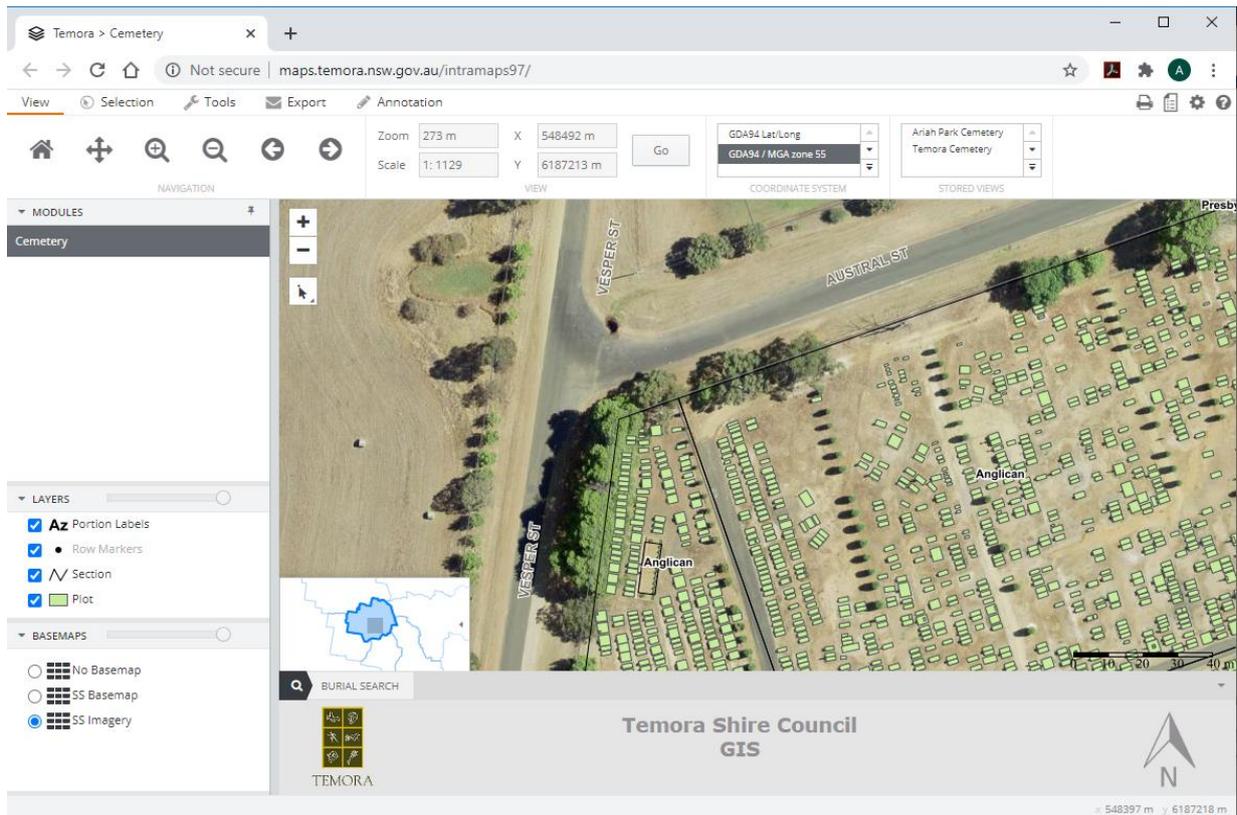


# Cemetery Module Guide

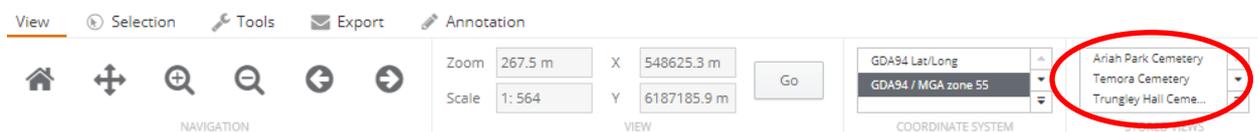
(Public)



On selection of the Cemetery Module link you will be presented with this screen:



To automatically zoom to a particular cemetery, select from the **Stored Views** tab in the toolbar.



# Cemetery Module Guide

(Public)



## Conducting a Burial Search:

1. Select **Burial Search** from the tab at the bottom of the page.



2. The following search screen will appear and any/all of the three parameters (name, cemetery name or date of death) can be used to search.

Name

Cemetery Name

Date of Death

When you begin typing into the 'Name' field, a list of suggestions will appear that match your search. To obtain the best results, search by surname. Select **Search**.

If the Cemetery or Date of Death is known it may be used to narrow the search, but these fields are not required to return a result.

## Burial Search Results:

After you perform your search, the results will be displayed in the map window and the information panel (which is positioned to the right of the map window).

The plots relating to the search will be highlighted in red.

You can use the mouse scroll wheel or the + or – icons to zoom in and out and you can navigate around the map by clicking and dragging the cursor.

Map window showing a cemetery with several plots highlighted in red.

Information panel details:

NAME	CAROLINE MARY TAYLOR
AGE	72
DATE OF BIRTH	10-06-1913
DATE OF DEATH	24-02-1986
DATE OF BURIAL	26-02-1986
GENDER	F
RELIGION	Anglican
CEMETERY	Temora Lawn Cemetery
SECTION	
ROW	A
PLOT	63

Search form at the bottom of the map window:

Name

Cemetery Name

Date of Death

# Cemetery Module Guide

## (Public)

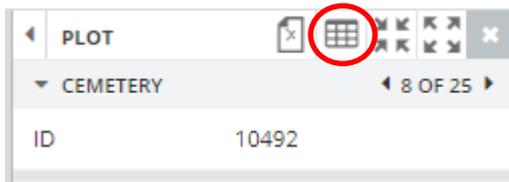


### Burial Details Panel:

The *Cemetery* heading indicates how many records have been returned from the search (25 in this case). Navigate between each record by selecting the arrows.

The *Burial Register* heading indicates how many burials are in the one location (2 in this case). Navigate between each record by selecting the arrows.

To view the results in a table format, select this icon.



When viewed as a table you can sort the content alphabetically/numerically simply by clicking the heading you wish to sort.

INFO LIST: 25 RECORDS			
NAME	AGE	DATE OF BIRTH	DATE OF DEATH
ANNIE ELIZABETH TAYLOR	35		14-09-1895
ARTHUR TAYLOR	37		22-05-1945

To view the obituary, select this link.

*NOTE: Not all obituaries are recorded, however family members can provide one by following the instructions on this link.*

To view a larger photo of the plaque select the image in the panel. To save a copy, right click and select 'save image as'.

Obituary [Click Here](#)

# Cemetery Module Guide

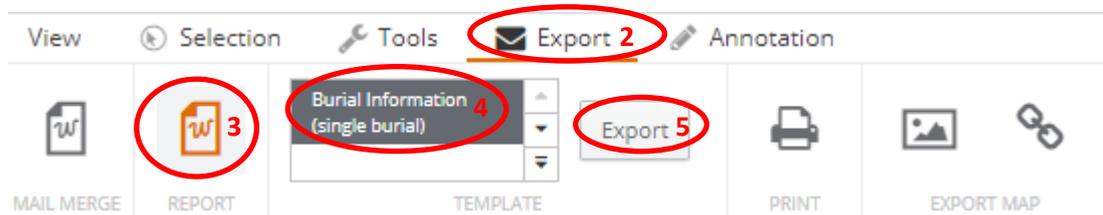
## (Public)



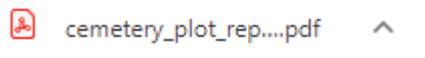
### Burial Reports:

There are two reports that can be run to capture burial information. These can be viewed, saved and/or printed.

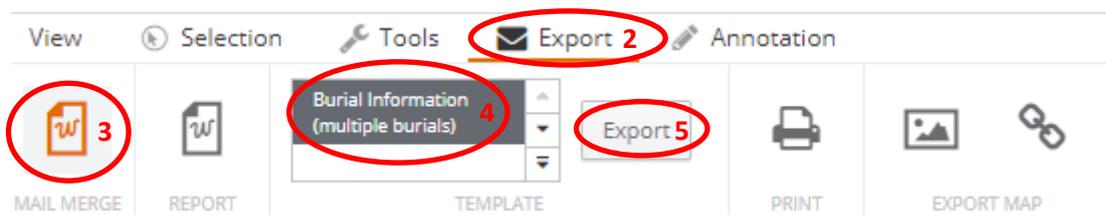
#### Single Burial (one burial record)



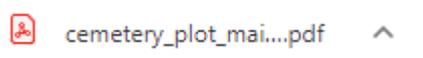
1. Ensure the correct plot is selected (by manually selecting a plot with the cursor).
2. Select the **Export** tab from the main toolbar
3. Select **Report**
4. Select **Burial Information (single burial)** it will turn dark grey – **this step is essential**
5. Select the **Export** button
6. A PDF will be generated and can be opened by clicking on the file in the toolbar at the bottom of the screen. This file can be viewed, saved or printed from here.



#### Multiple Burials (all records with a particular surname, or all burials within the one location)



1. Ensure the correct plots are selected (via conducting a burial search).
2. Select the **Export** tab from the main toolbar
3. Select **Mail Merge**
4. Select **Burial Information (multiple burials)** it will turn dark grey – **this step is essential**
5. Select the **Export** button
6. A PDF will be generated and can be opened by clicking on the file in the toolbar at the bottom of the screen. This file can be viewed, saved or printed from here



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# Cemetery Module Guide

## (Public)



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### Unknown Graves/Memorial Wall:

A Memorial Wall has been erected in the southwest corner of the Temora Old Monumental Cemetery as well as on the eastern end of the Columbarium Wall at the Aria Park Cemetery. There are numerous burials within the Old Monumental sections of each cemetery whose location remains unknown. Until such time that these burials are able to be located they have been linked to the respective Memorial Wall. Please refer to [Council's website](#) if you wish to arrange for a memorial plaque to be added to the wall.

The Friends of the Temora Shire Council Cemeteries (a committee of Council) are a volunteer group who work tirelessly to locate these graves, installing plaques mounted on a cross or a plinth. Should you have any further information in regards to an unknown burial please contact Temora Shire Council on the below contacts.

### Contacts:

Please contact Council's Engineering Department should you require any further assistance.



Ph: 02 6980 1101



Email: [temshire@temora.nsw.gov.au](mailto:temshire@temora.nsw.gov.au)