Dallas Genealogical Society
2024 Cemetery Indexing Project: Accessing and Using the Indexing Program

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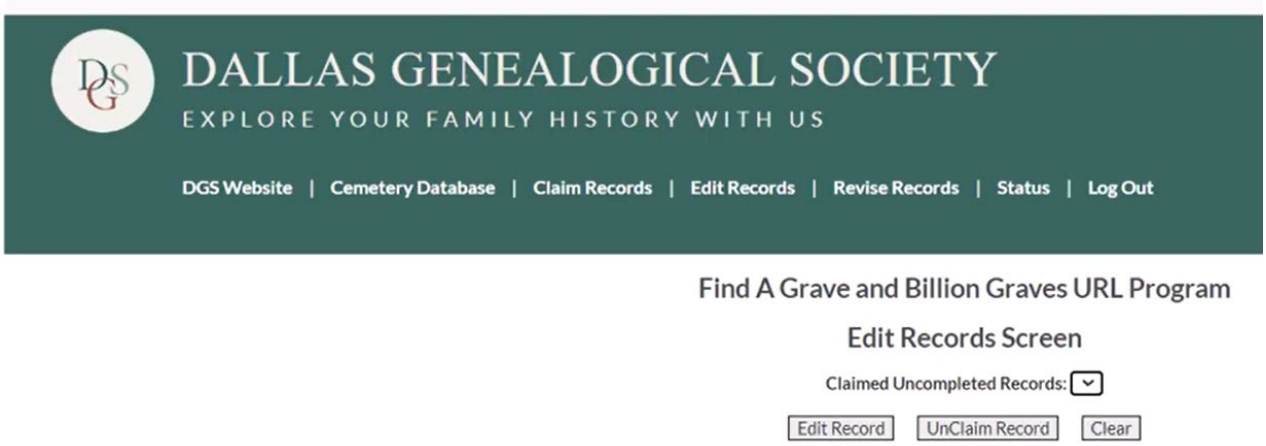
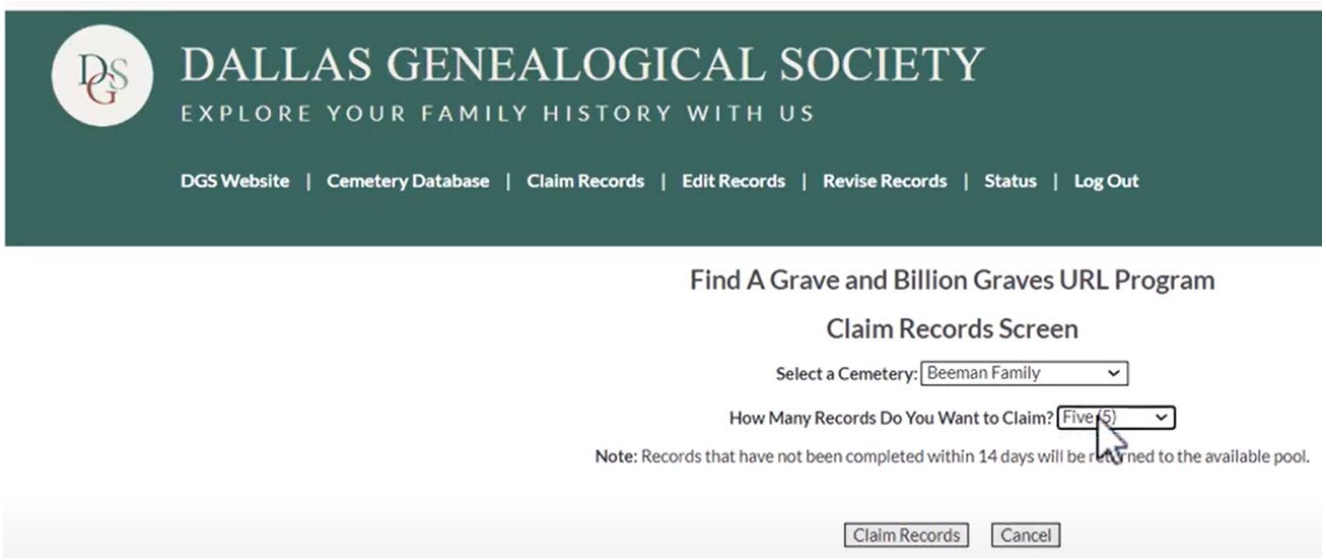
1. Open the webpage at dallasgenealogy.org/DGS_Apps/findabillion.php
   a. Use your favorite browser such as Google, Edge, Safari
2. The Menu (in the green ribbon)
   a. "DGS Website" takes you to the DGS website at dallasgenealogy.org
   b. "Cemetery Database" takes you to the Collection/Local Records/cemetery/burial & cemetery information database on the DGS website
   c. "Login" takes you to the page to log into the Indexing Program
3. Click on Login.
   a. Enter the UserID and Password Tony Hanson provided and click the login button.

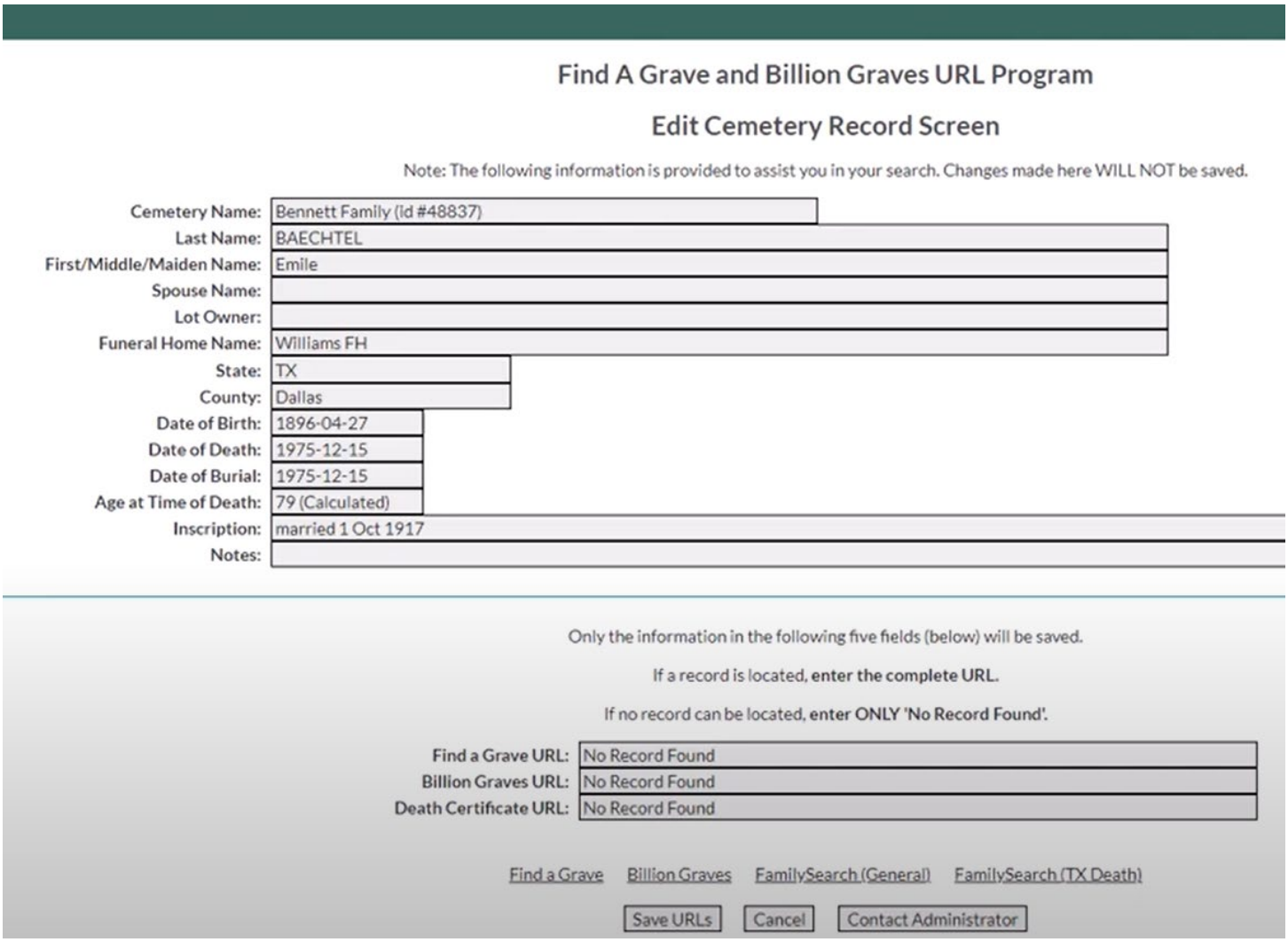


4. The Menu (in the green ribbon) has changed with additional options.
   a. The first step is to "Claim Records" in the Menu (in the green ribbon.)
   b. At the "Select a Cemetery" box leave the choice at "Any" for the program to select records for you or choose a cemetery you want to index.
   c. At the "How Many Records Do You Want To Claim?" pick 5, 10 or 15. We recommend you start with 5 records.
   d. Click the "Claim Records" button at the bottom of the screen.



5. The program displays the Edit Records Screen.
   a. Click on the “Edit Records” in the Menu (in the green ribbon.)
   b. You now have a dropdown list of five records to index. You may process them in any order.
   c. Click on the “Edit Record” button at the bottom of the screen.

6. The Program displays the Edit Cemetery Record Screen.



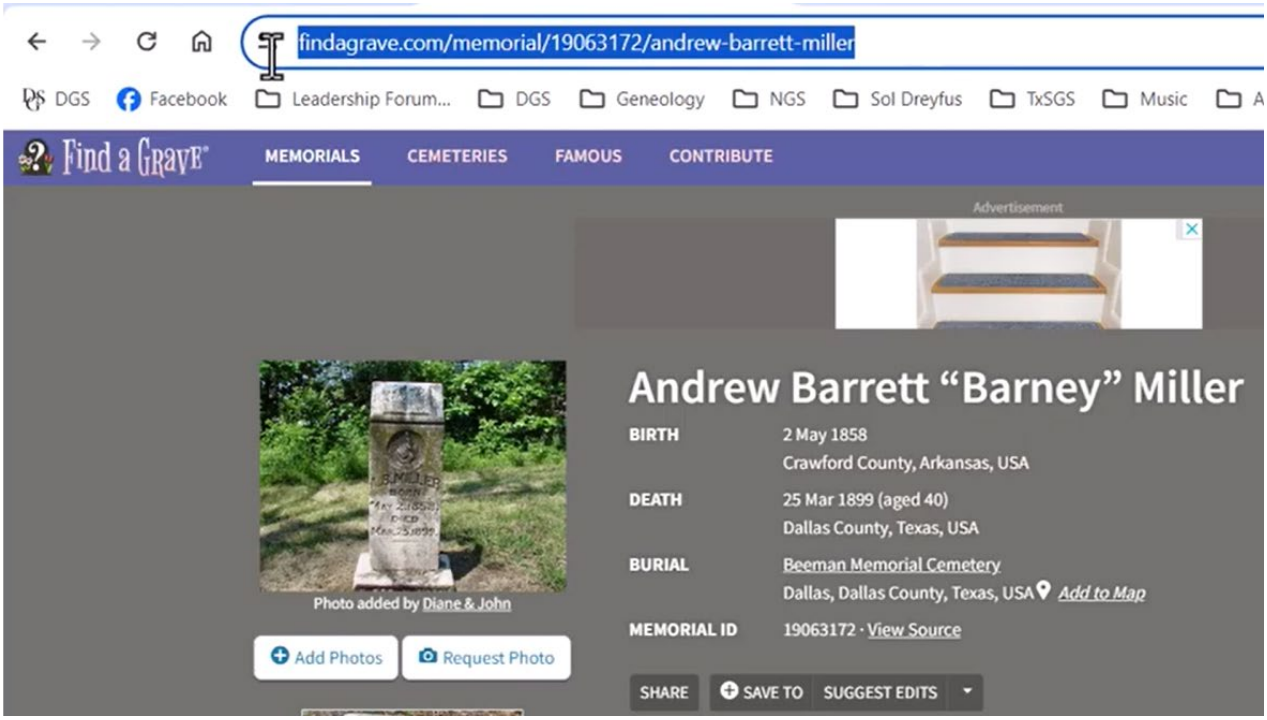
7. Scroll to the bottom of the screen. The program will save information in only the following three fields.
   a. Find a grave URL
   b. Billion Graves URL
   c. Death Certificate URL
   d. If you do not find the record for any of these three apps, leave the note “No Record Found” in the corresponding box.

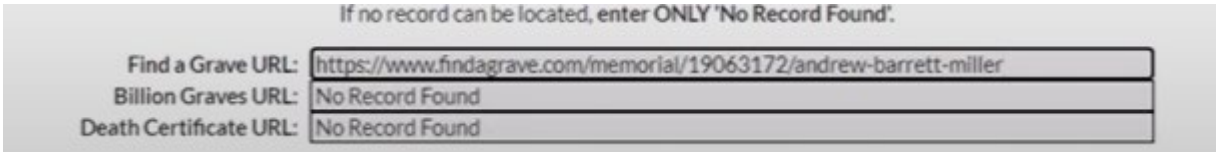
8. Note the name, birth and/or death date for the record. You should match this information to a record in Find a grave, Billion Graves, or the death certificate in FamiliySearch.

9. Note the four links below the boxes for the URLs.
   a. Find A Grave
   b. Billion Graves

c. FamilySearch (General)
d. FamilySearch (TX Death)
e. Use these links to begin your search for the corresponding URL. Tony pre-populated information from the record.
f. Statewide registration for deaths began in Texas in 1908, but compliance was not consistent. Some counties began in 1903. It is unlikely to find a death record prior to 1908, but check anyway.
g. Keep in mind, Find a Grave and Billion Graves do not have every burial in their database.

10. When you find an entry that matches the name and dates in the DGS record, open the entry in that app (Find a Grave, Billion Graves, or death certificate.) It is important to open the entry to get the correct URL. Copy the URL for that entry, delete the note of “No Record Found”, and paste it in the corresponding URL box.





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11. Check both the “FamilySearch (TX death)” if you do not find an entry for a death record in the “FamilySearch (General).”

12. Use the “Contact Administrator” button to ask questions, send a message, or provide feedback.

13. Click the “Save URLs” button at the bottom of the screen for each record after you search for each of the three URLs.

14. Click the “Edit Record” button at the bottom of the screen that comes up after you save a record and repeat the search for URLs.

15. If you do not want to process a record that comes up, click on the “Unclaim Record” button at the bottom of the screen.

16. The Menu (in the green ribbon) includes a link to review and revise a record you completed on the “Revise Records Screen.”

17. This allows you to change any of the records you entered or add information you might find at a later date.
    a. Click the “Revise Record” button at the bottom of the screen.
    b. Make changes or add information and click the “Save URLs” button at the bottom of the screen.

18. The Menu (in the green ribbon) has a “Status” link. This screen shows the number of records processed by our volunteers.

19. The Menu (in the green ribbon) has a “Log Out” link. Click this to end your work session.