

# Research Log Presentation

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## Ottawa TMG Users Group 25 Nov 2007 Meeting

The Research Log is a collection of research tasks and is used to keep track of the status of research tasks. Tasks may be attached to a person, an event, a source, and/or a repository or even general tasks that are not attached to any one of these records.

1. *Open Palm Project*
2. *Got to #51477*

Input: How you want to get the information out drives how you should input the data. Be consistent. (Use F2 or F3 Key)

There are a number of fields and you do not have to use them as labeled. All can be filtered although only the Dates, Task Name and Key word can be sorted. Fill in the completed date as soon as you do the Task; this allows you to filter out all the "Not Empty" i.e. completed tasks

*Open Marriage Tag:* You can use both F12 and the icon on the screen. In this case, the task is against an event, the marriage, and shows against both people. But note that it is automatically linked to the event, not the individuals, which you must add manually.

### C. Reports: List of Tasks

Keeping track of what needs to be done is one of a genealogist's most important tasks. TMG allows you to track your "to-do's" and those you've finished, so you don't do them again. The List of Tasks report allows you to print your "to-do" list from entries in the Research Log.

*Reports, List of Tasks:* Your report can contain All Tasks, Tasks Associated with a Person or a targeted subset using the filters (up to eight). For example, for the annual OGS Seminar, I print out a list of all the cemetery transcriptions that I wanted and took it with me to visit the various Branch tables.

Note that TMG is not cheap with paper when generating a report. In most cases, I will save it in another format (Word or Excel) and then use that software to reduce the page count. For example TMG generated a 20 page report with plenty of white space. Instead of printing from TMG, I saved the report to Excel, put each task on one line, and got it down to five pages. Just an idea to consider.

The other suggestion that I have for you is to always Print to Screen first, just to see if it looks right and has the correct information, plus saves wear and tear on your printer.

*Reports, List of Tasks, Options:* The selection of options for a List of Tasks is a bit less than some of the other report. The key one is probably the sort by and you may want to play around with this to get what you want. This is one of the reasons that you want to watch your Task Name and Keyword fields. For my Canadian census tasks, my keyword contains Reel, District, Sub district and page. I sort on the keyword and they print out in the sequence that I will find them as I go through the reels upstairs. Another suggestion: if your task is for a married woman, you might want to include her married name in the task name; otherwise she will be listed by her primary (usually maiden) name and you may have trouble finding her.