## Using Make It! Personal with TerraPro

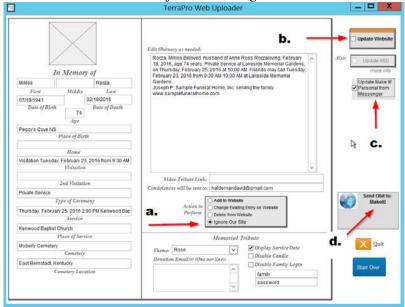
Messenger's online memorial printing software gives you full access to all their memorial merchandise offerings. TerraPro can send data to MIP using what is known as an XML file.

To create this XML file follow these steps:

- 1. Make sure you have entered data which will go on the various memorial items you wish to print. This can include vital statistics, family information and dates and times of events.
- 2. Then go to the Obituary screen in TerraPro and click on the Update Website button:

TerraPro Case Data						_ 🗆 🗙		
Filenumber: 2011-079 Miklos Rocza							Maximize Screen	
Vital Statistics	Disposition	Service	Obituary	Benefits I	Benefits- II-IV	Flag	Marker	Marker - I
Obit 1 Obit 2 Family	Rocza, Mildos Belove Lakeside Memorial G 23, 2016 from 9:30 A2 Joseph P. Sample Fun	ardens, on Thursd M-10:00 AM at L:	ay, February 25, 201 akeside Memorial Gi	6 at 10:00 AM. Frie ardens.	age 74 years. Private S nds may call Tuesday, F me.com	ervice at ^		f Video Tribute
How many days of obits to send to web page?							Scan Picture	ect Source
14 🗘							(50	canner or (amera)
Check Box to NOT Put this Obit on Website	-	-						1
Update Website	-							$\checkmark$
Email Obit								$\sim$
ASD Update ASD								
Votive Online Data								
							Filename of Image	r (Double Click to Select)
Preceded in	death by:					~ ~		
Edt Survivors						v		ther images and
Modily Obiluary Format	PrintFax Spell Q2	heck	Count Words			Adjust Width of Obituary	Do	cuments
120000	Friday, January 12, 2018					505 0	Search C	haracters (é)

- 3. On the Update Webpage Screen:
  - a. Check box *Ignore Our Site*
  - b. Uncheck box Update Website
  - c. Check box Update Make It! Personal
  - d. Click Send Obit to Make It! Personal from Messenger



4. You will be asked where you want to save the XML file:

Make IT!	X
Where would you like to save the XML file?	
	_
Desktop	^
🛛 🗦 📜 David Haldeman	≡
⊿ Keine Australia Aust	
▷ 🛫 C on LENOVO-DP02	
▷ 🛫 D on LENOVO-DP02	
🗅 📜 Desktop	
🗅 📙 Downloads	
▷ 🛫 E on LENOVO-DP02	~
Make New Folder OK Cancel	

- a. You can save it to a specific folder for easy retrieval later. We suggest you create a new folder called MIP and save all your XML files there.
- b. IF you use TerraPro on your desktop or local server, you can just save the file right in the TerraPro folder.
- 5. Once the file is saved, you will see this message: (message shown is for TerraPro Cloud)



- 7. Go to the *Make It! Personal Version 2* Site
- 8. Login with your user name and password supplied by Messenger
- 9. Click on Manage Case Info
- 10. Click on Import from Management Software
- 11. Choose your location:

Select a location:	Cincinnati	
	Browse	•
		CANCEL UPLOAD

12. Click on Browse

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	ew	New item 🔻	Open -	Select all		
Copy Paste Paste shortcut	Move Copy to * to *	Easy access 🔹	Properties	Select none		
Clipboard	Organize C ▶ Windows8_OS (C:) ▶ Funera	New	Open	Select		
WGK	Name		Date modified	Туре	Size	~ (
👢 Windows 👢 wsc4fp	<b>9</b> 9-2011-	079.XML	1/12/2018 9:26	AM XML File	4 KB	
wsc4ip	O MIPSTES	Tyml	1/11/2018 2:43	PM XMI File	4 KB	

Find the file you created in step 4 above. It may be named after the file number of the case, or it may be the deceased's name – depending on your preference when first setting up the *Make It! Personal* link in TerraPro<sup>1</sup>

- 13. Click on Upload. The file should import. If errors are detected, it may have imported anyway, but it means that certain data expected was not entered in TerraPro.
- 14. You can now print whatever memorial merchandise you like, and edit data if necessary. Changes here will not be reflected in TerraPro.

<sup>&</sup>lt;sup>1</sup> You can change the preference by deleting the mip.mem file in your TerraPro folder. Next time you export to MIP, it will ask your preference for file naming.