

The FreeCEN2 Handbook

Part 3- Coordination

Version: January 2025

Table of Contents

Table of Contents	i
The Coordinator's Handbook	3
Volunteer Role Description - FreeCEN Coordinator	3
Coordinator Actions	5
Managing your Browser	5
Syndicate Coordinator and County Coordinator	5
How are the Syndicates and Counties Structured?	6
Coordinator Actions Menu	6
From Transcription to Incorporation	8
How to Issue a New Piece to a Transcriber	8
What to Do When a Piece Has Been Transcribed	8
How to Upload Traditional FreeCEN Spreadsheets	9
How to Convert a Traditional FreeCEN1 Spreadsheet to FreeCEN2 format	10
How to Upload a Piece Directly to a Syndicate Member	11
How to Transfer a Piece to a Proofreader	12
How to Prepare a Piece for the Validator	12
How to Incorporate (Publish) a Validated Piece	14
Managing A Syndicate	17
Volunteer Login Problems	17
How to Change the Role of a Syndicate Member	17
How to Change the Syndicate of a Syndicate Member	19
How to Change the Recruiting Status for a Syndicate	20
Managing a County	20
Manage Counties Actions Menu	20
How to Remove Records from FreeCEN2	20
What Do I Do if I Receive an Action Report	21
Responding to Contact Action Reports	22
Correcting FreeCEN pieces	22
How to Correct a Record in a FreeCEN1 vld file	22
How to Correct an Incorporated Record in a FreeCEN2 csv file	24
Structure of the PARMS Files	25
How to Look Up a Piece number in the PARMS File	26
Managing the PARMS and Places	27

How to Add a Civil Parish to a Piece	29
How to Remove a Civil Parish from a Piece	30
Special Treatment of 1851 Pieces and Other Large Pieces	30
How to Locate the Parts of a Piece in the PARMS	31
How to Check a Civil Parish in the PARMS	31
Managing Files	33
Managing FreeCEN1 Pieces, Files and Places	34
Appendices	36
Appendix A – Standard 1841 Occupation Abbreviations	36
Appendix B – Chapman Codes	37
Appendix C - The FreeCEN CSV Upload System.....	43
Appendix D – Shipping Guidelines.....	43
Appendix E - Researching An Entry	43
Appendix F - The FreeCEN Gazetteer	43
How to Search The Gazetteer	43
How to Search for a Place.....	43
Advanced Searches	46
Add a New Place Name	47
Two Places With the Same Name in the Same County.....	52
Special Arrangements for London (LND).....	53
Latitude and Longitude	53
Adding Sources	54
Appendix G - Frequently Asked Questions	56
Appendix H - The FreeCEN CSV Online System.....	58
CSVProc Actions	58
Using CSVProc	61
Locking a Batch.....	63

The Coordinator's Handbook

This Handbook has detailed information for coordinators. It explains how to manage your county and/or syndicate.

It is Part 3 of the Handbook and should be read in conjunction with Part 1 of the Handbook for Transcribers and Proofreaders and Part 2 of the Handbook - Validation.

Volunteer Role Description - FreeCEN Coordinator

The County Coordinator is responsible for the Management of a county or counties. The role can be split into 2 parts – County Coordinator and Syndicate Coordinator. The County Coordinator manages the **data** for the county whilst the Syndicate Coordinator manages the **volunteers** for the county. In FreeCEN these two roles are usually combined. There will be occasions where the roles are kept separate based on the workload for the county.

Duties

County Coordinator

1. Manage the issue of images that constitute a census piece or part of a census piece.
2. Manage the incorporation of pieces, or parts of pieces, into the FreeCEN database when satisfied that they are of as high a quality as possible.
3. Receive the reports made by researchers on the website using the "Contact us" form, and make any necessary changes to the database, or respond to the researcher via the FreeCEN system explaining why this is not appropriate.
4. Arrange for amendments to the data within the PARMS reference file. This data is split into three levels:
 - Districts
 - Pieces
 - Civil Parishes
5. Oversee the addition of Place Names to the FreeCEN Gazetteer for their county and ensure that the quality of the Gazetteer is kept as high as possible.

Syndicate Coordinator

1. Under guidance of the County Coordinator, issue images that constitute a census piece or part of a census piece. Monitor the progress of each piece through the stages of transcription, proofreading and validation.
2. Manage the registration of volunteers.
3. Manage the recruiting status of the county.
4. Train new volunteers in the use of FreeCEN spreadsheets and FreeCEN standards and conventions for transcription of census returns.
5. Manage the syndicate records to ensure that records of volunteers' roles are kept up to date and that their role level reflects the work that each volunteer does.
6. Follow up volunteers who have not been active for a while. Record those who step down temporarily or permanently.
7. Promote FreeCEN to the genealogy community message boards and develop links to relevant Family History groups.

Person Specification

1. Possess the ability to use simple spreadsheets.
2. Have an above average ability to be able to read 19th Century handwriting or be able to develop that ability.
3. Possess a sound understanding of the UK censuses and their contents.
4. Possess a good understanding, or be able to develop a good understanding, of the geography of the county being coordinated including the relative locations of major towns and villages.
5. Possess a sound ability to research place names using a range of tools including the FreeCEN Gazetteer, Genuki and Internet search engines.
6. Possess a sound ability to manage a team of volunteers remotely, following data protection guidelines. Have or be able to acquire familiarity with tools including email, Dropbox, and online meetings (e.g. Skype, Zoom, Google Meet).
7. Possess, or be able to develop the ability to promote FreeCEN to the genealogy community message boards and develop links to relevant Family History groups.

FreeCEN Coordinators support volunteers in making high-quality transcriptions for their county. This includes supporting new transcribers through their initial training and allocating images to all volunteers to transcribe. They develop a thorough knowledge of the geography of the county in order to maintain the Gazetteer which enables accurate searching by place.

New coordinators can benefit from the support and help of the wider FreeCEN Coordinator team and the FreeUKGenealogy staff.

Coordinator Actions

Managing your Browser

It is important that there are no more than two FreeCEN tabs open on your browser at any one time – CSVProc and the Gazetteer. You can also have other tabs open that are not part of FreeCEN such as Google etc.

Technical note – Web based applications have limited means of knowing what has happened before. Information will either be in a request or stored in the database or stored in a session Cookie on your computer. This is why you are always asked for permission to store Cookies.

What do we store? Lots of things - like who you are, what county you are working on etc. However, there is only one session Cookie for a browser. If you have multiple tabs open into the same application, then one tab can change the Cookies and the other tabs will no longer work as you think they should.

For instance, imagine opening one tab to work on Rutland. The Cookie contains Rutland. In another tab you decide to work on Leicestershire. The Cookie is now set to Leicestershire. When you go back to the tab that was displaying the Rutland files and do something to one of them (for instance use a breadcrumb or the back button), that request will not be done within the context of Rutland but within the context of Leicestershire. Ultimately something gets confused and the app stops working as you expected.

There is no problem if one of the tabs is a simple viewing tab such as the Gazetteer. Our Cookies normally expire at the end of a browsing session (i.e. they expire when you close your browser or shut down your computer). They remain active if you leave your browser open and put the computer into sleep mode or just leave it on. Most Cookies are cleared whenever you go back to 'Your Actions'.

Note: Different browsers have different Cookies allocated to them. Coordinators may prefer to use two different browsers when they are working (E.g. Chrome, Firefox, or Microsoft Edge). That way a coordinator can ensure CSVProc does not get confused.

Syndicate Coordinator and County Coordinator

FreeCEN Coordinators have traditionally performed the roles of both the Syndicate and County Coordinator for a specific county or counties. However, Syndicate Coordinators and County Coordinators perform different functions.

Syndicate Coordinators manage the **people**, recruiting them, training them, assigning them work, helping them with problems, checking their work and entering the work into the system.

Counties are geographical regions designated by a Chapman Code with one coordinator. County Coordinators manage the **data** in the database. This involves managing the data and ensuring that it is all completed and consistently retrievable. The County Coordinator is predominantly concerned with the PARMS files and the Place Names Database.

It is not intended to change the combined roles in FreeCEN2. However, the structure of the Manage County and Manage Syndicate Actions menus reflects the different roles of the County and Syndicate Coordinator.

How are the Syndicates and Counties Structured?

A person only belongs to one syndicate. They can be moved to another syndicate at any time if needed.

The same person can be the Syndicate Coordinator for several syndicates, but there can only be one Syndicate Coordinator for a syndicate.

We could have several syndicates in one county each one focussed on a specific year (county 1 below).

We could have a 1901 syndicate, for instance, that deals with several Counties (Syndicate 1 in table below);

Up to now FreeCEN has had one syndicate for one county (Syndicate 5 in the table below).

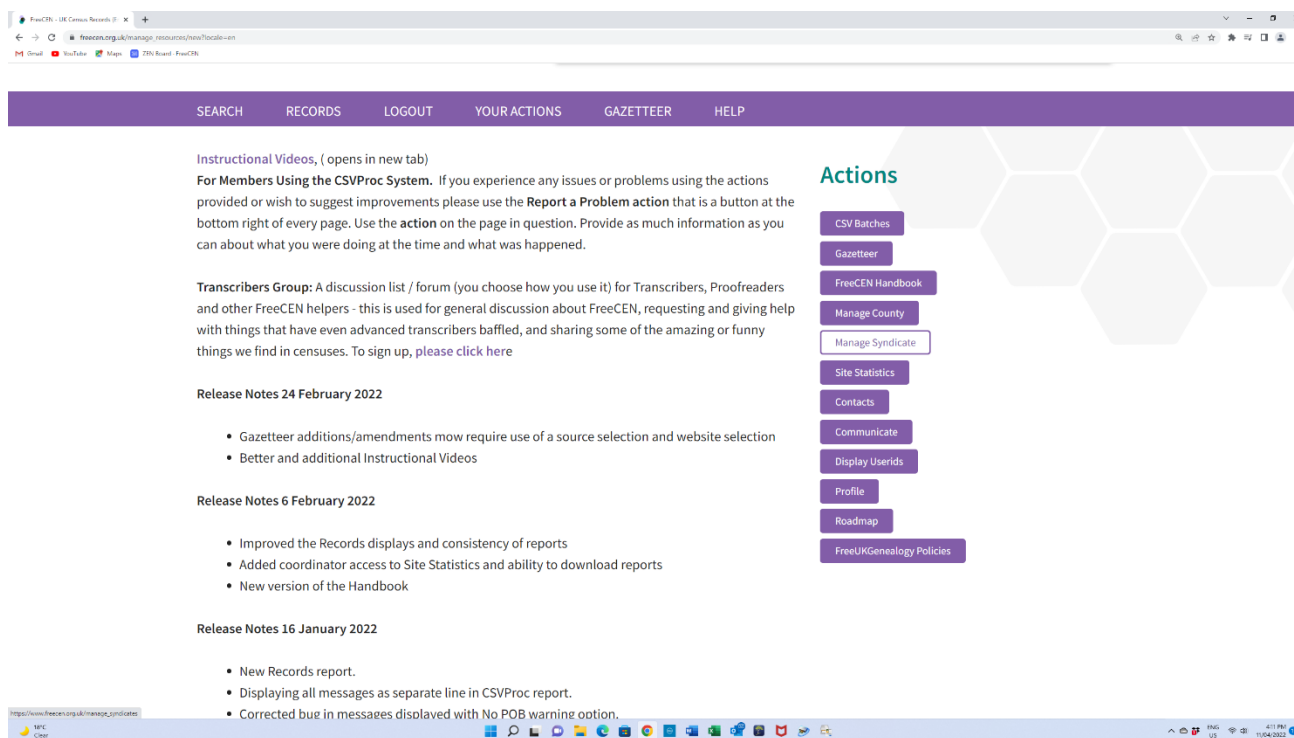
	County 1	County 2	County 3	County 4	County 5
Syndicate 1		X	X	X	
Syndicate 2	X				
Syndicate 3	X				
Syndicate 4	X				
Syndicate 5					X

The syndicate structure is up to the project to establish. It can change as needs change.

Coordinator Actions Menu

Note: There are some Actions carried out by coordinators that involve editing and propagation taking place on the server. These Actions could be impacted if another Action is started before the previous one is completed. To see whether the online process is working check the icon on the tab - normally it is a static icon but if the process is working it will change to a spinning icon. Wait for it to stop before starting another action.

A coordinator has a larger menu of Actions than the Transcriber or Proofreader. The image below shows these Actions.



There is a set of links to Videos at the top of the screen. These are out of view in the image.

- CSV Batches – This is the main Action that will be used. Most of the Actions that a coordinator needs to manage their Pieces can be accessed from this Action.
- Gazetteer – This is the other main Action that will be used. It opens a Gazetteer in a new Tab in the Internet Browser. Coordinators can use it to check Places of Birth and follow a Locate Action to see the Place on a map.
- FreeCEN Handbook – The coordinator can download an up-to-date copy of the FreeCEN Handbooks from this Action. It will be in pdf format.
- Manage County – An additional set of Actions will appear on the left side of the screen. Most of these Actions are used to manage Pieces and the background information that CSVProc needs for your county.
- Manage Syndicate – This is where you will find the Actions to manage the details of syndicate members for a county.
- Contacts – You will find your Data Problem Reports here.
- Communicate – This is for communication within FreeCEN. Most of the communication between a coordinator and their syndicate will probably be done using email.
- Display Userids – This allows you to identify any Userid in FreeCEN. This can be through Userid, email or Name searches.
- Profile – This is the profile that the coordinator entered when they joined FreeCEN. This Action lets a coordinator check and update their Profile.
- Roadmap – FreeCEN is constantly being enhanced. This Action lets the coordinator see what is being planned and when it is being planned.
- FreeUKGenealogy Policies – FreeCEN is part of FreeUKGenealogy. This Action displays the policies of FreeUKGenealogy.

From Transcription to Incorporation

How to Issue a New Piece to a Transcriber

- The coordinator makes the images for the piece available to the Transcriber. This is usually done using Dropbox or some other transfer medium. (See notes below about 1851 files and files that cross county borders).
- The Transcriber [Downloads a Blank Spreadsheet](#) for the Region and Year being transcribed.

Note: If the Transcriber is new, then the coordinator can set an initial milestone and ask the Transcriber to stop and [Upload their Transcription](#) so far at that point. Both the Transcriber and the coordinator will receive a report from CSVProc. (Where the Syndicate Coordinator is a different person to the County Coordinator, a copy of the report will also be sent to the Syndicate Coordinator). The Syndicate Coordinator can then coach the Transcriber by providing feedback.

Special arrangements have been made for 1851 pieces. These pieces tend to be large and Civil Parishes repeat throughout the piece. This causes complications at Incorporation as CSVProc tests the Piece numbers and Civil Parishes to avoid a file being Incorporated twice.

Some larger Pieces have been [split into different Piece numbers](#) for each ED with the same Civil Parish. This was done by adding an A, B etc. to the end of the file number (without an underscore). E.g. HO107_2093, HO107_2093A and HO107_2903B.

Pieces that cross county boundaries will also have been split into parts A, B etc.

The coordinator will need to split the Pieces that are already transcribed but not yet Incorporated along these lines. If the piece is not already transcribed the work can be allocated in line with the splits. This means that the images will need to be identified for each piece.

Note: These splits have already been done in the PARMS file.

What to Do When a Piece Has Been Transcribed

The Transcriber will have Uploaded the completed Spreadsheet to CSVProc. If necessary, they will have corrected any Errors in the Report and then Reloaded it.

- The Transcriber advises the coordinator that the piece has been completed.
- The coordinator receives a copy of the test Report in their email and will check it for Errors. If there are any Errors and the transcriber needs assistance, they will help the Transcriber to resolve them.

When all Errors have been resolved the coordinator will Lock the file to prevent it being overwritten:

- Select 'Your Actions'
- Select 'Manage County'
- Select 'Review Batches by Userid Then Filename'. The Files are sorted by Userid.

Note: Review Batches by Filename can also be used to find the file.

- Scroll down until you find the User ID then File name.
- When the correct file has been located:
- Select Show against the file.

- Select Edit Header

You can now enter the Userid of the Transcriber into the header. The Transcriber will be acknowledged when the piece is published.

- Enter the Name of the Transcriber's Userid in the Transcriber Name field.
- Set the Locked by Coordinator flag to True.
- Submit the entry.

Important Note: Do NOT change the Incorporation lock. It will create significant problems processing the file.

The file is now locked from change. This will prevent the file from being overwritten. If the file needs to be amended the Transcriber will need to ask their coordinator to Unlock it. The file will be stored in the Transcriber's Userid until it is allocated for proofreading. A copy will be sent to the Proofreader and the transcription will be kept in the Transcriber's file list as a backup. It will not disappear.

How to Upload Traditional FreeCEN1 Spreadsheets

Question?

Do you want to upload a piece that has been transcribed using a FreeCEN1 Traditional spreadsheet after it has been converted to the new spreadsheet format?

Note 1: If a FreeCEN1 Traditional file has been transcribed but not proofread then the file is converted to the new CSVProc format by the coordinator. The Proofreader can then add the missing information.

If the file has been proofread but not validated, then the file is converted to the CSVProc format before validation. The Validator will need to scan the images and enter the missing information before the piece is validated. This information usually only needs to be entered at the start of each ED.

No, I want to leave it in the original FreeCEN1 format:

CSVProc will not accept a Traditional FreeCEN1 style spreadsheet for testing in its original form. Use the following steps:

1. Prior to uploading the spreadsheet to CSVProc make a copy of it using the new file name structure (you will amend this copy, so please use a copy).
2. Delete row1 (the piece number) and row 3 (the column width guides) and resave the spreadsheet.
3. Replace all ' (apostrophe hyphen) with – (hyphen). ' is sometimes used by transcribers in place of a hyphen to identify the entry as text and not a formula. If it is not changed Errors may be generated by CSVProc.
4. Resave the file.

The file is now ready to upload to CSVProc for testing.

Note 2: Testing of legacy FreeCEN1 files is supported. Files must be converted to the new CSVProc format prior to being issued to the Proofreader or Validator. A FreeCEN1 Traditional spreadsheet cannot be validated in CSVProc.

Yes, I want to have the spreadsheet in the new format for that year:

If you want to convert a Traditional FreeCEN1 spreadsheet to the new format for the year, follow the instructions below.

You can now upload the piece in the new spreadsheet format and CSVProc will provide you with a report.

How to Convert a Traditional FreeCEN1 Spreadsheet to FreeCEN2 format

CSVProc will not accept a Traditional FreeCEN1 spreadsheet for testing in its original form. Use the following steps:

1. Prior to uploading the spreadsheet to CSVProc make a copy of it using the new file name structure (*you will amend this copy, so please use a copy*).
2. Delete row1 (the piece number) and row 3 (the column width guides) and resave the spreadsheet.
3. Replace all ' - (apostrophe hyphen) with – (hyphen). ' - is sometimes used by transcribers in Place of a hyphen to identify the entry as text and not a formula. If it is not changed Errors may be generated by CSVProc. This can be done by using the Replace All option in your spreadsheet.
4. Resave the file.
5. The file is now ready to upload to CSVProc for testing.

CSVProc will process the spreadsheet and produce a report but it will not convert the Piece to the new format for the year.

A Traditional FreeCEN1 file cannot be validated using CSVProc, nor can it be Incorporated into FreeCEN using CSVProc. It should be converted to the new format by the coordinator before it is issued for proofreading or validation. Legacy FreeCEN1 files that have been validated using Valdrev can still be loaded via FreeCEN1 during the transition period.

Once a FreeCEN1 Traditional file has been Uploaded it can be converted to the new FreeCEN2 format for the year.

- Select Your Actions
- Select CSV Batches
- Find the file in the list of batches
- Select Show

The screenshot shows a web browser window with the URL freecen.org.uk/freecen_csv_files/5ffed7dbf493fd313987eda1?locale=en. The page title is "RG10_5549 (GeoffJ) in Lampeter of CGN". Below the title, there is a section titled "Videos describing this page on header line one, replace file, convert to modern headers, download the file, remove a file, download message report". This is followed by a section titled "On header line two, view flags, view error messages, view warning messages, , view civil parishes, view pages, view dwellings, view individuals (all open in new tabs)". Below these sections, there are several buttons arranged in two rows. The first row contains: "Replace file", "Convert to modern headers and download", "Download file", "Remove file", and "Download Message Report". The second row contains: "View Flags", "View error messages", "View warning messages", "View civil parishes", "View pages", "View dwellings", and "View individuals". Below these buttons, there is a table with two columns: "FIELD" and "VALUE". The table has three rows: "Chapman" with value "CGN", "Year" with value "1871", and "Disc number" with value "RG10_5549".

FIELD	VALUE
Chapman	CGN
Year	1871
Disc number	RG10_5549

There will be an additional Action at the top of the File Information screen called Convert to Modern Headers and Download.

Note: This option only appears if the file is a FreeCEN1 traditional format.

There are links to a series of videos at the top of this screen. These videos explain how to use the Actions on this screen.

The file will be converted and the .csv comma delimited file will download to the user's computer.

It can then be saved in the new format.

Open the Downloaded file and save it using the FreeCEN2 filename format.

You will see that some of the fields in the ED Section that were missing on the original FreeCEN1 spreadsheet have been prefilled:

- Ecclesiastical Parish has been filled with a hyphen. The Proofreader or Validator will need review this entry at the start of each ED and update it.
- Where_census_taken has been filled with the Civil_parish. The Proofreader or Validator will need review this entry at the start of each ED and update it.
- All other fields in the ED Section of the spreadsheet have been filled with a hyphen. The Proofreader or Validator will need review these entries at the start of each ED and update them.

The file that has been downloaded is now used to Replace the existing file. It is suggested that the Error report is selected for this Upload. You will receive a copy of this report by email. This ensures that any further work is completed on the new format file. CSVProc will not allow a new format file to be Replaced by a FreeCEN1 Traditional format file.

If there are any Errors on the Error report these must be corrected. The online file is again Replaced but this time use a Warnings Report.

The file is now ready for proofreading or validating as appropriate.

How to Upload a Piece Directly to a Syndicate Member

Files are normally uploaded by the coordinator to the user area of the transcriber or proofreader who worked on it. A coordinator can also transfer a piece between syndicate members for the county.

There will be occasions where the coordinator will want to Upload a file that is not on CSVProc already directly to a syndicate member. This is especially so during the transition period to CSVProc.

- Select 'Your Actions' menu
- Select 'Manage County',
- Select 'Review Batches by Userid then Filename'.
- Select 'Upload a New File'.

You will be taken to a screen that looks like the normal Upload screen, but with syndicate members listed at the bottom. The syndicate member will initially be set to yourself.

- Select the syndicate member you wish to Upload the file to
- Upload the file in the normal way.

Once a file has been successfully Uploaded a report will be sent to the syndicate member by email and the file will appear in that syndicate member's File List.

How to Transfer a Piece to a Proofreader

The coordinator will make the images for the piece available to the Proofreader. This is usually done using Dropbox or some other transfer medium.

The coordinator will also transfer a Copy of the Transcription to the Proofreader.

- Select 'Manage County' from 'Your Actions'.
- Select 'Review Batches by Filename' from the 'County Options'.

All the pieces for your county will be displayed. They are in File Name order.

Note: Review Batches by Userid and Filename can also be used to find the file.

- Scroll through the list until you find the piece that you want to transfer.
- Select Show from the Actions menu for that File.
- Select 'Copy to Another Person' from the Actions menu.
- Select the Userid for the Proofreader from the list provided.
- Select the Copy Action

A Copy of the File will now appear in the Proofreader's File list and they will receive a report from CSVProc for that piece.

- Advise the Proofreader by email that the piece is ready to be proofread.

The Proofreader will now be able to Download the piece and proofread it.

How to Prepare a Piece for the Validator

The coordinator makes the images for the piece available to the Validator. This is usually done using Dropbox or some other transfer medium.

The coordinator transfers a Copy of the proofread Transcription to the Validator.

- Select 'Manage County' from 'Your Actions'.
- Select 'Review Batches by Userid Then Filename' from the 'County Options'.

All the pieces for your county will be displayed. They are in Userid then File Name order.

- Scroll through the list until you find the Userid of the **Proofreader** and then the piece that you want to transfer.

Note: There will be 2 versions, the transcribed file and the proofread file. Make sure that you select the proofread version. Select the proofreader's Userid first.

- Select Show from the Actions menu for that File.
- Check that the file has no Errors.

Note: If the file has Errors then they must be corrected before validation can be initiated.

- Select 'Copy to Another Person' from the Actions menu.
- Select the Userid for the Validator from the list provided.
- Select the Copy Action

A Copy of the File will now appear in the Validator's File List. The Validator will receive a report from CSVProc for that piece.

Note: There will now be three versions of the file in the file list.

CSVProc needs to add an additional column to the Spreadsheet and set the values in that column ready for validation:

- Scroll to the **Validator's** Userid and find the new copy of the file.
- Select Show from the Actions menu for that File.
- Select Commence Validation from the Actions menu.

You will see a screen which asks whether you want to pre-validate the piece.

FreeCen

Advertisement: Search Census Records On MyHeritage

SEARCH RECORDS ABOUT LOGOUT YOUR ACTIONS GAZETTEER HELP

Your Actions > Your Files > File Information

RG14_14255 (GeoffJ) in Taunton of SOM

Videos describing this page, replace file, download a spreadsheet file, download message report (all open in new tabs)

Replace file Download file Remove file Download Message Report

View flags View warning messages View child parishes View pages View drawings View individuals

Copy to Another Person Edit Header Set/Process file Accept all warnings Cancel Validation Delete original file and all associated entries

Commence Validation

Do you wish to run Pre validation?

☒ Yes ☐ No

Submit

Select Yes to mark the file as being validated and start a background job that pre-validates the file. You will receive an email when pre-validation has been completed. Select No to mark the file as being validated without running pre-validation. Click Cancel Validation button above to Cancel.

FIELD	VALUE
Chapman	SOM
Year	1911
Piece number	RG14_14255
District name	Taunton

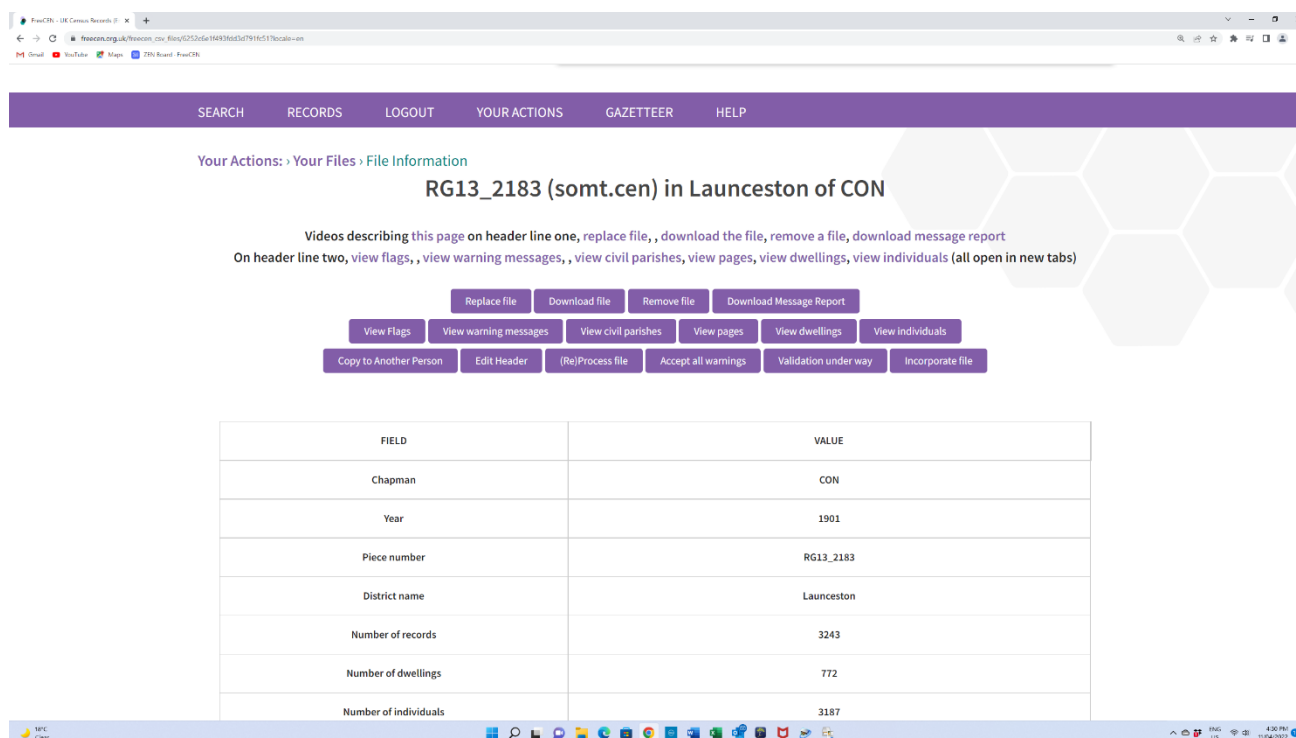
Unless you have good reason not to pre-validate select the Yes option. The file will be pre-validated and you will receive a report.

Note: It is still early days and so the pre-validation data set is not complete. During validation the validator will be given an option to add place names to the pre-validation data set.

The file is now ready for validation. (See the Validator's Handbook [Validation 1](#))

How to Incorporate (Publish) a Validated Piece

Once a file has commenced validation the coordinator will see a new Action 'Incorporate File' in the Validation screen:



FreeCEN2 - UK Census Records

SEARCH RECORDS LOGOUT YOUR ACTIONS GAZETTEER HELP

Your Actions: > Your Files > File Information

RG13_2183 (somt.cen) in Launceston of CON

Videos describing this page on header line one, replace file,, download the file, remove a file, download message report
On header line two, view flags,, view warning messages,, view civil parishes, view pages, view dwellings, view individuals (all open in new tabs)

Replace file Download file Remove file Download Message Report

View Flags View warning messages View civil parishes View pages View dwellings View individuals

Copy to Another Person Edit Header (Re)Process file Accept all warnings Validation under way Incorporate file

FIELD	VALUE
Chapman	CON
Year	1901
Piece number	RG13_2183
District name	Launceston
Number of records	3243
Number of dwellings	772
Number of individuals	3187

A file can be Incorporated into the FreeCEN2 database when there are no Flags, no Warnings and no Errors in the file. If any of these conditions exist, then the file will fail to be Incorporated and a message will appear on the screen.

If these conditions are met the coordinator can Incorporate the file. This is a two-step process:

1. Reprocess the File.

Note: Whilst the Validator has cleared all the Flags, Warnings and Errors the system still has the history of the last reprocess recorded. It cannot Incorporate the file unless this history is updated to show that the file is clean.

2. Select the **Incorporate File** Action.

The entries will be converted into search records and added to the database. CSVProc will perform some checks. If these are completed satisfactorily a background task commences. It will take at least fifteen minutes.

The coordinator will receive an email message once the task is completed.

When Incorporation is completed the Actions will change:

FreeCEN - UK Census Records

SEARCH RECORDS LOGOUT YOUR ACTIONS GAZETTEER HELP

Your Actions: > Your Files > File Information

rg11_2425 (somt.cen) in Clutton of SOM

Videos describing this page on header line one, replace file,, download the file, remove a file, download message report
On header line two, view flags,, , view civil parishes, view pages, view dwellings, view individuals (all open in new tabs)

Download file Download Message Report

View Flags View civil parishes View pages View dwellings View individuals

Edit Header Remove records from database

FIELD	VALUE
Chapman	SOM
Year	1881
Piece number	RG11_2425
District name	Clutton
Number of records	3068
Number of dwellings	769
Number of individuals	2991

The summary information for the files has also changed. The Replace Action has been removed.

FreeCEN - UK Census Records

freecen.org.uk/freecen_csv_files/my_own

Piece	Chapman	Year	District	Entries	Messages EWI	Uploaded	Actions		
RG11_2392	SOM	1881	Yeovil	6237	1 426 0	09 Feb 2021	Show	Errors	Replace
RG11_2391	SOM	1881	Yeovil	5891	0 0 0	08 Feb 2021	Show		
RG11_2390	SOM	1881	Yeovil	3811	0 0 0	04 Feb 2021	Show		
RG14_14120	SOM	1911	Williton	744	0 0 0	04 Feb 2021	Show		
RG14_14118	SOM	1911	Williton	411	0 0 0	02 Feb 2021	Show		
RG14_14121	SOM	1911	Williton	146	3 16 0	31 Jan 2021	Show	Errors	Replace
RG14_14227	SOM	1911	Taunton	359	0 65 0	31 Jan 2021	Show		Replace

In the screen above:

- The first and sixth entries (shown in red) have not commenced validation. They have Errors so are shown in red. The Errors Action is visible so that a list of Errors for each file can be displayed.
- The second to fifth entries have been Incorporated. It is no longer possible to Replace the file. A file with Errors cannot be incorporated. As they were able to be Incorporated there were no Errors and the Error Action is missing.
- The last entry has not been Incorporated. There are no Errors so the Error Action is missing.
- Other information provided includes that the sixth file is RG14_14121; it is a 1911 file for Williton in SOM; it has 146 entries; there are 3 Errors, 16 Warnings and no Information entries (the Warnings report was the last report run, so Info was not reported), and it was last tested on 31 January 2021.

Note: When a file is Incorporated the ability to Replace, Remove, Copy to Another Person, Reprocess, and Validate have all been removed from the Actions in the relevant screens. In addition, an Incorporation Lock has been set. The Lock creates a two-level check that allows records to be deliberately removed from FreeCEN2 but reduces the risk of accidental removal.

A Piece can be split into multiple files for ease of work and management. There is the need to ensure that records are not duplicated. This has been achieved by recording the Enumeration Districts for each Civil Parish in the File Information.

The Header information for the file in the image below shows the Enumeration Districts.

Transcribed by (Can only be entered by an edit)	
Date of upload	19 Sep 2020
Enumeration Districts	{"Minehead"=>["1", "2", "0#8"]}
Number of errors	0
Number of warnings	197
Number of info messages	0
Batch is locked from overriding by Transcriber	Yes
Batch is locked from overriding by Coordinator	No
Validation	Yes
Search records created <small>No means that it was only verified for errors and its contents are NOT searchable Yes means that the records are searchable and the Incorporation lock set</small>	Yes
Date search records created	2020-09-23T22:21:40+00:00

The last two fields show that the Search Records have been created as well as the date that they were created.

Whenever a file for this piece is submitted for Incorporation the Enumeration Districts for it are checked against the existing districts. If there is any match, then the Incorporation will be rejected.



Managing A Syndicate

The Syndicate Coordinator is usually the same person as the County Coordinator in FreeCEN. However, they can be different people.

Volunteer Login Problems

A Volunteer may advise you that they cannot log in because their Userid is being reported as incorrect.

- Advise them to try logging in with their email address.

If that does not resolve the problem or they are being returned to the home page with no message, then they might be trying the wrong password, or their Profile could be marked as Active: No.

Check their Profile by

- Select the Manage Syndicate action:
- Search for the volunteer by Userid, Name or Email address.
- If marked as Active: No, then a change to Yes

If that does not resolve the problem:

- Check that the email address in their Profile matches the one they are trying to use.
- If the email address is correct select Send a password change request for them.

When they action this request, their login should be restored.

How to Change the Role of a Syndicate Member

There are five different roles that a syndicate member can occupy. These are:

- Learner
- Transcriber
- Proofreader
- Validator
- Coordinator

The role that has been set by the Syndicate Coordinator for a syndicate member determines the Actions that they can access.

Learners, Transcribers and Proofreaders have access to the same set of Actions:

- CSV Batches

- Gazetteer
- FreeCEN Handbook
- Communicate
- Profile
- Roadmap
- FreeUKGenealogy Policies

Validators have access to these Actions plus the specific Actions required for validation. Their access to the Place Names Database is upgraded from 'Read Only' to 'Read / Write'.

Coordinators have access to the same Actions as a Validator plus a range of Actions required to Manage their syndicate and county. Their access to the Place Names Database is upgraded from 'Read Only' to 'Read / Write'.

The Syndicate Coordinator can change the role of any member of their syndicate:

- Select Manage Syndicate from 'Your Actions'
- Select 'Review Active Members'

A list of syndicate members will be displayed:

- Scroll down until you find the syndicate member whose role you wish to change.
- Select Show

The profile of the syndicate member will be displayed.

- Select Edit

The Edit screen will be displayed. You can use this screen to change the Role in FreeCEN

The screenshot shows the 'Edit' screen in the FreeCEN web application. The browser address bar shows the URL: `test3.freecen.org.uk/userid_details/5f5752e5e937901d025c54de/edit?locale=en`. The page has a light green header with the text 'FreeCEN - UK Census Records (E)'. Below the header, there is a list of syndicates: Scottish Shipping Syndicate, Selkirkshire Syndicate, Shetland Isles Syndicate, Shropshire Syndicate, and Somerset Syndicate. A message below the list states 'The syndicate MUST be selected'. Below this, there is a section for 'Role in FreeCEN :'. A dropdown menu is open, showing the following options: trainee, transcriber (highlighted in blue), validator, volunteer_coordinator, and website_coordinator. Below the role section, there is a section for 'GeoffJ's email address is valid'. A dropdown menu is open, showing the following options: Yes (highlighted in green) and No. At the bottom of the page, there is a 'Last email confirmation' section with a timestamp '2020-09-08T09:48:30+00:00'. The Windows taskbar is visible at the bottom of the screen.

- Scroll down to the Role and set the new Role for the syndicate Member.

- Change the email address flag to false (The syndicate member will be asked to confirm their email address when they next sign in). If you are sure that the email address is up to date there is no need to change this flag.

Note: There are more roles in the list than those used within a syndicate. The roles cover the wide range of roles used within FreeCEN.

It is important that the Role is kept up to date or a syndicate member may not have the correct set of Actions to perform their work.

How to Change the Syndicate of a Syndicate Member

From time to time a syndicate Member may choose to work within a different syndicate. The syndicate that a syndicate Member belongs to determines the syndicate Members that a coordinator can work with.

The coordinator can change the syndicate of any member of their syndicates within a county:

- Select Manage Syndicate from 'Your Actions'
- Select 'Review Active Members'

A list of syndicate members will be displayed.

- Scroll down until you find the syndicate member whose syndicate is to be changed.
- Select Show

The profile of the syndicate member will be displayed.

- Select Edit

The Edit screen will be displayed. You can use this screen to change the syndicate for the syndicate Member.

FreeCEN - UK Census Records (E) x

test3.freecen.org.uk/userid_details/5f5752e5e937901d025c54de/edit?locale=en

Just a country will do

Telephone number (Desirable)

☐ Have a Fiche Reader

Syndicate

- Norfolk Syndicate
- Northamptonshire Syndicate
- Northumberland Syndicate
- Nottinghamshire Syndicate
- Orkney Isles Syndicate

The syndicate MUST be selected

Role in FreeCEN :

- syndicate_coordinator
- system_administrator
- technical
- trainee
- transcriber

Type here to search

ENG 9:27 PM 29-Sep-20

- Scroll down to the syndicate and set the new syndicate for the syndicate Member.
- When a coordinator moves a syndicate Member to a different syndicate the coordinator advises the Syndicate Coordinator of the new syndicate that the transfer has been made.

How to Change the Recruiting Status for a Syndicate

If there is no longer any need for more volunteers for a syndicate (those you have are enough for the pieces you have), the status of the county can be changed to 'not recruiting'. When you get more pieces to transcribe, it can be set back to 'recruiting'.

If the Recruiting status is set to True, the county shows in the list that new transcribers can choose from.

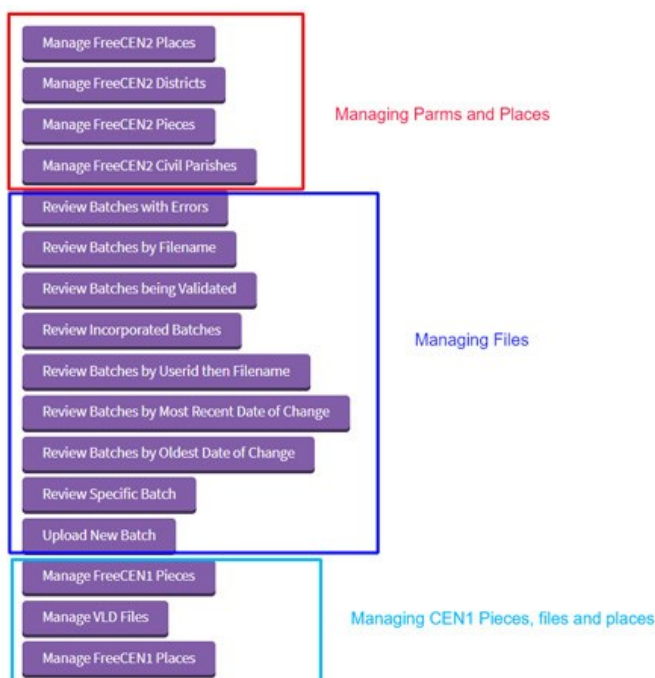
- Log in to the Members pages.
- Select Manage Syndicate
- Select Change Recruiting Status

The recruiting status will toggle between True and False.

Managing a County

Manage Counties Actions Menu

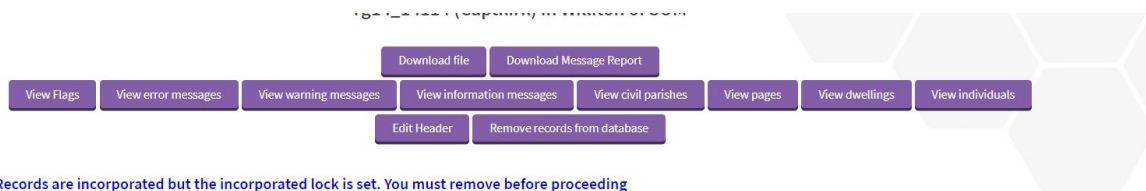
There are three blocks of Actions available to the coordinator under Manage Counties.



How to Remove Records from FreeCEN2

Why would you want to remove the records? Usually this will only occur when you have found or been informed of an error in the contents of the file that need correction.

Note: Selecting the Remove Action will result in an error message:



Firstly, the Incorporation Lock needs to be removed:

- Select Manage County
- Select Review Batches by Filename
- Find the file to be unlocked

Note: There may be more than one copy of the file in the file list. Make sure that you select the version of the file that has been Incorporated.

- Select Show
- Select Edit the Header

- Change the Incorporation Lock from **true** to **false**.

This will reactivate the standard file processing actions.

- Select Remove Records from Database

Warning: This removes the file completely from the FreeCEN Database. It will need to be Incorporated again before researchers can search the piece.

What Do I Do if I Receive an Action Report

From time to time a researcher will report a perceived error on our transcription. This must be investigated, and the coordinator will need to reply to the researcher.

The first step is to check the image to see whether our transcription is consistent with the image.

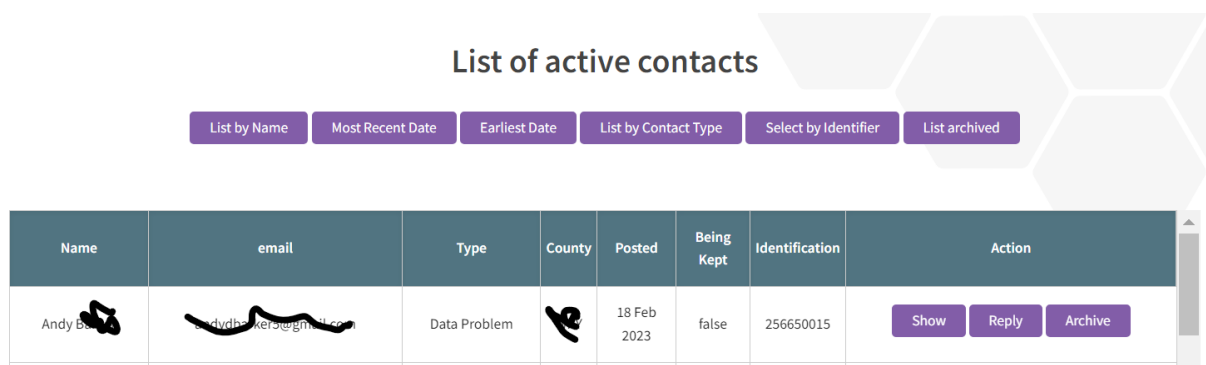
If the transcription is correct the coordinator should reply to the researcher explaining that we transcribe as is and thanking them for their support of FreeCEN.

If the researcher has provided additional information that assists in deciphering the image, then the coordinator has the option of adding a note to the record.

Responding to Contact Action Reports

Whilst you receive a copy of Contact Action Reports in your emails they should be replied to using the Contact system. Corrections can be made using the processes outlined on the following pages.

Select your Contacts action: the list you see will only include Data Problems that are about your counties.



Name	email	Type	County	Posted	Being Kept	Identification	Action
Andy B...	[redacted]	Data Problem	[redacted]	18 Feb 2023	false	256650015	Show Reply Archive

Now select the Show action in the right-hand column: this will show you all the message details, including a link to the record in question.

Please investigate the issue and take whatever measures are required, if any.

Note: We can only correct our transcription errors, not possible errors in the source images.

Reply to the researcher using the Reply All option. The data manager will receive a copy and know that the problem is being dealt with. Explain the action that you have taken, or propose to take.

For example, “I have looked at the original and find our volunteer transcriber has made an accurate transcription. It is the FreeCEN policy that transcribers “type what they see”, so we will not be updating this transcription. We are hoping in the longer term to be able to add a facility so that you can add a note like yours to the record, for other researchers to see”. (you may wish to attach a snip of the name or place in question from the original)

or “I have looked at the original and find that our volunteer transcriber has not made an accurate transcription. We will update this record as soon as possible”

After replying, archive the contact message: contacts are destroyed automatically after 2 months, and you may need longer to resolve the issue.

Correcting FreeCEN pieces

The following explains how to amend the existing data files.

How to Correct a Record in a FreeCEN1 vld file

If the coordinator needs to amend the online record of a FreeCEN1 vld file:

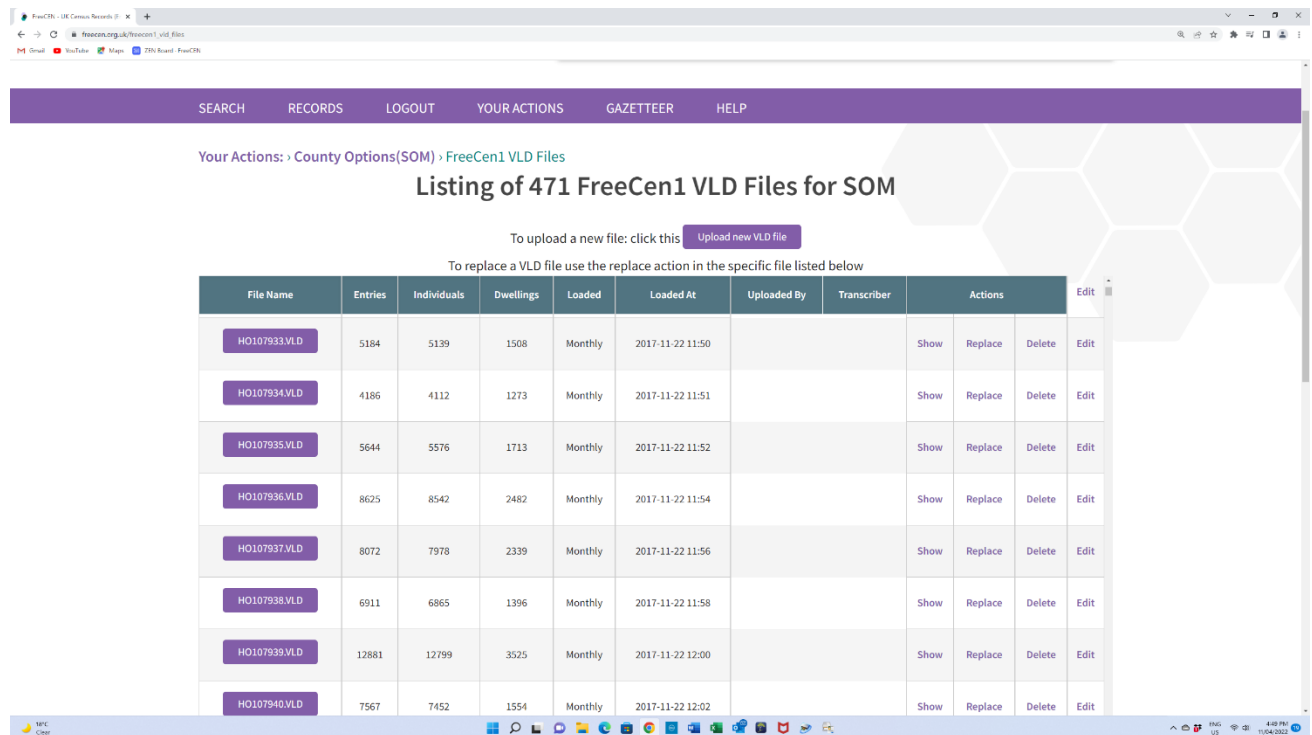
The first step is to download the vld file.

To Download the file:

- Manage County

- Manage vld files

A listing of vld files for the county will appear.



FreeCen1 - UK Census Records

SEARCH RECORDS LOGOUT YOUR ACTIONS GAZETTEER HELP

Your Actions: > County Options(SOM) > FreeCen1 VLD Files

Listing of 471 FreeCen1 VLD Files for SOM

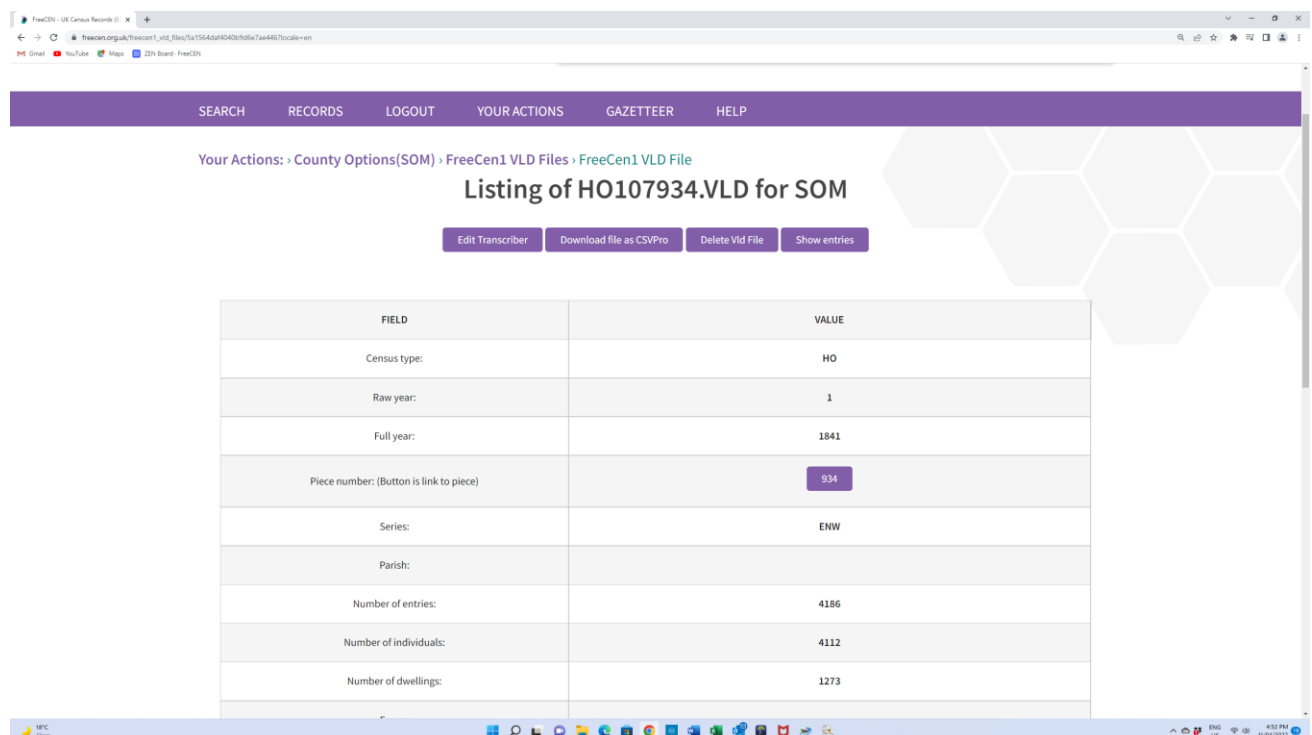
To upload a new file: click this [Upload new VLD file](#)

To replace a VLD file use the replace action in the specific file listed below

File Name	Entries	Individuals	Dwellings	Loaded	Loaded At	Uploaded By	Transcriber	Actions
HO107933.VLD	5184	5139	1508	Monthly	2017-11-22 11:50			Show Replace Delete Edit
HO107934.VLD	4186	4112	1273	Monthly	2017-11-22 11:51			Show Replace Delete Edit
HO107935.VLD	5644	5576	1713	Monthly	2017-11-22 11:52			Show Replace Delete Edit
HO107936.VLD	8625	8542	2482	Monthly	2017-11-22 11:54			Show Replace Delete Edit
HO107937.VLD	8072	7978	2339	Monthly	2017-11-22 11:56			Show Replace Delete Edit
HO107938.VLD	6911	6865	1396	Monthly	2017-11-22 11:58			Show Replace Delete Edit
HO107939.VLD	12881	12799	3525	Monthly	2017-11-22 12:00			Show Replace Delete Edit
HO107940.VLD	7567	7452	1554	Monthly	2017-11-22 12:02			Show Replace Delete Edit

There are four options for each vld file on the right-hand side of the screen.

- Select Show
- Four options will appear



FreeCen1 - UK Census Records

SEARCH RECORDS LOGOUT YOUR ACTIONS GAZETTEER HELP

Your Actions: > County Options(SOM) > FreeCen1 VLD Files > FreeCen1 VLD File

Listing of HO107934.VLD for SOM

[Edit Transcriber](#) [Download File as CSVPro](#) [Delete Vld File](#) [Show entries](#)

FIELD	VALUE
Census type:	HO
Raw year:	1
Full year:	1841
Piece number: (Button is link to piece)	934
Series:	ENW
Parish:	
Number of entries:	4186
Number of individuals:	4112
Number of dwellings:	1273

- Select Download as CSVPro

Note: Do not delete it from the database at this point.

A csv copy of the file will be Downloaded to your computer.

Note: It is not possible to download the file as a vld file as it is no longer in that format in the FreeCEN database.

Find the record that needs to be updated and amend it.

- Upload the file to your Userid for testing.

Note: The file was originally validated using FC1 rules. A number of Errors and Warnings will be generated.

- Correct any Errors
- Replace the file
- Find the file in your file list and select Show
- Select Commence Validation
- Revalidate the file

You will find that many of the Warnings will have already been addressed. This is because the Validators Choice from FreeCEN1 validation will have been entered in the Alternative Place Name fields. Any entries that need amending will probably be related to matching specific entries in the Gazetteer.

Once you have validated the file it is ready to Incorporate. This cannot be done whilst the vld file is still on the database.

- Manage County
- Manage Vld Files
- Find the Vld file
- Select Delete against that file

You will receive an email when it has been deleted. (this will take a few minutes).

Then:

- CSV Batches
- Find the new file
- Show
- Incorporate file

The vld file will now be replaced by the csv file.

How to Correct an Incorporated Record in a FreeCEN2 csv file

If the coordinator needs to amend the online record of a FreeCEN2 csv file:

If it is only the individual that is to be changed then:

Note: It can help find the person if you download a copy of the file to your computer.

- Note the dwelling number etc. identified on the Action Report
- Manage County
- Review Incorporated Batches
- Find the file and Select Show
- Edit Header
- Set Incorporation lock to False (not the Incorporating lock)
- Remove the records from the database.
- A replace action will now appear beside the piece in CSVBatches

- Select View Dwellings (or if you are using the spreadsheet as your reference View Individuals)
- Scroll to the dwelling number (or individual number)
- Display
- Edit the record online.
- Select Your files from the breadcrumbs
- Check that there are no Errors or Warnings.
- Show
- Incorporate

If the address or census information is being changed:

- Manage County
- Review Incorporated Batches
- Find the file and Select Show
- Edit Header
- Set Incorporation lock to False (not the Incorporating lock)
- Remove the records from the database.
- Download the file to a spreadsheet.
- Edit the record offline.
- Replace the file with the corrected one.
- Check that there are no Errors or Warnings.
- If there are Warnings then Accept all Warnings
- Incorporate

Note: A downloaded csv file does not need to be re-validated as it was validated using the FreeCEN2 tests prior to Incorporation.

Structure of the PARMS Files

Note: There are some Actions carried out with PARMS files that involve editing and propagation taking place on the server. These Actions could be impacted if another Action is started before the previous one is completed. To see whether the online process is working check the icon on the tab - normally it is a static icon but if the process is working it will change to a spinning icon. Wait for it to stop before starting another action

The structure of the PARMS file now reflects the structure of the National Archives index. The information has been downloaded from the National Archives.

Note 1: These files have Replaced the old PARMS files that were used in FreeCEN1. They have a completely different structure.

There are four levels in the PARMS files:

- Census County - One county can have several Districts
- FreeCEN2 Districts - One District can have several Sub Districts
- FreeCEN2 Sub Districts (Pieces) - One Sub District can have several Civil Parishes.
- FreeCEN2 Civil Parishes

Each of these levels can be examined using the 'Manage County' Action in the 'Your Actions' menu.

Note 2: The instructions to the transcriber state that the Civil Parish must be transcribed exactly as it is written in the Census, except for (part of). The entry is tested against the

PARMS file. If the CSVProc test reports an Error that “the Civil Parish is not in the list of Civil Parishes” then the Transcriber checks their entry for correctness. If it looks correct, they will make sure there are no additional full stops or commas included (e.g. Taunton St James entered as Taunton St. James). If the transcription is correct, then the Transcriber will advise their coordinator.

The coordinator will check the PARMS entry. If the PARMS file is incorrect the coordinator will refer the problem to the Data manager. A reason for the change must be given. The reason will be checked by the Data Manager for data validity and make any necessary changes.

How to Look Up a Piece number in the PARMS File

The PARMS files in FreeCEN2 are not the same structure as the PARMS file in FreeCEN1.

To look up a piece number in the PARMS file:

- Select Manage County
- Select Manage FreeCEN2 Pieces.

FreeCEN2 Sub Districts (Pieces) for SOM

1 2 3 Next > Last >>

Sub District (Piece)	1841	1851	1861	1871	1881	1891	1901	1911
Abbey	No	Yes	Yes	Yes	No	No	No	No
Abdick and Bulstone	Yes	No	No	No	No	No	No	No
Andersfield	Yes	No	No	No	No	No	No	No
Axbridge	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Top of page Report a Problem

- Click on the Yes Action for the Sub District (Piece) in the 1851 column to identify the correct Piece number

FreeCEN - UK Census Records (E) x

test3.freecen.org.uk/freecen2_pieces/5f79181ae93790cdcfcb9f67?locale=en&type=index

Apps FreeCEN - UK Cens... FreeCEN - UK Cens... FreeCEN Processes... Craft Radio Station Guide Christmas Dreams Gardening Recipes Classic cupcakes Other bookmarks

SEARCH TRANSCRIPTIONS LOGOUT YOUR ACTIONS FILE

Your Actions: > County Options(SOM) > FreeCen2 Sub Districts (Pieces) > Show FreeCen2 Sub District (Piece)

Details of FreeCen2 Piece HO107_1923A for SOM in 1851

FIELD	VALUE
Piece number	HO107_1923A
Sub District name	Bishops Lydeard
Year	1851
Chapman code	SOM
Belongs to Place (Name is a link)	Bishops Lydeard
Belongs to District (Name is a link)	Taunton

Type here to search

8:04 PM 05-Oct-20

Note: The smallest unit that Pieces can be broken into is one ED.

See Managing PARMS and Places below.

Managing the PARMS and Places

There are four Actions in this block.

- Manage FreeCEN2 Places. - The Place Names displayed are all the valid Place Names for the county.
- Manage FreeCEN2 Districts.

Your Actions: > County Options(SOM) > FreeCen2 Districts

FreeCen2 Districts for Somerset (SOM)

Please note that some of these action may take upwards of a minute or longer to complete. Please be patient

[Display a Specific District](#)

[List Districts for a Specific Year](#)

[Full Index of Districts](#)

[List Districts with missing Freecen2 Place name](#)

Districts include Registration Districts, Hundreds, Wapentakes and Baronies. This is part of the PARMS structure.

- Manage FreeCEN2 Pieces.

Your Actions: › County Options(SOM) › FreeCen2 Sub Districts (Pieces)

FreeCen2 Sub Districts (Pieces) for Somerset (SOM)

Please note that some of these action may take upwards of a minute or longer to complete. Please be patient

Display a Specific Sub district (Piece)

List Sub districts (Pieces) for a Specific Year

Full Index of Sub districts (Pieces)

List Sub districts (Pieces) with missing Freecen2 Place

List Sub districts (Pieces) with District Freecen2 Place name

Pieces are called Sub-Districts by the National Archives. This is part of the PARMS structure.

There are five Actions available within this group.

- Display a specific Piece. Piece numbers are displayed with their year and Place. Selecting a particular piece will display the details of that Piece.

Select Sub district (Piece)*

HO107_1920 (1851) (Minehead)

HO107_1920A (1851) (Dunster)

HO107_1920B (1851) (Williton)

HO107_1920C (1851) (Stogursey)

HO107_1920D (1851) (Stogursey)

- List pieces by a specific year. The coordinator is asked to select a year and the pieces for that year are listed.

Your Actions: › County Options(SOM) › FreeCen2 Sub Districts (Pieces) › FreeCen2 Sub Districts (Pieces) by year

FreeCen2 Pieces for Somerset (SOM) in 1871

Piece Number	Piece name	District	Civil parishes The part in () is the name of any Hamlet, Township, Ward or Place included in the Civil Parish	Actions	
RG10_2348	Minehead	Williton	Minehead, Selworthy	Show	Edit
RG10_2349	Minehead	Williton	Culbone, Luccombe or Luckham, Oare, Porlock(Bossington;Hancombe), Stoke Pero	Show	Edit
RG10_2350	Dunster	Williton	Carhampton(Alcombe;Rodhuish), Dunster, Withycombe	Show	Edit
RG10_2351	Dunster	Williton	Cutcombe, Luxborough(Pooltown), Timberscombe, Wootton Courtney	Show	Edit

- Full Index of Pieces. Piece names are listed against the year that they belong to.

FreeCen2 Civil Parishes for Somerset (SOM)

Please note that some of these action may take upwards of a minute or longer to complete. Please be patient

Display a Specific Civil Parish

List Civil Parishes for a Specific Year

Full Index of Civil Parishes

List Civil Parishes with missing Freecen2 Place name

List Civil Parishes with District Freecen2 Place name

HO107_932	Bempstone	Bempstone	Biddisham, Breane, Burnham(Aston-Morris;Edithmead;Highbridge;Huish-juxta-Highbridge), Chapel Allerton, Mark, Weare, Wedmore(Panborough)	Show	Edit
-----------	-----------	-----------	-----------------------------------------------------------------------------------------------------------------------------------------	------	------

FreeCen2 Sub Districts (Pieces) for Somerset (SOM)

1 2 3 Next > Last »

Results are paged

Sub District (Piece)	1841	1851	1861	1871	1881	1891	1901	1911
Abbey	No	Yes	Yes	Yes	No	No	No	No
Abdick and Bulstone	Yes	No	No	No	No	No	No	No
Andersfield	Yes	No	No	No	No	No	No	No

And scrolled

- List Pieces with a Missing FreeCEN2 Place. All pieces are linked to the Place Name in the Place Names Database. If the link is missing the Piece will be identified by this Action.

FreeCen2 Pieces with missing Freecen2 Place for Somerset (SOM)

Piece Number	Piece name	District	Civil parishes The part in () is the name of any Hamlet, Township, Ward or Place included in the Civil Parish	Actions	
HO107_1941	Abbey	Bath	Bath, St James, St Michael, St Peter and St Paul	Show	Edit
HO107_931	Bath-Forum	Bath-Forum	Batheaston, Bathford(Shockerwick;Warley), Bathwick, Freshford, Kelston, Langridge, Lyncombe and Widcombe, Monckton-Combe, North Stoke, South Stoke, St Catherine, Swainswick, Walcot, Weston, Woodley	Show	Edit
HO107_932	Bempstone	Bempstone	Biddisham, Breane, Burnham(Aston-Morris;Edithmead;Highbridge;Huish-juxta-Highbridge), Chapel Allerton, Mark, Weare, Wedmore(Panborough)	Show	Edit

- List Pieces with a FreeCEN2 Place Name. All pieces should be linked to the Place Name in the Place Names Database. If the link is present the Piece will be identified by this Action.
- Manage FreeCEN2 Civil Parishes. This is part of the PARMS structure.

How to Add a Civil Parish to a Piece

If the PARMS for a piece has a Civil parish missing it should be referred to the Data Manager who will make any necessary changes.

How to Remove a Civil Parish from a Piece

If the PARMS for a piece needs a Civil Parish removed, it should be referred to the Data Manager who will make any necessary changes.

Special Treatment of 1851 Pieces and Other Large Pieces

The Pieces tended to be exceptionally large in the 1851 census. This has presented several challenges beyond the challenge of Transcribing a large piece. One of these challenges is that CSVProc sees phantom duplicate Parishes when we try to Incorporate a Piece with a Civil Parish in more than one ED.

Some of the 1851 Pieces have therefore been broken down into smaller parts and each part has been given a unique Piece number. This means that CSVProc does not think that it sees a Civil Parish transcribed twice within the same Piece.

In the image below there are four pieces visible:

- HO107_1940 – This is an original Piece number and contains some of the Civil Parishes
- HO107_1940A – This was originally part of the same Piece, but it has been broken into a separate part and the new part given a suffix. Two EDs containing the same Civil Parishes now have different Piece numbers.
- HO107_1941 – This Piece did not have the same Civil Parish in two EDs so has not been broken down
- HO107_1942 - This is an original Piece number and contains some of the Civil Parishes. The balance are in HO107_1942A but they cannot be seen in the image.

Piece Number	Piece name	District	Civil parishes <small>The part in () is the name of any Hamlet, Township, Ward or Place included in the Civil Parish</small>
HO107_1940	Twerton	Bath	Charterhouse-Hinton, Combhay, Dunkerton(Carlingcott), Englishcombe, South Stoke, Twerton, Wellow
HO107_1940A	Bathwick	Bath	Bath, Bathampton, Bathwick, Claverton, Monckton Combe
HO107_1941	Abbey	Bath	Bath, St James, St Michael, St Peter and St Paul
HO107_1942	Lyncombe	Bath	Bath, Lyncombe and Widcombe

Note: Coordinators can manage the Pieces that have been broken down as separate Pieces. They can be transcribed, Proofread, Validated and Incorporated into FreeCEN2 individually.

How to Locate the Parts of a Piece in the PARMS

To examine a piece and identify the parts if there is more than one:

- Select Manage County
- Select Locate Pieces
- Enter the original piece number in the search box (without the A, B etc)

The parts of the piece and the Counties that they appear in will be listed.

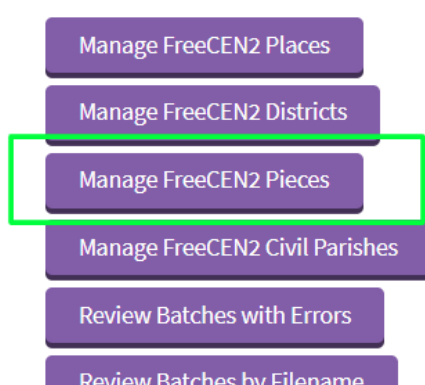
Note: You can find any valid piece number with this option. The search is not restricted to any county.

How to Check a Civil Parish in the PARMS

- In 'Your Actions' select 'Manage County'
- Select the county if you Coordinate more than one

Your Actions: > County Options(Leicestershire)

Kirk: How would you like to process Leicestershire?



You want to know what is in a Piece.

- Select Manage FreeCEN2 Pieces

It may take 30sec or so to load so be patient

FreeCen2 Sub Districts (Pieces) for LEI

Sub District (Piece)	1841	1851	1861	1871	1881	1891	1901	1911
Ashby de la Zouch	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Ashby-de-la-Zouch	No	Yes	No	No	No	No	No	No
Barrow upon Soar	No	No	Yes	No	No	No	Yes	Yes
Barrow Upon Soar	No	No	No	Yes	Yes	Yes	No	No

- Select the year e.g. 1841

Year	Civil Parish	District	Piece name	Piece number	Actions	
1841	Peatling Magna	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	Peatling Parva	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	Shawell	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	St Margaret	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	St Mary	Guthlaxton	Guthlaxton	HO107_599	Show	Edit

Top of page Report a Problem

- Scroll down the Pieces until you see the Piece that you need

You will see the Civil Parishes in the Piece. But we can look deeper.

- Do a Show of the Piece and you will see more detail.

(Piece)

Details of FreeCen2 Piece HO107_599 for LEI in 1841

Edit Piece

FIELD	VALUE
Piece number	HO107_599
Sub District name	Guthlaxton
Year	1841
Chapman code	LEI
Belongs to Place (Name is a link)	There is no place
Belongs to District (Name is a link)	Guthlaxton
Has Civil Districts (List is a link)	Index of Civil Parishes
Number of CSV files (Number is a link)	2
Notes before name	
Notes	
National Archives Link (Opens in a new tab)	The National Archive

There are 3 useful links to more information

- The index of Civil Parishes. The Index shows all the civil parishes

Year	Civil Parish	District	Piece name	Piece number	Actions	
1841	Peatling Magna	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	Peatling Parva	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	Shawell	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	St Margaret	Guthlaxton	Guthlaxton	HO107_599	Show	Edit
1841	St Mary	Guthlaxton	Guthlaxton	HO107_599	Show	Edit

Top of page Report a Problem

- The number of files.
- The TNA. This will take you to the National Archives entry for the original info

→ SUBSERIES WITHIN HO 107 - LEICESTERSHIRE

Inside you will find

◀◀ First ◀ Prev 30		
📄	HO 107/599	1841
Hundred: Guthlaxton.		
Parish: St Margaret (part); Township: Knighton. Rest is in HO 107/604.		
Parish: St Mary (part); Township: South Fields. Rest is in HO 107/605.		
Parish: Misterton; Township: Poultney, Walcote.		
Parish: Oadby.		
Parish: Peatling Magna.		
Parish: Peatling Parva.		
Parish: Shawell.		
Parish: Swinford.		
Parish: Westmill and Starmore.		
Parish: Whetstone.		
Parish: (5)Wigston Magna.		
Parish: Willoughby-Waterless		
		Details

Note: In 1841 the National Archives used Hundreds rather than Registration Districts.

Managing Files

There are nine Actions available in this block. They are all related to managing individual files (aka batches). A Batch is a file that has been Uploaded to be tested etc.. It does not necessarily represent a full Piece. (See [Spreadsheet Naming](#)).

The coordinator can identify and access:

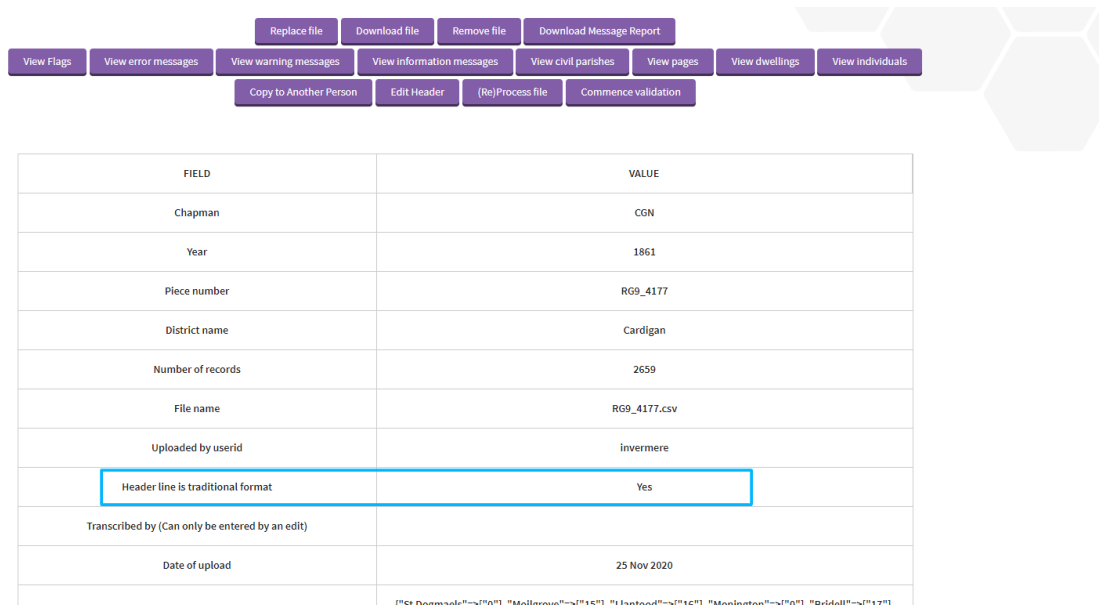
- Batches with Errors
- Batches by Filename
- Batches being Validated
- Batches that have been Incorporated
- Batches by Userid then Filename
- Batches by most recent date of change
- Batches by oldest date of change
- A specific batch
- Upload a new batch (to a particular syndicate member).

Details on using these Actions are included in the relevant processes.

Managing FreeCEN1 Pieces, Files and Places

This section contains supplementary information and should be read in conjunction with the relevant sections of this Handbook.

When a FreeCEN1 Traditional file is tested, and the Show File information is selected there is an additional entry that notes that the file is a traditional file. It only appears if that is the case.

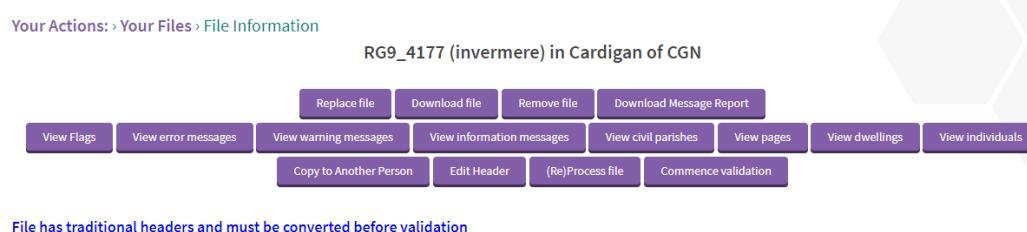


The screenshot shows a web interface for managing FreeCEN1 files. At the top, there is a row of buttons: 'View Flags', 'View error messages', 'View warning messages', 'View information messages', 'View civil parishes', 'View pages', 'View dwellings', and 'View individuals'. Below these are four more buttons: 'Replace file', 'Download file', 'Remove file', and 'Download Message Report'. A second row of buttons includes 'Copy to Another Person', 'Edit Header', '(Re)Process file', and 'Commence validation'. The main part of the screen is a table with two columns: 'FIELD' and 'VALUE'. The table contains the following data:

FIELD	VALUE
Chapman	CGN
Year	1861
Piece number	RG9_4177
District name	Cardigan
Number of records	2659
File name	RG9_4177.csv
Uploaded by userid	invermere
Header line is traditional format	Yes
Transcribed by (Can only be entered by an edit)	
Date of upload	25 Nov 2020

At the bottom of the table, there is a line of text: ["St Doemaels"=>["0"], "Moilerove"=>["15"], "Llantood"=>["16"], "Monineton"=>["0"], "Bridell"=>["17"]].

A FreeCEN1 Traditional file can be tested by CSVProc, but it cannot be validated in CSVProc. It should be converted using the instructions below (preferred) or validated in Valdrev. If it is validated in Valdrev it must be uploaded by the Data Manager.



The screenshot shows the 'Your Actions' menu with 'Your Files' selected, leading to 'File Information'. The title of the page is 'RG9_4177 (invermere) in Cardigan of CGN'. The same set of buttons as in the previous screenshot is visible. Below the buttons, a message states: 'File has traditional headers and must be converted before validation'.

When a FreeCEN1 Traditional file has been Uploaded it will be converted to the FreeCEN2 format for the year.

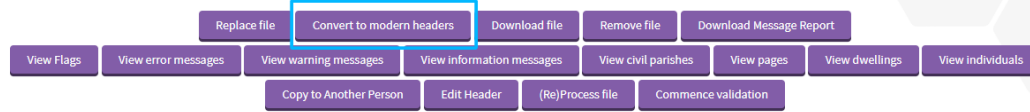
- Select Your Actions
- Select CSV Batches
- Find the file in the list of batches
- Select Show

There will be an additional Action at the top of the File Information screen called Convert to Modern Headers.

Note: This option only appears if the file is a FreeCEN1 traditional file.

Your Actions: > Your Files > File Information

RG9_4177 (invermere) in Cardigan of CGN



The file will be converted and the .csv comma delimited file will download to the user's computer.

It can then be saved in the new format.

Appendices

Appendix A – Standard 1841 Occupation Abbreviations

See Transcribers and Proofreaders Handbook

Appendix B – Chapman Codes

Note: We have taken a new approach to Chapman Codes where they are used by Validators. The reason is that this allows the system to automatically validate a Place of Birth more accurately. This means that fewer records will need to be validated manually.

The table below shows the new structure. It splits Chapman Codes into three levels.

Level 1 is the 'Region' level. It is the Region in the UK and is the parent of a set of Chapman Codes for many Counties.

Level 2 is an 'Area' level. It only has a few Chapman Codes attached to it. An area contains more than one Chapman Code.

Level 3 is the Counties themselves. Each county has one Chapman Code.

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
England ENG		Bedfordshire	BDF
		Berkshire	BRK
		Buckinghamshire	BKM
		Cambridgeshire	CAM
		Cheshire	CHS
		Cornwall	CON
		Cumberland	CUL
		Derbyshire	DBY
		Devon	DEV
		Dorset	DOR
		Durham	DUR
		Essex	ESS
		Gloucestershire	GLS
	Hampshire HAM	Hampshire	HAM
		Isle of Wight	IOW
		Herefordshire	HEF
		Hertfordshire	HRT
		Huntingdonshire	HUN
		Isle Of Man	IOM
		Kent	KEN
		Lancashire	LAN
		Leicestershire	LEI
		Lincolnshire	LIN

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
	London LND (see Notes below)	Kent	KEN
		Middlesex	MDX
		Surrey	SRY
		Middlesex	MDX
		Norfolk	NFK
		Northamptonshire	NTH
		Northumberland	NBL
		Nottinghamshire	NTT
		Oxfordshire	OXF
		Rutlandshire	RUT
		Shropshire	SAL
		Somerset	SOM
		Staffordshire	STS
		Suffolk	SFK
		Surrey	SRY
		Sussex	SSX
		Warwickshire	WAR
		Westmorland	WES
		Wiltshire	WIL
		Worcestershire	WOR
	Yorkshire YKS	Yorkshire, East Riding	ERY
		Yorkshire, North Riding	NRY
		Yorkshire, West Riding	WRY
Wales WLS		Anglesey	AGY
		Breconshire	BRE
		Brycheiniog	BRE
		Caernarvonshire	CAE
		Cardiganshire	CGN
		Carmarthenshire	CMN
		Ceredigion	CGN
		Denbighshire	DEN
		Flint	FLN
		Glamorganshire	GLA

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
Ireland IRL		Herefordshire	HEF
		Meirionnydd	MER
		Merionethshire	MER
		Monmouthshire	MON
		Montgomeryshire	MGY
		Morgannwg	GLA
		Pembrokeshire	PEM
		Radnorshire	RAD
		Sir Benfro	PEM
		Sir Drefaldwyn	MGY
		Sir Ddinbych	DEN
		Sir Faesyfed	RAD
		Sir Feirionnydd	MER
		Sir Forgannwg	GLA
		Sir Frycheiniog	BRE
		Sir Fynwy	MON
		Sir Gaerfyrddin	CMN
		Sir Gaernarfon	CAE
		Sir y Fflint	FLN
		Ynys Môn	AGY
		Antrim	ANT
		Armagh	ARM
		Carlow	CAR
		Cavan	CAV
		Clare	CLA
		Cork	COR
		Derry	LDY
		Donegal	DON
		Down	DOW
		Dublin	DUB
		Fermanagh	FER
		Galway	GAL
		Kerry	KER

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
		Kildare	KID
		Kilkenny	KIK
		Kings	OFF
		Laois	LEX
		Leitrim	LET
		Limerick	LIM
		Londonderry	LDY
		Longford	LOG
		Louth	LOU
		Mayo	MAY
		Meath	MEA
		Monaghan	MOG
		Offaly	OFF
		Queens	LEX
		Roscommon	ROS
		Sligo	SLI
		Tipperary	TIP
		Tyrone	TYR
		Waterford	WAT
		Westmeath	WEM
		Wexford	WEX
		Wicklow	WIC
Scotland SCT		Aberdeenshire	ABD
		Angus	ANS
		Argyllshire	ARL
		Ayrshire	AYR
		Banffshire	BAN
		Berwickshire	BEW
		Bute	BUT
		Caithness-shire	CAI
		Clackmannanshire	CLK
		Dumfriesshire	DFS
		Dunbartonshire	DNB

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
		East Lothian	ELN
		Edinburghshire	MLN
		Elgin	MOR
		Fife	FIF
		Forfar	ANS
		Haddington	ELN
		Inverness-shire	INV
		Kincardineshire	KCD
		Kinross-shire	KRS
		Kirkcudbrightshire	KKD
		Lanarkshire	LKS
		Linlithgow	WLN
		Mearns	KCD
		Midlothian	MLN
		Moray	MOR
		Nairnshire	NAI
		Orkney Isles	OKI
		Peebleshire	PEE
		Perthshire	PER
		Renfrewshire	RFW
		Ross & Cromarty	ROC
		Roxburghshire	ROX
		Selkirkshire	SEL
		Shetland Isles	SHI
		Stirlingshire	STI
		Sutherland	SUT
		West Galloway	WIG
		West Lothian	WLN
		Wigtownshire	WIG
		Zetland	SHI
Channel Islands CHI		Alderney	ALD
		Guernsey	GSY

Level 1 (Region)	Level 2 (Area)	Level 3 (County)	
		Jersey	JSY
		Sark	SRK

Additional Codes used by FreeCEN

Out of this County (1841) OUC

Born Overseas OVF

Unknown UNK

Chapman Codes at all levels are found in the censuses and can be used in transcriptions.

Note 1: The Handbook for Transcribers and Proofreaders contains a Chapman Code listing. It does not show the hierarchy above.

Note 2: Mearns (or The Mearns) as a County name refers to Kincardineshire (KCD). However, please note that there is a village in Eaglesham parish, Renfrewshire called Mearns. The word Mearns is from the Gaelic for Stewartry, so it is possible, but unlikely, that Kincardineshire could be recorded as Stewartry.

Note 3: Galloway comprised the Counties of Kirkcudbrightshire (East Galloway) and Wigtownshire (West Galloway). If the Place of birth does not make the actual County clear, leave a note in the Notes column.

Place Names in the Gazetteer cannot be attached to Level 1 (Region) and Level 2 (Area) Chapman Codes in the Gazetteer. They can only be attached to Level 3 Chapman Codes. They cannot be attached to UNK or OUC. They can be attached to OVF.

Note 4: A search of a country in column 1 above will search all the counties in column 3 recorded against that country. A search of an area in column 2 above will search all of the counties in column 3 recorded against that area. This applies to both validation and the Gazetteer searches,

There are special arrangements for London. Place Names are in the first instance attached to the County that they belong to (i.e. SRY, MDX or KEN). However, colloquially people stated that their Place of Birth was London, especially if they lived far away from London at the time of the census. We have defined London as the City of London Parishes and Wards (1888 – 1965) and the Metropolitan Boroughs (1888 – 1965) as defined by [Genuki](#). These areas have been searched and as many Place Names as possible identified. These Place Names have been added to the Gazetteer using the LND Chapman Code. Whilst we have tried to be thorough, we may have missed a Place Name.

Coordinators and Validators cannot add a Place Name against the LND Chapman Code, though they can against the County (MDX, SRY, KEN). When it becomes necessary to add a Place Name to the Chapman Code LND it should be referred to the London Coordinator who will confirm the change and then refer it to the Data Manager. The Data Manager will also verify it. Once verified the Data Manager will add it to the Database so that it is available in the future.

Appendix C - The FreeCEN CSV Upload System

See Transcribers and Proofreaders Handbook.

Appendix D – Shipping Guidelines

See Transcribers and Proofreaders Handbook

Appendix E - Researching An Entry

See Transcribers and Proofreaders Handbook

Appendix F - The FreeCEN Gazetteer

The Gazetteer is NOT the old PlaceSup file used in FreeCEN1. It is not to be used to make validation 'quicker'. It is what it is called – a Gazetteer. It contains VALID Place Names. If a Place Name did not exist, it should not be added to the Gazetteer. See the notes at the beginning of this Part.

The Gazetteer allows you to search a database of valid Place Names. The database contains all the Place Names that CSVProc searches through when you enter a Place of Birth.

When a Place of Birth is transcribed into a spreadsheet and Uploaded into CSVProc it is tested. If the Place of Birth is in the Gazetteer, it is accepted. If it is not in the Gazetteer a Warning is produced.

Note: That does not mean that the transcription of the Place of Birth is incorrect. It means that the Validator needs to have a look at it. The Validator can add an Alternative Place Name to a record or Create a new Place Name in the database during validation.

How to Search The Gazetteer

In the Your Actions select the Action item called Gazetteer.

The Gazetteer opens in a separate tab which means you can have it running and available while doing the editing in another tab

You will now have at least two Tabs listed in your Browser – one contains the 'Your Actions' screen and the other the 'Gazetteer' screen that has just been opened. You are now able to switch between the two screens if you need to by selecting the tabs.

How to Search for a Place

Note: When searching the Gazetteer, you can use all lower-case characters. The search drops the following characters from the name. , ' () {} [] The search converts Saint to St for consistent matching. St. or St will both match to the same place as will nr and nr. for instance. Apostrophes are ignored. Bishop's Hull SOM will return the same result as Bishops Hull SOM. You can enter either version in the Search box and you will see the same results. When CSVProc is testing your transcription both versions of the Place of Birth will be accepted.

There are three entry boxes in the Search Place Names screen.

MyHeritage

SEARCH RECORDS ABOUT LOGOUT YOUR ACTIONS GAZETTEER HELP

Your Actions: Search Place Names

Clear County Clear Form Create New FreeCEN Place

* Search for Place name(s). Previous search criteria preloaded.

Names entered are case insensitive and should be the stem of a name e.g. ones will locate can ones ann's anns. Results will include both or any of the names entered and will be independent of their order.

Advanced Search options - if required select one

Note: Only alphabetic characters are permitted in advanced searches and a minimum of 3 characters is required for partial name searches.

☐ Soundex ☐ Starts with ☐ Contains ☐ Ends with ☒ N/A

County to be searched

Click in box for county options. Previous selection preloaded.

Leave empty to search all Counties.

Search Place Names

(Note: The regular Place Name Search is a text search that ignores 'stop words'. These are common words that have little actual meaning. A list of these words can be found [HERE](#) (opens in new tab). If your search returns no results and you think it might be because it contains a 'stop word', please try an Advanced Search, as this does not ignore 'stop words'.)

Top of page Report a Problem

The FreeCEN database is just a finding tool. Whilst we make every effort to ensure accurate transcription, errors exist in both the original census and the transcription. Please verify any result with the actual census at your local library or similar resource. The space below is reserved for an advertisement.

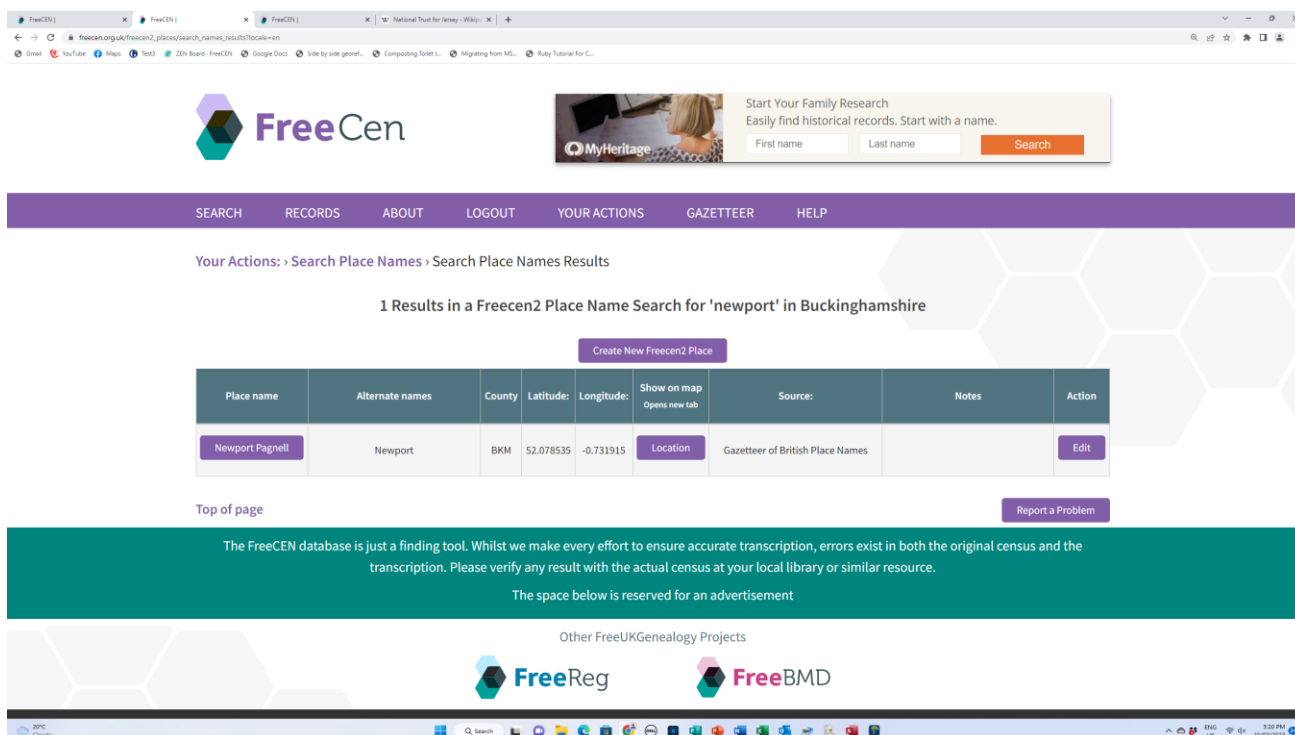
The first is the Place Name that you are trying to find. Enter one or more words from the Place Name. Try one to start with. Use the most unusual one as it will reduce the number of results.

An example is Newport Pagnell in Buckinghamshire. If you enter Newport and nothing else, you will see at least 18 results. If you enter Pagnell and nothing else, you will see at least three results. Three is obviously easier to look through than 18. If you enter Newport Pagnell and nothing else, you will see at least 20 results. This is because the search has looked for both Newport and Pagnell and listed every Place with Newport OR Pagnell in it **Technical Note: The database uses a Boolean OR search.**

You can narrow your results down further by using the third search box. If you enter Newport and select Buckinghamshire as well then there is only one result – Newport Pagnell (see image below).

Another way of narrowing your search results is to include a multi-word Place Name in inverted commas. "Newport Pagnell" with no county selected will only find one result – Newport Pagnell in Buckinghamshire.

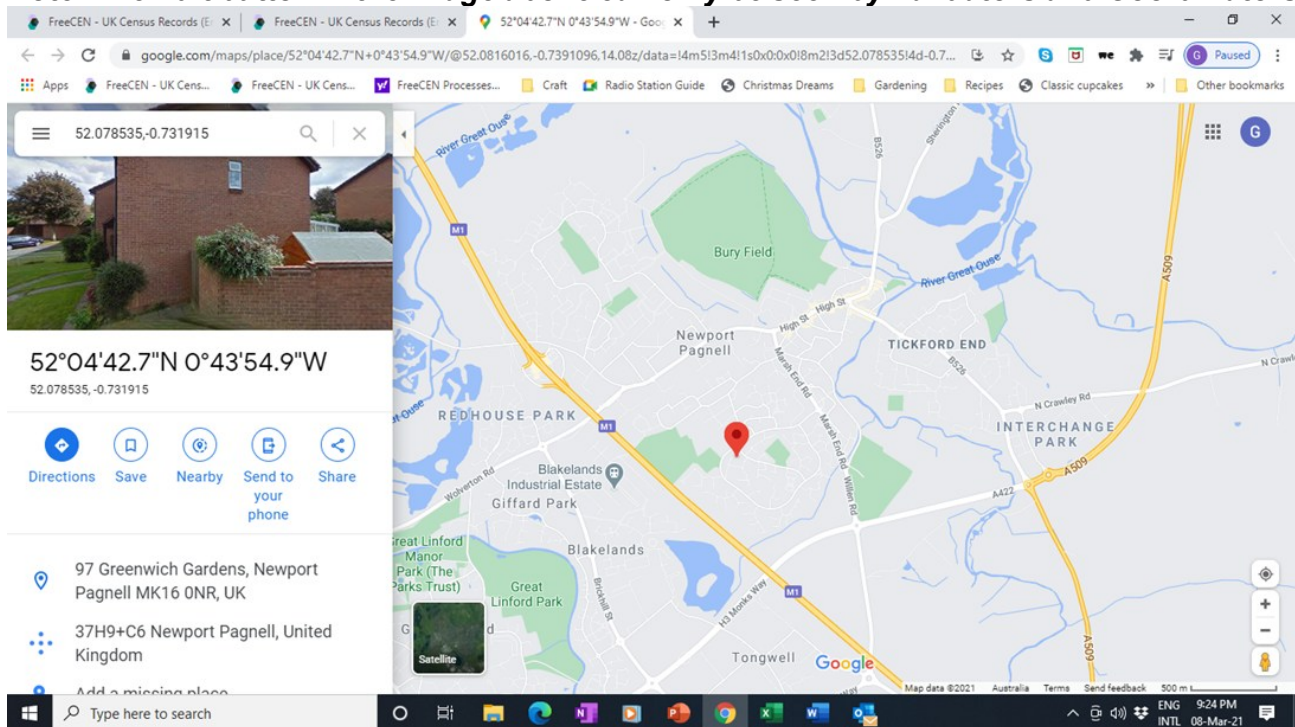
Note: Inverted commas are not permitted in advanced searches.



In the image above you can see breadcrumbs just under the menu in the purple bar. It says Your Actions: > Search Place names > Search Place Names Results. You use these breadcrumbs to start another search by selecting Search Place Names when you are on the Results screen.

You will also see a 'Location' Action. If you select this Action, Google Maps will be opened in another tab to show you where the Place is. This is useful to verify that you are looking at the correct Place.

Note: The Edit button in the image above can only be seen by Validators and Coordinators.



Next, we will use an example of Kings Brompton in Somerset.

You have a difficult to read place of birth on the census. You can see that it starts with Kings but you cannot read the rest. You enter Kings into Search Place Names and Somerset in the county and you get one result – Brompton Regis. That seems strange!

The second column in the above image is called Alternate Names and you can see that there are two entries in it. They are Kings Brompton and Brompton. The 'Search Place Names Action can find alternative valid place names for a Place of Birth. Kings Brompton was also called Brompton Regis. It was also known as Brompton. All three Places of Birth are valid in a transcription.

The screenshot shows the FreeCEN2 website interface. At the top, there's a navigation bar with links: SEARCH, RECORDS, LOGOUT, YOUR ACTIONS, and HELP. Below this, a breadcrumb trail reads: Your Actions: > Search Place Names > Search Place Names Results. The main heading states: 1 Results in a Freecen2 Place Name Search for kings in Somerset. A button 'Create New Freecen2 Place' is visible. The results are presented in a table with columns: Place name, Alternate names, County, Latitude, Longitude, Show on map (Opens new tab), Source, Notes, and Action. The table contains one row for 'Brompton Regis' with alternate names 'Kings Brompton, Brompton', county 'SOM', latitude '51.068696', and longitude '-3.499957'. There are buttons for 'Location' and 'Edit' in this row. At the bottom of the table, there are buttons for 'Top of page' and 'Report a Problem'. A pink banner at the bottom of the page reads: 'The FreeCEN database is just a finding tool. Whilst we make every effort to ensure accurate transcription, errors exist in both the original census and the transcription. Please verify any result with the actual census at your local library or similar resource.'

Place name	Alternate names	County	Latitude	Longitude	Show on map <small>Opens new tab</small>	Source	Notes	Action
Brompton Regis	Kings Brompton, Brompton	SOM	51.068696	-3.499957	Location	Gazetteer		Edit

Advanced Searches

Four advanced search options are available. They are in the second box of the search screen.

Note: Only alphabetic characters are permitted in advanced searches and a minimum of 3 characters is required for partial name searches.

- 'Soundex' is useful for searching names that cannot be found in the FreeCEN2 Place Names search because they have been mis-spelt in the census. It is also useful for searching for Welsh place names, as these often seem to give the enumerators problems in English censuses. To use Soundex, enter the Place Name that has been enumerated and select the Soundex button in the Advanced Search Options box. Soundex produces a broad range of results so it may be wise to choose a county as well.
- 'Starts with' is useful when you can read the start of a Place Name, but the rest is difficult to read. To use 'Starts with' enter the beginning of the Place Name and select the Starts With button in the Advanced Search Options box.

- 'Contains' is useful when you can read only part of a Place Name. To use 'Contains' enter part of the Place Name and select the Contains button in the Advanced Search Options box.

Note: This is different to the basic search. 'Contains' will search for part of a word whilst the basic search searches for a whole word.

- 'Ends with' is useful when you can read the end of a Place Name, but the rest is difficult to read. To use 'Ends with' enter the end of the Place Name and select the Ends With button in the Advanced Search Options box.
- 'N/A' is chosen for a search that is a basic search.

Two other Gazetteers that also use Soundex and which are recommended are the [Genuki Gazetteer](#) and the [Gazetteer of British Place Names](#).

[Irish Townlands](#) is recommended for Ireland. However, it does not use Soundex.

Add a New Place Name

The Gazetteer is NOT the old PlaceSup file used in FreeCEN1. It is a Gazetteer that contains VALID Place Names. If a Place Name did not exist, it should not be added to the Gazetteer.

The Alternative Place of Birth fields on the spreadsheet should be used if the Place of Birth is not a real Place Name. They can be Propagated to eliminate the need to keep retying the same entry over and over.

The Validator has an additional set of Actions. They can 'Edit a Place Name' or 'Create a New FreeCEN2 Place'.

The Place Names entered in the Gazetteer can be the name of the Island, Borough or Burgh, Municipal Borough, City, Town, Civil Parish, Village, Hamlet or Tything. It should not be a road or street name unless that road or street name is significant. For instance, some London areas were identified by the road that ran through them rather than the Civil Parish (E.g., Blackfriars Road).

If a Place of Birth has been transcribed and it is not in the Gazetteer, then the Validator will research that Place of Birth. If they locate it, they will add it to the database. They will include either a grid reference or a Latitude and Longitude, plus a link to a Gazetteer or web page that verifies that the Place of Birth exists or existed. (Fact related urls are the preferred type of source url as we already have the map references). When a Validator has added the Place Name to the database CSVProc will verify its existence every time that a transcriber transcribes it in the future.

Note 1: When adding a Place Name it should be attached to the lowest level Chapman Code available (see [Appendix B](#)). So, Bristol is entered against GLS not ENG. St Helier is entered against JSY not CHI. Edinburgh is entered against MLN not SCT. That means that whenever SCT Edinburgh appears on a census piece MLN Edinburgh is entered in the Alternative Place of Birth fields on the spreadsheet. If this rule is not followed it will destroy the usefulness of the Gazetteer. We have implemented a search function for Researchers using FreeCEN that searches around a location. The structure of our database is critical to this feature.

It is extremely important that you follow the larger to smaller rule. CSVProc tests the Place of Birth against the Place Names in our database. CSVProc is looking for an exact match and Transcribers have been asked to follow the larger to smaller rule during Transcription. Do not add entries to the Gazetteer that do not follow this rule.

Note 2: There are special arrangements for London. Place Names are in the first instance attached to the county that they belong to (i.e. SRY, MDX or KEN). However, colloquially people stated that their Place of Birth was London, especially if they lived far away from London at the time of the census. For details see [Special Arrangements for London \(LND\)](#).

The Validator's screen is different to the screen for the Transcriber and Proofreader. There are two additional Actions.

- Edit
- Create New FreeCEN2 Place

For instance, we have a census piece where the Place of Birth is enumerated as Melbourne Australia. It is reported as a Warning when the piece is being validated. We can search the Place Names Gazetteer for the entry.

The screenshot shows the FreeCEN2 website interface. At the top, there's a navigation bar with links: SEARCH, TRANSCRIPTIONS, LOGOUT, YOUR ACTIONS, and HELP. Below this, a breadcrumb trail reads: Your Actions: > Search Place Names > Search Place Names Results. The main heading is "3 Results in a Freecen2 Place Name Search for melbourne in All Counties". Above the table is a button labeled "Create New Freecen2 Place".

Place name	Alternate names	County	Latitude:	Longitude:	Source:	Notes	Show on map <small>Opens in a new tab</small>	Action
Melbourn		CAM	52.07717	0.0122732	Gazetteer		Location	Edit
Melbourne		DBY	52.821201	-1.4375515	Gazetteer		Location	Edit
Melbourne		ERY	53.886772	-0.8604174	Gazetteer		Location	Edit

At the bottom of the table area, there are two buttons: "Top of page" and "Report a Problem". The browser's address bar shows the URL: test3.freecen.org.uk/freecen2_places/search_names_results?locale=en. The Windows taskbar at the bottom shows the time as 7:35 PM on 12-Sep-20.

Whilst there are results from the database, the Melbourne we need is not in the list.

Note: Make sure that the Place you are adding is not already there in a different format. So, you could search for Australia and make sure that Melbourne does not occur elsewhere within the Place Names. If it does you only need to add the new format of the Place Name to the existing record.

- Select the 'Create New FreeCEN2 Place' Action.

You will be taken to a screen where you can enter a Place Name that is missing from the database.

When creating a new Place PLEASE PAY SPECIAL ATTENTION TO THE SPELLING OF THE NAME INCLUDING CAPITALIZATION

There are 3 boxes for Alternate Names. You may add more by editing the place after this creation.

Select county from following list

- Orkney
- Other Locations
- Out of County
- Overseas British

* Enter the Place Name

Australia Melbourne

Please take extreme care with the Place Name including its case!

Other Name for Place

Victoria Melbourne

Alternative name by which place may be known. Use the destroy box below to delete this entry

Other Name for Place

Alternative name by which place may be known. Use the destroy box below to delete this entry

Destroy

Destroy

- Select the Chapman Code for the Place.

In this case Australia is overseas so the Chapman Code is OVFE. Enter the Place Name, using the larger to smaller rule.

In this case Australia Melbourne (Note that commas are not used). Make sure that the Place Name is spelt correctly and that it is capitalised correctly.

We know that Melbourne is in the State of Victoria and that Place Name is sometimes used in censuses. Victoria Melbourne has been entered as an Other Name for the Place.

We now move down the screen to where we need to enter more information about Melbourne.

FIELD	VALUE
Place Name [Standard Name]:	Australia Melbourne [australia melbourne]
Alternate place name [Standard Alternate Name]:	Victoria Melbourne [victoria melbourne]
County:	Overseas British
Country:	Special
Latitude:	-37.8136
Longitude:	144.9631
Location: Opens in new tab	Location
Notes about the place:	

At the top of this screen there are three Actions –

- Edit FreeCEN2 Place Information,
- Create New FreeCEN2 Place
- Disable FreeCEN2 Place.

If you select the Edit FreeCEN2 Place you can make changes to the Place Name details (see image below).

INCLUDING CAPITALIZATION

There are 3 boxes for Alternate Names. You may add more by editing the place after this creation.

Other Name for Place: ☐ Destroy

Other Name for Place: ☐ Destroy

Other Name for Place: ☐ Destroy

Other Name for Place: ☐ Destroy

Either a Grid Reference OR the latitude and longitude:

The first thing that you will notice is that there is an additional box to select from. You will need to select the type of amendment that you are making. You can use the Ctrl button on your keyboard to select more than one.

A later census entry shows that John Smith was born in Melbourne, Victoria, Australia. Using the larger to smaller rule it will have been transcribed as 'Australia, Victoria, Melbourne'. The entries that are in the database are 'Australia Melbourne' and 'Victoria Melbourne'. There is no match in the database so there is a Warning in the Report.

- Select Add Alternative Place Name
- Add Australia Victoria Melbourne to the database as an additional Other Name for Place.
- Submit the change.

You do not need to re-enter the Latitude and Longitude and a Source because they are already there.

The Action Disable FreeCEN2 Place removes an incorrect 'Place Name' from the list. It will not be searched when CSVProc searches the database. However, if links exist to a record previously Incorporated in the database, then the entry will not be able to be disabled.

The Destroy box on the screen above removes that 'Other Name' from the list. It will not be searched when CSVProc searches the database.

Two Places With the Same Name in the Same County

Sometimes we come across more than one place in a county with the same name. If you try to add the second place to the Gazetteer it will not be accepted as the entry will be a duplicate.

This is resolved by entering the nearest village or town, which would have been a centre of interest for inhabitants of the place, in brackets. For instance, in the following image there are two Wraxall's in different parts of the county. One is shown as Wraxall (Naisea) and the

other Wraxall (Shepton Mallet). The second entry will be allowed to be entered and the entry in brackets will assist a transcriber using the Gazetteer to identify the place and its location.

Note: Ensure that there is a space between the place name and the first bracket, or the system will read the entry as one complete name. (i.e. The system will treat Wraxall(Shepton Mallet) as one phrase).

FreeCEN2 - UK Census Records

SEARCH RECORDS LOGOUT YOUR ACTIONS GAZETTEER HELP

Your Actions: > Search Place Names > Search Place Names Results

3 Results in a Freecen2 Place Name Search for 'wraxall' in Somerset

Create New Freecen2 Place

Place name	Alternate names	County	Latitude	Longitude	Show on map Opens new tab	Source	Notes	Action
Lower Wraxall		SOM	51.112887	-2.572799	Location	Gazetteer		Edit
Wraxall (Nailsea)		SOM	51.43569	-2.735076	Location	Gazetteer		Edit
Wraxall (Shepton Mallet)	Ditcheat Wraxall	SOM	51.121879	-2.57291	Location	Gazetteer		Edit

Top of page Report a Problem

The FreeCEN database is just a finding tool. Whilst we make every effort to ensure accurate transcription, errors exist in both the original census and the transcription. Please verify any result with the actual census at your local library or similar resource.

Space for Advertisement

Other FreeUKGenealogy Projects

Special Arrangements for London (LND)

There are special arrangements for London. Place Names are in the first instance attached to the county that they belong to (i.e. SRY, MDX or KEN). However, colloquially people stated that their Place of Birth was London, especially if they lived far away from London at the time of the census. We have defined London as the City of London Parishes and Wards (1888 – 1965) and the Metropolitan Boroughs (1888 – 1965) as defined by [Genuki](#).

These areas have been searched and as many Place Names as possible identified. These Place Names have been added to the Gazetteer using the LND Chapman Code.

Whilst we have tried to be thorough, we may have missed a Place Name. Coordinators and Validators cannot add that Place Name against the LND Chapman Code, though they can against the county.

When it becomes necessary to add a Place Name to the Chapman Code LND in the Database it should be referred to the coordinator who will refer it to the Data Manager. The Data Manager will verify it. Once verified the Data Manager will add it to the Database so that it is available in the future.

Latitude and Longitude

- In the UK all Latitudes are positive. (A + sign does not need to be entered).

- A Latitude South of the Equator is negative, and a Latitude North of the Equator is positive.
- If overseas, a Latitude of South is negative, and a Latitude of North is positive.
- In the UK a Longitude West of Greenwich is negative, and a Longitude East of Greenwich is positive.
- If overseas a Longitude of West is negative, and a Longitude of East is positive.

Do not forget to include the – (negative) in the result when necessary:

Technical Note: The prime meridian is the line of 0 Longitude, the starting point for measuring distance both East and West around the Earth. The meridians from West of Greenwich (0°) to the antimeridian (180°) define the Western Hemisphere and the meridians from East of Greenwich (0°) to the antimeridian (180°) define the Eastern Hemisphere. Positive Longitudes are in the Eastern Hemisphere, and negative ones are in the Western Hemisphere.

Null Island is a name for the point on the Earth's surface where the prime meridian and the equator cross, located in international waters in the Gulf of Guinea (Atlantic Ocean) off the west African coast. In the WGS84 datum, this is at zero degrees Latitude and Longitude (0°N 0°E) and is the location of a buoy. (Source: Wikipedia at url: https://en.wikipedia.org/wiki/Null_Island, visited 7 September 2020)

Adding Sources

Your entry will not be accepted if you do not add a source for your information.

Some hints for Validators adding Sources to Place Names, based on a recent audit of Place name entries that had been added to the original set:

- Google is not a Source. It is a tool used to locate a source. The entry about the Place needs to be clicked on so that you go to the page. You can then enter the source into the Gazetteer and copy and paste the url into the web page box.
- A Map reference or Google Maps is not an acceptable Source. We already have a link to the map. We need a link to some information about the place in the 19th Century to show that it is in the correct county, please. The most common sources are Genuki, Wikipedia, Vision of Britain, Coflein, Irish Townlands etc. These common sources are the ones we have included in the list. When we are able to eventually make these links available to researchers, we would like to take them to some information about the place.
- Discovery National Archives is a source, but we cannot use it. The Discovery National archives information has been compiled by them from the censuses, which is where our information comes from as well. We have found many errors in their lists of places when we verified the county PARMS reference file. If the error is in the census, they may well have copied it, and we may have copied it also. So, we need an independent source in our Gazetteer to verify that a place existed.
- Your name is not a source. Why? Because a researcher cannot refer to you directly to find out about a place.
- Cluttering the Gazetteer with Road names in a town is not a good idea. We found one county with lots of road names all with the same location. The correct thing to do is to enter the POB 'as is' in the verbatim columns and then enter the name of the civil parish or town that they are in in the alternative POB columns. The alternative POBs can be Propagated throughout the piece, so you only need to enter them

once. There may be several places containing the same road name. A researcher may not have the local knowledge to be able to pinpoint that correct road.

- Please make sure that you have the Place names in the correct county. In one instance we found someone had entered about 25 entries with correct coordinates etc all in the wrong county. We have disabled them as they already existed in the correct county. If a Place is moved to a different county, please note the dates and Counties in the Gazetteer Notes box – for the entry in both Counties.
- Where a Place already exists in the Gazetteer and you have a second Place Name or spelling for it, please add it to the original entry. It is far less work for you than adding the Location and Source as well. In addition, the data manager does not have to fix up the entry when we come across it. If there are links to Incorporated files it takes 15 minutes to run the task to fix each one, and they must be done sequentially.
- Please follow the bigger to smaller rule. We have found quite a few entries where places were entered twice, once Bigger to Smaller and then the other way round. As we develop the capabilities of FreeCEN into the future spurious entries will only make searching FreeCEN harder and slower as the Gazetteer will provide reference data for the search.

Appendix G - Frequently Asked Questions

1. **How do I obtain the images to transcribe?**

Your coordinator will arrange with you for a suitable source of images. Images are usually transferred to a Transcriber using a medium such as Dropbox. Your coordinator will be able to provide specific advice about the images that you will need.

2. **How do I obtain a new Spreadsheet for the year I am working on?**

Sign in to FreeCEN via the members menu option. Select CSV Batches from the menu. Select Download Spreadsheet and click on the Region and year that you require. A blank spreadsheet in .csv format will be downloaded to your computer.

3. **What software can I use for transcriptions?**

You can use any spreadsheet program. Work can be done in the native format of that program (e.g. xls, xlsx, ods etc) but must be saved as a .csv (comma delimited) file before it can be uploaded into CSVProc. Some Open Office software programmes use a different character set to mainstream programmes. This can cause problems when the piece is tested. If this is the case always work on .csv files so they do not have to be converted.

4. **How often can I test my transcription?**

You can test your transcription as often as you like. The first time you upload the csv file it will be tested and produce a report. Subsequently you should use the RL Action item to reload the file. Each time that you upload or reload the file it will produce a report and send it to you.

5. **What do I do if I get a message 'File Not Linked' on my screen?**

The CSVProc system is web based. If you get this message refresh your screen. This will establish a new link to your file.

6. **What does Info: mean in my report?**

Info is a message that occurs whenever there is a new entry in one of the Enumeration District fields, or a folio or page change occurs. It is there for information only.

7. **What does Warning: mean in my report?**

A Warning is an entry in your spreadsheet which is unusual. It may be a scholar who is beyond school age, or a schedule number that appears to be out of order, or one of many other unusual entries. Warnings are there to alert you to an entry that is outside of the normal parameters. Once it has been verified as correct no further Action needs to be taken. A Warning will also be generated to draw the attention of the Validator to a record that requires validation.

8. **What does Error: mean in my report?**

An Error is an entry that cannot be accepted by the FreeCEN database. It may be a text character that is outside of specification, or an age that is not acceptable (e.g. 130), or a civil parish that is not listed for that piece by the National Archives or one of many other unacceptable entries. Errors must be corrected before the piece can progress to the next step in the transcription to publication process. If you cannot resolve an Error ask your coordinator for help.

9. **What is the transition referred to in my report?**

A transition identifies the first field in a record that has an entry. It may be a new ED, Folio or Page. A change of schedule number can also be a transition. If your report refers to a transition have a look on that row and identify what the first change was. Transitions usually occur up to and including the surname field.

10. **Why did I get a message "processing encountered a serious problem" when I received my report?**

The most common cause of this message is that the wrong spreadsheet version has been used for the year that you are working on. The Errors will tell you which fields are incorrectly included or missing. If this is not the cause forward the report email to your coordinator who will have the cause investigated.

11. How do I transfer a file to my Coordinator?

Contact your coordinator and advise them that the file is completed. (If there are Errors in the report your coordinator will ask you to correct them). When the file is ready without Errors your coordinator can access your file list and lock it so that it cannot be changed. When they are ready to have it proofread they will send a copy of the file to the Proofreader. Do not delete your copy from your file list. This copy will be retained on the system for version control purposes.

12. Why is my file Locked?

There are two main reasons why a file may have been Locked. If the file has been edited online the file may be locked so that it cannot be overwritten. It will remain Locked until it has been Reprocessed. The other main reason is that the coordinator has Locked the file so that it cannot be overwritten. If you need to do further work on the file discuss it with your coordinator.

13. Why can I only see some fields when I try to edit a file online?

Only individual information is permitted for online editing. Census location, Folio/Page and dwelling information and some other fields must be changed off line because they are propagated down the file within CSVProc.

14. Can I use a traditional style FreeCEN spreadsheet with CSVProc?

Yes, CSVProc will accept a traditional style spreadsheet. Before you upload it needs to be modified. Instructions to modify it can be found [here](#).

15. Why has the code B disappeared from the valid language codes?

The language codes can be used for Wales, Scotland, Isle of Man and Ireland. The code B (meaning both or bilingual) becomes vague as it is not necessarily clear which languages are being referred to. A specific new code has therefore been introduced.

16. The Place of birth could be either a Town or a County. How do I transcribe this?

Sometimes we will come across a Place of Birth that has simply been transcribed with no obvious county with it. For instance, Cambridge or Ireland Dublin. In the Cambridge case we know that it will be CAM for the Chapman Code, but we cannot be sure of the location within the county so transcribe a hyphen (-). In the Dublin case the Chapman Code will be DUB so Ireland becomes superfluous. We cannot be sure of the location within the county so enter a hyphen (-).

17. Why do I have to download a file after I have edited it?

Once you edit a file it is locked from overwriting. When you download the file you will have the latest edited copy on your computer and the lock disappears. When you upload again you overwrite the online copy and the file is re-tested. Online and Offline files are now in sync and you have an up to date report.

18. How does CSVProc treat name variations like Bishops Hull or Bishop's Hull. Are both versions in the Gazetteer?

We test using a system called standardised names. The standardisation drops the following characters from the name **.,'(){}[]** so there is no issue with using Bishops Hull or Bishop's Hull - both will match to the same Place. It also converts Saint to St for consistent matching. St. or St will both match to the same Place as will nr and nr.

Appendix H - The FreeCEN CSV Online System

CSVProc Actions

The following Actions are available via the CSVProc Menus. By following the indents, you can find a particular set of Actions:

Action	Transcriber	Proofreader	Validator	Coordinator
My Files				
Download a new blank spreadsheet	Yes	Yes	Yes	Yes
Upload a File	Yes	Yes	Yes	Yes
Download a File	Yes	Yes	Yes	Yes
Reload a File	Yes	Yes	Yes	Yes
List Files with Errors	Yes	Yes	Yes	Yes
Sort the File Order	Yes	Yes	Yes	Yes
Show File Information				
Replace a File	Yes	Yes	Yes	Yes
Download a File	Yes	Yes	Yes	Yes
Remove a File	Yes	Yes	Yes	Yes
Download Report	Yes	Yes	Yes	Yes
View Flags	Yes	Yes	Yes	Yes
View Error Messages	Yes	Yes	Yes	Yes
Display Error Record	Yes	Yes	Yes	Yes
Edit Entry Record	Yes	Yes	Yes	Yes
View Warning Messages	Yes	Yes	Yes	Yes
Display Warning Record	Yes	Yes	Yes	Yes
Edit Warning Record	Yes	Yes	Yes	Yes
View Information Messages	Yes	Yes	Yes	Yes
View Civil Parishes	Yes	Yes	Yes	Yes
View Pages	Yes	Yes	Yes	Yes
View Dwellings	Yes	Yes	Yes	Yes
View Individuals	Yes	Yes	Yes	Yes
Copy to Another Person	No	No	No	Yes
Edit Header	No	No	No	Yes
Lock / Unlock File	Yes	Yes	Yes	Yes
Re-Process File	No	No	Yes	Yes

Action	Transcriber	Proofreader	Validator	Coordinator
Allow to Commence Validation	No	No	No	Yes
Validation				
Accept a Record	No	No	Yes	No
Edit a Record	No	No	Yes	No
Promulgate an Alternative Place of Birth	No	No	Yes	No
Place Names				
Search Place Names	Yes	Yes	Yes	Yes
View Location on Map	Yes	Yes	Yes	Yes
Edit Place Names	No	No	Yes	Yes
Add a New Place Name	No	No	Yes	Yes

The Following Additional Actions are Available to Coordinator's, Data Managers and System Administrators:

Manage County	
Manage FreeCEN2 Places	This is part of the updated PARMS hierarchy
Create New FreeCEN2 Place	
Manage FreeCEN2 Districts	This is part of the updated PARMS hierarchy
Display a specific District	
List Districts for a Specific Year	
Full Index of Districts	
List Districts with Missing FreeCEN2 Place Name	
Edit District	
Manage FreeCEN2 Pieces	This is part of the updated PARMS hierarchy
Display a Specific Piece	
List Pieces for a Specific Year	
Full Index o Pieces	
List Pieces with Missing FreeCEN2 Place	
List Pieces with District FreeCEN2 Place Name	

Manage FreeCEN2 Civil Parishes	This is part of the updated PARMS hierarchy
Display a Specific Civil Parish	
Edit Civil Parish in Piece in Sub District	
View Sub-District on TNA	
List Civil Parishes for a Specific Year	
Full Index of Civil Parishes	
List Civil Parishes with Missing FreeCEN2 Place Name	
List Civil Parishes with District FreeCEN2 Place Name	
Review Batches with Errors	This lists all files within the syndicate with errors
Review Batches by Filename	This lists all syndicate files by filename
Review Batches being Validate	This lists all syndicate files in validation
Review Incorporated Batches	This lists all syndicate files that have been Incorporated
Review Batches by Userid then Filename	This lists all files by syndicate member
Review Batches by Most Recent Date of Change	This lists all files in the syndicate by date
Review Specific Batch	This lists all files and all associated syndicate members who have worked on the file
Upload New Batch	This uploads a batch onto the list of a specific syndicate member
Manage FreeCEN1 Pieces	This shows all files previously uploaded to FreeCEN1
Create a New Piece	
Manage VLD Files	Lists all FreeCEN1 vld files for the county
Show VLD File	Shows details of the selected vld file
Manage Places	Lists all FreeCEN places for the county

Note: These tables are subject to amendment.

Using CSVProc

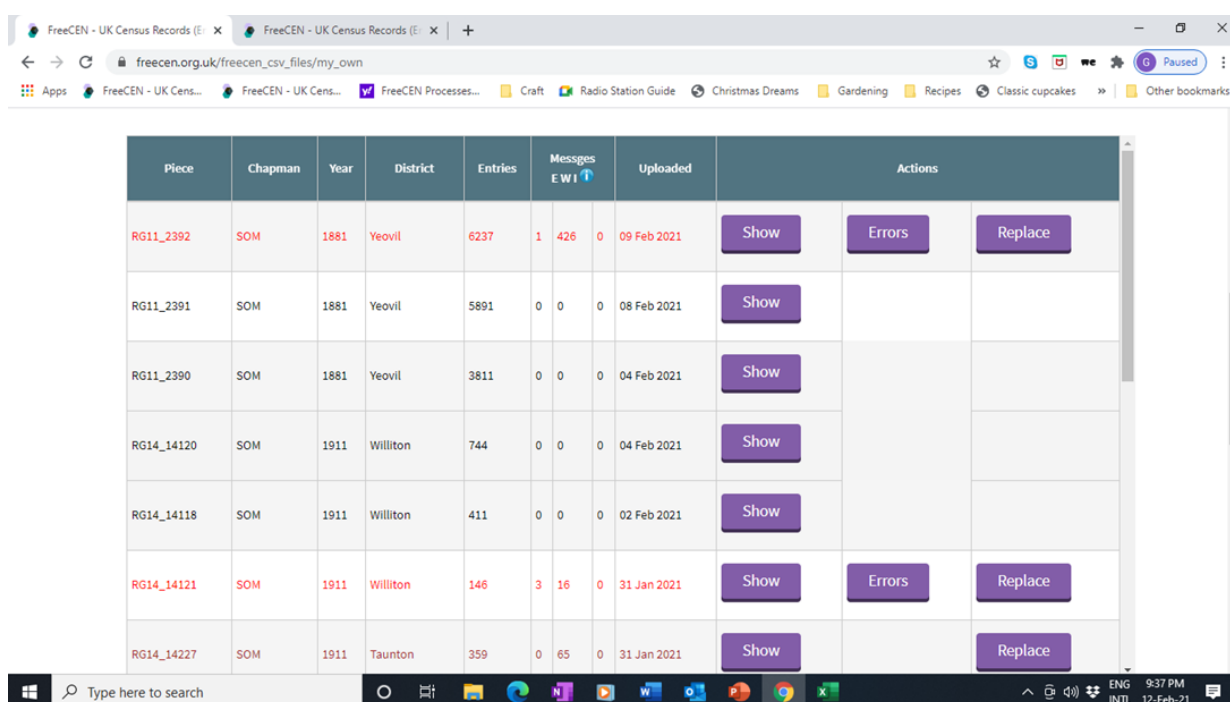
Note: The following information is provided to give you an overview of some of the key Actions in CSVProc. The specific Actions that need to be performed within a procedure are included in the information in the main sections of this Handbook.

Correction and editing of census transcriptions can be performed offline by working with the processing report that contains Error, Warnings and Information messages and your spreadsheet software.

It can also be performed online using a variety of diagnostic reports. This is not recommended for Transcribers and Proofreaders.

Diagnostic reports can be used to focus on issues within the transcription. The online tools are especially useful for proofreading and validating.

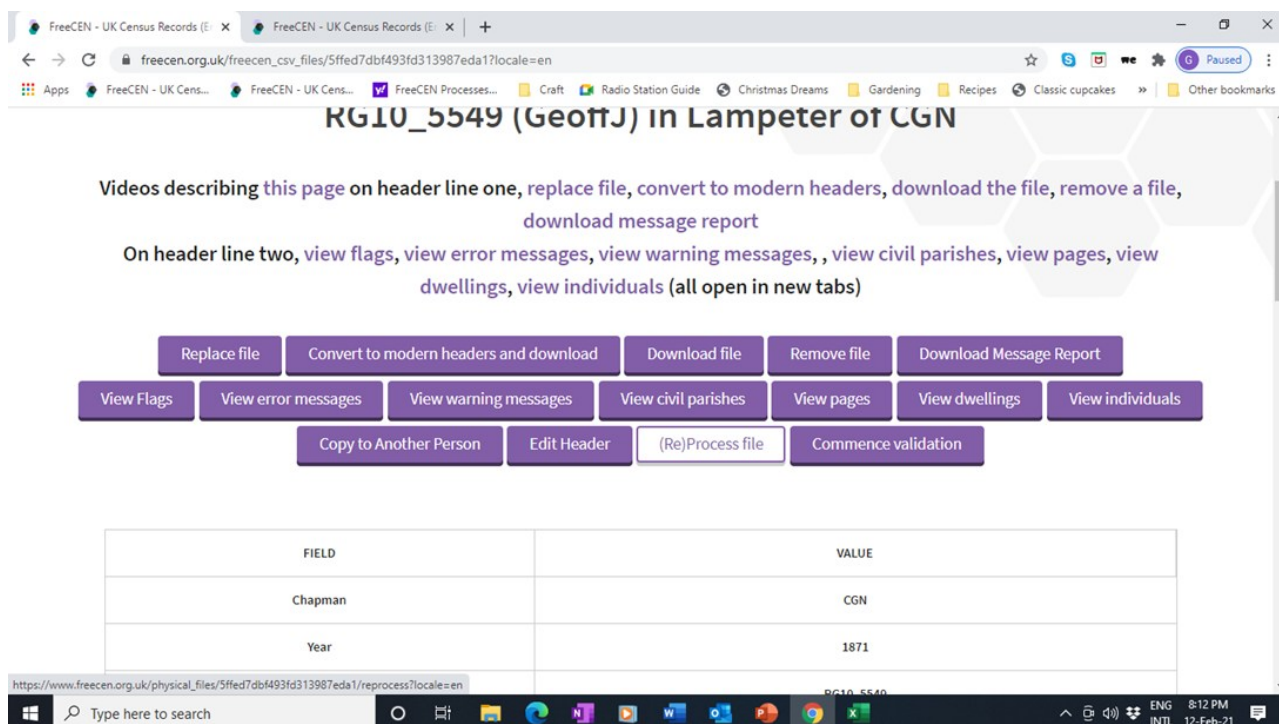
The image below shows the Actions that are available when your file list is displayed:



The screenshot shows a web browser displaying the FreeCEN website. The main content is a table with columns: Piece, Chapman, Year, District, Entries, Messages (E, W, I), and Uploaded. The 'Actions' column contains buttons for 'Show', 'Errors', and 'Replace'. The table lists several census records, including RG11_2392, RG11_2391, RG11_2390, RG14_14120, RG14_14118, RG14_14121, and RG14_14227. The 'Show' button is available for all entries, while 'Errors' and 'Replace' are only available for entries with errors or warnings.

Piece	Chapman	Year	District	Entries	Messages E W I	Uploaded	Actions
RG11_2392	SOM	1881	Yeovil	6237	1 426 0	09 Feb 2021	Show Errors Replace
RG11_2391	SOM	1881	Yeovil	5891	0 0 0	08 Feb 2021	Show
RG11_2390	SOM	1881	Yeovil	3811	0 0 0	04 Feb 2021	Show
RG14_14120	SOM	1911	Williton	744	0 0 0	04 Feb 2021	Show
RG14_14118	SOM	1911	Williton	411	0 0 0	02 Feb 2021	Show
RG14_14121	SOM	1911	Williton	146	3 16 0	31 Jan 2021	Show Errors Replace
RG14_14227	SOM	1911	Taunton	359	0 65 0	31 Jan 2021	Show Replace

Show Action. - This is probably the most useful of the displays. There is a range of Action available at the top of the screen. The bottom row of Actions in the image are only available to coordinators.



There are four sections at the top of the screen that need some explanation.

1. The **Breadcrumbs** section - You will see these on most of the displays on FreeCEN (It is the Hansel and Gretel trail of the how you got to the page currently being displayed). These links are used to go back to where you were, rather than the browser back button. Why? Because you can go back multiple steps and when you do the display is refreshed. (Using the back button simply displays the page from a cache on your computer as it was the last time it was visited).
2. Links to Videos that explain the Actions available on the screen.
3. There is a set of Actions that **everyone** has to review the contents of the file. Two of these are simply duplicates of Actions that were in the file header - View Error Messages and Replace File.
4. There is an Action that converts a FC1 format file to the new format for the year and downloads it.
There are three Actions that permit you to review online the processing messages by their specific type. (Error messages, Warning messages and Information messages). There is also an Action that lets you see the entries where there is a Flag set. There is also a set of Actions that allow you to go to the entry where there was a new Civil Parish, a new Folio/Page, a new Dwelling and a new Individual.
5. There is a set of Actions that is for coordinators and higher level users.

The rest of the display gives you information about the file, most of which is generated by the file processor and cannot be edited.

FIELD	VALUE
Chapman	CGN
Year	1861
Piece number	4177
District name	Cardigan
Number of records	2659
File name	RG094177.csv
Uploaded by userid	Captkirk
Flexible	true
Transcribed by	
Transcribers email address	
Syndicate transcribed for	
Date of upload	29 Mar 2020
Number of errors	221
Number of warnings	22
Number of info messages	114
Batch is locked from overriding by Transcriber	No
Batch is locked from overriding by Coordinator	No
Date transcribed	01 Jan 1998

Locking a Batch

A Batch can be locked from overriding by the Transcriber. This happens when the file or its contents have been edited online. There is also a lock when the coordinator, Proofreader or Validator has made an on line edit.

The system locks the file so that it cannot be overwritten because it has been changed. Doing so would lose the edits that have been made. The lock can be removed by downloading the file onto your computer and making subsequent changes on that version.

The best advice is to either work online or offline.

The information about a file can be edited but as mentioned earlier most fields cannot be changed.

The few that can are shown below - basically information about who transcribed the file and when.

- Section C. Flag information and the 2 verbatim fields as well as a transition note. The latter reflects the field at which data in the entry commenced.
- Section D is an area where the processing messages are displayed.

The content of the entry can be edited according to nature of the entry. i.e. At what column of the original spreadsheet does the entry commence to have data. (This is called the 'Transition' and it indicates the start of a new page, dwelling or individual). The entries are now vertical rather than horizontal.

Your Actions: > Your Files > File Information > List of Records > Record Contents > Edit Record

Editing record 4 for rg132263 (Captkirk) in Williton of SOM

Civil parish

Bilbrook
 Chidgley
 Doniford
 Golsuncott
 Leighland
 Nettlecombe
 Old Cleeve
 Roadwater
 Sampford Brett
 St Audries
 St Decumans

Enumeration district

1

Ecclesiastical parish

Tiptop

Folio number

5

Page number

1

Schedule number

1

House number

House or street name

Tower Hill

Rooms

4

Uninhabited flag

b
 n
 u
 v
 x

Note: There are the other fields that follow on logically but are not shown in the image above. In most cases the current value is displayed together with other options.

There are three sets of displays.

- The processing messages displays records according to their nature. (Error Messages, Warning Messages and Information Messages.)
- The transitions message displays information on the various transitions according to the transition. (I.e. Civil Parish, Enumeration district, Folio/Page number, Dwelling and Individual)

Civil and Enumeration Change Index

Entry Number	Civil Parish	Enumeration District	Ecclesiastical Parish	Action
4	St Decumans	1	Tiptop	SH ED
35	St Decumans	1		SH ED
65	St Decumans	1		SH ED
92	St Decumans	1		SH ED
121	St Decumans	1		SH ED
152	St Decumans	1		SH ED
183	Sr Decumans	1		SH ED

- The Flag display shows those records where a Flag is set.

Information Message Index

Entry Number	Message	Action
4	Info: line 4 New Civil Parish St Decumans. Info: line 4 New Enumeration District 1. Info: line 4 Initial Folio number set to 5. Info: line 4 Initial Page number set to 1. 	SH ED
35	Info: line 35 New Page number 2. 	SH ED
65	Info: line 65 New Folio number 6. Info: line 65 New Page number 3. 	SH ED
92	Info: line 92 New Page number 4. 	SH ED
121	Info: line 121 New Folio number 7. Info: line 121 New Page number 5. 	SH ED
152	Info: line 152 New Page number 6. 	SH ED

All displays have an Action column that allows you to either look at the entry or to edit it. A typical Warning Message display is shown in the image below.

Warning Message Index

Entry Number	Message	Action
821	Warning: line 821 New Page number is less than the previous number 20. 	SH ED
845	Warning: line 845 Enumeration District changed to 2. Warning: line 845 New Folio number increment larger than 1 23. Warning: line 845 Schedule number 1 is less than the previous one . 	SH ED
2218	Warning: line 2218 Enumeration District changed to 3. Warning: line 2218 New Folio number increment larger than 1 50. Warning: line 2218 Schedule number 1 is less than the previous one . 	SH ED
2902	Warning: line 2902 Enumeration District changed to 3. 	SH ED
3015	Warning: line 3015 Enumeration District changed to 4. Warning: line 3015 New Folio number increment larger than 1 68. 	SH ED
3016	Warning: line 3016 Schedule number 1 is less than the previous one . 	SH ED

The transition displays are similar. The image below shows the changes in Dwelling transitions

Dwelling Index

Entry Number	Dwelling Number	Schedule Number	House Number	House or Street Address	Action
4	1	1		Tower Hill	SH ED
7	2	2		Tower Hill	SH ED
14	3	3		Tower Hill	SH ED
17	4	4		Tower Hill	SH ED
19	5	5		Tower Hill	SH ED
22	6	6		Tower Hill	SH ED
24	7	7		Tower Hill	SH ED

Note: One entry is shown in red as there is an Error in the record.

The Errors Display is similar.

Error Message Index

Entry Number	Message	Action
122	ERROR: line 122 Verbatim Birth Place is blank. 	SH ED
123	ERROR: line 123 Verbatim Birth Place is blank. 	SH ED
133	ERROR: line 133 Verbatim Birth Place is blank. 	SH ED
183	ERROR: line 183 Civil Parish has changed to Sr Decumans which is not in the list of subplaces. 	SH ED
187	ERROR: line 187 Verbatim Birth Place is blank. 	SH ED
188	ERROR: line 188 Verbatim Birth Place is blank. 	SH ED
212	ERROR: line 212 Verbatim Birth Place is blank. 	SH ED

If you were to click on the show of entry 183 the specific entry and details of the record with the Error will be displayed

Showing record 183 for rg132263 (Captkirk) in Williton of SOM

[Next entry](#)[Previous entry](#)[Edit Entry](#)

Census Year	County	Place	Civil Parish	Ecclesiastical Parish	Piece	Enumeration District	Folio	Page	Schedule	House Number	House or Street Name	Dwelling Number	Rooms
1901	Somerset (SOM)	Williton	Sr Decumans		2263	1	8	7	45		High Street	45	

Sequence	Surname	Forenames	Relationship	Marital Status	Sex	Age	Occupation	Occ Category	Birth County	Birth Place	Disability	At Home	Notes
1	WARD	Harry B	HEAD	M	M	35	Newspaper Off Overseer	E					

Transition	Verbatim Birth County	Verbatim Birth Place	Birth Place Flag	Deleted Flag	Individual Flag	Name Flag	Occupation Flag	Uninhabited Flag
Civil Parish	SOM	Old Cleeve						

ErrorsMessages	Warning Messages	Info Messages
ERROR: line 183 Civil Parish has changed to Sr Decumans which is not in the list of subplaces. 		

The Error (Sr instead of St) can be corrected there and then through the edit.

Editing record 183 for rg132263 (Captkirk) in Williton of SOM

Civil parish	<div> <div> <div>Leighland</div> <div>Nettlecombe</div> <div>Old Cleeve</div> <div>Roadwater</div> <div>Sampford Brett</div> <div>St Audries</div> <div>St Decumans</div> <div>Stream</div> <div>Treborough</div> <div>Washford</div> <div>Wickham</div> </div> </div>
Enumeration district	1
Ecclesiastical parish	
Folio number	8
Page number	7
Schedule number	45
House number	

The entry is then corrected.

Your Actions: > Your Files > File Information > List of Records > Record Contents

Showing record 183 for rg132263 (Captkirk) in Williton of SOM

[Next entry](#) [Previous entry](#) [Edit Entry](#)

The change in entry contents was successful, the file is now locked against replacement until it has been downloaded.

Census Year	County	Place	Civil Parish	Ecclesiastical Parish	Piece	Enumeration District	Folio	Page	Schedule	House Number	House or Street Name	Dwelling Number	Rooms
1901	Somerset (SOM)	Williton	St Decumans		2263	1	8	7	45		High Street	45	

Sequence	Surname	Forenames	Relationship	Marital Status	Sex	Age	Occupation	Occ Category	Birth County	Birth Place	Disability	At Home	Notes
1	WARD	Harry B	HEAD		-	35	Newspaper Off Overseer						

Transition	Verbatim Birth County	Verbatim Birth Place	Birth Place Flag	Deleted Flag	Individual Flag	Name Flag	Occupation Flag	Uninhabited Flag
Civil Parish	SOM	Old Cleeve						

These are just examples of what can be done online.

When finished you should download the file to your computer using the Download Action. This will update the copy of the spreadsheet on your computer so that the online record is aligned with the spreadsheet.

Your Actions: > Your Files > File Information

rg132263 (Captkirk) in Williton of SOM

[Edit](#) [Download file](#) [Browse civil parishes](#) [Browse pages](#) [Browse dwellings](#) [Browse individuals](#) [Browse error messages](#) [Browse warning messages](#)
[Browse information messages](#) [Browse Flags](#) [Remove file](#) [Replace file](#)
[Relocate file](#) [Merge batches from same userid/filename into this one](#) [\(Re\)Process file](#) [Delete original file and all associated entries](#) [Change owner \(userid\)](#)

Note: The key thing to think about is you can either Replace your existing file or save it in a different folder. If you do the latter, then you MUST remember of note which version is which. It can become very confusing is you save multiple copies in different places.

It is recommended that Transcribers and Proofreaders do all their amendments on the spreadsheet rather than in the database. This eliminates any confusion.