

## Using the GRO Certificate Spreadsheet

### Background

While working on my family tree I try to keep things organised by using Excel spreadsheets to compliment my Legacy database.

One of the things that was pretty time consuming was keeping up with which GRO (General Records Office) certificate I have already ordered and ones that I need to order. To help me get a better handle of these things and to prevent ordering duplicate certificates, I created an Excel spreadsheet. I decided to make this public to help others prevent the same thing.

### Operation

Basically, the spreadsheet comprises 5 main worksheets. These are:

Sheet Name	Description
Births	This keeps a record of all birth certificates, PDFs, or images that have been acquired.
Marriages	This keeps a record of all marriage certificates, PDFs, or images that have been acquired.
Deaths	This keeps a record of all death certificates, PDFs, or images that have been acquired.
Incorrect	This keeps a record of all incorrect (not family related) certificates, PDFs, or images that have been acquired.  These are birth, marriage, or death certificates. These are all recorded on the same worksheet.
To Order	This is the worksheet where you enter the certificates you want to order. This is the main 'control' worksheet.  Entries on this sheet are the ones that will be moved to the relevant sheet by the underlying code when you are ready to file the record.

Each of these worksheets has a header line. It is important that these are left in place and the column header names are unchanged but columns themselves can be moved if desired.



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The Column headings are slightly different depending on the event (birth, death, marriage or incorrect) being recorded. The header meanings are as follows:

Header Name	Used By	Required?	Description
Year	All	Yes	GRO year of event. This may well differ from the actual event year. This is the year it was registered.
QTR	All	Yes	Registration Quarter of the GRO registration.
First Name	All	Yes	The first name(s) of the individual.
Surname	All	Yes	The surname (Last name) of the individual.
Sex	All	Yes	Sex of the individual. This is either male, female or it could be left empty.
Date	All except "To Order"	Yes	This is the actual date of the event. It will be prompted for and filled in by the "Move Row" function from the "To Order" worksheet.
GRO Reference	All	Yes	This is the GRO reference code.
Cost	All	Yes	This is the cost of the artefact in Great British Pounds. Each sheet (other than the "To Order" sheet) will keep a running total of how much has been spent.
Ordered	All	Yes	This will be filled in with the current date when you click into the column unless there is already an entry there.
Arrived	All	Yes	This will be filled in with the current date when you click into the column unless there is already an entry there.
Media	All	Yes	This specifies the type of media. (Certificate, PDF, Image or other)
Prt	All except "To Order"	No	This column, if present, will allow the printing of a summary record for the row whose "Prt" column has been clicked. (See below)
Age	Death	Yes	Age of the deceased (from the certificate). This will be prompted for and filled in by the "Move Row" function from the "To Order" worksheet.
Type	"To Order"	Yes	This specifies the type of record. This is critical to the correct operation of the "Move Row" feature.
Reason	"To Order"	No	This allows you to add your own notes these will <b>not</b> be copied to the sheet with a "Move Row".
Priority	"To Order"	No	This allows you to determine a priority for your own reference and allows priority sorting. This is <b>not</b> copied to the sheet with a "Move Row"

If you wish to added additional comments or change the order of the columns this should not present a problem.



# Using the GRO Certificate Workbook

## General Flow and Usage

The overall flow of the spreadsheet is that an entry is made on the “To Order” sheet. An entry on the sheet does not cause any action to be taken other than allowing you to document the artefact you are interested in along with the GRO reference information. (Year, quarter, reference number). This sheet can be sorted into any of the column heading order. It can also be filtered using the right click mouse button.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	First Name	Surname	Qtr	Year	GRO Reference	Type	Reason	Sex	Cost	Ordered	Arrived	Priority	Media
1	Belinda Mary	BUFFALO	JUN	1961	Hogwarts 1a 195	Death	Great Aunt		£12.00				Cert
10	Peter	Crocodile	SEP	2008	Trumpton (344-13) Entry#401049752	Death			£12.00	3 Jan 2024	3 Jan 2024		Cert
11	Hannah	ELEPHANT	DEC	1840	Brigadoon 25 277	Birth		Female	£2.50	15 Dec 2023	15 Dec 2023		IMG
12	John	ELEPHANT	SEP	1847	Brigadoon 25 285	Birth		Male	£2.50	15 Dec 2023	15 Dec 2023		IMG
13	Ann	GOOSE	DEC	1852	Trumpton 97x 47	Birth			£2.50	15 Dec 2023	15 Dec 2023		IMG

Figure 1

In figure 1 (above) we see that the first 6 columns (A-F) have been filled in on each row. The remaining columns are in various state of completion. We see that the record for Belinda Mary BUFFALO hasn’t been ordered yet but that the only GRO artefact available as a certificate. We have entered a reason for the record is that we believe it is our Great Aunt’s death certificate. You can also see that four artefacts have been ordered and they have arrived (images from the GRO tend to be sent the same day as they are digital).

At this point it is important to note that **we will only move records that have a date in the “Arrived” column.**

Once you are ready to move a record to the appropriate sheet. To do this right click on the row with the record you want to move.

Brigadoon 25 2	Male	£2.50	15 Dec 2023	15 Dec 2023
Trumpton 97x		£2.50	15 Dec 2023	15 Dec 2023
Dingly Dell 66w		£2.50		
Coventry 97x 2		£2.50		
Coventry 97x 3		£2.50	3 Jan 2023	11 Jan 2022
Coventry 97x 2		£2.50		
Coventry 10 2		£2.50		
Trumpton 97x		£2.50	15 Dec 2023	15 Dec 2023
Trumpton 97x		£2.50		
Camelot 10b 6	Female	£2.50	15 Dec 2023	15 Dec 2023
Coventry 97x 6		£2.50		
Trumpton 97x 1		£2.50		
Camberwick Green 6		£2.50		
Hogwarts 1a 2		£2.50		
Grantchester 1a 666	Male	£2.50	15 Dec 2023	15 Dec 2023

Pick From Drop-down List...

Define Name...

Link

Open Hyperlink

Link to this Range

Show Only

Hide All

Reset/Show All

Delete Hidden

Move Row

Figure 2



## Using the GRO Certificate Workbook

In figure 2 you can see the additional menu items. These are:

Option	Action
Show Only	This will show all rows that match the data in the active (selected) cell. All others will be hidden. They are <b>not</b> deleted.
Hide All	This will hide all the rows that match the data in the active (selected) cell. They are <b>not</b> deleted.
Reset/Show All	This will reset all the rows. All rows will be visible.
Delete Hidden	This will delete all hidden rows. Use this with extreme caution!
Move Row	This is the option that will move a record to the appropriate worksheet.

Note also that in figure 2 the highlighted row (bordered in green next to the “Define Name”) has the “Arrived” column filled in. **This is essential for the “Move Row” process to start.**

Regardless of the certificate type, when you select “Move Row” you will be prompted for the date of the actual event. The data input form will be set to the first day of the registration quarter. Use the navigation arrows to change months. The date panel look like:



**Figure 3**

Select the appropriate date and then click “OK”

If you are entering a death record, you will be prompted for the ‘Age at Death’. The form for this has two selectors on it. The first one is for ‘Units’. You can select: Years, Months, Days, Hours, or



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minutes. Once you select one of these options the second selector will be displayed so you can add a value. Here is a display of the Age form:

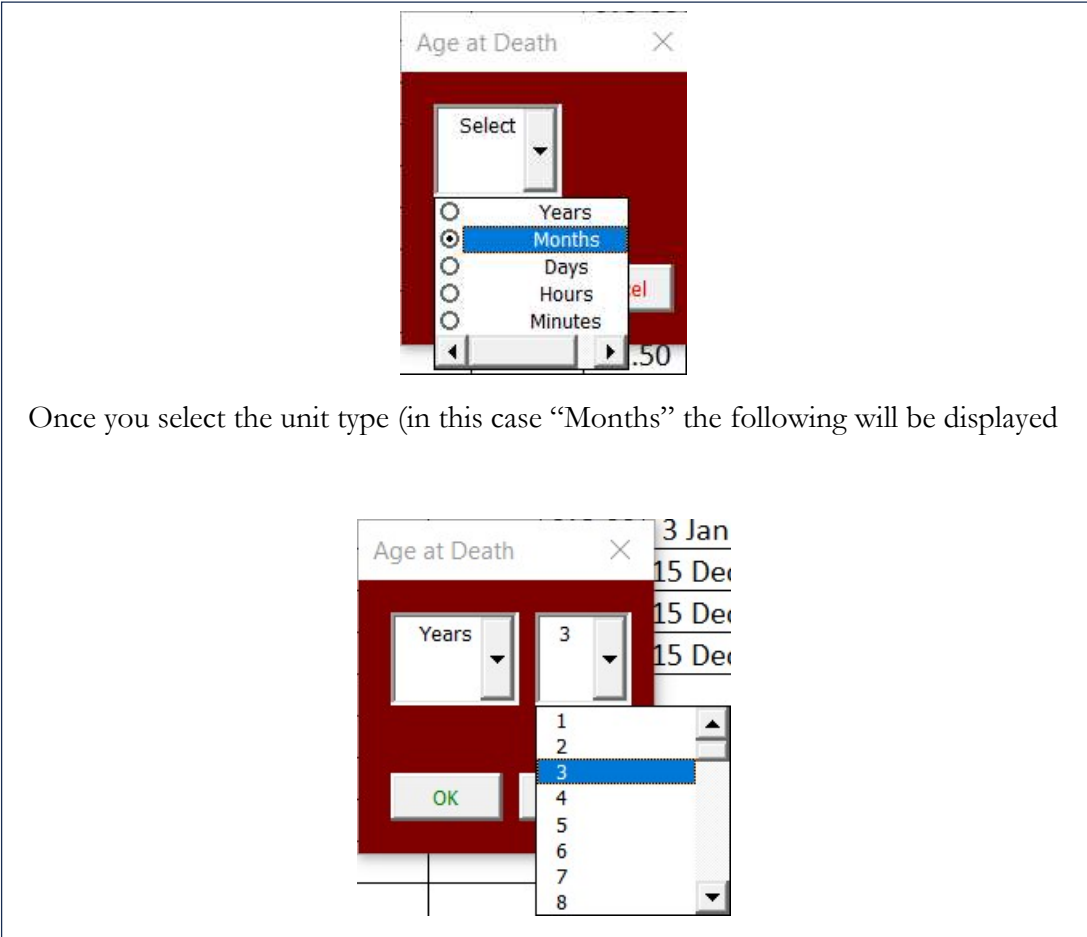


Figure 4

Once all the information has been entered the data will be move to the relevant worksheet. You will then be prompted on whether to delete the row from “To Order” or not. The prompt looks like:

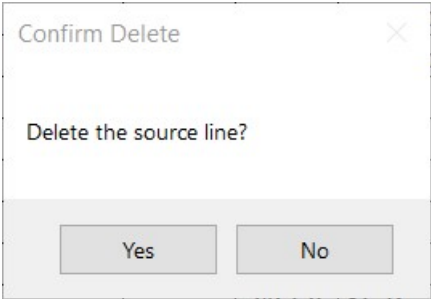


Figure 5



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The record should now be on the relevant sheet.

## Handling Incorrect Records

Inevitably you will eventually acquire a record that is incorrect for your research thread. You don't just want to delete all trace of them as that can lead to purchasing duplicate information down the line. This is where the "Incorrect" worksheet comes in. To get a record to move to the "Incorrect" worksheet you need to change the type of record by right clicking in the "type" column and selecting the "Incorrect" option.

Brigadoon 25 277	Birth	Female	£2.50	15 Dec 2023	15 Dec 2023
Brigadoon 25 285	Birth	Male	£2.50	15 Dec 2023	15 Dec 2023
Trumpton 97x 47	Marriage		£2.50	15 Dec 2023	15 Dec 2023
Dingly Dell 66w 459	Death		£2.50		
Coventry 97x 297	Incorrect				
	Birth		£2.50		

**Figure 6**

Once you select "Incorrect" the spreadsheet will change the value of the cell to "Incorrect *type*". '*type*' be the original type value. i.e. Incorrect Death" if it was a death certificate. There are two reasons for this.

1. It informs the program what type to display in the "incorrect" worksheet.
2. It allows you to undo the change if needed and reminds you what it used to be!

A sample of what the "Incorrect" worksheet looks like is:

Year	Qtr	First Names	Surname	Date	GRO Reference	Cost	Type	Sex	Ordered	Arrived	Media
1840	DEC	Hannah	ELEPHANT	15 Dec 1840	Brigadoon 25 277	£2.50	Birth	Female	15 Dec 2023	15 Dec 2023	IMG
						£2.50					

**Figure 7**

Note that the "Type" has been transferred to this spreadsheet.

There is no way of migrating it back to the "To Order" sheet nor to the relevant sheet later on. This would have to be done manually.

## Points To Note

- All of the worksheets can be printed but you may need to adjust the print options to suit your needs.
- The "Sex" column, while no entry is required, is used to determine the colour of the "First Names". Red for Males, Blue for Females. If no entry for sex is defined the text will be black
- Costs for each artefact type will be produced in Great British Pounds (GBP £)
- Whereas cost is not required to be added, it is recommended if you want to keep a record.



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- Records are inserted into the relevant worksheet in date order.
- All headers allow for sorting/filtering.
- Rows are ‘striped’ for easier reading.

## The “Prt” Column

You can add (or indeed delete or move) a column named “Prt”. If a “Prt” column is present you can click a row in the “Prt” column and it will create an information sheet based on your answers to the prompts:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Year	Qtr	First Names	Surname	Sex	Date	GRO Reference	Cost	Ordered	Arrived	Media	Prt	
2	1847	SEP	John	ELEPHANT	Male	29 Sep 1847	Brigadoon 25 285	£2.50	15 Dec 2023	15 Dec 2023	IMG		
3								£2.50					
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

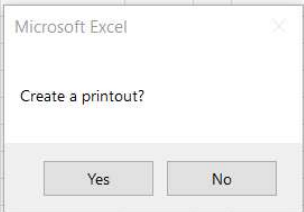


Figure 8

Notice that we clicked row 2 column L to get the prompt. If you click on “Yes” you will be prompted for the Registration Sub District.



Figure 9

Note that if the input field is left blank, or “Cancel” is clicked then the district name in the record will be used as the subdistrict. Case doesn’t matter as it will be made into “Proper” case by the program.



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Once you have entered this information you will be prompted to enter the “Inferred County”

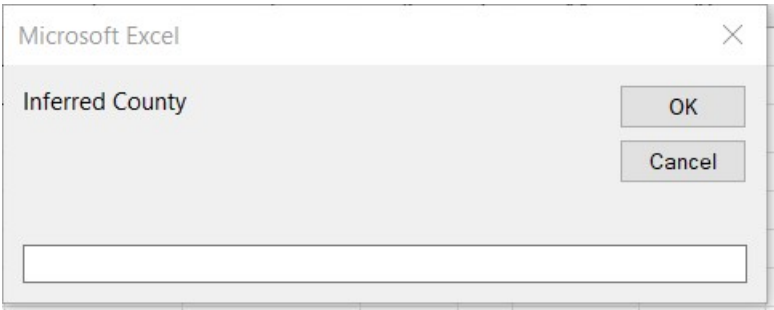


Figure 10

If you click on “Cancel” from this screen the process will terminate!

Again, the case isn’t important as the program will convert it into “Proper” case.

The page will then be created, and you will be prompted on whether to print it or not.



Figure 11

Finally, you will be asked if you want to delete the sheet that was created (named PrintSheet). Even if you don’t delete it the program will delete it next time you use the “Prt” function.

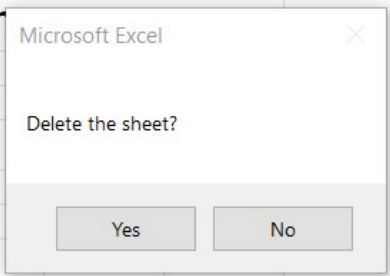


Figure 12





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Here is a sample of the datasheet that is created.

Add header

Civil Registration Event : Birth									
Name: ELEPHANT, John									
Registration District: Brigadoon									
Registration Sub-District: Brigadoon									
County: Yorkshire (north Riding)									
Year of Registration : 1847									
Quarter of Registration : SEP									
Volume No. : 25									
Page No. : 285									
Cost : \$ 2.50									
Date Received : 15 Dec 2023									

Figure 13

