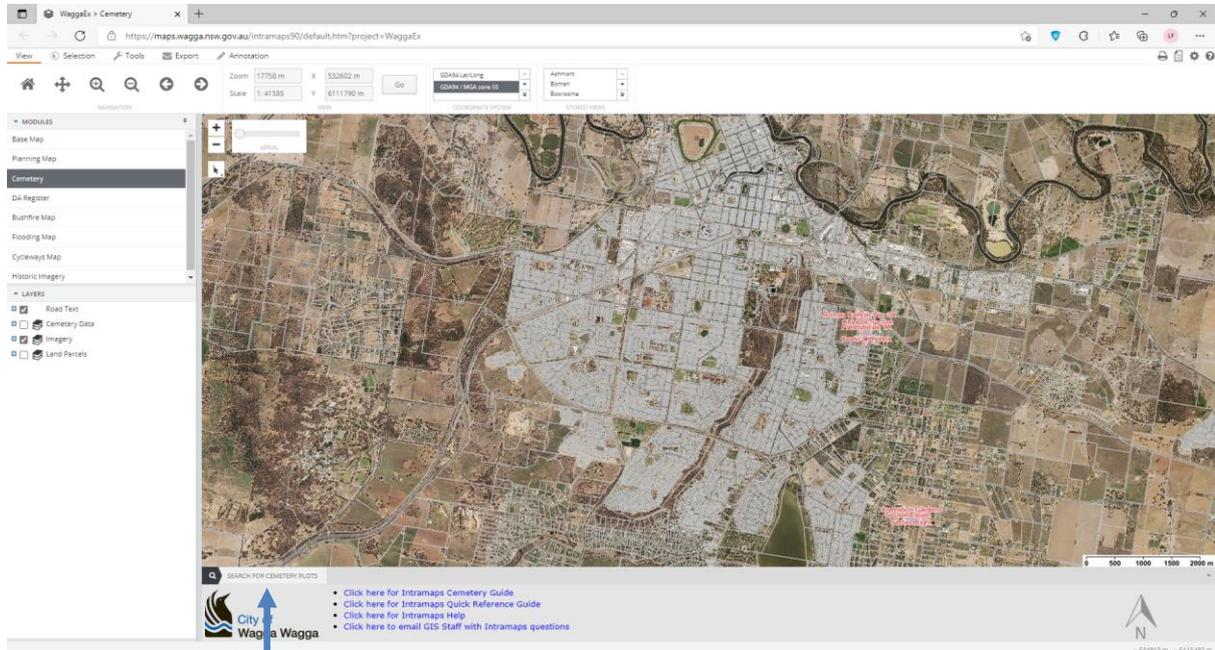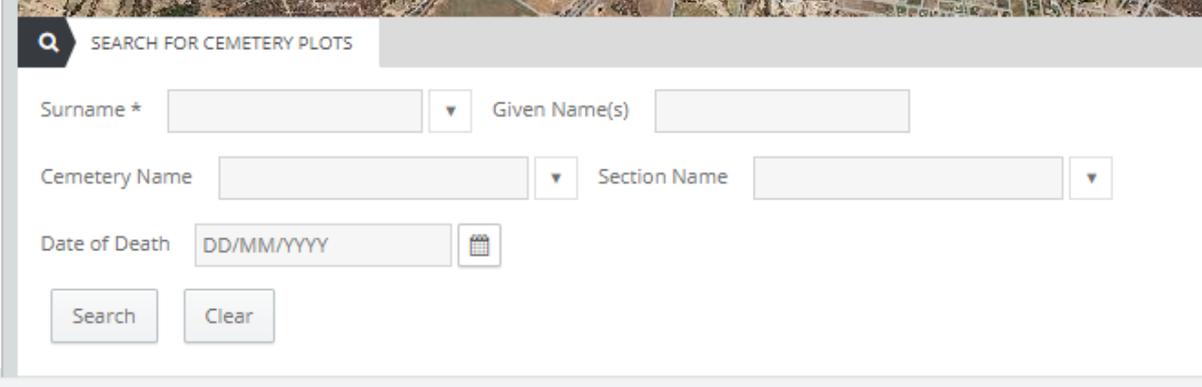# Wagga Wagga City Council Cemetery Portal – IntraMaps

When opening the Cemetery Mapping Portal, you will see the following screen:

- The Cemetery Mapping Portal is part of Council's online mapping system 'IntraMaps'.

- The map window is arranged with main toolbar along the top edge of the map. There are four tabs grouping like tools named View, Tools, Export and Annotation.

- Available mapping layers can be switched on and off within the layers list to the left side of the mapping window.

- To search for a gravesite, click *Cemetery Search* on the search toolbar below main map window.

Cemetery Search:

The *Cemetery Search* tool is available after clicking *SEARCH FOR CEMETERY PLOTS* in the lower left portion of your screen.

To begin searching, a **Surname is required** to be entered. When you begin typing into the *Surname* field, an automatic list of suggestions will appear. You can select any of the suggestions from the list which will then populate this field, or type the name in full. <u>This is the only required field – all other fields are optional</u>.
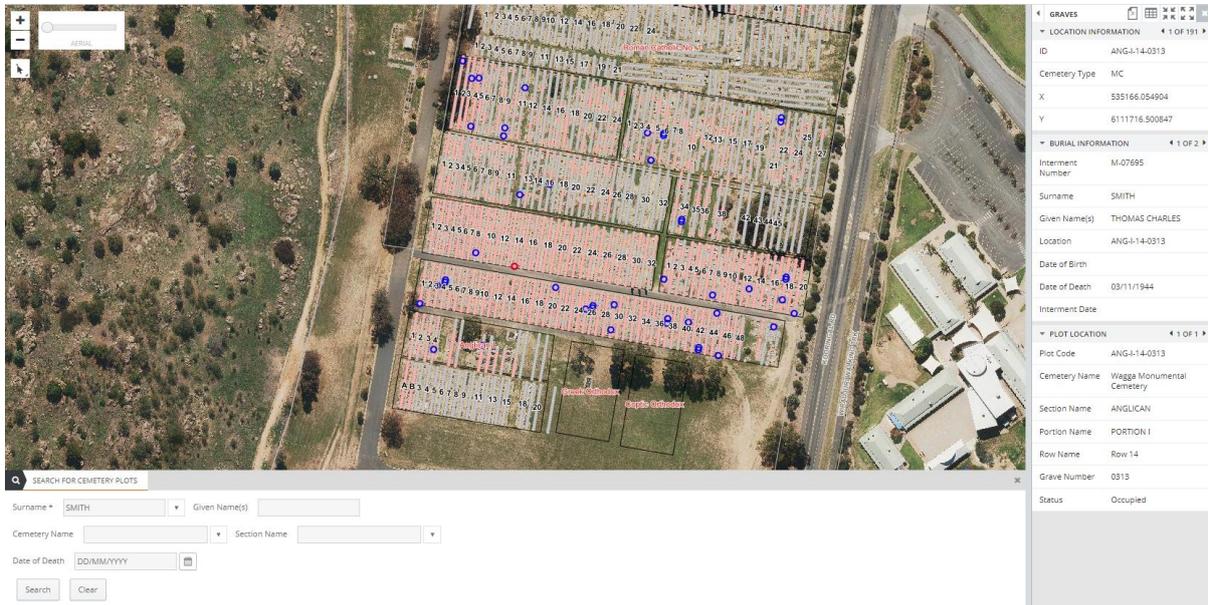
When entering a name into the *Given Name(s)* field, there is no auto-complete suggestions. This field does not need to match exactly, a partial match will still be returned. For example, if you enter "And", records will be returned where any of the given names contain the letters "And", including "Andrew", "Andy", "Candice", "Sandy", "Alexander", etc.

The *Date of Death* field will open a selectable calendar if you click on the calendar icon button at the end of the field; use this functionality to select a date or enter the date manually in the format DD/MM/YYYY.

Cemetery Name and *Section Name* can also be added if know e.g. Wagga Lawn Cemetery or Wagga Monumental Cemetery within *Cemetery Name*, and for example Roman Catholic within *Section Name*.

Results:

After clicking on the *Search* button in *SEARCH FOR CEMETERY PLOTS*, the results are returned on the right hand side in three new panels – 1. *LOCATION INFORMATION, 2. BURIAL INFORMATION, & 3. PLOT LOCATION.*

Location, burial, and plot information results are returned on the right-hand panel. Useful features such as GPS coordinates, Internment information, and detailed break-down of the plot location code are presented.

Example – Selection using Surname:

The example image above shows search results for surname 'Smith'. After typing Smith into *Surname* search 191 records are selected (indicating there are 191 cemetery plots registered within Council's available records).

Scroll through the records by clicking the forward and back arrows.
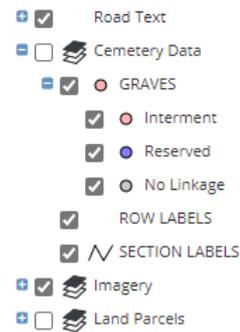
The selected parcels are highlighted on the map by a blue circle around the site. The currently selected record in the results window is highlighted red.

Explanation of Symbols:

The colour of the mapped graves indicates three different classes:

- Pink – If the grave site has an internment.
- Blue – If the grave site has been reserved.
- Grey – If no data has been linked or is available for the grave site.

Available Data:

It is important to note that not all cemetery grave sites have a link to Council's online system. Some grave sites are still recorded on paper based records. Some records may also have been lost over time. Please contact Council if you are unable to find a particular grave site of interest.

Example: Grave Sites at Monumental Cemetery Linked to Online Portal.

From the image above it is clear that the entire *Roman Catholic No. 1* area is coloured grey. This indicates that there is no linked data for this area. The data for this area will still be stored on paper maps and available manually. Please contact Council for further information.