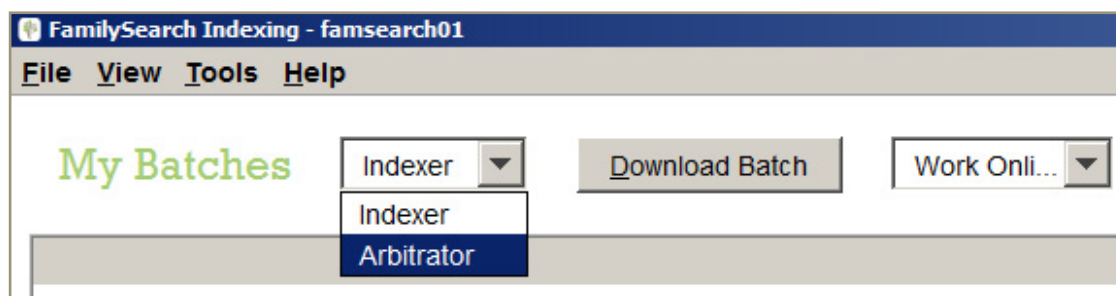


Arbitration Quick Start Guide

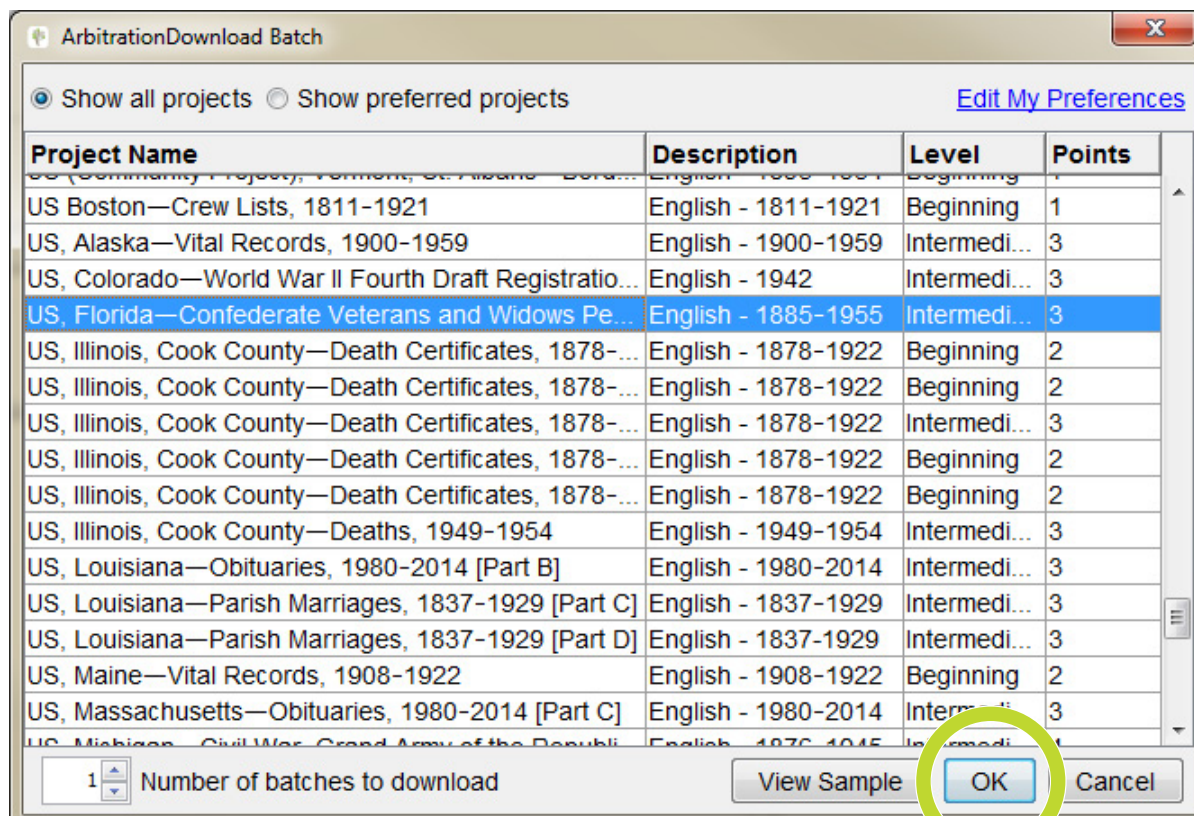
Download an Arbitration Batch

1. After logging in to the indexing program with your FamilySearch account, select **Arbitrator** from the drop-down list next to “My Batches.”

Note: If you do not see the drop-down list you will need to ask your stake indexing director or group administrator for the opportunity to become an arbitrator.



2. Click **Download Batch**.
3. A list of projects will open. Select a project from the list to work on. Click **OK**.



Record Matching

Before arbitrating a batch, you will compare Key A and Key B (the indexed values from each indexer) to make sure the records are aligned. If the records do not line up, you will need to adjust the order in one or both keys to ensure that you are comparing the same records in arbitration. The **red** text shows where the indexers' values don't match. Records where most of the text is red may indicate that the records are not aligned.

Look through the list of records in Key A and Key B, and identify the records that do not match.

- If the records all match, move on to arbitrate records by clicking the **Finished** button.
- If the records do not match, identify what needs to be done to make sure the records match. You may need to change the order of the records, add missing records, or remove extra records.

The screenshot shows the 'Record Matching' interface. It has a toolbar at the top with icons for file operations and navigation. Below the toolbar are tabs for 'Record Matching', 'Header Data', and 'Arbitration'. The 'Record Matching' tab is active, showing a list of records under 'Key A Records' and 'Key B Records'. The records are numbered 1 through 9. The text in the records is color-coded: red for mismatches and black for matches. For example, in Key A, record 2 has 'Bern' in red, while in Key B, record 2 has 'Beun' in red. The interface also includes a 'No Matching Records' button, a 'Remove Records' button, a 'Reset' button, and a 'Finished' button. A 'Scroll Lock' checkbox is also present.

Change the Order of the Records

If one record needs to be moved:

1. Select the record to be moved by clicking it.
2. Use the arrow keys to move the record up or down.

This screenshot is similar to the previous one, but it highlights the record selection process. Record 3 in Key A, 'Daniel B. Higgins, Elizabeth R. Crable', is selected. The interface shows the same toolbar, tabs, and buttons as the previous screenshot.

A close-up of the toolbar from the Record Matching interface. The up and down arrow keys are circled in green, indicating they are used to move records up or down.

If multiple sequential records need to be moved:

1. Click the first record to be moved.
2. Press and hold the **Shift** key, and then click the last record to be moved.
3. Use the arrow keys to move the records.

Record Matching Header Data Arbitration			
Images			
001	Key A Records	Key B Records	
	1. , 3375, William, Bostwick, , , Martha, Likes, , , 20, A	1. , 3373, George, Walsh, , , Mary, Taylor, , , 16, Apr,	No Matching Records
	2. , 3376, William, Daniels, , , Mary Letha, Allen, , , 21	2. , 3374, Henry, Beun, , , Matilda J, McClinton, , , 16,	Remove Records
	3. , 3373, George, Walsh, , , Mary Taylor, , , 16, Apr	3. , 3375, William, Borshevick, , , Martha, Likis, , , 20,	Regret
	4. , 3374, Henry, Bern, , , Matilda J, McCintock, , , 16	4. , 2376, William, Daniels, , , Mary Letha, Allen, , , 21	Finished
	5. , 3377, Daniel B, Higgins, , , Elizabeth R, Crable, , ,	5. , 2377, Daniel B, Higgins, , , Elizabeth B, Crable, , ,	
	6. , 3378, Benjn, Tarbell, , , Sarah B, Bunton, , , 23, A	6. , 3378, Benjm F, Tarbell, , , Sarah R, Bunton, , , 23	

Add Missing Records

If one indexer included a record that the other indexer missed:

1. Select the record.
2. Click **No Matching Records**. An empty row will be added in the corresponding place in the other indexed key.

Key A Records	Key B Records	
1. , , Hesseltrim, J E, <Blank>, <Blank>, <Blank>	1. , , Jamisting, Thos, 36, <Blank>, <Unreadable>	No Matching Records
2. , , Armstrong, Thos J, 36, <Blank>, Mltgd	2. , , McDonald, Jas E, 33, <Blank>, Mass	Remove Records
3. , , McDonald, Jas E, 33, <Blank>, Mass	3. , , Bent, L, 35, <Blank>, Nova Scotia	Regret
4. , , Bent, L, 35, <Blank>, Nova Scotia	4. , , Holland, Joseph, 32, <Blank>, England	Finished
5. , , Holland, Joseph, 32, <Blank>, England	5. , , Peters, David, 30, <Blank>, Scotland	
6. , , Peters, David, 30, <Blank>, Scotland	6. , , Roberts, Lemard B, 54, <Blank>, Maine	

Key A Records	Key B Records	
1. , , Hesseltrim, J E, <Blank>, <Blank>, <Blank>	1. <Empty>	No Matching Records
2. , , Armstrong, Thos J, 36, <Blank>, Mltgd	2. , , Jamisting, Thos, 36, <Blank>, <Unreadable>	Remove Records
3. , , McDonald, Jas E, 33, <Blank>, Mass	3. , , McDonald, Jas E, 33, <Blank>, Mass	Regret
4. , , Bent, L, 35, <Blank>, Nova Scotia	4. , , Bent, L, 35, <Blank>, Nova Scotia	Finished
5. , , Holland, Joseph, 32, <Blank>, England	5. , , Holland, Joseph, 32, <Blank>, England	

If both indexers missed a record:

1. Click the row just below the missed record.
2. Click the **Insert new line** icon. The new record will show “<Empty>” in both keys, and the new information can be added in the arbitration step.

Record Matching Header Data Arbitration		
Images		
001	Key A Records	Key B Records
	1. , , , Hesseltrim, J E, <Blank>, <Blank>, <Blank>	1. , , , Jamisting, Thos, 36, <Blank>, <Unreadable>
	2. <Empty>	2. <Empty>
	2. , , , Armstrong, Thos J, 36, <Blank>, Mttgd	2. , , , McDonald, Jas E, 33, <Blank>, Mass



Remove Extra Records

Duplicate, blank, or empty records may need to be removed. If a record needs to be removed from one indexed key:

1. Select the record.
2. Click **Remove Records**.

Key A Records	Key B Records	
1. , , , Hesseltrim, J E, <Blank>, <Blank>, <Blank>	1. <Empty>	No Matching Records
2. , , , Armstrong, Thos J, 36, <Blank>, Mttgd	2. , , , Jamisting, Thos, 36, <Blank>, <Unreadable>	Remove Records
3. , , , McDonald, Jas E, 33, <Blank>, Mass	3. , , , McDonald, Jas E, 33, <Blank>, Mass	Reset
4. , , , Bent, L, 35, <Blank>, Nova Scotia	4. <Empty>	Finished
5. , , , Holland, Joseph, 32, <Blank>, England	5. , , , Bent, L, 35, <Blank>, Nova Scotia	

If the same record needs to be removed from both indexed keys:

1. Select the record.
2. Click the **Delete selected lines** icon.

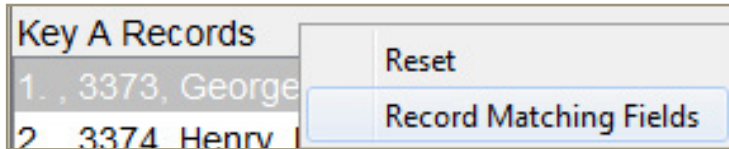
Key A Records	Key B Records
1. , , , Hesseltrim, J E, <Blank>, <Blank>, <Blank>	1. , , , Jamisting, Thos, 36, <Blank>, <Unreadable>
2. <Empty>	2. <Empty>
2. , , , Armstrong, Thos J, 36, <Blank>, Mttgd	2. , , , McDonald, Jas E, 33, <Blank>, Mass
3. , , , McDonald, Jas E, 33, <Blank>, Mass	3. , , , Bent, L, 35, <Blank>, Nova Scotia



Reorder the Fields

If no data was entered in the first fields of the records, you will not see any data to compare. To move the blank fields and compare fields for which data was entered:

1. Right-click in the Key A or Key B column headings.
2. Select **Record Matching Fields**.
3. In the Display Fields window, hide or move the fields that are blank so that you can compare the fields with information in them.

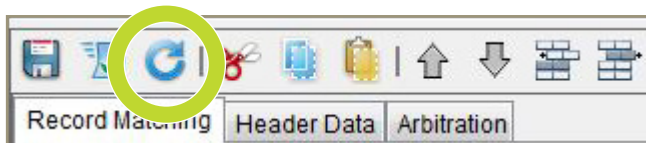


Return a Batch for Reindexing

If one indexer didn't fully index a batch or indexed much of the information incorrectly, you may need to send that key back for reindexing:

1. Click the **Redo** icon.
2. Follow the steps to return the batch for reindexing.

Note: *If a batch is sent back because the information was indexed incorrectly, the previous indexing data will be erased, and the batch will be given to the next available indexer.*



Arbitrate Records

When arbitrating, you will review the information in both keys, comparing what was indexed to the image and to the indexing instructions found in the field help, the project instructions, and the basic indexing guidelines.

1. When the entries in Key A and Key B are properly aligned, click **Finished** to save your work and move to the next step of arbitration. The program automatically displays the first field where the indexers do not agree. Information that does not match is shown in **red**.

No Matching Records

Remove Records

Reset

Finished

2. Compare both entries to the document image, and click the entry you believe to be most accurate. Being familiar with the project instructions and reviewing the handwriting throughout the image will help you determine what should be indexed in each field.

Image-Record	Key A	Key B	Arbitrator
*Surname	Hesseltrim	Jamisting	Hesseltrim ✓
*Given Names	J E	Thos	<Required>
*Age	<Blank>	36	<Required>
*Gender	<Blank>	<Blank>	<Required>
*Place of Birth or Nationality	<Blank>	<Unreadable>	<Required>

Arbitration

Field Help

Accept Key A

Accept Key B

Accept Arbitration

Back

3. If neither value is correct, enter the correct information in the **Arbitrator** column, and then click **Accept Arbitration**.

Image-Record	Key A	Key B	Arbitrator
*Surname	Hesseltrim	Jamisting	<Required>
*Given Names	J E	Thos	Thms J
*Age	<Blank>	36	<Required>
*Gender	<Blank>	<Blank>	<Required>
*Place of Birth or Nationality	<Blank>	<Unreadable>	<Required>

Arbitration

Field Help

Quality Checker

Project In

Accept Key A

Accept Key B

Accept Arbitration

Back

Next

4. The program automatically moves to the next field that needs arbitration. Arbitrate each field, following steps 2–3, through the rest of the batch.

Note: For additional guidance, review the [Arbitration Help](#) page on FamilySearch.org.

Quality Check

Note: A field highlighted in the quality check process does not mean the information you entered is incorrect. It is just an opportunity to double-check your entry. You will need to complete the quality check process before submitting the batch.

1. After you arbitrate the last field in question, the program will automatically start the quality check. If it does not, click the **Quality Checker** tab.
2. Recheck the information that was entered; then:
 - Click **Accept** to keep what was entered.
 - Click **Accept All** to keep all occurrences of the same value.
 - Click **Change all to new value** if there are multiple fields in which a common error occurred. For example, if you determine a name should be “Smith” but it was typed “Smit,” you can use this button to fix all occurrences of the error instead of changing the errors one at a time.
3. When the quality check is finished, submit the batch.

ader Data	Arbitration	Quality Checker	
Image-Record	Key A	Key B	Arbitrator
*Surname	Hesseltrim	Jamisting	Hesseltrim ✓
*Given Names	J E	Thos	Thms J ✓
*Age	<Blank>	36	36 ✓
*Gender	<Blank>	<Blank>	<Blank>
*Place of Birth or Nationality	<Blank>	<Unreadable>	<Blank> ✓

1. Thms is not in the authority list

Accept Accept All "Thms J"

Change all to new value

To change a field, click on it.

Back Next Help

Thank you for becoming an arbitrator. To learn more, go to [FamilySearch.org/indexing/get-started-reviewer](https://familysearch.org/indexing/get-started-reviewer).



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