# Knox Union Cemetery Website User Manual

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Home page:

- This page has an about us/history section that automatically comes up as soon as you enter the website. Also, pictures set to a timer will shuffle on the home page as the user is on it.

- Has a gray navigation bar that has 5 different buttons, Home, Contact Us, Administration, Search and Login and each button will take you to the page that you select.
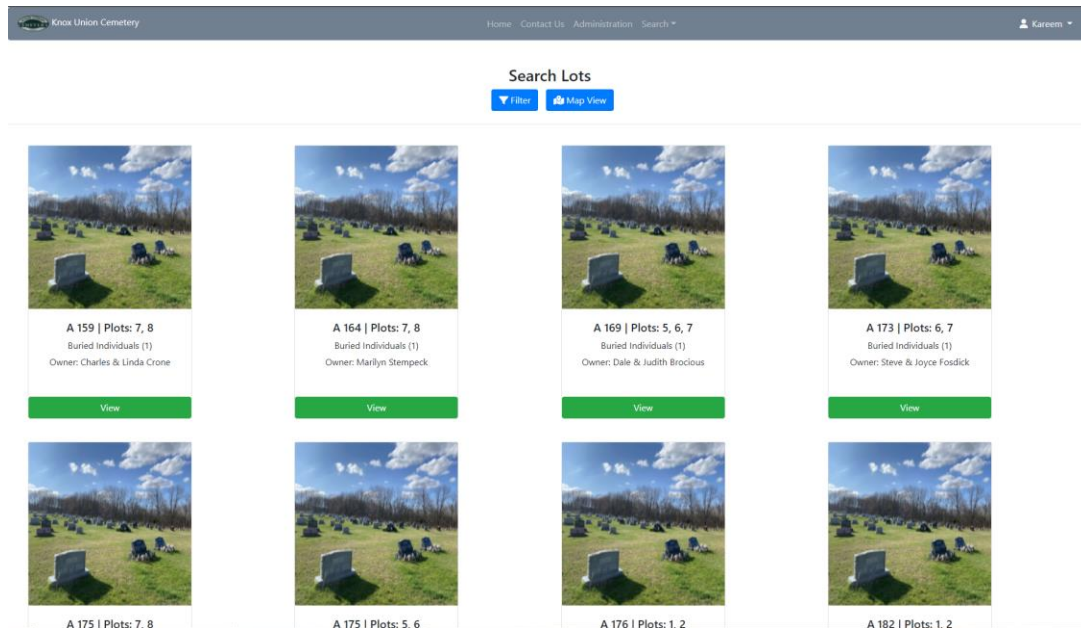

Search For Lot Page:

- To navigate to the Search Lot page, click on the Search dropdown located on the navigation bar and click Lot.
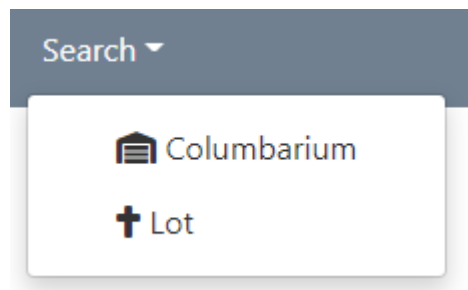
- This page also has a navigation bar that will take you to other pages on the website.

- There is a blue Search Lots filter button that allows the user to search through different filtered categories to find the correct Lot you are looking for.

- Under the Search Lots filter, you can filter by Section Letter, Lot Number, For Sale (Y/N), Has Open Plots (Y/N), Owner, and Buried Individual(s).


- To apply the filter and search for the lot click the blue Filter button, located in the bottom right corner of the Filter Lots card.

- To clear the filter and start over click the gray Clear button located in the bottom right corner of the Filter Lots card, next to the Filter button.
- Results will come directly in the middle of the webpage.
- There is a blue Map View Button next to the Filter button that allows the user to view the lots plotted on a map. Applied filters will show you specific lots on the map for which you are filtering.
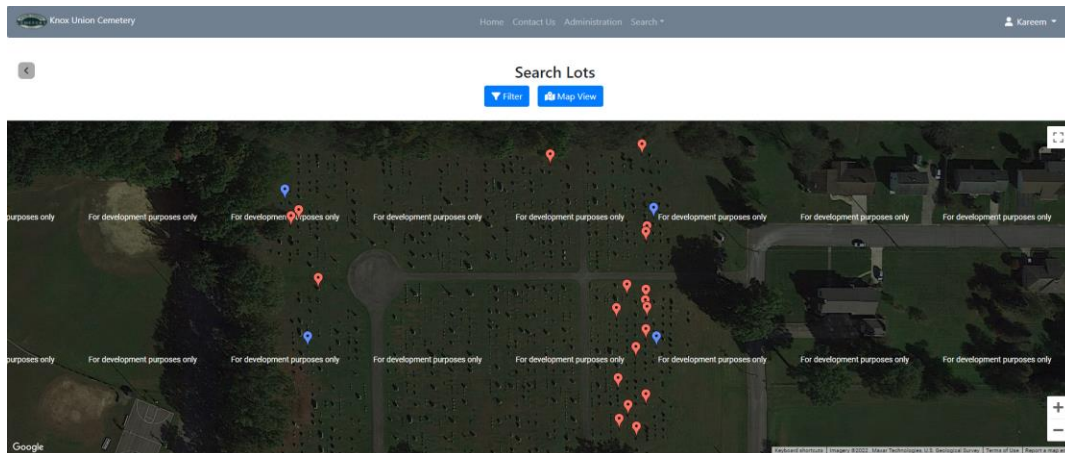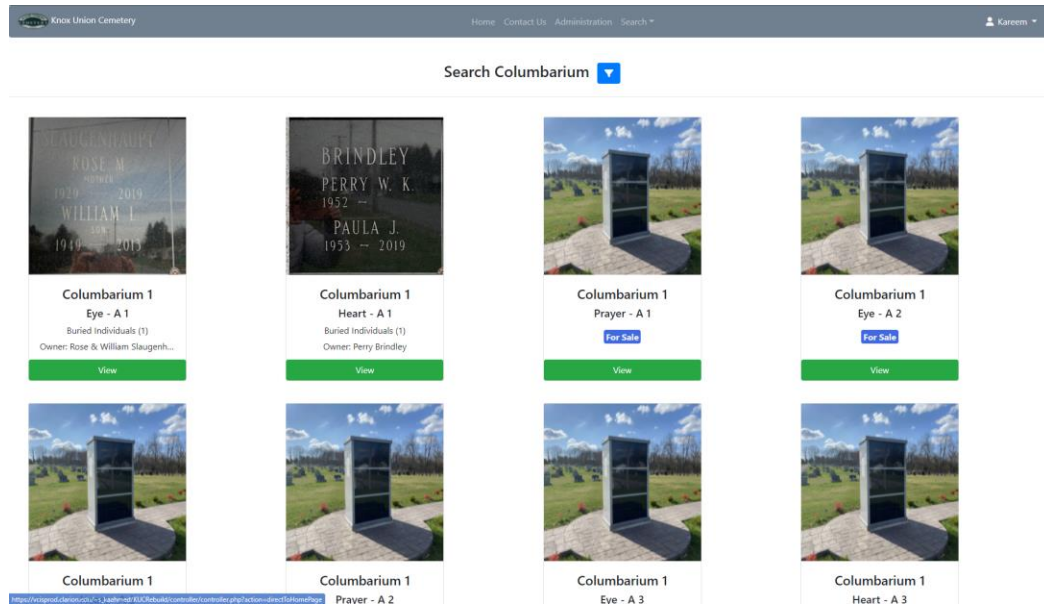

Search For Columbarium Page:

- To navigate to the Search Columbarium page, click on the Search dropdown located on the navigation bar and click Columbarium.
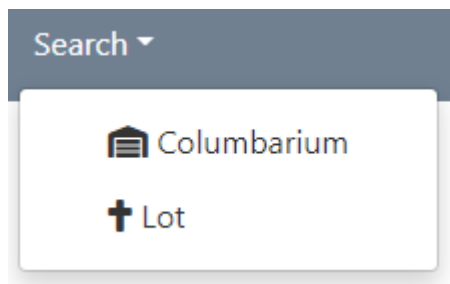
- This page also has a navigation bar that will take you to other pages on the website.

- There is a blue Search Columbarium filter button that allows the user to search through different filtered categories to find the correct Columbarium you are looking for.

- Under the Search Columbarium filter, you can filter by Columbarium, Level, Section Letter, Niche Number, Owner, Buried Individaul(s), and For sale (Y/N).
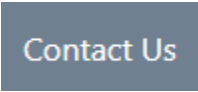
- To apply the filter and search for the Columbarium click the blue Filter button located in the bottom right corner of the Filter Columbarium card.
- To clear the filter and start over click the gray Clear button, located in the bottom right corner of the Filter Columbarium card, next to the Filter button.
- Results will come directly in the middle of the webpage.

Contact Us Page:

- To navigate to the Contact Us page, click on the Contact Us button located on the navigation bar.
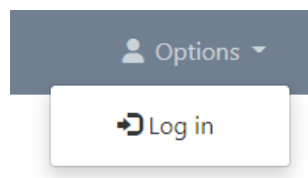

- This page also has a navigation bar that will take you to other pages on the website.
- On this page you can find contact information for people who work at the association.
- Name
- Position
- Phone Number
- Email
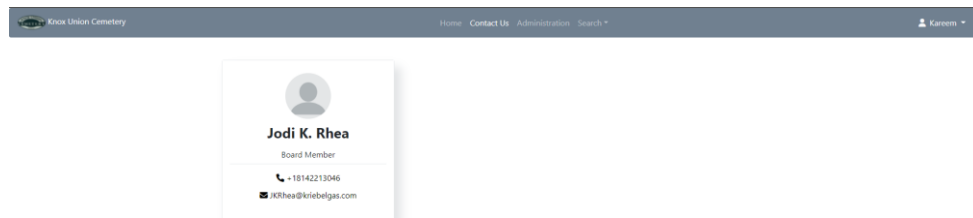
Admin Login page:

- To navigate to the Admin Login page, click on the Options dropdown button located on the far right of the navigation bar and click Login.
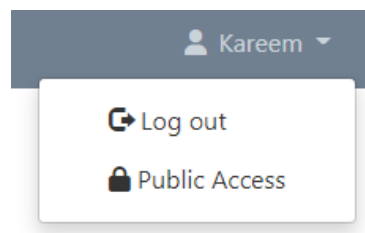

- This will take you to the Login page that has Username and Password input.

- Enter the Username and Password to be logged in as an administrator.
- An admin has special permissions to the entire website, compared to the normal user which only has permissions to use the Home, Contact Us, and Login page.
- The green Login button will take you to the next page as an administrator if the Login credentials are valid.

Public Access Page:

- To navigate to the Public Access page, click on the Administrator dropdown button located on the far right of the navigation bar and click Public Access.

- This will take you to the Public Access page that will give you the ability to modify what the public can gain access to.
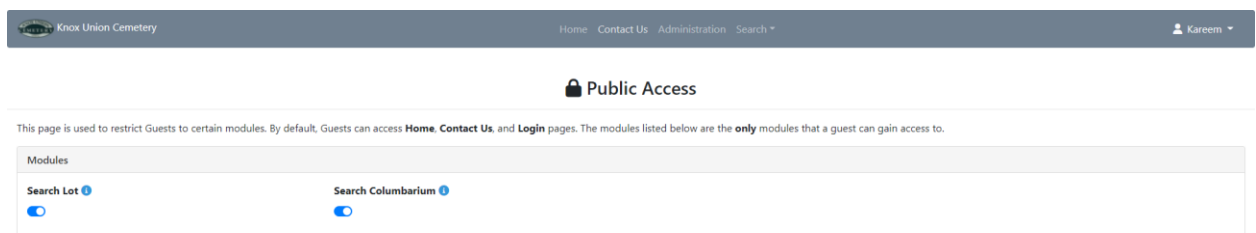
- By default, the public will have access to the Home, Contact Us, and Login Pages.

- An Admin has the ability to grant or prohibit the public access to the Search Lot Page and the Search Columbarium page.
- If the switch is blue, you have granted public access to that page.

- If the switch is white, you have prohibited public access to that page.

Administration Controls Page:

- You can navigate to this page by clicking on the Administration button located on the navigation bar.

- This page provides you with various controls that if clicked, will take you to another page that will give you the ability to do the following:
- Add lots and pinpoint them on a map
- Edit Lots
- Add Columbariums
- Edit Columbariums
- Add/Edit a Buried Individual's information
- Add/Edit owner information
- Add a columbarium name and check for its existence
- Add a columbarium section letter and check for its existence
- Add a columbarium level name and check for its existence

- Add a lot section letter and check for its existence

- Add a new administrator

- Add/Edit contacts
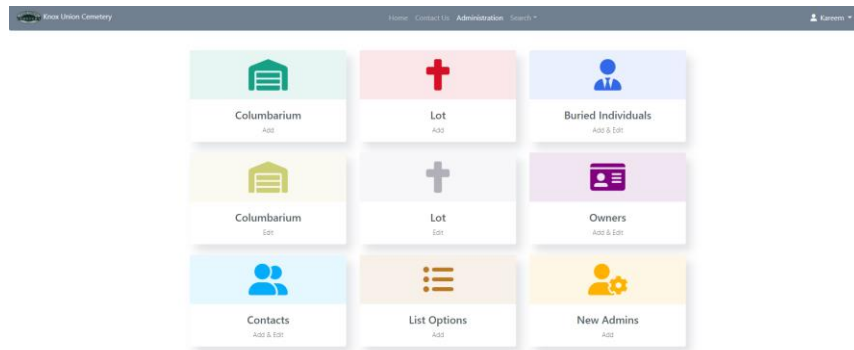
Add Columbarium Page:

- To navigate to this page, go to the Administration Controls page and click on the Add Columbarium button.

- The Add Columbarium page will allow you to do the following:

- A Columbarium Information dropdown to insert Columbarium Information including, Columbarium Name, Level, Section Letter, Niche Number, Main Image, Price, For Sale (Y/N), and Purchase Date.

- An Associations dropdown to insert an Owner and Buried Individual(s)

- An Attachments dropdown to insert all attached documents, including Deed.

- After you are done adding the columbarium information you can submit and add the columbarium to the database by clicking the green Submit button or start over by clicking the cancel button located next to the submit button.

Edit Columbarium Page:

- To navigate to this page, go to the Administration Controls page and click on the Edit Columbarium button.
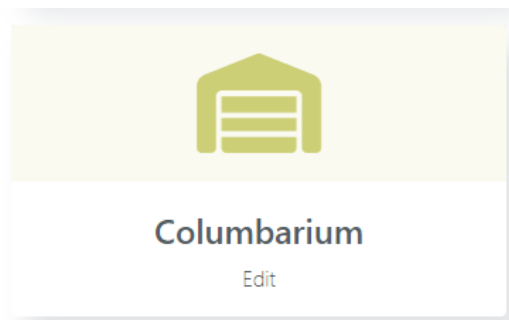
- The Edit Columbarium page will allow you to do the following:

- A Columbarium Selector dropdown to search and select a Columbarium to edit it's information.

- Once the Columbarium you want to edit is selected, click the green edit button to begin editing the Columbarium's information.

- Once the Columbarium you want to edit is selected, click the red trash can button to delete the Columbarium's information.

Add Lot Page:

- To navigate to this page, go to the Administration Controls page and click on the Add Lot button.
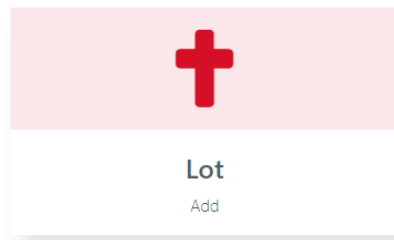
- The Add Lot page will allow you to do the following:

- A Lot Information dropdown to insert Lot Information including, Section Letter, Lot Number, Plot Number, Price, Notes, Main Image, For Sale(Y/N), Has Open Plots(Y/N) and Purchase Date.

- An Associations dropdown to insert an Owner and Buried Individual(s)

- An Attachments dropdown to insert all attached documents, including Deed.
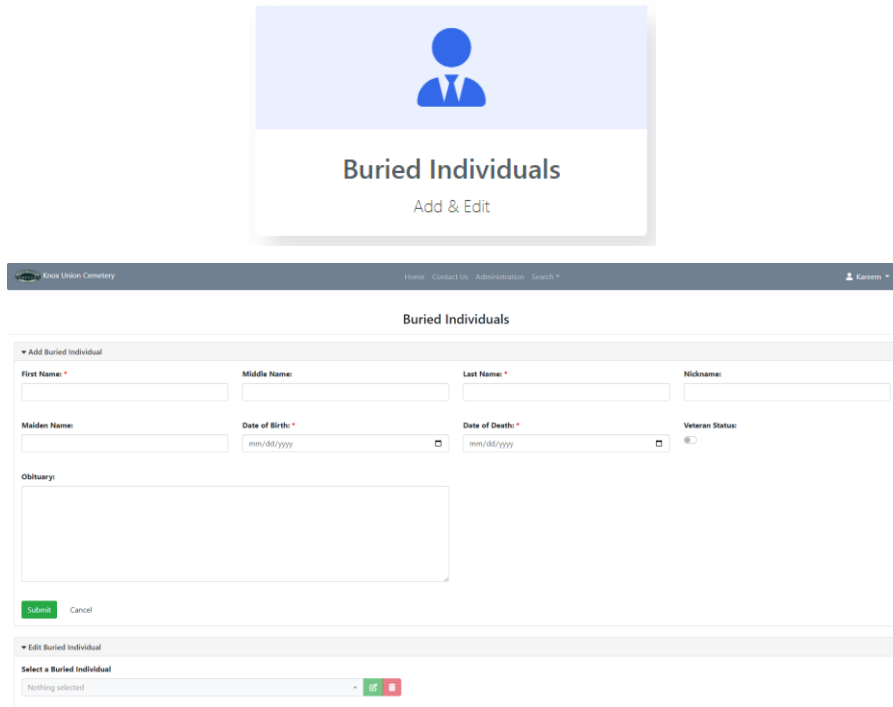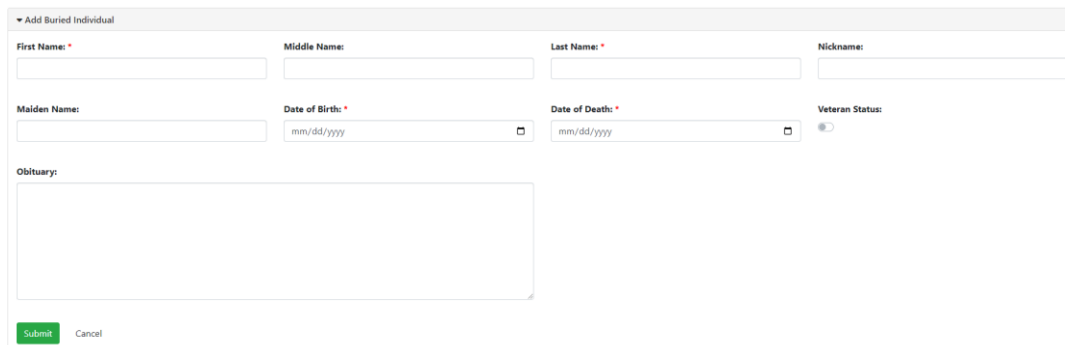

- A Map dropdown to plot the lot on a map.

- Click on the map to add a marker and click the red Delete Marker button to delete a marker.

- After you are done adding the lot information you can submit and add the lot to the database by clicking the green Submit button or start over by clicking the cancel button located next to the submit button.

Edit Lot Page:

- To navigate to this page, go to the Administration Controls page and click on the Edit Lot button.
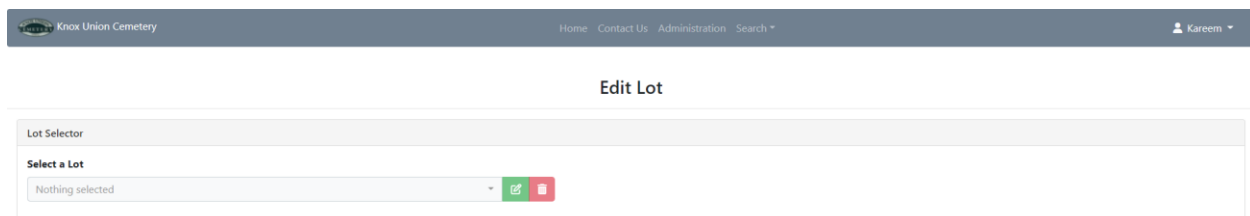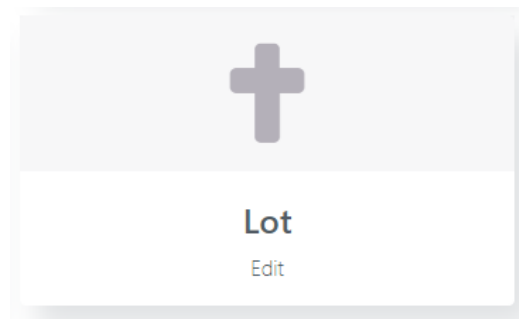
- The Edit Lot page will allow you to do the following:
- A Lot Selector dropdown to search and select a Lot to edit it's information.
- Once the Lot you want to edit is selected, click the green edit button to begin editing the Lot's information.

- Once the Lot you want to edit is selected, click the red trash can button to delete the Lot's information.

Add/Edit Buried Individuals Page:

- To navigate to this page, go to the Administration Controls page and click on the Add & Edit Buried Individuals button.

- The Add/Edit Buried Individuals Page will allow you to do the following:
- A Add Buried Individual dropdown to add a Buried Individuals First Name, Middle Name, Last Name, Maiden Name, Nickname, Date of Birth, Date of Death, Veteran Status(Y/N), and an Obituary.

- To add the buried individual, click the green Submit button or start over by clicking the Cancel button located next to the submit button

- An Edit Buried Individual dropdown to search and select a buried individual to edit their information.

- Once the buried individual you want to edit is selected, click the green edit button to begin editing the buried individual's information.
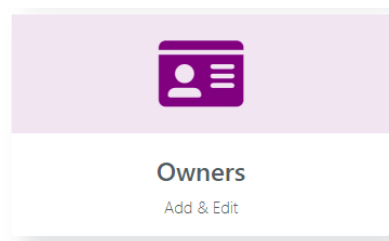

- Once the buried individual you want to edit is selected, click the red trash can button to delete the buried individual's information.

Add/Edit Owners Page:

- To navigate to this page, go to the Administration Controls page and click on the Add & Edit Owners button.

- The Add/Edit Owners Page will allow you to do the following:
- A Add Owner dropdown to add an Owner's First Name, Middle Name, Last Name, Phone Number, Address, and Email.

- To add the Owner, click the green Submit button or start over by clicking the Cancel button located next to the submit button

- A Edit Owner dropdown to search and select an owner to edit their information.

- Once the owner you want to edit is selected, click the green edit button to begin editing the owner's information.
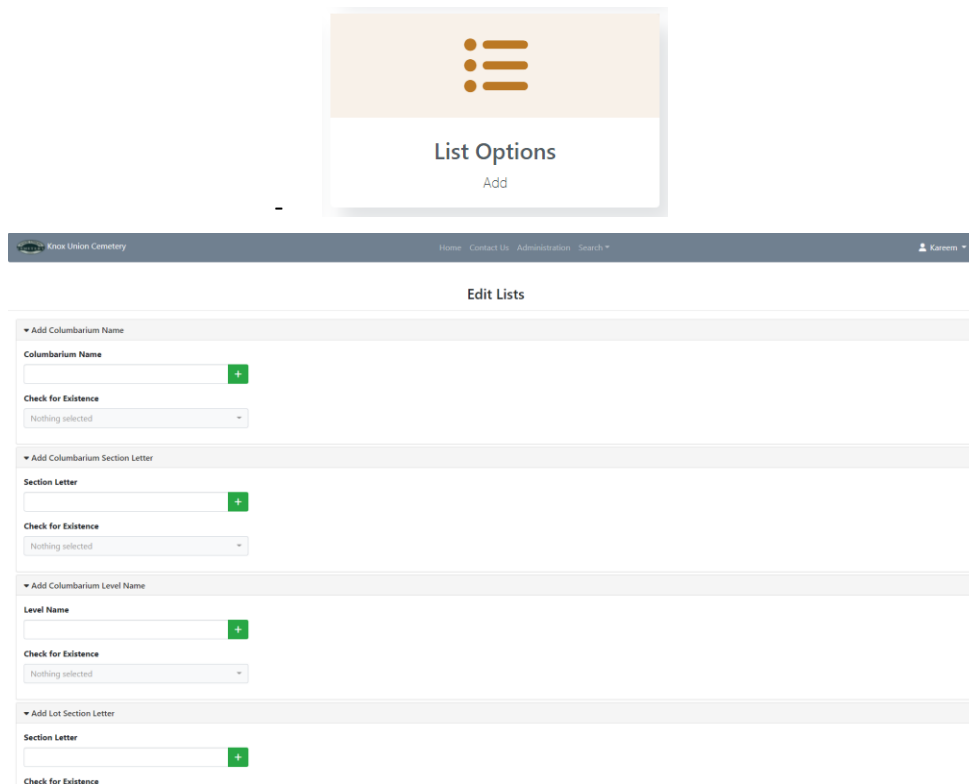

- Once the owner you want to edit is selected, click the red trash can button to delete the owner's information.

- Note: You can only delete an owner that is not associated with any Lot/Columbarium. If you try to delete an owner associated with a Lot/Columbarium you will get an error message.
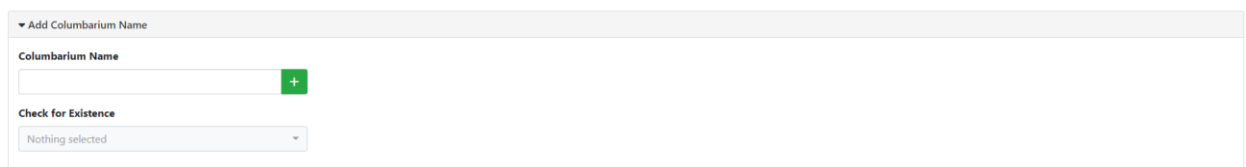
List Options Page:

- To navigate to this page, go to the Administration Controls page and click on the Add List Options button.

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- The List Options page will allow you to do the following:
- A Add Columbarium Name dropdown to add a columbarium's name and check for its existence.

- To add the Columbarium name, click the green + button.

- To check for its existence, click the Check for Existence dropdown.

- A Add Columbarium Section Letter dropdown to add a columbarium's section letter and check for its existence.

- To add the Columbarium section letter, click the green + button.

- To check for its existence, click the Check for Existence dropdown.

- An Add Columbarium Level Name dropdown to add a columbarium's level name and check for its existence.

- To add the Columbarium Level Name, click the green + button.

- To check for its existence, click the Check for Existence dropdown.

- An Add Lot Section Letter dropdown to add a lot's section letter and check for its existence.
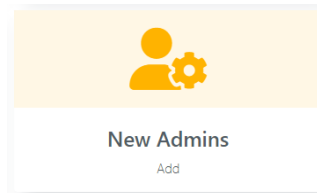
- To add the lot sections letter, click the green + button.

- To check for its existence, click the Check for Existence dropdown.

Add New Admin Page:

- To navigate to this page, go to the Administration Controls page and click on the Add New Admins button.

- The Add New Admin page will allow you add a new administrator with the following inputted information:
- Username
- First Name
- Last Name
- Password

- After you have inputted the new administrator's information you can click the green Submit button to add the new administrator or click cancel to start over.
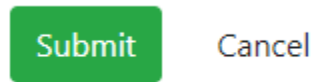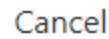

Add/Edit Contacts Page:

- To navigate to this page, go to the Administration Controls page and click on the Add & Edit Contacts button.

- The Add/Edit Contacts page will allow you to add new contact information or edit a current contact's information with the following inputted information:
- A Add Contact dropdown to add a new contact's First Name, Last Name, Email, Position Title, and Phone Number.

- After you have inputted the new contact's information you can click the green Submit button to add the new Contact or click cancel to start over.

Submit   Cancel

- An Edit Contact dropdown to edit a current contact's First Name, Last Name, Email, Position Title, or Phone Number.

▼ Edit Contact

Select Contact

| Nothing selected | ▼ |

- Once the contact you want to edit is selected, click the green edit button to begin editing the contact's information.

- Once the contact you want to edit is selected, click the red trash can button to delete the contact's information.
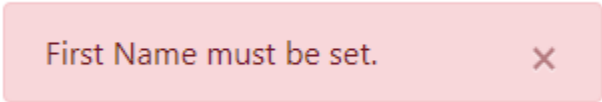
Additional Information:

- All input text fields with a * next to them are required for execution.

First Name: *

- Example:

- If the required text field is not filled out an error message will appear in the bottom right corner.

First Name must be set.   ✕