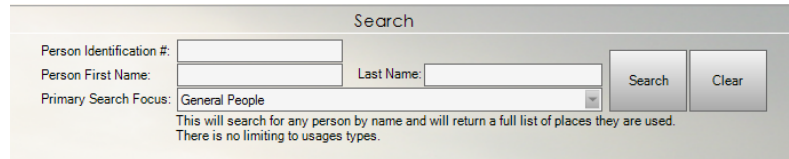# Cemetery Searching

This is how to search in the Cemetery manager, InStone.

Start by clicking on the magnifying glass on the black toolbar. You'll see there's a few options to search by. The first, of course, is by name. If you're unsure of a person's full name, you can type in just a few letters to give you a head start.

The personal ID # is assigned in the person's Vital Info.

The drop down provides a few options for the focus of your search. Maybe you want to find only a purchaser, owner, or someone's invoice. Just select that option from the drop down.

> General People is to find anyone in your database.

> When selecting Owners/Grave purchasers, you can enter a deed number to narrow your search, a date range when they became an owner, or limit your search to only active owners.

> If you're searching for an Occupant, you can search by the deed number, interment number, or an interment date range.

> Finally, if you want to search by invoice, you can enter the invoice number or a date range the invoice was created.

Click Clear to start your search over. When you have your criteria entered, click search. The possible matches will appear in the bottom box.

Below the person's name, you'll see you can access their invoices, occupant, or purchaser information (if they're not the same).

Double clicking on each item will take you to the appropriate section of the program.