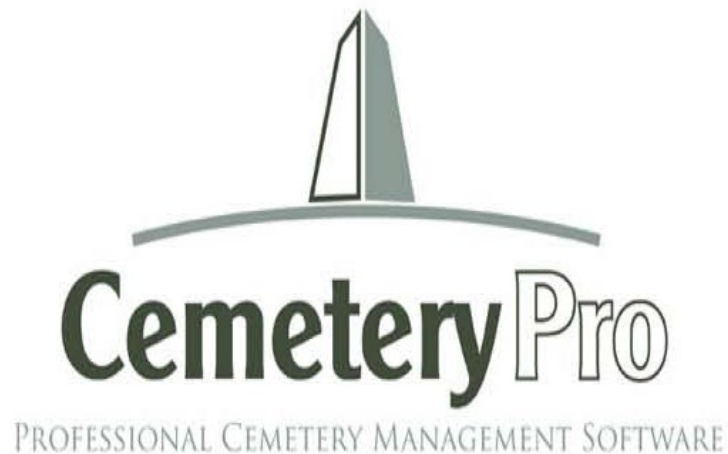


TERRADISE COMPUTER SYSTEMS, INC.

Software for Professionals



CemeteryPro[™] Guide

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Revised 1/2/2025

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Overview

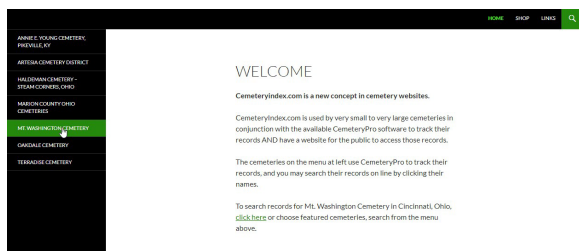
CemeteryPro™ helps cemeteries track their burials.

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.¹ We can also scan or re-draw your section maps to digitize them.

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 and click on Mt. Washington Cemetery Search under Featured Cemeteries:



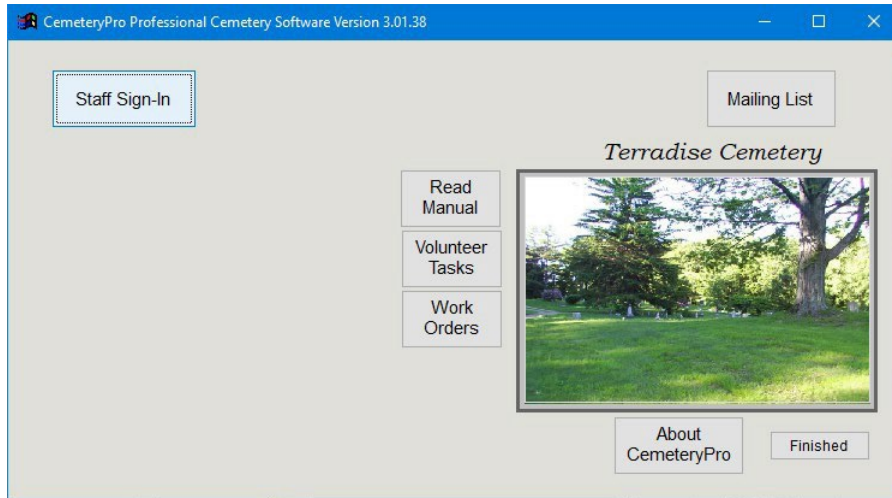
¹ Providing your program allows data export or is stored in an accessible format.

Quick Tour

Starting the Program

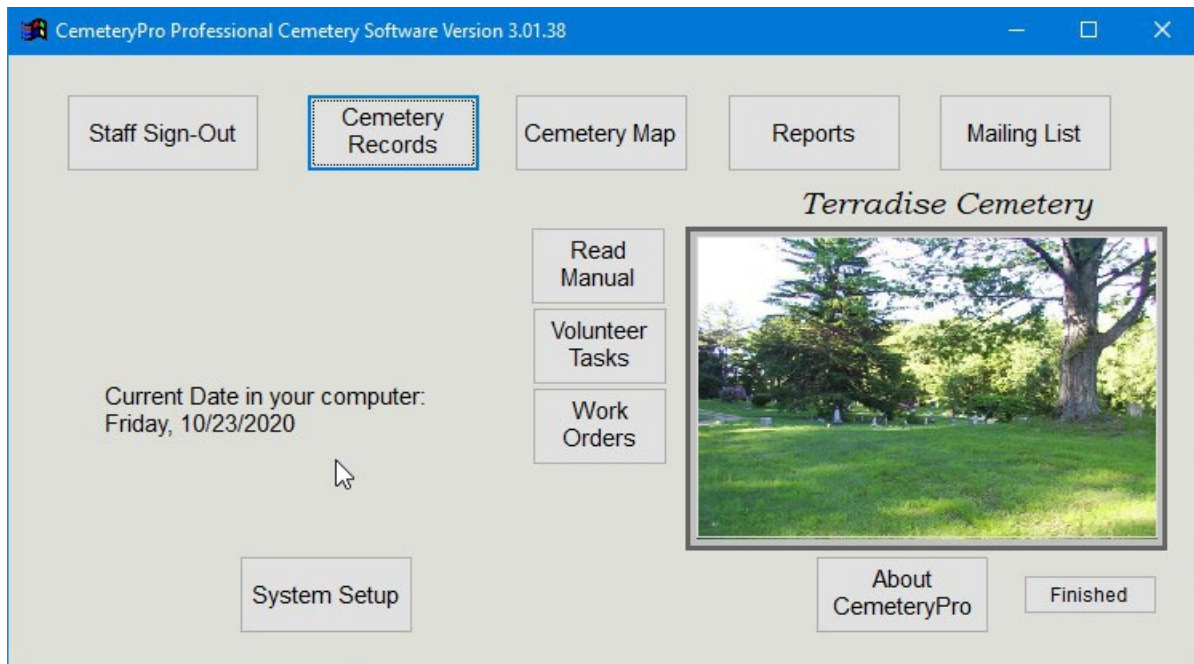
After the program is installed, you will see an icon on your desktop:

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.

The screenshot shows the 'Cemetery Record' software interface. At the top, there's a search bar with 'BARBARADALEGARDEN2001504' entered. Below this, the record is organized into several sections: 'Plot Burial Information - ID#3', 'Contact Information', 'Plots Owned', and 'Letters'. The 'Plot Burial Information' section includes fields for Section (GARDEN2), Block-Lot (15 04), Grave/Space/Plot (40.6188210 -82.9722920), Title (Dale), First Name (Barbara), Middle Name (Barbara), Last Name (Barbara), Suffix, War, Veteran?, Gender, Nickname (Barbie), Maiden Name, Spouse's Name, SSN, Branch, Occupation, Parents, Last Address (Chester's Mill, ME), Date/Time of Burial (01/05/2010), Age (58 years, 7 months, 29 days), Date of Birth (05/04/1951), Date of Death (01/02/2010), Cause of Death, Birthplace (Caledonia, OH), Headstone Text (Baaarbie), Funeral Home (Timson-Allen), Funeral Home City, State (Caledonia, OH), Vault Type, and a Headstone Picture placeholder. The 'Contact Information' section includes Interment Order #, Grave Tag#, and Notes. The 'Plots Owned' section includes Find-A-Grave # and a 'Try to Find It on Find-A-Grave' button. The 'Letters' section includes a 'Manage Documents' button. At the bottom, there are navigation buttons (Previous, Next, Browse, Edit, Delete, Map), sorting options (Order by Section, Lot, Grave, Name, Last Edit, Set Filter, Order by Lot, Order by Contact, Order by Death Date, Modify Report), and a status bar showing 'T:\CEMETERY\CEMETERY.DBF 12 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  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.

The screenshot shows the 'New Record' screen in the 'Cemetery Record' software. The 'Section' dropdown menu is open, showing a list of sections: GARDEN1, GARDEN2, GARDEN3, GARDEN4, GARDEN5, GARDEN6, GARDEN7, GARDEN8, GARDEN9, GARDEN10, GARDEN11, GARDEN12, GARDEN13, GARDEN14, GARDEN15, GARDEN16, GARDEN17, GARDEN18, GARDEN19, GARDEN20, GARDEN21, GARDEN22, GARDEN23, GARDEN24, GARDEN25, GARDEN26, GARDEN27, GARDEN28, GARDEN29, GARDEN30, GARDEN31, GARDEN32, GARDEN33, GARDEN34, GARDEN35, GARDEN36, GARDEN37, GARDEN38, GARDEN39, GARDEN40, GARDEN41, GARDEN42, GARDEN43, GARDEN44, GARDEN45, GARDEN46, GARDEN47, GARDEN48, GARDEN49, GARDEN50, GARDEN51, GARDEN52, GARDEN53, GARDEN54, GARDEN55, GARDEN56, GARDEN57, GARDEN58, GARDEN59, GARDEN60, GARDEN61, GARDEN62, GARDEN63, GARDEN64, GARDEN65, GARDEN66, GARDEN67, GARDEN68, GARDEN69, GARDEN70, GARDEN71, GARDEN72, GARDEN73, GARDEN74, GARDEN75, GARDEN76, GARDEN77, GARDEN78, GARDEN79, GARDEN80, GARDEN81, GARDEN82, GARDEN83, GARDEN84, GARDEN85, GARDEN86, GARDEN87, GARDEN88, GARDEN89, GARDEN90, GARDEN91, GARDEN92, GARDEN93, GARDEN94, GARDEN95, GARDEN96, GARDEN97, GARDEN98, GARDEN99, GARDEN100. The 'Block-Lot' field is set to '272'. The 'Grave' field is set to '04'. The 'Title' field is set to 'Heary'. The 'First Name' field is set to 'GARDEN1'. The 'Middle Name' field is set to 'GARDEN2'. The 'Last Name' field is set to 'GARDEN3'. The 'Nickname' field is set to 'GARDEN4'. The 'Maiden Name' field is set to 'GARDEN5'. The 'Spouse's Name' field is set to 'GARDEN6'. The 'SSN' field is set to 'GARDEN7'. The 'Branch' field is set to 'GARDEN8'. The 'Occupation' field is set to 'GARDEN9'. The 'Parents' field is set to 'GARDEN10'. The 'Last Address' field is set to 'GARDEN11'. The 'Date/Time of Burial' field is set to 'GARDEN12'. The 'Age' field is set to 'GARDEN13'. The 'Date of Birth' field is set to 'GARDEN14'. The 'Date of Death' field is set to 'GARDEN15'. The 'Cause of Death' field is set to 'GARDEN16'. The 'Birthplace' field is set to 'GARDEN17'. The 'Headstone Text' field is set to 'GARDEN18'. The 'Funeral Home' field is set to 'GARDEN19'. The 'Funeral Home City, State' field is set to 'GARDEN20'. The 'Vault Type' field is set to 'GARDEN21'. The 'Headstone Picture' field is set to 'GARDEN22'. The 'Find-A-Grave #' field is set to 'GARDEN23'. The 'Try to Find It on Find-A-Grave' button is visible.

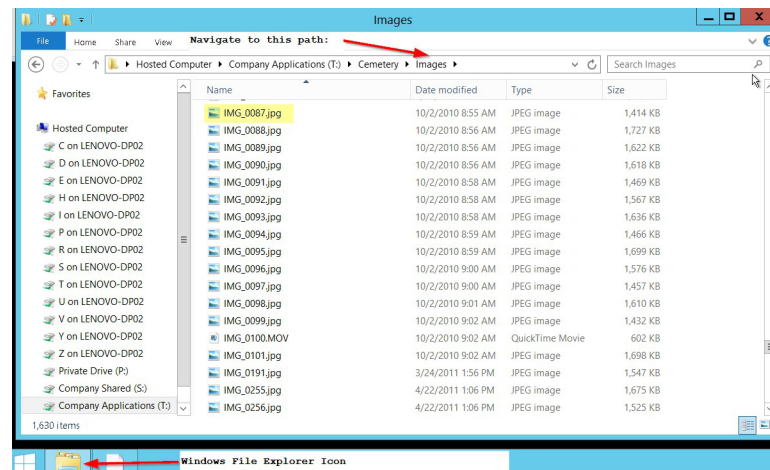
5. GPS latitude and longitude can be determined using a smartphone with a GPS app installed. We store the data in decimal format, so you should make sure your settings are for decimal degrees, not degrees, minutes and seconds. If you use a smartphone to take a picture of the headstone, when you add the picture to the record, the date it was taken and GPS information is transferred from the picture.
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

Using a smartphone or iPad, photographs of markers can be matched to a burial record. It is preferable to use a smartphone with GPS enabled to take any new pictures, since the GPS coordinates will be recorded and retrieved and added to the records automatically².

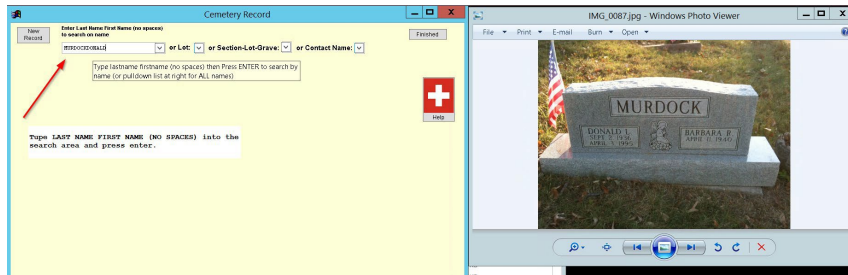
The first part of this project is to add the existing photos to the current records. You will need to transfer the photos from your phone to the computer. Save them to the folder indicated below.

1. Use the windows file explorer icon to open up Drive T:\Cemetery\Images folder and scroll down to the file names that start with IMG



2. Double Click on one of the IMG_*.jpg files to open it for viewing. Take note of the name and dates on the marker.
3. Open CemeteryPro and click Cemetery Records button.
4. Arrange your windows so that you can see both the image file and the Cemetery Record Screen. Then click on the search field at the top left of the screen. It will blank and let you type a name. Type lastnamefirstname (no spaces) of the person for whom you want to add the photo:

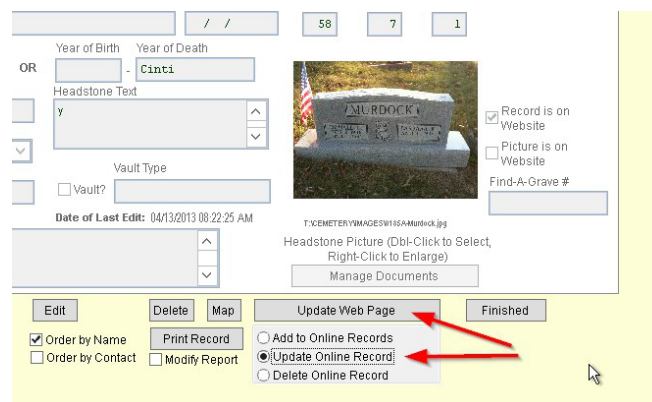
² To enable this feature, make sure your phone has geolocation turned on. Accuracy of latitude and longitude coordinates will vary and may only give a general location. For more precise locations use Google Maps or Google Earth.



5. If the record already has a photo, you can delete the IMG*.jpg file in the Explorer window and go to the next one, repeating steps 2-4
6. To add the image, **Drag it from Windows Explorer to the large gray box**. The program will suggest a file name. For example, if Mr. Murdock is in lot 185A, it will suggest the name 0185A-Murdock.jpg. The leading zero is important to make sure the files alphabetize correctly. (some lots have 4 digits) You can click OK to accept that name or change it if it conflicts with an existing file name. Double markers can be assigned to one of the spouses, and then selected for the other by editing, then double clicking the picture area.
7. After a brief inspection of the file to retrieve the EXIF (GPS and date/time) information, the image will be placed in the picture area. You may want to transcribe the headstone text into the Headstone Text area. This is valuable if the headstone wears, is damaged, or becomes unreadable.
8. If the size of the image is over 300K, the system will prompt you to resize the picture. You can also use the Resize button to reduce it for use on the website:



9. The next step is to move the picture to the website. Check the box next to *Update Online Record* and then click *Update Web Page* button.



10. You are done with that picture, unless the marker has two names. If so, find the other name and select the picture already renamed.
11. Repeat steps 1-10 for the next IMG*.jpg file.

You may run into issues that prevent the above steps from being followed exactly. Remember the goal is to get the correct picture associated with the correct grave record. If you can't achieve that goal, no problem, just go on to the next picture.

Locating the Grave on the Map



1. Right click the upper left corner of the lot (just outside the lines)
2. Right click the lower right corner of the lot (just outside the lines)
3. Enter the lot number only.

[illegible][illegible]

9

↑
North

(LOT 94-135)

1 SHIRLEY JORDAN	2 NELLIE (RICHARDS) SCHIERLOH 1901-1986 (Also infant?)
3 VELMA JORDAN 1905-1994	4 DR. HAROLD SCHIERLOH 1898-1963
5 CHARLES RICHARDS 1860-1950	6 FRANK RICHARDS 1866-1955
7 BERTHA BELL RICHARDS 1871-1934	8 GRACE RICHARDS 1869-1921

LOT 135

The lot map will only show if you have created a monochrome bit-map (.bmp) file of the lot using Microsoft Paint or similar program. The program gives you the opportunity to create a lot map if one does not exist. CemeteryPro personnel can assist you in creating those lot maps and the templates for your lot sizes.

The .bmp file MUST be named after the lot number – for example in the case at the left, the file name is 135.bmp. If you use sections the name would be SECTION1-135.bmp

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.


[Add to Mailling List](#)

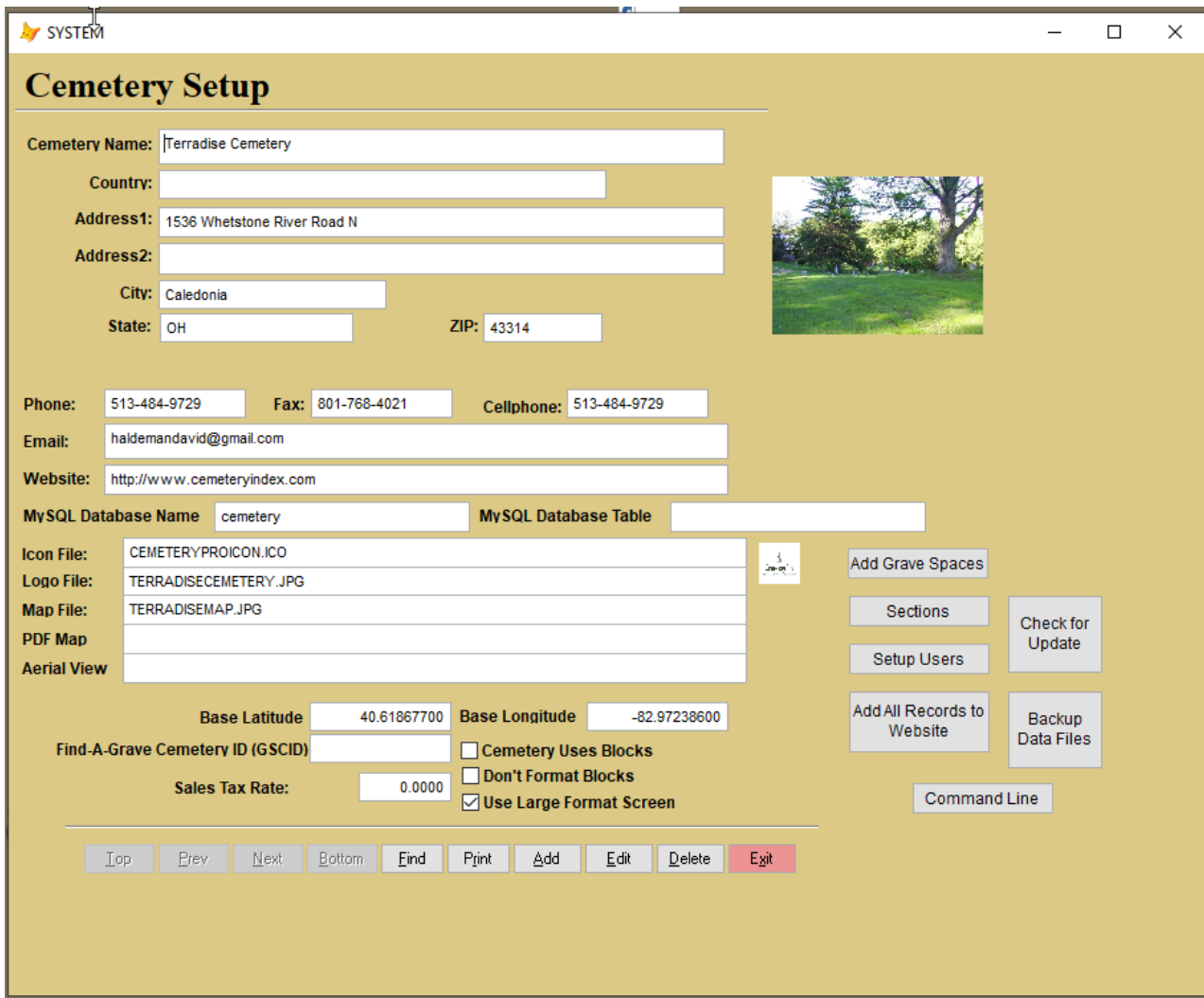
To make your paperwork files more accessible (we NEVER recommend destroying original copies of important documents), you can store references to PDF files or photos that are on your computer system. On the Plot Burial Information tab, click Manage Documents:

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.

You can easily add documents from Windows Explorer by dragging them onto the grid. After the file name appears on the grid, enter a short description that will help you understand the nature of the document later.

Setting Up Your Cemetery

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



The screenshot shows the 'Cemetery Setup' window. It contains various input fields for cemetery information, a preview image of a cemetery, and several action buttons. The fields are organized into sections: Cemetery Name, Address, Contact Info, Database, Icons/Maps, and Coordinates. The buttons on the right include 'Add Grave Spaces', 'Sections', 'Setup Users', 'Check for Update', 'Add All Records to Website', 'Backup Data Files', and 'Command Line'. At the bottom is a navigation bar with buttons like 'Top', 'Prev', 'Next', 'Bottom', 'Find', 'Print', 'Add', 'Edit', 'Delete', and 'Exit'.

Cemetery Name:	Terradise Cemetery		
Country:			
Address1:	1536 Whetstone River Road N		
Address2:			
City:	Caledonia	State:	OH
ZIP:	43314		
Phone:	513-484-9729	Fax:	801-768-4021
Cellphone:	513-484-9729		
Email:	haldemandavid@gmail.com		
Website:	http://www.cemeteryindex.com		
MySQL Database Name	cemetery	MySQL Database Table	
Icon File:	CEMETERYPROICON.ICO		
Logo File:	TERRADISECEMETERY.JPG		
Map File:	TERRADISEMAP.JPG		
PDF Map			
Aerial View			
Base Latitude	40.61867700	Base Longitude	-82.97238600
Find-A-Grave Cemetery ID (GSCID)		<input type="checkbox"/> Cemetery Uses Blocks	
Sales Tax Rate:	0.0000	<input type="checkbox"/> Don't Format Blocks	
		<input checked="" type="checkbox"/> Use Large Format Screen	

Buttons on the right: Add Grave Spaces, Sections, Setup Users, Check for Update, Add All Records to Website, Backup Data Files, Command Line.

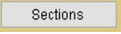


Bottom navigation bar: Top, Prev, Next, Bottom, Find, Print, Add, Edit, Delete, Exit.

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 2nd 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

Work Orders

CemeteryPro allows you to create work orders to give to your personnel to complete various tasks. These could include opening and closing graves, pouring foundations, setting headstones, cleaning up, mowing, maintenance, office tasks or anything you wish to accomplish.

If the task is related to a particular grave, go to that grave record and click on Create/Edit Workorder. Much of the information will be pre-populated onto your workorder for you.

If the task is generic, like “pick up garbage”, then use the button on the main screen to get to the work order screen, and then click Add.

Once you are on the work order screen, you can edit the task:

WorkOrders

Work Orders Burial ID (Click to review burial record) 2 Work Order ID 7 ☐ Incomplete Only

Description Re: Section: GARDEN2 Block-Lot: 12 Grave: 7a Name: Thurston Graydon Marshall

Date Created 07/11/2019 12:42 PM Date Due 07/15/2019 05:00 PM

Assigned To: Digger O'Dell Date Completed / / : : AM

Hours Spent

Work to be Done Pick up all garbage left behind from July 4th celebration.

☐ Modify Work Order Layout

Top Prev Next Bottom Find Email Print Add Edit Delete Exit

From this screen, you can print the work order or print a list of open work orders, add additional work orders, or edit or complete previously entered work orders.

WORKORDER.

Terradise Cemetery

Business Office: 1536 Wetmore River Rd N

Cemetery Address:

Caledonia, Ohio 43314

513--484-9729

No. 2

Created: 07/11/2019 12:42

Due by: 07/11/2019

12:48

Assigned to: Digger O'Dell

Description of Work: Re: Section: GARDEN2 Block-Lot: 12 Grave: 7a Name: Thurston Graydon**Latitude:** 39.090136 39° 5' 24.490,"
Longitude: -14.386619 -84° -23' -11.83"**Birthdate** May 23, 1927
Deathdate December 11, 2009**Headstone****Instructions:** Pick up 11/11/11 11:11 11th 11th from July 4th 11th 11th.**Family Contact:**

Completed on: _____

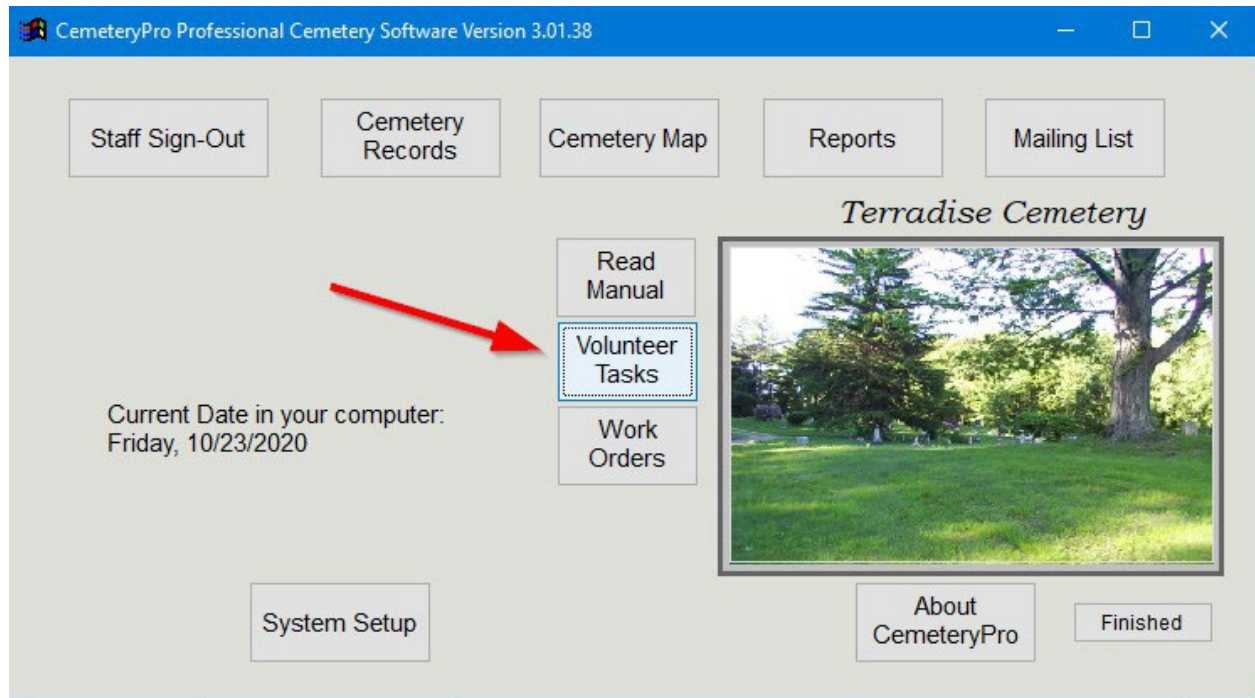
Completed by: _____

Time Spent: _____

Printed: 07/11/2019 12:48 PM

Volunteer Tasks

If you have volunteers who would like to help at your cemetery, you can let them know what tasks they can do. You can bring up that PDF from the main menu. If it does not exist, create a PDF document and name it "CemeteryPro Volunteer Tasks.PDF" and place it in the CemeteryPro folder along with the other CemeteryPro program and data files.



Quitting for the Day

When you are finished working, click the Finished buttons to return to the main menu and your desktop. You should back up the CemeteryPro folder frequently or add the folder to your Carbonite or other backup software.

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

(revised 1/2/2025)

Overview

The CemeteryPro program is written in FoxPro 9.0 SP2 and includes the following tables:

- SYSTEM.DBF
- STAFF.DBF
- SECTIONS.DBF
- CEMETERY.DBF
- PLOTS.DBF
- CEMLOTCOORDS.DBF
- CPLETTERS.DBF
- CPRELA.DBF
- MAILLIST.DBF
- SALESLIST.DBF

Table Structures

SYSTEM.DBF – Cemetery Information Table

1	COMPANY	Character	60		The name of the cemetery
2	ADDRESS1	Character	60		First address line
3	ADDRESS2	Character	60		First address line
4	CITY	Character	30		City
5	STATE	Character	2		State or province abbreviation
6	ZIP	Character	10		Postal Code
7	PHONE	Character	14		Business Phone
8	FAX	Character	14		Fax
9	CELLPHONE	Character	14		Cell Phone
10	EMAIL	Character	60		Email address
11	WEBSITE	Character	60		Cemetery website
12	ICON	Character	60		Icon or brand of cemetery
13	LOGO	Character	60		Logo of cemetery
14	MAP	Character	254		Overall map (schematic) of cemetery
15	LONGITUDE	Numeric	12	8	Longitude of center of cemetery
16	LATITUDE	Numeric	12	8	Latitude of center of cemetery
17	MYSQldb	Character	30		MySQL Database name (usually "cemetery")
18	MYSQlTABLE	Character	30		MySQL Database table name (unique)
19	GSCID	Character	15		Find-A-Grave GSCID
20	SALESTAX	Numeric	12	4	Sales Tax Rate
21	BLOCKS	Logical	1		Y/N - does cemetery use blocks?
22	FORMATBLKS	Logical	1		Y/N - Should blocks be formatted
23	COUNTRY	Character	25		Country cemetery is located in
24	AERIAL	Character	254		Aerial Map of entire cemetery
25	PDFMAP	Character	254		PDF of map of entire cemetery
26	USELARGE	Logical	1		User preference - use large format data entry screen?

STAFF.DBF – System Users

1	INITIALS	Character	3	Login Initials
2	LAST	Character	20	Last Name
3	FIRST	Character	20	First Name
4	MIDDLE	Character	15	Middle Name
5	POSITION	Character	25	Job Description
6	PHONE	Character	20	Home Phone
7	ADDRESS	Character	40	Mailing Address Line 1

8	STREET	Character	40	Mailing Address Line 2
9	CITY	Character	15	City
10	STATE	Character	2	State
11	ZIP	Character	10	Postal Code
12	WORKPHONE	Character	20	Work Phone
13	FAXPHONE	Character	20	FAX
14	SEX	Character	1	Gender (M/F/O)
15	EMAIL	Character	50	Email
16	PASSWORD	Character	10	User selected password
17	LEVEL	Integer	4	Security Level 1-9
18	CODE	Character	2	Staff Coce (Unique)

SECTIONS.DBF – List of Sections in the Cemetery

1	SECTION	Character	50		Section Name
2	MAP	Character	254		Section Schematic Map file name
3	DESCRIP	Memo	4		Description of section
4	LATITUDE	Numeric	12	8	Latitude of Section (center)
5	LONGITUDE	Numeric	12	8	Longitude of Section (center)
6	AERIALMAP	Character	50		Section Aerial Map file name

CEMETERY.DBF – One record for each burial

1	UNIQUE_ID	Integer	4		Unique Internal Record ID
2	OWNER_ID	Character	10		Master Plot 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	50		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	DateTime	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	7	Latitude of Plot
50	LONGITUDE	Numeric	12	7	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
63	VETSERVICE	Character	60		Veterans Service Period (i.e. Civil War, WWII, etc
				Allow multiples	
64	VETBRANCH	Character	60		Veterans Branch Served in (allow multiples
65	CAUSE	Character	60		Cause of Death
66	GRAVESTAT	Character	10		Grave Status (reserved, interred, hold)
67	RACE	Character	20		Race of individual in grave dropdown combobox list
68	GENDER	Character	20		Gender of individual in grave dropdown combobox list
69	INTORDNUM	Character	10		Interment Order Number
70	TAGNUM	Character	10		Grave Tag Number
71	OCCUPATION	Character	40		Occupation of individual in grave

PLOTS.DBF – One record for each plot owned by an owner_ID

1	SECTION	Character	10		Section number
2	LOT	Character	15		Lot number
3	GRAVE	Character	15		Grave number
4	OWNER_ID	Character	10		Master Plot ID of person who owns the grave space
5	NAME	Character	50		Name of person interred in this grave space
6	PRICE	Numeric	10	2	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		Description of the charge or payment
11	ENTERED	DateTime	4		Date Record Added (not editable)
12	PAID	Numeric	10	2	Amount Paid
13	DATEPAID	Date	8		Date Paid
12	PERPETUAL	Numeric	10	2	Perpetual Care Amount

CEMETERY LOT COORDINATES – For each lot, map (bitmap) coordinates (not GPS)

CEMLOTCOORDS.DBF

1	LOT	Character	20		Lot Name
2	UPPERLEFTX	Numeric	5		Number of pixels at 1800x860 resolution from top of screen of top left of lot
3	UPPERLEFTY	Numeric	5		Number of pixels at 1800x860 resolution from left of screen of top left of lot
4	LOWERRIGHTX	Numeric	5		Number of pixels at 1800x860 resolution from top of screen of bottom right of lot
5	LOWERRIGHTY	Numeric	5		Number of pixels at 1800x860 resolution from left of screen of bottom right of lot
6	SECTION	Character	20		Section Name (can be blank for main cemetery map)
7	LATITUDE	Numeric	12	6	Latitude of Plot
8	LONGITUDE	Numeric	12	6	Longitude of Plot

CORRESPONDENCE – Boilerplate Letters

CPLETTER.DBF

1	TYPE	Character	6		Unique ID for letter (becomes part of file name)
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2	LETTER	Character	40	Friendly Name of letter
3	LETTERTEXT	Memo	4	Text of letter (will contain merge fields)
4	COMMAND	Memo	4	Any FoxPro commands to execute before letter is printed
5	HISTORY	Memo	4	Record of when printed
6	USERHIST	Memo	4	Record of modifications

RELATIONSHIPS – Table of Family Relationships for pulldown list

1	RELATION	Character	30	Long description of relationship
2	CODE	Character	2	Short code
3	SEX	Character	1	Gender (M/F)
4	MALE	Character	30	If deceased is male opposite relation
5	FEMALE	Character	30	If deceased is female opposite relation
6	FAMILYORD	Numeric	2	not used
7	HISTORY	Memo	4	not used
8	USERHIST	Memo	4	not used

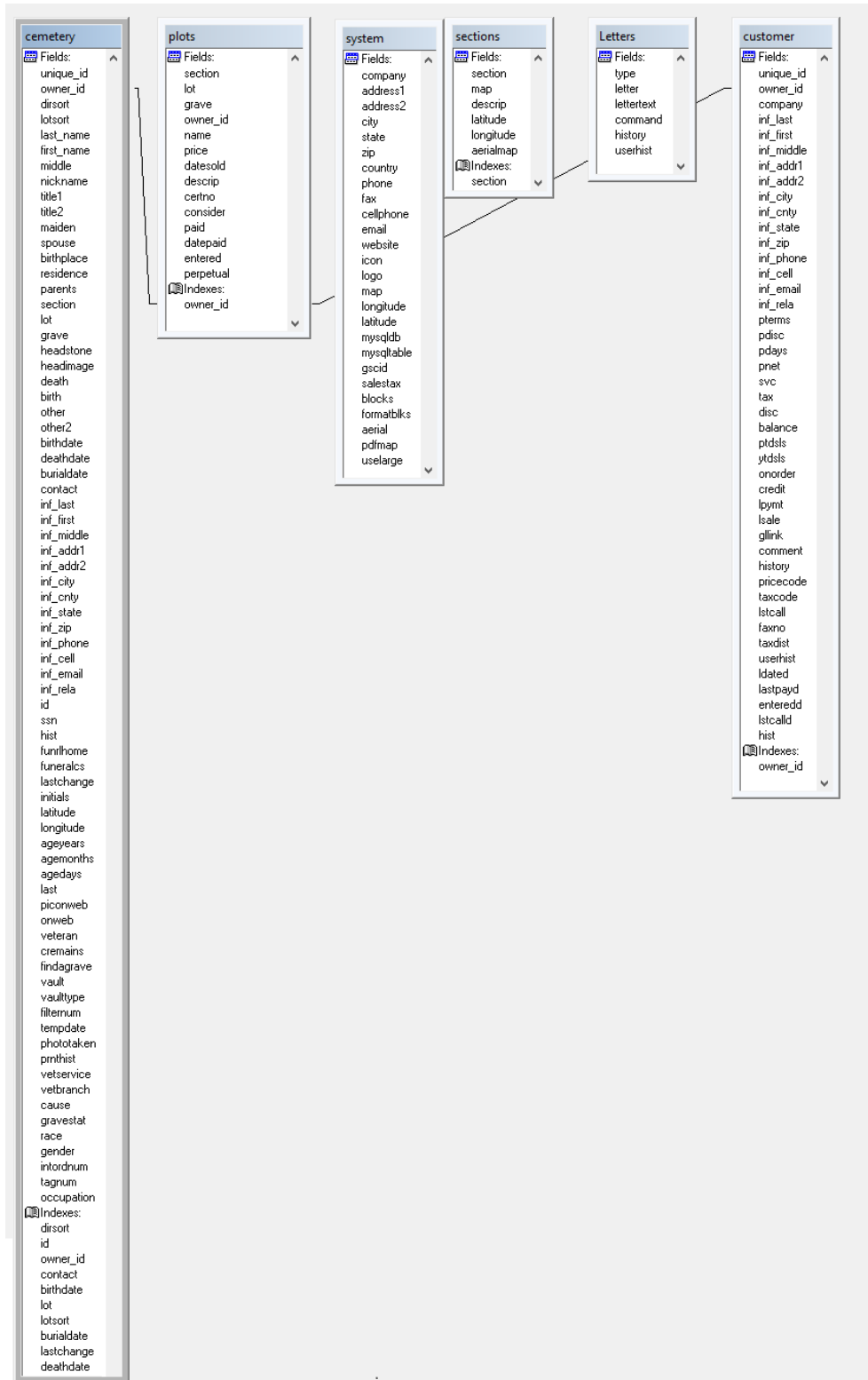
MAILING LIST – Cemetery Mailing List

1	TITLE	Character	10	Title of person (Mr., Mrs., etc)
2	SALUTATION	Character	20	Salutation preferred
3	LAST	Character	20	Last Name of contact
4	FIRST	Character	20	First Name of contact
5	MIDDLE	Character	15	Middle Name of contact
6	POSITION	Character	25	Position in company or company name of contact
7	PHONE	Character	20	Home Phone
8	CELLPHONE	Character	20	Cell Phone
9	ADDRESS1	Character	40	First Address Line
10	ADDRESS2	Character	40	Second Address Line
11	CITY	Character	15	City
12	STATE	Character	2	State or Province Code
13	ZIP	Character	10	Postal Code
14	SEX	Character	1	Gender (M/F/O)
15	EMAIL	Character	50	Email
16	CODE	Character	20	Space Separated Codes (DO = Donor, ML = Mailing List, etc)
17	GAVE2017	Numeric	10	2 Record of giving (legacy since donations are tracked in separate table)
18	GAVE2018	Numeric	10	2 Record of giving (legacy since donations are tracked in separate table)
19	GAVE2019	Numeric	10	2 Record of giving (legacy since donations are tracked in separate table)
20	GAVE2020	Numeric	10	2 Record of giving (legacy since donations are tracked in separate table)
21	GAVE2021	Numeric	10	2 Record of giving (legacy since donations are tracked in separate table)
22	GAVE2022	Numeric	10	2 Record of giving (legacy since donations are tracked in separate table)
23	UNIQUE_ID	Integer	4	Program converts to Auto Increment (links to donations record)
24	NOTES	Memo	4	Notes about this person or entity

SALES LIST – Items or Services sold at this cemetery

1	ITEM	Character	15	Item Number
2	DESCRIP	Character	65	Description
3	COST	Numeric	12	2 Our Cost
4	PRICE	Numeric	12	2 Selling Price
5	TAXABLE	Logical	1	Is this item taxable .t. or .f.

Main Data Entry Screen Tables and Relations



There is a plan for the informant data to be broken out to a separate table to better normalize the data.