

Knox Union Cemetery Website User Manual

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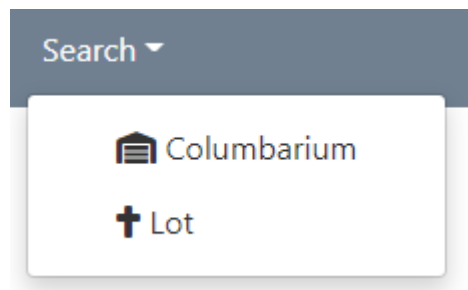
Home page:

- 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.

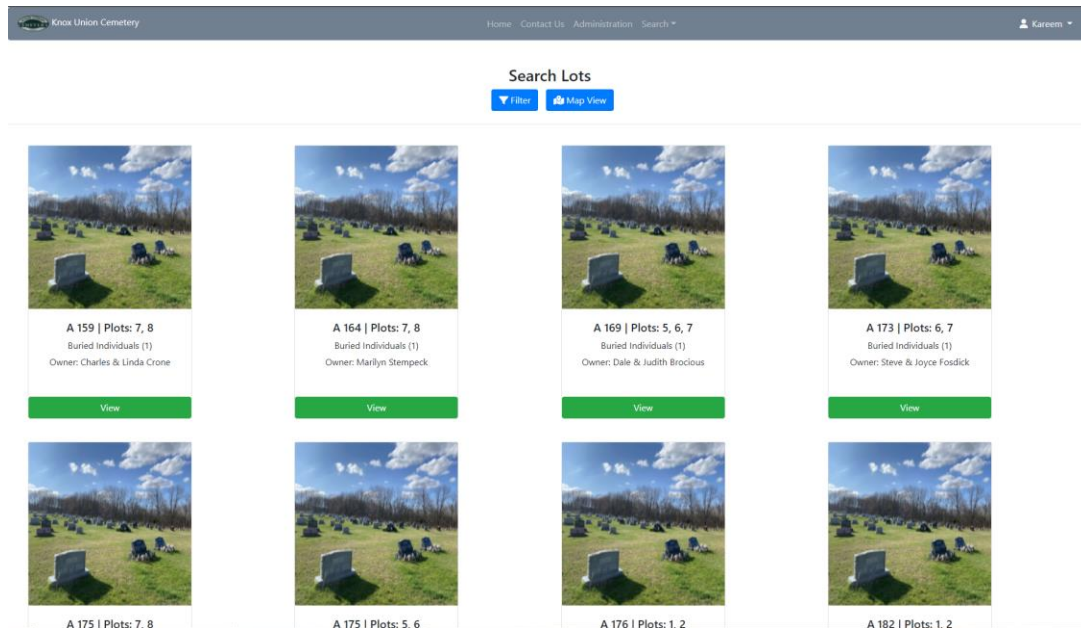


Search For Lot Page:

- 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.

Search Lots



- 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).

Filter Lots

Section Letter

Nothing selected

Lot Number

For Sale

Has Open Plots

Owner

Nothing selected

Buried Individual(s)

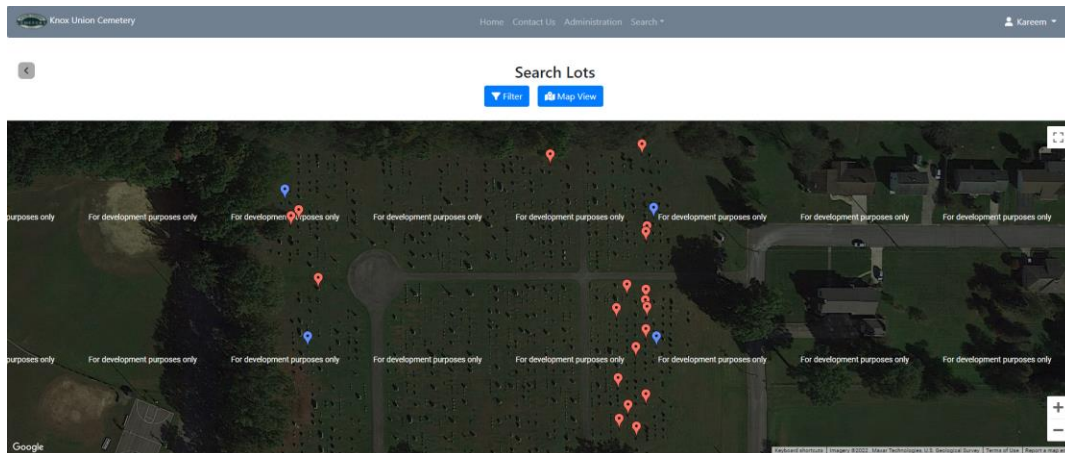
Nothing selected

Clear

Filter

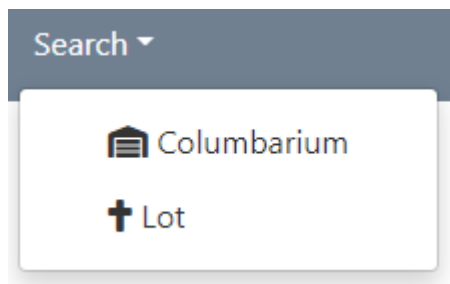
- To apply the filter and search for the lot click the blue Filter button, located in the bottom right corner of the Filter Lots card.

- 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.

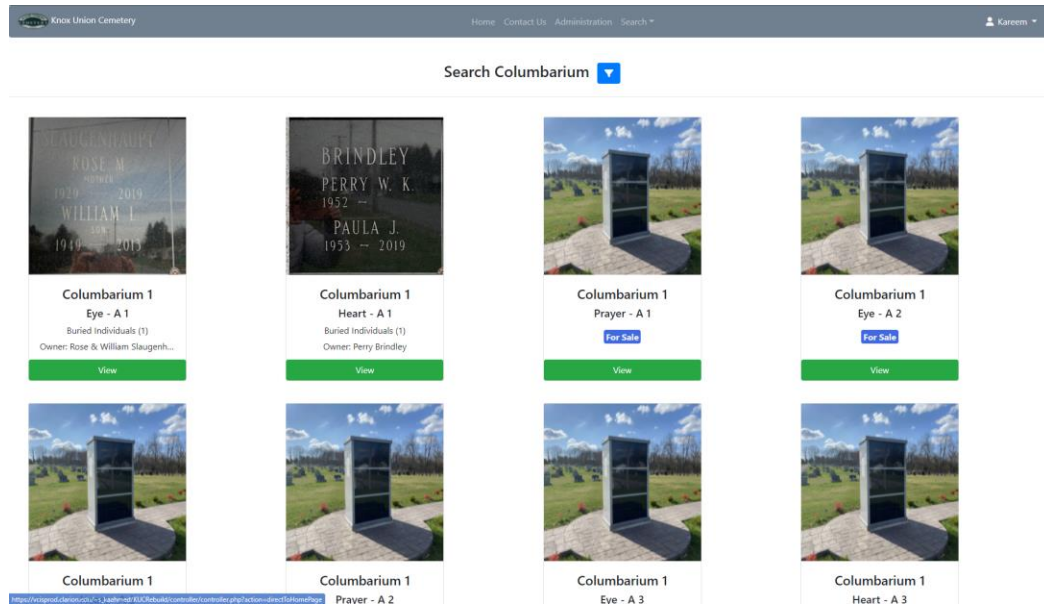


Search For Columbarium Page:

- 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.

Search Columbarium

- Under the Search Columbarium filter, you can filter by Columbarium, Level, Section Letter, Niche Number, Owner, Buried Individual(s), and For sale (Y/N).

Filter Columbarium

Columbarium

Nothing selected

Level

Nothing selected

Section Letter

Nothing selected

Niche Number

Owner

Nothing selected

Buried Individual(s)

Nothing selected

For Sale

☐

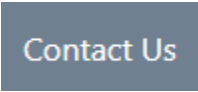
Clear

Filter

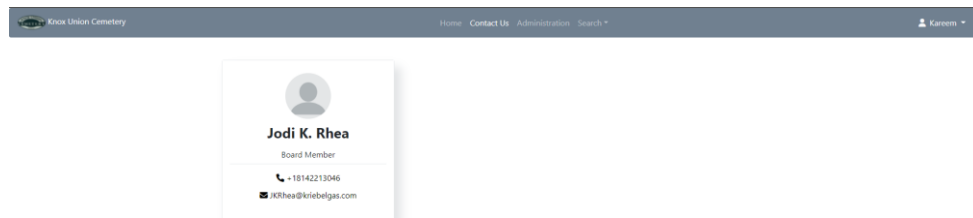
- To apply the filter and search for the Columbarium click the blue Filter button located in the bottom right corner of the Filter Columbarium card.
- To clear the filter and start over click the gray Clear button, located in the bottom right corner of the Filter Columbarium card, next to the Filter 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.

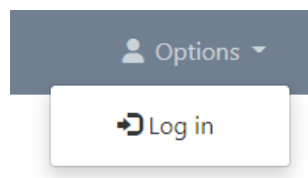


- This page also has a navigation bar that will take you to other pages on the website.
- On this page you can find contact information for people who work at the association.
- Name
- Position
- Phone Number
- Email



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.

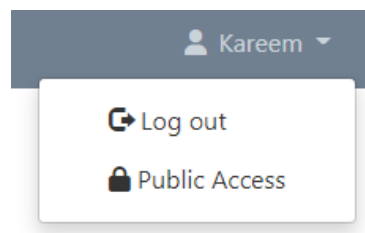


- This will take you to the Login page that has Username and Password input.

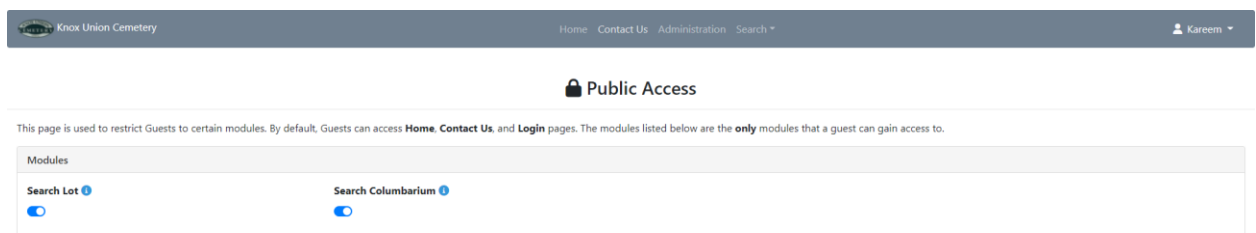
- Enter the Username and Password to be logged in as an administrator.
- An admin has special permissions to the entire website, compared to the normal user which only has permissions to use the Home, Contact Us, and Login page.
- The green Login button will take you to the next page as an administrator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

Modules	
Search Lot ⓘ <input checked="" type="checkbox"/>	Search Columbarium ⓘ <input checked="" type="checkbox"/>

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

Modules	
Search Lot ⓘ <input type="checkbox"/>	Search Columbarium ⓘ <input type="checkbox"/>

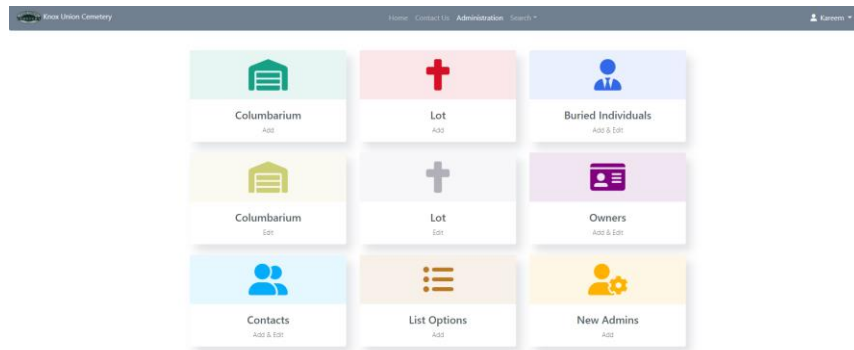
Administration Controls Page:

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

Administration

- 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.

▼ Columbarium Information

Columbarium * Nothing selected	Level * Nothing selected	Section Letter * Nothing selected	Niche Number *
Main Image Choose File No file chosen	Price \$	For Sale <input type="checkbox"/>	Purchase Date mm/dd/yyyy

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

▼ Associations

Owner * Nothing selected	Buried Individual(s) Nothing selected
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- An Attachments dropdown to insert all attached documents, including Deed.

▼ Attachments

All Attached Documents - Including Deed

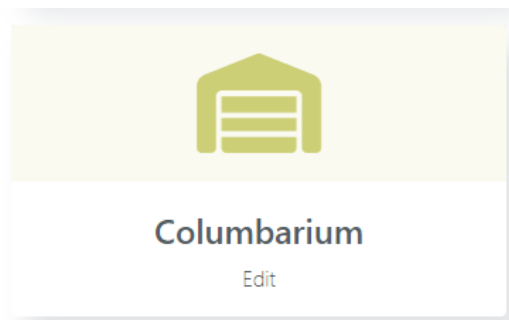
Choose Files No file chosen

- 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.



Knox Union Cemetery Home Contact Us Administration Search * Kareem

Edit Columbarium

Columbarium Selector

Select a Columbarium

Nothing selected

- The Edit Columbarium page will allow you to do the following:
- A Columbarium Selector dropdown to search and select a Columbarium to edit its information.

Columbarium Selector
Select a Columbarium
Nothing selected  

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

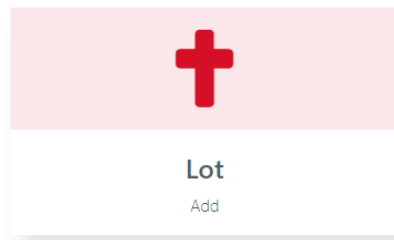


- Once the Columbarium you want to edit is selected, click the red trash can button to delete the Columbarium's information.



Add Lot Page:

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



Knox Union Cemetery Home Contact Us Administration Search * Kareem

Add Lot

Section Letter *

Nothing selected

Lot Number *

Plot Number(s) *

Nothing selected

Price

\$

Notes:

Main Image

Choose File No file chosen

For Sale

Has Open Plots

Purchase Date

mm/dd/yyyy

Associations

Owner *

Nothing selected

can't find an owner? [click here.](#)

Buried Individual(s)

Nothing selected

can't find a buried individual? [click here.](#)

Attachments

All Attached Documents - Including Deed

Choose Files No file chosen

Map *

- 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.

Section Letter *

A

Lot Number *

Price

Main Image

Choose File No file chosen

For Sale

Has Open Plots

Purchase Date

mm/dd/yyyy

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

Owner *

Nothing selected

Buried Individual(s)

Nothing selected

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

Attachments

All Attached Documents - Including Deed

Choose Files No file chosen

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

Map *

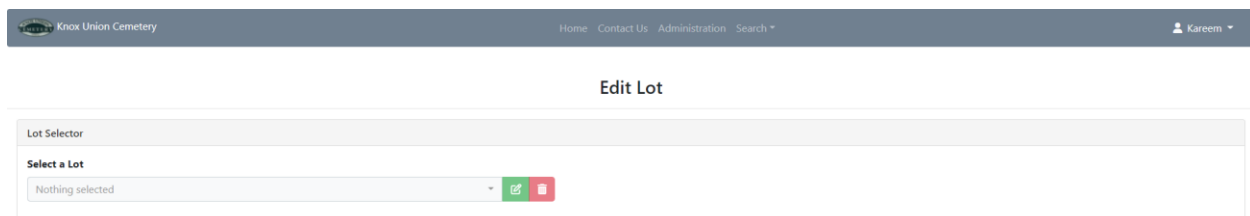
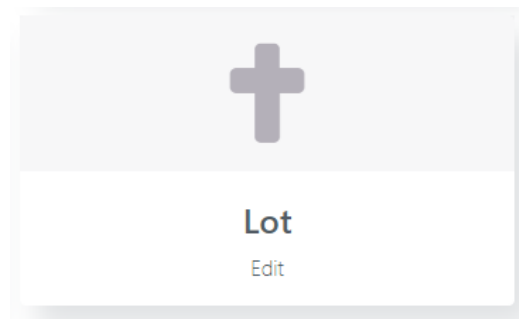
Delete Marker

- 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.

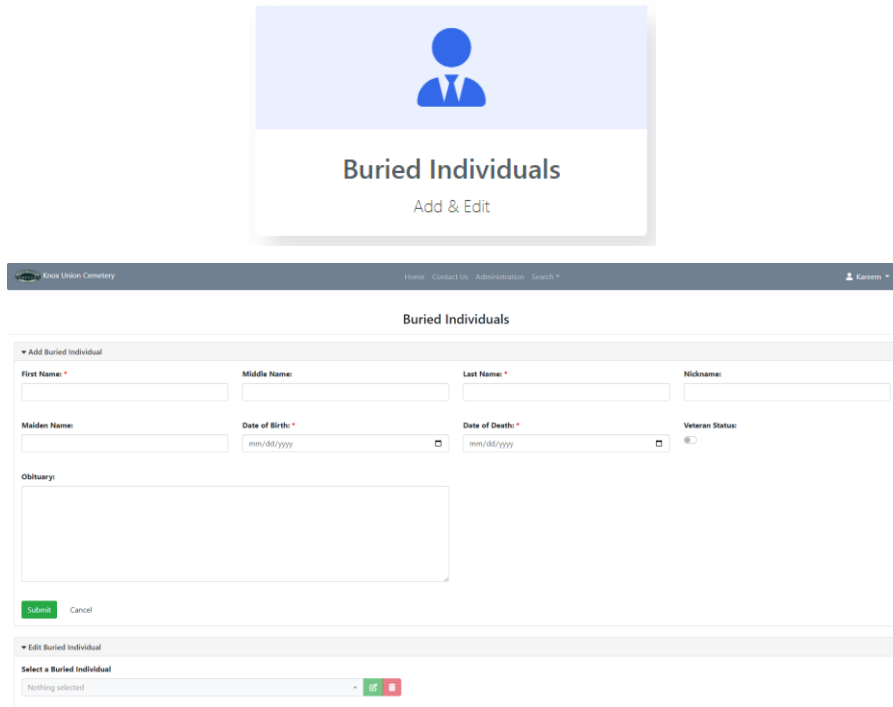


- Once the Lot you want to edit is selected, click the red trash can button to delete the Lot's information.



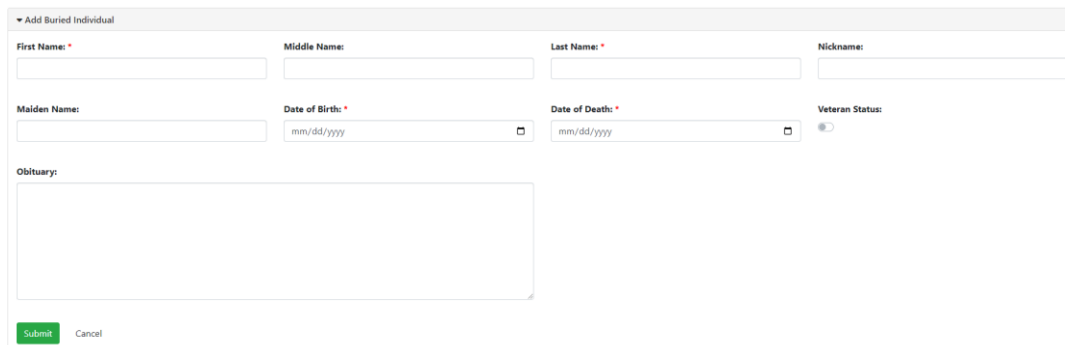
Add/Edit Buried Individuals Page:

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




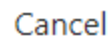
The screenshot displays the 'Buried Individuals' page. At the top, there is a header with a blue icon of a person and the text 'Buried Individuals' and 'Add & Edit'. Below this is a navigation bar with links: Home, Contact Us, Administration, Search, and a user profile icon labeled 'Karnen'. The main content area is titled 'Buried Individuals' and contains two sections: 'Add Buried Individual' and 'Edit Buried Individual'. The 'Add Buried Individual' section is active and shows a form with the following fields: First Name (required), Middle Name, Last Name (required), Nickname, Maiden Name, Date of Birth (required, with a date picker), Date of Death (required, with a date picker), and Veteran Status (a toggle switch). There is also a large text area for the Obituary. At the bottom of the form are 'Submit' and 'Cancel' buttons. The 'Edit Buried Individual' section is currently empty, showing a 'Select a Buried Individual' dropdown with 'Nothing selected' and a small icon.

- 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.




This is a detailed view of the 'Add Buried Individual' form. It includes the following fields: First Name (required), Middle Name, Last Name (required), Nickname, Maiden Name, Date of Birth (required, with a date picker), Date of Death (required, with a date picker), and Veteran Status (a toggle switch). There is also a large text area for the Obituary. At the bottom of the form are 'Submit' and 'Cancel' buttons.

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

A green rectangular button with the word "Submit" in white text.A blue rectangular button with the word "Cancel" in white text.

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

A screenshot of a web interface showing a dropdown menu titled "Edit Buried Individual". Below the title is a search bar with the text "Select a Buried Individual". The search bar contains the text "Nothing selected" and has a small upward arrow on the right. To the right of the search bar are two buttons: a green button with a pencil icon and a red button with a trash can icon.

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

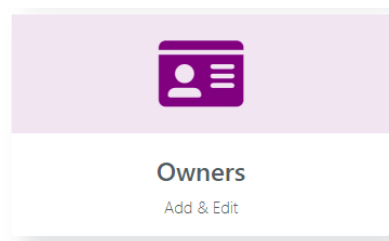


- Once the buried individual you want to edit is selected, click the red trash can button to delete the buried individual's information.



Add/Edit Owners Page:

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



Knox Union Cemetery Home Contact Us Administration Search * Kareem

Owners

▼ Add Owner

First Name: * Middle Name: Last Name: * Phone Number:

Address: Email:

▼ Edit Owner

Select an Owner

Nothing selected

- 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.

▼ Add Owner

First Name: * Middle Name: Last Name: * Phone Number:

Address: 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.

▼ Edit Owner

Select an Owner

Nothing selected

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



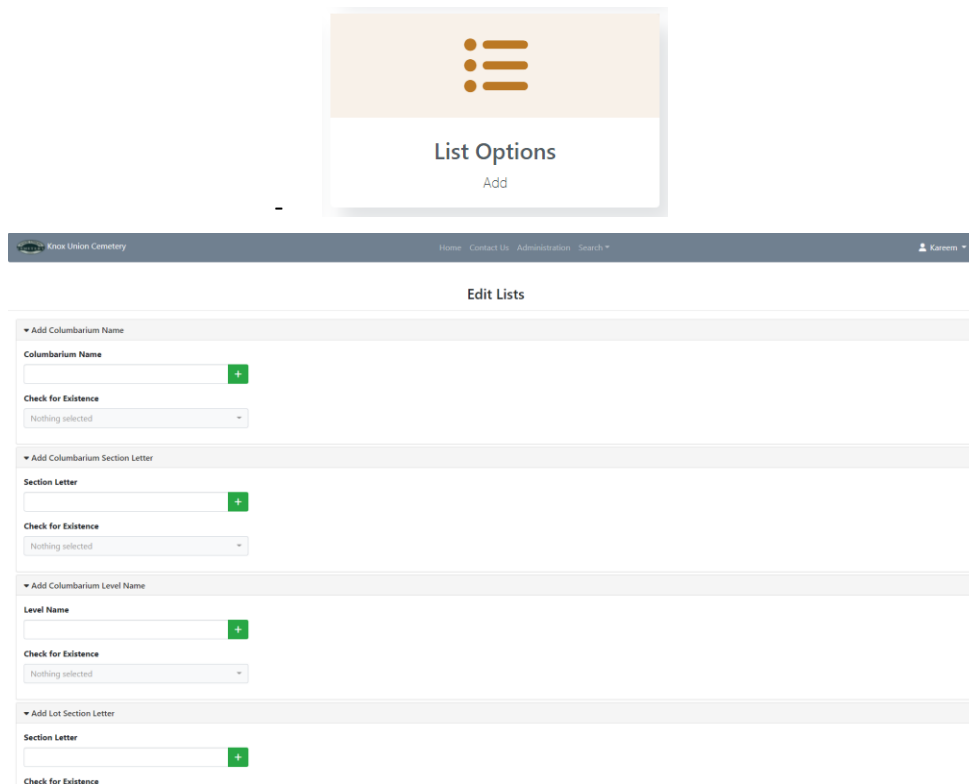
- Once the owner you want to edit is selected, click the red trash can button to delete the owner's information.



- 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:

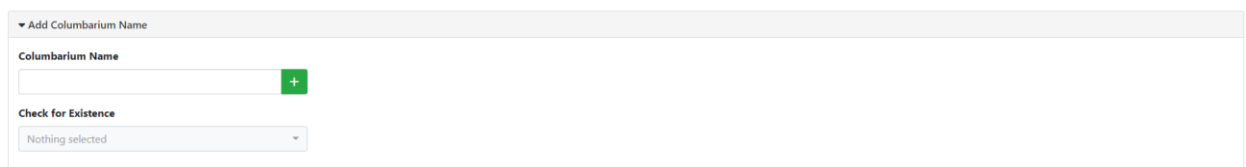
- To navigate to this page, go to the Administration Controls page and click on the Add List Options button.



The screenshot shows the 'List Options' page within a web application. At the top, there is a header bar with the text 'List Options' and a small 'Add' button. Below this, the main content area is titled 'Edit Lists'. It contains four sections, each with a dropdown menu and a 'Check for Existence' button:

- Add Columbarium Name:** A dropdown menu labeled 'Columbarium Name' with a green '+' button next to it. Below it is a 'Check for Existence' dropdown menu showing 'Nothing selected'.
- Add Columbarium Section Letter:** A dropdown menu labeled 'Section Letter' with a green '+' button next to it. Below it is a 'Check for Existence' dropdown menu showing 'Nothing selected'.
- Add Columbarium Level Name:** A dropdown menu labeled 'Level Name' with a green '+' button next to it. Below it is a 'Check for Existence' dropdown menu showing 'Nothing selected'.
- Add Lot Section Letter:** A dropdown menu labeled 'Section Letter' with a green '+' button next to it. Below it is a 'Check for Existence' dropdown menu showing 'Nothing selected'.

- 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.



This is a close-up of the 'Add Columbarium Name' section. It shows a dropdown menu labeled 'Columbarium Name' with a green '+' button to its right. Below the dropdown is a 'Check for Existence' dropdown menu showing 'Nothing selected'.

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



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

Check for Existence

Nothing selected

Columbarium 1

Columbarium 2

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

▼ Add Columbarium Section Letter

Section Letter

+

Check for Existence

Nothing selected

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



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

Check for Existence

Nothing selected

A

B

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

▼ Add Columbarium Level Name

Level Name

+

Check for Existence

Nothing selected

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



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

Check for Existence

Nothing selected

Eye

Heart

Prayer

- An Add Lot Section Letter dropdown to add a lot's section letter and check for its existence.

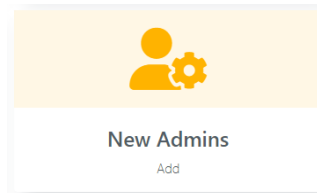
- To add the lot sections letter, click the green + button.



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

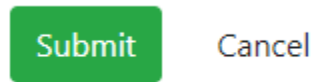
Add New Admin Page:

- 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:


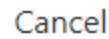
- To navigate to this page, go to the Administration Controls page and click on the Add & Edit Contacts button.

 The screenshot shows a web application interface. At the top, there's a navigation bar with 'Knox Union Cemetery' on the left and 'Home Contact Us Administration Search' on the right, along with a user profile 'Kareem'. Below the navigation bar is a 'Contacts' section with a blue icon of two people and the text 'Add & Edit'. The main content area is titled 'Contacts' and contains two sections: 'Add Contact' and 'Edit Contact'. The 'Add Contact' section has five input fields: 'First Name', 'Last Name', 'Email', 'Position Title', and 'Phone Number'. Each field has a red asterisk indicating it's required. There are 'Submit' and 'Cancel' buttons at the bottom of this section. The 'Edit Contact' section has a 'Select Contact' dropdown menu with 'Nothing selected' and two small icons (a green plus and a red minus) to its right.

- 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.

 This is a close-up of the 'Add Contact' form. It features five input fields arranged in two rows. The first row contains 'First Name', 'Last Name', and 'Email'. The second row contains 'Position Title' and 'Phone Number'. Each field has a red asterisk indicating it's required. At the bottom left of the form are 'Submit' and 'Cancel' buttons.

- 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.

SubmitCancel

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



The image shows a dropdown menu titled "Edit Contact". Below the title is a section labeled "Select Contact". Inside this section is a text input field with the placeholder text "Nothing selected". To the right of the input field are two buttons: a green button with a pencil icon (edit) and a red button with a trash can icon (delete).

- 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.



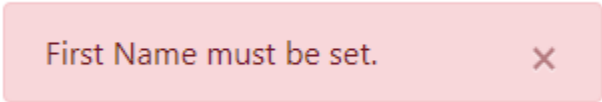
Additional Information:

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

First Name: *

An empty rectangular text input field with a light blue border.

- 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.

