TERRADISE COMPUTER SYSTEMS, INC.

Software for Professionals

CemeteryProtm

Guide

Contents

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:

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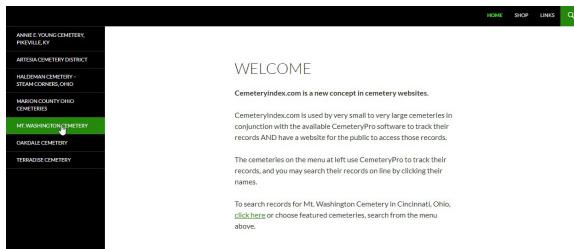
[1] Providing your program allows data export or is stored in an accessible format.

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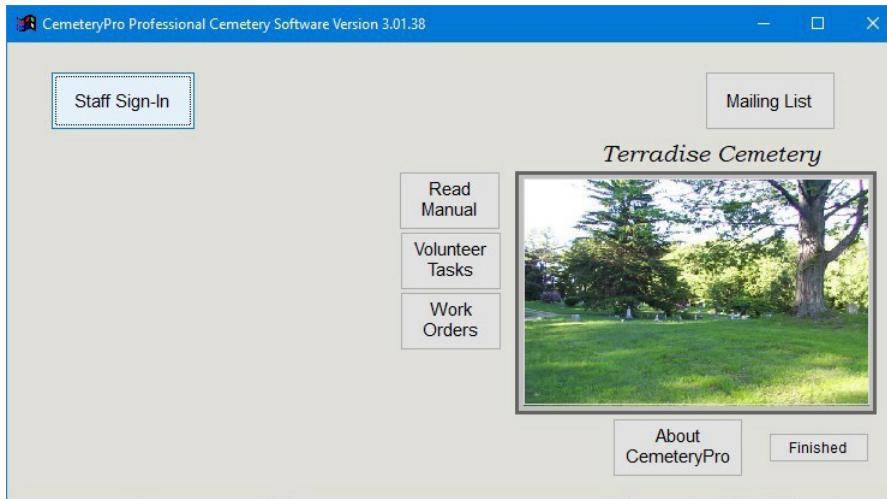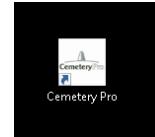
You will have been given a login name and password, and you can change it and add users after logging in for the first time.

Once you are logged in, you are presented with the main menu:
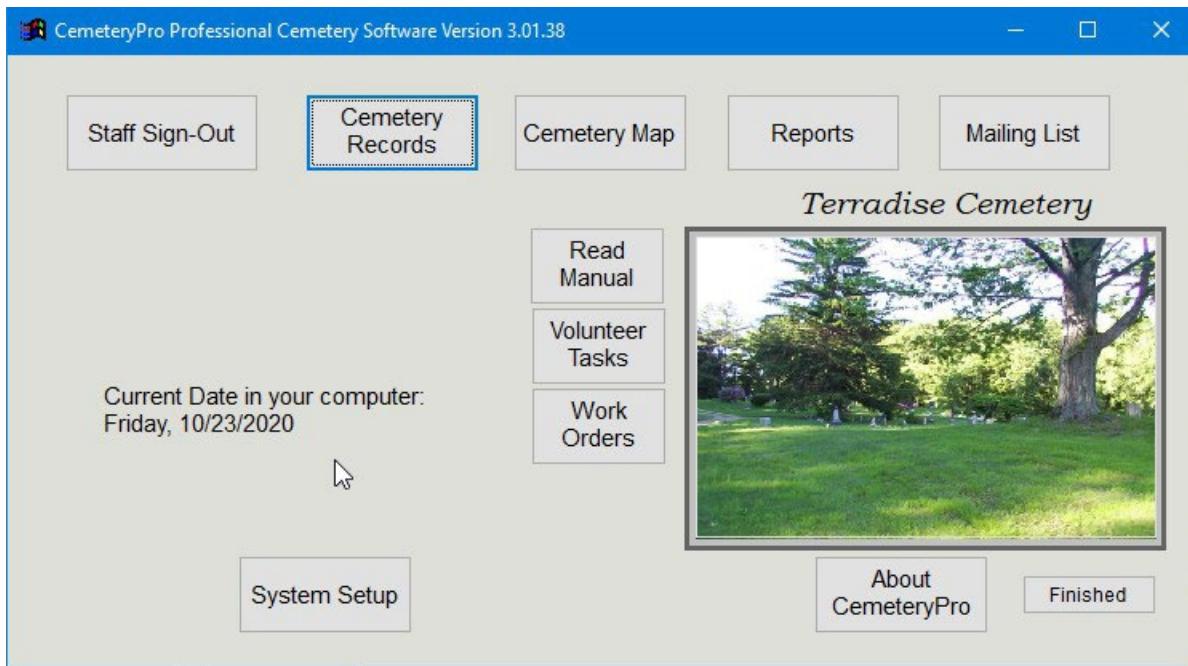
Let's look at the burial record screen. Click on the *Cemetery Records* button.

Enter Last Name,First Name (no spaces) to search on name

New Record   LANGE,FREDH.0338038301   or Lot: or Section-Lot-Grave: or Contact Name: Finished   Help   Create/Edit Work ORDER(s)

| Plot Burial Information - ID#5947 | Contact Information | Plots Owned | Letters |

Block-Lot: 338-383   Grave/Space/Plot: 01   GPS Cordinates: 39.0903491 -84.3869422   Grave Status: interred   Race

Title   First Name: Fred   Middle Name: H.   Last Name: Lange   Suffix   Veteran?   Grave Type   Gender
War
Nickname   Maiden Name   Spouse's Name   SSN: - -   Branch   Occupation

Parents
Interment Order #   Grave Tag#

Last Address   Date/Time of Burial: / / : : AM   Age Years   Age Months   Age Days   Notes:
Schedule   0   0   0   Spanish American War Batry. L3 US Artillery

Date of Birth: / /   Date of Death: 08/25/1931 OR Year of Birth   Image Size 41 Kb
Cause of Death   Record is on Website   Manage Documents   Edit Plot Map
Picture is on Website

Birthplace   Headstone Text   Find-A-Grave #: 153768335

Funeral Home
Vault Type   Headstone Picture (Dbl-Click to Select, Right-Click to Enlarge)   Go to Find-A-Grave
Funeral Home City, State   Vault?   images\1039-lange-fred.jpg
Cremation Plot

Foundation Completed: / /   No Plot Map Exists for this Lot. Click on the Edit Plot Map button to create it.
Marker Installed: / /   Date of Last Edit: 11/01/2025 10:57

Previous   Next   Browse   Edit   Delete   Map   Update Web Page   Print Record   Finished

Order by Section,Lot,Grave   Order by Name   Order by Last Edit   Add to Online Records   Master Plot ID: 0000004069
Set Filter   Order by Lot   Order by Contact   Modify Report   Update Online Record
Order by Death Date   Delete Online Record

T:\CEMETERY\CEMETERY.DBF 6601 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. 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 automatically[2].

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
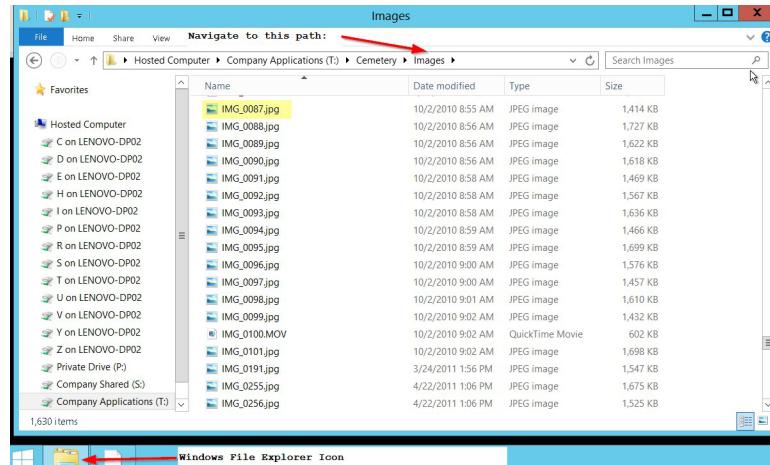
2. Double Click on one of the IMG_*.jpg files to open it for viewing. Take note of the name and dates on the marker.
3. Open CemeteryPro and click Cemetery Records button.
4. Arrange your windows so that you can see both the image file and the Cemetery Record Screen. Then click on the search field at 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:

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[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.
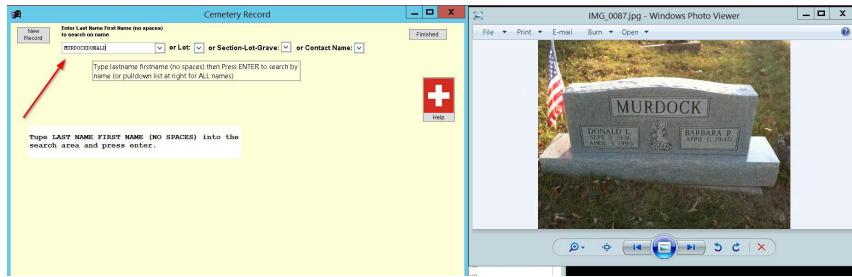
5. If the record already has a photo, you can delete the IMG*.jpg file in the Explorer window and go to the next one, repeating steps 2-4
6. To add the image, **Drag it from Windows Explorer to the large gray box**. The program will suggest a file name. For example, if Mr. Murdock is in lot 185A, it 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 un-readable.
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.

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Note: If button is checked that says picture is on website, you might go to cemeteryindex.com and verify that the picture comes up when the record is searched. If it does not, uncheck the *Picture is on Website* button and upload again.

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.

Notes:

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.

This may appear like a lot of steps, but once you have done it four or five times, you will be able to select, add and upload a picture within 1-2 minutes or less.

Locating the Grave on the Map

The graves you enter can be located on a digital map of the cemetery or section. To do this, click on the
Map icon below the main data screen. This will bring up a map of the section of the cemetery for that burial. If your cemetery is small and does not use sections, the entire cemetery map will be presented.

If the lot is not highlighted in red, you can add the lot to your lot coordinate database very easily:

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.

Notice that the lot for the burial you are editing is outlined in red:
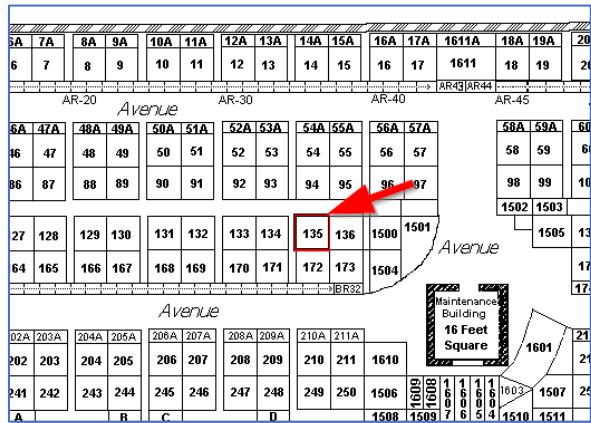
You can click on the lot to see all the burials within that lot. (Click once to remove the red-highlight, and again to display the burials)

Double-clicking the lot will bring up a lot map:

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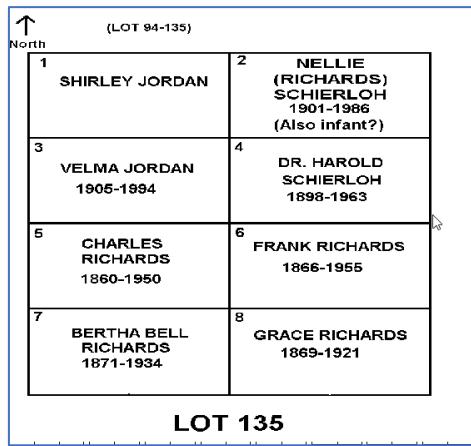
The lot map will only show if you have created a monochrome bit-map (.bmp) file of the lot using Microsoft Paint or similar program. The program gives you the opportunity to create a lot map if one does not exist. CemeteryPro personnel can assist you in creating those lot maps and the templates for your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

Entering Contact Information

Each grave record can have a different contact person, and their information is stored on the Contact tab:
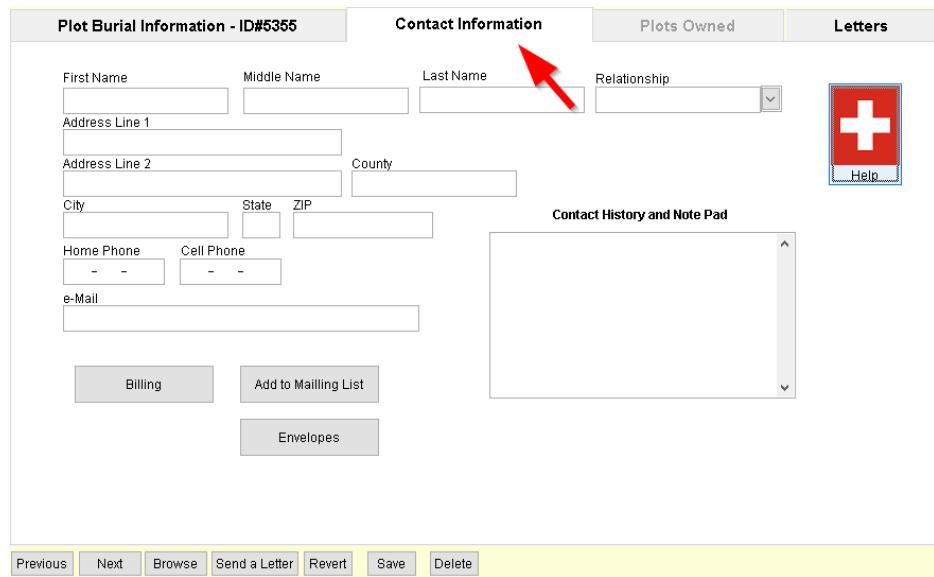
Clicking the Help button gives hints about the information stored in the Contact record.

Once you have saved the record, you can add this person to your mailing list by editing again and clicking [Add to Mailing List] . 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:
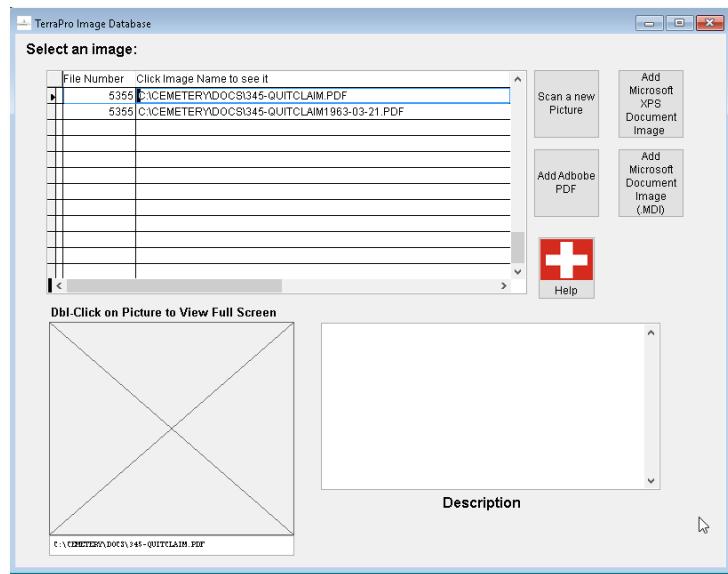
Once again, there is a help button to remind you how to use this screen. If you have a scanner and have installed the EZ-Twain software, you can scan a document image into the system. To see any of the saved documents, click on their name in the list.

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.

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Setting Up Your Cemetery

Click the System Setup button [System Setup] 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.

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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 [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 [Add Grave Spaces] button. See Appendix A for details on how the best use of this powerful tool.
5. The [Add All Records to Website] 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

NOTES:

Work Orders

CemeteryPro allows you to create **Work Orders** to assign tasks to staff members. These tasks may include, but are not limited to:

- Opening and closing graves
- Pouring foundations
- Setting headstones or markers
- Grounds cleanup and mowing
- General maintenance
- Office or administrative work

To simplify data entry and ensure consistency, CemeteryPro supports **Work Order Types**. These are predefined templates for commonly performed tasks.

Once Work Order Types are set up, you can quickly create a new work order by selecting the appropriate type from the list, rather than entering the same information each time. This helps reduce errors and speeds up daily operations.

Creating a Work Order

For tasks associated with a specific grave:

1. Open the appropriate **Grave Record**.
2. Click **Create/Edit Work Order**.
3. The system will automatically pre-populate relevant information into the work order.

For general tasks (not tied to a specific grave), such as *picking up trash* or *general maintenance*:

1. From the **main screen**, click **Work Orders**.
2. Click **Add** to create a new work order.
3. Enter the required task details.
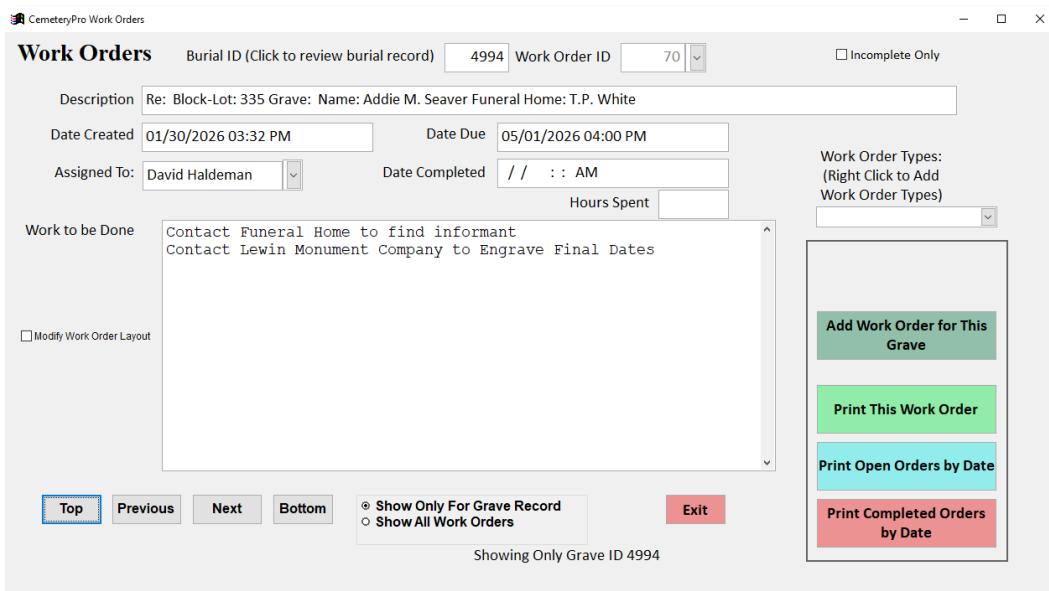
Once you are on the work order screen, you can edit the task:

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
Businelis Office: 1536 Wbet?itone River Rmul N
Cemele1:y Aduess:
Cale,dGn1a, Ohio 43314
513--484-9729

No. 2
C1-eated: Qi7/11/20L9 L2:42
Due by: 07/lj/20B
12:48
Assigned to: Digge:r O'Dell

Descripti.on of Wor:lt.:	Re: Section: GARDEN2 Block-Lot: 12 Grave: 7a Name: Thurs1an Graydon

Liltifude; 39.090<136 39° 5' 24.490,"	**Birthdate** Mey 23, 19.27
longi1ude: -!4.386619 **-B4"** -23' -11.83"	**Deathdate** Deceml:Jer 11, 2009

Headstone

Instruc1ions:	Pick up 11ll 91;11b11911 lttft btthind frcm July 4th i.11lttbr!ltion.

Family Contact:

Completed on: _____

Completed by: _____

Time Spent: _____

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 Documents\DOCS folder along with the other CemeteryPro program and data files.
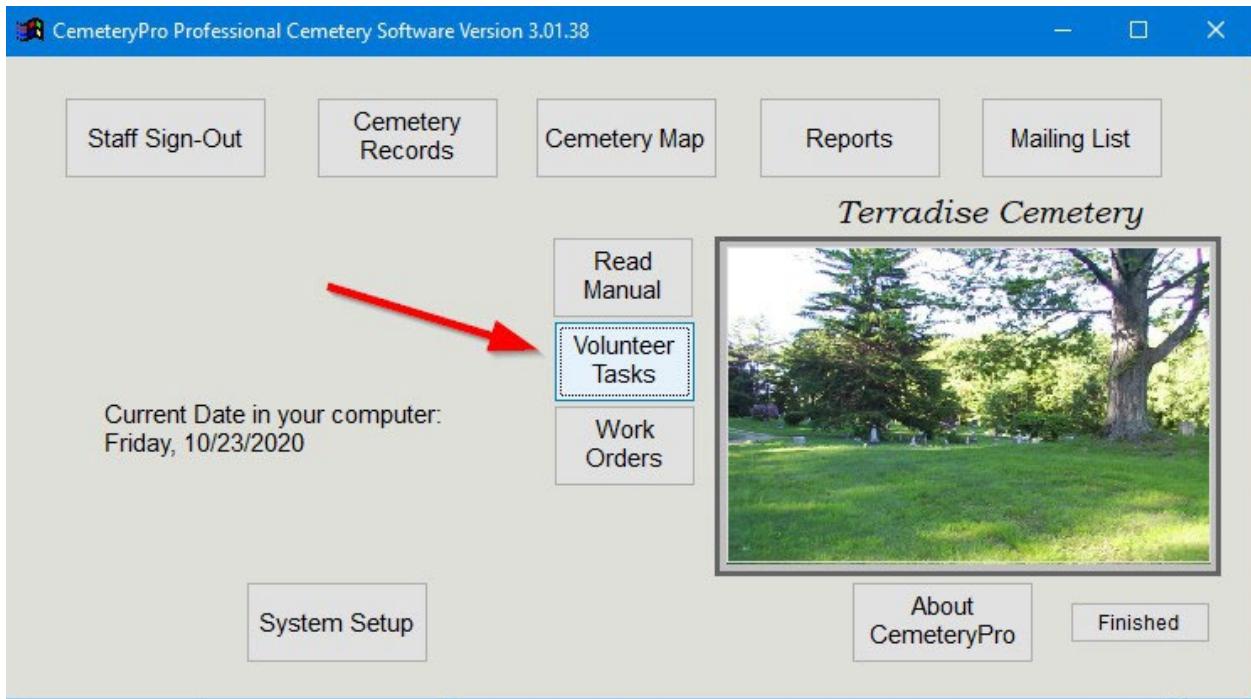
Qutting for the Day

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. It works best when your lots are laid out in regular straight line blocks, and doesn't work with odd shaped or curved lots.

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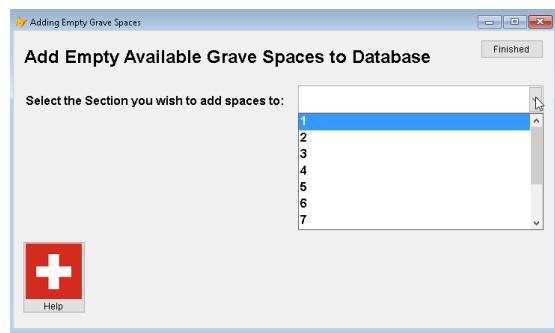
You can add grave spaces to only one section at a time, so choose which section using the pulldown list.

Indicate whether your cemetery uses Block designations, and the following screen will be presented:
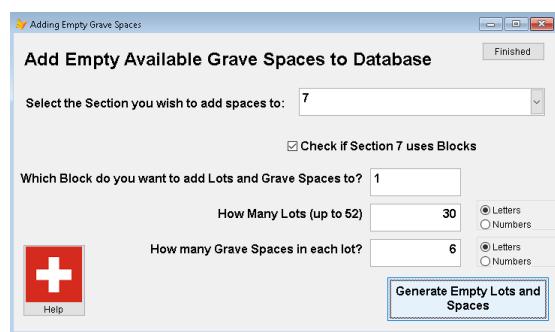
Enter a Block designation if you checked the box, then indicate the number of lots you want to generate graves for, and the number of grave spaces in each lot (must all have the same number of graves).

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?
27  LOTDESC     Character    30            Alternate Name for Lot Field (row, block, etc)
27  GRAVEDESC   Character    30            Alternate Name for Grave Field (Plot, Space, etc)
```

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
71   OCCUPATION  Character   40         Occupation of individual in grave
72   FOUNDDATE   DATE        8          Date Foundation Installed
73   MARKDATE    DATE        8          Date Marker Installed
74   SECTKEY     Character   20         Section Index Key
74   LOTKEY      Character   20         Lot Canon Index Key
74   LOTVARKEY   Character   20         Lot Index Key
74   GRAVEKEY    Character   20         Grave Index Key
75   GRAVETYPE   Character   20         Type of Grave - Single, Side-by-Side,Double Deep,
                                        Unusable
```

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   LOWERIGHTX  Numeric     5          Number of pixels at 1800x860 resolution from top of
                                        screen of bottom right of lot
 5   LOWERIGHTY  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)
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 reocrd)
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.
```

WORK ORDERS – Tasks for Staff to complete

```
1  WOID       Integer      4              Auto Generated ID
2  WODESCRIP  Character   120             Description
3  WONOTES    Memo         4              Detailed Notes/Instructions
4  WODATE     DateTime     8              Date and Time WO created
5  WODUE      DateTime     8              Date and Time WO Due
6  WOASSIGNTO Character    30             Person assigned to complete workorder
7  WODATECOMP DateTime     8              Date and Time WO Completed
8  WOHOURS    Numeric     10     2        Hours Taken to Complete Work
9  CEMID      Integer      4              Tied to CEMETERY.DBF.Unique_ID
```

Main Data Entry Screen Tables and Relations
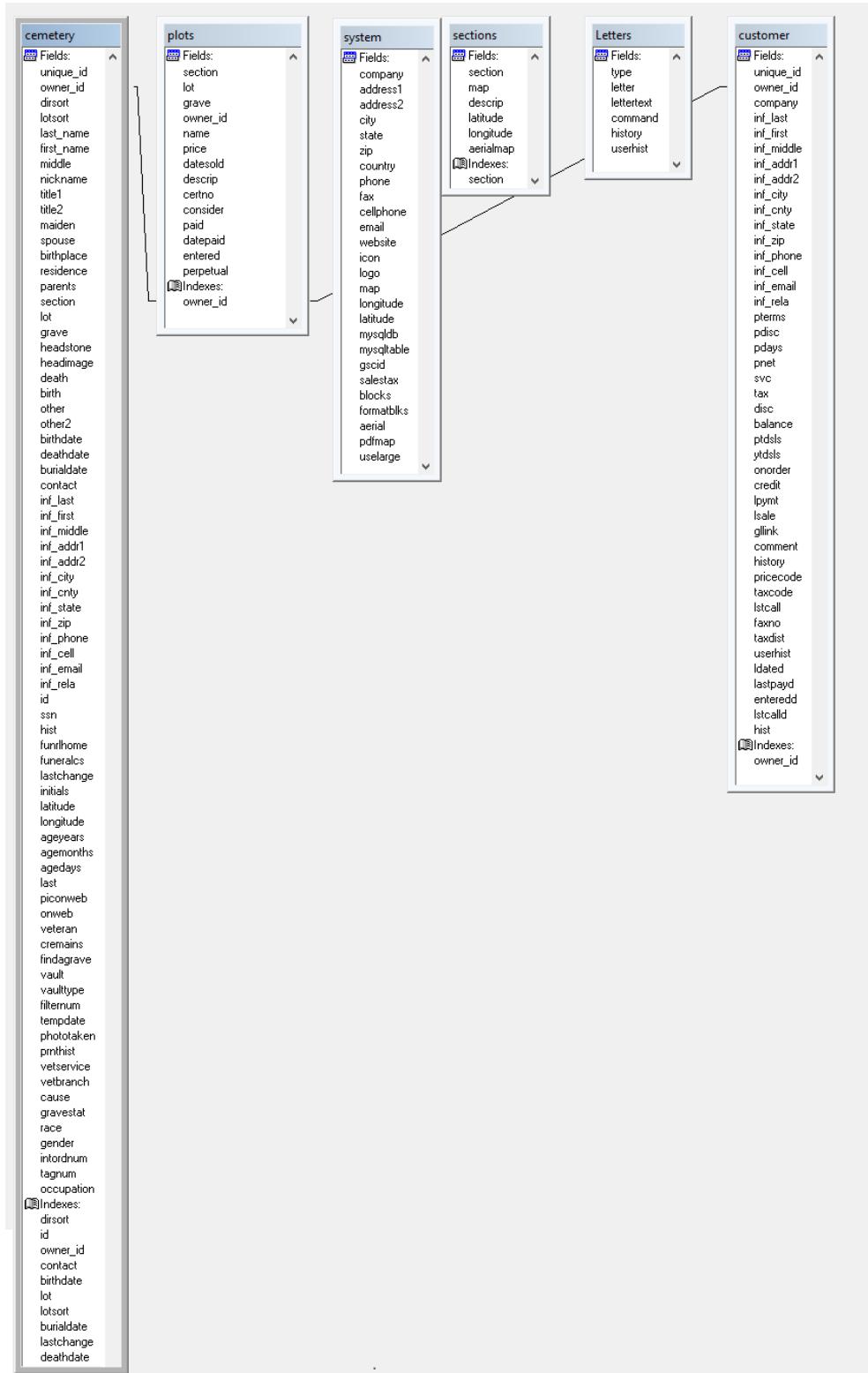
There is a plan for the informant data to be broken out to a separate table to better normalize the data. This will be included in the web-based version, CemeteryWeb.