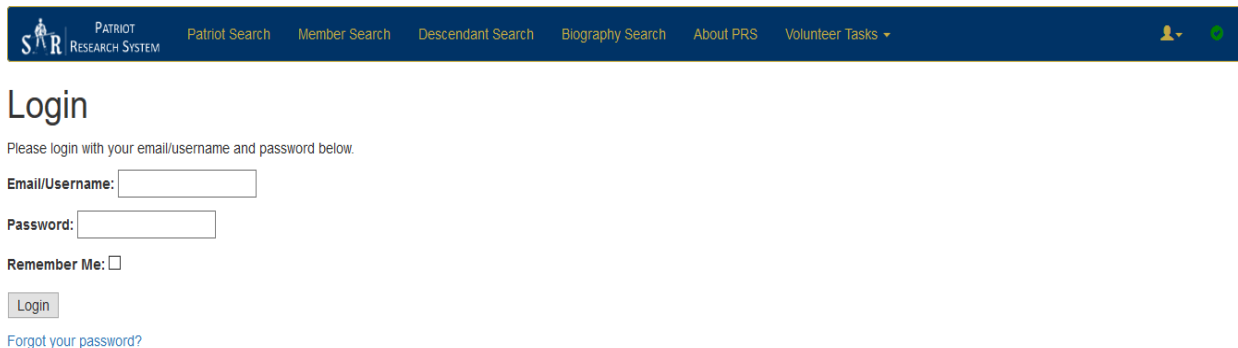


# SAR Patriot Research System (PRS) Application Records Input Instructions

Once approved for Record Copy input you will get an email from the SAR Patriot Research System to reset your password. Do not use the same password as your normal SAR website password.

**Step 1.** To log into the system, go to <http://sarpatriots.sar.org/login>



**Login**

Please login with your email/username and password below.

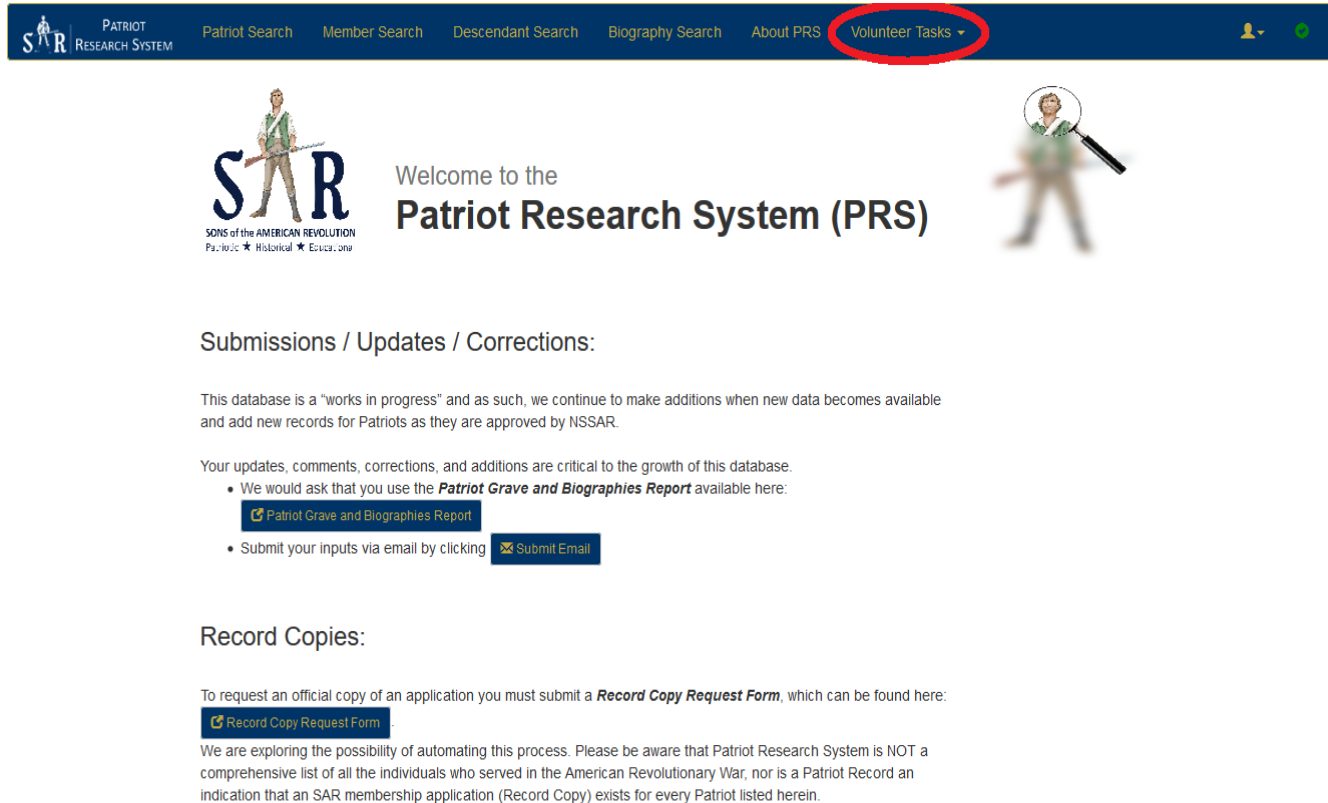
Email/Username:

Password:

Remember Me:

[Forgot your password?](#)

This brings you to the main SAR PRS screen. In the blue bar, look for “Volunteer Tasks” on the far right.



**Submissions / Updates / Corrections:**

This database is a “works in progress” and as such, we continue to make additions when new data becomes available and add new records for Patriots as they are approved by NSSAR.

Your updates, comments, corrections, and additions are critical to the growth of this database.

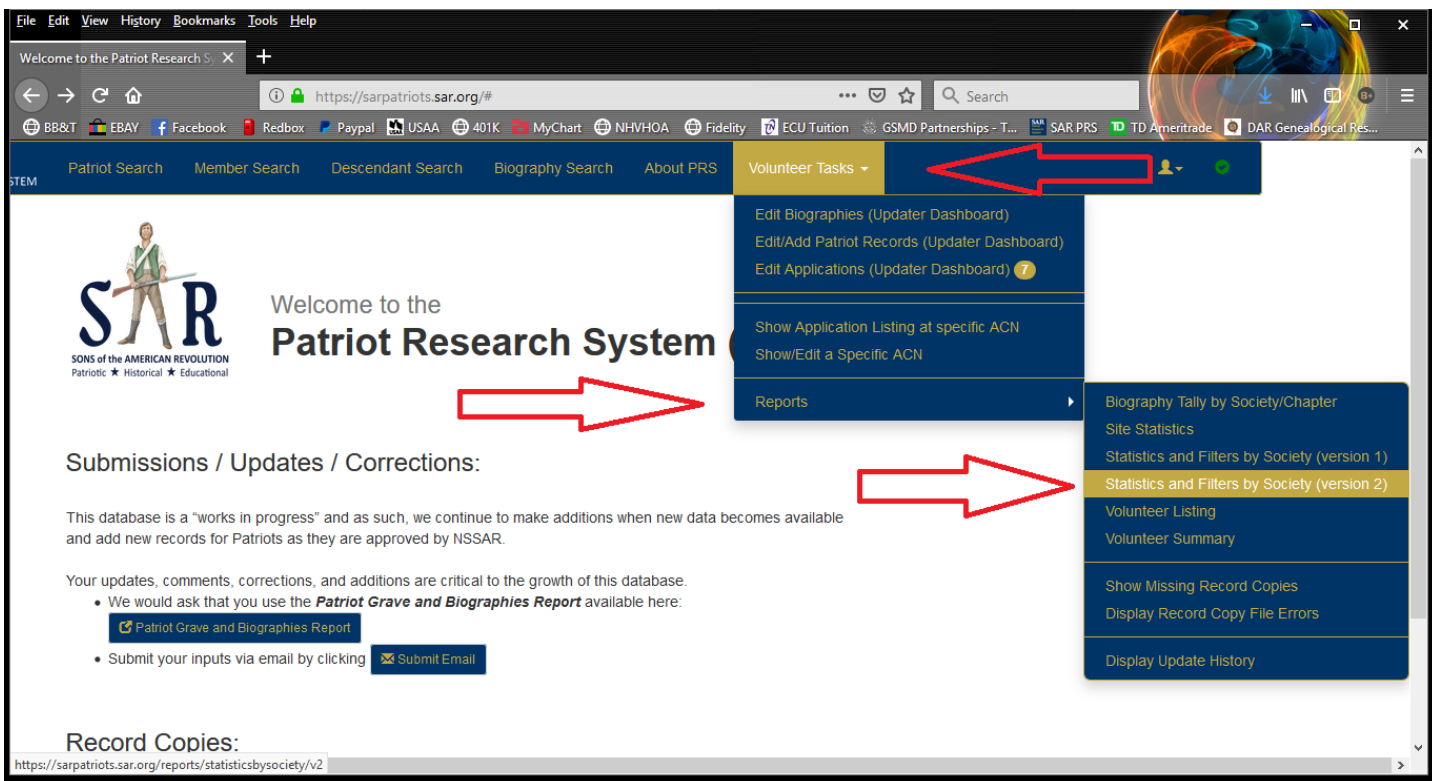
- We would ask that you use the **Patriot Grave and Biographies Report** available here:  
[Patriot Grave and Biographies Report](#)
- Submit your inputs via email by clicking [Submit Email](#)

**Record Copies:**

To request an official copy of an application you must submit a **Record Copy Request Form**, which can be found here:  
[Record Copy Request Form](#)

We are exploring the possibility of automating this process. Please be aware that Patriot Research System is NOT a comprehensive list of all the individuals who served in the American Revolutionary War, nor is a Patriot Record an indication that an SAR membership application (Record Copy) exists for every Patriot listed herein.

**Step 2.** Click on “Volunteer Tasks- mouse down to Reports-mouse over to Statistics and Filters by Society (version 2)” and mouse click on it



**Step 3.** On the next screen scroll down to the line of the state society that you have been assigned to input records for Look for the column labeled “+ Complete Lineage”. Click on any Magnifying Glass to the right of the number.



This is a waterfall report of the statistics per Society. Each column must meet all characteristics of the columns to its left. By the time that the rightmost column is reached, the entire record is completed, and hence we show the progress of records for each individual Society here.

**Version 2 changes the computation of the Lineage column. Instead of just looking to see if 'some' amount of Lineage is entered, it is looking to ensure all generations are entered, as well as the dates and places are separated into their respective fields.**

Abbreviation	Society	Total Apps	+ ACN Assigned	+ Record Copy Available	+ Patriot Linked	+ Complete Lineage	Percent Done
AK	Alaska	152	152	152	79	0	0.0%
AL	Alabama	3499	3490	3460	2433	0	0.0%
AR	Arkansas	827	816	815	755	0	4.8%
AZ	Arizona	1678	1675	1646	1135	3	0.2%
CA	California	6200	6181	6142	4129	303	4.9%
CN	Canada	93	93	91	61	0	0.0%
CO	Colorado	1135	1128	1121	748	4	0.4%
CT	Connecticut	1384	1374	1372	977	12	0.9%
DA	Dakota	183	183	183	132	0	0.0%
DC	District of Columbia	822	796	781	489	0	0.0%
DE	Delaware	1046	855	851	683	11	1.1%
ES	Spain	23	23	23	16	0	0.0%
FL	Florida	6195	6150	6122	3867	31	0.5%
FR	France	704	699	699	460	0	0.0%
GA	Georgia	5269	5256	5245	3522	1	0.5%
GE	Germany	13	13	13	7	0	0.0%
HI	Hawaii	87	85	84	59	2	2.3%

This brings you to the Application Search Results page.

**Step 4.** Click any red “Edit Application” box. The red tablet icon (see the green arrow) in the “Lineage Data:” column indicates that the lineage exists but has input errors. The red X icon (see the blue arrow) indicates no lineage currently exists

## Application Search Results

Showing results for Applications without Complete Lineages entered in NC

186 Records Located (10 pages)  
Showing records 21 - 40

< Prev 1 2 3 4 5 6 7 Next > Last >>

Society	ACN	Member	Patriot	Date Approved	Record Copy Available	Lineage Data	
NC	10101	Randy Darrell Steele Sr (125948)	Job REED (P-276714)	2001-09-13	✓	📄	Edit Application
NC	10102	Michael Lloyd Weisel (143978)	Benjamin CADWALLADER (P-127056)	2001-08-20	✓	📄	Edit Application
NC	10103	Randy Darrell Steele Sr (125948)	Samuel OXFORD (P-264227)	2001-08-20	✓	📄	Edit Application
NC	11180	Bobby Lynn Henderson (156994)	Ezekiel HENDERSON (P-179549)	2001-11-27	✓	✗	Edit Application
NC	11226	Michael Dempsey Mathis Jr (156990)	John HOPKINS (P-184696)	2001-11-26	✓	📄	Edit Application
NC	11228	James Sheridan Mathis (156991)	John HOPKINS (P-184696)	2001-11-26	✓	📄	Edit Application
NC	11471	Frank Grady Hall III (145063)	Isaac HOLEMAN (P-183492)	2002-02-20	✓	📄	Edit Application
NC	11472	Frank Grady Hall III (145063)	Benjamin POSTON (P-272378)	2002-02-25	✓	📄	Edit Application
NC	11546	Robert Lile Snyder III (157259)	James WHALEY Sr. (P-317139)	2002-01-02	✓	📄	Edit Application
NC	11741	Frank Grady Hall III (145063)	John SHUFORD (P-289644)	2002-05-01	✓	📄	Edit Application
NC	12252	Walter Leroy Taylor Jr (157541)	John LAUGHINGHOUSE (P-233668)	2002-02-20	✓	📄	Edit Application
NC	13092	Robert Martin Cabe (158207)	John CABE (P-126980)	2002-05-06	✓	✗	Edit Application
NC	15927	Neil Larry Rozier (157542)	John REGAN/REAGAN (P-333513)	2003-05-15	✓	📄	Edit Application

**Step 5.** On the next screen, click on the green box labeled “View Record Copy”

**Application Info**  
 ID: 12121  
 ProdID: 17294  
 ACN: 13092  
 Date Approved: 2002-05-06  
 Application Type: 1  
 DataSource: National  
 Volunteer ID:

**Record Copy Info**  
 Status: **On File**  
 Filename: 13001-14000/13092.pdf **View Record Copy**

Lineage Remarks:

**Member Info**  
 Prefix:  
 First: Robert  
 Middle: Martin  
 Last: Cabe  
 Suffix:  
 National Num: 158207  
 Society: NC  
 Society Num: 2598

**Patriot Info**  
 Patriot Name:  
 Patriot Name First: John  
 Patriot Name Last: Cabe  
 Patriot Name Suffix:  
 Patriot ID:

**Generation Info**  
 This applicant is sibling of another ACN:

1

Include Generation 1

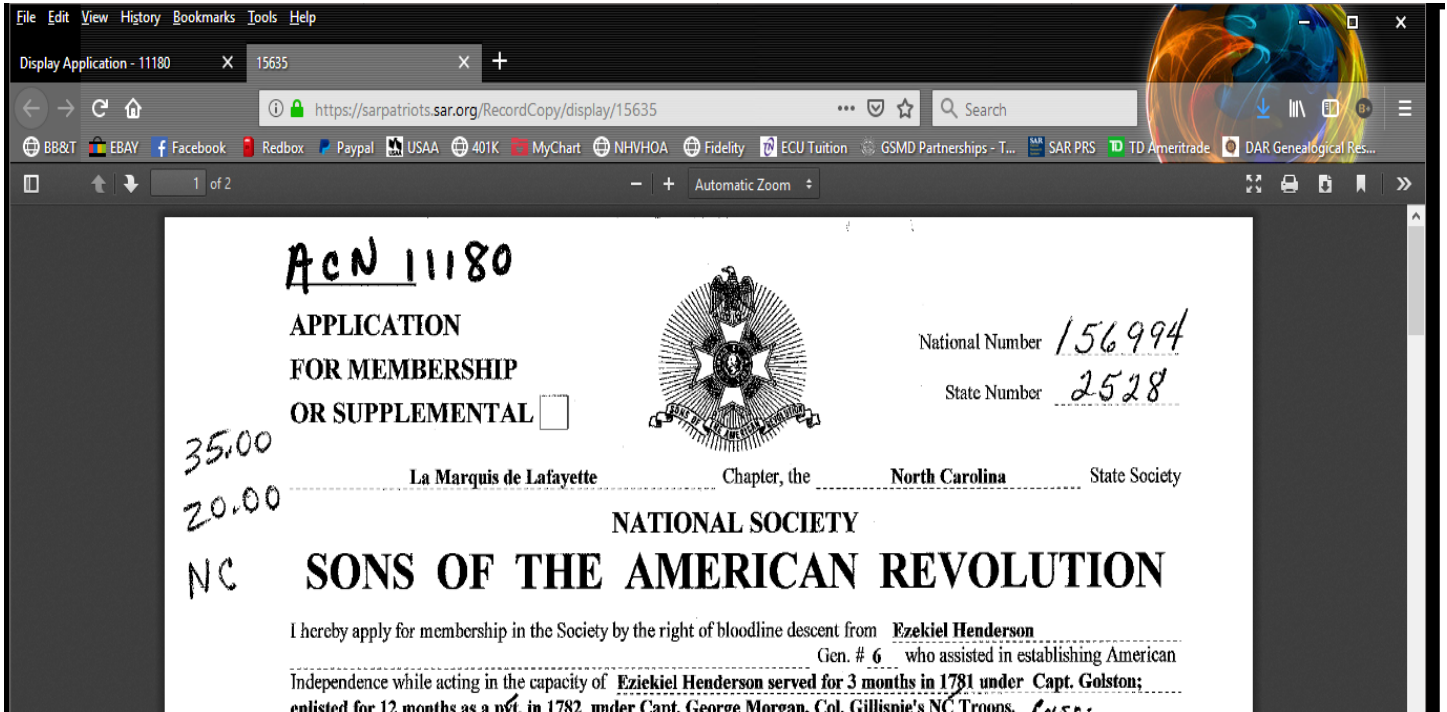
Husband:  Birth Date:  Birth Place:   
 Death Date:  Death Place:

Wife:  Birth Date:  Birth Place:   
 Death Date:  Death Place:   
 Marriage Date:  Marriage Place:

This will open a new browser window to view the original SAR Record Copy in PDF format that contains the information you will be typing into the system. Download the document.pdf file to your desktop and close that browser window.

**Step 6.** Go back to the Application Info page window

Step 7. Open the SAR Record Copy PDF file you previously downloaded to the desktop. It will look like this



This info from the SAR Record Copy PDF needs to be input into the Application Info page.

Step 8. Click the green "Get Patriot Info" box. This will populate the Patriot name into the Patriot name box. This will also initiate the connection to the patriot on the application for later use by a reviewer.

**Application Info**  
 ID: 12121  
 ProdID: 17294  
 ACN: 13092  
 Date Approved: 2002-05-06  
 Application Type: 1  
 DataSource: National  
 Volunteer ID:

**Record Copy Info**  
 Status: **On File**  
 Filename: 13001-14000/13092.pdf    
 Update New Record Copy:  No file selected.

**Member Info**  
 Prefix:  
 First: Robert  
 Middle: Martin  
 Last: Cabe  
 Suffix:  
 National Num: 156207  
 Society: NC  
 Society Num: 2595

**Patriot Info**  
 Patriot Name:  
 Patriot Name First:   
 Patriot Name Last:   
 Patriot Name Suffix:   
 Patriot ID:

**Generation Info**  
 This applicant is sibling of another ACN:    
 Include Generation 1  
 Husband:  Birth Date:  Birth Place:   
 Death Date:  Death Place:   
 Wife:  Birth Date:  Birth Place:   
 Death Date:  Death Place:   
 Marriage Date:  Marriage Place:   
 Relationship:

**Step 9. Patriot Name:** Change the last name from all capital letters to just the first letter. i.e. Smith instead of SMITH  
 Make sure the full Patriot name is in the Patriot name box under the Patriot Info header. Do not add the rank.

**SAR DATA INPUT GUIDELINES – PLEASE READ THIS SECTION CAREFULLY**

**Enter the lineage information EXACTLY as on the approved Record Copy.**

Do not worry about privacy; the only generations that will show to the world will be from Generation 4 to the Patriot.

**Step 10.** Start by checking the “Include this generation” box for the first generation and then enter the information.  
 This will remove the gray and allow you to input data into that box.

Enter information for names, dates and places **EXACTLY** as shown on the application unless **CORRECTED** by a historian on the **original application**. **ONLY** use the below dates, places and spouses’ names SAR format guideline listed below

Enter data if it is marked up (**corrected by a historian**). Enter all corrected data such as a date change.

Do not enter any data if it is **bracketed** (i.e. Nicknames etc.). **Do not use a period after any abbreviations.**

If there is a **question mark (?)** on the Record Copy do not input that information. Leave it blank.

Once the information for the generation has been entered, add “son” or “daughter” to the relationship box.

Go to the next generation and **repeat Step 10**. **Don’t enter a relationship on the last generation box**

**DATES FORMAT GUIDELINES**

The standard date format used by the SAR and all lineage societies is in the form **“DD MMM YYYY”**, rather than “01/10/1900”. Dates in the latter format are unacceptable because of their ambiguity: this date could be interpreted either as 10 Jan 1900 or 01 Oct 1900. The month should be abbreviated using the 1st three letters of the month only.

**Date Abbreviations** - The below prefixes are to be used with dates. They must **include a date** typed into the box **AFTER** the prefix.

If there is no date or the date is unknown, then leave the box blank.

**Change what is on the application to agree with these current standards below**

"abt" for "about" (instead of "ca" or "circa")      "aft" for "after" (instead of "p" for "post")  
"bef" for "before" (instead of "a" for "ante")      "prob" for probably

**Date Prefixes**

"bbl" for Bible      "bp" for baptized      "bur" for buried      "cen" or "c" for Census  
"fc" for first child      "mb" for marriage bond      "ml" for marriage license      "obit" for obituary  
"ww" for will written      "int" intent to marriage      "ts" for tombstone      "wp" for will probated  
"liv" for living or living at last residence

**PLACES FORMAT GUIDELINES**

**Use the two letter abbreviations for the state only. Always use a forward slash to separate.**

Enter them as City or Township, County and State (i.e., Sparta/Sussex/NJ).

Where information is unknown, **enter it blank**, a Patriot born in PA is entered as "/ /PA" (i.e. SPACE/SPACE/PA)

Where a foreign country is listed use the entire country name..... (i.e. Ireland)

**Places Abbreviation Prefixes.....**To be used with location boxes (i.e. prob Boston/unk/liv MA)

"bur" for buried      "liv" for lived or living at last residence      "nr" for near a location  
"twp" for township      "terr" for territory      "prob" for probably

**SPOUSES' NAMES FORMAT GUIDELINES**

**Enter the spouse name as written on the application and approved by genealogist**

Enter the full maiden name of the wife (i.e. Martha Jones) For widows, enter both names (i.e., Martha Jones Smith)

**Where first or last names are not known, enter as follows (i.e., Martha XX or XX Smith)**

In the case of multiple marriages, **only the last generation Patriot** needs to be identified as such (i.e. (2) Martha Smith)

**Step 11.** When all lineage information has been entered, **RECHECK YOUR INPUT FOR ERRORS** then click on the "Yes" button next to "Ready for Approval" and THEN click on the middle box labeled "Update and Go Back to List"

Wife:	<input type="text"/>	Birth Date:	<input type="text"/>	Birth Place:	<input type="text"/>
		Death Date:	<input type="text"/>	Death Place:	<input type="text"/>
		Marriage Date:	<input type="text"/>	Marriage Place:	<input type="text"/>

Relationship:

16

Include Generation 16

Husband:	<input type="text"/>	Birth Date:	<input type="text"/>	Birth Place:	<input type="text"/>
		Death Date:	<input type="text"/>	Death Place:	<input type="text"/>

Wife:	<input type="text"/>	Birth Date:	<input type="text"/>	Birth Place:	<input type="text"/>
		Death Date:	<input type="text"/>	Death Place:	<input type="text"/>
		Marriage Date:	<input type="text"/>	Marriage Place:	<input type="text"/>

Relationship:



Ready For Approval:  Yes  No



If you have any questions at all, have concerns about your data input, are unable to complete the application that you started or are just not sure of your input, you can just click “Update Changes” and it will be saved to your dashboard to finish later. If you need more explanation that what is written in this document, contact your volunteer advisor for further steps to complete the update.

**THANK YOU FOR YOUR VOLUNTEER SERVICE TO THE SAR PRS. IT IS GREATLY APPRECIATED**

#### Appendix A: Titles

Ambassador – Amb  
 Bishop  
 Count  
 Doctor  
 Friar – Fr  
 Justice  
 President – Pres  
 Rabbi  
 Right Reverend – Rt Rev  
 The Honorable

Baron  
 Brother – Br  
 Countess – Cntss  
 Duke  
 Governor – Gov  
 Lord  
 Princess  
 Reverend – Rev  
 Senator – Sen  
 The Venerable

Baroness – Brnss  
 Chancellor – Chan  
 Dean  
 Father – Fr  
 Judge  
 Monsignor – Msgr  
 Professor – Prof  
 Representative – Rep  
 Sister – Sr

## Appendix B: Military Titles

Admiral – Adm	2 <sup>nd</sup> Lieutenant (Marine/AF) – 2dLt
Brigadier General – Brig Gen or BG	Lieutenant Commander – Lt Cmdr or Ltc
Captain (Army) - Cpt	Lieutenant Colonel – Lt Col or Ltc or LTC
Captain (Navy) - Capt	Lieutenant General – Lt Gen or Ltg or LTG
Chaplin – Chapln	Lieutenant junior grade – Lt jg
Chief Petty Officer – CPO	Major – Maj
Civil Service – CS	Master Sergeant – Master Sgt
Commander – Cmdr or CDR	Rear Admiral – R Adm
Colonel – Col	Colonel Retired – Col (Ret)
Corporal – Cpl	Patriotic Service – PS
Ensign – Ens	Quartermaster – QM
General - Gen	Representative - Rep
Lieutenant - Lt	2 <sup>nd</sup> Lieutenant (Army) – 2Lt
Sergeant - Sgt	Staff Sergeant – S Sgt
Vice Admiral – V Adm	