



# Links to Other Web Sites

## User Guide

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# 1. What is the Purpose of This Facility?

This facility enables the user to access the set of external Web Site Links defined on the Stedman Cousins Web site.

Web Site Links are organised into categories. A link may be assigned to one or more categories. Examples include:

- Featured Links.
- Useful Links.
- Genealogical Societies.
- Articles.

## 1.1. Key Points

A summary of the key points covered in this document is shown in Table 1.

Item	Reference
1. Summary of the types of links and possible actions.	Section 1.2 on page 4.
2. Terms used in this document.	Section 2.1 on page 5.
3. The information presented to the user and the options available to the user.	Section 3 on page 6.
4. Web site link access rights.	Section 4.2 on page 7.
5. How to access the Links to Other Web Sites Page.	Section 6.1 on page 8.
6. Where to go for help and where to find additional information.	Section 7 on page 10.

**Table 1: Things You Need to Know**



## **1.2. Types of Links and Possible Actions**

Most of the Web Site Links represent Web sites where the Stedman Cousins has agreed to exchange links because of a common interest in genealogical matters. These are listed under the heading of “Mutual Sites”.

Some Web Site Links represent Web sites which are considered to be of special interest to Stedman Cousins members. These are listed under the heading of “Recommended Sites”.

Web Site Links are ranked according to ratings that have been assigned by the Stedman Cousins Web site users. These are listed under the heading of “Top Rated Sites”.

Web Site Links are also ranked according to the number of times a link has been viewed by Stedman Cousins Web site users. These are listed under the heading of “Popular Sites”.

Once the list of Web Site Links has been displayed, the user can select a particular item of interest.

Anonymous Users can view the Web Site Links and can report a Web Site Link as a broken link but they cannot create new links. Anonymous Users can post comments about a Web Site Link.

Registered Users and Stedman Cousins Members can view the Web Site Links and can report a Web Site Link as a broken link or submit a rating (this is a number from 1 - 10, with 1 being poor and 10 being excellent) for a Web site whose link is defined on the Stedman Cousins Web site but they cannot create new links. Registered Users and Stedman Cousins Members can post comments about a Web Site Link.

Authorised users such as the Editor, the Secretary or the Webmaster can create new links by adding a Web Site Link to the set of external Web Site Links defined on the Stedman Cousins Web site. If there is a need for a new Web Site Link to be added, please contact the Web site administrators. This can be done using the **Contact Us** facility.



## 2. Terms and Concepts

This section provides a definition of the terms and concepts used in this document.

### 2.1. Terms

Term	Definition
Anonymous User	A Web site user who is just visiting, i.e. a Guest.
Stedman Cousins Member	A user who has applied for membership of the Stedman Cousins and has paid the appropriate membership fee.
Broken Link	A dead link or broken link is a link on the world wide web that points to a web page or server that is permanently unavailable. The most common result of a dead link is a 404 error, which indicates that the web server responded, but the specific page could not be found. The browser may also return a DNS error indicating that a web server could not be found at that domain name. Dead links can also occur when website content is assembled, copied, or deployed without properly verifying the targets, or simply not kept up to date.
FAQ	FAQ is an acronym for "Frequently Asked Question(s)". The term refers to listed questions and answers, all supposed to be frequently asked in some context, and pertaining to a particular topic.
Forum	An Internet forum is a web application for holding discussions and posting user generated content. Internet forums are also commonly referred to as Web forums, message boards, discussion boards, (electronic) discussion groups, discussion forums, bulletin boards, fora (the Latin plural) or simply forums.
Help Desk	The Help Desk provides the users with a central point for help on various issues in using the Web site. The user notifies the help desk of his or her issue, and the system issues a Ticket that has details of the problem. This enables the Web site administrators to manage the issues through to resolution.
Home Page	The homepage (often written as home page) or main page is the front page, webserver directory index, or main web page of a website of a group, company, organisation, or individual.
Registered User	A user who has registered with the Stedman Cousins Web site by providing basic information including a userid and a valid e-mail address. There is no fee required.

Table 2: Definition of Terms



## 3. What Functions are Available?

This section provides an outline of the functions available on the Links to Other Web Sites Page.

The Links to Other Web Sites Page allows the user to access the set of external Web Site Links defined on the Stedman Cousins Web site.

### 3.1. Information Displayed

The information displayed on the Links to Other Web Sites Page is in four sections:

1. **Search.** This section allows the user to enter a search request in order to search the Web Site Links.
2. **Navigation.** This section enables the user to view the set of Web Site Links in various ways. For example:
  - Popular Sites.
  - Top Rated Sites.
  - Recommended Sites.
  - Mutual Sites.
  - Category List.
3. **Main.** This section shows the categories of Web Site Links and the number of links in each category. Examples include:
  - Featured Links.
  - Useful Links.
  - Genealogical Societies.
  - Articles.
4. **Latest Sites.** This section shows a list of the most recent additions to the set of Web Site Links. The following information is displayed for each link:
  - Web Site Title.
  - Web Site Category.
  - First line of the Web Site description.
  - Date of Last Update.
  - Number of Hits.
  - Rating.

### 3.2. User Options

Once a Web Site Link has been displayed, the user will be able to:

- Go to the Web site by selecting the Web Site Title.
- View the complete description of the Web site.
- Report the Web Site Link as a broken link.
- Send an e-mail to a friend about the Web Site Link.
- Submit a comment about the Web Site Link.



## 4. Who Uses This Facility?

This section explains what particular user groups can and cannot do on the Links to Other Web Sites Page.

The Links to Other Web Sites Page is used by Registered Users, Stedman Cousins Members or Anonymous Users who wish to access the set of external Web Site Links defined on the Stedman Cousins Web site.

### 4.1. User Groups

There are four main User Groups:

1. Anonymous Users.
2. Registered Users.
3. Financial Members.
4. Honorary Members.

Each Group has certain access rights to the set of Web Site Links and can perform certain actions against a link.

### 4.2. Web Site Link Access Rights

The Actions available to a user will depend upon the permissions that have been defined for a particular User Group. These are shown in Table 3.

Action	Anonymous Users	Registered Users	Financial Members/ Honorary Members
View Web Site Links.	Yes	Yes	Yes
Post comments about a Web Site Link.	Yes	Yes	Yes
Report a Web Site Link as a broken link.	Yes	Yes	Yes
Submit a rating for a Web site.	No	Yes	Yes
Create a new Web Site Link.	No (see note 1)	No (see note 1)	No (see note 1)

Table 3: Actions by User Group

Notes:

1. Only the Web site administrators can create new Web Site Links.



## 5. When is This Facility Needed?

This section describes the situations where the user needs to make use of the Links to Other Web Sites Page.

The Links to Other Web Sites Page is needed when a user wishes to access the set of external Web Site Links defined on the Stedman Cousins Web site.

The need for this arises because a user wishes to:

- Find a link to an external Web site.
- Report a Web Site Link to an external Web site as a broken link.
- Submit a rating for a Web site whose link is defined on the Stedman Cousins Web site.

## 6. How Do I Use This Facility?

This section describes the steps required to perform each function available on the Links to Other Web Sites Page.

### ***6.1. Accessing the Links to Other Web Sites Page***

To access the Links to Other Web Sites Page, you simply select the **Links to Other Web Sites** item on the Main Menu. The system will display the Links to Other Web Sites Page.

If there is a need for a new Web Site Link to be added, please contact the Web site administrators. This can be done using the **Contact Us** facility.



## 6.2. Links to Other Web Sites Page

An example of a Links to Other Web Sites Page is shown in Figure 1.

From this page, the user has access to these options:

1. Search the Web Site Links by entering a search term and pressing the **Search** button.
2. Browse the list of top 10 most popular Web Site Links by selecting the **Popular Sites** option.
3. Browse the list of top 10 most highly rated Web Site Links by selecting the **Top Rated Sites** option.
4. Browse the list of recommended Web Site Links by selecting the **Recommended Sites** option.
5. Browse the list of mutual Web Site Links by selecting the **Mutual Sites** option.
6. Browse the list of Web Site Links within a category by selecting a category of interest.
7. Select a Web Site at random by selecting the **Random Jump** option.
8. Go to a particular Web Site whose link is listed under the heading of **Latest Sites** by clicking on the Web Site title.
9. View the details of one of the Web Site Links listed under the heading of **Latest Sites** by selecting the **More Details** option.

The screenshot shows the 'Links to Other Web Sites' page. At the top, there is a header with the Stedman Cousins logo and a navigation bar. Below the header, there is a search bar and a 'Help' button. The main content area is divided into several sections: 'Popular Sites (top10)', 'Top Rated Sites (top10)', 'Recommended Sites (0)', and 'Mutual Sites (0)'. There is also a 'Category List' and 'RSS/ATOM Sites (0)'. The 'Main' section lists various categories like 'Networking (0)', 'Directories and Search Engines (0)', 'Shropshire: General and Reference (1)', 'Shropshire History and Geography (1)', 'Stedman History (0)', 'Travel and Tourism (1)', and 'Shropshire: General and Reference (1)'. The 'Latest Sites' section is visible at the bottom, showing details for 'The Baron of Beef, Bucknell' and 'The Shropshire Family History Society'. The page also includes a 'Who's Online' section, a 'Spambot Monitor', and 'User Visits - Top Countries'.

Figure 1: Sample Links to Other Web Sites Page



## 7. Where Do I Go for Help?

This section explains what to do if you find errors or omissions, if you have questions, if you have comments or suggestions, or if you have problems using the Web site.

### 7.1. *Errors and Omissions*

If there are any errors or omissions in this document, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.

### 7.2. *Questions*

If you have any questions about the information in this document, please use the **FAQ** facility on this Web Site. By searching the set of FAQs you may find the information you are looking for. If you cannot find the answer to your question, please submit your question using the **FAQ** facility so the administrators can respond.

### 7.3. *Comments and Suggestions*

If you have any comments about the functions provided by this Facility or if you have suggestions for improvement, please use the **Forums** facility on this Web Site. This will enable the administrators and other users to respond to your comments.

### 7.4. *System Problems*

If you encounter an error when using this Facility, please use the **Help Desk** facility on this Web Site to report the problem. A *Ticket* will be opened in your name so that the administrators can manage the problem through to resolution.



## 7.5. Related Documents

A list of related User Guides is shown in Table 4.

To find out how to	Refer to this User Guide
Find information about: <ul style="list-style-type: none"> <li>• The Stedman Cousins' aims and pursuits.</li> <li>• News about recent activities (e.g. the latest publications of the Stedman Cousins Newsletter).</li> <li>• News about forthcoming events.</li> <li>• News about the latest Forum topics.</li> <li>• News about the latest FAQ items.</li> <li>• The latest Forums.</li> </ul>	Home Page - User Guide.pdf
Access Stedman Cousins Web site facilities through the User Menu and the Main Menu.	Home Page - User Guide.pdf
Access the site-wide search facility.	Home Page - User Guide.pdf
Access the set of external Web Site Links defined on the Stedman Cousins Web site.	Links to Other Web Sites - User Guide.pdf (this document)
View the list of Web Site Link categories in order to find a Web Site Link of interest.	Links to Other Web Sites - Category List - User Guide.pdf
View a list of Web Site Links within a category of Web Site Links in order to find a Web Site Link of interest.	Links to Other Web Sites - Category View - User Guide.pdf
View a list of popular Web Site Links in order to find a Web Site Link of interest.	Links to Other Web Sites - Popular Sites - User Guide.pdf
View a list of top rated Web Site Links in order to find a Web Site Link of interest.	Links to Other Web Sites - Top Rated Sites - User Guide.pdf
View a list of recommended Web Site Links in order to find a Web Site Link of interest.	Links to Other Web Sites - Recommended Sites - User Guide.pdf
View a list of mutual interest Web Site Links in order to find a Web Site Link of interest.	Links to Other Web Sites - Mutual Sites - User Guide.pdf
View a list of Web Site Links that meet the user's search criteria.	Links to Other Web Sites - Search Results - User Guide.pdf
View the details of a particular Web Site Link.	Links to Other Web Sites – View the Link - User Guide.pdf
Report a Web Site Link to an external Web site as a broken link.	Links to Other Web Sites - Report Broken Link - User Guide.pdf
Submit a rating for a Web site whose link is defined on the Stedman Cousins Web site.	Links to Other Web Sites - Rate This Site - User Guide.pdf

Table 4: Related Documents