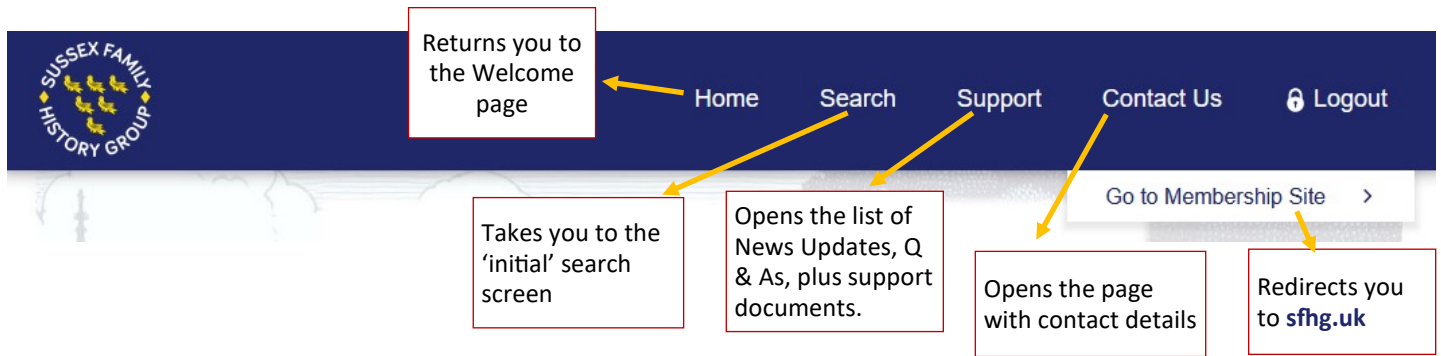


SUSSEX DISCOVERY USER GUIDE v1



SUSSEX DISCOVERY TIPS:

DISCOVERY.SFHG.UK



The aim of the online database is to be a compilation of ALL the research collected and transcribed by many members past and present. **It is FREE to members of SFHG.** Non-members are able to search the indexes but can only see how many records have been returned for each name.

2: LOGIN

MEMBERS need to login with the same username and password they use for the main SFHG site.

If you forget your password, follow the link and you will be redirected to the main site to retrieve it.

If you forget your username you will need to contact:

membership@sfhg.uk or webmaster@sfhg.uk

3: SEARCH

The first search page you will see allows you to start your exploration.

The Surname is **REQUIRED**, and you must type at least 3 letters! For your first search we suggest you leave the other fields blank.

Please contact datamanager@sfhg.uk if you have any feedback, data amendments or suggestions for future inclusions

4: RESULTS PAGE

This tells you how many records have been found. It lists them in descending order of results and in which location.

NB: Non-members can't go any further

If you searched by 'Similar Matches', results will contain names with similar word components eg For 'Smith', you will also see Smithe and Smyth etc. 'Exact Matches', have no alternatives.

5: SEARCH TIPS

Wildcards are substitutes for letters where you are uncertain of spellings. Here are two you can use for Surname and Forename.

Underscores _ can be used to substitute characters, e.g. Franc_s = Frances and Francis
Percentage Symbol % can be used to replace a number of characters, e.g. N%lor = Naylor and Nailor

Or **combined** to get a greater variety of results!

e.g. N%l_r = Naylor, Nailor & Nailor.

6: NAVIGATING RESULTS

The results page can display up to 100 data sets so it is important to use the available navigation and filters.

The page navigation bar is currently sited at the bottom of the list, so scroll down.

The filters are the icons at the top. By clicking on the one you are interested in eg. Poor Rates, you can reduce the amount of results in the list. In this example the list reduced from 1248 to 14!

For results in detail click 'View'

Date	Surname	Forename	Sex	Place in Charge	View info
1874	SMITH	WILLIAM	Female	Organiser	View info
1874	SMITH	WILLIAM	Female	Organiser	View info
1874	SMITH	JAMES	Male	Organiser	View info

To return to all results you can click on the word Results above the list.

Please visit the **Support** page to see a copy of these Tips and more!

NB. This page is still very much a work in progress, and contributions are most welcome.