

# PAF Insight

## A tool to help you clean up your PAF Files

**Search IGI** – This feature allows you to review all of the people in your database. The list that comes up when you open this feature shows all people in your file that qualify to have their temple work done but you don't have the dates.

- To perform a search on the IGI
  - Select the person or people that you want to search
    - You can select multiple people by holding down the shift key then clicking on the first and last person that you want to search.
  - Click search
  - Matches will appear on the screen. Review each one.
  - Select the information that you want added to your file by placing a check mark in the boxes on the left side of the information from the IGI.
    - Be sure to look at the spouses and parents to make sure they are added, ignored, or merged when you want them to be. To look at this, there is a drop down box on the right side of the information from the IGI.
  - Press Update.
  - Then save your information to add it to your file.
    - You cannot save if you are running an IGI search. You have to wait until it is finished searching to save.
- Other things that you should know.
  - You can edit your file by clicking on any field.
  - You can change how your list is sorted
    - It is automatically sorted by RIN but can be changed to alphabetically and several other selections.
    - Change the sort by field located on the left side of the screen.
  - Find a specific person by typing their name into the find field located in the middle at the top of the screen.
  - Change the filter located on the right hand side.
    - To give you all of the people in your file
    - The ones with submitted or cleared
    - Incomplete information
    - Several other options
  - Change range of years that are searched from exact up to +/- 11 by selecting the drop down box in the middle of the top section
  - Stop search – stops all of the searches that you have selected.
  - Stop Current search – stops only the search that is currently being searched.
  - “Search Details” lists exactly what is being searched and what matches are found from that search. This section is on the right side of the main part of the screen.

**Merge** – Locates duplicate individuals within your file, so that you can review them and determine if they are truly duplicate individuals

- Merge – When you determine that the individuals you are reviewing are the same person, you press the merge button and the information that is given for the person on the left will be kept unless you place checkmarks on the data on the right.
- Research – This lets you mark individuals you need to do some research on to determine if the two individuals are the same person or not.
- Not a Match – This marks that individuals are not the same. Very helpful if you have twins and other things that repeatedly come up as duplicates when they are not.
- Switch – This switches the person on the left and the person on the right. If for some reason you want to delete the record on the left instead of the one on the right you can switch them by pressing this button.

**Edit Places** – Edits places on a global level.

- Places are organized alphabetically from the last place in the name to the first place in the name.
- Double click on any name to edit it.
- Click and drag a place name to replace it with another place name.
- To edit an individual, click on the place name and then click on the person's name that appears on the right. The person's name will appear on the bottom right where you can then edit the information or add information to the notes.

**Edit RINs and Pedigrees** –

- This allows you to change someone's RIN
- Compacts your database.
- To view if you have any people that are not attached to your main tree.
- You can also trim or cut people or entire lines out of your tree.

**Compare and Sync** – use this feature to combine two separate databases.

- Allows you to see what you are adding before you add it.
- You can choose not to add people
- You can merge people and take only the information that you want.

**Family Insight** – this is the new version of PAF Insight that works with the new Family Search.

- It is available as part of your purchase of PAF Insight.
- You can use this now but not all of the features are available without access to the new Family Search site.

To get this program go to [ohanasoftware.com](http://ohanasoftware.com)

- \$25 for downloadable version
- \$35 for CD you receive in the mail