



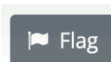
Flagged Content

Flagging content is a way to indicate that there is an issue with a census, building, or person record that needs further investigation to be resolved. Flagging can only be performed by a user logged into a HistoryForge account.

For example, if a census record included an address that was later found to not exist at that time, the census record should be flagged, and the address investigated to determine the correct address of the residents when possible.

Flagging a record

To Flag a record, select the Flag button on the top right side of the page.



That will open a window to record the issue to be resolved.

Flag this Record

What is the issue? *

Please tell us more so we can fix it. *

Submit

Select the relevant issue from the drop-down menu.

Flag this Record

What is the issue? *

✓

Incorrect data

Inappropriate content

Possible duplicate

Submit

Then leave an explanation in the field below so someone can investigate and try to resolve the issue.

Resolving Flagged Content

The number of flagged records will be indicated next to Flagged Content on the Admin drop-down menu.

Flagged Content **56**

Select Flagged Content on the drop-down menu.

This will take you to the Unresolved Flags page which contains a list of Flagged Items, the Reason, (name of the) Flagger, and the date the item was flagged.

Unresolved Flags

Flagged Item	Reason	Flagger	When
John Perry	Incorrect data	Eve Snyder	4/28/20

To review/resolve an item:

Select the flagged item you want to review by clicking the blue name/address on the left side of the screen.

This will bring you to the flagged record. A red banner at the top provides the reason it was flagged, and it can also contain a note explaining why the record was flagged.

Perry, John

Flag

Edit

Actions

Select

Add Record

Flagged as Incorrect data by Eve Snyder

Street address-see notes in record.

Resolve

Census Scope

[Go to Person Record](#) [Go to Census Sheet](#)

Year	County	City	Ward	Enum Dist	Page	Line	Dwelling	Household No.
1910	Tompkins	Ithaca	1	179	13B	84	261	301

After reviewing the record, if you've determined you can resolve it:

Select the Resolve button.

Resolve

Is this issue resolved?

☐ Yes

Any comments?

Submit

From the Resolve window:

- Check the box for Yes.
- Click Submit.

Once you have marked the item resolved, select the Edit button, and enter the correct information.

Make sure to note any changes from what was recorded on the census in the notes field. For example, if the address on the census did not exist and you entered a new address on HistoryForge, include the address from the census and an explanation of how you knew this, i.e., it did not exist in the relevant city directories, and include the source for the revised address.

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