



**INFORMATION MANAGEMENT SERVICES, INC.**

# **Cemetery Lot Manager**

**User's Manual**

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# Getting Started

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**This manual is best viewed at 100% magnification or higher for details on smaller screens.**

**Welcome** Welcome to **Cemetery Lot Manager**. Designed for cities and private cemeteries, **Cemetery Lot Manager** brings together all of your cemetery record-keeping functions. It manages records of lot ownership and keeps payment records. With it you can manage multiple cemeteries in a single database. A cemetery lot can be quickly located by owner, deceased, or location.

Location parameters can be any user-defined combination of cemetery, section, block, lot, and space. Included are built-in reports of sales by date range, delinquent list, spaces by location, and more. You can print labels, and can print letters to be sent to a subset of the database such as a delinquency letter. In addition to the built-in reports, you can print custom reports that you can create. **Release notes and supplemental documents are available in a Windows help file format with the program itself.**

**System Requirements** This is version 2.3 of the IMS **Cemetery Lot Manager** written for the Windows environment.  
 Hard disk with 10 MB free disk space  
 Windows 95, 98, NT4, 2000 or later.  
 Windows 32 bit environment only. A 16 bit version will be available on request for a limited time to accommodate users still using the Windows 3.X

environment, but such users should consider upgrading their system in the near future.

VGA graphics and monitor

Any pointing device supported by Windows

## Installation of Updates

This is where it all begins. The original program will be installed by your **Customer Support Representative (CSR)**. You will need to periodically install updates as new information is added to the program. As long as your update is saved and installed into the correct directory it will be used by the original program. When installing, TYPE in the directory (ex. C:\CEM, or D:\IMS\CEM, or G:\CEM): you want the program to go, otherwise it tends to default to a directory that it creates below the main directory (C:\CEM\CemeteryManager).

This means the program will not be installed into the original CM directory, and consequently not work. You also do not want it installed into C:\Program Files\CemeteryManager (the Microsoft Windows default directory) if that is not the original CM directory. This will not allow the update to work in the right directory, either. Put the updates where the original program is located.

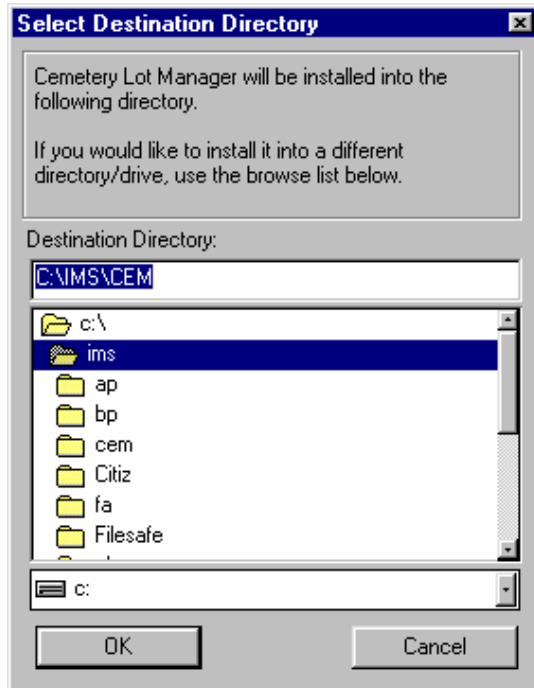
## Windows Basics for 95/98/NT Users

Start Windows if you've not already done so.

Insert the Update disk into drive A (or drive B). You first need to find where your **Cemetery Lots Manager** program is installed. Find the icon on your main screen (Program Manager) and highlight the **Cemetery Lot Manager** icon, and right click with your mouse on the icon. Select File, Properties, and click on the Shortcut Tab. The line you want to look for will be labeled as Target.

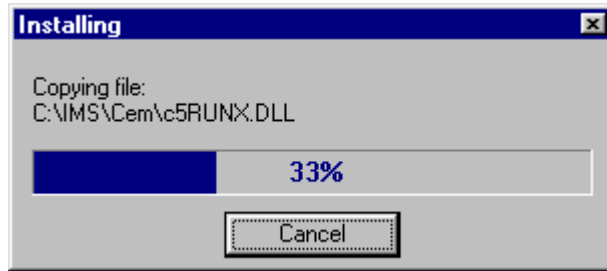
There you will be able to view the directory you need to place the update into. Once you have determined which directory to install into, you are ready to start the installation process. Left click on Start; Select Run from the File menu and then Browse, selecting the .exe file on the diskette in Drive A: and double click on the .exe file to begin the installation.

The program will start installing and you will see a blue screen, and then a welcome screen. It will ask you which directory you want to install the files into. Make sure it is exactly where it needs to be as the data for the program is located in the same directory as the program files (see above on how to locate your directory).



In Windows 95/98/NT the default is C:\Program Files\CEM. You may **not want this directory**, so TYPE IN the location to the directory you found the program in (using the directions above).

Click OK when you've entered the desired location. It will ask you if you want to make backup copies and will backup the program files that the update replaces into the same directory, into a new folder called BACKUP. After this simply follow the instructions and it installs the update for you.



After it is complete, you will be given the opportunity to view the release documentation. This is a document containing information and explanation about what is new to this version of the **Cemetery Lot Manager** including last minute changes since the manual was printed.

## Windows 95/98/NT Internet Users

### Updating from email:

Your CSR will send you updates in the email if you request this method of updating. When you receive the emailed files (for example cl2302.exe, .cl2, .cl3), save them immediately into the directory that your program is running in. See the Windows update installation instructions above to see how this is done.

*The examples show c: drive, but most users will have their program located on d, g, or f. or some other drive.*

Once you have saved all of the files you receive in the email from IMS, then you may go into My Computer by right clicking on it, and choosing Explore. From there, you simply locate the .exe file and double click on it to run the installation, following the instructions on the screen. Remember to TYPE in which drive and directory you want the program to install into, such as D:\CEM.

### Updating from a disk:

Insert the Update disk #1 into drive A (or drive B). In Win 95/98/NT right click on My Computer, select explore. Highlight the drive (A or B) that the disk is in. Find the file, Setup.exe and double click on it. (See the above installation instructions for Windows updates). Insert Disk #2 and #3 when prompted.

*If you skip this step now, you may view the documentation later in the program itself.*

In all of these installations you may choose to read the release notes, which are essentially the latest update information and changes to the program.



## Windows Skills You'll Need

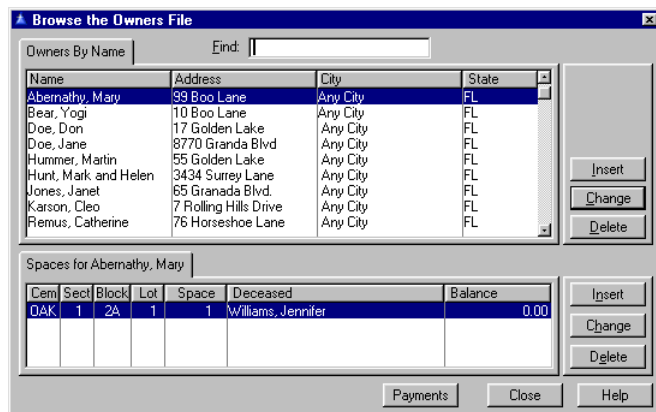
Because the **Cemetery Lot Manager** runs under Windows, it is necessary for you to have certain Windows skills to be able to use it most effectively. What follows is a very brief explanation of some of the skills that would be most useful in using your **Cemetery Lot Manager**. *This is not intended to replace your Windows manual.* If any of these is not a skill you're comfortable with, you'll want to refer to your Windows manual for a complete explanation.

### Entering information on a screen

When you are entering information into many fields on a screen, such as when adding a license, use the Tab Key to move to the next field and Shift+Tab to move to the previous field. When you are directed to "tab" to something that is what this means. There are also "Tabs" that are folders with names. These will always be capitalized so that you aren't confused by the two different definitions of the word "tab". **DO NOT** use the Enter Key. The Enter Key is the same as clicking on OK, and means you've completed your entries and are ready to move on to something else.

### Control

If you don't have a good understanding of this concept, you'll spend way too much time trying to get the program to do what you want it to.



You first see a screen where the cursor is flashing in a field. That means that if you press a letter (or number) on your keyboard it will appear in this field. Hit the Enter Key on your keyboard after filling in this field and the account will pop up on your screen. However, if you click within the other portion of the screen, the control moves there. Then, when you press a letter, the program takes you to the first occurrence of that letter in the list. In **Cemetery Lot Manager** under the **File, Owners** Menu, it will be in the **Find** field.

You can tell where the control is on a particular screen by looking for the flashing cursor in a field, an outlined word on a button, or an outlined record in a list. To move to a screen tab, simply click on it. That screen will be brought to the front.

### **Mouse vs. Keyboard**

Throughout the manual, the mouse commands are given for procedures (e.g. "Click on OK"). If you prefer to use keyboard commands, you'll want to pay attention to the underlined letters in options throughout the program.

For example, to pull down the File menu, you may click on File, or you may press Alt+F. Then, when the menu is pulled down, you may click on your choice, or press the letter that is underlined in your choice.

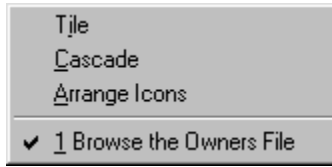
Any time there is some information that could be looked up (on a calendar or in the business codes, for example), you'll click on your right Mouse Button to see it. But you can also press F3.

### **Using the scroll bars**

Scroll bars are found at the right edge and bottom edge of the screen when the information for the screen won't all fit on at once. You may click on the up and down Arrow Keys to move incrementally through the display, or drag the box up or down to move more quickly.

### **Customize the "Window"**

When you have one screen open, go to **Window** on the same menu bar. This is the only way to customize your display information.



Change whatever settings you like.

### **Moving a window**

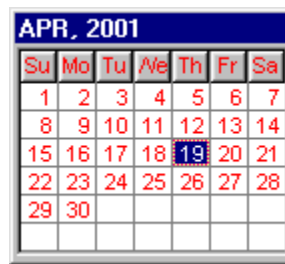
There are times when you may need to move a window to another location on your desktop. To do this, click on the title bar of the window and drag it to the new location. Then release the Mouse Button.

### **Resizing a window**

Occasionally, you may want to resize a window so you can see more of its contents. To do this, click on the window. Then, point to a corner or border of the window (the cursor will become a double-headed arrow). Drag the mouse until the window is the desired size and then release.

### **Quick Tip Keys:**

F1 brings up a **Help** menu for quick and easy explanation of terms. If you are in a date field, press F3 which is invaluable in IMS programs and will bring up a calendar in a date field or pop up list in many other fields. Always try it if you need to select from a list to see if it is available this way. Press the Escape Key to release it. Right clicking on the Mouse Button will also display selections if available.



### Using the Clipboard

This menu contains the standard Windows editing functions using the clipboard. It is active only when a document window is open. (^ = Control Key)

#### Cut (^X)

Move the currently highlighted text to the Windows Clipboard.

#### Copy (^C)

Copy the currently highlighted text to the Windows Clipboard.

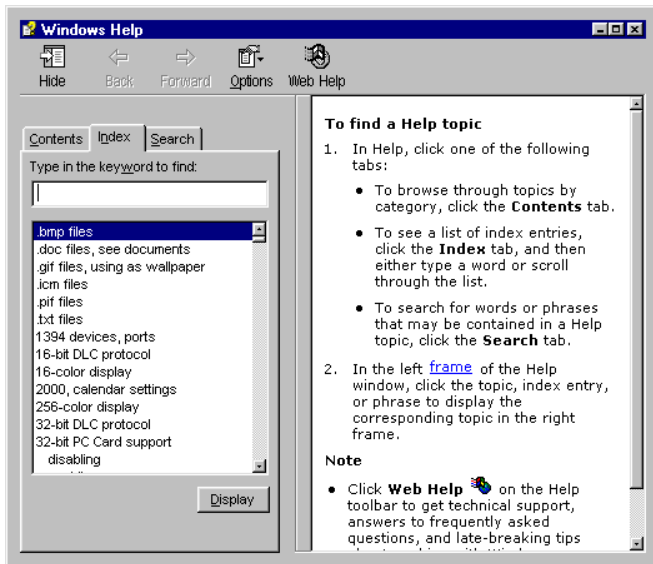
#### Paste (^V)

Copy the contents of the Windows Clipboard to the field where the cursor is currently located.

### Reference Help/Contents

Your program has assistance under **Help** (press F1 at any time to take you to this section) or **Help, Contents or Index**. **Contents** has a better overview of the entire section. It is filled with explanations of almost every function and key in the program. You may want to familiarize yourself with some of the different items in there before beginning. This makes using the program much simpler.

Windows has its own section for assistance with questions about Windows topics - **How to Use Help** which is found within the program. Use it by looking through the Contents, the Index alphabetically, or by using the **Search for Help On...** capability to find the topic or keyword you need help with.



### First Steps:

When setting up the **Cemetery Lot Manager** system there are important decisions to be made before any data is added to the database. The first step is to fill out the system information.

You may also want to customize your display information in the **Windows** pull down menu. You will need to have another window open to do this. It does not function if nothing else is open. You may print the information you have entered at any time by selecting the appropriate item from the **Print** menu.

### User's Manual

The manual is set up so that each main category is to the left side, each function of the program to the right is **Bolded and Underlined**. Fields of information and the path (i.e. **File, Setup**) are typically **bolded** so that you may recognize them easily. The explanation/steps are directly below it. The manual attempts to follow the natural progression of steps the user would normally take when running the program. If in doubt always look to the [Index](#) for the topic and hyperlink (jump from one point of the document to another) from the page number of the item you seek. Use the Go Back Button to return to where you were last.

# Getting Organized

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## System Setup

Go to **File, System**. Fill out these basic system preferences before entering data.

### Changing System Record

On the General Tab fill out the following fields of information:

The screenshot shows a dialog box titled "Changing System Record" with a close button (X) in the top right corner. It has four tabs: "General", "User Field Names", "Index Options", and "Configuration". The "General" tab is selected. The fields and their values are as follows:

City Name:	Town of Peaceful
Default City:	Peaceful
Default State:	FL
Default Zip:	33333
System Date:	8/03/2001
Password:	****
Cemetery:	OAK
Last Deed:	103

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

### **City Name**

This appears at the top of all reports. The name will be automatically centered after it is entered.

### **Default City**

This field will be used to initialize the city field when new records are added to the spaces file.

**Default State**

This field will be used to initialize the state field when new records are added to the spaces file.

**Default Zip**

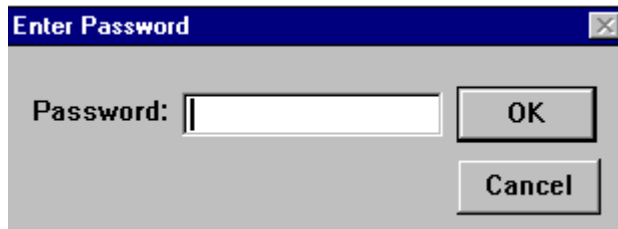
This field will be used to initialize the zipcode field when new records are added to the spaces file.

**System Date**

The default date of record for all file maintenance activities. If checked this will function automatically.

**Password**

The password required to gain access to **Cemetery Lot Manager**. If a password has been added in the System Window, you will see this window the next time you start **Cemetery Lot Manager**. Enter your password exactly as saved. The password characters will not show on the screen.

**Cemetery**

This is the current cemetery assumed for all other file functions. This determines what records are shown in browse windows. If left blank, records in all cemeteries will be shown in browses.

If you place a value in this field, windows that display spaces will show only the spaces in the current cemetery. (There are exceptions to this rule, such as when displaying spaces by owner, because an owner may own spaces in more than one cemetery.)

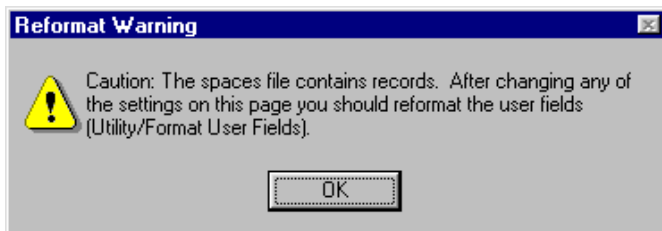
When there is a current cemetery, you will not be asked for the cemetery code when searching by location. The cemetery will be assumed to be the current cemetery. The Browse Spaces window will indicate the current cemetery at the lower left.

If you leave the current cemetery field empty, windows will display spaces in all cemeteries. When you search by location or print a report by location you will be asked for the cemetery code.

### **Last Deed**

This is the last deed number assigned.

You will be shown a warning window which reminds you that you are changing settings and that you will need to reformat the User Fields.



User Fields are the categories which the system will use to sort information on when printing letters, lists and reports. **Name** fields may contain up to 20 characters of data. **Format** fields contain up to 12. These are to keep track of information related to the burial permit, in addition to the standard record data. You may use the fields to keep track of things like plot type for example.

The format of any of the three fields may now be specified allowing dates and numeric values. The format syntax is the standard Clarion picture notation as used in **Occupational Licenses Manager**. If the format field is left blank (as it should for text fields) the field will not be formatted. If set to a date (@d1, @d2 for example) the field value will be displayed according to the format specified. Likewise for a numeric field (@n4 for example). The data is stored internally as characters, but formatted when displayed.



The width and justification of each field may also be specified. It is up to the user to be sure the width and justification are appropriate for the data. For example, if a field is numeric, right justification should be specified. If any of these specifications are left blank the default values of 20 characters wide left justified will be used.

To allow locating and printing by these user fields the spaces file is now indexed by each of them. To allow proper collation by the user fields it is important that they be formatted according to their content. If a user field contains text it should be left with no format. If it contains numeric or date values it should have a format specified. Whenever the format of a user field is changed you must run a utility ("Utility/Format User Fields") to justify the data in the field. If this is not done the data will not browse or print in numeric or date order.

On the User Field Names Tab fill out these fields:

**User Name 1**

This is the title that will be displayed for this user defined field. You may leave it blank if the field is not needed.

**User Name 2**

This is the title that will be displayed for this user defined field. You may leave it blank if the field is not needed.

**User Name 3**

This is the title that will be displayed for this user defined field. You may leave it blank if the field is not needed.

The screenshot shows a dialog box titled "Changing System Record" with a tab labeled "User Field Names". The dialog contains three sections for user fields:

- User 1:** Name: Another Field, Width: 10, Justify: R, Format: (blank)
- User 2:** Name: User Field, Width: 20, Justify: R, Format: (blank)
- User 3:** Name: Date Field, Width: 10, Justify: R, Format: @d2

At the bottom of the dialog are buttons for "OK", "Cancel", and "Help".

### Format

The format of the [user field](#). The format of any of the three fields may be allowing dates and numeric values. The format syntax is the standard Clarion picture notation. If the format field is left blank (as it should for text fields) the field will not be formatted. If set to a date (@d1, @d2 for example) the field value will be displayed according to the format specified. Likewise for a numeric field (@n4 for example). The data is stored internally as characters, but formatted when displayed.

To allow locating and printing by these user fields the spaces file is now indexed by each of them. To allow proper collation by the user fields it is important that they be formatted according to their content. If a user field contains text it should be left with no format.

### Width

The width of the field. The maximum field width is up to 20 characters. It is up to the user to be sure the width and justification are appropriate for the data. For example, if a field is numeric, right justification should be specified. If any of these specifications are left blank the default values of 20 characters wide left justified will be used.

### Justify

Choose right, left, center, or none. It is up to the user to be sure the width and justification are appropriate for the data. For example, if a field is numeric, right justification should be specified. If any of these specifications are left blank the default values of 20 characters wide left justified will be used.

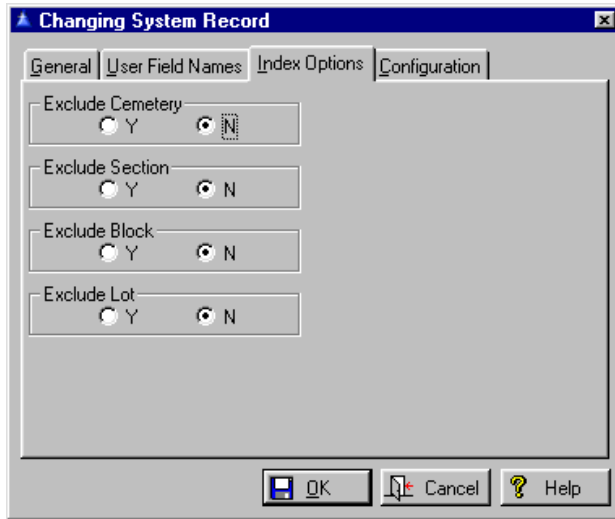
If it contains numeric or date values it should have a format specified. Whenever the format of a user field is changed you must run **Utility, Format User Fields** to justify the data in the field. If this is not done the data will not browse or print in numeric or date order.

The spaces browse window **File, Spaces** will have a tab for any active user field. When the tab is pressed the display will be in order of that field, and the field will be the leftmost in the browse box formatted according to user specifications. If a user field is disabled by setting its name blank a tab will not appear for it and it will not be displayed.

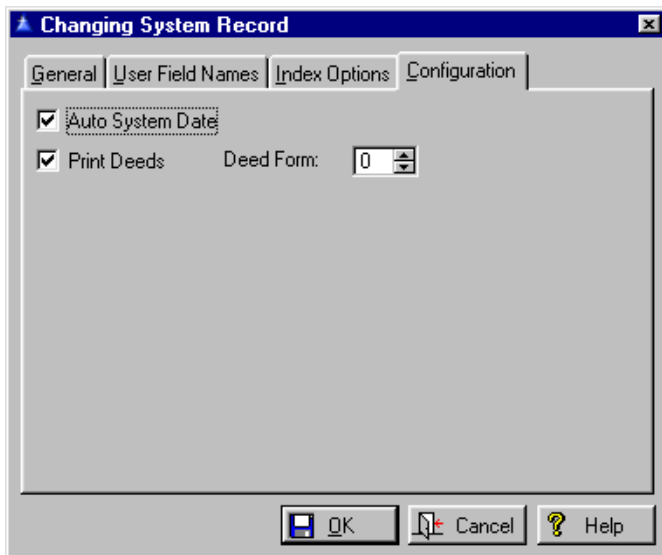


On the Index Options Tab you may choose to **Exclude Cemetery** (Y) in the index or include it (N). The same selection applies to **Section, Block, and Lot**.

If you disable the cemetery index it will not display in windows and you will not be asked for cemetery code when doing a search or printing a report. When the cemetery index is disabled, the current cemetery field in the system record will be set to blanks, and all spaces added will have a blank cemetery code.



On the Configuration Tab choose whether you want the **System Date** maintained automatically, to be able to print deeds, and if so, which deed forms (0-2).



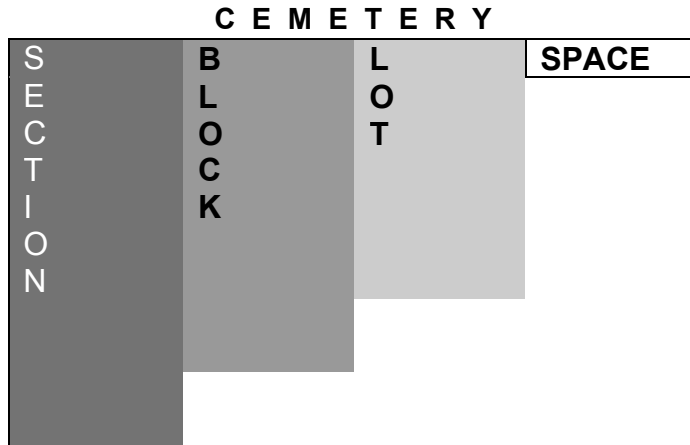
See [Deeds](#) for one example of the deeds available.

After all items have been filled in you are ready to begin entering spaces. Select **File, Spaces** from the main menu and begin entering data.

## Cemetery Layout

The cemetery database is organized according to a hierarchy of units similar to the organization chart of a government or enterprise. Starting at the largest, the units are cemetery, section, block, lot and space. Together they comprise a 21 character description field which can be used to locate the parcel in the database. Following is a description of these units.

This diagram shows the relationship between the different terms used in **Cemetery Lot Manager** to describe the different sections of the cemetery.



### Cemetery

The cemetery is the largest unit. That puts it at the top of the hierarchy. When the cemetery field in the system data file contains a value, only one cemetery is active at a time. When the spaces file is accessed or printed only those records for the current cemetery are shown.

When the cemetery field in the system record is left empty, all cemeteries are active and all will be shown in windows and reports. The cemetery code is a three character alphanumeric (can be letters or numbers) field.

### Section

The section code is a two character alphanumeric field.

### Block

The block code is a four character alphanumeric field.

**Lot**

The lot code is a four character alphanumeric field. This is normally the unit that is represented by a record in the spaces file. A lot may contain one or more spaces.

**Space**

The space is the smallest division of the hierarchy. The field for space is an eight character alphanumeric one, allowing it to be used in different ways. If a database record is assigned to each lot, the space field may be used for a list of the spaces belonging to the owner.

If any or all of the other locators are disabled the space field is large enough to be used as the single locator key for the entire cemetery.

From **File, Spaces** you can add, delete or change cemetery lot data, and enter payments. See [Locating Records](#) for even more information on this subject.

# Day to Day Use

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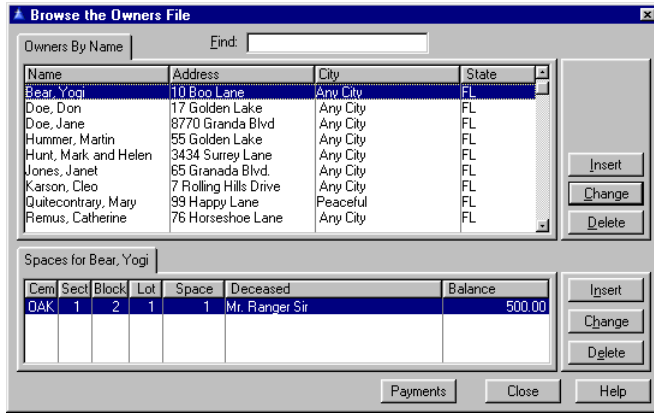
## **Adding/ Changing Owners**

### **Browse Owners**

Go to **File, Owners**. From this window you can add, delete or change owners, spaces, and enter payments.

When you first display this window all owners are shown in alphabetical order of name starting with the first. (As in all windows in **Cemetery Lot Manager** you may also press the Alt Key in combination with the underlined letter to actuate any control instead of clicking the left Mouse Button.)

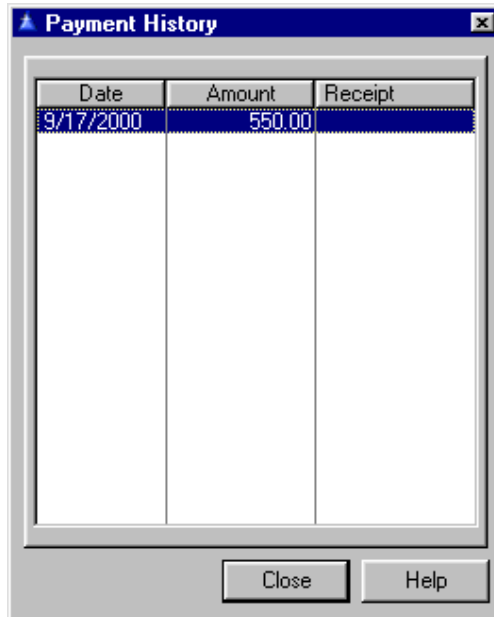
Below the owners browse is another browse box listing all spaces for the currently selected owner. Each browse has its own set of Add, Change and Delete Buttons.



### Payments

#### Payment Button (Payment History)

This window shows all payments posted for the selected space. You cannot enter payments in this window. To add a payment for this space, press the Change Button on the right of the spaces browse, select the Payments Tab.





### **Locating a Specific Record**

Go to **File, Owners** or [Spaces](#). Make sure the browse window is active. If you have just opened this window it will be active. If it is not active you can make it so by clicking anywhere on the browse box, including the Owners By Name Tab. Type the first letter of the owner name to locate. Hit the Enter Key. The browse will move to the first owner whose name begins with that letter. From there you can use the up/down Arrow Keys to home in on the desired owner. If you hit it again you can print the deed from the pop up window that appears.

### **Adding/Changing an Owner Record**

Go to **File, Owners**. Select an owner as described above, and press the Change Button. To add a new owner, press the Insert Button. This window displays and allows changing owner information. The Tab and Backtab (shift-tab) Keys will move the cursor from field to field.

On the Owner Tab change the information you want. When adding a new owner the address will default to the address in the system file.

**Changing an Owner Record**

Owner	Remarks
Name:	Bear, Yogi
Address:	10 Happy Lane
City:	Peaceful
State:	FL
Zip:	33333
Phone:	(000)000-0000

Print Deed

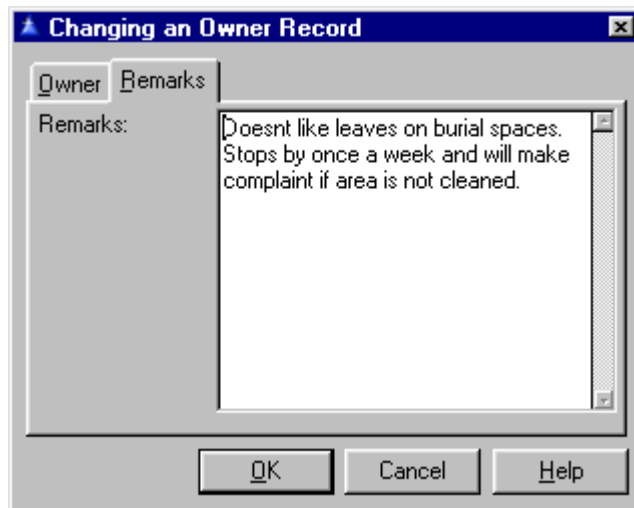
OK Cancel Help

Fill out the **Name, Address, City, State, Zip,** and **Phone** number for the owner.



You may choose to print a deed at this time by pressing the Print Deed Button, but if you have no other information entered there will be nothing to print.

On the Remarks Tab click to display a text field for storing miscellaneous notes about this owner.



## Editing Spaces

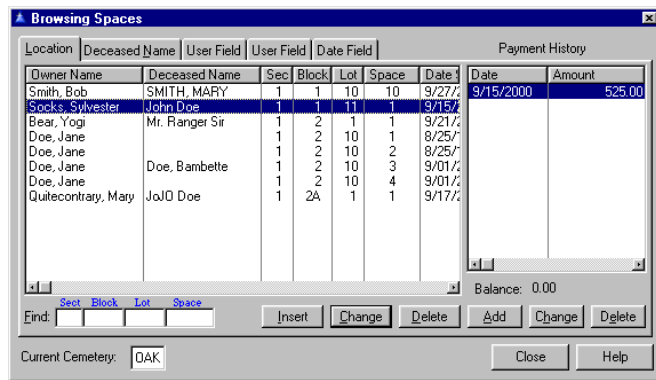
This is the file function most often used. From it you can add, delete or change cemetery lot data, and enter payments. The functions of the controls on this window are listed below.

When you first display this window all spaces for the current cemetery are shown in location (cemetery, section, block, lot, space) order. If no current cemetery is set all spaces will be shown. The order of display may be changed by pressing the tab at the top for the sequence desired. (As in all windows in **Cemetery Lot Manager** you may also press the Alt Key in combination with the underlined letter to actuate any control instead of clicking the left Mouse Button.)

### Locating a specific record

Go to **File, Spaces**. If the browse is in location order you may locate a specific lot by entering the cemetery, section, block and lot numbers in the entry fields following the Find prompt at the lower left of the screen. (Some fields will not be available depending on how you set index options.) Press the Tab Key from the last field to cause the browse to locate the nearest location. Hit the Enter Key to take you to the spot. If you hit the Enter Key again you get the pop up window for changing spaces.

If the browse is in deceased name order you may locate a value by entering the first character of the name to locate. First, click on any part of the browse window. Then enter the first letter of the name to find. The browse will move to the first entry beginning with that letter. From that point on you can use the up/down Arrow Keys or the Page Up/Down Keys to scroll the browse.

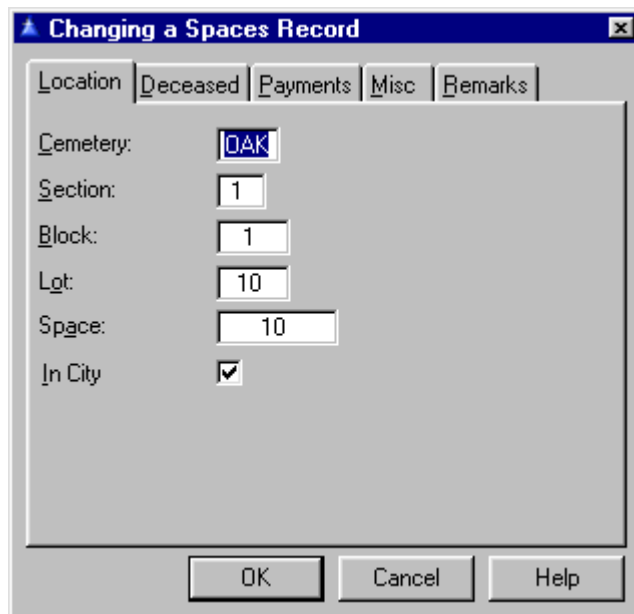


The spaces browse window will have a tab for any active user field. When the tab is pressed the display will be in order of that field, and the field will be the leftmost in the browse box formatted according to user specifications. If a user field is disabled by setting its name blank (**File, System, User Field Names**) a tab will not appear for it and it will not be displayed.

### **Adding/Changing Spaces**

Go to **File, Spaces**. The space record entry form is divided into five pages controlled by tabs at the right of the window. Press any tab to display the page associated with that tab. You may go back and forth between pages while entering data. Highlight the record to change and press the Change Button or press the Insert Button to add a new space.

On the Location Tab you will find the fields related to the location of the cemetery lot. Each field is described below. Most are self-explanatory.



The screenshot shows a dialog box titled "Changing a Spaces Record" with a close button (X) in the top right corner. The dialog has five tabs: "Location", "Deceased", "Payments", "Misc", and "Remarks". The "Location" tab is selected. The form contains the following fields:

Cemetery:	<input type="text" value="OAK"/>
Section:	<input type="text" value="1"/>
Block:	<input type="text" value="1"/>
Lot:	<input type="text" value="10"/>
Space:	<input type="text" value="10"/>
In City	<input checked="" type="checkbox"/>

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

#### **Cemetery**

This is a 3 letter code for the name of the cemetery.

#### **Section**

Cemetery section number.

*Note: If you have a current cemetery set you may add a space for a different cemetery than the currently active cemetery, but it will not appear in the spaces browse until you change the current cemetery to match the cemetery of the record. The current cemetery is set in the system file form*

**Block**

Cemetery block number.

**Lot**

Cemetery lot number.

**Space**

Cemetery space number.

**In City**

Whether or not this lot is within city limits.

**On the Deceased Tab**

Here you will find information about the deceased. Fill out the following fields of information:

*Note: You may enter multiple spaces in the form 1, 2, or 1-4 if this record includes more than one space. However, the recommended use is to allow only one space per record so you can record the deceased name for each space.*

The screenshot shows a dialog box titled "Changing a Spaces Record" with a close button (X) in the top right corner. It has five tabs: "Location", "Deceased", "Payments", "Misc", and "Remarks". The "Deceased" tab is active. Below the tabs are several input fields:

- Deceased Name: SMITH, MARY
- Date of Birth: 1/01/1940
- Date of Death: 4/13/1999
- Date Interred: 4/15/1999
- Funeral Home: LOCAL

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

**Deceased Name**

Enter in name of the deceased last, first format to allow locating by last name.

**Date of Birth**

The date of the deceased's birth.

**Date of Death**

The date of the deceased's death.

**Date Interred**

The date that the deceased was interred.

**Funeral Home**

The name of the [funeral home](#) that handled the interment.

**Browse Funeral Homes**

Go to **File, Spaces**. Highlight the deceased, press the Insert of Change Button. Go to the Deceased Tab and put your cursor in the **Funeral Home** space. Press F3 and you will be shown is a list of funeral homes that have been entered previously. To select one of these, highlight the one you wish and press the Select Button. To add a new funeral home to the list, press the Insert Key and enter the name of the funeral home.



On the Payments Tab find the financial information about the space, including sale price and payments made. It also allows entering a payment Fill out the following fields of information:

The screenshot shows a software dialog box titled "Changing a Spaces Record". It features five tabs: "Location", "Deceased", "Payments", "Misc", and "Remarks". The "Payments" tab is currently selected. The dialog contains several input fields with the following values: "Date Sold" is 9/27/2000, "Price" is 250.00, "Amount Paid" is 250.00, "Date Paid" is 9/27/2000, "Balance" is 0.00, and "This Payment" is 0.00. There are also empty fields for "Payment Date" and "Receipt Number". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

**Date Sold**

The date that the space was sold. Press the F3 or right Mouse Button to display a calendar to assist in date entry. See [Quick Tip Keys](#).

**Price**

This is the sale price of the space.

**Amount Paid**

This is the total amount of payments received so far. It is not an entry field. It is updated automatically as payments are added.

**Date Paid**

This is the date of the most recent payment. It is not an entry field. It is updated automatically as payments are added.

**Balance**

This is the unpaid balance remaining on the cemetery lot. It is not an entry field. It is updated automatically as payments are added.

### This Payment

Amount of payment being added this time, if any. You may also enter a negative amount for situations such as a returned check. This is preferable to deleting a payment and replacing it.

### Payment Date

The date of record for this payment. The F3 Key or right Mouse Button click will display a calendar to assist in selecting the date.

### Receipt Number

Enter the deposit receipt number if applicable.

On the Misc Tab find the **Owner Name**, three **User** defined **Fields**, **Letter Date**, number of the **Last Letter Sent**, and a **Deed Printed** checkbox.

The screenshot shows a dialog box titled "Changing a Spaces Record" with a close button (X) in the top right corner. The dialog has five tabs: "Location", "Deceased", "Payments", "Misc" (which is selected), and "Remarks". The "Misc" tab contains the following fields and controls:

- Owner Name:** A text field containing "Smith, Bob".
- Another Field:** An empty text field.
- User Field:** An empty text field.
- Date Field:** An empty text field.
- Last Letter:** An empty text field.
- Letter Date:** A text field containing "3/24/2001".
- Print Deed:** A button.
- Deed Printed:** A checkbox that is currently unchecked.

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

*(You can force this browse to appear by pressing the F3 Key or click the right Mouse Button while in the field.) If the owner doesn't exist you can add it from within the owner browse.*

### Owner Name

This is the name of the owner of the space you are adding or editing. The name you enter here must exist in the owner file. If you enter a name that doesn't exist you will be shown a browse table of owners from which to select. Use the Select Button.



**Another, User, and Date Defined Fields**

These fields can contain any information you can put in 16 characters. The titles of each field are set in the system file window.

**Last Letter**

ID number of the last letter sent.

**Letter Date**

Date the last delinquent letter was printed.

**Deed Printed**

Check if a deed has been printed for this lot.

You may press the Deed Button to print a deed if you have enough information entered about the space to print a deed.

On the Remarks Tab type in any remarks about the space that you might need to refer to.



## Making Payments

### Browse payments

Choose to browse **By Date** or **By Owner**. **By Date** displays all payments in descending date order. If a current cemetery is set in the system file, only payments for the current cemetery are shown. The current cemetery will be indicated at the bottom of the window.

Press the Insert Button to add a payment. Press the Change Button to change the currently selected payment. Press the Delete Button to delete the currently selected payment. Press the Close Button to close the window.

The screenshot shows a dialog box titled "Changing a Payments Record" with a "General" tab. The fields are as follows:

- Date:** 3/24/2001
- Owner:** (empty text box)
- Space:** Cem, Sect, Block, Lot, Space (each with a small selection box below it)
- Amount:** 0.00
- Receipt:** (empty text box)

Buttons at the bottom: OK, Cancel, Help.

### **Date**

The date the payment is posted. Use the F3 or right Mouse Button to invoke calendar.

### **Owner**

The owner name field will be filled in for you after you select the owner from the browse that will pop up as you enter this field. Highlight the owner for which this payment is being made and press the Select Button to return to the enter payment window.

### **Space**

The Spaces for Current Owner window will pop up as you enter this field. Highlight the Space you want for that owner. Press the Select Button.

**Amount**

The amount of the payment.

**Receipt**

This is an optional field for the receipt number.

If you choose **By Owner** order, you are taken to the **File, Owners** window where you can view and edit the payments in the bottom portion of the window. Press the Insert Button to add or the Change Button to edit payments. You will be shown the same screen as described above in the **By Date** browse order.

**Changing a Payments Record**

General

Date: 9/27/2000

Owner: Smith, Bob

Cem Sect Block Lot Space

Space: DAK 1 1 10 10

Amount: 250.00

Receipt:

OK Cancel Help

Click OK when finished.

**Making a Payment through the Spaces Window**

Go to **File, Spaces**. If you are in the Spaces window, you may also make a payment there. Highlight the space you are paying for and then press the Add Button on the right hand side window. See [Changing a Payments Record](#) for field details to fill in. Click OK when finished.

**Adding a Payments Record**

General

Date: 3/24/2001

Owner: Smith, Bob

Cem Sect Block Lot Space

Space: DAK

Amount: 0.00

Receipt:

OK Cancel Help

## Printing

The letter printing facility works in several ways. Letters may use the "dollar codes" to insert information from the data into the letter. When data is converted the letters will be converted to use the dollar codes. Selecting a larger type size may result in the letter not fitting on a page. Note that the font specified must be supported by the printer. In addition, the font may be different for each letter. This includes typeface, size, style and color.

## Letters

### Browse Letters

This window shows all letter formats on file. Scroll to select the letter to view, change or delete. Press the Insert Button to add a new letter.

**Browse the Letters File**

Name

Payment due lett

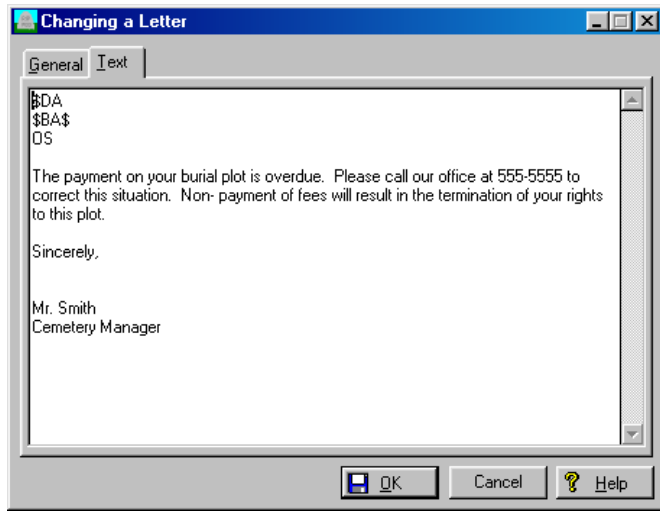
Cemetery Changes

Change of Cemete

Insert Change Delete

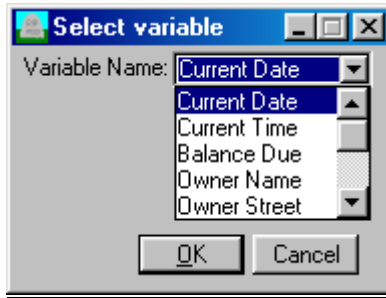
Close Help

Go to **File, Letters**. To create a new letter simply press Insert. Letters may use the "[dollar codes](#)" to insert information from the data into the letter. The old fields that set the number of lines to skip between sections of the letter no longer exist because they are no longer needed. When data is converted the letters will be converted to use the dollar codes such that the same letter layout as before will be printed. In addition, the font may be different for each letter. This includes typeface, size, style and color. Note that the font specified must be supported by the printer. Also, selecting a larger type size may result in the letter not fitting on a page. This procedure is the same as updating a letter below.



### **Dollar Codes**

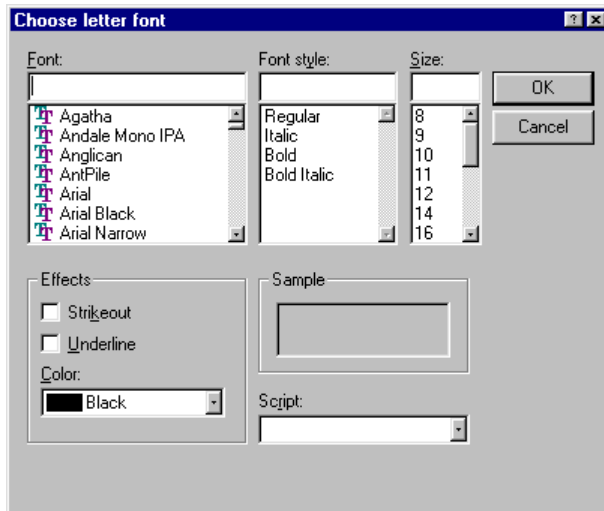
F3 brings up a list of variables that you may use for letters. Highlight the one you want and press OK. It will insert it for you automatically.



### Update Letter

Go to **File, Letters**. Highlight the letter you want to edit and press the Change Button.

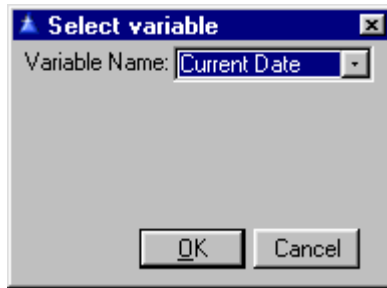
On the General Tab change the name of the letter as this will not be the same as the original. You are also given the opportunity to change the font by pressing the Change Font Button.



Select the **Font, Style, Size, Effects, Color** and **Script**. Press the OK Button when finished.

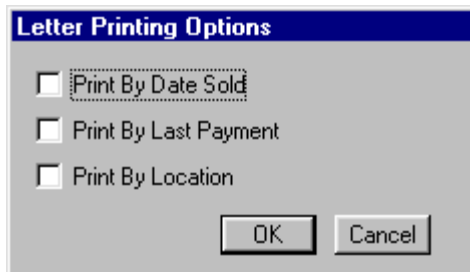
On the Text Tab compose the body of the letter. While it will hold as many as 60 lines of 60 characters each, you must limit the length so it will fit on a single page with the spacings as defined in the General Tab. The more lines you skip, the fewer lines the body will hold. Use the scrollbar on the right of the window to scroll the display. Press OK when finished.

Use your F3 Key once you have your cursor in the text box. You can scroll through the different variables for your letter. Press the Tab Key each time to enable your cursor to move around in the body once you have selected a variable. Pressing a different key will not enable your cursor. It will remain locked. Just keep inserting the variables and type in the text you want. When finished press OK to go back to the previous screen.

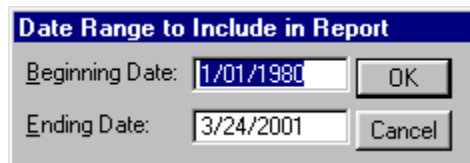


### Printing Letters

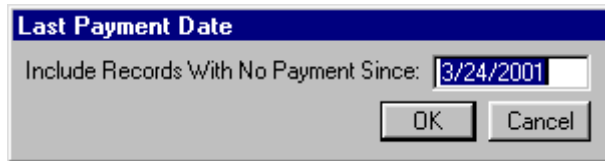
Go to **Print, Letters**. You are asked if you would like to preview the report. Press Yes. Select the Printing Options you want.



Press OK. If you checked the **Print By Date Sold** Box, the following screen will pop up. Fill in the **Beginning** and **Ending Date** Ranges.



If you checked the **Print By Last Payment** Box fill in the date of the last payment you want to include. This date is used as a basis for selecting what records will be included when printing delinquent letters or the delinquent list. Use the F3 Key or right Mouse Button for a calendar.



A dialog box titled "Last Payment Date" with a blue header. It contains a text field labeled "Include Records With No Payment Since:" with the date "3/24/2001" entered. Below the text field are two buttons: "OK" and "Cancel".

If you selected **Print By Location** Box, fill in the **Beginning Section** and **Ending Lot** for the letter or report.



A dialog box titled "Select Location Range for Report" with a blue header. It contains two rows of input fields. The first row is labeled "Beginning Section:" and has three input boxes containing "1", "1", and "10". The second row is labeled "Ending Lot:" and has three input boxes containing "1", "2A", and "1". To the right of the input boxes are two buttons: "OK" and "Cancel".

It is possible to select all three options in which case you will see all of the aforementioned screens pop up. Simply fill them all out. You will then be asked to select the letter by being taken to the Select Letter to Print Screen.

This window shows the letters on file. Highlight the letter you want to send and press the Select Button to continue.





## Receipts Report

Go to **Print, Receipts Report**. This function will print a report of payments posted between a range of dates you select, for a range of lot locations you also select. You are asked if you would like to preview the report. Press Yes.

The **Date Range** window allows you to specify the records to be included in a report based on a range of dates. The individual window may vary slightly from the one pictured here.

Enter the **Beginning Date** you want to appear in the report. The F3 Key or right Mouse Button click will display a calendar to assist you in entering the date.

Enter the **Ending Date** you want to appear in the report. The F3 Key or right Mouse Button click will display a calendar to assist you in entering the date.

The **Location Range** allows you to include only those sections of a cemetery you specify, based on section, block and lot numbers. Remember that the report range applies only to the current cemetery as set in the system file unless the current cemetery is blank. If any indexes are disabled the field on which the index is based will not be shown in this window. It will be assumed blank. Fill in the **Beginning Section** and **Ending Lot**.

The screenshot shows a dialog box titled "Select Location Range for Report". It has two rows of input fields. The first row is labeled "Beginning Section:" and contains three small input boxes with the values "1", "1", and "10". The second row is labeled "Ending Lot:" and contains three small input boxes with the values "1", "2A", and "1". To the right of the first row is an "OK" button, and to the right of the second row is a "Cancel" button.

The select space browse will appear whenever the user is in a location input field and has either entered an invalid space location or clicked the right Mouse Button. You can also press F3 to choose the spaces. See a [sample](#) of this report.



Press the Printer Button to print the report if it is acceptable as it appears on the screen.

## Delinquent List

Go to **Print, Delinquent List**. This function will print a list of delinquent owners based on the date the last payment was received. You may print in location or owner order. Select the cutoff date for the last payment. You are asked if you would like to preview the report. Press Yes.

The **Last Payment Date** is used as a basis for selecting what records will be included when printing delinquent letters or the delinquent list. Use the F3 Key or right Mouse Button for a calendar.

The screenshot shows a dialog box titled "Last Payment Date". It has a single input field labeled "Include Records With No Payment Since:" with the date "3/24/2001" entered. To the right of the input field are "OK" and "Cancel" buttons.

Press OK and the list will appear as the example below shows. See a [sample](#) of this report.



Press the Printer Button to print the report if it is acceptable as it appears on the screen.

## Sales Report

Go to **Print, Sales Report**. This function will print a report of cemetery lot sales for a specified date range. You are asked if you would like to preview the report. Press Yes.

**Date Range to Include in Report**

Beginning Date: 1/01/1980 OK

Ending Date: 3/24/2001 Cancel

The **Date Range** window allows you to specify the records to be included in a report based on a range of dates. The individual window may vary slightly from the one pictured here.

Enter the **Beginning Date** you want to appear in the report. The F3 Key or right Mouse Button click will display a calendar to assist you in entering the date.

Enter the **Ending Date** you want to appear in the report. The F3 Key or right Mouse Button click will display a calendar to assist you in entering the date. See a [sample](#) of this report.



Press the Printer Button to print the report if it is acceptable as it appears on the screen.

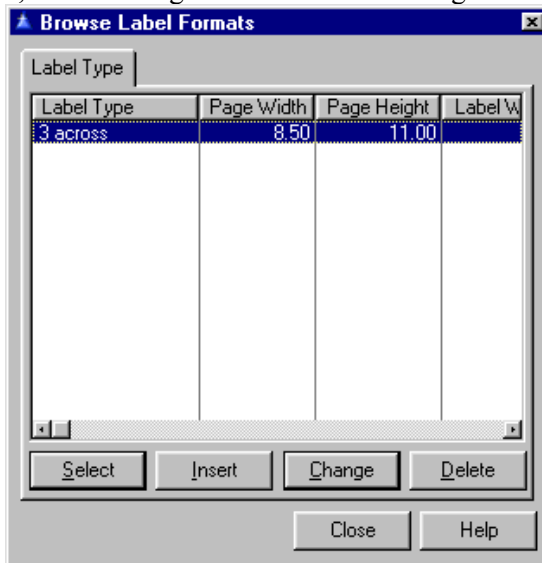
## Owner Labels

Go to **Print, Owner Labels**. This function will print a list of labels with the Owner's name for your letters and reports. You are asked if you would like to preview the report. Press Yes.

Select the **Beginning and Ending Owner Names**. Press OK.



The labels windows will pop up. If you have not created labels yet, press the Insert Button to make new labels, or the Change Button to edit existing labels.



Labels can be edited according to **Page Width** and **Height**, **Label Width** and **Height**, **Top** and **Left Margins**, and **Font Size**. Press Ok when finished.

Select the label you have just created or one of the existing labels. Highlight it and press Select. You are taken to the Preview Report screen. See a [sample](#) of these labels.



Press the Printer Button to print the report if it is acceptable as it appears on the screen.

## Spaces List

Go to **Print, Spaces List**. The list of spaces may be printed in order of any active user field. If the user field is inactive no menu item will appear for printing in that order.

This function will print a report of the records in the cemetery lot database with a specified location range. You may print by the following options:

**By Location** allows you to include only those sections of a cemetery you specify, based on section, block and lot numbers. Remember that the report range applies only to the current cemetery as set in the system file unless the current cemetery is blank.

Select the **Beginning Section** and **Ending Lot**.

**Select Location Range for Report**

Beginning Section:

Ending Lot:

OK Cancel

If any indexes are disabled the field on which the index is based will not be shown in this window. It will be assumed blank.

The select space browse will appear whenever the user is in a location input field and has either entered an invalid space location, pressed F3 or clicked the right Mouse Button.

**Select Location Range**

By Location

Sect	Block	Lot	Space
1	1	10	10
1	1	11	1
1	2	1	1
1	2	10	1
1	2	10	2
1	2	10	3
1	2	10	4
1	2A	1	1

Select


Close Help

After you have highlighted the location press the Select Button. Your list will be processed. You are asked if you would like to preview the report.



Press the Printer Button to print the report if it is acceptable as it appears on the screen.

If you chose to print **By Owner** fill out the **Beginning and Ending Owner Name** range. Press OK You are asked if you would like to preview the report.

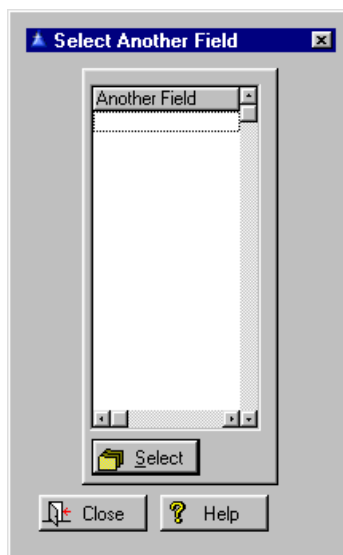


A dialog box titled "Owner Name Print Range" with a close button (X) in the top right corner. It contains two text input fields: "Beginning Owner Name:" with the text "Abernathy, Mary" and "Ending Owner Name:" with the text "Socks, Sylvester". At the bottom right, there are two buttons: "OK" and "Cancel".

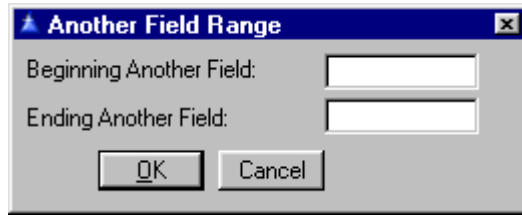


Press the Printer Button to print the report if it is acceptable as it appears on the screen.

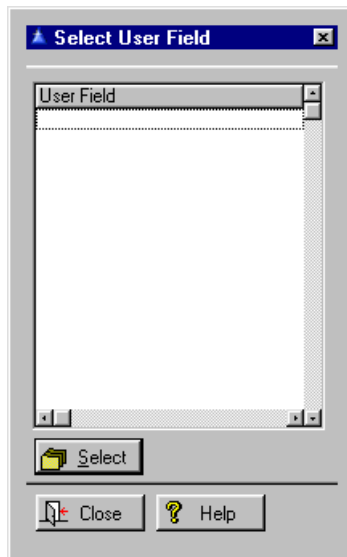
If you choose to print **By Another Field**, you are asked if you would like to preview the report. Press Yes. You are required to select another field that you setup in **File, System** on the User Fields Tab. This needs to be something with a beginning and ending range to search and print reports from.



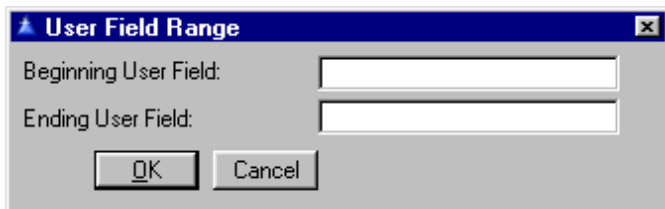
A dialog box titled "Select Another Field" with a close button (X) in the top right corner. It features a large list box containing a single entry labeled "Another Field". Below the list box is a "Select" button with a folder icon. At the bottom of the dialog, there are two buttons: "Close" and "Help".



If you chose to print **By User Field** you are asked if you would like to preview the report. Press Yes. Highlight the **User Field** and press the Select Button. You will need to select another User Field under **File, System, [User Field Names](#)** Tab.

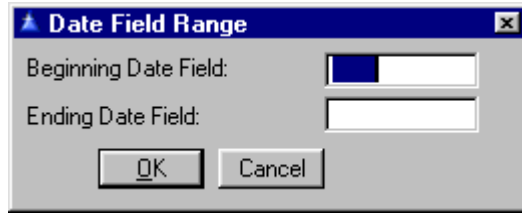


Enter the **Beginning and Ending User Field** range.





If you chose to print **By Date** field you are asked if you want to preview the report. Press Yes. Highlight the Date Range - if there are none you will be taken to a **Date Field Range** window to fill in. Fill in the **Beginning** and **Ending Date** Fields.



See a [sample](#) of this report.

## Spaces Details

Go to **Print, Spaces Details**. As with the list reports, no menu item will appear for inactive user fields. This function gives you a detailed list of the information about each space including the actual location, the payments made on the space and the balance due, the owner's name and address, the name of the deceased, the name of the funeral home, the date interred, the date of death and birth for the deceased. Select from the following printing options:



If you choose to print **By Location** you are asked if you want to preview the report. Press Yes. Fill out the **Beginning** and **Ending Location Range**. Your report will be processed. See a [sample](#) of this report.



Press the Printer Button to print the report if it is acceptable as it appears on the screen.

If you chose **By Owner** you will have a report of the

records in the cemetery lot database in owner name order. Fill out the **Beginning** and **Ending Owner Names**. You are asked if you want to preview the report. Press Yes.



Press the Printer Button to print the report if it is acceptable as it appears on the screen.

If you chose to print **By Another Field** you are asked if you want to preview the report. Press Yes. You will need to select **Another Field**. If there are none you will need to press the Select Button and you may enter a **Beginning** and **Ending Another Field**. Press OK.

If you chose to print **By User Field** you are asked if you want to preview the report. Press Yes. You will need to select a **User Field**. If there are none you will need to press the Select Button and you may enter a **Beginning** and **Ending User Field**. Press OK.

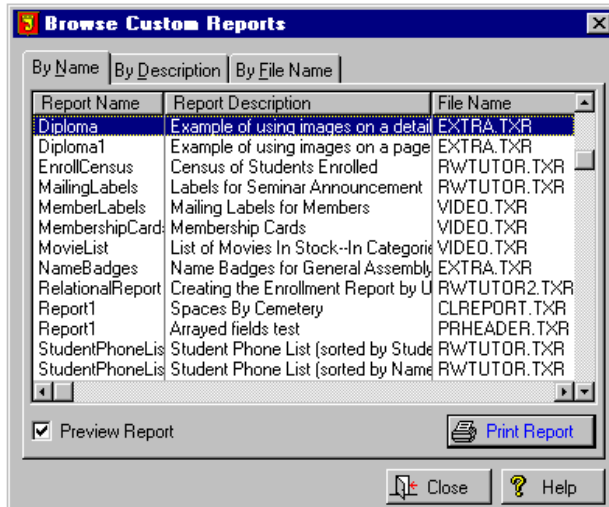
If you chose to print **By Date Field** you are asked if you want to preview the report. Press Yes. You will need to select a **Date Field**. If there are none you will need to press the Select Button and you may enter a **Beginning** and **Ending Date Field**. Press OK.

## Custom Reports

Go to **Reports, Custom Reports**. This feature allows running reports created by the Clarion Report Writer from **Cemetery Lot Manager**. If the Clarion Report Writer has been purchased, it can be invoked from within **Cemetery Lot Manager** to create a new report or modify an existing report. The user must purchase a copy for their own use if they want to create their own custom reports. However, it is not necessary for running custom reports created elsewhere.

When Print Report is selected, it will search the current directory and list all report files found. A report file will have an extension of TXR. This is an ASCII text file that can be viewed with a generic text editor such as Notepad. A report file may contain from zero to any number of individual reports. The report file also contains information about the data dictionary. (The data dictionary defines all file names, field names, sizes and data types, file keys, and relationships between

files.) If a report file contains multiple reports, each report will show up as a line in the list of custom reports.



## Deeds Custom Deed Form

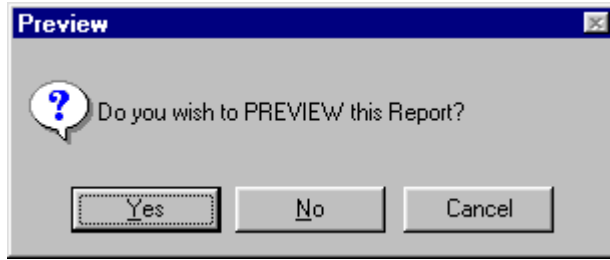
Go to **Print, Deeds** or to **File, Spaces**, Change Button, Misc. Tab. There is even another option - **File, Owners**, Change or Insert Button, Owners Tab. You have the option to enable or disable printing of deeds in the **File, System**. There are no standard deeds in the system. When data is converted the two internal deed forms will be numbered 1 and 2 and set appropriately for the customer. Printing deeds to lots is not yet implemented. A deed (because it is a legal document) has to be created for a fee, before it can be used within this program. Otherwise cemeteries will have to use other means to print the deeds.

Select the **Beginning** and **Owner Names**. Press OK. See a [sample](#) of a typical deed.

## Print Preview

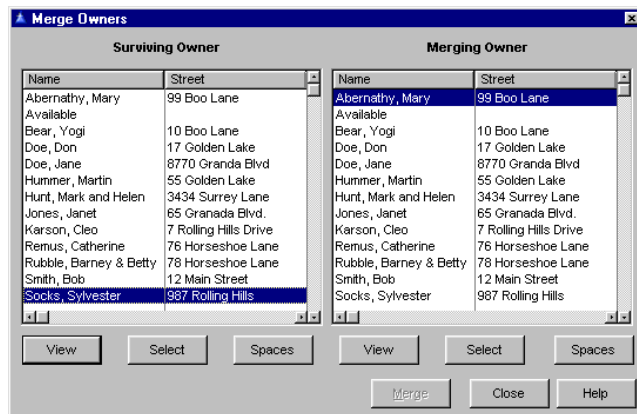
Go to **Print** and select a report. All reports, lists and deeds have a preview option. Reports are shown on the screen before being sent to the printer, to give you the opportunity to review them. This allows the user to

decide if the report, list or deed is satisfactory in appearance and information and allows them to choose to exit without printing. You may then go back and start the process over and make your changes. Details on the [Print Preview Buttons](#) are shown in the Glossary. See a [sample](#) of the buttons with a report.



## Merge Owners

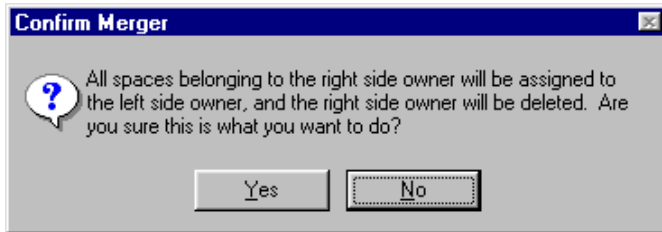
If you want to join two owners together into one record, go to **Utility, Merge Owners**. You will have the Surviving Owner (the one whose name the record will contain) and the Merging Owner (the one whose information will go into the Surviving Owner). Highlight the two owners that you want to use and press the Select Button for each.



*Surviving and Merging Owners must be different!*

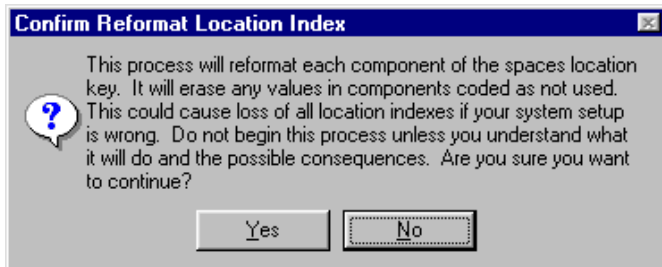
This will make the record appear red. You may view the individual records at any time by pressing the View Button. You may also view the information about the spaces of each Owner by pressing the Spaces Button. When you are certain you have the correct selections press the Merge Button.

A warning box will appear letting you know that all information to the right side now belongs to the left side. Press Yes if you agree. Then select Close.



## Format Locations

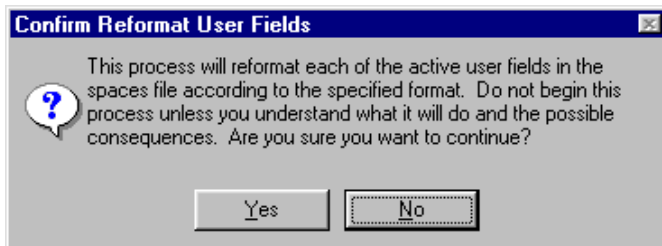
Go to **Utility, Format Locations.**



Press Yes to continue.

## Format User Fields

Go to **Utility, Format User Fields.**



Press Yes to continue.

# APPENDIX A

## Parent/Child Relationship Rules

June 2001

All of the IMS program databases have parent-child relationships. It is generally bad practice to allow a database to accumulate orphans, which are child records whose parent has been deleted. Parent deletions can be done in one of two ways depending on the individual situation: either you delete all children when the parent is deleted (cascade) or deny if the parent has any children. The relationships and dependencies are shown as in the excerpt from the data dictionary summary below:

```
WTask
FILE,DRIVER('TOPSPEED'),RECLAIM,NAME(wtaname),PR
E(WTA),BINDABLE !Work order task
By_Task
KEY(WTA:Task),DUP,NOCASE,OPT !Task
Key
By_Order
KEY(WTA:WorkOrder),DUP,NOCASE,OPT
!Work Order Key
WTA:By_Task <<--> TAS:By_Task Update=CASCADE
Delete=RESTRICT
WTA:By_Order <<--> ORD:By_ID Update=CASCADE
Delete=RESTRICT
```

The double arrow is on the side of the "many" file in a many to one relationship. So the single arrow points to the parent key and the double arrow to the child. The *Update* and *Delete* indicate what happens when a parent is updated and deleted. A blank means it is allowed and no action is taken. *Restrict* means it is not allowed (the user will get a warning message). *Cascade* means all children will be deleted. In the case of an update action, if a key value in a parent is changed, cascade means all children will be changed likewise.

# Appendix B

## Large Screens

### Receipts Report

---

**Town of Peaceful**

Cemetery Lot Receipts for the Period 1/01/80 thru 8/03/01  
 Cemetery OAK

Included: Section: 1 Block: 1 Lot: 10 Thru: Section: 1 Block:2A Lot: 1

Date Rec	Cem	Sec	Blk	Lot	Space	Owner Name	Amount
9/27/00	OAK	1	1	10	10	Smith, Bob	\$250.00
9/15/00	OAK	1	1	11	1	Socks, Sylvester	\$525.00
8/25/99	OAK	1	2	10	1	Doe, Jane	\$375.00
8/25/99	OAK	1	2	10	2	Doe, Jane	\$375.00
9/01/00	OAK	1	2	10	3	Doe, Jane	\$450.00
9/01/00	OAK	1	2	10	4	Doe, Jane	\$450.00
9/17/00	OAK	1	2A	1	1	Quitecontrary, Mary	\$550.00
Total Receipts							\$2,975.00

### Delinquent List

---

**Town of Peaceful**

Delinquent List  
 Cemetery OAK

Included: Balance Due, No Payment Since 8/03/99

Cem	Sec	Block	Lot	Space	Owner Name	Balance	Last Payment	Date
OAK	1	2	1	1	Bear, Yogi	500.00	0.00	/ /
Total Balance Due						500.00		

## Sales Report

---

### Town of Peaceful

Cemetery Lot Sales for the Period 1/01/80 thru 8/03/01  
Cemetery OAK

Date Sold	Cem	Sec	Block	Lot	Space	Owner Name	Price
9/27/00	OAK	1	1	10	10	Smith, Bob	\$250.00
9/15/00	OAK	1	1	11	1	Socks, Sylvester	\$525.00
9/21/00	OAK	1	2	1	1	Bear, Yogi	\$500.00
8/25/99	OAK	1	2	10	1	Doe, Jane	\$375.00
8/25/99	OAK	1	2	10	2	Doe, Jane	\$375.00
9/01/00	OAK	1	2	10	3	Doe, Jane	\$450.00
9/01/00	OAK	1	2	10	4	Doe, Jane	\$450.00
9/17/00	OAK	1	2A	1	1	Quitecontrary, Mary	\$550.00
Total Sales							\$3,475.00

## Labels

---

Bear, Yogi  
10 Happy Lane  
Peaceful FL 33333

Doe, Don  
17 Golden Lake  
Any City FL 33888

Doe, Jane  
8770 Granda Blvd  
Any City FL 33888

Hummer, Martin  
55 Golden Lake  
Any City FL 33888

Hunt, Mark and Helen  
3434 Surrey Lane  
Any City FL 33888

Jones, Janet  
65 Granada Blvd.  
Any City FL 33888

Karson, Cleo  
7 Rolling Hills Drive  
Any City FL 33888

Quitecontrary, Mary  
99 Happy Lane  
Peaceful FL 33888

Remus, Catherine  
76 Horseshoe Lane  
Any City FL 33888

Rubble, Barney & Betty  
78 Horseshoe Lane  
Any City FL 33888

Smith, Bob  
12 Main Street  
Another City FL 33456

Socks, Sylvester  
987 Rolling Hills  
Any City FL 33888



**Spaces List**

**Town of Peaceful**

Cemetery Spaces By Location  
Cemetery OAK

Included: Section: 1 Block: 1 Lot: 10 Thru: Section: 1 Block:2A Lot: 1

Date Sold	Cem	Sec	Block	Lot	Space	Owner Name	Price	
9/27/00	OAK	1	1	10	10	Smith, Bob	\$250.00	
9/15/00	OAK	1	1	11	1	Socks, Sylvester	\$525.00	
9/21/00	OAK	1	2	1	1	Bear, Yogi	\$500.00	
8/25/99	OAK	1	2	10	1	Doe, Jane	\$375.00	
8/25/99	OAK	1	2	10	2	Doe, Jane	\$375.00	
9/01/00	OAK	1	2	10	3	Doe, Jane	\$450.00	
9/01/00	OAK	1	2	10	4	Doe, Jane	\$450.00	
9/17/00	OAK	1	2A	1	1	Quitecontrary, Mary	\$550.00	
Total Spaces						8	Total Price	\$3,475.00

**Spaces Detail**

Town of Peaceful		
Cemetery Spaces By Location		
Cemetery OAK		
Included: Section: 1 Block: 1 Lot: 10 Thru: Section: 1 Block:2A Lot: 1		
Cemetery: OAK	Date Sold: 9/27/2000	Deceased: SMITH, MARY
Section: 1	Price: 250.00	Funeral: LOCAL
Block: 1	Payments: 0.00	Born: 1/01/1940 Interred: 4/15/1999
Lot: 10	Balance: 250.00	Died: 4/13/1999 Age:
Space(s): 10	Last Paid:	In City: Y <input checked="" type="checkbox"/> Deed Printed
Owner: Smith, Bob	12 Main Street	User Field
Another City	FL33466	User Field
		Date Field //
Last Letter: 1 Letter Sent: 8/03/2001		
Cemetery: OAK	Date Sold: 9/15/2000	Deceased: John Doe
Section: 1	Price: 525.00	Funeral: Wrights Funeral Home
Block: 1	Payments: 0.00	Born: 2/10/1942 Interred: 9/17/2000
Lot: 11	Balance: 525.00	Died: 9/15/2000 Age:
Space(s): 1	Last Paid:	In City: Y <input checked="" type="checkbox"/> Deed Printed
Owner: Socks, Sylvester	987 Rolling Hills	User Field
Any City	FL33888	User Field
		Date Field //
Last Letter: 1 Letter Sent: 8/03/2001		
Cemetery: OAK	Date Sold: 9/21/2000	Deceased: Mr. Ranger Sir
Section: 1	Price: 500.00	Funeral: LOCAL
Block: 2	Payments: 0.00	Born: 3/08/1921 Interred: 9/26/2000
Lot: 1	Balance: 500.00	Died: 9/25/2000 Age:
Space(s): 1	Last Paid:	In City: Y <input type="checkbox"/> Deed Printed
Owner: Bear, Yogi	10 Happy Lane	User Field
Peaceful	FL33333	User Field
		Date Field //

Deed

Cemetery Deed

**This Deed** is made on August 3, 2001, by the City of Auburndale, Florida, a municipal corporation existing under the laws of the State of Florida, in Polk County, Florida, hereinafter called the grantor, to Mary Quitecontrary whose address is 99 Happy Lane, Peaceful FL 33888 hereinafter called "grantee" (used for singular or plural, as the context requires).

**Witnesseth:** That the grantor, for and in consideration of the sum of \$550.00 paid to grantor by grantee, receipt of which is hereby acknowledged, does hereby sell and convey to grantee, and grantee's heirs and assigns forever, the right to have human remains interred in the burial space(s) identified as follows:

**Nota Bene:** The space(s) may be used for the sole purpose as a place of burial for the dead, for that purpose only, and subject to and in strict compliance with the laws of the State of Florida and the ordinances, rules and regulations of the City of Auburndale, now and hereafter existing.

**Executed** for and on behalf of grantor on the day and year first above written.

City of Auburndale

By:

Print Preview Buttons

The screenshot shows a report preview window titled "Report Preview [HP LaserJet 5N on LPT1:]". The window includes a toolbar with icons for navigation and printing. The main content area displays the following information:

**Town of Lake Placid**  
 Cemetery Lot Receipts for the Period: 1/01/80 thru 7/09/01  
 Cemetery OAK  
 Included: Section: 1 Block: 1 Lot: 10 Thru: Section: 1 Block: 2A Lot: 1

Date Rec	Cem	Sec	Blk	Lot	Space	Owner Name	Amount
9/27/00	OAK	1	1	10	10	Smith, Bob	\$250.00
9/15/00	OAK	1	1	11	1	Socks, Sylvester	\$525.00
8/25/99	OAK	1	2	10	1	Doe, Jane	\$375.00
8/25/99	OAK	1	2	10	2	Doe, Jane	\$375.00
9/01/00	OAK	1	2	10	3	Doe, Jane	\$450.00
9/01/00	OAK	1	2	10	4	Doe, Jane	\$450.00
9/17/00	OAK	1	2A	1	1	Abernathy, Mary	\$550.00
Total Receipts							\$2,975.00

# Glossary

**Balance** This is the unpaid balance due on the account.

**Block** Section of the cemetery containing 1 or more lots. See the [graphic](#) showing this layout.

## General Buttons

A rectangular button with a light gray background and a thin black border. The word "Add" is centered in a dark gray font.

### Add Button

For adding payments to an owner or space record.

A rectangular button with a light gray background and a thin black border. The word "Cancel" is centered in a dark gray font.

### Cancel Button

This button usually appears in an entry form. Pressing it will abandon any changes you have made and close the current window.

A rectangular button with a light gray background and a thin black border. The word "Change" is centered in a dark gray font.

### Change Button

This will allow you to edit the record currently selected in the browse table.

A rectangular button with a light gray background and a thin black border. The word "Close" is centered in a dark gray font.

### Close Button

This button will close the current window.

A rectangular button with a light gray background and a thin black border. The word "Delete" is centered in a dark gray font.

### Delete Button

This button will cause the currently selected record to be deleted. Note that deleting a record in a file that has associated records in another file will also delete all associated records in the other file. For example, if you delete a license from the master file you will also delete all payment records for this license.

A rectangular button with a light gray background and a thin black border. The word "Help" is centered in a dark gray font.

### Help Button

Press the Help Button for help in the context of the current window.

A rectangular button with a light gray background and a thin black border. The word "Insert" is centered in a dark gray font.

### Insert Button

This button in a browse screen will allow you to add a record to the file currently being browsed.



### **OK Button**

This button usually appears in an entry form. Pressing the OK Button will save any changes you have made and close the current window.

## **Print Preview Buttons**



This means print this report.



This means exit without printing the report.



This button is to zoom in on a page of the report.



Page: press the Up/Down Arrows to go to the page you want to view.

Down: press the Up/Down Arrows to show how many pages you want to view in a column on the screen.



Across: press the Right/Left Arrows to show how many pages you want to view in a row across the screen.

**Cemetery** This is the description of the entire area which is used as a burial place. It can be broken down into Section, Block, lot and individual spaces.

**Deed** This is the official document that conveys the right to inter a deceased person for the payment of a sum. It is a receipt of the transaction which complies with the rules and regulations of the city in which the cemetery is located.

**Location** This is the actual location of the cemetery space based on the grid that contains cemetery, section, block, lot, and space. See the [graphic](#) showing this layout.

- Lot** The area in the cemetery which is comprised of 1 or more spaces. See the [graphic](#) showing the relationship to the entire cemetery.
- Owners** These are the people who own the individual spaces. An owner may own as many spaces as he/she purchases. This may also be the name of the deceased if they have purchased the space prior to death.
- Payments** Amount of money paid for the purchase of the burial space.
- Section** The area in the cemetery which is comprised of 1 or more blocks. See the [graphic](#) showing the relationship to the entire cemetery.
- Spaces** These are the individual burial spaces - 1 per deceased person. They are at the bottom of the cemetery grid. See the [graphic](#) showing the relationship to the entire cemetery.
- User Fields** These are fields which are to be defined by the user of the program for sorting purposes in **File, Owners** or **File, Spaces**. They can be assigned names such as Date Field, Time of Burial, whatever you want to sort by.

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