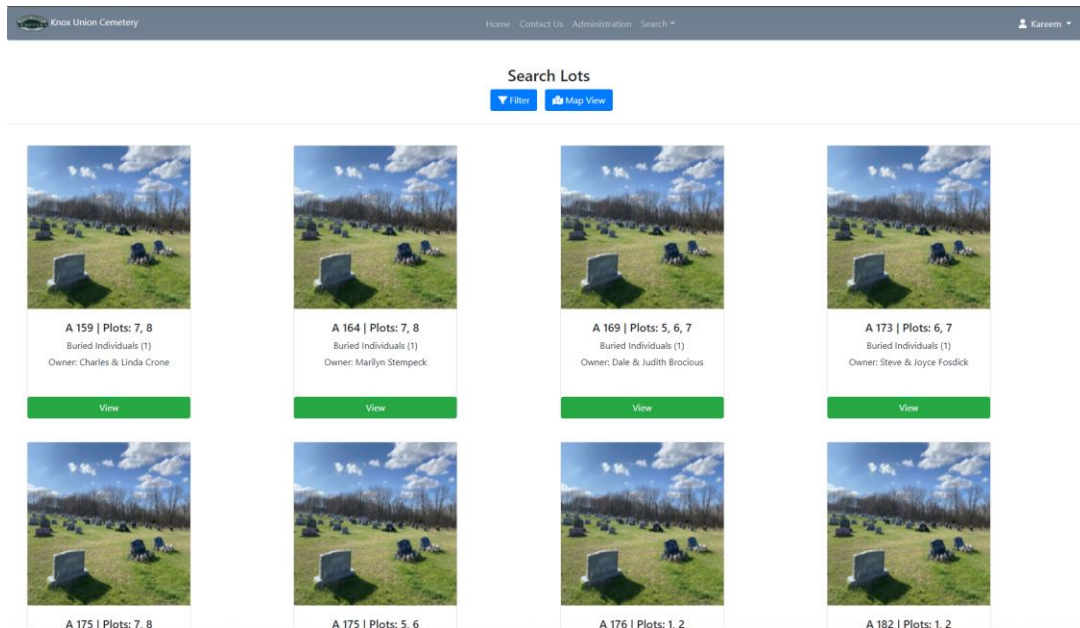


Knox Union Cemetery Website User Manual

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- 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



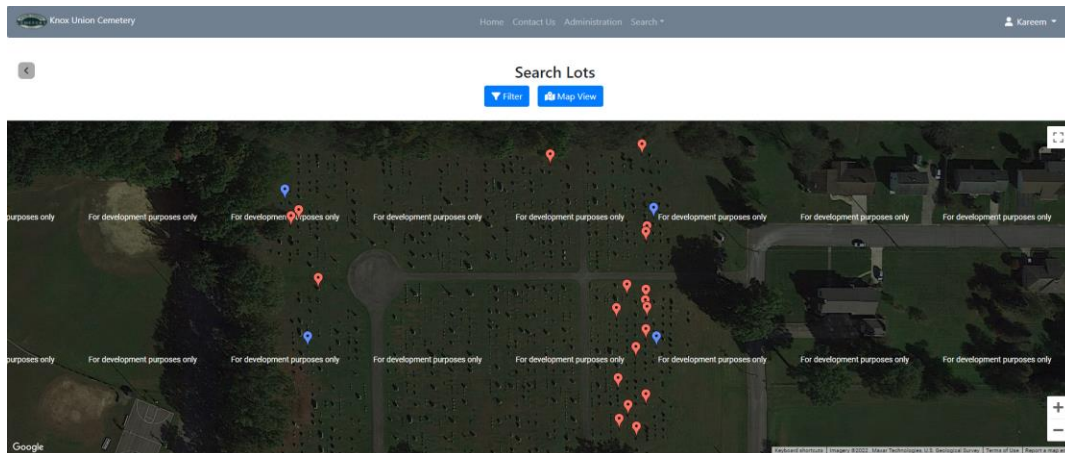
- Under the Search Lots filter, you can filter by Section Letter, Lot Number, For Sale (Y/N), Has Open Plots (Y/N), Owner, and Buried Individual(s).

The screenshot shows the 'Filter Lots' modal window, which contains the following fields and controls:

- Section Letter:** A dropdown menu currently showing 'Nothing selected'.
- Lot Number:** A text input field.
- For Sale:** A toggle switch currently set to 'Off'.
- Has Open Plots:** A toggle switch currently set to 'Off'.
- Owner:** A dropdown menu currently showing 'Nothing selected'.
- Buried Individual(s):** A dropdown menu currently showing 'Nothing selected'.
- Buttons:** 'Clear' and 'Filter' buttons located at the bottom right of the modal.

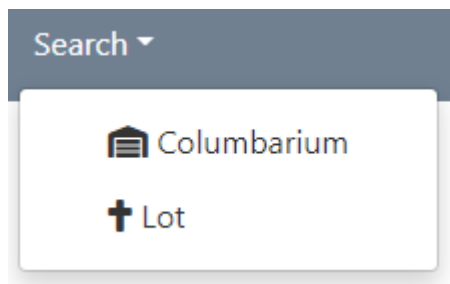
- To apply the filter and search for the lot click the blue Filter button, located in the bottom right corner of the Filter Lots card.

- 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.

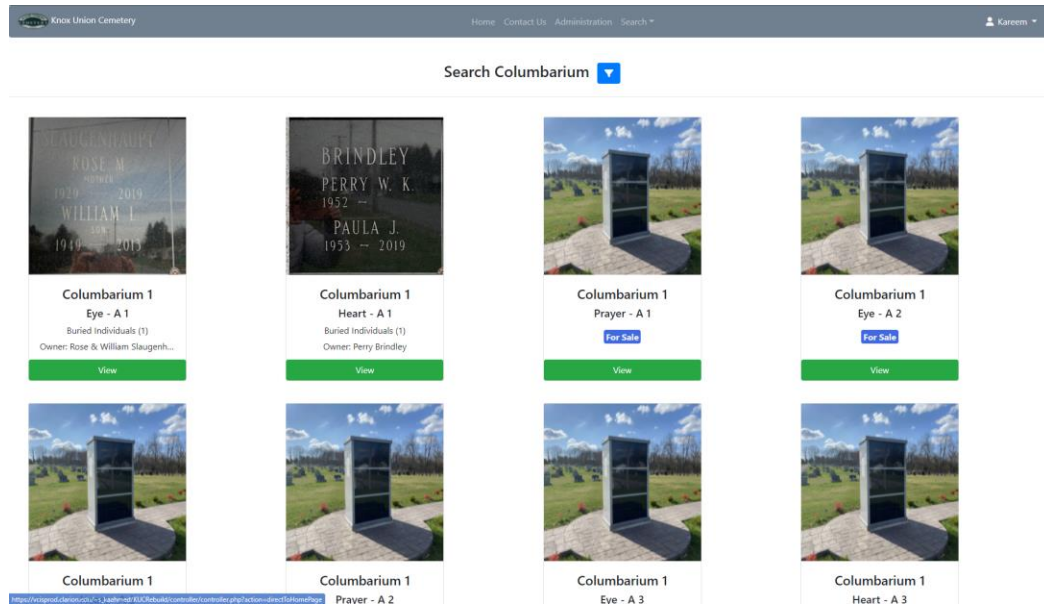


Search For Columbarium Page:

- 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

☐

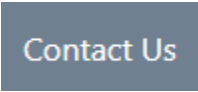
Clear

Filter

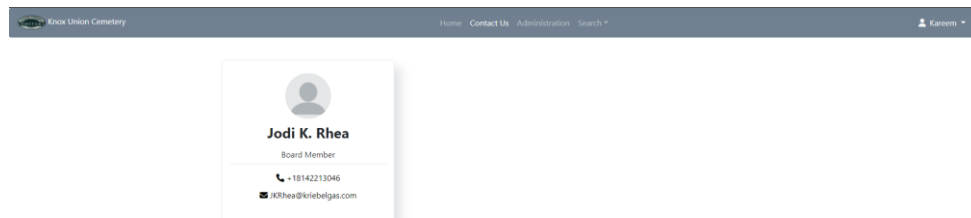
- To apply the filter and search for the Columbarium click the blue Filter button located in the bottom right corner of the Filter Columbarium card.
- To clear the filter and start over click the gray Clear button, located in the bottom right corner of the Filter Columbarium card, next to the Filter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

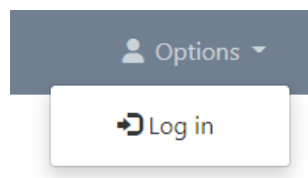


- This page also has a navigation bar that will take you to other pages on the website.
- On this page you can find contact information for people who work at the association.
- Name
- Position
- Phone Number
- Email



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.

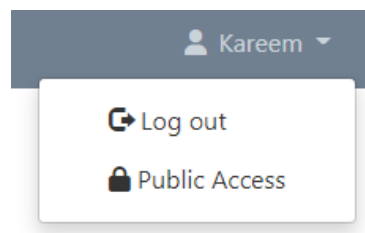


- This will take you to the Login page that has Username and Password input.

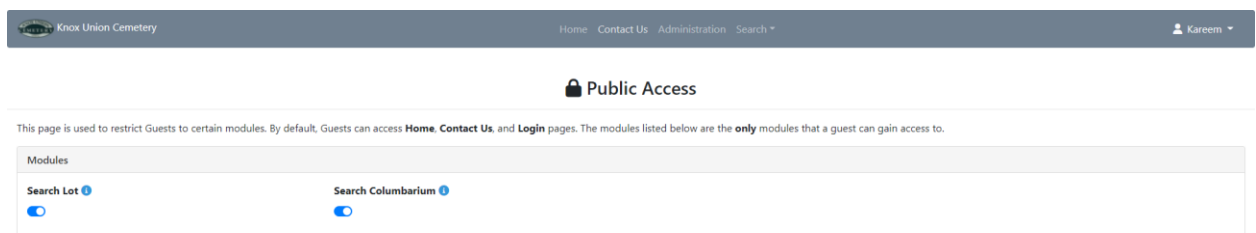
- Enter the Username and Password to be logged in as an administrator.
- An admin has special permissions to the entire website, compared to the normal user which only has permissions to use the Home, Contact Us, and Login page.
- The green Login button will take you to the next page as an administrator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

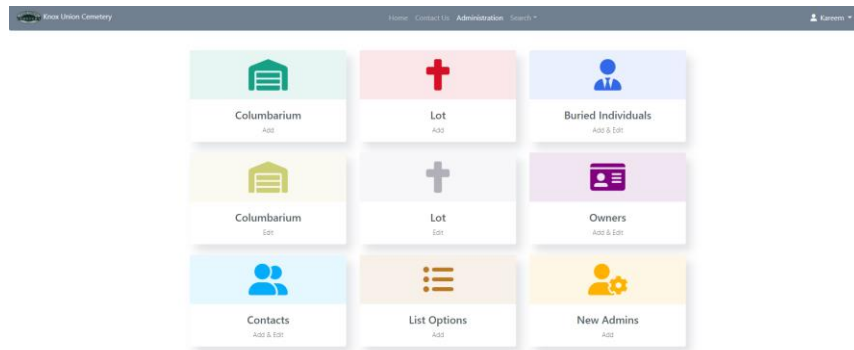
Administration Controls Page:

- 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
------------------------------------	---

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

▼ Attachments

All Attached Documents - Including Deed

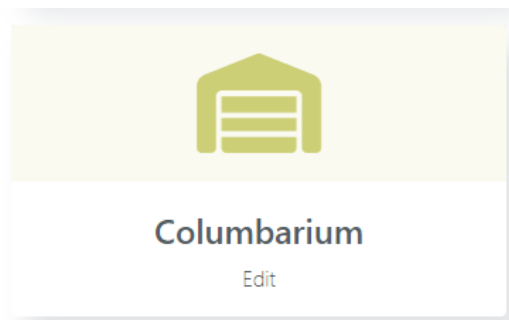
Choose Files No file chosen

- 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.

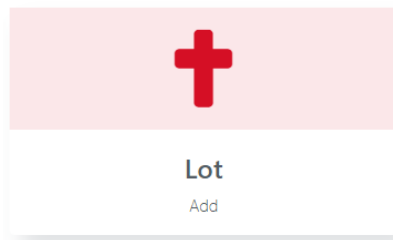


- Once the Columbarium you want to edit is selected, click the red trash can button to delete the Columbarium's information.



Add Lot Page:

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

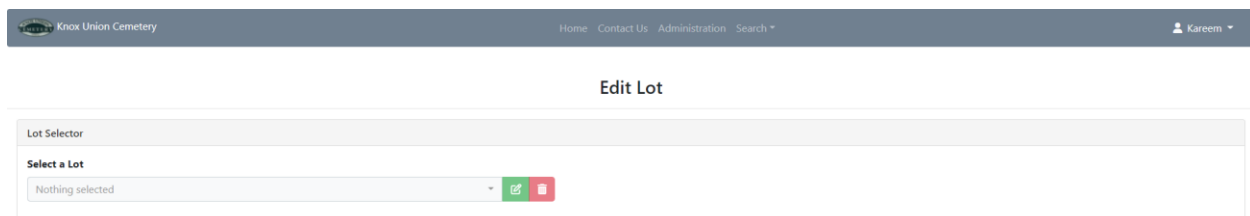
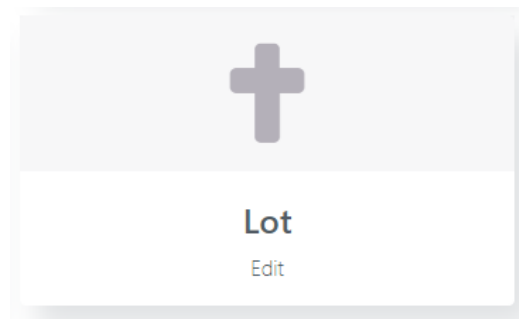


- Click on the map to add a marker and click the red Delete Marker button to delete a marker.
- After you are done adding the lot information you can submit and add the lot to the database by clicking the green Submit button or start over by clicking the cancel button located next to the submit button.



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.

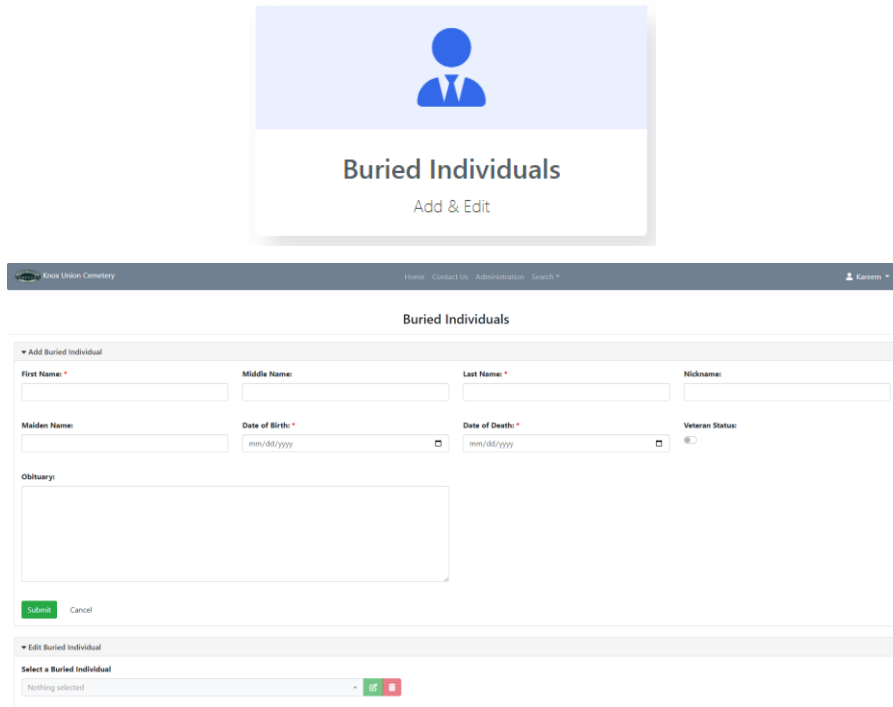


- Once the Lot you want to edit is selected, click the red trash can button to delete the Lot's information.



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.



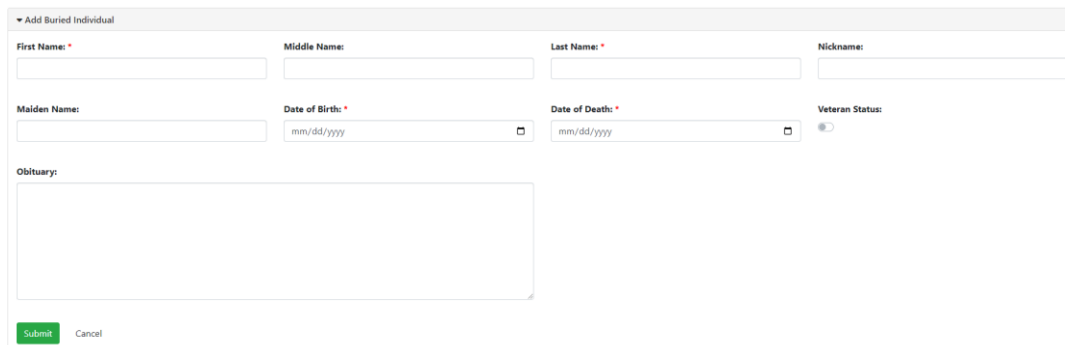
The screenshot shows the 'Buried Individuals' page with a header bar containing 'Knox Union Cemetery', navigation links (Home, Contact Us, Administration, Search), and a user profile 'Karnen'. Below the header, the 'Buried Individuals' section is active, displaying two forms: 'Add Buried Individual' and 'Edit Buried Individual'.

The 'Add Buried Individual' form includes the following fields:

- First Name *
- Middle Name
- Last Name *
- Nickname
- Maiden Name
- Date of Birth * (format: mm/dd/yyyy)
- Date of Death * (format: mm/dd/yyyy)
- Veteran Status (radio buttons for Yes/No)
- Obituary (text area)


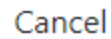
At the bottom of the form are 'Submit' and 'Cancel' buttons. Below this is the 'Edit Buried Individual' section, which shows a dropdown menu for 'Select a Buried Individual' with the text 'Nothing selected' and a red 'X' icon.

- 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 close-up view of the 'Add Buried Individual' form. It shows the input fields for First Name, Middle Name, Last Name, and Nickname. Below these are the Maiden Name, Date of Birth, Date of Death, and Veteran Status fields. The Date of Birth and Date of Death fields include a calendar icon for date selection. The Obituary field is a large text area. At the bottom, the 'Submit' and 'Cancel' buttons are visible.

- 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.

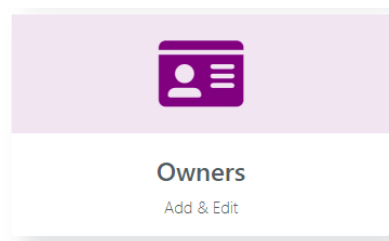


- Once the buried individual you want to edit is selected, click the red trash can button to delete the buried individual's information.



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:

Submit

Cancel

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:

Submit

Cancel

- 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.



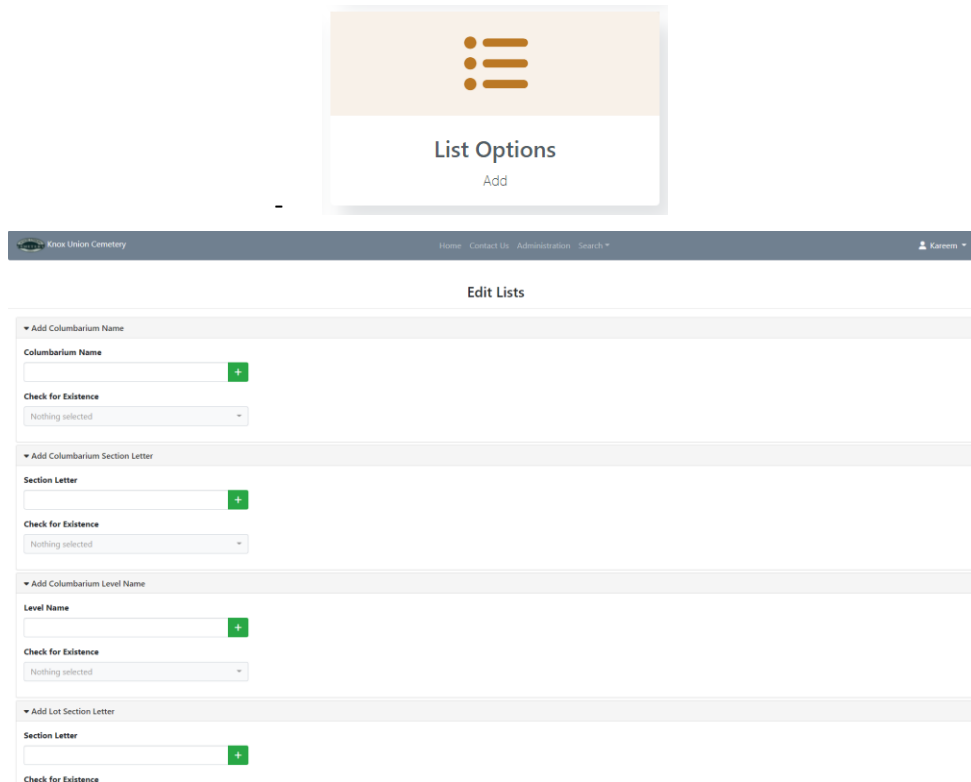
- Once the owner you want to edit is selected, click the red trash can button to delete the owner's information.



- 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:

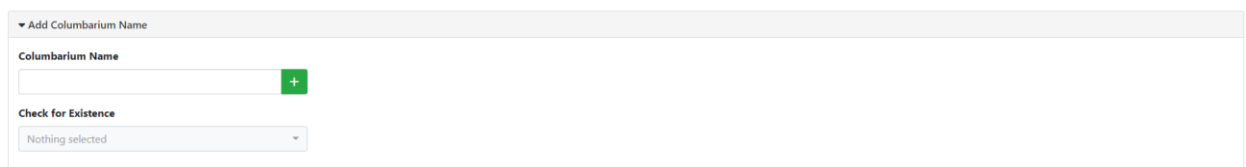
- To navigate to this page, go to the Administration Controls page and click on the Add List Options button.



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 next to it. Below it 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.

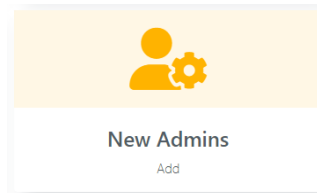
- To add the lot sections letter, click the green + button.



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

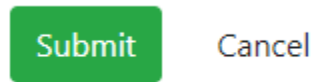
Add New Admin Page:

- 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:


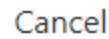
- To navigate to this page, go to the Administration Controls page and click on the Add & Edit Contacts button.

 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 showing 'Nothing selected' and two small icons (a green plus and a red minus) to the 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.

- 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.

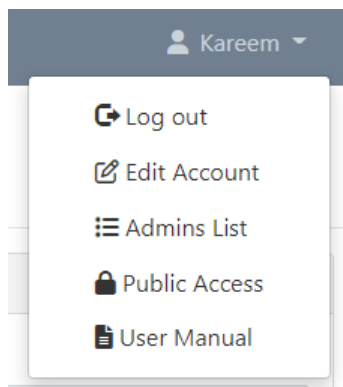


- Once the contact you want to edit is selected, click the red trash can button to delete the contact's information.



Edit Account Page:

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



Knox Union Cemetery Home Contact Us Administration Search * Kareem

Edit Account

▼ Account Information

First Name * Last Name * Email *

Kareem Fefel admin@kuc.com

Submit

▼ Update Password

Current Password * New Password * ⓘ

.....

Submit

▼ Deactivate Account

Password * Confirm Password *

☐ By checking this box I agree that my account will be deleted and I will not be able to log in or use any information I had access to. *

Deactivate

- The Edit Account page will allow you to Edit Account Information, Update your Password, or Deactivate an account.

Admins List Page:

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

Kareem

- Log out
- Edit Account
- Admins List
- Public Access
- User Manual

Knox Union Cemetery Home Contact Us Administration Search * Kareem

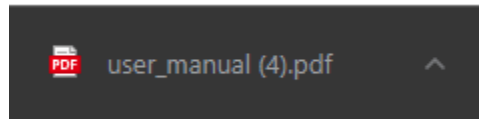
Admins

First Name	Last Name	Email
Kareem	Fefel	admin@kuc.com

- The Admins List page will provide you with a list of all active administrators.

User Manual:

- To access the User Manual, click on the Options dropdown button located on the far right of the navigation bar and click User Manual from the dropdown.
- After clicking User Manual from the dropdown, a PDF document of the User Manual will automatically download on your computer.
- Click the PDF in the bottom left corner to view the User Manual.

**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.

**Example Scenarios for Adding Lots and Columbariums:**

Scenario 1: Bill Gates has died, and Melinda Gates wants to buy a lot with only 3 plots (1, 2, 3) to bury him and any other family member who dies.

Step 1: Add Bill Gates as a Buried Individual.

- Navigate to the 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.

- Input Bill Gates information into the website as shown below.

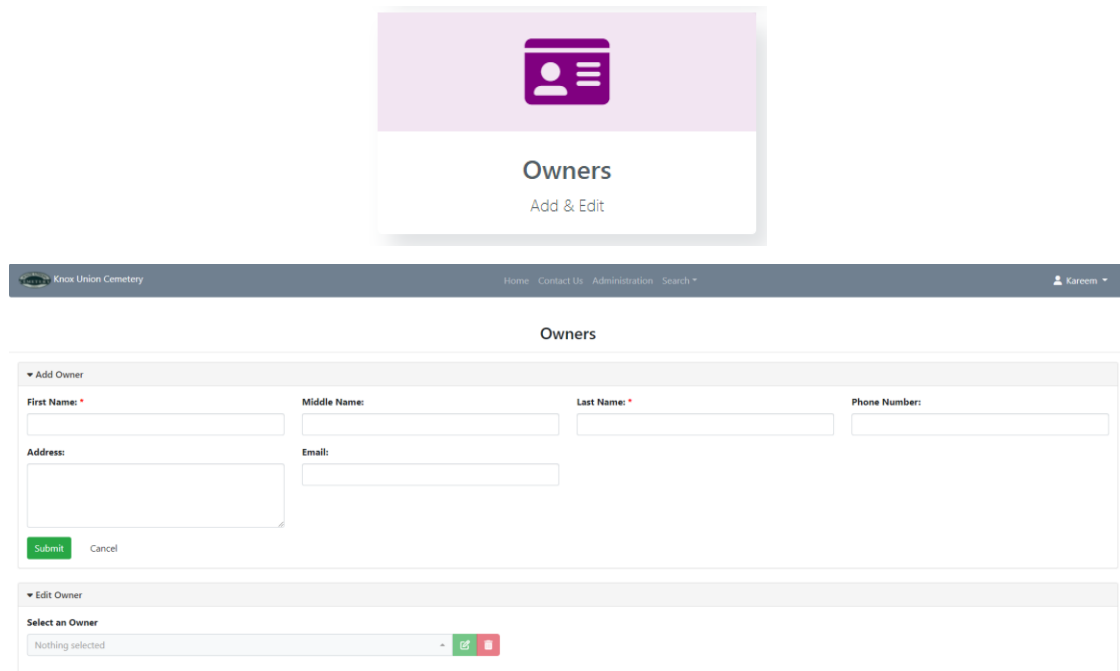
- Click Submit and ensure that the Buried Individual was successfully added.

Buried Individual was
Successfully Added!



Step 2: Add Melinda Gates as an Owner.

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



Owners
Add & Edit

Knox Union Cemetery Home Contact Us Administration Search

Kareem

Owners

Add Owner

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

Address: Email:

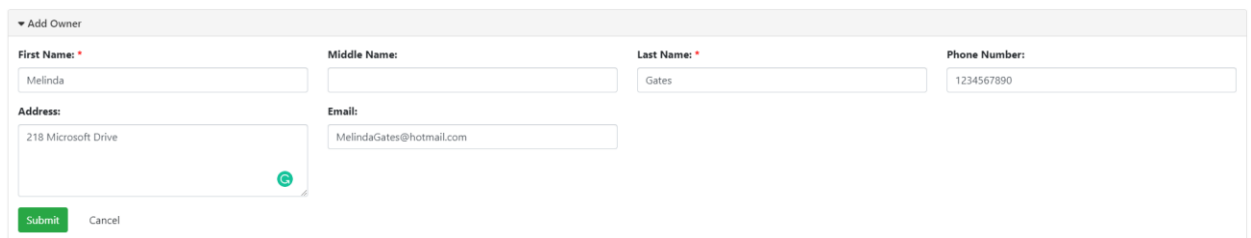
Submit Cancel

Edit Owner

Select an Owner

Nothing selected

- Input Melinda Gates Information into the Website as shown below.



Add Owner

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

Melinda Gates 1234567890

Address: Email:

218 Microsoft Drive MelindaGates@hotmail.com

Submit Cancel

- Click Submit and ensure that the Owner was successfully added.

Owner was Successfully Added! X

Step 3: Add a new Lot.

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

Add Lot

Lot Information

Section Letter *

Lot Number *

Plot Number(s) *

Price

Notes:

Main Image No file chosen

For Sale ☐

Has Open Plots ☐

Purchase Date

Associations

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

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

Attachments

All Attached Documents - Including Deed No file chosen

Map

- Add the Lot Information as shown below.

Lot Information

Section Letter *

Lot Number *

Plot Number(s) *

Price

Notes:

Main Image No file chosen

For Sale ☐

Has Open Plots ☐

Purchase Date

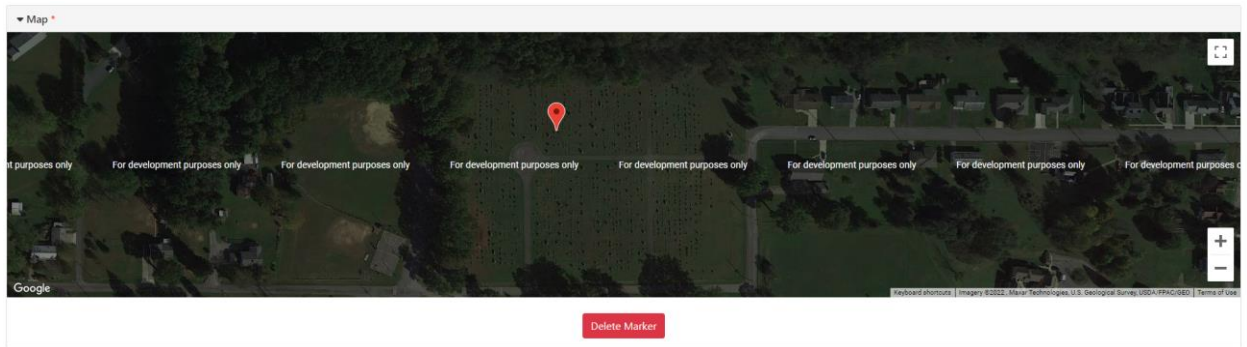
- Add the associated Owner and Buried Individuals as shown below.

Associations

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

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

- Add a marker on the map to pinpoint the location of the lot as shown below.



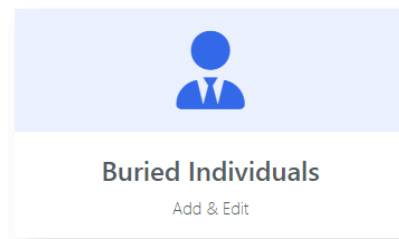
- Click Submit and ensure that the lot was successfully added.

Lot was Successfully Added! ×

Scenario 2: Kevin Gates has died, and Melinda Gates wants to bury Kevin next to Bill in the same lot.

Step 1: Add Kevin Gates as a Buried Individual.

- Navigate to the 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.



Knox Union Cemetery Home Contact Us Administration Search * Kanem

Buried Individuals

▼ Add Buried Individual

First Name *	Middle Name:	Last Name *	Nickname:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maiden Name:	Date of Birth: *	Date of Death: *	Veteran Status:
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/>	<input type="text" value="mm/dd/yyyy"/> <input type="checkbox"/>	<input type="checkbox"/>
Obituary:			
<input type="text"/>			
<input type="submit" value="Submit"/> <input type="button" value="Cancel"/>			

▼ Edit Buried Individual

Select a Buried Individual

Nothing selected

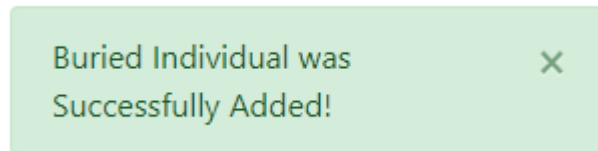
- Input Kevin Gates Information into the site as shown below.

▼ Add Buried Individual

First Name: *	Middle Name:	Last Name: *	Nickname:
<input type="text" value="Kevin"/>	<input type="text"/>	<input type="text" value="Gates"/>	<input type="text"/>
Maiden Name:	Date of Birth: *	Date of Death: *	Veteran Status:
<input type="text"/>	<input type="text" value="06/24/1999"/>	<input type="text" value="04/26/2022"/>	<input type="checkbox"/>

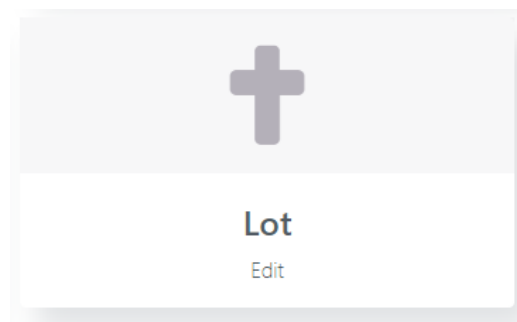
Obituary:

- Click Submit and ensure that the buried individual was successfully added.



Step 2: Edit the previously added lot and add Kevin Gates as an associated buried Individual.

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



Knox Union Cemetery Home Contact Us Administration Search * Kareem ▾

Edit Lot

Lot Selector



Select a Lot

Nothing selected

- Find Lot A 25 from the Lot Selector dropdown and click the green Edit button.

Lot Selector

Select a Lot

A 25 | Plots: 1, 2, 3  

- Select the Buried Individual dropdown and select Kevin Gates as an associated buried individual as shown below.


Buried Individuals

Add Buried Individual(s)

Buried Individual(s)

Nothing selected

Kevin Gates

• Bill Gates 

- Click the green Edit button at the bottom of the page and ensure that the lot was successfully edited.

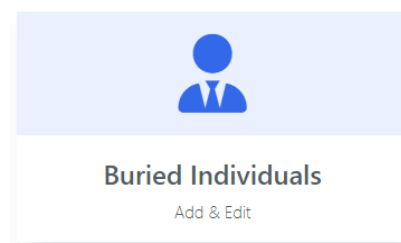
Lot was Successfully Edited!



Scenario 3: Jeff Bezos wants to buy plots (4, 5) in the same Lot where Melinda Gates bought plots (1, 2, 3) to Bury Mary Bezos.

Step 1: Add Mary Bezos as a Buried Individual.

- Navigate to the 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.



Buried Individuals

▼ Add Buried Individual

First Name: * Middle Name: Last Name: * Nickname:

Maiden Name: Date of Birth: * Date of Death: * Veteran Status: ☐

Obituary:

▼ Edit Buried Individual

Select a Buried Individual

Nothing selected

- Add Mary Bezos' information into the site as shown below.

▼ Add Buried Individual

First Name: * Middle Name: Last Name: * Nickname:

Maiden Name: Date of Birth: * Date of Death: * Veteran Status: ☐

Obituary:

- Click the green Submit button and ensure that the buried individual was successfully added.

Buried Individual was
Successfully Added!

Step 2: Add Jeff Bezos as an Owner.

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

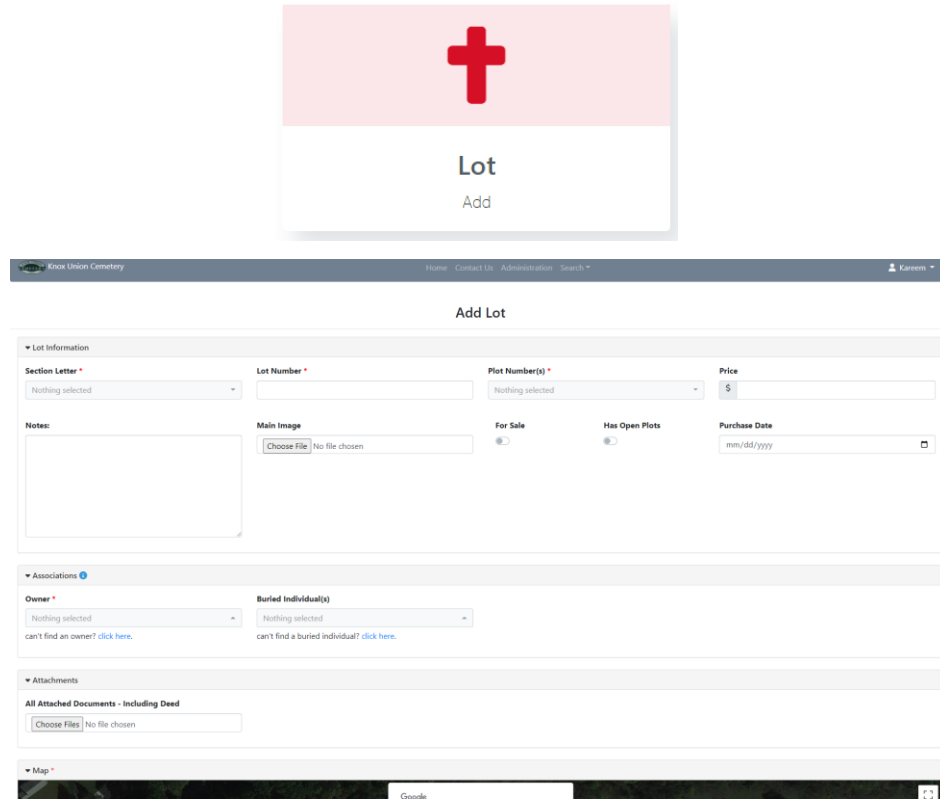
- Input Jeff Bezos' Information into the Website as shown below.

- Click the green Submit button and ensure that the Owner was successfully added.

Owner was Successfully Added! ×

Step 3: Add a new Lot.

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



Add Lot

Lot Information

Section Letter *

Lot Number *

Plot Number(s) *

Price

Notes:

Main Image

For Sale ☐

Has Open Plots ☐

Purchase Date

Associations

Owner *

Buried Individual(s)

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

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

Attachments

All Attached Documents - including Deed

Map

Google

- Add the Lot Information as shown below.

Lot Information

Section Letter *

Lot Number *

Plot Number(s) *

Price

Notes:

Main Image

For Sale ☐

Has Open Plots ☐

Purchase Date

- Add the Associated Owner and Buried Individual as shown below.

Associations

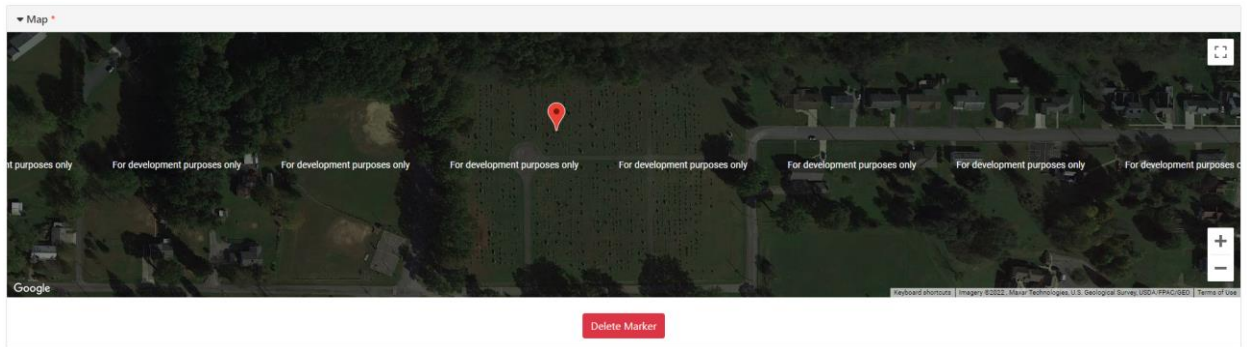
Owner *

Buried Individual(s)

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

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

- Add a marker on the map to pinpoint the location of the lot as shown below.



- Click Submit and ensure that the lot was successfully added.

Lot was Successfully Added! ×

- Example Error: Adding a Plot number that already exists in the same lot.

Plot Number(s) *

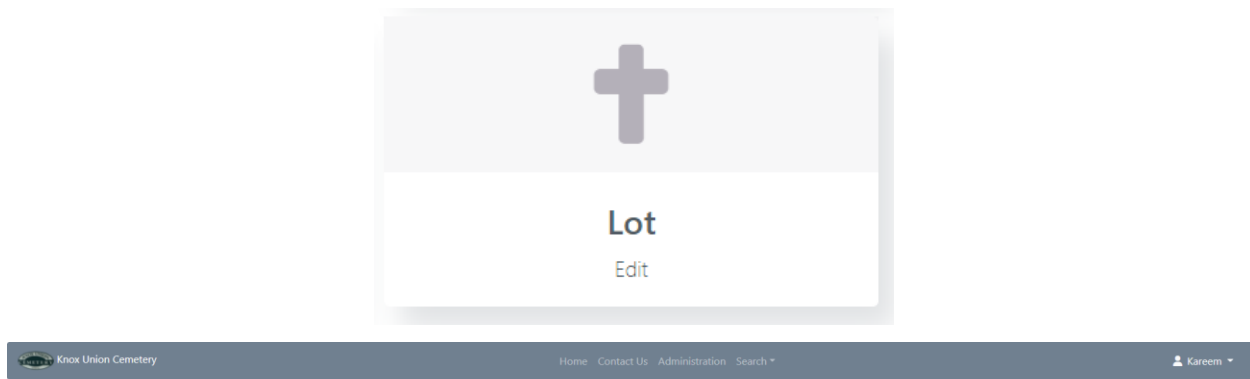
3, 4, 5

Plot Number(s): 3 are already ×
under the same lot. Plot
Numbers must be different if
the same Lot is added again.

Scenario 4: Melinda Gates wants to sell the lot back to the cemetery and place Bill Gates and Kevin Gates In a Columbarium.

Step 1: Edit the previously bought lot and make it for sale.

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



Edit Lot

Lot Selector

Select a Lot

Nothing selected

- Find Lot A 25 Plots 1, 2, 3 from the Lot Selector dropdown and click the green Edit button.

Lot Selector

Select a Lot

A 25 | Plots: 1, 2, 3

- Edit the lot and switch the lot to be for sale as shown below.

Lot Information

Plot Number(s) 1, 2, 3

Main Image Choose File No file chosen

Price \$ 1000.00

Owner Nothing selected
can't find an owner? [click here.](#)

Notes:

For Sale ☒

Has Open Plots ☐

Purchase Date mm/dd/yyyy

- The associated Owner and Buried Individuals will automatically unlink form the lot as shown below.

Buried Individuals

Add Buried Individual(s)

Buried Individual(s) Nothing selected
can't find a buried individual? [click here.](#)

Un-link Buried Individual(s) ▲

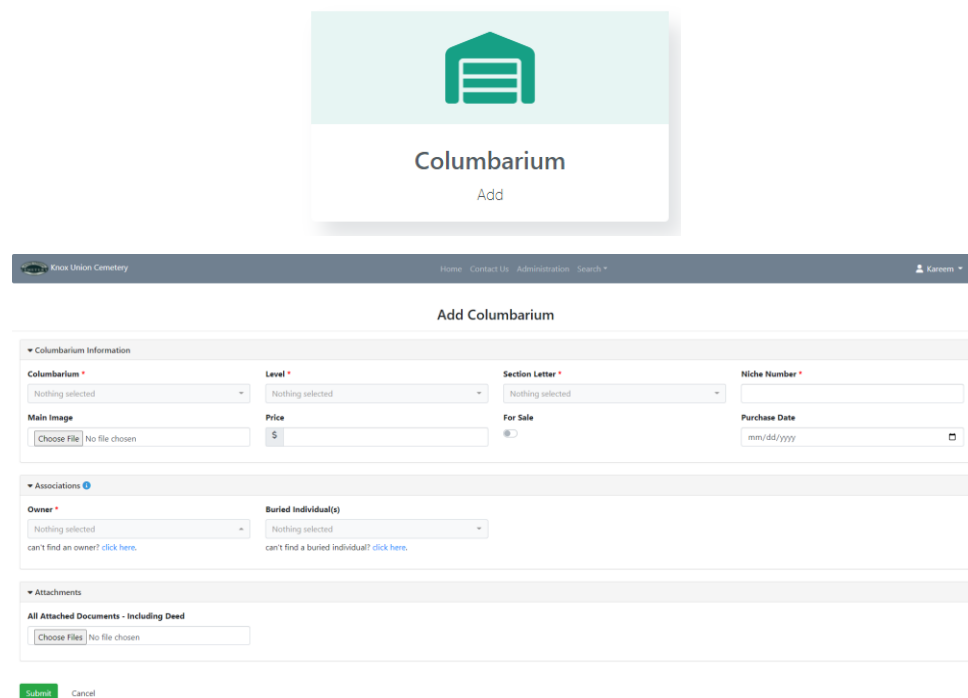
No Buried Individuals associated.

- Ensure that the lot was successfully put up for sale.

Columbarium is now For Sale! ×

Step 2: Add a Columbarium with Melinda Gates as the associated Owner and Bill and Kevin Gates as the associated Buried Individuals.

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



Add Columbarium

▼ Columbarium Information

Columbarium * Nothing selected **Level *** Nothing selected **Section Letter *** Nothing selected **Niche Number ***

Main Image Choose File No file chosen **Price** \$ **For Sale** ☐ **Purchase Date** mm/dd/yyyy

▼ Associations

Owner * Nothing selected **Buried Individual(s)** Nothing selected

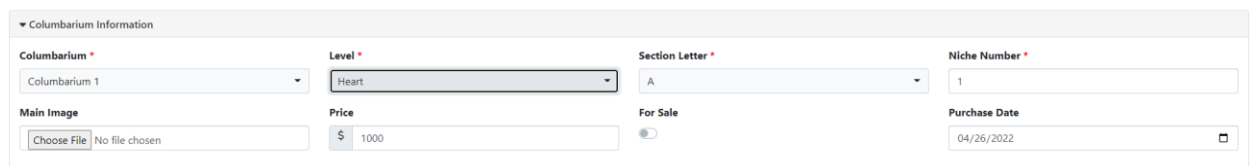
can't find an owner? [click here.](#) can't find a buried individual? [click here.](#)

▼ Attachments

All Attached Documents - Including Deed Choose File No file chosen

[Submit](#) [Cancel](#)

- Input the Columbarium Information as shown below.



▼ Columbarium Information

Columbarium * Columbarium 1 **Level *** Heart **Section Letter *** A **Niche Number *** 1

Main Image Choose File No file chosen **Price** \$ 1000 **For Sale** ☒ **Purchase Date** 04/26/2022

- Add Melinda Gates as the associated owner and Kevin and Bill Gates as the associated buried individuals as shown below.

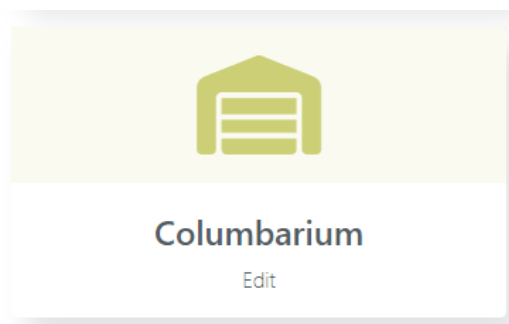
- Click the green Submit button and ensure that the Columbarium was successfully added.

Columbarium was
Successfully Added! ×

Scenario 5: Melinda Gates had a dream that Kevin and Bill Gates are not happy next to each other, so Melinda decided to buy another columbarium just to place Kevin in it.

Step 1: Edit the previously added columbarium and unlink Kevin Gates as an associated buried individual.



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



- Select Columbarium 1 – Heart – A 1 from the Columbarium Selector and click the green edit button as shown below.

Columbarium Selector

Select a Columbarium

Columbarium 1 - Heart - A 1  

- Columbarium 1 - Eye - B 22
- Columbarium 1 - Eye - A 1
- Columbarium 1 - Heart - A 1**
- Columbarium 2 - Eye - A 1

- Un-Link Kevin Gates as an Associated Buried Individual by clicking the red Trash Can button next to his name as shown below.

Before

Buried Individuals



Add Buried Individual(s)

Buried Individual(s)

Nothing selected

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

Un-link Buried Individual(s)

- Bill Gates 
- Kevin Gates 

After

Buried Individuals


Add Buried Individual(s)

Buried Individual(s)

Nothing selected

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

Un-link Buried Individual(s)

- Bill Gates 

- Ensure that the buried individual was successfully Un-Linked from the columbarium.

Buried Individual was
Successfully un-linked!



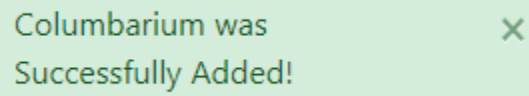
Step 2: Add a Columbarium with Melinda Gates as the associated Owner and Kevin Gates as the associated Buried Individual.

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

- Input the Columbarium Information as shown below.

- Add Melinda Gates as the associated owner and Kevin Gates as the associated buried individual as shown below.

- Click the green Submit button and ensure that the Columbarium was successfully added.

A green rectangular box with rounded corners containing the text "Columbarium was Successfully Added!" in a dark green font. A small "X" icon is located in the top right corner of the box.

Columbarium was
Successfully Added!

Default Admin Login Credentials:

- A default Admin is put in place that will never be deleted and will always exist.
- **Email:** admin@kuc.com
- **Password:** Admin3344