

Cemetery Database

User Manual

Version 7.3 and higher

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Introduction to the Cemetery Database

In response to demand from the market place, Pear Technology have developed a system which makes it easy to search cemetery records and to display the findings on a map.

The information is held in an Access database which has a clear user interface making it easy to add new information and carry out searches on existing records.

The database is linked to a detailed map of the cemetery which shows the layout of the individual plots. The map and the database are linked via the Pear Technology product, PT-MapLink, which is embedded in the system.

This enables the user to see, at a glance, who is where in the cemetery and all the information about a particular entry can be viewed against the backdrop of the cemetery map.

Photographs showing the location of the deceased in the cemetery and any documentation relating to an entry in the database can be attached to an individual record.

The Cemetery Database is not intended to be a full burial administration system, instead it focuses on the core information and allows that information to be easily linked to a detailed cemetery map.

The Cemetery Database is made up of 5 sections:

- Home Page
- Results Page
- Burial Records (made up of 4 parts):
 - Details of deceased inc. burial/cremation information
 - Purchaser Details
 - Memorial Details
 - Images / Documents
- Memorial Inspection Records – records details of routine inspections and maintenance works
- Settings / Database Administration

The system runs on Windows and can be installed on individual workstations, on a network or on a secure, fully-backed up remote server via the internet (“Cloud”). It does not require Access to be installed. If the data file is to be kept in a network location then read/write permissions are needed and, if necessary, the device must be configured to work with Access 2010

Technical Support

Pear Technology offer a Technical Support facility to enable you to get the best out of the cemetery administration package.

Help is available during office hours, on a standard rate telephone line, by dialling the Pear office number - 02392 499689.

No matter how small the problem is, the staff at Pear will resolve the issue in a timely and informative manner.

Best Practice

The following suggestions are intended to help get the most from the software:

- Make sure data entry is uniform and consistent. Keeping consistent entries will also help to accurately sort and filter the data and is generally good database practice.
- Additionally, PT-MapLink contains a theming tool which can be used to show different information in different colours. However, for example, if 'single depth' and 'Single' are entered into 'Plot Depth' it will display these as separate results.
- It is possible to have both the Cemetery Database and PT-MapLink open at the same time to view information but is not recommended if records are being added.
- Remember to backup regularly, especially if your IT Support do not manage this. The software will prompt you to backup when closing.

Setting up the Cemetery Database

After installing the Cemetery Database will need to be linked to the map within PT-Maplink.

This manual is intended to be used as a user's guide and so will focus first on how to enter information rather than installing and setting up. This information will be located at the end of the guide.

Home Page

Each interment will have an individual record. The Home Page is where these, and also inspection records, can be located and new ones created. It also contains the settings for linking to PT-MapLink and managing backups.

Searching for a Burial or Inspection

The database may contain data for up to 6 cemeteries. When searching in databases where this is the case the appropriate cemetery will first need to be selected from the dropdown menu.

To search for a burial enter the Surname and/or Forename into these fields. These can be refined by choosing a 'Year of Burial', 'Age at Death' and by checking the 'Infant' box if required.

Click 'Find Burial' to run the search.

To search using plot number enter this into the 'Plot Number' field and click either the 'Burial' or 'Inspection' button positioned under the 'Find' label. All the interments within this grave will be found and the individual record can be selected from this list.

Burials can also be searched for by entering the Burial Register Number into the 'Burial Register Number' field.

To clear search information from the Home Page, click 'Clear' button in the bottom right corner.

Creating a New Burial or Inspection

To create a new Burial or Inspection record, enter the plot number into the 'Plot Number' box and click either 'Burial' or 'Inspection' button positioned under the 'New' label. This will open a new window where burial details can be entered.

Adding a New Interment to an Existing Plot

It is possible to record as many interments as is required in one plot. Additional interments should be created in exactly the same way as when creating a burial record for a new plot.

Tip: 'Grave Full' is affected by other records belonging to the same plot. If 'Yes' is displayed when adding a new burial it would be recommended to check the other records belonging to this plot are accurately filled in.

Editing the Information in a Burial Record

To edit a burial record's details, locate the required record and click 'Edit' under the '|---Actions---|' label. This will open the Burial Details tab. Edit the information as required and 'Save Updates'.

Burials Administration System

Print These Results Show All On Map Exit

Total Results Found: 2

Surname	Forename(s)	Age	Date of Burial	Plot No	--- Actions ---
Williams	Jane	99	06/02/2020	A2	Edit View
Smith	John	101	04/09/2019	A1	Edit View

Form View Num Lock A Powered by Microsoft Access

Viewing the Information in a Burial Record

To view a burial record's details without making changes, locate the required record and click 'View' under the '|---Actions---|' label. This will open the Burial Details tab.

Exiting

To exit the software click 'Exit' in the bottom right corner.

Burial Details

The Burial Details tab contains the information about the deceased individual.

Cemetery :: Pear Cemetery

Detailed Search Results

Print This Record Show On Map

Plot No / Map Ref: **A1** Data Entered By: **Holly**

Burial Details Purchaser Details Memorial Details Images / Documents

Surname: **Smith** Title: **Mr**

Forenames: **John** Address: **1 Space Lane**

Occupation: **Astronaut**

Date of Burial: **04 September 2019** ERB Grant No: **12345678**

Service Conducted By: Burial Register Number: **100**

Age in Years: **101** Plot Reserved: **No**

Age Info: Right of Burial: **Yes**

(For example age in months)

Date of Death: **20 August 2019** Certificate Viewed: ☒

Place Of Death: **St Joseph Hospital** (The Burial or the Cremation Certificate)

Plot Type: **Burial - Single** Funeral Director (and Tel No)

Plot Depth: **Single** **Co-op (02392 123456)**

Grave Full: **Yes** Residency: (E.g. parish or > 5 yrs or ...)

Changes to grave full are copied to other burials in this plot

10 Yrs

Interment Fee:

Note:

Save Updates Delete Burial Create Burial Exit

Remember to Save Updates before closing

When selected, many of the date fields such as 'Date of Burial' and 'Date of Death' will display a calendar symbol to the right of the field. It is also possible to type the date.

Date of Death: **01/06/16**

Dates typed in numerical format will automatically display the full date. In the above example the text has been entered as '01/06/16' but the database displays '01 June 2016'.

Many of the fields offer a dropdown menu when clicked (Plot Type, Funeral Director). If the option you require is not shown in the dropdown list you are often able to type in the field to add it. This option will then be listed the next time you add a record.

Tip: Consider implementing a policy on how certain fields are recorded so that entries are kept consistent. Using 'Plot Type' as an example, a grave may be both a single plot and also in the lawn

section of the cemetery, but both 'Single' and 'Lawn' cannot be recorded. In this case 'Single Lawn' could be used.

'Age Info': This allows you to record the age of infant burials by recording months.

'ERB Grant No': Extended Right of Burial Number. This can be alphanumeric.

'Certificate Viewed': This checkbox can be ticked when the 'Certificate of Burial or Cremation' has been seen.

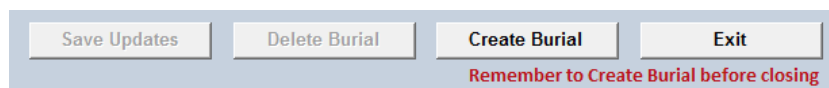
'Grave Full': Selecting 'Yes' will change all other records in this plot to 'Yes' to ensure accuracy across the data.

'Residency': This records how long the deceased was a parish resident as this is sometimes associated with the interment fee.

'Note': Any additional information which does not easily fit within the other categories.

Saving

After creating a new burial click 'Create Burial' at the bottom of the screen.



After editing a record click 'Save Updates' to record them to the database. A reminder warning will prompt if this is not done.

Deleting a Burial.

At the bottom of this box, click the 'Delete Burial' button. A warning prompt will appear to help avoid any accidental deleting of records.



Purchaser Details

Information about the grave owner is recorded here.

Cemetery :: Pear Cemetery

Detailed Search Results

Print This Record Show On Map

Plot No / Map Ref: **A1** Data Entered By: **Holly**

Burial Details Purchaser Details Memorial Details Images / Documents

Is Current Owner **No** Note: Current owner may be associated with a different burial

Initial Purchaser **Yes**

Purchased By **Jane Smith** Address: **1 Space Lane**

On Date **01 February 1995**

Purchase Amount: **£500.00** Note: **Next of Kin: John Smith Jnr**

Invoice Paid: **Yes**

Purchase Invoice: **1111123**

Receipt Number: **1111124**

Fees Banked: **01 March 1995**

(Date)

Save Updates Delete Burial Create Burial Exit

Remember to Save Updates before closing

As with all fields requiring a cost to be entered, 'Purchase Amount' has been formatted as currency fields so there is no need to type the £ symbol.

Pre-Purchasing

For recording a pre-purchase you can simply enter the Plot Number and then fill in the Purchaser Details tab without adding any burial details. When the burial later takes place these can be filled in.

Transferral of Ownership

Both 'Is Current Owner' and 'Initial Purchaser' fields are affected by changes made to them in other records for the same plot. There are 4 variations.

- A.) Y/Y: First time owner and purchase. Fill in everything
- B.) Y/N: Owner but already purchased by someone else. Fill in just Name, Date, Address and Note.
- C.) N/N: Not owner or purchaser, may have been owner at some time or just buried there. Fill in nothing as not relevant or would have been done earlier.
- D.) N/Y: Purchased plot but ownership has moved on. Likely to be the earliest record for the plot. Fill in N/A as most likely already done.

Example. Jane Smith purchased plot 107 for herself and her husband, John. As Jane died first the ownership needs to be transferred to her next of kin, John.

Is Current Owner	<input type="text" value="Yes"/>	
Initial Purchaser	<input type="text" value="Yes"/>	

Purchased By	<input type="text" value="Jane Smith"/>	Address:	<input type="text" value="20 King John's Road
Wessex"/>
On Date	<input type="text" value="01 February 1995"/>		
Purchase Amount:	<input type="text" value="£500.00"/>	Note:	<input type="text" value="Next of Kin: John Smith"/>
Invoice Paid:	<input type="text" value="Yes"/>		
Purchase Invoice:	<input type="text" value="111123"/>		
Receipt Number:	<input type="text" value="111122"/>		
Fees Banked: (Date)	<input type="text" value="01 April 1995"/>		

The record will need to change 'Is Current Owner' from 'Yes' to 'No'. 'Initial Purchaser' remains the same as Jane purchased the plot. If this change is made before adding John a warning message will appear to indicate 'this could leave the plot without a current owner' (as shown below).

Is Current Owner	<input type="text" value="No"/>	Warning: This could leave the plot without a current owner
Initial Purchaser	<input type="text" value="Yes"/>	

The next step is to add John's details by creating a new record in plot 107 for him. Set 'Is Current Owner' to 'Yes' and save. This will automatically change all other records in this plot (i.e Janes) to 'No'. Leave 'Initial Purchaser' as 'No' and a Note to the right of this field will appear to say that this record 'may be associated with a different burial'.

Is Current Owner:	<input type="text" value="Yes"/>	
Initial Purchaser:	<input type="text" value="No"/>	Note: Initial purchase may be associated with a different burial

Purchased By:	<input type="text" value="John Smith"/>	Address:	<input type="text" value="20 King John's Road
Wessex"/>
On Date:	<input type="text" value="01 February 1995"/>		
Purchase Amount:	<input type="text" value="£500.00"/>	Note:	<input type="text" value="Next of Kin: Jane Smith"/>
Invoice Paid:	<input type="text" value="Yes"/>		
Purchase Invoice:	<input type="text" value="111123"/>		
Receipt Number:	<input type="text" value="111122"/>		
Fees Banked: (Date)	<input type="text" value="01 April 1995"/>		

Memorial Details

This section is for recording the details of the memorial.

Cemetery :: Pear Cemetery

Detailed Search Results

Print This Record

Show On Map

Plot No / Map Ref: Data Entered By:

Burial Details

Purchaser Details

Memorial Details

Images / Documents

Memorial Mason

Approved Date:

Mason:

Memorial Notes

Memorial Type:

Epitaph:

Extra Details:
(Could be fees paid, special conditions or ...)

Person Responsible for Memorial

Name:

Telephone:

Address:

Save Updates

Delete Burial

Create Burial

Exit

Remember to Save Updates before closing

If wished it is possible to manually edit the original Memorial Details for a grave where an epitaph has been subsequently amended, in order to keep all records up to date. However it is intended that this section be used as a 'historical record' so the data is correct/relevant at the time it is entered.

For example:

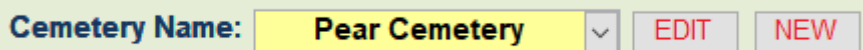
1st burial in plot	Full memorial details including epitaph, "John Smith Loving Father and Husband"
2nd burial in plot	Full epitaph now reads "John Smith Loving Father and Husband, Jane Smith, Age 85, Sadly Missed"

Images/Documents

This section links up to 2 two images and a document or document folder to the burial record. The images and documents can then be viewed as a thumbnail image when viewing the map and record in PT-MapLink, allowing you to see map, burial details and headstone image all at once. If a folder is linked it can be opened via the link in PT-MapLink allowing all documents contained within to be easily accessed.

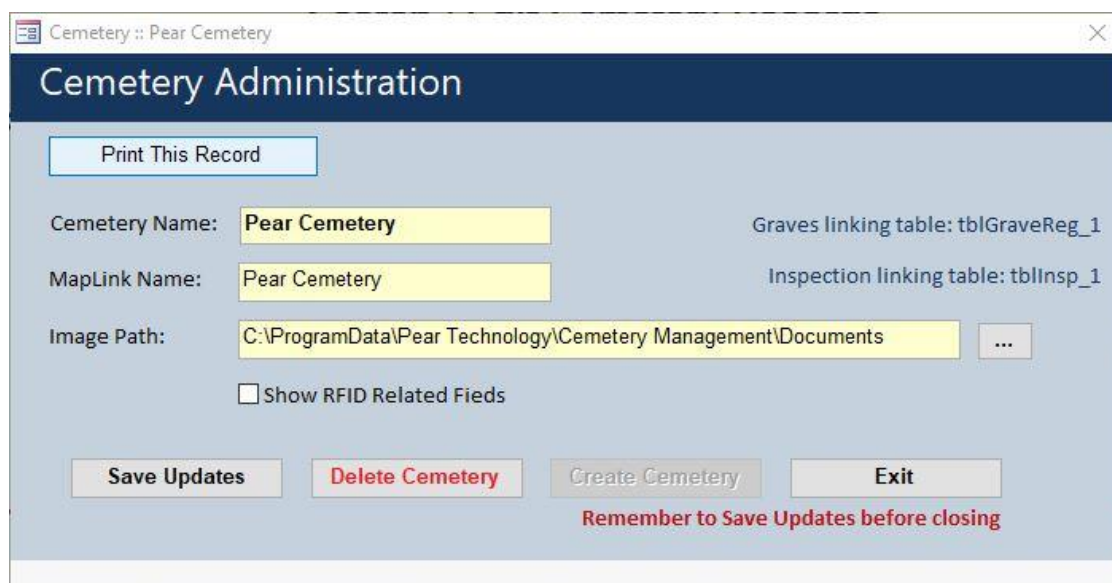
Changing the Image Path

All Images will need to be saved in the same location (for each cemetery). To set this up click 'EDIT' next to the 'Cemetery Name' on the 'Home Page'.



Cemetery Name:

Type the filepath for the images folder in the 'Image Path' field. You can click '...' to open the Windows Browse Window and locate the folder.



Cemetery Administration

Cemetery Name: Graves linking table: tblGraveReg_1

MapLink Name: Inspection linking table: tblInsp_1

Image Path:

☐ Show RFID Related Fieds

Remember to Save Updates before closing

If the database is moved to another machine in future the folder can be copied across to the new machine, and once this field is updated there is no need to relink each photo and document to the record.

The RFID Related Fields allows this field to be shown. It is usually only relevant for Woodland Burial Grounds.

Linking the Image, Documents and Folder

All that needs to be entered in the Image fields is the filename and file type (e.g. Jpeg), once entered the file path will appear in full below the field.

The screenshot shows a software window titled "Cemetery :: Pear Cemetery" with a close button (X) in the top right corner. The main heading is "Detailed Search Results". Below this, there are two buttons: "Print This Record" and "Show On Map".

The "Plot No / Map Ref:" field contains the text "A1". To the right, the "Data Entered By:" dropdown menu is set to "Holly".

Below these fields are four tabs: "Burial Details", "Purchaser Details", "Memorial Details", and "Images / Documents". The "Images / Documents" tab is currently selected.

Inside the "Images / Documents" tab, there is instructional text: "Enter the filenames of any images or documents associated with the burial. All files must reside in a common folder that can be set using the [Change Image Path] button on the main form. Other document(s) can be a single file or the name of a sub-folder in the common folder."

There are three input fields with labels and examples:

- Headstone Image:** The input field contains "GravestoneA1.jpeg". Below it, the full file path is displayed: "C:\ProgramData\Pear Technology\Cemetery Management\Documents\GravestoneA1.jpg". The example text is "Example: L001 Headstone.JPG".
- Register Image:** The input field is empty. The example text is "Example: L001 Register.JPG".
- Other Document(s):** The input field is empty. The example text is "Example: L001 Supporting Docs".

At the bottom of the window, there are four buttons: "Save Updates", "Delete Burial", "Create Burial", and "Exit".

If no file type is added in the 'Other Document(s)' field this will be read as a folder. In the example above I have created a folder called 107 Documents in which I can save documents associated with this plot.

Inspections

Multiple inspections can be created for each grave. These do not link to particular burial records. There is no calendar function in the system, only the ability to add dates.

Cemetery :: Poundbury

Inspection Record

Print This Record

Map Reference: 107

Inspection Date: 01 July 2016

Inspection Notes: All in good condition.

Inspect Again: 01 July 2017

Action Done: Yes

Save Updates Delete Inspection Create Inspection Exit

Remember to Create Inspection before closing

'Map Reference' is the same as 'Plot No'. By searching for this on the Home Page you can view a list of inspections for this grave, see the most recent and when the next inspection is due.

Cemetery :: Poundbury

Print These Results Exit

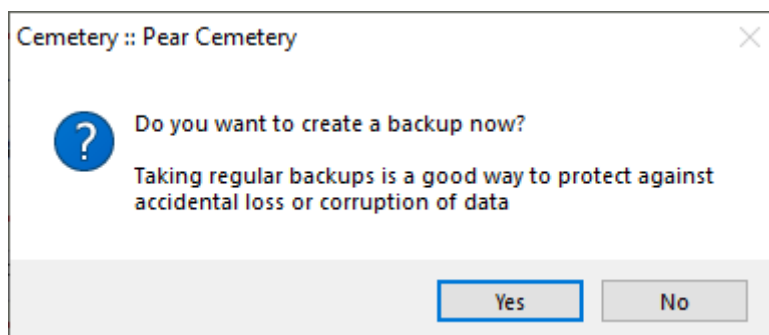
Total Results Found 3

	Inspection Date	Inspect again	Done	Plot No	[--- Actions ---]	
▶	01/07/2016	01/07/2017	Yes	107	Edit	View
	01/07/2015	01/07/2016	Yes	107	Edit	View
	01/07/2014	01/07/2015	Yes	107	Edit	View

Typical Tasks

Managing Backups

The software will prompt you to create a backup when closing.



A backup of the Database can also be created by using the 'Backup' button on the Home Page. Click 'Backup' and choose a location in which to save the file. A file will be created which is named 'cemeteryBU_' followed by numbers referring to the date. For example a backup file created on 7th July 2016 will be called 'CemeteryBU_20160707.PearBU'.

Remember there are other Important elements of the software to back up too such as:-

1. The folder of images/documents.
2. The map file that the database links to. This will be in .MPD format.

If you access the software via Citrix then MicroshadeVSM will manage your backups for you. However you may still wish to create a backup of the data occasionally.

Restoring the Database

If you realise you have made mistakes and need to restore the database to a previous backup you can use the 'Restore' button to browse to and select the Backup file. Once this has been done you will need to close and restart the Database. This will **overwrite your data** so make sure you certain you want to do this before using this tool. If in doubt call Pear Technology.

Reconnecting to the Backend

Reconnecting links the front end software to the backend database containing the burial records.

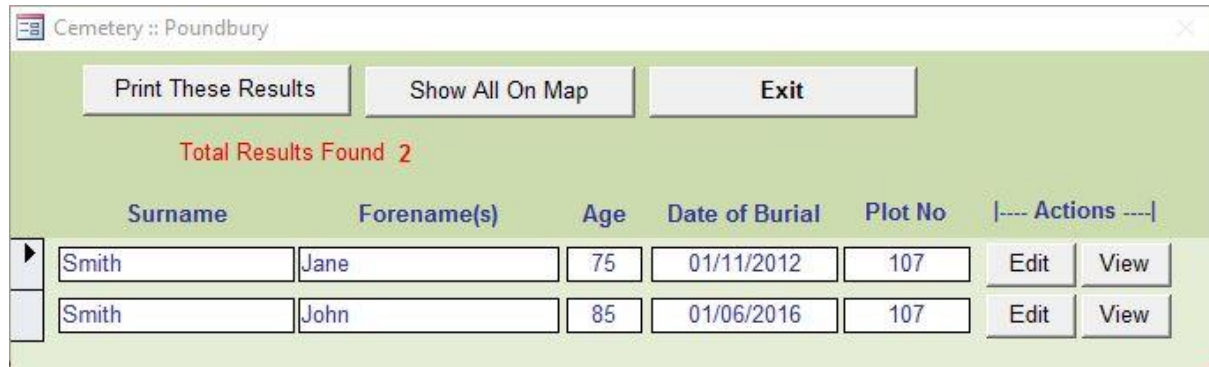
To locate the burial records browse to this folder:- C:\ProgramData\Pear Technology\Cemetery Management. There will be a text file called cemeteryBEPATH.txt which will contain the filepath location of the burial records.

It is also shown here on the Home page:-



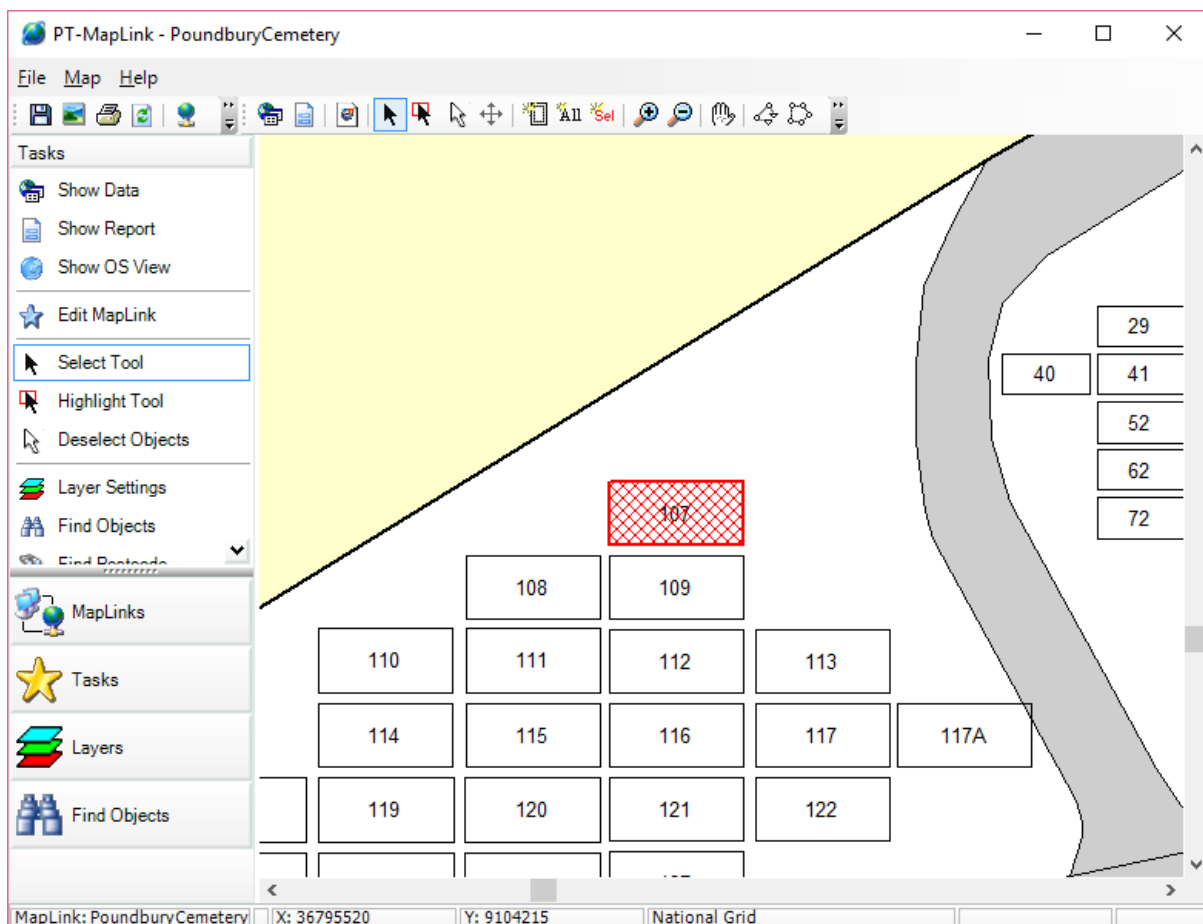
Viewing the Records on the Map

Multiple grave locations can be quickly viewed on the map by running a search and clicking the 'Show All On Map' button. PT-MapLink will automatically open up and display all selected graves on the map in red.



The screenshot shows a window titled 'Cemetery :: Poundbury'. At the top, there are three buttons: 'Print These Results', 'Show All On Map', and 'Exit'. Below these buttons, it says 'Total Results Found 2'. Underneath is a table with columns: Surname, Forename(s), Age, Date of Burial, Plot No, and Actions. There are two rows of data, both for the surname 'Smith'. The first row is for Jane Smith, aged 75, buried on 01/11/2012, at Plot No 107. The second row is for John Smith, aged 85, buried on 01/06/2016, at Plot No 107. Each row has 'Edit' and 'View' buttons in the Actions column.

Surname	Forename(s)	Age	Date of Burial	Plot No	Actions
Smith	Jane	75	01/11/2012	107	Edit View
Smith	John	85	01/06/2016	107	Edit View



Individual records can be viewed by clicking the 'Show On Map' option within the Burial Records tab. PT-MapLink will open in the same way.

Setting Up

Unlocking

The software will first need to be unlocked. This is done via clicking 'Register' in the top right of the Home Page. Call the Pear office on 02392 499689 and quote the number shown on screen. A registration key will be provided that can be used to unlock the software.

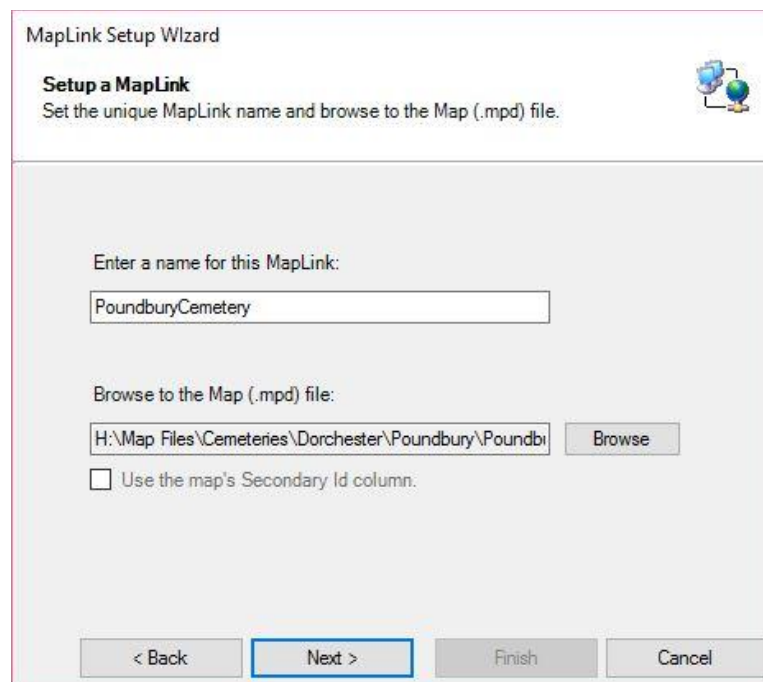
Setting up the Burial Records link in PT-MapLink

This section covers specific settings for linking the Cemetery Database to the Cemetery Map. Pear Technology's Technical support service enables a Pear Technician to connect to your PC and link the map and data.

For a fuller description of how to create MapLinks refer to the PT-MapLink User Manual, available from the program's Help menu.

Open PT-MapLink and choose 'Create a new MapLink'.

Choose a name for the MapLink and point the program to where the map file is saved on the PC.



The screenshot shows the 'MapLink Setup Wizard' dialog box. The title bar reads 'MapLink Setup Wizard'. Inside the dialog, the section 'Setup a MapLink' is active, with the instruction 'Set the unique MapLink name and browse to the Map (.mpd) file.' Below this, there are two main input areas. The first is 'Enter a name for this MapLink:' followed by a text box containing 'PoundburyCemetery'. The second is 'Browse to the Map (.mpd) file:' followed by a text box containing the path 'H:\Map Files\Cemeteries\Dorchester\Poundbury\Poundbury.mpd' and a 'Browse' button to its right. Below the path text box is a checkbox labeled 'Use the map's Secondary Id column.' which is currently unchecked. At the bottom of the dialog are four buttons: '< Back', 'Next >' (which is highlighted with a blue border), 'Finish', and 'Cancel'. There is also a small icon of a globe with a map on it in the top right corner of the dialog.

Next, if asked, choose 'Link to a Data Source'.

Choose 'Create new DataSource'. Next, name the data source and choose 'Access'.

DataSource Setup Wizard

Setup a DataSource
Set the unique name and type of the DataSource.

Enter a name for this data source:

Select the type of DataSource:

[What types of datasource are supported?](#)

< Back Next > Finish Cancel

Point the software to the location of the database, usually this:

'C:\ProgramData\Pear Technology\Cemetery Management\Cemetery Management_be.accdb'

DataSource Setup Wizard

Setup a DataSource
Browse to the XML, Excel, Access or CSV/Text source file.

Browse to the source file:

< Back **Next >** Finish Cancel

Within the 'DataSource Setup Wizard' select the Register used for the Cemetery data. For Databases that contain information for more than one cemetery the correct table will need to be selected for the MapLink being set up. In this example the Poundbury Cemetery is being set up which uses 'tblGraveReg_3'. This information can be found on the Cemetery Database Home Page by clicking

'EDIT' next to the cemetery name. The Graves linking table will be displayed to the right of the Cemetery Name. It is also worth noting the Inspection linking table at this point.

The screenshot shows a window titled "Cemetery :: Poundbury" with a dark blue header bar containing the text "Cemetery Administration". Below the header, there is a "Print This Record" button. The main area contains three input fields: "Cemetery Name:" with the value "Poundbury", "MapLink Name:" with the value "PoundburyCemetery", and "Image Path:" with the value "H:\Cemetery Front End\Version 7C\Images". To the right of these fields, there are two labels: "Graves linking table: tblGraveReg_3" and "Inspection linking table: tblInsp_3". At the bottom, there are four buttons: "Save Updates", "Delete Cemetery", "Create Cemetery", and "Exit". Below the buttons, a red text message reads "Remember to Save Updates before closing".

The screenshot shows a "DataSource Setup Wizard" window. It has a title bar and a main area with the text "Select the source Table or Worksheet from the list" and "This source contains more than one table or worksheet." Below this text is a list of database tables and worksheets. The list includes: tblAges, tblCemetery, tblGraveReg_1, tblGraveReg_2, tblGraveReg_3 (which is highlighted with a blue background), tblGraveReg_4, tblGraveReg_5, tblGraveReg_6, tblGraveRegister_TEMPLATE, tblInsp_1, tblInsp_2, tblInsp_3, tblInsp_4, tblInsp_5, tblInsp_6, tblInspections_TEMPLATE, tblUpdates, tblVersion, and tblYear. At the bottom of the window, there are four buttons: "< Back", "Next >" (which is highlighted with a blue border), "Finish", and "Cancel".

Next, select 'Existing features/objects on the map'.

Select 'Map Reference' for the 'PrimaryID' column. Then check the box below this and choose 'PlotID'.

DataSource Setup Wizard

Select the PrimaryID column
Select the column that holds the objects' unique identifier.

Select the column with the map objects' Id's:
 Map Reference

MapLink needs to know which column contains the unique identifiers that match the Id's on the map.

☒ Map objects have more than one record in the same datasource.

Select the column with unique Primary Id's:
 PlotID

[Why do I need two Id columns?](#)

< Back **Next >** Finish Cancel

The next step allows you to choose how the image and documents fields work in PT-MapLink. Select 'Image Full Name' by clicking on 'None' and a dropdown menu will appear. Choose 'Pictures'. Mark 'Original Data Image Full' and 'Other Document Full' as 'Documents'. Alternatively if you want to use 'Other Document Full' to link to a folder choose 'Websites'.

DataSource Setup Wizard

Select any picture and document fields
Choose the fields or columns that contain paths to picture or document files.

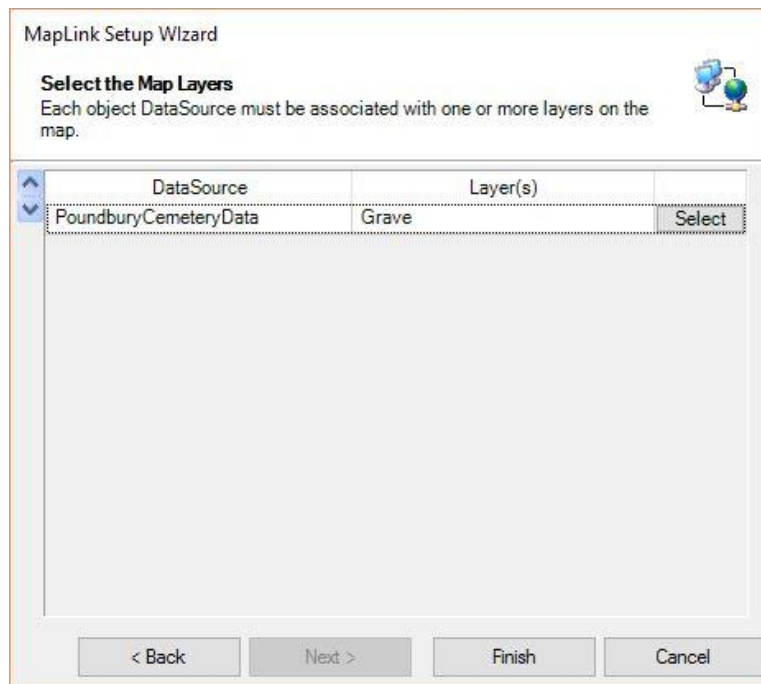
Field	Type
PlotID	None
Map Reference	None
Image File Name	None
Image Full Name	Pictures
Age	None
Title	None
Surname	None
Forenames	None
Death Place	None
Burial Date	None
Address	None
Plot Type	None

< Back Next > Finish Cancel

Click 'Finish' to finish setting up the data source.

The next step is to set up the map. Click 'Next'.

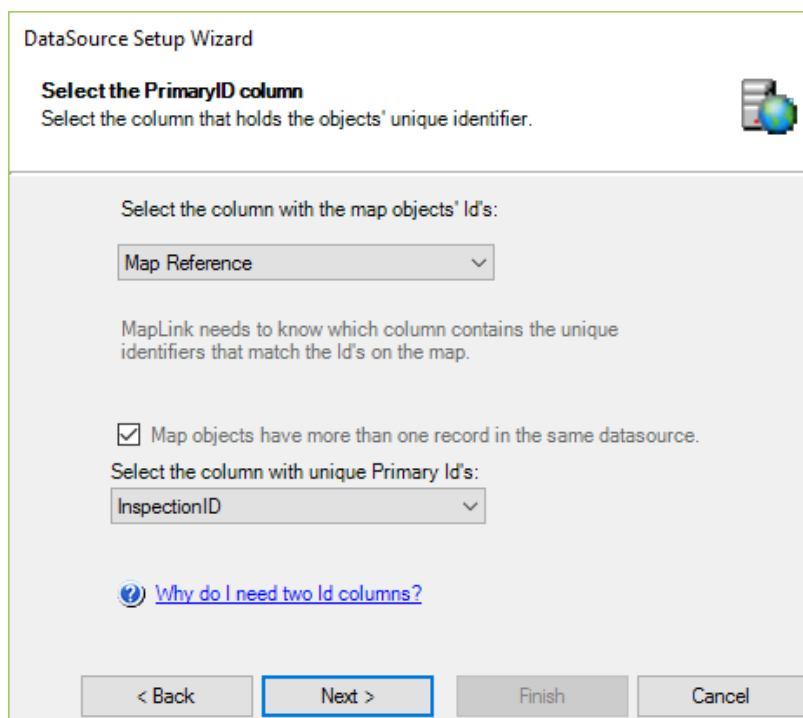
Click on 'Select' to select any layers you need to be able to click on. These will be any Grave or Cremation Plot layers.



Linking the Inspection Data to the Map

It is best to create a new Maplink for Inspections only. To do this many of the steps are the same as before. Choose the Maplink name, and point it to where the map is on the PC. Create a new Datasource and point it to where the Database is on the PC.

Select the 'tblInsp_#' in the same way as before (This information can be found on the Cemetery Database Home Page by clicking 'EDIT' next to the cemetery name. The Inspection linking table will be displayed to the right of the Cemetery Name.)



Continue to follow the previous steps as if linking to the burial details.

When finished clicking on a plot will enable all the relevant records to pop up. Note this plot has 3 records attached.

107	
InspectionID	27
Inspection Date	01/07/2016
Inspection Notes	All in good condition.
Inspect Again	01/07/2017
Done	<input checked="" type="checkbox"/>

Changing the MapLink Name

After linking the map and the Database within PT-MapLink the MapLink name needs to be entered in to the Database. Locate this by clicking 'EDIT' next to the cemetery name on the Home Page.

Cemetery Administration

Print This Record

Cemetery Name: Poundbury Graves linking table: tblGraveReg_3

MapLink Name: PoundburyCemetery Inspection linking table: tblInsp_3

Image Path: H:\Cemetery Front End\Version 7C\Images ...

Save Updates Delete Cemetery Create Cemetery Exit

Remember to Save Updates before closing

FAQ Cemetery Database

Can it go on multiple PCs?

If your computers are linked by a network and the database can be saved in a location accessible to all then yes. It is up to your IT Support to manage this although we can assist in Maplink setup.

Does it backup?

Yes, you can create manual backups by clicking the backup button. It creates a backup file containing the date of the backup in the filename.

We recommend you save backups in a location that is regularly backed up separate to the local machine, for example on a network or external hard drive.

If you access the software via Citrix then MicroshadeVSM will manage your backups for you.

Can it run on Dropbox or OneDrive?

No, it is Access Database based and there is a risk of corruption because of the way these systems synchronise. When you edit a document saved in cloud storage such as Google Drive or OneDrive, you're creating a second copy which is then reloaded on top of the original when you save. This works OK with Word and Excel documents, but databases are more complex. If multiple users tried to open an Access database they would each end up with their own copy, and the last person to save would wipe out any changes made by the other users.

We recommend using a system such as MicroshadeVSMs Citrix software if you need hosted databases.

What needs to be installed to run?

Cemetery Database (initial Install):-

http://pearsupport.co.uk/Updates/Files/cemeterydb/CemeteryInstaller_703.exe

To update from 7.1 to 7.3:-

http://pearsupport.co.uk/Updates/Files/cemeterydb/CemeteryInstaller_703_Patch.exe

PT-Maplink:- please request this link from info@peartechology.co.uk or ring on 02392 499689.

An Access Runtime is also required and is available from the Microsoft website.

<https://www.microsoft.com/en-gb/download/details.aspx?id=39358>