

## INSTRUCTIONS FOR USERS

### **“FAMILY TREE” MAY BE USED WITHOUT LOGGING ON:**

Anyone, including the public, may use the “Family Tree” program to examine genealogical records on the Snowden-Warfield Family History website. However, to avoid “identity theft”, the public is not permitted to see the birthdates of living members. This means you can review family genealogical charts (see below) right from the “getgo” and enjoy the rich history of the Snowden and Warfield families.

In order to see the birthdates of living members, you must first be registered with the webmaster through your family branch liaison, who will issue you an **ID** and **Password**.

### **YOU MUST BE REGISTERED TO RECEIVE YOUR ID & PASSWORD:**

The Liaison individual for each family branch must send the following information on each family branch member into the webmaster:

- Full name (Given names and surname)
- E-mail address

Once registered, the family branch liaison will then issue you an **ID** and **Password**.

The PHPGEDview program (“Family Tree”) is very powerful and you will come to understand that full appreciation and use of the program requires the assistance of liaisons from individual family branches.

### **LOGON TO SEE ALL RECORDED INFORMATION:**

In order for you to see all of the recorded information in the Snowden-Warfield Family website, including the birthdates of living members, you must login with your ID and Password:

- Go to the Snowden-Warfield website at [www.snowden-warfield.com](http://www.snowden-warfield.com)
- Click on “Family Tree” to access the “Phpgedview” family history program. You will see a number of icons across the top.
- Click on “login” in the upper right corner
- Give your ID: Mine is gscheele (first letter of the first name and the complete last name). Your ID will be in the same format.
- Give your password: You will be notified by the family branch liaison of your password.
- Now you will be logged in and the program will now allow you to add important information into the website regarding the family tree.

Remember to logout before you leave the website.  
Click on “logout” in the upper right hand corner.

### **EVERY FAMILY MEMBER HAS AN “IDENTITY NUMBER”**

Note that every family member has an “Identity number”. Mine is “17”. This is an “I”, which stands for “Identity”, followed by the number “7” (I was the 7<sup>th</sup> individual entered in the database). You will have a different “I number”.

You can find your identity number, or any family member’s identity number, by clicking on “Lists”. You will then see a menu with “Individual List” or “Family List” at the top.

Click on "Individual List" and you will see an alphabet of letters. Click on the letter that is the first letter of your last name. You will see all individuals with this "Last name" identified by birth date.

Click on the desired name and you will be taken to the Personal data page of that individual.

### **VIEW FAMILY HISTORY CHARTS IN 7 WAYS:**

Click on the icon called "Charts". This will bring down a menu with 7 choices. There are 7 ways to view family history through "Charts". Each of these ways is exciting, fascinating and very informative. When you login, you will automatically be the root person for each chart.

#### **Descendant Chart:**

- This way starts out with one progenitor, identified by his/her Identity number (mine is I7; Richard Snowden, the "Ironmaster" is I39) and moves forward through their descendants.
- The descendant chart moves from the progenitor forward
- This chart moves "forward".
- However, you can move backward by clicking on any up-pointing arrow beside an individual's name.

#### **Pedigree Chart:**

- This way starts out with one descendant and shows the forefathers and mothers leading up to that descendant..
- A Pedigree chart starting with me would use "I7" as the "Root person".
- This chart moves "backward".

#### **Relationship Chart:**

- Provide two ID numbers
- Try entering I88 and I39
- You will see a linear relationship between these two individuals, generation by generation.

#### **Ancestry Chart**

- Give the ID of a selected individual, e.g. Carolyn Warfield Scheele (I10)
- You see her father, mother and their children.
- You see her grandfather, grandmother and their children
- You see her great-grandfather, great-grandmother and their children

#### **Hourglass Chart**

- This looks just like the name.
- Enter in I8 to see an hourglass chart

#### **Fan Chart**

- This is a circular chart

#### **Timeline Chart**

- This compares the timeline events (birth, marriage, death dates and other dates if entered) for different people in color code. People can be added or subtracted.

**HELP FUNCTION:**

If you have a question about the page you are on, click on the question mark with a tree behind it. Explanations and instructions are given in the box that will appear. This is the most efficient help function I have seen. It is written in easily understandable terms.