

Introduction

This Quick Reference can be used as a quick introduction to the FamilySearch Technical Service (FSTS) tool, or as a reminder of how to do the basics.

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How to:

Sign In

1. When you first sign up for an FSTS account, sign in as directed on the site. Bookmark the URL.
2. You will use your chosen username and password to subsequently sign in.

Find and Open a Project to Index

1. To the right of the project Texas Deaths, 1890-1976, Index Enhancement, click **Open**.
2. Choose a work package to index. Click **Assign me**, and then click **Open**.

Index

In the data entry window:

1. Click a record in the green area at the bottom of the screen.
2. Start entering or correcting data for fields listed in the entry form area.

Fix a Mistake

In the data entry window:

1. Select the record again (in the green area), and make the corrections.
2. When finished, submit the record.

Stop Indexing and Save the Data

In the data entry window:

1. If your work package is completed, click on the work package title, then click **Mark work package completed**. This will return you to the work packages list.
2. To return to the list of projects you can choose from, click the work package title, then click **Return to work packages list**.
3. From there, you can choose another work package to work on, or sign out.

The data you entered is saved.

When you sign in again, on the My Projects page, select the project. You will see the work package assigned to you. Click **Open** to resume work.

Important: A work package will remain assigned to you for 1 week. At the end of a week, it will be unassigned from you to make it available for others to work on. The data you entered will be saved.

Stop Indexing and Unassign Yourself from the Work Package

1. Do not sign out.
2. In the data entry window, click work package title, then click **Return to work packages list**.
3. Click the work package you want to unassign, and then click **Unassign me**.
4. The data you entered is saved. The work package is available for others to work on.

Submit a Completed Work Package

In the data entry window:

1. Click the work package title (upper left corner).
2. Click **Mark work package completed**.

Contacts

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