

Interred Information Shortcuts

In the interred information screen are help buttons. One button explains program buttons and the other explains several Access engine shortcut keys. These Access shortcut keys assist the user by making data entry easier. One of the most common omissions during entry is not using reoccurring entry containers.

With the exception of preset containers; Sex & Veteran, the other containers can be edited to contain reoccurring data entry.

Let us look at a screen from an active cemetery first and then see how they added to these reoccurring containers. The following page shows the Interred Information screen populated with information. Not all information is shown as most databases are a constant resource of adding information as it becomes available.

Interred Information [X]

Interred Listing Next of Kin G M ▶* ?

Search: [] Mausoleum Columbarium ?

Grave #: **652** Vault Section: []

Grave Size: [] Book / Page: [] Block: **2** Lot: **117** Grave: **10**

Last Name	Abney	DOB	11/9/1902	1902	Place of	R.R. Miami County	
First Name	Margaret Mary	DOD	5/20/1997	1997		Kansas City, Mo	
Religion	[]	DOI	5/23/1997	1997	Age	94	
Conflict	[]	Years	94	Months	6	Days	11
Origin	[]	Vet:	No	Hours	[]		
Relationship	[]	Notes	[]				
Spouse	Marlon Abney	Organization	Altar Society				
Burial	[]	Monument:	[]				
Type	[]	Cause of Death	[]				
Cremation	No	Country	[]				
Clergy	Fr. Joe Cramer	Services	Holy Trinity Catholic Church				
		Funeral Home	Wilson and Son Funeral Home				

This screen was modified to conform to the records from an active cemetery.

We will begin by looking at adding the word "Cancer" to the preconfigured list under Cause of Death. First begin by double-clicking on the cause of death container anywhere in the white area. This screen becomes present. Now notice the last entry is "Cancer". This user also included the wording "Not stated on certificate".

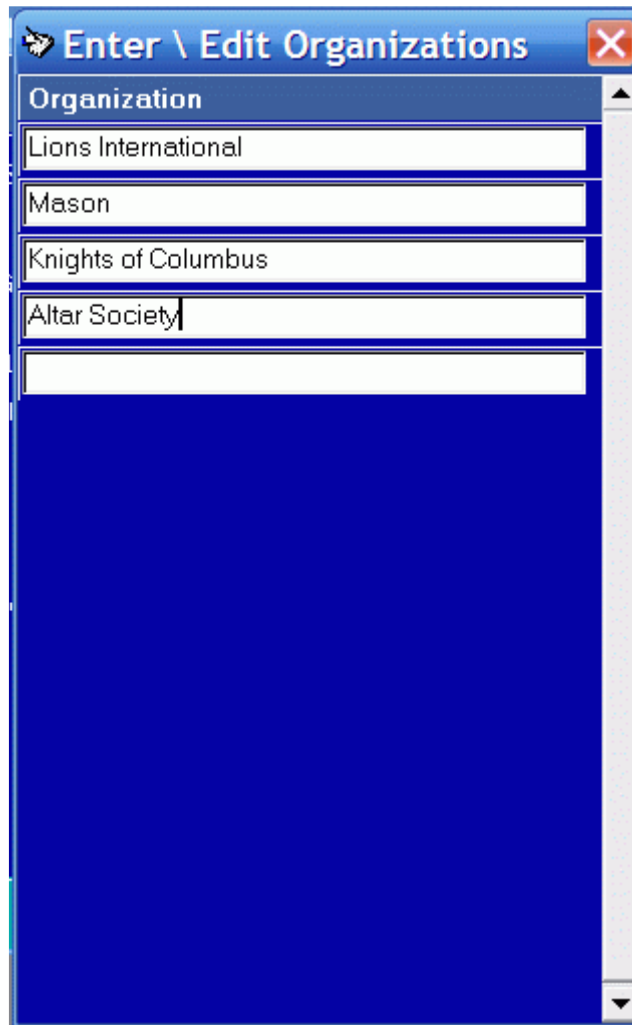
Enter \ Edit Causes of Death [X]

Cause of Death

- ▶ Cerebral Vascular Thrombosis
- Unknown
- Massive Septicemia Etiology Unknown
- Terminal Pneumonia-Thrombosis
- Bronchopneumonia
- Aorta Cardiac Decompensation
- Paro Cardiorespiratorio
- Not stated on certificate
- Cancer
- * []

To close any screen in the program press the red square with a white "X" in it.

Again double click on Organization and enter any information from the death certificate in this area also.



After filling out one of these lists, close the entry screen and then press F9 on the Interred Information screen to refresh all of the screens containers. Now as you enter information as you begin entering data that is recorded all you have to do then is to tab off of the container and that information is retained. If you are at Organizations the deceased had belonged to you might begin to enter "Kni" and the screen would pop up with "Knights of Columbus", if this information is correct, press tab and that information is automatically filled into the record.