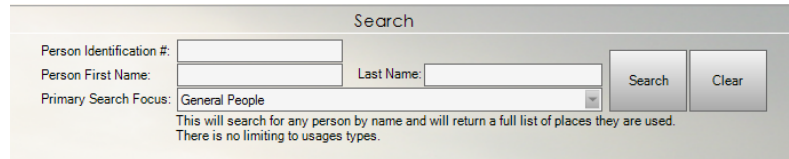


# Cemetery Searching

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.

	<b>Best, Adam</b>	<b>6021 Wallace Road - Wexford, PA 15090</b>	
	Invoice	Mapping Demo Cemetery - 10/03/2014 - 0000001	
	Occupant	Mapping Demo Cemetery - Section G, 251.2 - Upper	
	Owner	Mapping Demo Cemetery - Section G, 251.2	
	<b>Best, David</b>	-	
	Invoice	Mapping Demo Cemetery - 10/08/2014 - 0000007	
	Occupant	Mapping Demo Cemetery - Section B, 1, 1	
	<b>Best, Harvey</b>	-	
	Invoice	Mapping Demo Cemetery - 07/02/2015 - 0000051	
	Occupant	Mapping Demo Cemetery - Section G, 251.2 - Lower	
	<b>Best, Jack</b>	-	
	Occupant	Mapping Demo Cemetery - Section G, 247.2 - B	
	<b>Best, Jeff</b>	-	
	<b>Best, John</b>	<b>76 Evergreen Blvd - Wexford, PA 15090</b>	
	Invoice	Mapping Demo Cemetery - 05/20/2015 - 0000038	
	Invoice	Mapping Demo Cemetery - 05/20/2015 - 0000039	
	Occupant	Mapping Demo Cemetery - Section G, 251.1	
	Purchaser	Mapping Demo Cemetery - Section B, 158.1	
	Purchaser	Mapping Demo Cemetery - Section G, 251.1	
	Purchaser	Mapping Demo Cemetery - Section G, 251.2	
	<b>Best, Kimberly</b>	-	
	Invoice	Mapping Demo Cemetery - 06/03/2015 - 0000042	
	Occupant	Mapping Demo Cemetery - Section G, 247.2 - A	
	Purchaser	Mapping Demo Cemetery - Section G, 247.2	
	<b>Best, Mary</b>	-	

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.