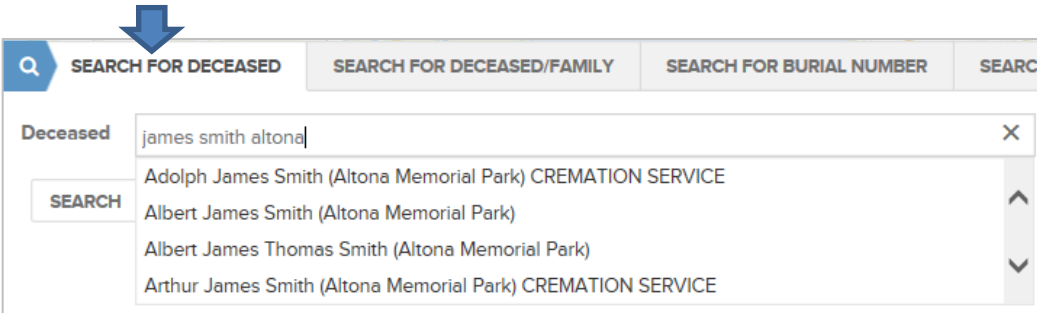


Welcome to the Greater Metropolitan Cemeteries Trust (GMCT) GIS Mapping System, (accessible at [www.gmct.com.au](http://www.gmct.com.au)). This User Guide gives an overview of how to search for a deceased in the GIS Mapping System and explains some of its additional functionality.

## *How do I search for a deceased?*

There are two ways to search for a deceased by name:

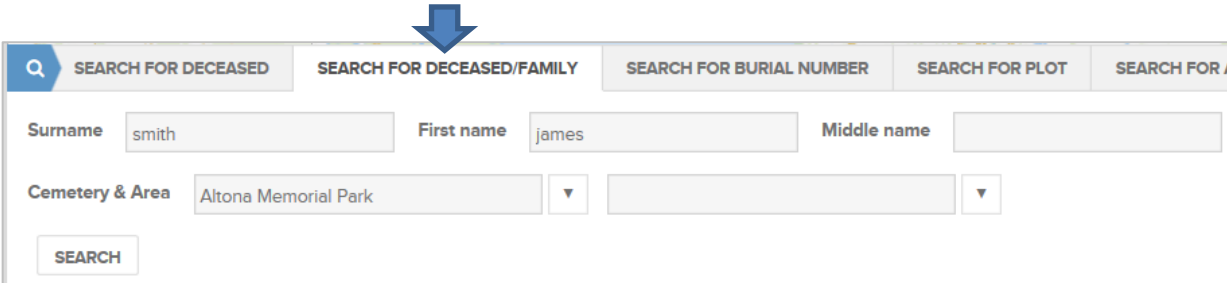
### 1. Search for Deceased








- Click on **SEARCH FOR DECEASED** tab.
- Start typing the name into the search box. Use middle name (if known), also include cemetery (if known).
- As you type, records that match your search will be displayed below in a list. Click on the name you want to view. Then click on the Search button.
- The location of the deceased person will be found in the map, and the details for the person will be shown in the panel to the right of the map.

OR

### 2. Search for Deceased/Family




- Click on the **SEARCH FOR DECEASED/FAMILY** tab.
- Enter a surname, first name (if known) and middle names (if known) in the search boxes.
- Select a cemetery from the Cemetery drop down (and optionally also select an area from the Area drop-down).
- Click the Search button to begin the search.


- The map will show all locations with a deceased person of that name. The first result will be indicated with a RED  marker and the other results with a smaller PINK markers. 
- The details for the first result will be shown in the information panel to the right of the map, and just above these details will be the number of locations found.
- You can **scroll through the results** by clicking on the right triangular arrow  next to the Location Details to find the person you are seeking.
- Once you find the correct person you can zoom in to the map by clicking on this button. 
- If you are having trouble finding the correct person you can **refine the search** by clicking  on this button.  
This will bring up the results in a table. The columns can be sorted by clicking on the headings. Choose the person you require and the map will highlight the location of the person in RED.

**Information Panel**

LOCATION	
LOCATION DETAILS <span style="float: right;">◀ 1 OF 13 ▶</span>	
GIS Location	AL-GOM*RB*P**99
Area Name	[A] Garden of Music
Cemetery	Altona Memorial Park
Burials	0
Cremations	1
DECEASED DETAILS <span style="float: right;">◀ 1 OF 1 ▶</span>	
Burial Number	195574
Surname	Smith
Given Name	James Charles
Date of Birth	03/04/1912
Date of Death	18/11/2003
Age	91 Y
Service Date	20/11/2003
Service Type	Interment of Cremated Remains

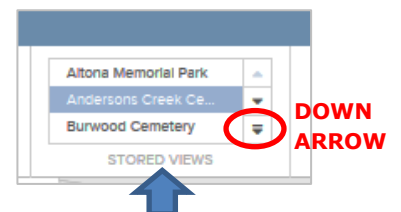
## How do I print a map?

To print a cemetery map of the selected person, click on the  button (located in the top right of the map above the information panel). This will open the map in a PDF format in a new window. Then right-mouse click in the PDF map and choose the Print option to print the map.





Note that the  button will not be visible if a grave location is not selected in the map.

## How can I quickly find a GMCT cemetery?

The quickest way to locate a cemetery is to select the cemetery name from the list at the top of the map labelled "Stored Views". You can click on the bottom down arrow to bring up the full list. Scroll and choose the cemetery you wish to find. The map will zoom to that cemetery.

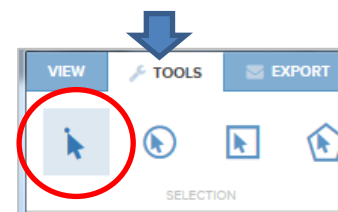


## How can I zoom in, zoom out and pan the map?

	Zoom In	Click once OR hold down the mouse button and drag a rectangle around the area of interest.
	Zoom Out	Click once to zoom out OR hold down the mouse button and draw a rectangle.
	Pan	Hold down the left mouse button and drag the map to a new location.
	Home	Zooms out back to the original view of all cemetery sites.

## How can I select graves/positions directly in the map?

Graves and cremated remain (CR) positions can be selected directly in the map. Go to the Tools tab at the top left of screen, and choose the arrow tool. Then select a grave or CR position in the map window. The information relating to the position will be displayed in the right hand side information panel.



## How can I perform other searches?

As well as searching for a deceased person, you are able to search for:

- Burial Number – Enter the official burial number for a service which can be found on a service Invoice.
- Plot Location – Enter a Location Code as shown on the Certificate Of Entitlement for the deceased person, which is held by the Right of Interment holder (ie. Grave/CR position owner).
- Area within cemetery – Choose a cemetery from the drop-down and then choose an area name (eg. Chapel Lawn).
- Cemetery – Select a cemetery from the drop-down to quickly locate a GMCT cemetery.

## ***Frequently asked questions***

### **What do I do if the deceased search returns “No results found”?**

Check the spelling of the surname/given names and try again. Or if you are uncertain about the spelling enter just the first few letters of the surname and first name.

### **Why does the search appear to be taking a long time?**

You may need to enter more detail into the search boxes. It is a good idea to always choose a cemetery, otherwise the mapping system has to search across all GMCT cemeteries which could take a considerable amount of time for common names.

### **Why has the Print button disappeared?**

The Print Button will only become visible when a grave or CR position has been selected in the map (via a search or by selecting it directly in the map).

### **I don't know where I am in the map! How can I start again?**

Click on the Home button (top left, on the View tab) to return to the beginning showing all GMCT cemeteries in Melbourne.

