

SANKETHI GENEALOGY
INSTRUCTIONS FOR COMPLETING INPUT SHEET FOR ADDING DATA

GENERAL

1. If you are sending your data for input on excel format, please use a separate worksheet for each person you want to add to the data base.
2. If you are planning to mail your input sheets, please prepare a separate sheet for each person.
3. Provide as much of the information as possible under the section entitled 'Basic Information'. This will primarily enable you to look at your own family tree and identify your ancestors and descendants within the Sankethi data base.
4. Completing the section entitled 'Optional Additional Information' is entirely voluntary. You may provide as much or as little information in this section as you wish to disclose regarding the person concerned.
5. Providing supplementary information, on a selective basis, regarding the person named in the input sheet, will afford a reliable means of identifying close relatives within the Sankethi community. Another advantage of providing such additional data would be that future Sankethi generations will find it easier to research their roots and know a lot more about their ancestors than the availability of mere names in the genealogy data base could would do.
6. Depending upon your convenience or inclination, you may provide 'Basic Information' and 'Optional Additional Information' concerning a person in a single dispatch or at different times.
7. Please exercise sound judgment in selecting for input any information of a sensitive nature or data liable to change frequently.
8. You are expected to name only the parents of the person you want to add to the database. If the names of both parents are not available, enter only the name of the one you know. There is no need to list children in the person's or his/her spouse's input sheet. The parent-child relationship will be established using the child's input sheet which would show the person and/or his/her spouse as parent(s).
9. If you do not know either of the names of the person's parents but happen to know one or more of the name(s) of the person's grandparents, enter 'unknown' for the name of the parent in your input sheet.
10. Keeping in view that this is intended to be a Sankethi database, the criterion for adding a person to the database is that the person concerned or the person's father or mother or spouse should have been identified in the input sheet as a Sankethi. The classification of the person will be reflected in the database accordingly.
11. If you come across any close relatives of the person while browsing the Individual or Family or Patriarch lists in <http://www.ourroots.info/sankethi>, attach a separate list of such relatives furnishing the following information on each:
 - a) Full name of the person's relative (first+middle+last)
 - b) Married name of relative, if applicable and known
 - c) Exact relationship to the person (for example, instead of stating that A is the person's uncle, describe A's relationship to the person as father's brother or mother's brother or father's sister's husband, etc.)
 - d) Relative's System assigned ID

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BASIC INFORMATION

LINE BY LINE INSTRUCTIONS AND/OR EXAMPLES

Line 1: User assigned reference number

Assign a serial number to each input sheet that you prepare and enter that number.

Line 2: Does this person already figure in the database?

By browsing the 'Individual Lists' in the website <http://www.ourroots.info/sankethi>, you may discover that the person in question has already been set up in the data base, possibly by one of your close relatives, in which case enter 'Yes'; otherwise, enter 'no' or 'unknown' or leave blank

Line 3: System assigned ID for this person

Enter the System ID with the prefix 'I' corresponding to this person.

Line 4: Is/Was this person a Sankethi?

If you know or believe this person to be a Sankethi, enter 'Yes'.

Line 5: Is/Was this person's father a Sankethi?

You may skip this line if you have answered 'Yes' on line 4. Otherwise, if you know or believe this person's father to be a Sankethi, enter 'Yes'.

Line 6: Is/Was this person's mother a Sankethi?

You may skip this line if you have answered 'Yes' on line 4 or line 5. Otherwise, if you know or believe this person's mother to be a Sankethi, enter 'Yes'.

Line 7: Is/Was this person's spouse, if any, a Sankethi?

You may skip this line if you have answered 'Yes' on line 4 or line 5 or line 6 or if this person remains/remained unmarried. Otherwise, if you know or believe this person's spouse to be a Sankethi, enter 'Yes'.

Line 8: First Name or first initial or expansion of first initial

Line 9: Middle Name(s) or middle initial(s) or their expansion

Line 10: Last Name

What you enter on these lines should depend on i) how the person is/was known officially and/or ii) how you want the person's name to appear in the database.

Example 1: Let us say the official name of the person is/was H. N. Ramaswamy with the initial 'H' standing for 'Holenarsipur' (usually the person's ancestral village) and 'N' standing for 'Narasimharao' (usually the person's father's name).

Then, a) if you entered 'H', 'N' and 'Ramaswamy' on lines 8, 9 and 10 respectively, the name would be indexed under 'R' in the database and appear as
'Ramaswamy, H N';

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b) if you entered 'Holenarsipur', 'Narasimharao' and 'Ramaswamy' on lines 8, 9 and 10 respectively, the name would be indexed under 'R' in the database and appear as 'Ramaswamy, Holenarsipur Narasimharao';

c) if you entered 'Ramaswamy', 'H' and 'Narasimharao' on lines 8, 9 and 10 respectively, the name would be indexed under 'N' in the database and appear as 'Narasimharao, H Ramaswamy';

d) if you entered 'Ramaswamy', 'N' and 'Holenarsipur' on lines 8, 9 and 10 respectively, the name would be indexed under 'H' in the database and appear as 'Holenarsipur, Ramaswamy N';

Example 2: Sandhya, daughter of K.S. Naranappa, went by the name Sandhya Naranappa until her marriage when she assumed her husband's last name 'Rao' and began to be known as 'Sandhya Rao'.

Then, a) if you know Sandhya's maiden name, enter 'Sandhya' on line 8, leave line 9 blank and enter 'Naranappa' on line 10 even though you know that she now uses her married name. This will result in the person being indexed under 'N' in the database and appearing as 'Naranappa, Sandhya'.

b) if you have known this person only by her married name 'Rao' and do not know her maiden name at all, enter 'Sandhya' on line 8, leave 9 blank and enter 'Rao' on line 10. . This will result in the person being indexed under 'R' in the database and appearing as 'Rao, Sandhya'.

Example 3: You know you had a great grandmother called 'Subbamma' but you do not know either her father's name or your great grandfather's name.

Then, leave line 8 (first name) and line 9 (middle name) blank and enter 'Subbamma' on line 10 (last name/surname). This will result in the person being indexed under 'S' in the database and appearing as 'Subbamma'.

Line 11: Gender

Enter M for Male or F for Female, as applicable.

Lines 12 thru 33: These are self-explanatory and are not described here.

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OPTIONAL INFORMATION

You may complete one or more or none of the sections on this sheet. You may leave blank one or more lines within a section that you have chosen to complete.

Lines 34 thru 89: These are self-explanatory and are not described here.

INSTRUCTIONS FOR UPDATING DATA FOR A PERSON IN THE DATABASE

The input sheet used for adding a person to the database for the first time can also be used for the following purposes:

- a) enter additional data not previously present in the record already established in the database for the person, or,
- b) substitute new data selectively for the information currently appearing in the record already established in the database for the person, or,
- c) delete selective data from the record already established in the database for the person.

A. ADDING MISSING DATA (BASIC OR OPTIONAL) TO AN EXISTING RECORD

1. Complete the requestor details at the beginning of the relevant input sheet.
2. Complete the relevant lines appropriately in accordance with the instructions.
3. If there is already corresponding data in the record for the person in the database, the person's record will be updated with the new particulars entered by you.
4. If there is no corresponding data in the record for the person in the database, the person's record will be populated with the information entered by you.

B. REMOVING UNWANTED DATA (BASIC OR OPTIONAL) FROM AN EXISTING RECORD

1. Complete the requestor details at the beginning of the relevant input sheet.
2. Enter 'Remove' against the relevant lines for the data that you wish to erase from the person's record.
3. The corresponding data, if any, present in the record for the person in the database will be deleted provided there are no system constraints. (For instance, the System ID cannot be deleted selectively from the person's record unless the entire record itself is eliminated from the system.)

C. REMOVING A PERSON'S ENTIRE RECORD FROM THE SYSTEM

If you feel that a person's record needs to be purged from the system, submit a written request with full details by mail or e-mail to one of the Administrators in the Sankethi Genealogy Project Team explaining the reason for the deletion of the record. (For instance, if the same person is represented more than once in the database, removal of redundant records would be justified.)

D. RECTIFY MISSING OR ERRONEOUS REPRESENTATION OF RELATIONSHIP

If you detect any missing or incorrect representation of the relationship between two persons in the database, please submit details thereof by mail or e-mail to one of the Administrators for taking corrective action.

