

Rickey Family Association

Rickey Database

README

This document contains frequently-asked-questions (FAQ), operational notes and user instructions.

FAQ

Q. If I see a mistake in the information presented can I correct it?

A. The Suggest Tab on each person's home page allows you to send corrections, updates, comments or any other information to the database administrator. Information on which individual you are referencing is automatically attached to the message when you make a suggestion using the Suggestion tab. The database administrator will take your suggestion and add it to the database in the next web update cycle.

Q. Is there a way to print the display without all the headers and icons?

A. Yes, just click on the Print link located above the control tabs. A format that is simplified for printing is presented and you can use the print function of your browser to print the page.

Q. The Timeline function looks interesting, what is it?

A. A timeline is displayed for an individual when the Timeline tab is clicked. The time line lists important events in history that occurred during the life of an individual or group of individuals. It gives you a unique perspective to see what was going on in the world during the lives of our ancestors.

OPERATIONAL NOTES

- **Work In Progress** – Genealogy websites are typically dynamic by their nature, so this site should be considered a “work-in-progress.” Be sure to click on “**What’s New**” to see the most recent updates. If you have comments, corrections or suggestions, please contact the webmaster.
- **Listed or Not Listed** – If you are listed on the website and would like to be unlisted, please contact the webmaster immediately. If you are not listed and would like to be, please contact the webmaster and submit your pedigree information in whichever format is easiest for you (GED, DOC, TXT, PDF, etc.)
- **Suppressed Data** – Birth dates and other info for living people are suppressed.
- **Most Wanted** – Photos, biographies, obituaries and anecdotes about our ancestors make the site interesting.
- **Last/Surname Search** – Females can only be found using their maiden name in the Surname search field. If you do not know the maiden name, use the homepage Advanced Search capability which supports searching by a variety of parameters
- **First Name Search** – If a middle name is known, include it in the First Name search block on the homepage. For example “John Henry” [without the quotation marks] will return a shorter list than simply “John.”

- **Featured Ancestor** – The homepage Featured Articles will be periodically changed as biographies and photographs of interesting ancestors are submitted.

USER INSTRUCTIONS

Most of the Rickey Database website content and menus are intuitive (histories, statistics, contact us, etc.). The following is offered to help the user understand the capabilities of this site that may not be obvious. It may help to print this document and have it handy while gaining familiarity with our website.

- **Home Page – Photos**
 - Clicking on Photos and entering a surname in the Search field allows you to narrow your search and brings up the selected photos with notes.
 - Clicking on the small image (thumbnail) brings up a larger image and related notes.
 - Clicking on the name in the Linked To column takes you to that person's home page.
 - Clicking on Thumbnails Only brings up the entire photo album. Place your cursor over any thumbnail and its title will appear. Clicking on the thumbnail image brings up a larger image and related notes.
 - Clicking on Descriptive View will return you to the photos with notes.
- **Home Page – Documents**
 - Clicking on Documents brings up a listing of the “big three” (BMD – Birth, Marriage, Death documents) and Census Records associated with an individual.
 - Clicking on the document title brings up a PDF image of the document
 - Clicking on the name in the Linked To column takes you to that person's home page.
- **Home Page – Cemeteries**
 - Clicking on Cemeteries and then Show All Headstone Records takes you to the Headstones' page (see below)
 - Clicking on a State/County brings up the cemeteries & headstones in that county. Clicking on the cemetery name brings up a map or latitude and longitude coordinates.
 - Clicking on the name in the Linked To column takes you to that person's home page.
- **Home Page – Headstones**
 - Clicking on Headstones and then on the small image (thumbnail) brings up a larger image, a map or coordinates, and related notes.
 - Clicking on the name in the Linked To column takes you to that person's home page.
- **Home Page – Anniversaries**
 - Clicking on Anniversaries brings up listings for all individuals who were born, married, or died on today's month and day.
 - A comprehensive search feature enables locating events that occurred on other dates including month-day-year.
- **Person's Home Page**
 - Note the genealogical and biographical data collected for the individual.
 - Sources for the data are listed at the bottom of the page under “Notes”.
 - The photos, documents, headstones, and histories sections include all such information (if any exists, yet) linked to this person.

- If you are a Registered User, then clicking on Add Bookmark (tab at top of page) will add a bookmark for this person for quick access later (see Bookmarks on left-hand navigation panel near bottom of page).
- **Person's Home Page – Ancestors Tab**
 - Clicking on Ancestors (tab at top of page) will bring up the default 4 generations of ancestors. You may change the number of generations that are displayed between 2 and 8 generations. With a larger number of generations you may have to scroll down and to the right to view them.
 - You may select the method of displaying ancestors from Standard, Compact, Box, Text, and Ahnentafel views. Use the one you prefer.
 - Clicking on the orange triangle will allow you to trace earlier ancestors
 - Clicking on any ancestor will take you to that ancestor's home page.
- **Person's Home Page – Descendant's Tab**
 - Clicking on Descendants (tab at top of page) will bring up the default 4 generations of descendants. You may change the number of generations that are displayed between 1 and 12 generations. With a larger number of generations you may have to scroll down and to the right to view them.
 - You may select the method of displaying descendants from Standard, Compact, Text, and Register views. Use the one you prefer.
 - Clicking on any descendant will take you to that descendant's home page.
- **Person's Home Page – Relationship Tab**
 - Clicking on Descendants (tab at top of page) will bring up a page that allows you to determine whether there is a common ancestor between two individuals in this data base.
 - If a relationship exists, the generations will be displayed and the relationship will be identified in text (e.g., Stanton Michael Rickey is the 3rd Cousin - One Time Removed of Gary Michael Barton).
- **Person's Home Page – Histories**
 - If a biography has been developed for this person, it will be listed here. Clicking on any underlined biography will take you to that specific page.