

## Full Synchronization – Lesson 1

1. PAF
2. Open Family Insight
3. Full Sync
4. Show Only people who need ordinances
5. Pick a person
6. Click Search
  - a. You may need to check the location
  - b. If so
    - i. Cancel the location window
    - ii. Record the RIN # and Location
7. Switch modes to Edit Places
  - a. Click Mode from the top menu
  - b. Find the location (you should see the RIN# of the person you are working with)
  - c. Fix the location
    - i. Correct misspellings
    - ii. Correct abbreviations
    - iii. Maybe mark as Valid
      1. Use a different location to Search when Searching New Family Search
8. Switch modes to Full Sync
  - a. Click Mode> Full Synchronization
9. To back to the RIN we were working on
10. Click Search again
11. Resolve Decisions
  - a. Decision Needed
    - i. You must resolve these or the system will not let you sync with New.FamilySearch.org.
    - ii. Look at Birth
      1. If there are several matches
        - a. It's because someone has already Matched the person
    - iii. Scroll and look at parents
    - iv. Look for Notes or Sources
    - v. If they do NOT match
      1. Click Not a Match
  - b. Decision Optional
    - i. Same as Decision Needed, but it is optional to mark them as a match
12. After marking all records with the Decision Needed status, and marking the Decision Optional records as appropriate, the person's status will appear as Ready to Sync.
13. Choose the information you would like to update new FamilySearch with from your file
  - a. New information in your file automatically has a check in the box next to vital information

- b. Checked information will be added when you click the Synchronize icon
- c. Add as #1 – Replaces your information with the new FamilySearch™ website data and moves your data to the secondary position.
  - i. On the FamilyInsight window, your information appears underneath the the new FamilySearch™ website information for that event.
  - ii. When you return to PAF, the new FamilySearch™ website data appears in the Events section of the Edit Individual window and your original information appears in the Other Events section.
  - iii. PAF adds the appropriate subheading, such as Birth, Death, etc., to identify the specific event.
- d. Add as new – Default for life events with no matching data fields in your file.
  - i. When you have conflicting data, this option leaves your information and adds the data from the new FamilySearch™ website.
  - ii. On the FamilyInsight window, you will see your information listed first and the new information listed underneath.
  - iii. When you return to PAF and open the Edit Individual screen, your information remains in the Events section at the top of the window while the new information appears in the Other Events section. PAF adds the appropriate subheading (Birth, Death, etc.) to identify the event.
- e. Ignore – default for life events with matching data fields you have in your file.
- f. Replace mine – overwrites the data in your file with the selected data from the new FamilySearch™ website
  - i. Only records marked as Replace mine, Add as #1, or Add as new, will be added to your file when you click Synchronize.

#### 14. Disputes

- a. You may dispute information found in the new FamilySearch™ website by clicking on the Dispute button (red "not" icon shown in previous section called "Icons and Buttons") to the right side of the individual event, or ordinances in the Details window. Clicking this icon also allows you to read disputes from others have entered.
- b. NOTE: Disputes should be done sparingly. Adding new opinions and documenting those opinions is preferred to disputing. As others look at the conflicting assertions, they can judge the accuracy by looking at the notes and sources that back up each opinion.
- c. Take your time and combine information carefully!

15. REMEMBER: Make ALL changes and choose all options before you synchronize the records.