Get to Know the New Browser-Based Indexing Program

Get started with the beta (test) version of the new indexing program at beta.FamilySearch.org/indexing/my-indexing.

Check Out a Batch

1. Sign in to the new My Indexing page with your FamilySearch Account or LDS Account.
2. Click Find Batches to see the projects list, and check out a batch to index by clicking Start next to the project you want to work on. Several filters are available to help you narrow the project list.

Find Batches

1. Click Find Batches to open the project list.
2. Click the star to add the corresponding project to your favorites list.
3. Click the image next to the project name to view sample images for the project.
4. Search or filter the list of projects based on difficulty, location, language, and time period.
Index a Batch

The indexing process is still the same. You will select a batch to index, transcribe the information from the image, complete the quality check, and submit the batch. Note: Indexing work completed in the beta will not be saved or published on FamilySearch.org.

You’ll notice a few changes to the layout and adjustments to some of the terminology.

1. What is called “Image Type” in the desktop version of indexing is a question in the browser-based indexing program: “Should this image be indexed?” Choosing “Yes” is the same as selecting “Normal” in the desktop version.

2. Each image includes only one record in the data entry area. You will need to add new records, one at a time, until all the records (or names) on the image have been indexed.

3. Form Entry is the new default data entry method because it is available for all projects. You can change the data entry method in the “Data Entry” menu. Note: Not all data entry methods are available for every project.

4. A snippet of the field help is shown in the yellow line above the data entry area. Click More to see the full field help.
**Indexing Groups**

The indexing system creates groups for each stake, district, ward, and branch. Church members will automatically be added to their corresponding groups when they sign in to the indexing program for the first time. Each group has its own group page.

Group pages serve two purposes:

1. To provide a welcoming place for indexers to learn about the group, whether they are members of the group or not.
2. To provide links and resources you need to interact with your group easily through communications, reports, member lists, and more.

Access your group page by visiting [beta.FamilySearch.org/indexing/my-indexing](http://beta.FamilySearch.org/indexing/my-indexing) and scrolling down the page to the Groups section. Then click the group name to open the corresponding group page.

**Administrator Rights**

As an indexing director or assistant, you should automatically have administrative rights for the groups that you oversee, based on your calling. Follow these steps to verify that you have the rights necessary:

1. Visit a group page for one of the groups you oversee (see the instructions above).
2. Look for a button in the top right of the screen. If the button is labeled “Settings,” then you have the administrative rights for that group. However, if the button is labeled “Leave Group,” then you do not have the rights you need.
3. If you do not have the rights you need, please talk with your stake, district, ward, or branch clerk to have your calling entered into the Member and Leader Services (MLS) system. Also, have the clerk ensure that your calling is entered in MLS under the Family History category, instead of under the Other category.

In the coming weeks you will receive more detailed training on various group administrative functions. Until then, feel free to explore the group page and the available features.

Please be aware that the work you do on your group pages and in the beta indexing program will not be saved when the public version of the browser-based indexing program is released.