



# Unlocking Essex's Past

from Heritage Conservation at Essex County Council



## Help

Welcome to the help page for the UEP web site.

You have come to the right place to find out how to use this web site, so follow the instructions below to get the best out of using the site.

### Navigation

To find your way around the site, there are two different navigators which are described below.

#### Top Navigator



This is the main navigator and is shown above. It can be used at any time to

- Go to the home page
- Go to the links page
- Go to this help page
- Go to the search index page
- Go to the feedback page

#### Side Navigator

At the side of the screen there is another navigator which can be used at any time to go up a level (or two) in the hierarchy of the web site.



The highest level of the hierarchy is shown at the top of the navigator with a down arrow . This indicates that this level has been opened up, and there are further levels open. So in the example to the left hand side of this text, you can see that the ' Home ' page has been opened up, and also the ' Search Index Page ' has been opened up. The current levels in the hierarchy that are available are indicated by a .

Looking at the example shown to the left hand side of this text, you will see that the ' Monument Search ', ' Evidence Search ', ' Media Search ', ' Map Search ', and the Freetext Search are open.

This kind of navigation is really flexible, because at any point in the hierarchy it is possible to step up a level (or two!) and/or go back to the home page just by clicking on the relevant link.

There is also another quite useful facility which is handy if you already know the ' SMR Number ' for the monument that you are interested in. By using the ' SMR No.Search ' box shown below which can be found in the top right hand corner of the web site you can go straight to the monument that you are looking to find.

A search form with a teal background. It contains the text "SMR No. Search:" followed by a white input box and a teal button with the text "GO" in white.

Now that we have covered the basics of navigation, we will cover each of the main pages of the web site.

### Home Page

The home page is an introduction to the Unlocking Essex's Past web site. It contains details of the most interesting information that can be found on the site, and each time you visit the site you should see a new featured monument. This will give you some brief information on the monument, inviting you to click to discover more information. You will also find the latest news about the web site.

### Search Tools

The most powerful feature of the web site is the search tools that are available. By clicking on the search button in the top navigator you will be given 5 different search tools to use .

- **Monument Search**  
The monument search is very powerful, it gives you a whole host of options for searching for details of monuments that you may be interested in. You can search for monuments based on their name, type of monument, period, area, or the site status.
- **Evidence Search**  
If you are looking for a particular type of evidence or type of find, then you will want to use the Evidence Search. You can either enter a type of evidence that you are interested in, or browse the types that are available from the list that we have available. You can also choose the area which you are interested in.
- **Media Search**  
A whole range of exciting media has been sourced relating to monuments in the seax database . By using the Media Search you can discover virtual models, digital video, and photos of some of the better known Essex monuments.
- **Map Search**  
Using this search, you can type in an Easting and Northing for a particular area, and the search will reveal if there are any monuments in the area.
- **Freetext Search**  
if you really cant find what you are looking for using one of the searches described above, then you could always try the Freetext Search. With this search all you have to do is enter a word or words relating to the monument that you are trying to find, and the site will go and try to best match up the words that you have entered.

### Search Results

if you perform a search, and there are some matches, then you will be presented with a summary of each matching item. If you click on an individual entry then you will see full details for the monument that you have found.

### Media Results

The media search results are special. When the results are displayed for this search, thumbnail images of each of the available media items are displayed with a summary of each of the monuments. By clicking on any of the media items you will be able to view the full details for a monument.