TERRADISE COMPUTER SYSTEMS, INC.

Software for Professionals

Cemetery Pro

PROFESSIONAL CEMETERY MANAGEMENT SOFTWARE

CemeteryPro™ Guide

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CemeteryPro^{tm} Guide

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A Quick Tour

To start using CemeteryPro™ Software, click on the icon which was placed on your desktop when you installed the program. The icon should look something like this:
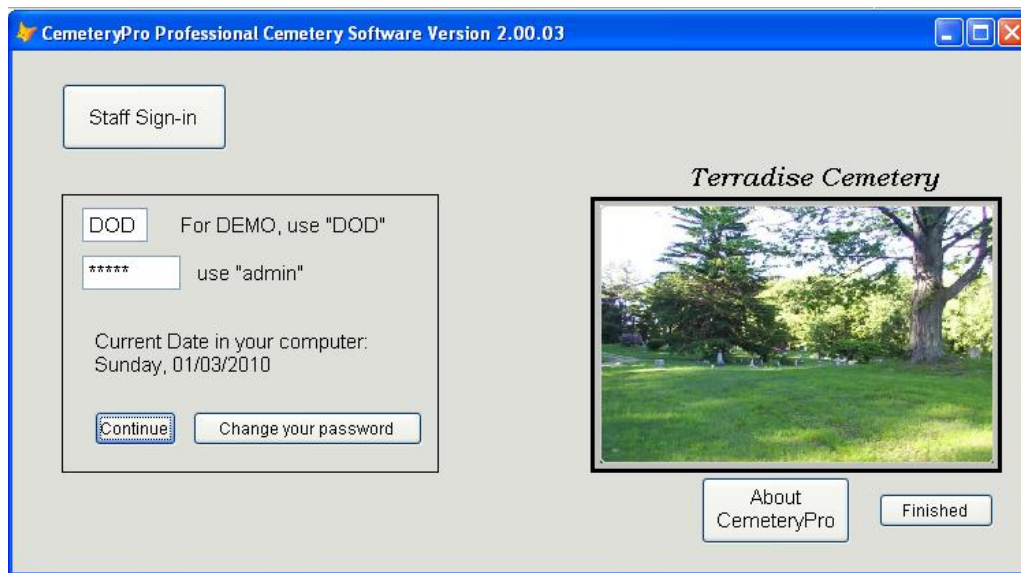
Once the program is loaded, you will see the main screen:
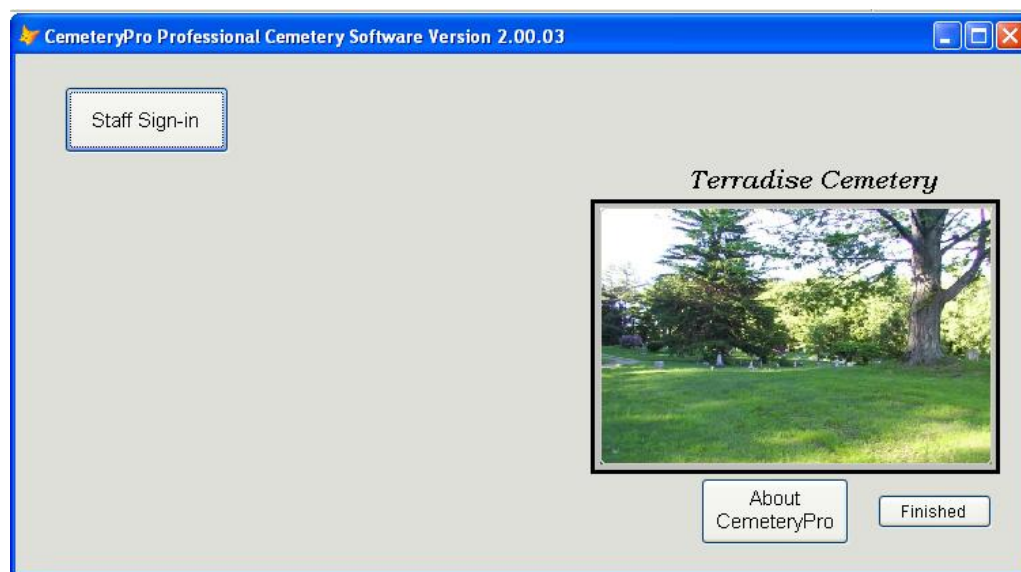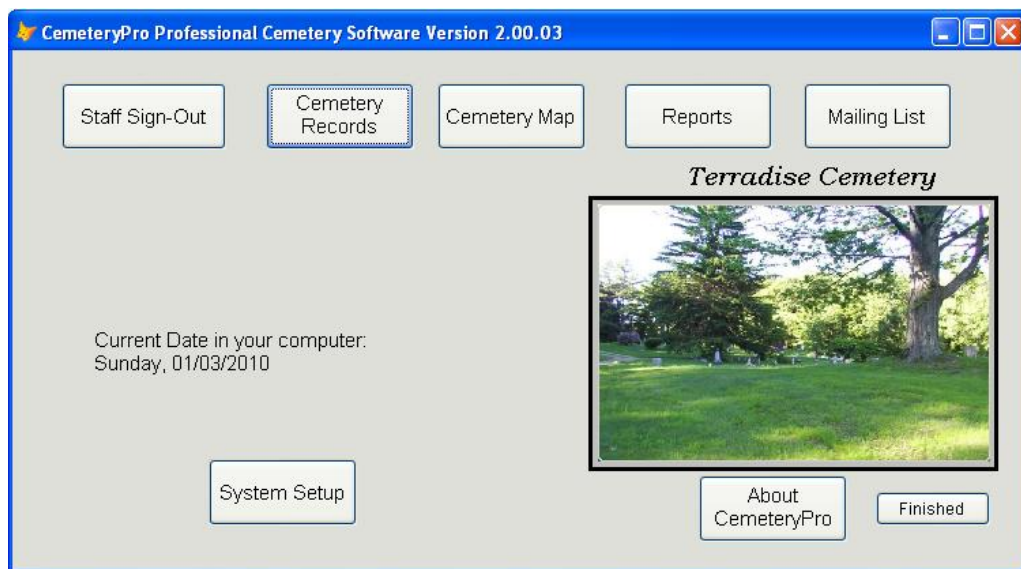
🖱**Click the Staff Sign-in button to get started.**

For the demo, our cemetery staff member will be Digger O'Dell, so use the initials DOD as indicated. Enter "admin" (without the quotes) as the password and then press the Enter key.

🖱**Click the Continue Button and you will see the main CemeteryPro menu:**

Let's look at the way a cemetery record is entered in CemeteryPro™.

👆**Click on the Cemetery Records Button to see the screen below.**

(Hint: when a button is highlighted, you can just press the Enter key to select that button – fast typists prefer to keep their hands on the keyboard this way)

Once you see this screen, you can search on any of the listed data. For our example, we have pulled down the list next to the Name box. If we were searching for Mr. Marshall, we could have just typed MARSHALL into the Name box. This also applies to searching by Lot, Section-Lot-Grave, or Contact Name.

Once you select the correct person, the Cemetery Record Appears:

QUICK TOUR

As you can see, Mr. Marshall is buried in Section Garden2, Lot 43, Grave 7

🖱️**Click on the Button labeled "Map" to see the location of lot 43 in the Garden2 Section:**
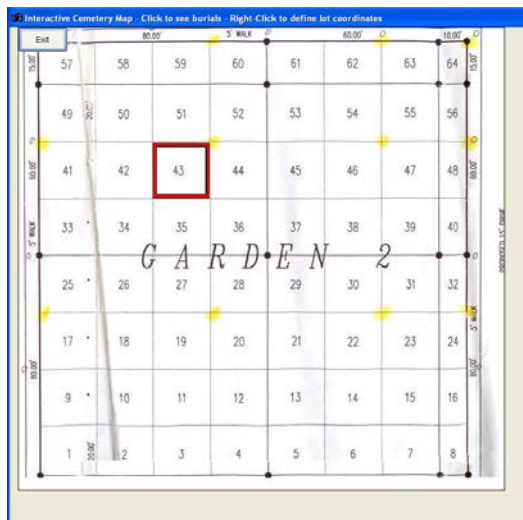
Figure 1 Map of Section Garden2, with Lot 43 Highlighted

Lot 43 is highlighted with a red box.

🖱️**To see a list of the burials in Lot 43, click the red box once, then once again. To see a layout of the lot, dbl-click on Lot 43.**

Figure 3 Click on Lot 43 once to remove red box, then again to show a list of burials in that lot.

Figure 2a Double Clicking on the Lot Number shows the layout of the lot

🖱️**To exit the map, click on the Exit button in the upper left corner. Then click Finished.**

Chapter

2

Setting up <u>Your</u> Cemetery

*To get started, CemeteryPro will collect a few pieces of information
about your cemetery.*

T o start using CemeteryPro™ Software, click on the icon which was placed on your desktop when you installed the program.

Cemetery Information

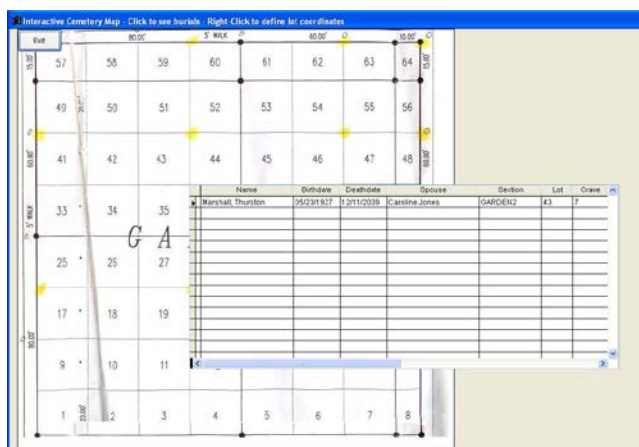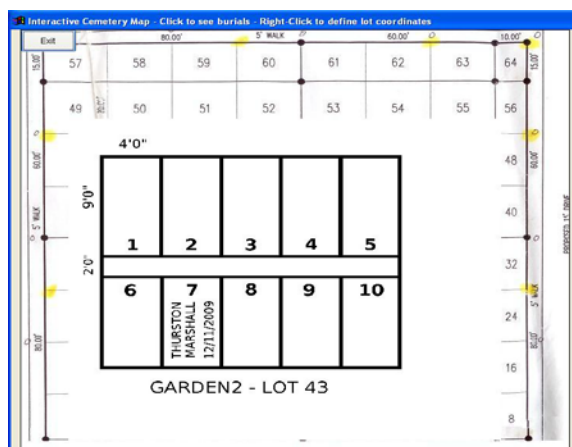Start CemeteryPro™ again, if you had closed it before. Always check to make sure you haven't minimized the program at the bottom of the page before starting another copy of it.

Sign in as before, using DOD and admin as the username and password.

On the main CemeteryPro menu, click on System Setup.
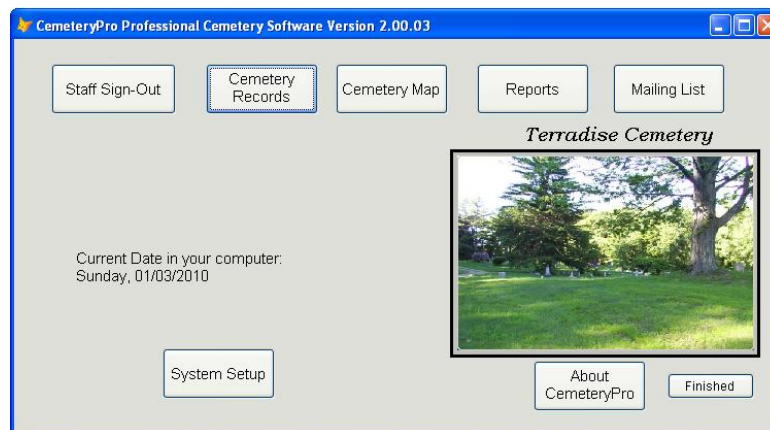
The screen below is the one you will use to enter information about your cemetery

Click the Edit button to start filling in information for your cemetery:

Enter the name of your cemetery as licensed by Terradise Computer Systems, Inc. personnel. (Your license unlocks CemeteryPro for unlimited use, the demo is limited to 20 burials.) Fill in the other information appropriate for your cemetery. Leave the website as cemeteryindex.com if you intend to add your records to our online database. If you choose to do so, you will be given the MYSQL information when you register your cemetery at http://www.cemeteryindex.com/.

You can use your own icon file, or leave the CemeteryPro icon as your icon. The logo filename is a jpg image of your cemetery that you would like to use on stationery and as the picture on the opening screen of CemeteryPro.

The map file is a map of the entire cemetery. We will add individual section maps and lot diagrams later. You can scan your own maps, saving them in Bitmap format, or Terradise Computer Systems, Inc. can scan them for you at an additional fee. If you scan your own, give them a name that EXACTLY matches the name of the Sections you have. For example, GARDEN1 Section has a bitmap named GARDEN1.bmp. The map of the entire cemetery can be named anything you like, but should reflect the name of your cemetery, as in TerradiseCemetery.jpg.

Latitude and Longitude co-ordinates for the center of the cemetery can be obtained from Google Earth, or Google Maps, or your own GPS device.

☞**When you are finished entering your information click on Save.**

Section Information

If your cemetery has different sections, you can enter the names of those sections by clicking the Sections button:

(If you don't use sections, just ignore this button)

Setting up sections is easy. You need to know the name by which you will refer to the section, and the name of the scanned map of that section. As mentioned above, you can scan your own maps, or Terradise Computer Systems, Inc. personnel will scan them for you at an additional charge.

Add sections by clicking the Add Button. Once you have entered the Section Name, dbl-click the Map box to select the file you scanned as this Section map. You should have named it after the section and saved it in the C:\CemeteryPro folder.

Delete the sample sections provided in the demo (if desired) by clicking the Delete Button. See other sections using the Next and Previous Buttons.

When you are finished adding your sections, click Exit. You are now ready to start entering your own Cemetery Records!

Adding Grave Spaces

If you wish to automatically add grave spaces marked as "Available", you can use the Add Grave Spaces button to add records automatically for an entire section or block.

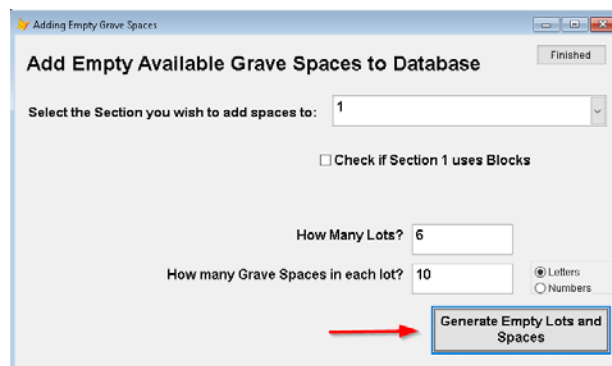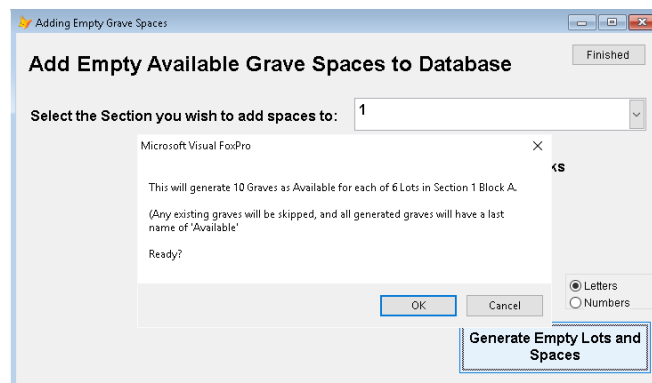Choose the section you wish to work with:

If your cemetery uses Blocks, check the box. You will be able to specify which Block you are adding lots and graves to.

Otherwise indicate how many lots you wish to generate graves for. *(Each lot MUST have the same number of graves)*

Then specify how many graves there are in each lot and check the option whether graves have letter designations or number designations.

If the settings are right, click on the button to Generate Empty Lots and Spaces. A reminder will come up to let you know what will be generated:

Click OK to generate the grave spaces, or Cancel to go back and make adjustments.

As usual, if you have any questions, call us or email us at 513-484-9729 or CemeteryPro@gmail.com

Chapter

3

Entering Cemetery Records

Now that your cemetery is setup, you can add records of your burials. Although it only takes a minute or so to add each record, if you have thousands of burials, you may want to consider getting some help. If you already have your records in some computer format, Terradise Computer Systems, Inc. personnel can convert those to CemeteryPro for you. If your records are manual, then entering them by hand may take a while, but the end product will be easily accessible files, available on the Internet if you choose, for anyone searching for information about your cemetery burials.

From the Main Menu, click on Cemetery Records:
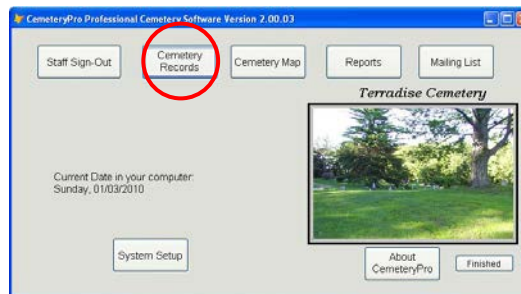
Now click on the New Record Button:

Fill in the following screen using the tips below:

🖱**Click on the pulldown list (indicated with blue down arrow (⬇)**

You will see a list of the sections you entered. Choose the section this burial is in, then click on it.

Blocks and Lots

CemeteryPro stores Blocks as part of the lot number. If you use blocks in your cemetery layout, use the letter or number which designates the block as part of the lot. For example, lot A in block C would have the lot number of C-A.

If you don't use Blocks, just enter the lot number/letter. If lots are numbered, try to use leading zeroes when entering lot numbers – for example if you have less than 1000 lot in a section, use three digits – ie lot number 1 would be 001. Lot number 93 would be 093, and lot number 150 would be 150. This will help the computer sort these numbers more easily.

Grave designations can be any style. Numbered graves will automatically be given leading zeroes. If there are letters involved in the scheme, use capital letters, for example A1 would be grave number 1 in the A part of a two part lot. As you enter more and more burials, your numbering scheme will be more evident.

The rest of the information is optional. The name should be entered, and if this is a purchased grave space with no burial yet, you can indicate a name, with the last name ending in (Resvd) such as, Jones (Resvd). Later, when the interment takes place, just remove the (Resvd) from the last name.

Much of the other information is optional. However, the more you enter here, the more you will be able to retrieve at some point in the future.

CemeteryPro can store a picture of the headstone, so if you have a digital camera, you can take a picture of the marker, upload it to the c:\CemeteryPro\images folder and have a record of the marker in case of theft or damage. This will also appear on the CemeteryIndex.com website, so relatives can see the marker over the internet.

At the very least, a transcription of the marker text can be made, in case a picture is not available.

Notes can be made, but keep in mind these notes can also be published on the internet, so be careful what you put in the notes. Notes regarding contact with the family or owner of the plot will be entered on a separate page.

Once you are finished, click on Save. (Revert will lose any changes you made, so only use it if you don't want to save your changes.)

If you have setup a website at CemeteryIndex.com, you can send the information to the CemeteryIndex.com website, and the whole world can see the results of your labor!

Chapter

4

Setting up Users

CemeteryPro allows multiple users to enter records at the same time. In order to keep track of who entered what information, you can setup user names and passwords. This chapter explains how.

Start CemeteryPro™ again, if you had closed it before. Always check to make sure you haven't minimized the program at the bottom of the page before starting another copy of it.
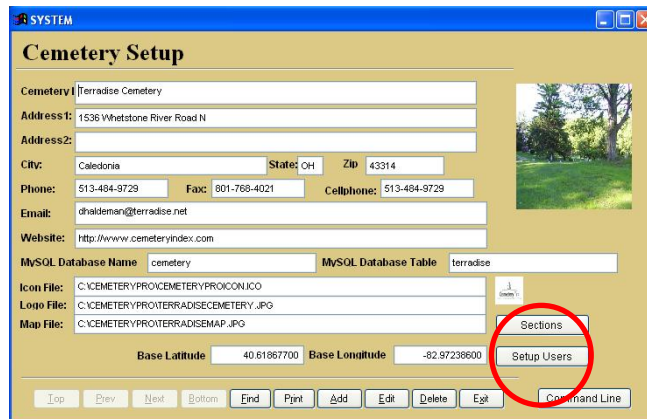
Sign in as before, using DOD and admin as the username and password.

On the main CemeteryPro menu, click on System Setup.
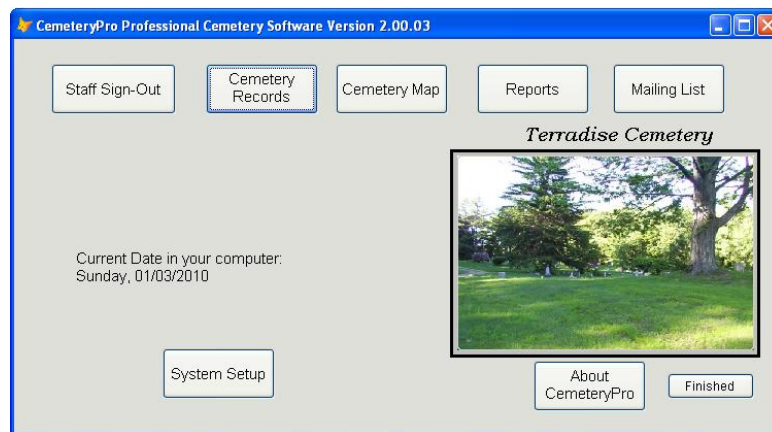
The screen below is the one you will use to enter information about your cemetery
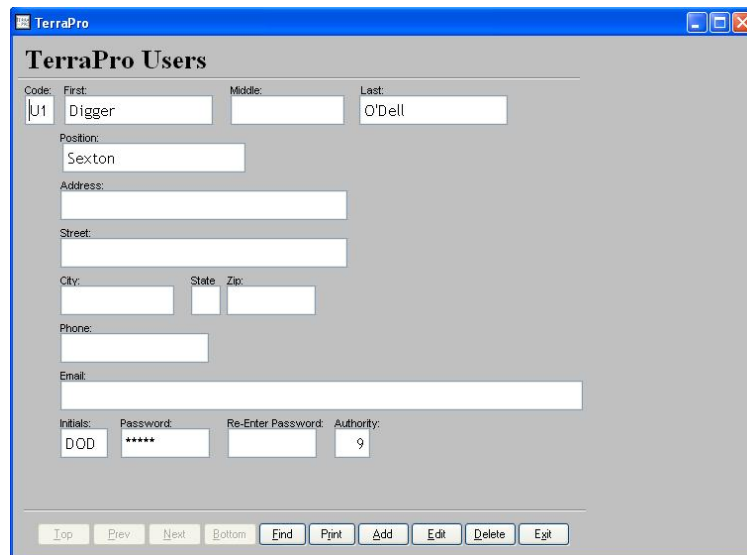
🖱**Click the Setup Users button to add names of those who will do data entry:**

Digger O'Dell is already in the system as a user. You can either delete him and add another, or just edit his name, password and login initials. Click the Edit button to edit, or the Add button to add a different user.

As you add each user, give them a consecutive code: U1, U2, U3 etc. If you have more than 10 users, start using the alphabet – UA, UB, UC etc.

You are asked to enter the password twice to verify it was typed correctly, and it does not show on the screen in case someone is watching you.

Authority:

9

0 User Inactive,1 View Only,2 View and Change (no billing),3 View and Change All Except Setup, 9 Administrative

rint | Add | Edit | Delete | Exit

You may assign privileges to different users based on how much authority they have to make changes. Passing your mouse over the Authority box brings up some help as you are making this entry.

Once you are finished entering, click the Save button. You can then add other users, or click Exit to return to the System Setup screen. Then click the Exit button to return to the main CemeteryPro screen.

Chapter

5

Entering Contact Information

CemeteryPro keeps track of the contact information for your families.

Start CemeteryPro™ again, if you had closed it before. Always check to make sure you haven't minimized the program at the bottom of the page before starting another copy of it. After signing in, choose Cemetery Records, then bring up someone for whom you have contact information available. In the Demo, we have chosen Dale Barbara:

🖰**Click the tab at the top labeled "Contact Information"**

Notice that the contact information is "grayed-out". This means you can't edit it unless you click on the Edit button.

🖱️**Click the Edit button to allow entry of contact information.**

Notice the contact history box: this is valuable for remembering your conversations with the contacts. The "dod" at the beginning is the initials of whatever user signed into CemeteryPro.

🖱️**Click on the Save Button to save your information, or choose Revert if you don't want to save.**

Printing Deeds and Invoices

CemeteryPro can print a deed for the lots you sell, and create an invoice for the family to pay you from.

Start CemeteryPro™ again, if you had closed it before. Always check to make sure you haven't minimized the program at the bottom of the page before starting another copy of it.

To print a deed for a lot, the lot must first have an owner. Make sure you have read Chapter 5, *Entering Contact Information,* and have the contact information entered for your owner.

Now you are ready to open plot information.

Click on the tab labeled Plots Owned to show the screen below:

This shows the results of clicking on Add Plot, and then filling in the information regarding each grave within the Lot. If you have created a plot map for this section and lot, the map will show up below. You can print this map by dbl-clicking on it.

To print the deed for an individual grave, click once on the line containing that grave information, and then click Print Deed.

You can print an invoice for an individual grave the same way, by selecting the grave, then clicking Print Invoice. If you want an invoice listing all the graves owned, check the box below the Print Invoice button.

Chapter

7

Letters

*Maintaining contact with families who have burials at your
cemetery is one of the best things you can do for public relations.
CemeteryPro can print letters to your contacts, such as cover letters
to accompany deeds and solicitation letters for annual donations.*

Start CemeteryPro™ again, if you had closed it before. Always check to make sure you haven't minimized the program at the bottom of the page before starting another copy of it.

Open up the record for a case (see page 3 if you've forgotten how!) If you choose Dale Barbara in the sample information provided, there will be contact information for Roy Barbara, Dale's son.

Click on the tab that says **Contact Information**. Make sure there is an address, city, state and Zip for Roy. To Edit the information click on the *Edit* button. Change the information as desired, then click *Save*.

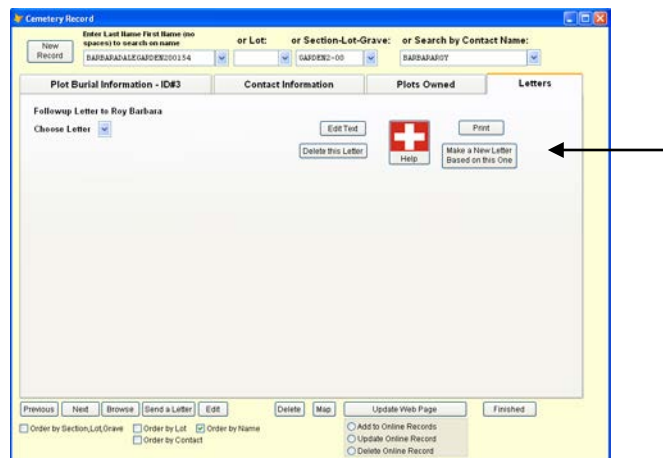Now click on the tab that says **Letters**. To choose a letter, use the pulldown list next to the prompt that says **Choose Letter:**
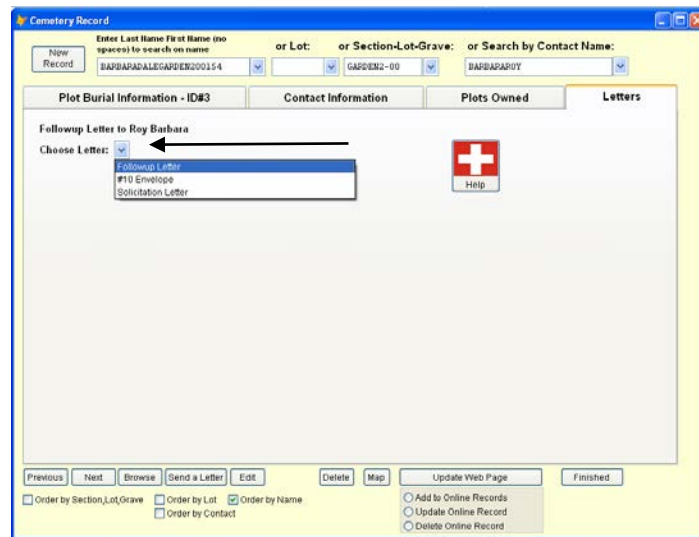
For now, let's choose the **Followup Letter**. Clicking on it from the pull down list will preview the letter, and allow you to print if the letter is ok. Of course in the demo version, the letter may not be the follow-up letter you would write. Not to worry! The text of the letter can easily be changed, or you can create another letter similar to this one and save it for re-use.

You can also print this letter to another format, such as Microsoft Word, Excel, Adobe PDF or Rich Text Format. A PDF format is great for emailing. Just remember what you called the letter and where you saved it when the save-as dialog box comes up.

To create a new letter, click on the button that says **Make a New Letter Based on this One.**

Give your letter a name to indicate what it is about, so you can re-use it later. (Don't call it My New Letter!) Also, give it a new 5 Character Letter Code – it doesn't matter what the code is, so long as it is not CEMLT or another that you have already used.

Change the wording to what you want your letter to say. Notice that some of the text of the letter is surrounded by << >> brackets. This allows you to Merge data from your CemeteryPro files into the letter to personalize it. You will probably need help with this, so don't hesitate to call our support line at 513-484-9729 for a little free help in customizing your letters.

Click Save when you are finished with your letter. You can always come back and edit the letter later to make further changes.

Now you can print that letter by choosing it from the pull down list.

Forms and Reports

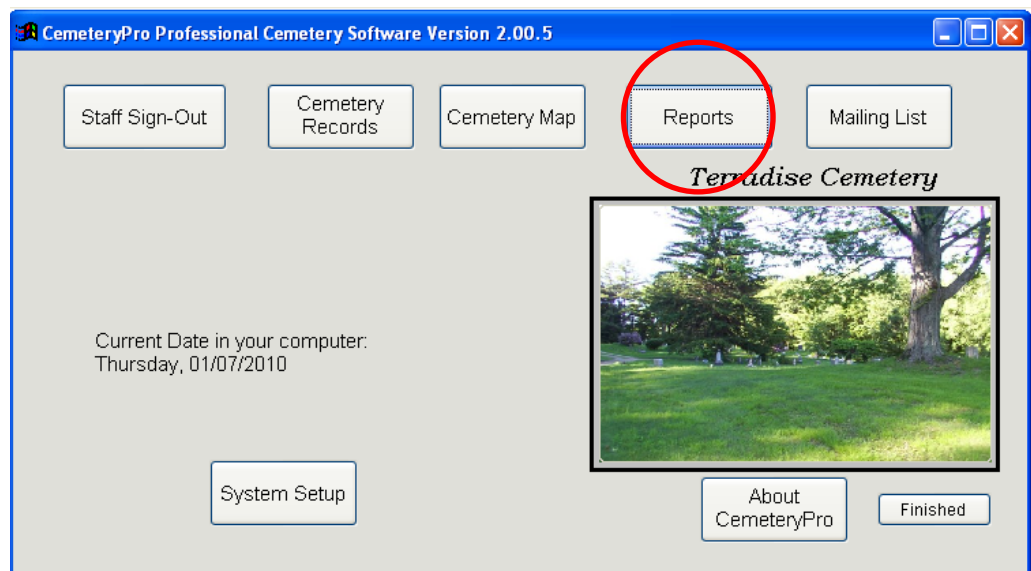*CemeteryPro comes complete with forms and reports that you will find handy.*

Start CemeteryPro™ again, if you had closed it before. Always check to make sure you haven't minimized the program at the bottom of the page before starting another copy of it.

🖱 **On the Main CemeteryPro Menu, click on Reports**

This brings up the blue Reports Menu. We'll discuss each report and show you a sample of the report.

The reports shown above are standard with the purchase of CemeteryPro. As you have need for other reports, Terradise Computer Systems, Inc. personnel can customize more reports for you. For example, the statistics report may vary by cemetery, so it has not been included with the Demo version.

🖱 **On the above screen, click on Report of Burials by Date**

We can limit the report to a certain date range by filling in the beginning and ending dates. Then click the Print button to preview the report. *(If you are an advanced user, you can modify the report by checking the box labeled Modify Report Layout. Call Terradise Computer Systems, Inc. at 513-484-9729 for help in modifying forms.)* The next page shows the results for Mt. Washington Cemetery in Cincinnati.

The burials for the year 2009 are shown, in order of burial date.

Next let's try the Individual Burial Record. Click on the button labeled "Individual Burial Record", then choose the individual for whom you wish to print a record. Then click the Print button and you will see results similar to this:

Of course, the more information entered, the more will show up on this form. The Birth and Death areas are for "fuzzy" dates, where the exact date is unknown.

The next report shows Burial Counts Per Year:

01/08/2010 11:33:41 AM
Page 1 of 2

Mt. Washington Cemetery
Burial Counts Per Year

Print Preview |◄ ◄ 🔁 ► ►| Zoom

Death Year	Deaths		Death Year	Deaths
Unknown	475		1875	28
1801	1		1876	21
1817	1		1877	24
1820	2		1878	22
1823	1		1879	22
1824	2		1880	34
1827	1		1881	27
1828	1		1882	17
1830	2		1883	30
1831	2		1884	25
1832	1		1885	31
1833	2		1886	47
1834	3		1887	48
1835	2		1888	40
1836	3		1889	54
1837	2		1890	55
1838	1		1891	54
1840	1		1892	79
1841	1		1893	55
1842	2		1894	79
1843	4		1895	70
1844	1		1896	66
1845	1		1897	61
1846	1		1898	63
1847	3		1899	78
1848	5		1900	67
1849	4		1901	68
1851	7		1902	70
1852	5		1903	53
1853	4		1904	63
1854	2		1905	50
1855	6		1906	47
1856	18		1907	65
1857	8		1908	65
1858	15		1909	57
1859	10		1910	44
1860	20		1911	49
1861	16		1912	62
1862	19		1913	56
1863	16		1914	58
1864	22		1915	40
1865	21		1916	38
1866	17		1917	58
1867	16		1918	76
1868	36		1919	48
1869	25		1920	42
1870	33		1921	35
1871	31		1922	47
1872	38		1923	45
1873	20		1924	39
1874	24		1925	48

When there is more than one page of data, the Print Preview Dialog Box has red arrows which can be clicked to move to the next or previous pages. You can click on the preview anywhere to zoom in or out. Clicking the print icon prints the report, and the exit door closes the preview and takes you back to the reports menu.

The next report we will look at is Burials by Lot. If you need to see who is buried in a certain lot, choose this report.
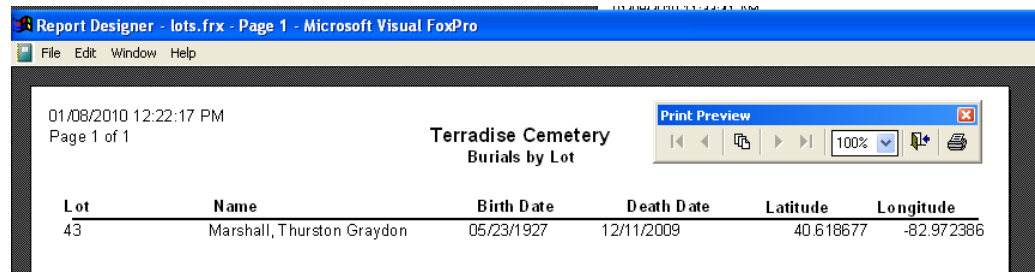
Enter the section and lot you want to show, then click on print.

In this case, we just have one burial, as shown below:

Our last report lists ALL burials alphabetically:

Name	Lot	Birth Date	Death Date	Latitude	Longitude
Abbott, Arthur J.	440	77 yrs.	07/01/1953	39.090755	-84.38B437
Abbott, C. O.	441	04/01/1B35	01/12/1909	39.090755	-84.38B437
Abbott, Charles O.	411	01/15/1B70	09/23/1872	39.090755	-84.38B437
Abbott, Clara E.	440	12/16/1B84	02/17/1964	39.090755	-84.38B437
Abbott, Clarissa H.	441	03/27/1B39	05/05/1915	39.090755	-84.38B437
Abbott, Joseph G.	440	01/31/1B49	02/18/1887	39.090755	-84.38B437
Abbott, Norman (Bud) J.	440		02/24/1956	39.090755	-84.38B437
Abbott, Olive	440	1851	12/09/1932	39.090755	-84.38B437
Achs, Stanley E.	212A	10/18/1B90	1955	39.090755	-84.38B437
Acker, Edith (Jennie)	443	08/31/1B71	03/26/1946	39.090755	-84.38B437
Ackerman, Alexander		79 years	04/05/1907	39.090755	-84.38B437
Ackerman, Catherine		04/11/1B82	04/08/1904	39.090755	-84.38B437
Ackerman, George W.		11/21/1914	11/21/1914	39.090755	-84.38B437
Ackerman, John Raymond	1	08/06/1907	02/06/1908	39.092041	-84.38B706
Ackerman, Marjorie	269		02/18/1922	39.090755	-84.38B437
Ackerman, Virginia			02/18/1922	39.090755	-84.38B437
Adams, Beatrice	116-153	09/28/1B63	11/23/1933	39.090755	-84.38B437
Adams, George, Jr. R.	1009	1867	07/12/1939	39.090755	-84.38B437
Adams, George, Sr. R.	1009	1854	04/09/1938	39.090755	-84.38B437
Adams, Henry	116-153	09/28/1B63	01/17/1952	39.090755	-84.38B437
Adams, John T.	273	10/08/1B49	08/21/1910	39.090755	-84.38B437
Adams, Mary J.	1009	1863	02/28/1951	39.090755	-84.38B437
Ahrens, John	319		07/22/1872	39.090755	-84.38B437
Alexander, Donald	236-276		11/14/1929	39.090755	-84.38B437
Alexander, George	21		06/08/1936	39.090755	-84.38B437
Allard, Alphonso	486	07/23/1B82	03/17/1887	39.090755	-84.38B437
Allard, Alphonso Alford	426	1855	05/12/1944	39.090755	-84.38B437
Allard, Elizabeth	486	1856	01/23/1887	39.090755	-84.38B437
Allard, Paulina	426	1850	01/12/1943	39.090755	-84.38B437
Allen, Adlia		07/30/1B61	10/31/1880	39.090755	-84.38B437
Allen, Almira	179	07/01/1B03	05/02/1877	39.090755	-84.38B437
Allen, Arthur (child) E.	181	03/24/1901	11/15/1902	39.090755	-84.38B437
Allen, Bella B.	347	03/24/1901	12/22/1886	39.090755	-84.38B437
Allen, Bertie	3	?/12/1887	03/02/1878	39.090755	-84.38B437
Allen, Charles, Jr. Thomas	57A-4	07/26/1924	04/16/1993	39.090755	-84.38B437
Allen, David	181	1868	02/03/1955	39.090755	-84.38B437
Allen, David (child) F.	181	09/01/1B98	05/08/1899	39.090755	-84.38B437
Allen, Emma J.		01/05/1B44	09/04/1856	39.090755	-84.38B437
Allen, Ethan N.	181	1857	02/15/1884	39.090755	-84.38B437
Allen, Hiram	179	66 yrs.	02/03/1863	39.090755	-84.38B437
Allen, Joseph	1		04/22/1894	39.092041	-84.38B706
Allen, Joseph	347	11/14/1B59	11/01/1939	39.090755	-84.38B437
Allen, Julia A.	181	03/12/1B33	06/05/1874	39.090755	-84.38B437
Allen, Laura I.	181	1872	12/21/1964	39.090755	-84.38B437
Allen, Mary Ann	3	12/20/1B39	03/12/1878	39.090755	-84.38B437
Allen, Maud	379	08/27/1B79	08/26/1890	39.090755	-84.38B437
Allen, Thomas E.	347	1880	04/19/1968	39.090755	-84.38B437
Allie, Henry, Jr.	49A-1	07/21/1949	11/24/1995	39.090755	-84.38B437
Allie, Virginia B.	58A	09/05/1916	09/24/1994	39.091023	-84.38B318
Amann, Amelia M.	161	11/07/1B67	04/07/1872	39.090755	-84.38B437
Amann, Catherine	161	07/16/1B09	09/06/1894	39.090755	-84.38B437

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Mt. Washington Cemetery
Burials by Name

You have completed the training for CemeteryPro™ and are ready to start entering your own records. Remember, if you have your records on the computer, we provide a service to convert those records into CemeteryPro at a modest fee.

If you have any questions, please call Terradise Computer Systems, Inc. personnel at 513-484-9729 or email at dhaldeman@terradise.net

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