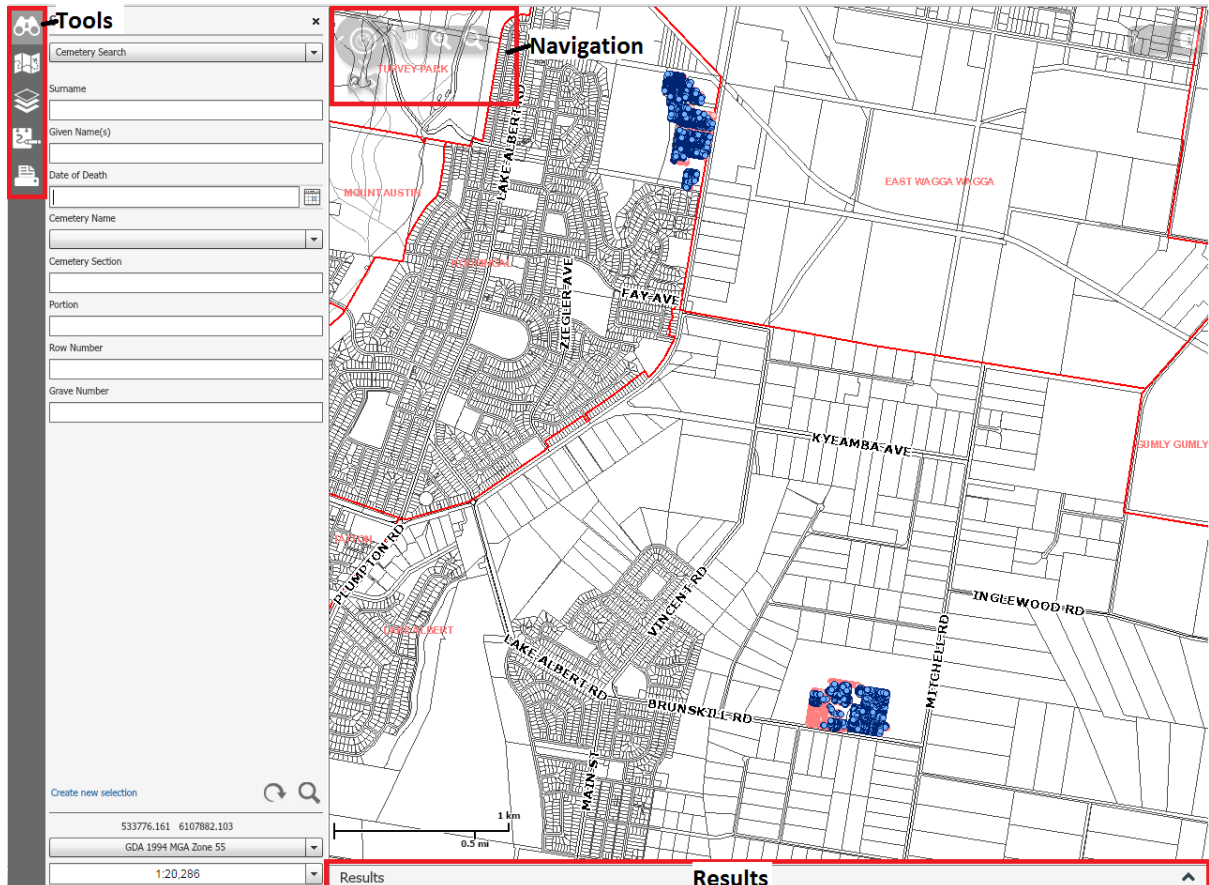




## Wagga Wagga City Council Cemetery Portal

Upon opening the WWCC Cemetery Portal, you are faced with this screen:



The main things in the interface are the tools along the left hand edge of the window, the navigation tools at the top left hand corner of the map, and the results panel along the bottom edge.

### Tools Panel:



**Search (default)**

**Change maps**

**Legend - turn layers on\off**

**draw \ measure**


**export map for printing**

## Search Tool:

The search tool, and search panel, is the default tool, and will be available when first opening the map.

To perform a search, a Surname is required to be entered. When you begin typing into the Surname field, a list of suggestions will appear that are matching your search. You can select any of the suggestions from the list and it will be completed into the field. This is the only required field, and all other fields are optional.

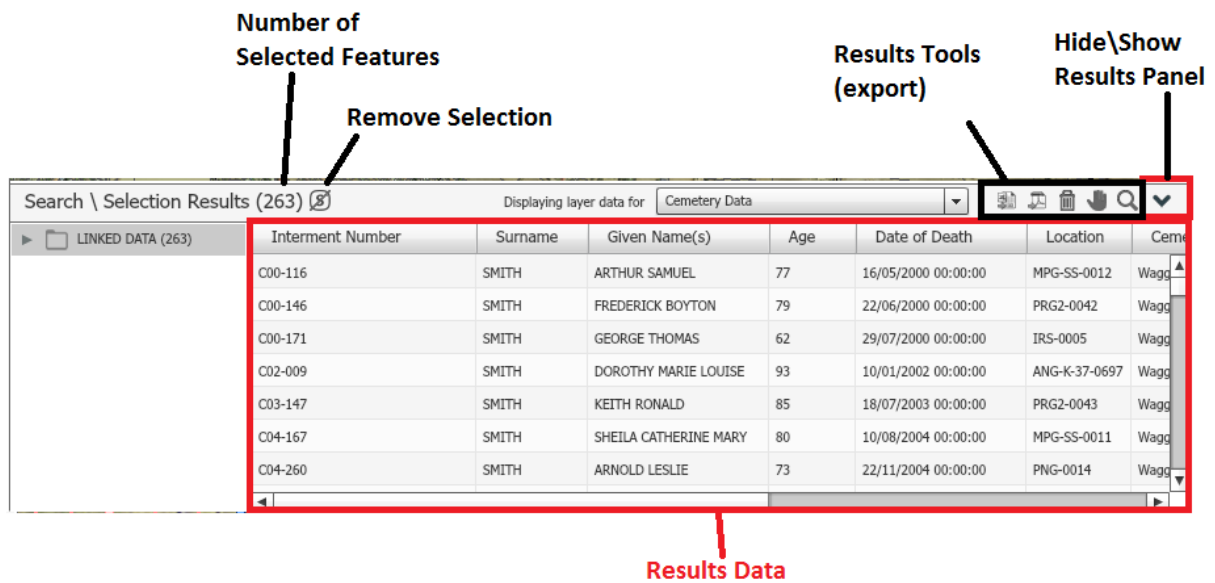
When entering into the Given Name(s) field, there is no auto-complete. This field does not need to match exactly, a partial match will still be returned. E.g. If you enter “And”, records will be returned where any of the given names contain the letters “And”, including “Andrew”, “Andy”, “Candice”, “Sandy”, “Alexander”, etc.

The “Date of Death” field will open a selectable calendar if you click on the  calendar looking button at the end of the field.

The fields “Cemetery Section”, “Portion”, “Row Number” and “Grave Number” will also come up with a list of suggestions. It is important to note that the Lawn Cemetery and Monumental Cemetery have different naming conventions:


| Cemetery                   | Cemetery Section                | Portion            | Row Number      | Grave Number               |
|----------------------------|---------------------------------|--------------------|-----------------|----------------------------|
| <b>Lawn Cemetery</b>       | Section Number (e.g. Section 3) | Generally not used | Letter (e.g. A) | 4 digit number (e.g. 0005) |
| <b>Monumental Cemetery</b> | Anglican, Catholic, etc         | Letter (e.g. K)    | Number (e.g. 5) | 4 digit number (e.g. 0005) |

## Results Panel:



This is the results panel. When you perform a search, this panel shows up the results at the bottom of the window.

The information is shown in the results data table. This includes information such as: Interment Number (Council's unique ID), Surname, Given Name(s), Age, Date of Death, Location Code, Cemetery, Section, Portion, Row and Grave Number.

You are able to see the number of results at the top right hand corner. In this example there are 263 results. You can remove your selection by clicking on the  button, which looks like an "S" with a strike through it.

At the top left hand side, there are the Results tools. From left to right, these are: Export to Microsoft Excel, Export to PDF, Remove Layer (removes selection from that layer), pan to selection, zoom to selection.

At the very top right corner of the results panel, there is an arrow button you can use to hide or show the results window.

## Maps Tool:

When you select the “Change Maps” tool above, it brings up the options for other maps in Councils mapping system. For Cemetery users, you can ignore these:

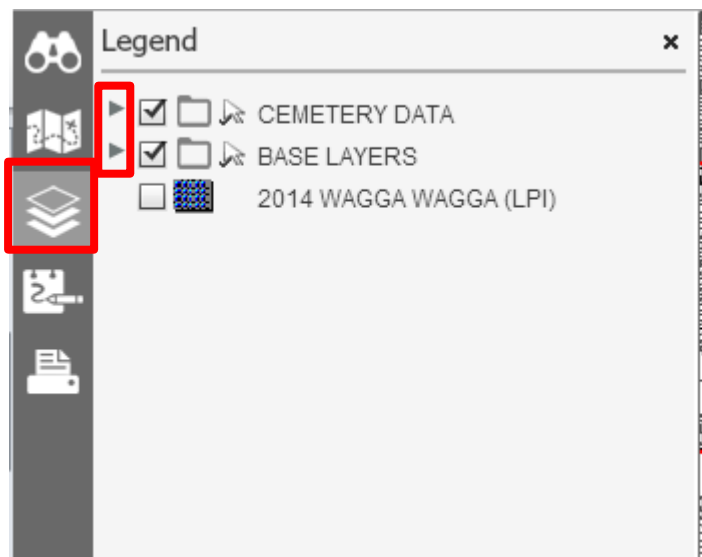
**Base Map:** Includes all of Councils general information including land parcels, roads, suburbs, etc.

**Planning:** Includes some of councils planning information including zoning, flooding, etc.

**Community:** Includes community based layers such as public art, playgrounds and trees.

## Legend Tool:

Upon selecting the legend tool, the legend panel appears:

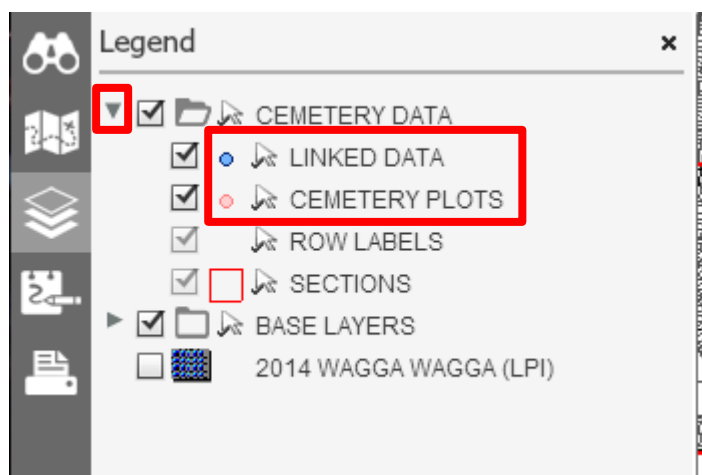


For the cemetery map, there are 3 items:

Cemetery data  
Base Layers  
2014 Aerial Image.

Note how “Cemetery Data”, and “Base Layers” both have a small grey triangle to the left of the check box.

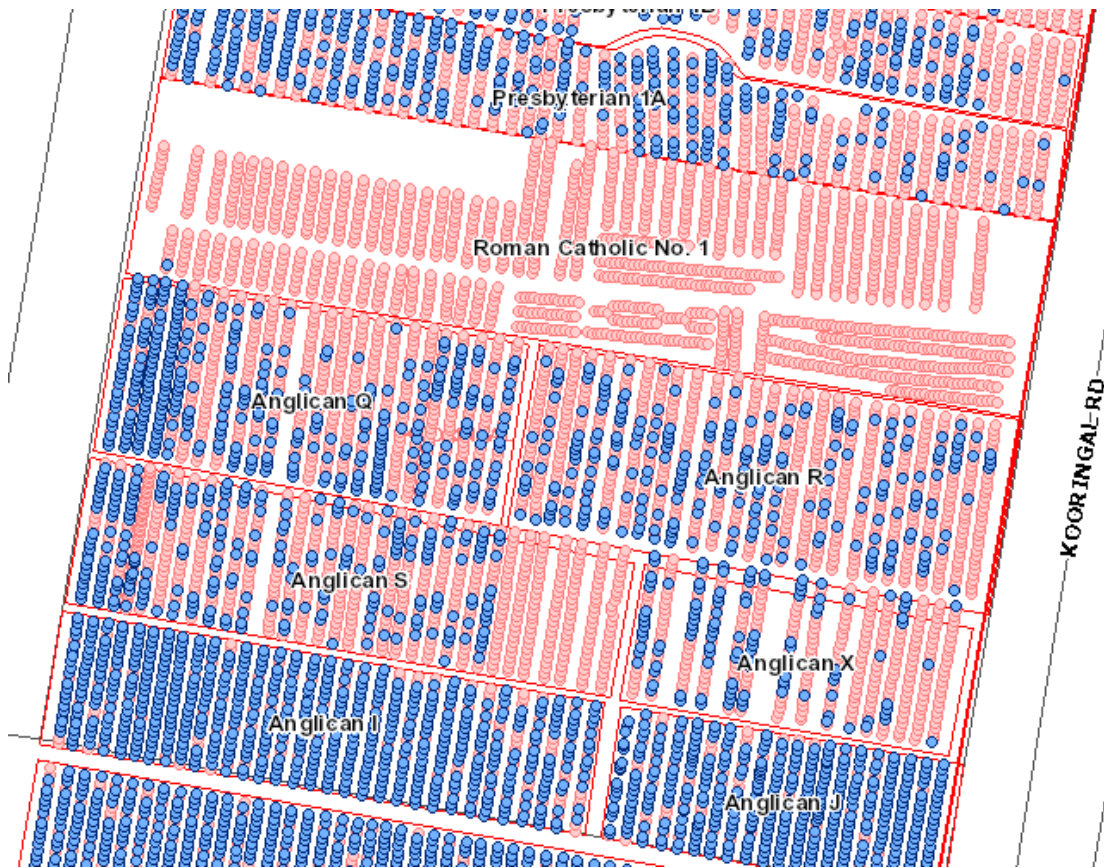
Upon clicking on this triangle, a folder structure will open below it:



After clicking the triangle next to “Cemetery Data”, all of the layers unique to this map are shown.

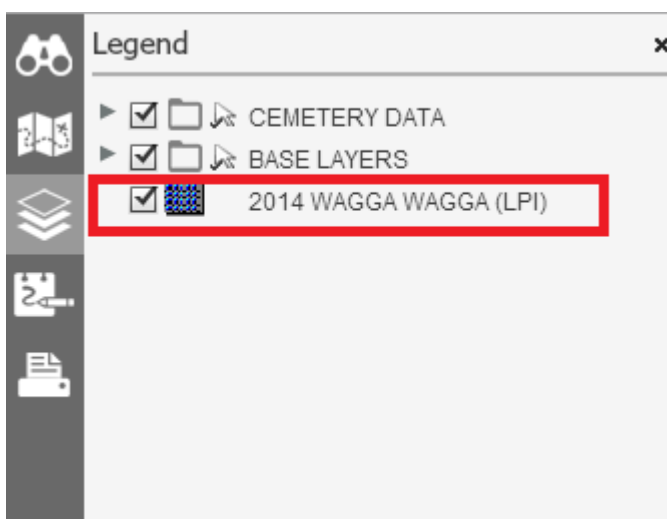
Note how there are 2 styles of points: Plots with Information are coloured light blue and Cemetery Plots without information in light pink.

**It is important to note that not all cemetery plots have linked data at this time.**



In this close up of the Monumental Cemetery, we can see that the entire Roman Catholic No. 1 area is coloured pink. This indicates that there is no linked data for this area. Council’s staff are working towards providing more information for these areas without linked data.

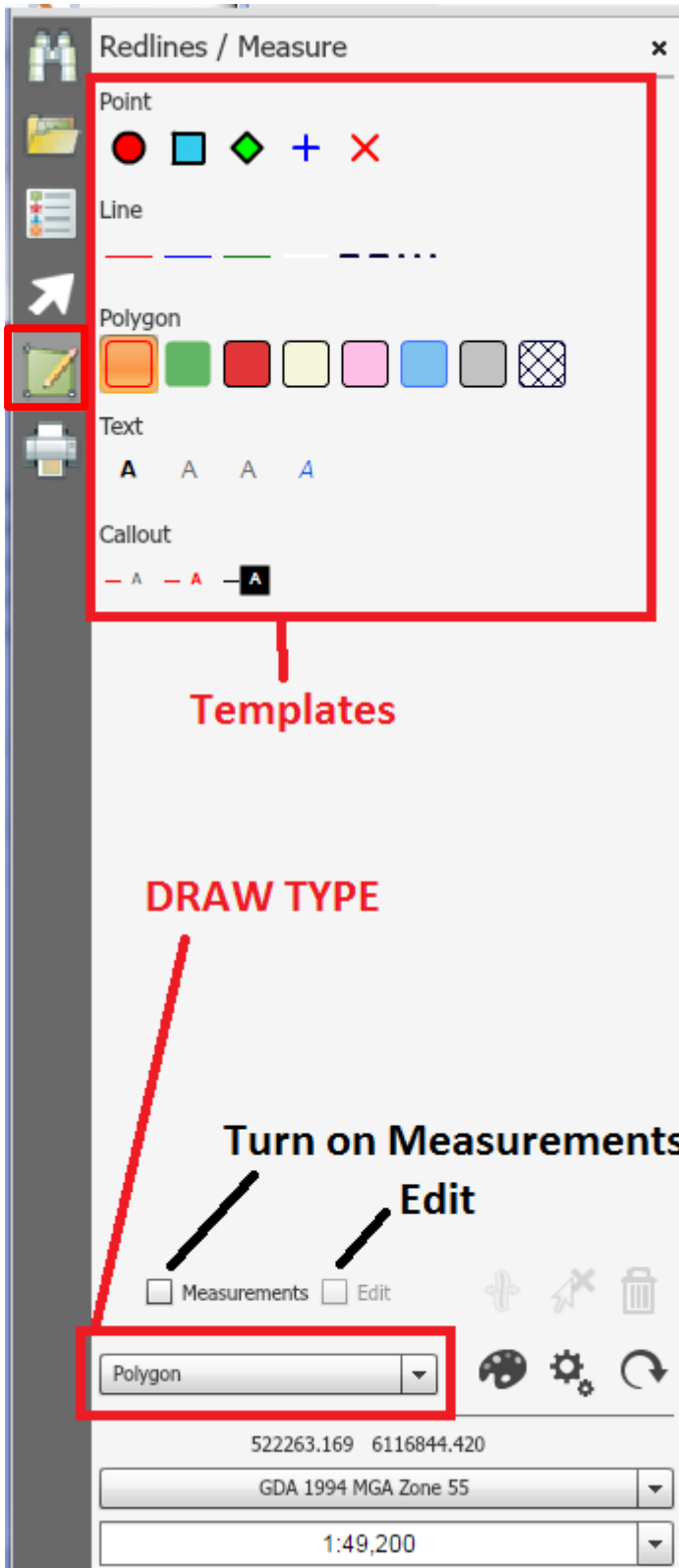
Also in the legend tool, there is the option to turn on aerial photography:



Aerial photography can be turned on by checking the box next to “2014 WAGGA WAGGA (LPI)”.

Note: Turning on this photography will increase your data usage, and is only advisable to use when required.

## Redline/Measurement Tool:



Templates

DRAW TYPE

Turn on Measurements

Edit

Measurements  Edit

Polygon

522263.169 6116844.420

GDA 1994 MGA Zone 55

1:49,200

This option can be used for drawing and marking up maps on the screen for printing etc.

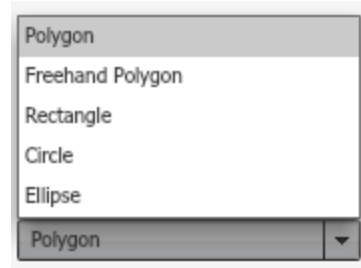
At the top of the menu are the templates, where you select the type of symbol you wish to draw with.

You have a choice between points, lines, polygons, text, and callouts.

After selecting your desired template, you then have additional options available at the bottom of the menu.

Pay particular notice to the “Draw type” box. This menu changes depending on what type of template you choose.

In this example I have chosen a polygon type. If I open the draw type menu, I now have the choice of how I wish to draw my polygon. E.g. Freehand, Circle, Rectangle.



Other important options in this menu include the checkboxes:

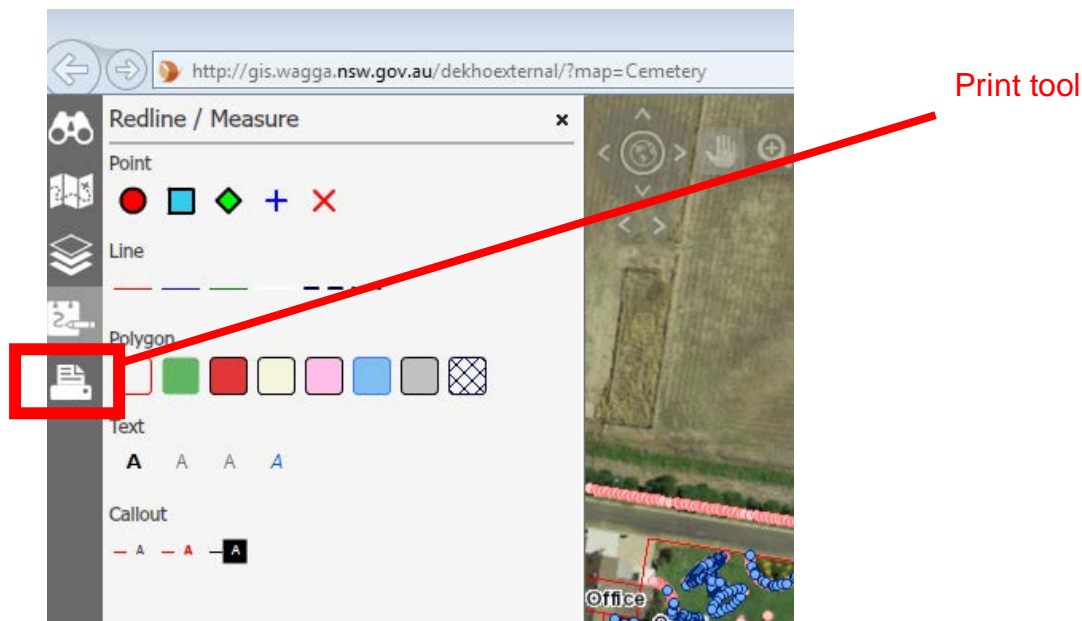
**Measurements:** Labels the drawing with measurements. If the template is a polygon, it will measure the area, if the template is a line, it will measure the length.

**Edit:** Allows you to edit a previously drawn shape. When this box is

selected, click on a shape you have drawn, and you have the option to move vertices.

## Print:

Using the “Print” tool, you can export your map to various formats, such as pdf, image (jpg, tiff), etc.



When you select this tool, you are able to select a map template to use, headings and subheadings (if applicable), as well as output format and quality.

This tool does not send the map to a printer, it simply exports the map to your chosen format. You can then choose to either save or print the map.

## Navigation Tools:

The navigation tools are “inside” the map, at the top left hand corner. They are “greyed out” until you move your mouse over them.



Around the edges of the wheel are four arrows. Each of these arrows will pan your map in that direction. In the centre of the wheel is a button that looks like a globe. Use this globe button to zoom to the initial extent of the map.



Directly below the wheel are two arrows facing left and right. The arrow facing left will go to your previous extent; the arrow facing right will go to your next extent.



To the immediate right of the wheel is a short panel of other navigation tools.

The hand is used for panning your map. When you select the hand tool, you can click and drag your mouse to move the map around.

The magnifying glasses are to zoom your map. Use the magnifying glass with the plus sign to zoom in, and use the one with the negative sign to zoom out.

You can use the magnifying glasses to draw a box around the area you want to zoom directly to.