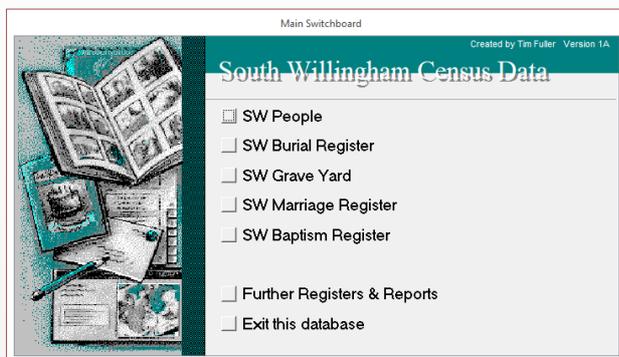


Getting Started (with the database)

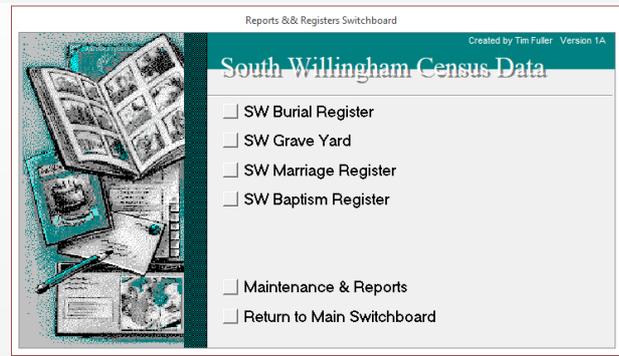
The database is an Access database, so will need Microsoft Access to run. Microsoft Access is expensive, so the suggestion is download and run the free version. Microsoft provides a free version that allows distributed database applications such as this to run. It is called Microsoft Access Runtime 2013 and can be obtained by downloading the x86 file version from Microsoft, here: <https://www.microsoft.com/en-gb/download/details.aspx?id=39358>. Run the file you download, which will install it.

Open the Access Database file 'SW_History_Database.accdb'. It will immediately warn you of a security risk as it is picking up that it contains the code used to control the database. The 'security risk' can be safely ignored. Once opened, the screen below, with its 20 year old graphics, will appear. If you choose a button such as SW People you will get an error message. This is because the front end database is looking for the back end database on my computer, not yours. You need to tell it where you have put the back end database; placing it in the same computer folder as the front end database makes things easier.



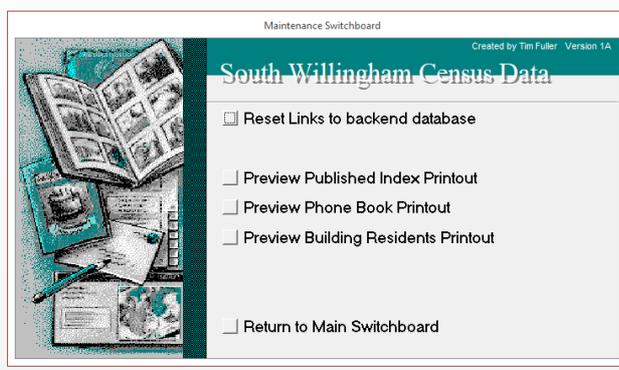
Press the button next to Further Registers and Reports.

The screen changes to this:



Press the button next to Maintenance and Reports.

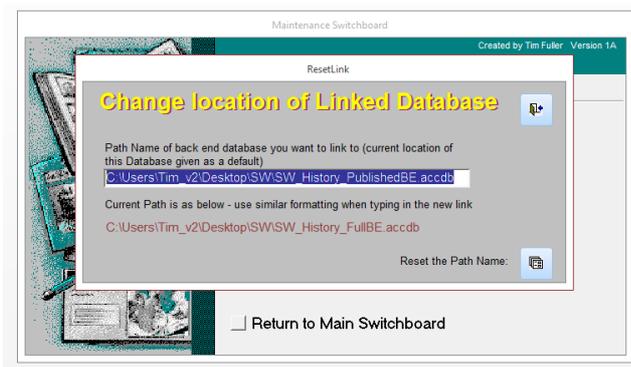
The screen again changes; to this:



Press the button next to Reset links to backend database.

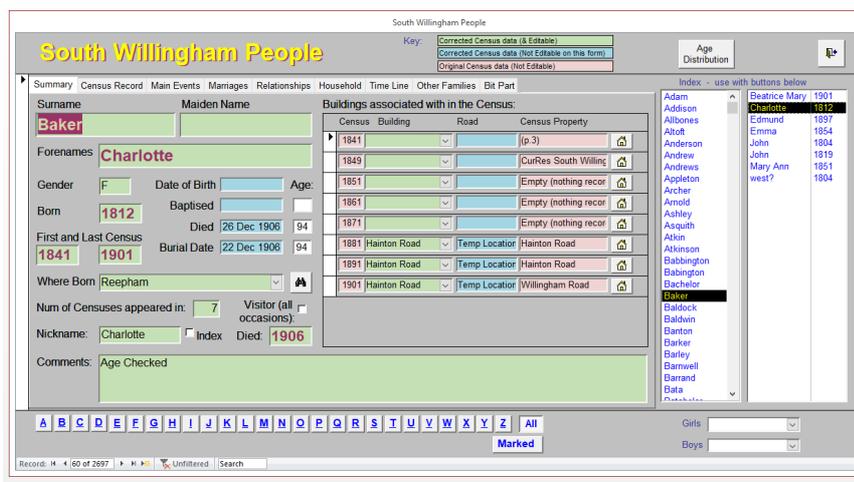
The following screen appears

The exiting connection path and database is shown in the red writing. The proposed path and database is shown in the white box (highlighted in blue). The proposed path is the folder that the front end database is located in; if the back end database is in the same location, you will not have to change it.



Once the path and database are correct, press the button bottom right. A confirmation message will appear. Close the message and close the screen by using the button top right with a little door on it. Return to the first screen by pressing the button next to Return to Main Switchboard. We suggest you look at SW People first.

Navigating the Database



The database uses the same index as described above to allow you to look up any person recorded.

The index is located in the two vertical white boxes to the left of the screen.

Choose a surname first (by clicking on it) and the box to the right will list the first names of people in the database with that surname. Clicking on the forename (and year of birth) will take you to

that record.

The alphabet buttons along the bottom reduce the list of surnames to those with that letter only. The Girls and Boys index (bottom right) allow you to select by first name.

Data presentation

This people form (illustrated above) is the summary for that person. The data for the people form is stored in it's own table that is separate from the table that stores Census information or the table that store Burial Register information etc.. The reason for this is that the information collected in the census or registers often contradict each other; this People form allows us to record the 'best guess', based on the information we have to date. The source of that best guess will be obvious from the census or register information. If not, the source of the best guess is recorded in the comments field.

Use the tabs (top left) to see more information.

The data fields are colour coded; the key is at the top of the form, and repeated here:

- White: calculated fields or index fields
- Grey: Database fields generated by the database
- Green: the field can be edited here
- Blue: the field cannot be edited here but can be edited somewhere else in this database.
- Red: the field cannot be edited at all in the database; because it has come from the actual register.

Each form has a Mark tick box that allows us to mark a record for subsequent investigation or correction. The mark comments field usually explains why the record has been marked. You might see marked records as you explore. This is part of the data cleansing process.

Data Cleansing

As mentioned above, the data contains anomalies. We try to correct these anomalies if we can, but they take time and more research. For instance, when we look at the Grave Yard survey and the Burial Register, a number of records show that the person died after they were buried. There are various possibilities for this anomaly.

- We have misread the handwriting in the Burial Register (sometimes very hard to interpret).
- We have misread or copied the date of death on the gravestone incorrectly.

The items above are items we can control and correct. But often there will be other errors we cannot correct, because they reflect what has been recorded in the Burial Register or Gravestone, for instance:

- The Vicar has misrecorded the date of the Burial Service in the Burial Register.
- The Stonemason was told the incorrect date of death or has 'mis-chipped' (knowledge of the date was not so universal then as it is now).
- The person was buried alive (unlikely)!

Where we find that our transcription of the data is correct, we will not correct the anomaly but annotate the Comments field as such.