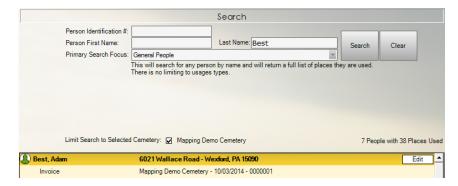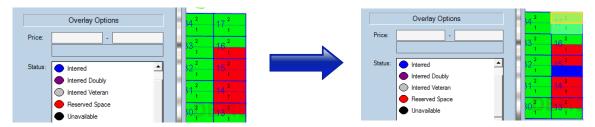# Adding an Occupant

When a person is saved in InStone, you can change their reserved grave to interred.

The first step is to to open that person's case information. Start by clicking Search on the top toolbar. Here, you can search from a number of criteria, including name. Double click to select that person.

Next, click Mapping. When that person's grave is selected, right click and change the status. Currently, it will show reserved. Click interred to change.

On the left side, click View (that selected grave). Here, you can simply drag and drop the person from the left side to the occupant. All you need to do is align the green person icon to the blank icon next to Owner Information. Another option is to click the new icon. From here, you can select the person who is the owner.

If you choose to add an occupant that isn't the owner, click the new icon, then New Person. The box will pop up to enter new person information as you did for the owner.