

# TempleReady for Windows

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TempleReady, a part of FamilySearch, allows LDS Church members to provide temple ordinances for their ancestors. This program's features help members determine which ordinances can be performed for their ancestors and which of those ordinances have been completed. It also helps members prepare a computer diskette of those names needing ordinances that can be taken or sent directly to the temple. To submit names to TempleReady, a GEDCOM file must first be prepared from Personal Ancestral File (PAF). PAF is helpful in determining which individuals are and are not qualified for the ordinances of the temple.

## PREPARING A GEDCOM FILE (in PAF 5)

1. With your PAF file open, **select Export**.
2. Mark "**TempleReady for Windows**" as the type of Export.
3. Choose which individuals to include: "**All**" will include everyone in your file, and "**Partial**" will let you select a smaller number of persons to submit for temple work. Usually you only want certain people, so mark Partial and look at the list of people in your file to find both those who are qualified and those you want to submit (the highlighted person's qualifications, based on your data, will appear to the right). You can also use **filters**. Notice that filtering may decrease the total number from those selected (if your total is 0, then clear or limit the field filters).
4. Press **OK** after you have selected everyone you want to submit.
5. Select **Export**.
6. Enter **submitter's information** if incomplete.
7. Review guidelines for submitting names.
8. **Select** only qualified individuals.
9. Because TempleReady automatically prints a submission report, you may select **not** to have PAF print one.
10. Press **OK**.
11. **Save** your GEDCOM file with a file name in drive A (type "a:" in front of your file name if using the same disk - workshop shortcut).
12. Select **Export**.
13. **Review** the number of individuals being exported. Press **OK**.
14. **Review** the instructions and Press **OK**.
15. A notepad will appear, giving a summary of what you've prepared. **Click on the X** in the top right corner of this pop-up window to continue.
16. With the GEDCOM file now prepared and saved, **exit PAF**.

## USING TEMPLEREADY TO PROCESS NAMES

The TempleReady program checks to see if this information is complete enough (a name, gender, and an event's date and place are required). It also checks the Ordinance Index to see if temple ordinances have been completed for these persons.

Enter TempleReady.

The opening screen gives you five different options:

- a. Submitting names to TempleReady

- b. Search Ordinance Index
- c. Update My Records
- d. Family History Centers
- e. Tour of TempleReady

1. Click on **Submitting names to TempleReady**.
2. To maneuver through TempleReady use the two buttons at the bottom right of the page that say "**previous**" and "**next**".
3. Click "**next**".
4. A screen will come up saying to insert the disk containing your data file(s) into drive A:.
5. **Insert** your disk with the GEDCOM on it.
6. Click **OK**.
7. If your file is not on the A drive and you want to change drives click on browse.
8. You can open either a PAF or GEDCOM file in TempleReady.
9. Find and **open** your file.
10. Once your file is open you can look at it either by **families** or **individuals**.
11. If you don't understand what the symbols under "Temple Ordinances Needed" mean click on "**Parts of the Screen**" under "Instructions" in the yellow help column on the right.
12. Also, if you don't know what the policies and guidelines are for submitting names to the temple you can read what those are under "**Policies and Guidelines**" and then under "**Guidelines for Preparing Names**" in the yellow help box.
13. To submit your information to TempleReady click on the boxes to the right of the names under the submit column.
14. Once you've selected which families or individuals you want to submit click "**next**".
15. The computer will then check to see if the ordinances are ready to be submitted to the official Temple Record. If the record is ready there will be a green dot to the right, meaning that it is ready to check for duplicates. If the record is not ready there will be a red dot. **Click on the red dot** and then **fix** any problems there might be with your submission.
16. When all individuals have green dots click "**next**".
17. TempleReady will then check for duplicates against the Ordinance Index to see if any of the requested temple work has been done.
18. When it has finished a screen will come up with the matches found. Compare the information to see if they are the same person and then **click yes or no**.
19. After the duplicates have been sorted out TempleReady tells you what ordinances are left to be done. Click **OK**.
20. Make sure the submitter information is correct.
21. **Click yes or no** depending on if you want the submitter information to be used in genealogical databases produced by the Church. Normally, just select "yes."
22. Click "**next**".
23. Read over the options and decide who is going to do the temple work.
24. Click "**next**".
25. This is a report listing all the people that you originally wanted to submit to TempleReady. It goes through each ordinance for each person and gives either a date of the ordinance, reason for not doing the ordinance, or lists what ordinances can be done. Look through the report and see how many total ordinances need to be done.
26. This report can be printed. If you want to print it click "**print**" at the bottom of the screen. This is your only chance to print a submission report. You cannot print one after you proceed past this screen.
27. Click "**next**" at the bottom of the screen when you are done reviewing the report.
28. A screen will appear asking you what you want to save. Decide what to save and then click "**save**".
29. Depending on what you decided to save it will ask you to put in new disks.

30. Make sure you put your submission file on an **empty disk** so that when you take it to the temple the workers won't be confused about other files on your disk.
31. After the file is saved, a screen will come up telling you what to do with your disk.
32. You may now **exit TempleReady**.
33. **Take the disk to the temple**, have them print the cards, and you can do the temple work!