Cemetery Editable Map Instructions
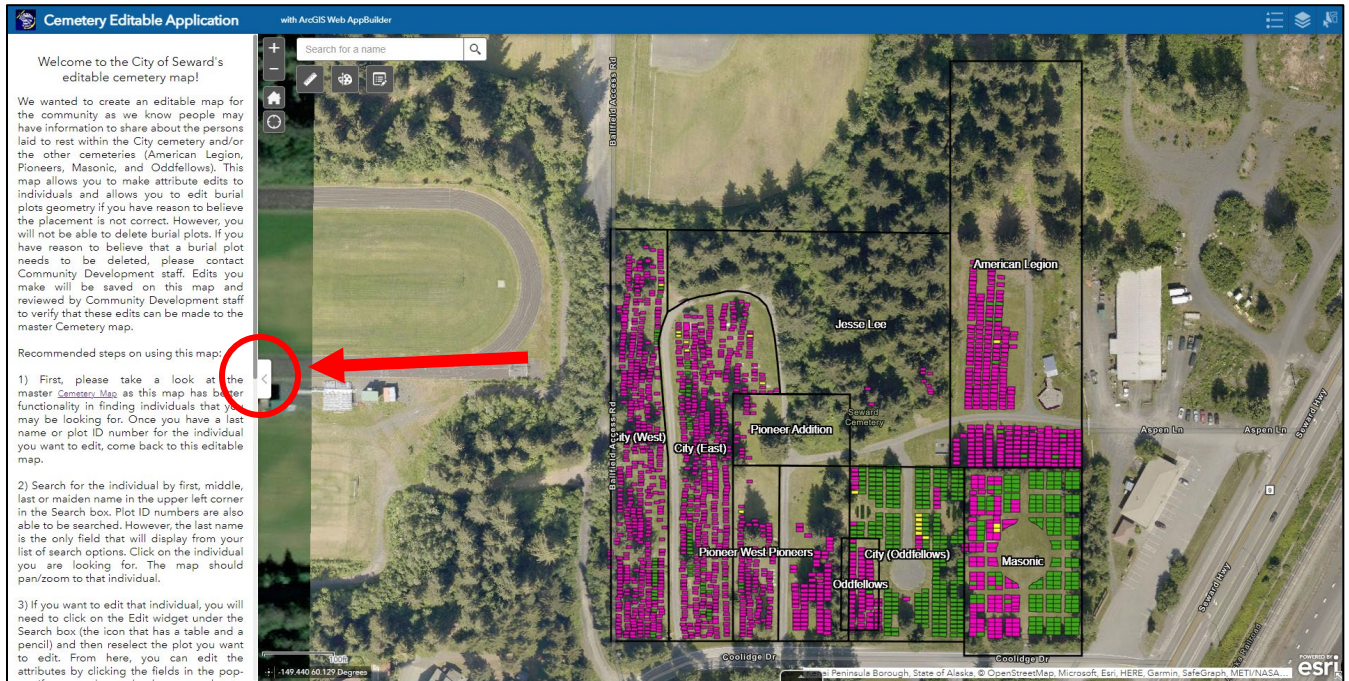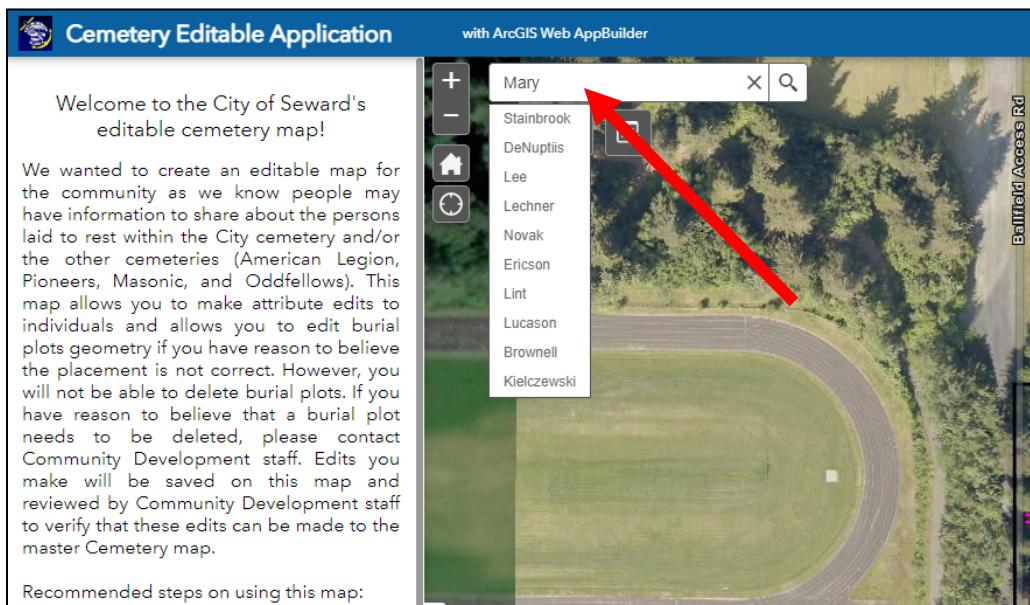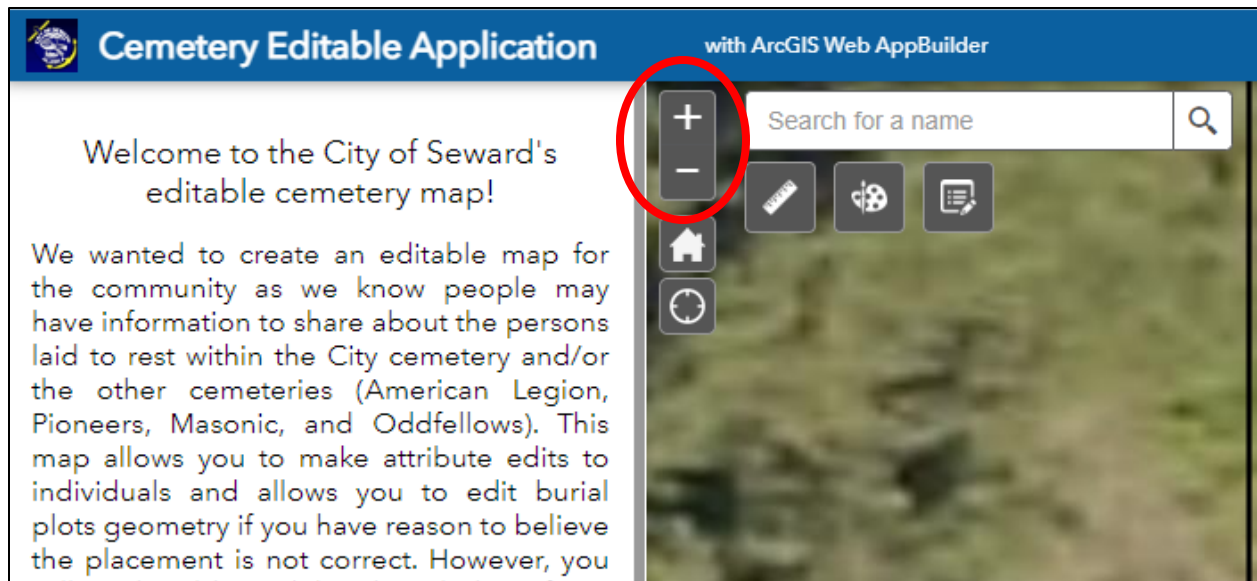
1) General instructions can be found in the left side pane. To hide them, click on the arrow located on the outside of the pane in the middle. If you want them back, click on the arrow again.
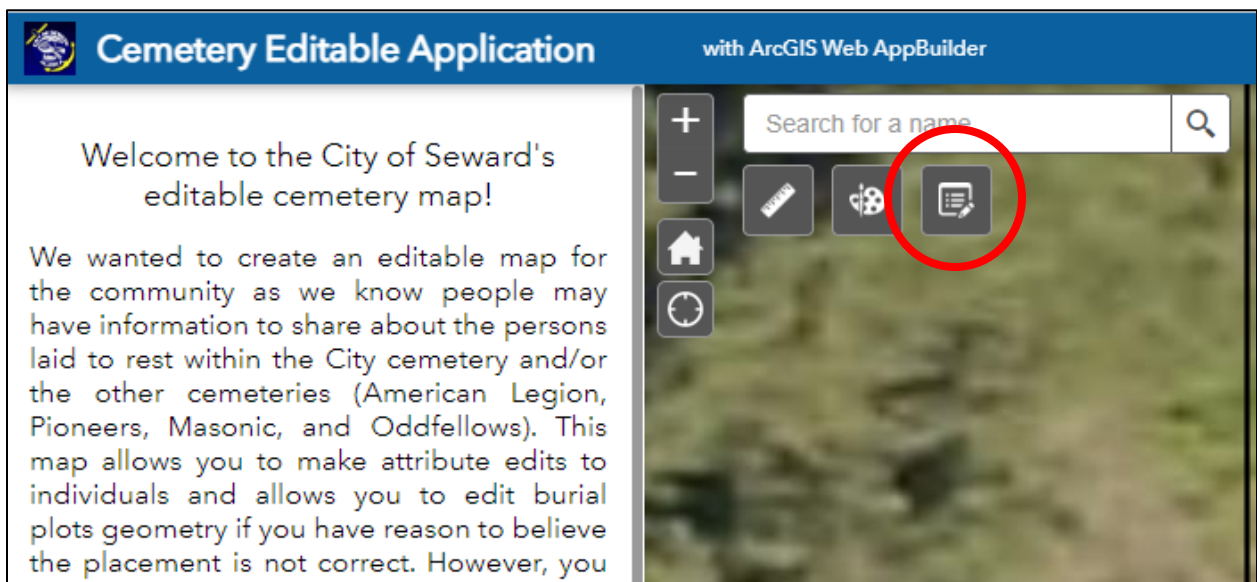

2) Search for a name or plot ID in the search box. The last name of the individual will pop up in the search box dropdown. Click on the individual you want to find. The map will zoom to the plot which will now be highlighted in turquoise and a pop-up will appear over the highlighted plot.
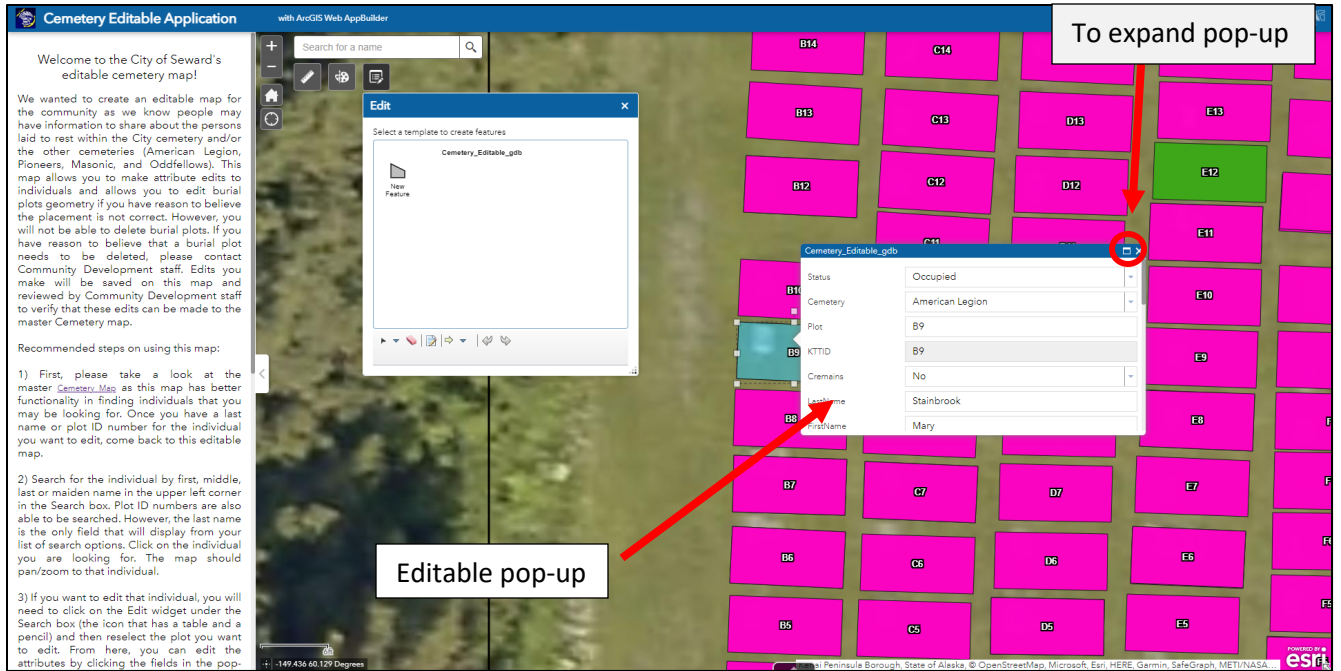
3) Use your scroll on your mouse to adjust the zoom or use the plus and minus signs next to the search box to zoom in or out.

4) To edit an individual, remember the placement/plot ID as you will need to click the edit button in the top left corner under the Search bar and reselect the plot to edit it.
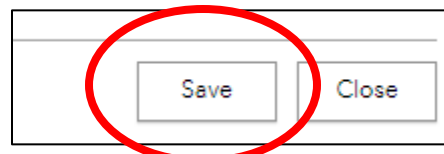

5) The pop-up for the plot should now be editable. If you need to make the pop-up larger, click the rectangle in the upper right-hand corner of the box. Start editing the fields you want to edit.
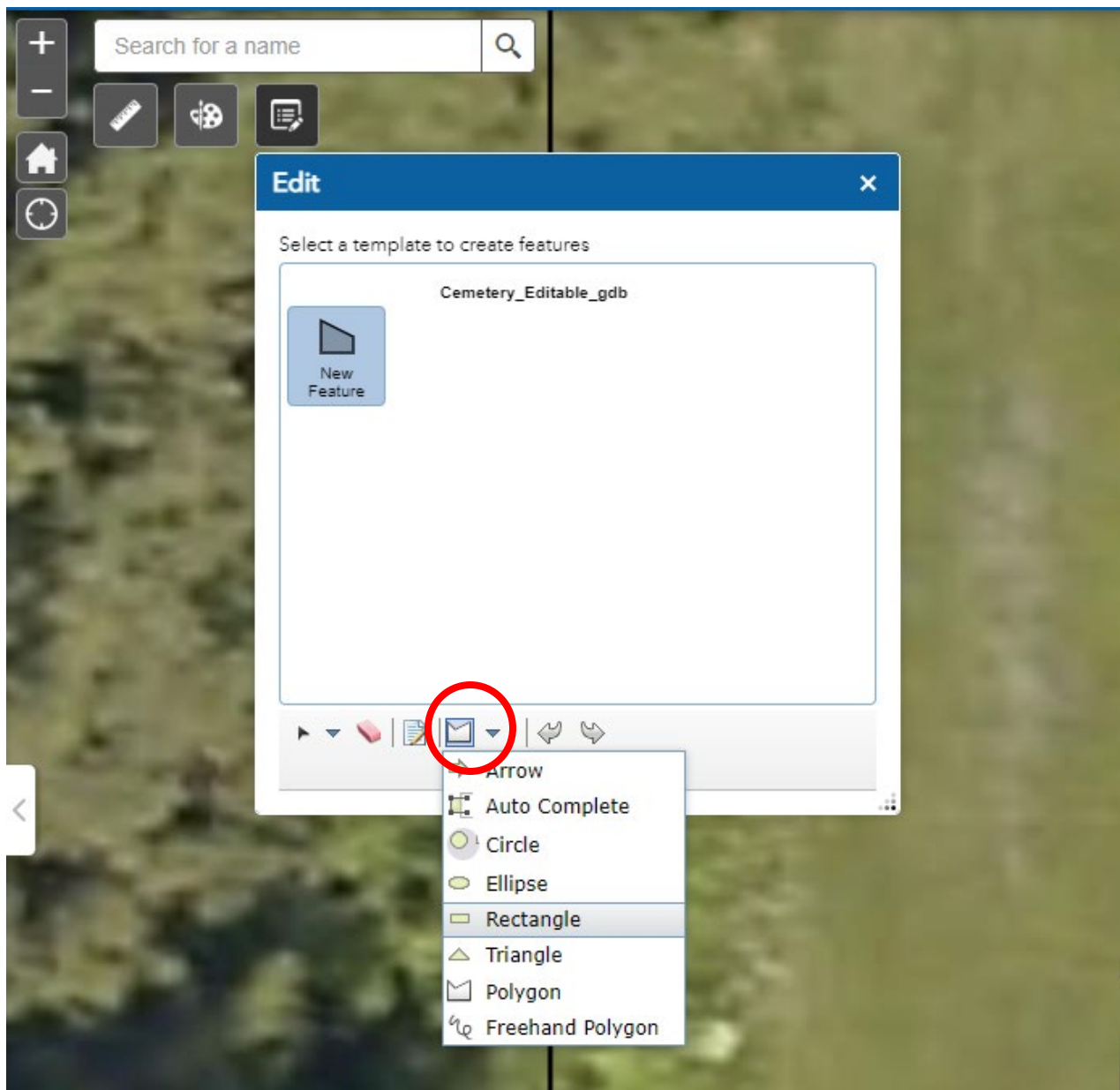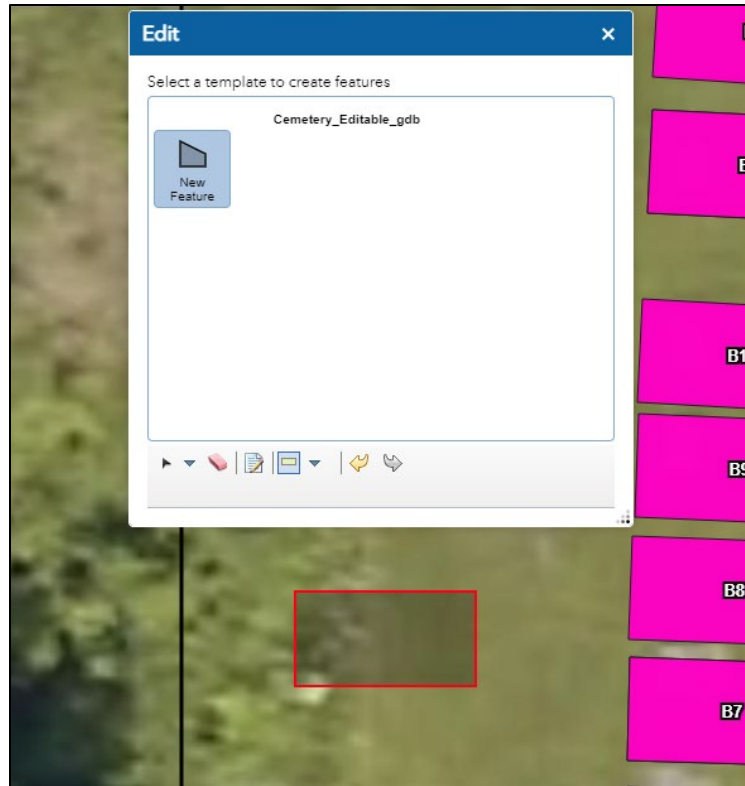
6) Add any attachments that you want to add.

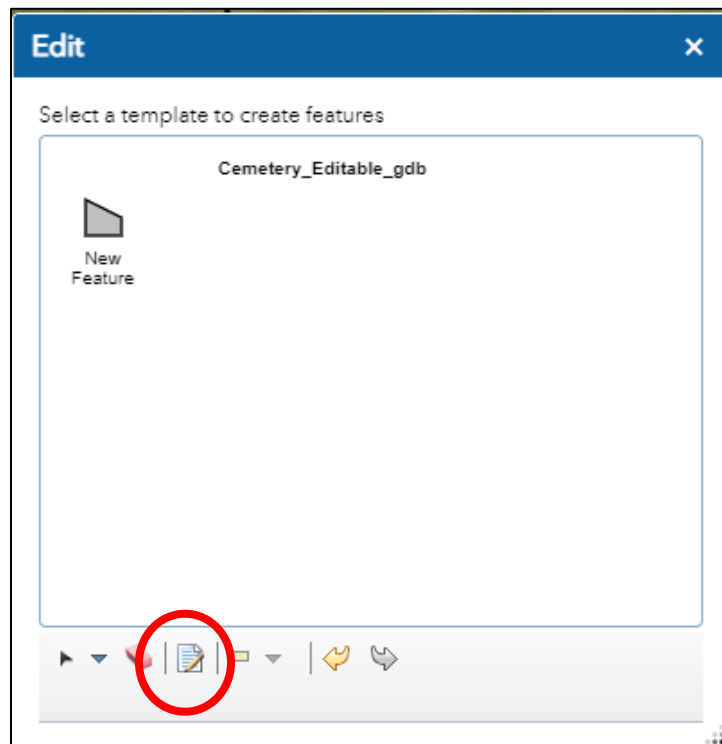7) Scroll down to the end of the pop-up and hit Save to save your edits.

8) To create a new burial plot, in the Edit dialog box, click New Feature. Make sure it is highlighted in blue. Click the shape drop down and choose 'Rectangle'.

9) Click on the map where you want to draw the shape. Click on the squares and hold with your mouse to drag it to where you want to reshape it. A new pop-up will show where you can add attributes and click Save to save your edits.
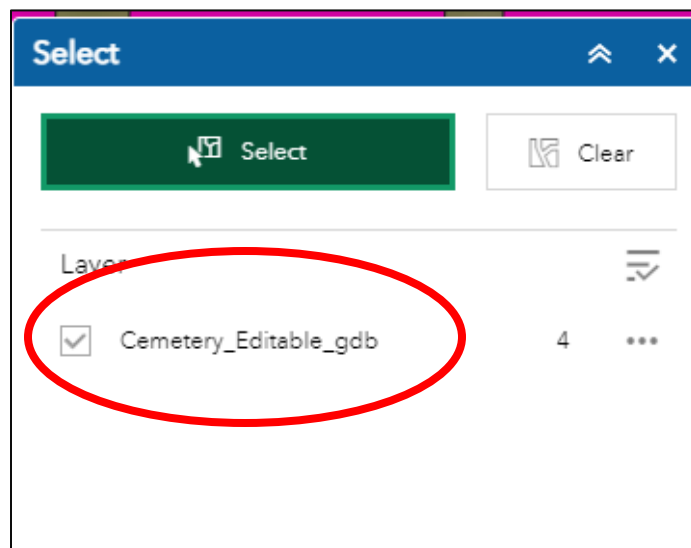
10) To get rid of the pop-up, click the X. To get it back, click on the Attributes button on the Edit dialog box. Make sure you hit Save to save your edits.
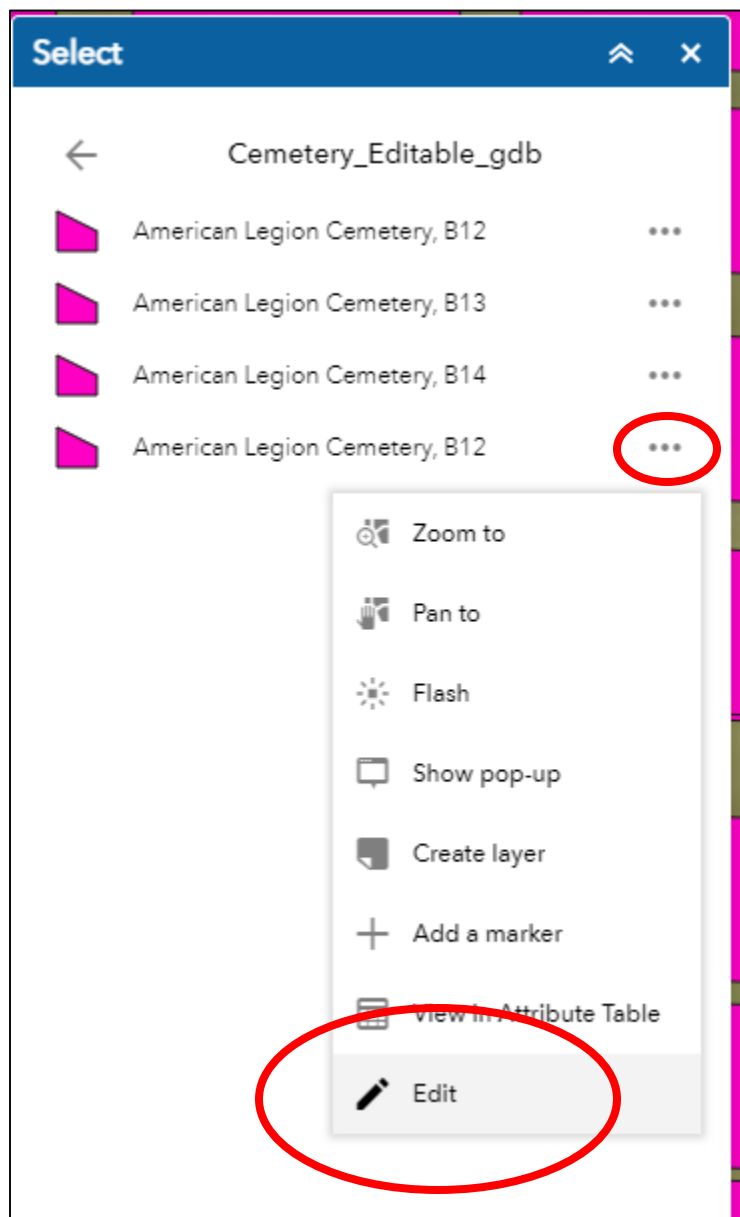
11) If you think one of the burial plots needs to be moved to a different location or needs to be deleted, please contact Community Development staff and we will help make those edits.
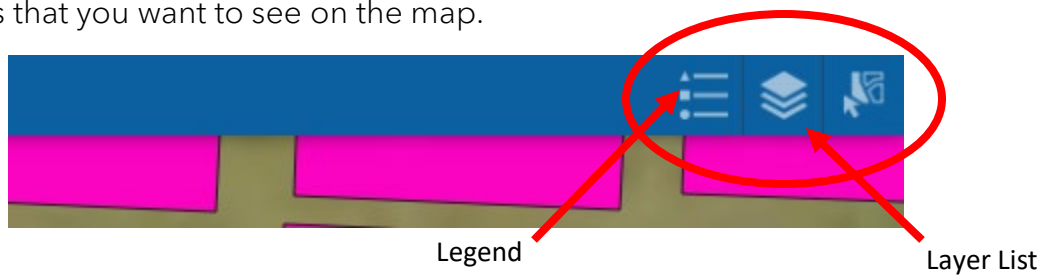
12) Another method to edit an individual is to use the select tool in the top right corner. Press down on your mouse to start selecting and let go once you are done. Click the layer to show those plots that are selected.
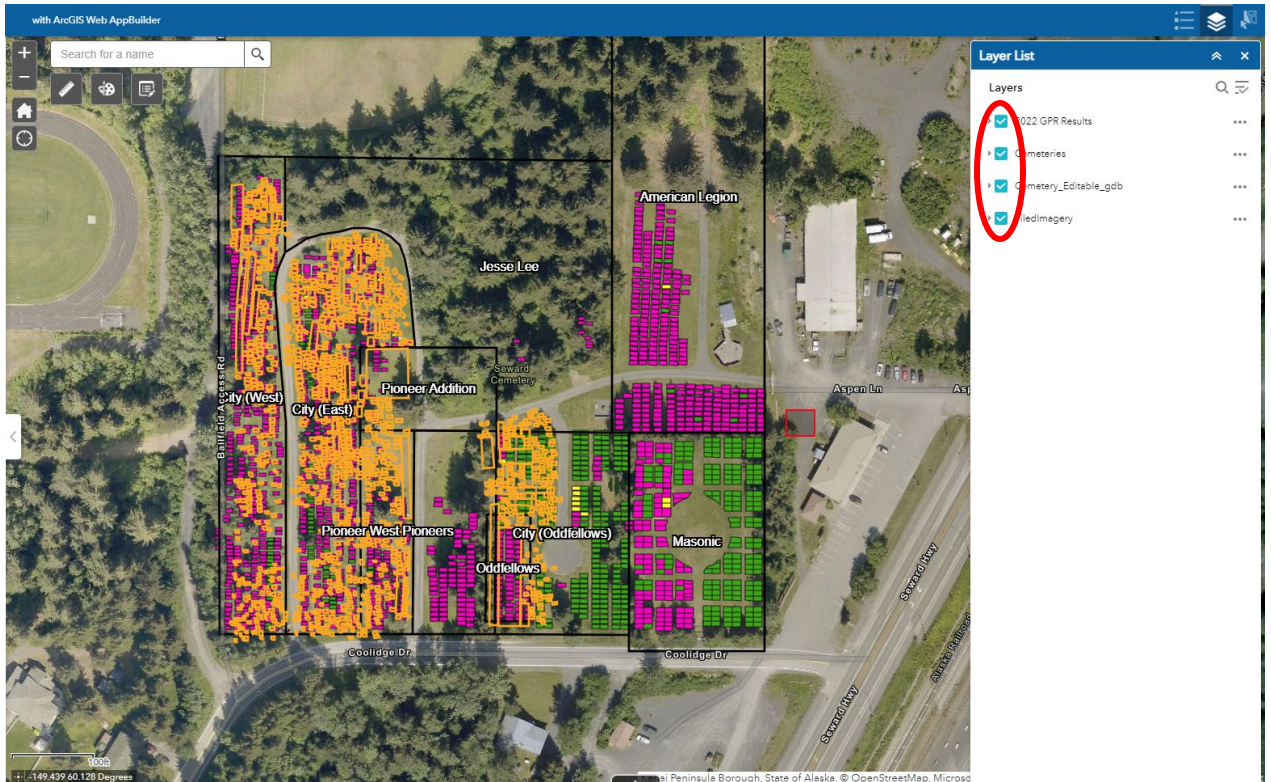
13) Click the dots to the right of the plot ID that you want to edit. Select Edit. The Edit dialog box opens and the editable pop-up shows.

14) Other options in the top right corner are the legend and the layer list. Check the layers that you want to see on the map.

Legend

Layer List

15) Edits are reviewed by Community Development staff and will be added to the master Cemetery Map. We thank you for sharing your information.