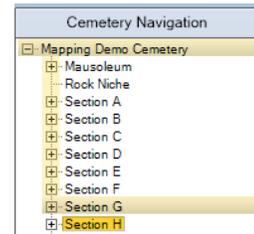
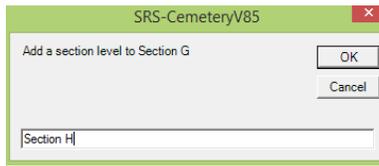


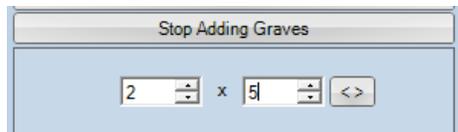
Adding a Section

Click Mapping, then the Layout tab. Select the base of the Cemetery you want to add a section to. Click Add Section Level. A box will appear to enter a name for this section, then click OK. The new section will appear in the tree of your cemetery.



Now, enter a lot. Click Add Grave/Space Holder. Name this Lot, and click OK.

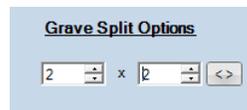
To add graves to your lot, choose which one you want to add the graves to, then click Add Graves. Use the numbers in the boxes to specify the number of vertical by horizontal graves that should appear in the lot. This makes the area with the number of graves you want included. For example, add 2 rows of 5 graves, giving 10 new graves. To reverse the layout of the graves vertically or horizontally, click the arrow button to switch them.



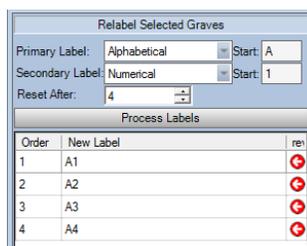
Draw the outside bounds of the graves. Click anywhere to place the first point. Create a line for how long you want the spaces to be, then click again. By dragging down then clicking, you can adjust the height of your rows. If you mess up, right click to remove the last point.



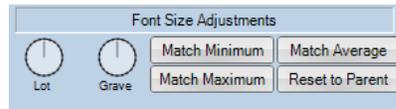
Now you can split graves if you need to. Click Split Selected Graves when you have one selected. Use the dimensions to decide how many graves you want this one split into. For example, splitting 1 grave into 4. Click Split Selected Graves again to save your changes.



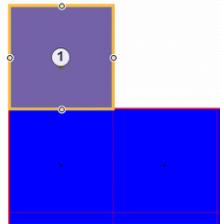
Because this grave is split, you can set the labels. Select the graves you'd like to label in the correct sequence. To do so, hold Control on your keyboard and clicking each grave in the correct order. Next, specify the format of your label. In this example, we are choosing A1 to start with and resetting after 4 graves, which will then turn the label to B. Then the sequence will be B1-B5 then C1-C5. Once the format is chosen, click Process Labels to preview the labels of the graves. Click Apply Label Changes to save the format.



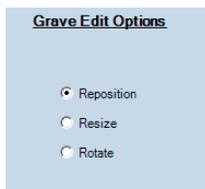
To resize the labels, click and hold the dot in the circular tool and drag up to make the font larger, or down to make the font smaller. Be sure that graves are selected to make these changes.



It may be easier for you to duplicate graves instead of creating new ones over and over again. This also keeps the sizes consistent throughout your cemetery. To duplicate a grave, select the one you want to use, and click Duplicate Graves. Select the side you want to duplicate and click the point. This will duplicate the grave in that direction. When you're all finished, click Stop Duplicating Graves.



If you need to resize, rotate, or reposition, select that grave or graves. Click on Reposition/Resize Selected Graves.

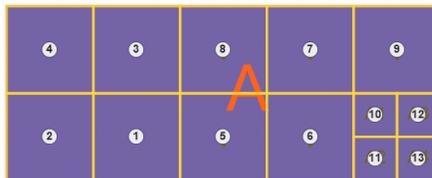


Select Rotate to turn the grave in a different direction. Choose your pivot point to adjust the direction of the grave. Once the grave is in the correct direction you want, click Save.

Resize to resize the grave. Select a point to adjust the size of the grave, then click and drag to the desired size. Click save when you're finished.

Click Reposition to move the grave. Click and drag the grave to where you want it. Once the grave is in the right place for you, click Save.

Just a few more things to check out! A cool feature we incorporated is to select a group of spaces or an entire section. To do this, hold the Shift key and use your mouse to select the area. This a great tool so you don't have to set graves up individually. When a larger area is selected, right click, then assign a sale price every grave in that section. Also, if this section is full, you can right click to change the status of every grave selected.



Right clicking on any grave will pull a list of options to do individually. Here, you can change the status, add it to an invoice, or assign work orders.