

Adding a New Owner

When adding a new owner in the cemetery module, the quickest way is to click the New Person icon on the top toolbar.

Selected Person		

Related People		
Relationship	Name	NOK

Places Used	

Import From Other Program

Name:

Address 1:

Address 2:

City, State Zip:

County: Country:

Home: Work:

Mobile: Fax:

Email:

Language: Sex:

SSN:

Veteran: ☐ War:

Public Service: ☐ Church: Religion:

Birth Date:

Death Date: ☐ Deceased

Age:

Export to Procession

Export to Phoenix

New Related Person Save Person's Information Delete Relationship

The person's contact and vital information can be manually entered here, or imported from another SRS module. To do this, select Import from Other Program. Select which program you'd like to pull from, then search for the appropriate person. Click OK when finished.

After entering the person's information, you can also add Related Persons to affiliate with that client. Click New Related Person, then save when finished.