 6 Learning Activity—Adding and Editing Information

- 1) **T/F** To edit or delete information for an individual, you have to be a contributor of that information.
- 2) Which options in the Details section have a link that allows you to create Individual Notes?

- 3) Which options in the Details section have a link that allows you to create Family Notes?

- 4) How can the contributor contact information be used to help resolve data differences?

- 5) What should you do to document the information that you add to the new FamilySearch?

- 6) Why would you claim a contribution?

7.0 Correcting Information

Each record in the new FamilySearch is the information about an individual according to those who contributed that record. It is likely that not all of the information will be accurate. If a source is available that establishes the correct information, add an opinion about that event, or start a discussion and work with others to identify correct information and coordinate research efforts.

7.1 Understanding a Combined Record

A combined record, or composite, is the result of bringing together two or more records about the same person. Each record about that person may or may not contain the same information. When records are combined, no information is lost. If necessary, the records may be separated at a later time.

When the Church's databases were brought into the new FamilySearch, records determined to be about the same individual were combined. Also, users working in the new FamilySearch have combined records. Records combined incorrectly should be separated.

In the new FamilySearch, you can see the records that have already been combined for a person by clicking the name to display that person in the details section. To see the combined records:

1. Click **Summary** or **Details**.
2. Click **Combined Records** at the bottom.

When the record is a composite, up to 100 records can be shown across the page. The first column shows all the variations of the combined records.

When a record is combined in error, you can separate it. See section 4.5, Separating a Combined Record.

7.2 The Rights of a Contributor

The contributor is the entity or person who provided the record.

A contributor can delete or edit information he or she provides, unless temple ordinances have been completed. At that point he or she is no longer the only contributor. To delete information:

1. Click the name of the individual.

2. Click **Details**.
3. Click **Edit** next to the information.
4. Click **Delete**.
5. Select **Delete**.

Anyone can add information. The person then becomes the contributor of that information. Information of all contributors is kept, acknowledged, and protected in the new FamilySearch.

7.3 Adding an Opinion

If an individual did not contribute the original information, and has more correct information, a new opinion can be added.

To add an opinion to information that you did not contribute:

1. Click the name of the individual.
2. Click **Details**.
3. Click the **Edit** link associated with the name or event, or the information itself.
4. Click **Add Another Opinion**.
5. Enter the desired information.
6. Add source information.
7. Click **Done**.

This information will now become part of the Details view.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Correcting Information That Is Already in the System," (p. 105), and section "When You Can Correct and Delete Information," (p. 106).
Tutorials, "Combining and Separating Records."

7.4 Discussions

Discussions are a great way to coordinate family history work with other new FamilySearch users. The discussions feature provides a cooperative environment where issues can be discussed and resolved.

Each deceased individual in the system has a discussion board, where you can do the following:

- Identify yourself as someone who is interested in or actively working on an individual or family line.

- Coordinate the correction of errors and additional research with other interested users.
- Call attention to incorrect information on the individual's record.

To contribute to a discussions board:

1. Click the name of the individual.
2. Click **Discussions**.
3. Enter a brief description that introduces your concern in the title box.
4. Write a description explaining the issue.
5. Click **Post**.

To contribute information to a topic that is already being discussed:

1. Click the name of the individual.
2. Click **Discussions**.
3. Click **Comment**.
4. Enter your comment.
5. Click **Post**.

To start a new discussion about a new topic:

1. Click the name of the individual.
2. Click **Start a New Discussion**.
3. Enter a brief description that introduces your concern in the title box.
4. Write a description explaining the issue.
5. Click **Post**.

You can add to and correct the discussions and comments that you add.

To delete your discussions and comments:

1. Click the name of the individual.
2. Click **Discussions**.
3. Find the discussion or comment you want to delete.
4. Click **Delete**.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Participating in Discussions," (p. 147).
Tutorials, "Displaying Correct Information."

7.5 Notification of Changes

You can receive an e-mail notification when someone changes an individual's summary, posts

a discussion, or when a record is combined or separated. To receive e-mail notifications, your user profile must contain an active e-mail address.

To watch the activity of a record:

1. Click the name of the individual.
2. Click **Watch**. (The watch link is located in the upper-right corner of the details section.)
3. Click **OK**.

To stop watching the activity on a record:

1. Click the name of the individual that you want to stop watching.
2. Click **Stop Watching**.

Tip: At the bottom of each notification e-mail is a link that you can use to unsubscribe. To stop receiving the e-mails, you can click that link, or use the following process.

To start or stop receiving notification e-mails from the system:

1. Click the **Home** tab.
2. Click **Update My Profile and Preferences**.
3. Enter your password at the pop-up screen.
4. Click **Continue**.
5. Click the **Watch** tab.
6. Indicate whether you want to receive or stop receiving the e-mails by selecting or deselecting the box.
7. Click **Save**.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Working with Other Users," (p. 145), and section, "Receiving E-mail Notifications about Changes," (p. 151).


7.6 Editing a Dispute

The dispute feature is being removed from the system. As a first phase, you can no longer add a new dispute. You can still see disputes that were previously entered. You can edit the notes of disputes that you added. You can also still remove your own disputes.

Eventually, all of the disputes in the system, including their notes, will be moved to the discussion boards. Instead of using disputes, you are encouraged to work with other contributors to correct information:


- You can work with a contributor directly. Click a contributor's name to see if he or she has provided contact information.
- You can also identify your concerns on the individual's discussion board.

To edit a dispute you contributed:

1. Click the **dispute**  icon.
2. Click **Edit note**.
3. Make the desired changes or additions.
4. Click **Done**.
5. Click **Close**.

7.7 Deleting a Dispute

Only the contributor of the dispute can delete it. To delete a dispute:

- Click the **item with the line through it**, or the **dispute**  icon. The disputed event window will open.
- Click **Remove my dispute**.
- Click **Yes**. The next window provides a review of the restored data with the dispute removed.
- Click **Close**. The new FamilySearch will reset the data.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Correcting Information That Is Already in the System," (p. 105), and section "When You Can Correct and Delete Information," (p. 106).

Section 7 Learning Activity—Correcting Information

- 1) What is a combined record? _____

- 2) Who has the right to edit or delete information?

- 3) How can a person correct information in the new FamilySearch?

- 4) Since disputing incorrect information is no longer an option, the
_____ feature should be used to resolve issues.

- 5) If you have submitted a dispute and later change your mind, how can you remove the
dispute?

- 6) What is the function of the Watch feature?




8.0 Selecting Families and Individuals to Submit for Temple Ordinances

One of the main functions of the new FamilySearch is to help members of the Church prepare names of deceased ancestors for Temple Ordinances. *A Member's Guide to Temple and Family History Work* is available in Tutorials and Guides.

Ordinance dates are displayed only when they come from membership records and temple records. When a patron submits ordinance dates, the new FamilySearch may display the word “completed” without the dates.

8.1 Preparing Names for Ordinances

A record of the individual must be in the new FamilySearch before temple ordinances can be done. The new FamilySearch will decide what temple ordinances can be done for family members.

A symbol of a temple with a check  indicates temple work for that individual or family is completed. A symbol of a temple with a green arrow  will show for those who have at least one temple ordinance needed. A symbol of a temple with a yellow triangle  indicates that more information is needed to perform some ordinances, or that temple ordinances are in progress.

CAUTION: A “Ready” status may indicate an existing temple record is not yet combined. (See Section 4.1.)

Both a date and standardized place for an event are required by the system. The standardized place must contain at least the name of the country.

Checking the International Genealogical Index

Most records from the IGI have been entered into the new FamilySearch. However, you still need to check the IGI when expected data is not found in the new FamilySearch. As of July 2009, no new ordinance dates are being added to the IGI. The dates of all completed ordinances are added

directly to the new FamilySearch. A patron can view recorded ordinances usually within 24 hours of when the ordinances were done.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section “Performing Temple Ordinances for Your Ancestors,” (p. 189).

Help Center, in the Search field, enter a question. For example, “What are the policies regarding temple ordinances?”

8.2 Understanding and Observing the 95-Year Rule


If you try to reserve ordinances for someone who was born in the last 95 years, the new FamilySearch now asks whether you are the closest living relative or have permission from the closest living relative to do the ordinances. The closest living relatives are, in this order: an undivorced spouse, an adult child, a parent, or a sibling.

If you need to obtain permission to do ordinances, verbal approval is acceptable. Family members should work together to determine when the ordinances will be done and who will do them.

You should honor the wishes of the closest living relative. Doing ordinances against those wishes can cause hard feelings within families and towards the Church.

8.3 Reserving and Releasing Ordinances

Reserving ordinances will prevent other new FamilySearch users from requesting ordinances unless they are released by the person who reserved them. The ordinance status will be “Reserved.”

A symbol of a temple with a green arrow  will show for those whose temple ordinances may be needed.

To reserve individual or family ordinances:

1. Click the  icon.

2. Deselect any family member whose ordinances you do **not** want to do.
3. Click **Continue**. (The new FamilySearch will check for any possible duplicates. When duplicates are found, you will need to complete the compare and combine process.)
4. Read Church Policies and check the **box** indicating you have read and agree to the policies.
5. Click **Add to Temple Ordinance List**, which changes the ordinance status to “Reserved.”
6. Click **Close**.

Note: If the person was born within the last 95 years, you will need to choose the appropriate option, indicating your compliance with the 95-Year rule. (See Section 8.2)

Ordinances from the Temple Ordinance List can be removed for others to do.

To unreserve ordinances:

1. Click the **Temple Ordinances** tab at the top of the page.
2. Select the individual whose ordinances are to be released.
3. Click **Unreserve**.
4. Click **OK** to release ordinances for others to do.

To reassign ordinances to the temples:

1. Click the **Temple Ordinances** tab at the top of the page.
2. Find the individual, and click **Reassign** in the “Assigned to” column.
3. Click the drop-down menu, and select **Temple** for each ordinance.
4. Click **OK**.

The ordinances are now assigned for temples to do, but they will remain in the Temple Ordinance List until the work is completed. The ordinances can be changed back if they are still available. The records will show in the Temple List as “On Hold” until the work is completed.

8.4 Printing Family Ordinance Requests

Caution: Adobe Acrobat Reader needs to be installed on the computer, and the pop-up blocker needs to be disabled.

Printing a Family Ordinance Request from the Reserved List

1. To print a Family Ordinance Request (FOR), click the **Temple Ordinances** tab at the top of the page.
2. Click the **box** in front of the names of those needing ordinances.
3. Click **Print or Reprint Request** button. (Do not use the Print icon in the upper-left corner. This will print your complete list of reserved names.)
4. Review the summary of ordinances, and deselect any ordinances that are to be done at a later date.
5. Click the **Print Request** button.
6. Click **OK**.
7. Click the **printer** icon to print the document.
8. Click **OK**.
9. Close the window.
10. If the document printed correctly, click **Yes**. If the Family Ordinance Request does not print, click **No** and troubleshoot the printer.

To have the ordinance cards printed, take the Family Ordinance Request (FOR) to the Family History Library in Salt Lake City, or to any temple.

The ordinances should be done in order (baptism, confirmation, initiatory, endowment, and then sealings). When just the baptism, confirmation and endowment ordinances are selected, the sealing ordinances will be “On hold.”

Note: When the submitted ordinances have been completed for an individual, the name will be removed from this list.

See also: _____

A User's Guide to the New FamilySearch Website (February 2011), section "Performing Temple Ordinances for Your Ancestors," (p. 189).
Tutorials, "Doing Ordinances for Deceased Ancestors."
Help Center, in the Search field, enter search criteria.
For example, "temple ordinances."

8.5 Reprinting Family Ordinance Requests and Ordinance Cards

Occasionally, Family Ordinance Requests or ordinance cards are lost or destroyed.

You can reprint these items using the Temple Ordinances tab.

You cannot directly reprint ordinance cards. Instead, you must select the individuals or couples whose cards you need to reprint. The system prints a Family Ordinance Request that you can take to the temple. There, temple workers will reprint the cards for you.

If you performed some of the ordinances before a card was lost, the cards will indicate which ordinances are already done. This helps prevent the ordinances from being performed again. If you

reprint cards and then find the originals, please destroy the originals. Doing the ordinance on both cards results in duplicate ordinances.

The steps for printing and reprinting Family Ordinance Requests are the same. See Section 8.4 for details.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section "Reprinting Family Ordinance Requests and Family Ordinance Cards," (p. 201).

Tips

Tip 1: When the IGI shows that the ordinances are already done, but the new FamilySearch indicates that they are ready, check for other possible duplicate records. Search the new FamilySearch using the name, date, and place information exactly as it appears in the IGI record. If that does not help, try searching for a close relative of the person to lead you to the missing record.




Tip 2: Periodically review your reserved list for ordinances that still need to be done.

Section 8 Learning Activity—Selecting Ordinances

1) What should you do if you do not know the place for an event?

2) When you believe ordinances are completed, but the new FamilySearch indicates they are “Ready,” what should you do? _____

Why? _____

3) The temple icons , , or  can be seen in several places. Where do they appear?

4) Why might an individual want to “Unreserve” ordinances?

5) **T/F** I have to go to the Family History Library or a family history center to print a Family Ordinance Request (FOR).

6) Number the order in which ordinances should be performed:

_____ Endowment

_____ Sealings

_____ Baptism and Confirmation

_____ Initiatory

7) Describe the 95-Year rule.

9.0 Importing Information into the New FamilySearch

The new FamilySearch users have the option of directly transferring information about their ancestors from their personal family history files into the new FamilySearch Website. This task can be accomplished with or without the use of a GEDCOM file.

9.1 Third Party Affiliates

FamilySearch administrators have authorized some private software companies to develop genealogical data programs which can directly interface with the new FamilySearch Website. These programs are certified for use with the new FamilySearch. For a list of programs that have this certification, go to the sign-in page of the new FamilySearch Website. On the lower right of the page, see “More Great Products.”

9.2 GEDCOM Files

WARNING—Do not submit a GEDCOM file until a thorough search has been completed. Contribute only individuals who are not already in the new FamilySearch.

GEDCOM (GEnealogical Data COMmunications) is a computer format that lets computer users transfer genealogical data from one computer program to another.

It is suggested that the person who did the actual research should contribute the information, if possible. This allows other users of the new FamilySearch to contact the contributor who is the most knowledgeable about the information.

Recommendations for Contributing GEDCOM Files

To limit the possibility of creating additional duplicate records, consider these guidelines:

- Carefully compare the information that the new FamilySearch has about your ancestors with the information in your personal file.
- Check for any possible duplicate records.

- Contribute only individuals who are not already in the new FamilySearch.
- Consider making small additions and corrections by entering information directly into the new FamilySearch. It may be faster than creating and uploading a GEDCOM file and then combining the duplicate records.
- Contribute small GEDCOM files consisting of one or two families.

Once a GEDCOM file has been contributed it cannot be deleted.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section “Transferring Information between Your Personal Computer and the New FamilySearch Website,” (p. 153), and section “Using GEDCOM Files to Transfer Information,” (p. 156).
Guides, “Contributing a GEDCOM file to the New FamilySearch Website.”

9.3 Exporting a GEDCOM File from PAF

To select records to be exported from PAF:

1. Open an existing PAF File.
2. From the **File** menu, click **Export**.
3. Click **PAF 5**.
4. Select what will be included with the records—notes, sources, confidential data, etc. Remove the **check** beside Multimedia because the new FamilySearch does not recognize multimedia links at this time.
5. Click **Partial** to choose specific individuals or families.
6. Click **Select**.
7. Use the Relationship Filter to create the list of individuals to export.
8. Click **OK**.
9. Click **Export**.
10. Name the file, and select the location where it will be saved. Make note of this location so you can find the file when needed.
11. Click **Export**.

Steps for exporting from another family history program may differ.

9.4 Contributing and Viewing a GEDCOM File

To contribute a GEDCOM file:

1. Click the **Add Information** link or tab.
2. Select **Contribute a GEDCOM file**.
3. Read the warning.
4. Check the **box** next to “I have compared the information in my GEDCOM file with the information already in FamilySearch.”
5. Click **Continue**.
6. Click **Browse**, and locate the GEDCOM file to be contributed.
7. Click **Continue**.
8. Click **View Results Now** or **View Results Later**.
9. Click **Done**.

To view the results of a GEDCOM file previously contributed:

1. From the **Home** tab, click **GEDCOM Files That I Added**.
2. Click the desired GEDCOM file.
3. Click **Done**.
4. Click **See List** to view the names that were added.
 - Click a name to view details.
 - Click **Go to** next to the name to see the family pedigree.
 - Click the **temple icon** to reserve ordinances.

Note: GEDCOM files previously contributed can also be viewed by clicking the **Add Information** tab. From the **Add Information** tab, click **GEDCOM Files That I Added**.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section “Ways to Transfer Information between Your Personal Computer and the new FamilySearch Website,” (p. 154), and section “Seeing the Results of a GEDCOM File That You Contributed,” (p. 159).

9.5 Reserving Ordinances of Individuals from a GEDCOM File

To reserve the ordinances of an individual from the GEDCOM file, click **This individual needs temple ordinances**. Click **here to do them**, and follow the instructions on the screens. After you reserve the ordinances, click the **Temple Ordinances** tab. There you see your reserved ordinances and can print a Family Ordinance Request to take to the temple.

9.6 Linking a GEDCOM File to the Family Pedigree

After contributing a GEDCOM file, the records will be in the new FamilySearch, but they may not be connected to the existing family pedigree. The steps for linking the records to the family pedigree depend on whether or not any of the individuals have records already in the new FamilySearch.

- For records added by a GEDCOM file that did not previously exist in the new FamilySearch, refer to Section 5.1, “Searching for and adding individuals connected to the family.”
- For one or more records from the GEDCOM file that previously existed in the new FamilySearch, refer to Section 4, “Combining Duplicate Records.”

9.7 Checking for Possible Duplicates and Ordinances Needed

After the records have been linked to the family pedigree, a check for possible duplicates should be made. With the newly added information, the new FamilySearch may find additional duplicates. Once all duplicates have been combined, the names can then be submitted for Temple ordinances. For detailed instructions, see the following:

- Section 4—Checking for and combining duplicates.
- Section 8—Temple ordinance submission.

Section 9 Learning Activity—Contributing a GEDCOM File

Important Note: Before importing a GEDCOM file, you should perform a search to verify that the records do not already exist in the new FamilySearch.

- 1) How can you make minor additions or corrections to the new FamilySearch without importing a GEDCOM? _____

- 2) How can you reserve the ordinances for the names submitted by your GEDCOM file? _____

- 3) **T/F** You can delete your GEDCOM file after you have submitted it to the new FamilySearch.

- 4) When a GEDCOM file is contributed, where can the results be viewed?

10.0 Helping Someone Else Use the New FamilySearch

The new FamilySearch provides a way for one person to assist another to prepare names of their ancestors for temple ordinances. Some people may not have a computer, or they do not want to use a computer. Others may need help with specific problems in their family pedigree.

- A helper can sign in on behalf of someone else.
- If the person being helped is not a registered user of the new FamilySearch, the system displays the full name of the person being helped and the contact name of the submitter.
- Helpers are able to perform any task in the new FamilySearch except make changes to a person's profile information.

10.1 Sign In to Help Someone Else

Two options are available when signing in to help someone else.

1. The individual has already registered to use the system—the following patron information is needed:
 - Contact name.
 - Helper access number of the person being helped—usually the last five digits of the membership record number.
2. The individual is a member, but not registered in the new FamilySearch—the following patron information is needed:
 - Name.
 - Date of birth.
 - Helper access number of the person being helped—usually the last five digits of the membership record number.

To sign in:

1. Click the **Home** tab.
2. Click **Sign in to Help Someone Else**.
3. Enter the patron's information.
4. Click **Done**.

10.2 Recognize Screen Changes

When the **Sign in to Help Someone Else** function is being used, the banner across the top of the home page is green instead of blue. The banner indicates who is helping whom. On the home page, the name of the person being helped displays on the left side of the screen.

10.3 Add Information

Helpers are able to do the following for the person being helped:

- Add family information.
- Edit and delete family information.
- Print family information.
- Prepare and print a Family Ordinance Request.

When you help someone else, the new FamilySearch identifies the individual that you are helping as the “contributor” of the information and you as the “submitter” (the user who actually entered the information). This allows others to contact the contributor to coordinate research.

Click **Quit Helping** to return to the home page. The banner across the top of the home page changes back to blue.

CAUTION: When you are helping someone else, the new FamilySearch may log you off the system after a period of inactivity. Hence, notice the banner at the top of the screen to make sure the helper function is active.

See also:

A User's Guide to the New FamilySearch Website (February 2011), section “Using the New FamilySearch Website for Someone Else,” (p. 40).

Section 10 Learning Activity—Helping Others

1) What is the “Helper access number,” and where can it be found? _____

2) In order to help someone who is not registered on the new FamilySearch, you must first obtain his or her:

- a) _____
- b) _____
- c) _____

If they are already registered, you must first obtain his or her:

- a) _____
- b) _____

3) What color is the banner on the top of the screen when a patron is being helped?

4) When helping someone, where on the home page is the information showing your name and who is being helped? _____

5) Why might a patron want to change his or her Helper access number?

6) Why is it important to be aware if the “Helper” function is active?

11.0 Appendix

11.1 Ordinance Status Terms

Status	Meaning
Ready	You can prepare to take this ordinance to the temple. First check for a duplicate record which may show the ordinances as being completed.
Completed	<p>See KD 102824. Ordinances may show as "Completed" for the following reasons:</p> <ul style="list-style-type: none"> • The "Completed" ordinance might be a patron opinion from a GEDCOM submission with any type of information in the ordinance date field. • The "Completed" ordinance might be from an Ancestral File or Pedigree Resource File submission. • The "Completed" ordinance might have been entered in the FamilyTree Project. The FamilyTree Project is an outdated FamilySearch product that is no longer available. • The "Completed" ordinance might be part of an incomplete TempleReady submission or an incorrectly entered temple submission. <p>Note: If the ordinances say "Cleared" in the IGI or "Completed" in the new FamilySearch, they should be treated as missing ordinances because the official date for that ordinance is missing.</p>
Needs more information	<p>You need more information about an individual before you can do the ordinance. This may include:</p> <ul style="list-style-type: none"> • Dates and places of birth, marriage, death, or other events. One of these events contains at least a country name in the place. • Gender. • Names of family members, such as father, mother, spouse, or children. • Death or burial date and place if the individual was born within the last 110 years. The death or burial place must have at least a standardized country name. If you do not know the exact death date and place, provide an approximate date, which will help the system determine if the individual has been deceased for more than one year and if he or she died before age 8. <p>Also, please check the following:</p> <ul style="list-style-type: none"> • In the Individual's Summary, check that the name field has a valid name. The name should contain only letters (no numbers or symbols.) • Remove any invalid characters or symbols. • Check that the individual has the information required for ordinances.
Needs permission	For individuals born within the last 95 years, please obtain permission to do ordinances from the individual's closest living relative. (The closest living relative is, in this order: an undivorced spouse, an adult child, a parent, or a brother or sister.) Verbal approval is acceptable. Please honor the wishes of close relatives.
Not needed	The individual does not need this ordinance because he or she was either stillborn or died before age 8.
Not ready	The ordinance cannot be done because the individual has not been deceased for at least one year.

Reserved	Someone has already accepted the responsibility to do this ordinance.
On hold	Ordinances should be done in order. For example, the baptism should be done before the confirmation, and the confirmation should be done before the initiatory. This ordinance will be “on hold” until the prior ordinances have been completed.
Not available	<p>This individual's ordinance information is not available to the public. The most common reasons for this are:</p> <ul style="list-style-type: none"> • Privacy concerns preventing the information from being displayed. • The individual lived before A.D. 1500, and the ordinances have probably been done. To find out if the ordinances have already been done: <ul style="list-style-type: none"> ○ Click the Possible Duplicates button to see if the new FamilySearch has other records for this individual. ○ If you find other records for this individual, combine them. If the other records indicate that the ordinances have been completed, the ordinance status should then change to "Completed."
Born in the covenant	<p>Children who are born after their mother has been sealed to a husband in a temple are born in the covenant of that sealing. They do not need to receive the ordinance of sealing to parents.</p> <p>As long as the sealing was not canceled before the child’s birth, the child is born in the covenant. This includes children born to any other husband after the death or divorce of the sealed spouse. (In displaying temple ordinances, a BIC status from a membership record takes priority as the earliest date over any subsequent sealing to parents.)</p>

11.2 Glossary

Affiliate. A software vendor, Web application service provider, records provider, image provider, or other entity that has agreed to work with the new FamilySearch.

Born in the Covenant. Children who are born after their mother has been sealed to a husband in a temple are born in the covenant of that sealing. They do not need to receive the ordinance of sealing to parents.

Certified third-party program. A computer program that works with the new FamilySearch products, but that was not developed by the FamilySearch organization. A FamilySearch review board reviews the programs to make sure they will work with the new FamilySearch as promised.

Combine. To combine two or more records for the same individual. When records are combined, all information is kept.

Common question. A question about a particular topic or page in the new FamilySearch that is often asked.

Completed. An ordinance status indicating the ordinances have been performed. If an ordinance is completed, the date when the ordinance occurred and the temple or place where it occurred may also appear.


Composite. The set of records that are combined for an individual.

Contact name. The name that appears when the new FamilySearch displays a user's name as a contributor of information. When choosing the Contact name, consider privacy.

Contributor. An individual who provides information to FamilySearch.

Details. A page or portion of the page that shows all of the information about an individual, such as event information, gender, facts, family relationships, and LDS ordinances.

Display name. The new FamilySearch uses your display name on the Home page, in the upper-left corner of the screen, on Family Ordinance Requests, and on your ordinance cards.

Dispute.  An icon that indicates someone has disagreed with a piece of information in the new FamilySearch. The dispute feature is being removed from the new FamilySearch. As a first phase, you can no longer add a new dispute. You can still see disputes that were previously entered. You can edit the notes of disputes that you added. You can also still remove your own disputes. Eventually, all of the disputes in the system, including their notes, will be moved to the discussion boards. Instead of using disputes, you are encouraged to work with other contributors to correct information.

Event. An occurrence—such as a birth, marriage, or death—in an individual's life.

Fact. A piece of information about an individual that is not related to a life event. A fact may or may not have a date and place. Examples of facts might include hair color, occupation, religious affiliation, and so forth.



Family ordinance card. A piece of paper that is used to perform and record temple ordinances for deceased ancestors.

Family Ordinance Request (FOR). A printed report that lists the individuals and families whose ordinances a Church member has selected to perform. Members take the Family Ordinance Request to the temple. Temple staff use the Family Ordinance Request to print family ordinance cards.

Family pedigree. A pedigree chart that shows a couple in each position, instead of an individual, and the couple's direct line ancestors.

Family Pedigree with Details. A page that shows the family pedigree on the top of the page and the details about an individual below.

Family Tree View. A screen that lets you see your family information. In the Family Tree view, you see a family pedigree at the top of the page and some of the details for one individual on the right side of the screen. You can display an individual's complete details in a pop-up.

Female.   An icon used to indicate an individual is female.

GEDCOM. An acronym for "GEnealogical Data COMmunications." GEDCOM is a computer data format created by The Church of Jesus Christ of Latter-day Saints for storing genealogical information so that many computer programs can use it.

Help Center. A feature in which a user can get answers to questions or find the nearest family history center.

Help panel. A window that appears when a user clicks a Help button. The help panel provides links for common questions, tutorials, guides, and the Help Center.

Helper access number. A number used by a Church member to authorize another Church member to use the system in his or her behalf. For Church members, the helper access number is the last five digits of the membership record number of the member being helped. Users may change this number.

Home page. The first page in the new FamilySearch that appears after a user signs in.



In progress. An ordinance status indicating that the ordinance is in the process of being completed.

Someone has already printed a Family Ordinance Request or family ordinance cards.


Individual. A person with a record in the new FamilySearch. Also the record itself.


Legacy contributor. A person who originally submitted information to Ancestral File or the Pedigree Resource File.


Main position. On the family pedigree, the couple in the middle of the page with their children, parents, and grandparents displayed.

Male.   An icon used to indicate an individual is male.

Membership record number. A number that uniquely identifies a Church membership record. Also called a record number.

Move to main position.  A button used to move an individual to the main position on the Family Pedigree with Details view.

Move towards children.  A button used to move the family pedigree one generation towards the couple's children on the Family Pedigree with Details view.

Move towards parents.  A button used to move the family pedigree one generation towards the couple's parents on the Family Pedigree with Details view.

Needs more information. An ordinance status indicating that more information is needed for an individual before the ordinance can be done.

New FamilySearch. An Internet site that helps members of The Church of Jesus Christ of Latter-day Saints prepare to perform temple ordinances for their ancestors. The new FamilySearch makes it easy to see what information the Church already has about you and your ancestors, add new information

and make corrections, work with others on shared family lines, and prepare the names of ancestors for temple ordinances.

Not available. An ordinance status that indicates that the ordinance work for this individual is not available to the public. In most cases, ordinance information is not available in order to maintain privacy.


Not needed. An ordinance status that indicates that the individual does not need this ordinance because he or she was stillborn, died before age 8, or was born in the covenant.


Not ready. An ordinance status that indicates an ordinance cannot be done because the individual has not been deceased for at least one year.


Note. Narrative, free-form information that is attached to an individual.


On hold. An ordinance status that appears when someone has already accepted the responsibility to do the preceding ordinances, which must be done before this ordinance can be selected.


Opinion. A statement of belief about the name, dates, and events of an individual found in the new FamilySearch that may or may not have a valid source. A different opinion can be added. The information about each individual in the new FamilySearch is based on someone's opinion.


Options menu.  Click this button to display a menu of actions you can perform, such as deleting, combining, or correcting relationships on the Family Pedigree with Details view.

Ordinances are ready.  A button that indicates that one or more of an individual's ordinances have the status of "Ready."

Ordinances are reserved or in progress.  An icon in the Family Tree view.

Ordinances cannot be reassigned.  An icon on the reserve list in the Temple tab.

Ordinances completed.  A button that indicates all ordinances for this individual and his or her family are completed, or not needed.

Ordinances might be needed.  A button that indicates an individual or someone in his or her family needs temple ordinances. These families and individuals are reserved for temple ordinances or may need more information.

Other parents.   An icon that indicates there is another set of parents for an individual.

Other spouses.    An icon that indicates there are other spouses for an individual.

Password. A sequence of characters that a user must enter before he or she can access the new FamilySearch.

Password recovery questions. A series of questions that a user answers when registering for the new FamilySearch. When users forget their password, they can answer password recovery questions to validate their identity. Then the system allows them to change their password.

Person identifier. A number that identifies people in the new FamilySearch, whether or not they are members of the Church. An individual's person identifier does not change over the life and death of the individual.

Possible duplicate. A record in the new FamilySearch that might represent the same individual as another record in the new FamilySearch.

Ready. An ordinance status that indicates there is enough information to perform this ordinance.

Record. A collection of information about an individual.

Reserved. An ordinance status that indicates someone has already accepted the responsibility to do this ordinance.

Separate. The process to separate records that were previously combined.

Sign in. To enter a user name and password for the purpose of using the new FamilySearch.

Sign out. To end access to the computer system.

Source. The record or the individual who supplied the information.

Submitter. An individual who enters information into the new FamilySearch in behalf of someone else; a helper.


Synchronize. A feature of some third-party programs that can do the following:

- Add information from your database to the new FamilySearch without using GEDCOM.

- Add selected information from the new FamilySearch to your database.
- Combine duplicate records.
- Separate records that were incorrectly combined.

Tutorial. A training presentation that contains important concepts that a user needs to know to use the new FamilySearch effectively.

User name. A sequence of characters that identifies the individual who is using the new FamilySearch.

Warning.  An icon used to indicate an individual has more spouses, children, or parents than the new FamilySearch can display. This icon appears for individuals with a large amount of relationship information.


















Watch. A feature of the new FamilySearch program that enables you to follow the activity on an individual record, making it easier for users to collaborate their research efforts.











11.3 Handling Incorrect Relationships

In the new FamilySearch, records about an individual should usually be combined. Records that show the Temple Ordinances are especially important. Occasionally, records with incorrect links to spouses, parents, and children will be found, such as a record that shows an individual married to a parent or grandparent. This may cause a loop in the pedigree.








Caution is advised in combining the record on your family tree with a record that contains incorrect relationships. When such a record already exists in the composite on your pedigree, it may be possible to solve this issue by identifying and separating the record or records about that individual that contain the incorrect relationships. For instructions for separating a combined record, see section 4.5 Separating a combined record.

11.4 Symbols (icons) in the new FamilySearch

Icon	<p style="text-align: center;">Meaning</p> <p style="text-align: center;">For more information, click the icon in the new FamilySearch.</p>
	Highlight or unhighlight a family line.
	Align family.
	Show ancestors.
	Show descendants.
	Print. You can print a family group record, the Individual List (individuals on your Family Tree), your displayed pedigree, help topics, and other screens.
	Show summary.
	Show family.
	Show all spouses.
	Show all husbands.
	Show all wives.
	Show all parents.
	This individual has more relationships than the new FamilySearch can show.
	Expand Family Tree. Expand pedigree.
	Collapse Family Tree.
	Edit options (delete, combine, and so forth).
	Information is disputed. Disputing is no longer an option in the new FamilySearch.
	E-mail the contributor of information.

	Female.
	Male.
	Unknown gender.
	Add information.
	Notes.
	Individual sources.
	Combined records.
	Ancestral File.
	FamilySearch.
	Pedigree Resource File.

11.5 Temple symbols (icons) in the new FamilySearch system

Symbol	Meaning
	Ordinances are done or not needed.
	Ordinances may be ready to do.
	Ordinances are reserved or in progress (locked).
	Ordinances may be needed.
	Ordinances are locked (are in progress and cannot be reassigned.)
	This individual (on the Temple Ordinances List) no longer qualifies for ordinances.
	The system could not load ordinance information.

Index

- 1**
- 100-year rule
 - Living individual, 24
 - 110-year rule
 - Living individual, 24
- 9**
- 95-year rule
 - Ordinances, 41
- A**
- Add
 - A child, Details section, 24
 - A parent, Details section, 23
 - A spouse, Details section, 23
 - An opinion, 35
 - Individuals, Connected to family tree, 23
 - Individuals, Not connected to family tree, 25
 - Information to existing individuals, 29
 - Notes, 30
 - Sources, 30
 - Additional duplicates
 - Searching for, 16
 - Affiliates
 - Third Party, 47
 - Appendix, 55
 - Glossary, 57
 - Incorrect Relationships, 61
 - Ordinance Status Terms, 55
 - Symbols (icons) chart, 61
- C**
- Chart
 - Symbols (icons) in the new FamilySearch, 61
 - Temple ordinances symbols, 62
 - Claiming information, 31
 - Combined record
 - Separating, 19
 - Understanding, 35
 - Combining
 - Other parents, 17
 - Other parents, Family Pedigree view, 18
 - Other siblings, 17
 - Other spouses, 16
 - Other spouses, Family Pedigree view, 19
 - Systematic way, 18
 - Tips, 20
 - Understanding, 15
 - Composite, 35, 57
 - Contact FamilySearch, 11
 - Contact name, 1
 - Contributor
 - Individual being helped, 51
 - Understanding rights, 35
- D**
- Dates
 - Standard, 23
 - Delete
 - A dispute, 37
 - A relationship, 29
 - An individual, 29
 - Information, 29
 - Details, 5
 - Family Pedigree with Details, 5
 - Discussions, 35
 - Contribute to a discussion board, 36
 - Contribute to an existing topic, 36
 - Delete your discussions and comments, 36
 - Start a new discussion, 36
 - Dispute
 - Deleting, 37
 - Editing, 36
 - Duplicates
 - Searching for, 15
 - Searching for additional, 16
- E**
- Edit
 - A dispute, 37
 - Information, 29
 - Export
 - GEDCOM file from PAF, 47
- F**
- Family Ordinance Request, 42
 - Family Pedigree with Details
 - View, 5
 - Family Tree, 6
 - Icons and Buttons, 7

- Individual List view, 7
- View, 6, 58
- Feedback
 - Feedback, 11

G

- GEDCOM
 - Contributing, 48
 - Export from PAF, 47
 - I have compared with new FamilySearch, 48
 - Recommendations for Contributing, 47
 - Reserving ordinances submitted by, 48
 - Viewing, 48
 - Warning, 47
- Glossary, 57

H

- Help
 - Contact FamilySearch, 11
 - Feedback, 11
 - Help Center, 11
 - Help Documents, 11
 - Help with This Page, 11
 - Someone else, 51
 - Tutorials and guides, 11
- Help Center, 11
- Help Documents, 11
 - Printing, 11
- Helper access number, 51, 58
- History, 6
- Home page, 2

I

- Icons
 - Symbols (icons) Chart, 61
 - Temple symbols (icons) Chart, 62
- IGI
 - Checking the IGI, 41
- Incorrect Relationships
 - Handling, 61

L

- LDS Membership Records
 - Correcting, 20
- Legacy
 - Claiming, 31
- Living individuals
 - 100-year rule, 24

- 110-year rule, 24
- Adding, 24
- Viewing, 24

M

- Main Position
 - Move to, 5
- Membership record number, 58
- Move
 - To another generation, 5
 - To Main Position, 5
 - Using Go to, 7
 - Using History, 6

N

- New FamilySearch
 - Purpose of, 1
 - Symbols (icons), 61
- Notes
 - Adding, 30
- Notification of Changes
 - Start or stop e-mails, 36
 - Watch, 36

O

- Opinion
 - Adding, 35
- Ordinances
 - 100-year rule, 24
 - 110-year rule, 24
 - 95-year rule, 41
 - Preparing names, 41
 - Printing Family Ordinance Requests (FOR), 42
 - Releasing, 41
 - Reprinting Family Ordinance Requests (FOR), 43
 - Reserving, 41
 - Status Terms, 55
 - Unreserving, 42

P

- Parent
 - Displaying other parents' lines, 5
- Person Identifier Number
 - PID, 5
- Places
 - Standard, 23

Possible duplicates
 Searching for, 15

Printing
 Current view, 6
 Help Documents, 11
 Tutorials and guides, 11

R

Records per page, 20
Registration, 1
Relationships
 Incorrect, 15, 61
Resolve
 Differences with others, 30

S

Searching for and adding deceased individuals
 and families not connected to the family, 25
Searching for and adding individuals connected
 to the family, 23
Separating combined record, 19
Sign in to Help Someone Else, 51
Sign-in name, 1
Sources
 Adding, 30
Spouse
 Displaying another spouse's line, 5
Standardization, 23
Submitter
 Individual helping, 51
Summary, 5
Symbols
 Symbols in the new FamilySearch, 61
Symbols (icons)

New FamilySearch Symbols Chart, 61

T

Temple
 Symbols (icons), 62
Temple Ordinances
 Preparing names, 41
 Printing Family Ordinances Request (FOR),
 42
 Reserving and releasing, 41
 Submitting, 41
Temple Symbols (icons)
 Temple symbols Chart, 62
Third Party Affiliates, 47
Tutorials and guides, 2, 11
 Printing, 11

U

User Profile
 Update, 2

V

View existing cases, 11
Views
 Family Pedigree with Details, 5
 Family Tree, 6
 Individual List, 7

W

Watch
 Watch activity of a record, 36
Working with others to resolve differences, 30