

TERRADISE COMPUTER SYSTEMS, INC.

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Software for Professionals



# CemeteryPro<sup>™</sup> Guide

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## Overview

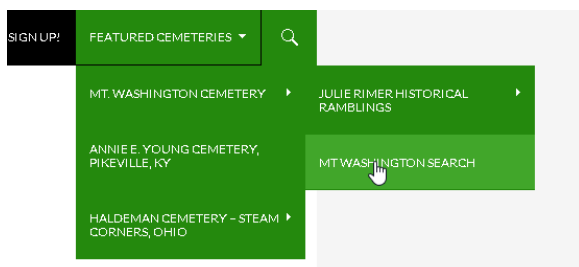
CemeteryPro™ helps cemeteries track their burials.

To accomplish this, the following features are used:

1. Each burial is tracked on a screen showing the section, lot, block and grave as well as vital statistics about the person buried in the grave. A map is accessible which shows the location of the grave in the cemetery as well as information about all burials in the same lot. GPS Coordinates can be stored for each grave and located on Google Earth or Maps.
2. Contact information for each burial is also gathered, and correspondence and legal documents can be stored electronically in the system for easy retrieval. Custom Letters and Envelopes are easily printed.
3. Deeds and Invoices can be printed for single or multiple graves. There is no tracking of receipts except to note payments, as this is best done by accounting software.
4. Available (unsold) lots can be tracked as well as lots for sale by the owner.
5. An optional Monument Sales module is also available
6. Reports include Individual Burial Record (letter size or 5"x8" Index card)
7. All data is easily exported to Excel
8. For an additional fee, we provide data transport services from your current system, whether it be Excel sheets, Word Documents or a previous program.<sup>1</sup>

## CemeteryIndex.com Free Website

Purchase of CemeteryPro comes with a free website for your cemetery. This allows the public to search your burials, saving you time and displaying genealogy information along with a map showing the exact location in your cemetery. Web page viewers can also click a lot on the map to show all burials in that lot. As you enter information in your desktop application, you have the option of uploading non-sensitive information and a picture of the headstone to your dedicated site. For an example website, visit [cemeteryindex.com](http://cemeteryindex.com) and click on Mt. Washington Cemetery Search under Featured Cemeteries:

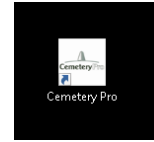


<sup>1</sup> Providing your program allows data export or is stored in an accessible format.

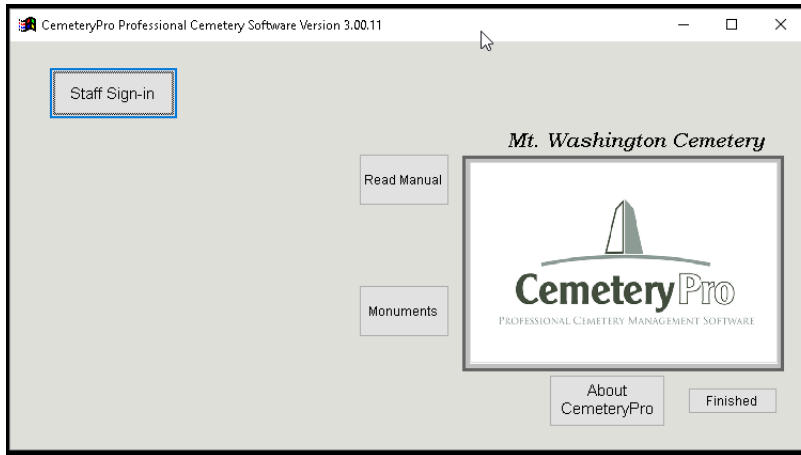
## Quick Tour

### Starting the Program

After the program is installed, you will see an icon on your desktop:

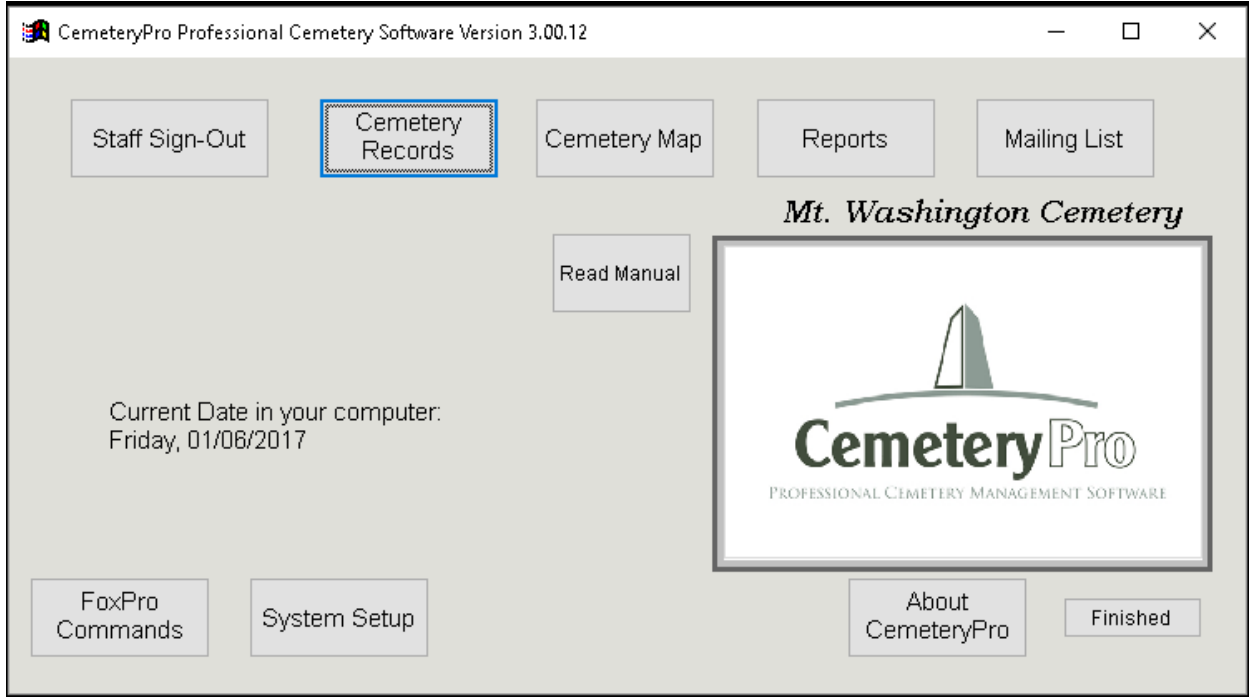


Double click the icon and the log in screen will be presented:



You will have been given a login name and password, and you can change it and add users after logging in for the first time.

Once you are logged in, you are presented with the main menu:



Let's look at the burial record screen. Click on the Cemetery Records button.

Cemetery Record

New Record **Enter Last Name First Name (no spaces) to search on name** Finished

FISHERHENRYC.0272 or Lot: or Section-Lot-Grave: or Contact Name:

**Plot Burial Information - ID#5354** **Contact Information** **Plots Owned** **Letters**

Section: [dropdown] Block-Lot: 272 Grave/Space: [dropdown] GPS Coordinates: 39.090522 -84.386746

Title: [dropdown] First Name: Henry Middle Name: C. Last Name: Fisher Suffix: [dropdown]  Veteran?  Cremation Plot

Nickname: [dropdown] Maiden Name: [dropdown] Spouse's Name: Mary SSN: [dropdown]

Parents: Ludwick & Hannah F.

Last Address: Cincinnati Date of Burial: / / Age Years: 69 Age Months: 1 Age Days: 23

Date of Birth: 02/21/1841 Date of Death: 04/13/1910 OR Year of Birth: Year of Death:

Birthplace: [dropdown] Headstone Text: Henry C. Fisher Co. C Reg. 139, O.V.I. 1841-1910

Funeral Home: [dropdown] Vault Type:  Vault? [dropdown]

Funeral Home City, State: [dropdown]

Notes: Civil War Veteran Date of Last Edit: 01/06/2017 01:34:24 PM

Headstone Picture (Db1-Click to Select, Right-Click to Enlarge)  Record is on Website  Picture is on Website Find-A-Grave # [dropdown]

Manage Documents

Previous Next Browse Edit Delete Map Update Web Page Finished

Order by Section, Lot, Grave  Order by Lot  Order by Name  Print Record  Add to Online Records  Update Online Record  Delete Online Record

Set Filter  Order by Contact  Modify Report

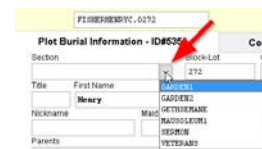
6346 Records. No Filter Set

Here you see the main burial record. Note the different pieces of information gathered. It is not necessary to fill in all the blanks. Missing information can always be added later. It is not even required to enter a lot and grave, since some older cemeteries may have lost this information, even though they are certain a person is buried in the cemetery. Obviously, the more data that is entered, the more accurate your records will be.

## Entering a Burial Record

Let's follow these steps to enter a new record:

1. At the upper left of the above screen, click on the **New Record** button. This will give you a blank screen to enter your data.
2. If your cemetery uses sections, pull down the section list using the down arrow to the right of the Sections list:
3. If your cemetery uses blocks within sections, these are entered as part of the lot designation: i.e. Block A of Lot C would be entered as A-C in the Lot number.
4. The grave number is free form, and can be a number, letter or description.



5. GPS latitude and longitude can be determined using a smartphone with a GPS app installed. We store the data in decimal format, so you should make sure your settings are for decimal degrees, not degrees, minutes and seconds.
6. Dates of birth, death and burial should be entered with the exact date (MM/DD/YYYY) but if only the year of birth and death is known, you can enter the years in the appropriate places. Exact dates will allow the system to calculate Years, Months and Days old.
7. Older cemeteries may have headstones with only the death date and “Aged 78 yrs. 6 mos. 2 days” information. In this case, enter the death date and the years, months and days, and the system will calculate the birth date for you and update the notes that the birthdate was calculated from the years, months and days data.
8. If you know it, enter the inscription on the headstone into the *Headstone Text* area. This can be useful in case of damage or stolen markers, or in case they become unreadable over time.
9. Fill in the information you know and then click the Save button at the bottom of the screen.

### Selecting a Headstone Photograph

1. If you have access to a digital camera or smartphone, a picture of the marker can be stored here. We STRONGLY recommend using a naming convention for your pictures of [SECTION]-[Lot]-[LASTNAME]-[FIRSTNAME] (if needed to distinguish family markers) The pictures are best saved as JPEG format (jpg file extension)
2. We recommend NOT using high megapixel settings, as they will take much longer to load on your system and upload to your website. They will also take up more room on your hard drive. Typically, a photo should not exceed 3-4 megabytes in size.
3. We also recommend storing all your headstone images in a folder under the CemeteryPro folder called images. This makes it easier to select them and avoids the issue of a photo being stored on an unshared drive on your network.
4. Once you have saved the correctly sized and named photo, you can add it by editing the record and double clicking the area where the photo will be placed:




Headstone Picture (Dbl-Click to Select,  
Right-Click to Enlarge)

Select the photo from your images folder and it will appear in the grey X area.

### Entering Contact Information

Each grave record can have a different contact person, and their information is stored on the Contact tab:

Clicking the Help button gives hints about the information stored in the Contact record.

Once you have saved the record, you can add this person to your mailing list by editing again and clicking . Then you can print an envelope or use the letters tab to send a custom or boilerplate letter.


## Managing Documents

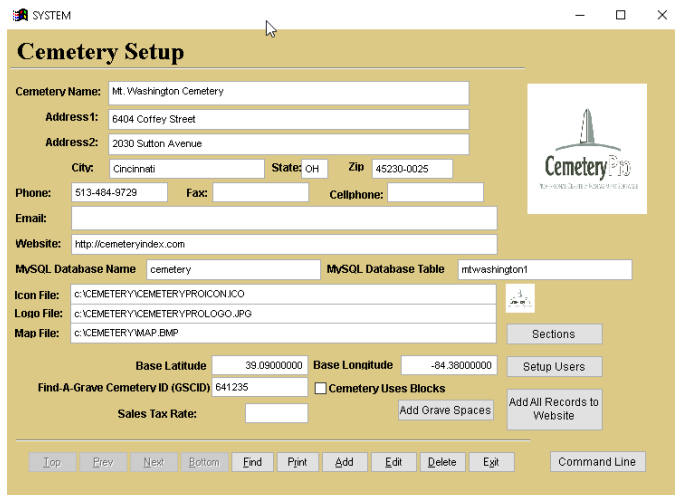
To make your paperwork files more accessible (we NEVER recommend destroying original copies of important documents), you can store references to PDF files or photos that are on your computer system. On the Plot Burial Information tab, click Manage Documents:

Once again, there is a help button to remind you how to use this screen. If you have a scanner and have installed the EZ-Twain software, you can scan a document image into the system. To see any of the saved documents, click on their name in the list.



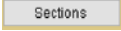
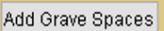

## Setting Up Your Cemetery

Click the System Setup button  on the main CemeteryPro screen. You will see the following screen:



This information may have already been setup for you by Terradise personnel, but most of it is self-explanatory.

**IMPORTANT:** If you use blocks in addition to sections, lots and graves, be sure to check the  **Cemetery Uses Blocks** checkbox and remember that block and lot are entered into the lot field with a hyphen (-) separating them. For example Lot 3 of Block C would be entered as C-03 (the leading zero is important – it will assure records are sorted correctly)

1. Base Latitude and Longitude are default values added to new records until the exact location of a grave is known. Use the center of the cemetery coordinates which can be determined from Google Earth or a smartphone with a GPS app. These values are entered as decimal degrees, not degrees, minutes and seconds.
2. Find-a-Grave is a popular website that is used by cemetery enthusiasts to enter records. Each cemetery has an identifying ID known as the GSCID. If you visit Find-a-Grave, you can discover what your cemetery's GSCID is.
3. Use the Sections  button to add new sections to your records.
4. Once you have become familiar with entering records, you may wish to have the system automatically generate the grave spaces. This can be done from the System Setup screen by using the  button. See Appendix A for details on how the best use of this powerful tool.
5. The  button is used to put all your records on your website, once they have been entered into the system. It can be run anytime, as existing records will be updated rather than duplicated. (As you enter new burials, the record can be uploaded individually on the Cemetery Record Screen)

## Entering Your Records

Here are the steps to making your entry of records proceed efficiently:

1. If you already have some kind of computerized records, call our support line at 513-484-9729 for information on possible transfer of those records into CemeteryPro. The easiest transfers are from Excel or Word listings or your previous program may be able to export its data. This can save you hours of tedious data entry and assure that your new system matches your old one as far as current burials are concerned.
2. If you are starting from scratch, organize your effort. We suggest entering the records in the same order that your manual records are organized. This may mean the oldest burials would be entered first. It might be more meaningful to start with the most recent burials and work your way backward.
3. Since it is not necessary to enter ALL data, you might want to just enter the section, lot and grave and name information and then return later to fill in the details. This will give you a system that works right away, and will help you get familiar with data entry into CemeteryPro. This also allows you to have more than one person do data entry at the same time, with the 2<sup>nd</sup> person following up and entering more detail.
4. On your manual record, it might be a good idea to indicate that the record has been entered into CemeteryPro, to avoid duplication.
5. Follow the guidelines on page 6

## Appendix A

### Automatic Generation of Grave Spaces

(NOTE: this feature is not available if you don't use sections in your cemetery)

To make the entry of grave spaces more uniform and to be able to show empty graves, CemeteryPro allows you to automatically generate grave spaces by section, block and lot. Each generated grave record will have the last name as "Available". **You will have the opportunity to review the proposed additions before committing them to the database.**

This is especially useful when opening a new section in the cemetery.

To get started, familiarize yourself with the naming conventions you will use. If you use Block designations, do they use letters or numbers? Likewise, your lots can be lettered or numbered. You will also need to know if all Blocks have the same number of lots.

When ready, you can do a practice run to see how the grave spaces will be generated. To get started, click on the **System Setup** button on the main menu. Then make sure the section has been added to the list of sections by clicking the **Sections** button and reviewing your section list. It is highly recommended, but not required, that you have a digital map of the section you are adding. You will reference the location of that map when adding the section. We recommend all digital maps be in monochrome bitmap format (.bmp or .jpg)

Clicking the **Add Grave Spaces** button will bring up the following:

You can add grave spaces to only one section at a time, so choose which section using the pulldown list.

Indicate whether your cemetery uses Block designations, and the following screen will be presented:

Enter a Block designation if you checked the box, then indicate the number of lots you want to generate graves for, and the number of grave spaces in each lot (must all have the same number of graves).

If you use letter designations, you are limited to 52 lots (A – ZZ)

Click on **Generate Empty Lots and Spaces** and you will be reminded of what the settings are, and then you can generate a test list of the lots and decide to approve and add to database, or start over.

## Appendix B

### Data Dictionary

<b>CEMETERY.DBF</b>		<b>Cemetery Burials File</b>	
1	UNIQUE_ID	Integer (Auto)	4 Unique Internal Record ID
2	OWNER_ID	Character	10 Owner ID (Internal)
3	DIRSORT	Character	100 Sort Field
4	LOTSORT	Character	50 Lot Sort Field
5	LAST_NAME	Character	40 Deceased (or Reserved) Name (Last)
6	FIRST_NAME	Character	30 Deceased (or Reserved) Name (First)
7	MIDDLE	Character	22 Deceased (or Reserved) Name (Middle)
8	NICKNAME	Character	40 Deceased (or Reserved) Nickname
9	TITLE1	Character	10 Deceased (or Reserved) Title Prefix
10	TITLE2	Character	10 Deceased (or Reserved) Title Suffix
11	MAIDEN	Character	30 Deceased (or Reserved) Name (Maiden)
12	SPOUSE	Character	40 Deceased (or Reserved) Spouse
13	BIRTHPLACE	Character	40 Deceased (or Reserved) Birth Place
14	RESIDENCE	Character	50 Deceased (or Reserved) Last Residence
15	PARENTS	Character	100 Deceased (or Reserved) Parents Names
16	SECTION	Character	20 Deceased (or Reserved) Section
17	LOT	Character	15 Deceased (or Reserved) Lot
18	GRAVE	Character	15 Deceased (or Reserved) Grave
19	HEADSTONE	Memo	4 Deceased (or Reserved) Headstone Text
20	HEADIMAGE	Character	150 Deceased (or Reserved) Name of Image of Headstone
21	DEATH	Character	24 Deceased (or Reserved) Free Form Date of Death
22	BIRTH	Character	24 Deceased (or Reserved) Free Form Date of Birth
23	OTHER	Memo	4 Deceased (or Reserved) Notes
24	OTHER2	Character	70 Not Used
25	BIRTHDATE	Date	8 Deceased (or Reserved) Exact Date of Birth
26	DEATHDATE	Date	8 Deceased (or Reserved) Exact Date of Death
27	BURIALDATE	Date	8 Deceased (or Reserved) Exact Date of Burial
28	CONTACT	Character	30 Not Used
29	INF_LAST	Character	40 Owner or Contact Name (Last)
30	INF_FIRST	Character	30 Owner or Contact Name (First)
31	INF_MIDDLE	Character	20 Owner or Contact Name (Middle)
32	INF_ADDR1	Character	50 Owner or Contact Address Line 1
33	INF_ADDR2	Character	50 Owner or Contact Address Line 2
34	INF_CITY	Character	25 Owner or Contact Address City
35	INF_CNTY	Character	25 Owner or Contact Address County
36	INF_STATE	Character	2 Owner or Contact Address State
37	INF_ZIP	Character	10 Owner or Contact Address Zip or Postal Code
38	INF_PHONE	Character	14 Owner or Contact Phone
39	INF_CELL	Character	14 Owner or Contact Cell Phone
40	INF_EMAIL	Character	50 Owner or Contact Email
41	INF_RELA	Character	30 Owner or Contact Relationship to lot occupant
42	ID	Character	10 Not Used
43	SSN	Character	11 Social Security Number
44	HIST	Memo	4 Contact History
45	FUNRLHOME	Character	50 Funeral Home Used
46	FUNERALCS	Character	40 Funeral Home City, State
47	LASTCHANGE	DateTime	8 Date of Last Change
48	INITIALS	Character	3 User Initials of Last Change
49	LATITUDE	Numeric	12 Latitude of Plot
50	LONGITUDE	Numeric	12 Longitude of Plot
51	AGEYEARS	Integer	4 Age in Years of plot occupant
52	AGEMONTHS	Integer	4 Age in Months of plot occupant
53	AGEDAYS	Integer	4 Age in Days of plot occupant
54	LAST	Character	20 Not Used
55	PICONWEB	Logical	1 Has Picture Been Uploaded to Website? (Yes/No)
56	ONWEB	Logical	1 Has Data Been Uploaded to Website? (Yes/No)
57	VETERAN	Logical	1 Is Occupant a Veteran? (Yes/No)
58	CREMAINS	Logical	1 Cremation Plot (Yes/No)
59	FINDAGRAVE	Character	20 Find-A-Grave ID Number
60	VAULT	Logical	1 Is there a vault?
61	VAULTTYPE	Character	30 Description of Vault (concrete, copper, etc)
62	FILTERNUM	Character	20 Temporarily used to store record x of n when filtering records
<b>PLOTS.DBF</b>		<b>Plot Information File</b>	
1	SECTION	Character	10 Section number
2	LOT	Character	15 Lot number
3	GRAVE	Character	15 Grave number
4	OWNER_ID	Character	10 Owner ID of person who owns the grave space
5	NAME	Character	50 Name of person interred in this grave space
6	PRICE	Numeric	10 Price
7	DATESOLD	Date	8 Date of transaction
8	DESCRIP	Memo	4 Long description of item sold (grave, opening and closing, etc)
9	CERTNO	Integer	4 Generated certificate number
10	CONSIDER	Character	90 In consideration of - or a description of the charge or payment
<b>SYSTEM.DBF</b>		<b>System File (Cemetery Setup)</b>	
1	COMPANY	Character	60
2	ADDRESS1	Character	60

3	ADDRESS2	Character	60	
4	CITY	Character	30	
5	STATE	Character	2	
6	ZIP	Character	10	
7	PHONE	Character	14	
8	FAX	Character	14	
9	CELLPHONE	Character	14	
10	EMAIL	Character	60	
11	WEBSITE	Character	60	
12	ICON	Character	60	
13	LOGO	Character	60	
14	MAP	Character	254	
15	LONGITUDE	Numeric	12	8
16	LATITUDE	Numeric	12	8
17	MYSQLDB	Character	30	
18	MYSQTABLE	Character	30	
19	GSCID	Character	15	
20	SALESTAX	Numeric	12	4
21	BLOCKS	Logical	1	

**CEMLOTCOORDS.DBF Cemetery Lot Coordinates**

1	LOT	Character	20	
2	UPPERLEFTX	Numeric	5	
3	UPPERLEFTY	Numeric	5	
4	LOWERIGHTX	Numeric	5	
5	LOWERIGHTY	Numeric	5	
6	SECTION	Character	20	

**DOCUMENTS.DBF Scanned Documents**

1	UNIQUE_ID	Integer	4	
2	IMAGENAME	Character	254	
3	DESCRIP	Memo	4	

**SECTIONS.DBF Section and Map List**

1	SECTION	Character	20	
2	MAP	Character	254	

**STAFF.DBF Staff File (CemeteryPro Users)**

1	INITIALS	Character	3	
2	LAST	Character	20	
3	FIRST	Character	20	
4	MIDDLE	Character	15	
5	POSITION	Character	25	
6	PHONE	Character	20	
7	ADDRESS	Character	40	
8	STREET	Character	40	
9	CITY	Character	15	
10	STATE	Character	2	
11	ZIP	Character	10	
12	WORKPHONE	Character	20	
13	FAXPHONE	Character	20	
14	SEX	Character	1	
15	EMAIL	Character	50	
16	PASSWORD	Character	10	
17	LEVEL	Integer	4	
18	CODE	Character	2	