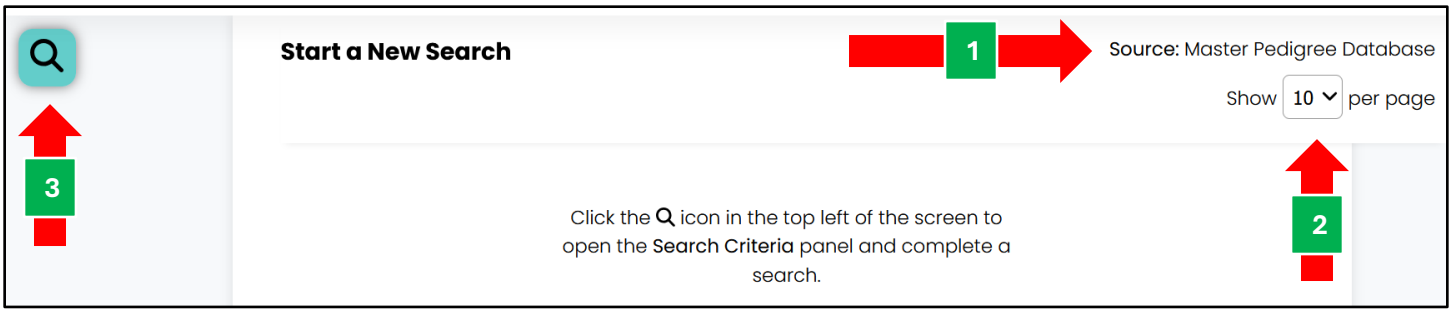
The Society for German Genealogy in Eastern Europe
The Key to Your Family Tree

SGGEE INSTRUCTIONAL HANDOUT: Searching and using results

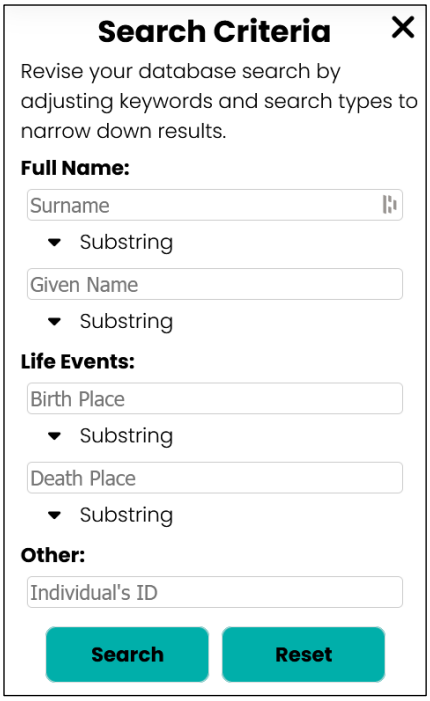
Our search tools and the way the results are displayed have been overhauled on the new website (2024). These instructions demonstrate the changes using the Master Pedigree Database, which represents the full complexity of searching and viewing results. But once you see the process in action in this database, the process will be consistent in other databases.

NOTE: the search options and the way results are displayed are dependent on the database you have selected!

- Select the database you want to search, whether public or member-only. On this start page:
    1. You will see the name of the selected database at the upper right corner
    2. You can change the number of results displayed per page below the database name
    3. To open the search fields, click the magnifying glass at the upper left corner



- The Search Criteria window opens. As noted above, the fields that are shown to you depend on the database you have selected.
- Start with a broad search and then narrow the results as desired.
    - Surname and Given name are standard fields. The default "substring" option will show even partial matches to the characters you type.
    - If you want to search a field phonetically, click the dropdown to select "DM" (for Daitch-Mokotoff Soundex)
    - If you want to match the keyword exactly, click the dropdown and use "case insensitive." Note that this will show only results that match the keyword exactly, even though it ignores the case.
    - Note that searching by an individual's ID in this database is only possible when you do not provide a full name.
    - Then search to display results.
    - Use Reset to clear the fields.
    - You can also click the X to close the Search Criteria window. It will close automatically when results are displayed. To reopen your existing search, just click the icon to reopen the window.
- Your results, if any, are displayed. They are sorted based on an internal numbering system in the selected database. At this time (2024), it is not possible to sort or otherwise organize the results on the screen.



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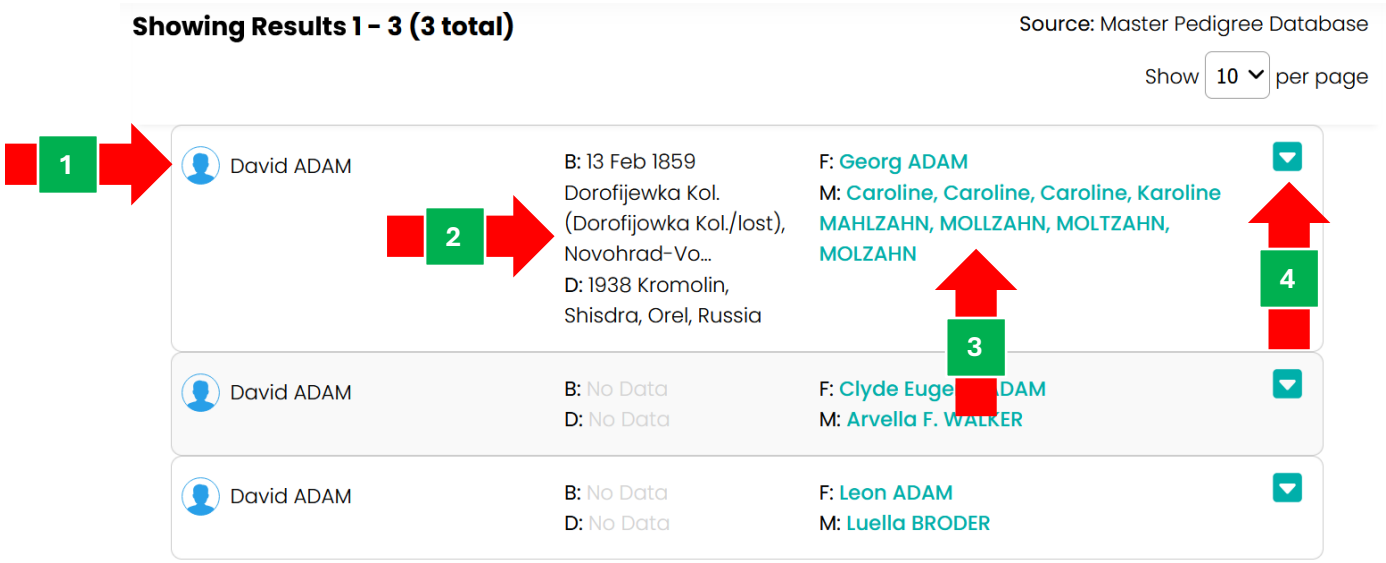
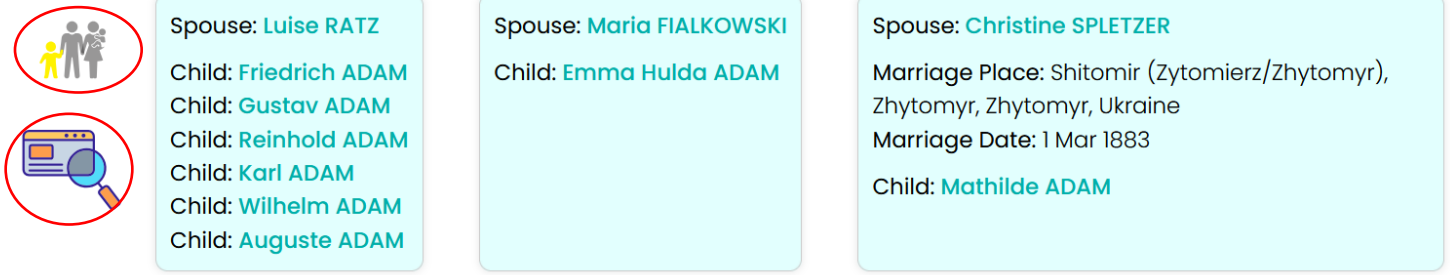


1. The name at the left is the person being searched for. Note that the icon indicates male or female.
2. The next column is information specific to the person being searched.
3. The third column is parental information. In this example, note that the names are **hyperlinked;** clicking a linked name will take you to that person's information as found in the selected database.
4. Finally, the arrow indicates that related information about the person who was searched was found in the database. Click the arrow to expand the view.



- The expanded results now show additional family information for the person being searched. In this example, additional marriages, spouses and children. And some of those names are hyperlinked, meaning additional information about those individuals was found in the database.
- The "birth family" icon at left shows additional information for siblings was found. Click the icon to view.
- The "source info" icon shows you the source in the database for the information displayed. Click to view.
- You can click the expand arrow again to shrink the results view.

Remember! The search fields and the display of results are dependent on the database you selected. Searches in databases other than the MPD will display results differently because the data is not present or is not structured in a way that allows it to be parsed.

But in general, if you see

- An expansion arrow, clicking will expand the view of results.
- A hyperlinked name, it will show you information about that person.
- A birth family icon, it will show siblings.
- A source info icon, it will show the source of the information.