Peer review is a new indexing activity that lets every volunteer participate in improving the quality of the searchable indexes on FamilySearch.org. As the name implies, peer reviewing means that indexers check the work of other volunteers to correct any obvious mistakes or omissions. When indexers review the work of others, it increases the accuracy of the index and, ultimately, the likelihood that people will find their missing ancestors.

Unlike arbitration (now called arbitration review), which is reserved for the most difficult indexing projects, peer reviewing does not require extensive indexing experience. When peer reviewing, you are not “grading” anyone’s work—instead you are only helping to catch anything the first volunteer might have missed. You can think of yourself as the second half of an “indexing buddy system,” where you help other indexers to do their very best work.

The Peer Review Process

As you review a batch, you will check each field to ensure that it was indexed correctly. If you disagree with a value that was indexed, you can enter the information you believe to be correct. For most projects, if more than 20 percent of the batch is changed, the batch will go to a second reviewer to help ensure the highest quality index.

We invite you to review at least as many batches as you index. If you enjoy reviewing, feel free to do more!

To complete a peer review batch:

1. On the My Indexing screen, Click Find Batches.
2. From the Activity drop-down list select Indexing Review—Peer (click the down arrow to access the list).
3. To begin reviewing a batch in the Search Results section, click Start. When the batch opens, it will look much like a regular indexing batch, but it will include the Agree icon in every field. Press Tab on your keyboard—or on a tablet, tap in the next field—to progress through the form, just as you would in a regular batch. As you do, the Agree and Disagree options will show.
4. Determine what information you would index in each field, compare that to what was entered, and decide whether you agree or disagree with the value.

If you agree with what was entered, simply proceed to the next field.

If you don’t agree, consider why the indexer may have entered what he or she did by asking yourself the following questions:

a. How do the instructions indicate this information should be indexed?
   Double-check the instructions (the field help, project instructions, and Basic Indexing Guidelines found in the Help menu) to see if you can determine why the original indexer entered the information that way. You might learn something new!

b. Are there additional clues on the document?
   Be sure to look through the entire document to see if there is additional information in other areas. For example, you can decipher difficult handwriting by comparing similar letters throughout the document or in the previous and next images.

If you still don’t agree after considering these possibilities, click Disagree, and enter the information you believe to be correct.

Don’t hesitate to change values when necessary. Both versions will be saved and made searchable when the record is published on FamilySearch.org.

5. While making the change, the icon will change to the Edited icon, showing that you’ve edited the field.

If you change your mind and decide you agree with the original value, click the Edited icon to show the box again, and then click Agree to return the field to its original value.

6. When the information in the batch is satisfactory (as if you had indexed it yourself), start the quality check, and submit the batch—you’re finished!

Looking for a quick way to agree or disagree? Use keyboard shortcuts to quickly change whether you agree or disagree with the information in a field.

### Keyboard shortcuts

<table>
<thead>
<tr>
<th>Action</th>
<th>Windows® Shortcut</th>
<th>Mac Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agree</td>
<td>Alt + A</td>
<td>Option + A</td>
</tr>
<tr>
<td>Disagree</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

Q. Why are you using this new process?
A. There are two main reasons for introducing the reviewing activity:
   1. Peer review helps make your contribution more efficient.
      While arbitration review (the task of comparing the work of two indexers) will still be used as needed, it is labor intensive and can be inefficient for some types of records. Peer review allows more indexed work to be published for the same volunteer investment of time, but it still allows for multiple people to look at the same record to maintain a focus on quality.
   2. Peer review gives you experience.
      As you see how others index, you will learn more about indexing as well. If you disagree with an entry, you have a specific question to research in the instructions, and as you review them, you will learn more about how those instructions help create a quality index.

Q. What should I do after entering the value I think is correct?
A. Continue to the next field. Note that the icon has changed to the Edited icon ✜, and you can click it if you change your mind later and decide that you agree with the original value.

Q. Quality check didn’t start automatically. How do I get it to do that?
A. When you are on the last image of the batch, you have a couple of ways to begin the quality check automatically.
   - On a keyboard, press Tab through each field, and when you get to the last field of the last record, press Tab to go to the New Record button. Press Tab again, and the quality check will start.
   - On a tablet, tap the Next—Quality Check link to start the quality check.

Q. How do I add a record that the indexer did not include?
A. Click the Add Record icon ± to add a record at the end of the existing records or the Insert Record icon + to add a record immediately after the current record.

Q. Can I change the order the records are in?
A. Not at this time. In most projects, the order of the records does not affect the final index. However, in projects where the order of the records does matter (such as in obituaries where the deceased individual is always indexed first), you might need to disagree with multiple records so that you may enter the records in the correct order.

Q. Part of the name is cut off because it’s so long. How can I see the complete name?
A. Hold your mouse still over the indexed information. After a moment, the complete name will show underneath the cursor.