CIMS/Burial Search Update

cims
cemetery information management system

Ramaker is pleased to announce a major update to Burial Search. This update is planned to go live over the evening of April 30th, 2024.

The new Burial Search has a wealth of customization options. We have set your default settings in Burial Search 4.0 to be as close to your previous settings as possible. This guide will walk you through each part of the new Burial Search and how to customize them in CIMS.

Burial Search 4.0 features are controlled by the "Burial Search Settings" modal. It can be found under the "Utilities" section of **CIMS**. There are 5 sections of this modal, which will be explained below:
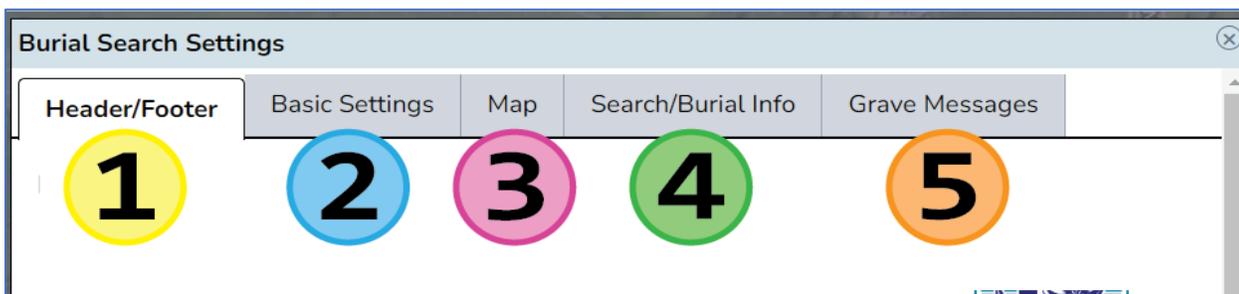
When you first open your **Burial Search** site, you will see a screen that is controlled by sections **1** & **2**:

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Section 1 – Header/Footer

The header and footer are shown on each page of Burial Search. Use the "Header/Footer" tab in the "Burial Search Settings" modal in CIMS to change these settings. For the header, you can customize:

- **Logo** - Upload your own or remove it entirely.
- **Cemetery name** – (required) This is the name displayed at the top of each page. You can control the font family, choose to bold the text, and change the text size and line height.
- **Cemetery location/tagline** – The location/tagline appears underneath your cemetery's name on every page. You can choose to hide the location/tagline or customize it. We recommend you use either a short, descriptive catchphrase or the location of your cemetery. You can control the font family, choose to bold the text, and change the text size and line height.

For the footer, you can customize:
- **Display** – You can show or hide the entire footer.
- **Cemetery name** – Choose to show the cemetery name.
- **Address, phone number & email** – Add your contact information so clients can easily find your cemetery and get in touch.

Section 2 – Basic Settings

On the front page, you can choose from a variety of options to personalize your Burial Search site. All of these are optional. Use the "Basic Settings" tab in the "Burial Search Settings" modal in CIMS to change these settings.

- **About** – Choose to display an "About" section. Use a few sentences to describe your cemetery, or include such things as visiting hours, cemetery policies, and so on.
  - o **Webpage Link** – Beneath the "About" section, you can optionally display a link to your cemetery's main website.
- **List all available spaces** – Show a link on the front page to a page listing all available spaces in your cemetery for customers to browse.
  - o **Cost & grave type** – You can also show the cost of the spaces and the type.
- **List all veterans** – Show a link on the front page to a page listing all veterans.

Section 3 – Map (Platinum and Gold only)

You can now change your map settings yourself. Use the "Map" tab in the "Burial Search Settings" modal in CIMS to change these settings.

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- **Layers/status colors (Platinum and Gold)** – You can set the all the same display colors, fonts, sizes, and options that you can in CIMS for your Burial Search page. The settings, while looking similar, are stored separately.
- **Legend (Platinum only)** – Choose to hide the map legend completely or choose what statuses appear in the legend.
- **Hidden areas (Platinum only)** – Some cemeteries have areas or spaces in CIMS that they do not want to display to the public. These could be 'Unknown' sections where burial information whose exact location is unknown, or it could be famous or possible troublesome burials that families have asked not to be publicly available. In this set of options that allows you to pick the level(s) you want to hide in Burial Search, you can choose an entire section, block, or lot. To hide individual spaces, navigate to the space in CIMS; there is a check box to click on each space on its "Ownership" tab just above the "Reminders":
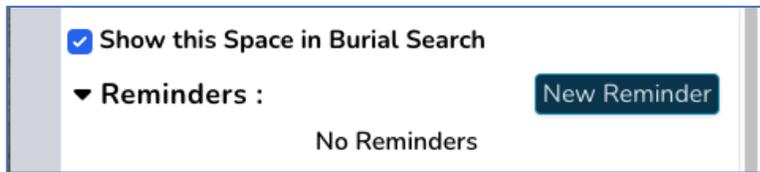
Section 4 – Search/Burial Info

- **(4a) Search/display items** – This is a list of the most commonly requested information to show and search on for Burial Search. It is separated into 6 categories: Location, Space, Interred, Veteran, Customer Record, and Additional Columns (Misc). To see a list of items, click on each heading to show a selection of checkboxes to choose from. User-defined fields will be shown here if present in CIMS as well.
    - **Drag-and-drop ordering:** You can set the order in which the selected items appear in burial search with a simple drag and drop.
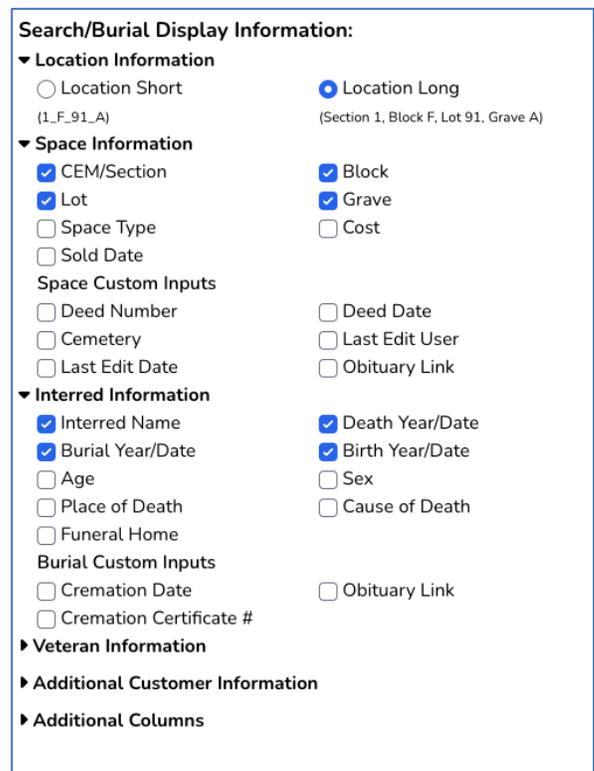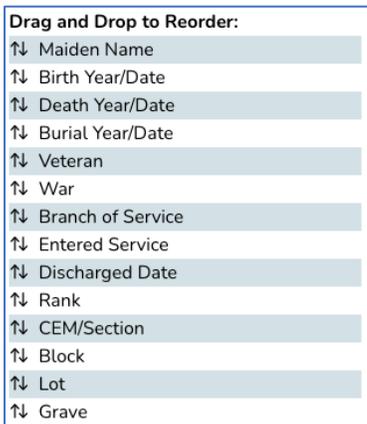
- **Name display options** – These settings apply to how names appear in Burial Search. You can select to include prefixes or suffixes and then choose the order of first, middle, and last names.

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- **(4b) Search by owner option** – For any cemetery that wants to allow the public to search by owner name, select this option and an "Owner search" will be included in the Advanced Search options in Burial Search.
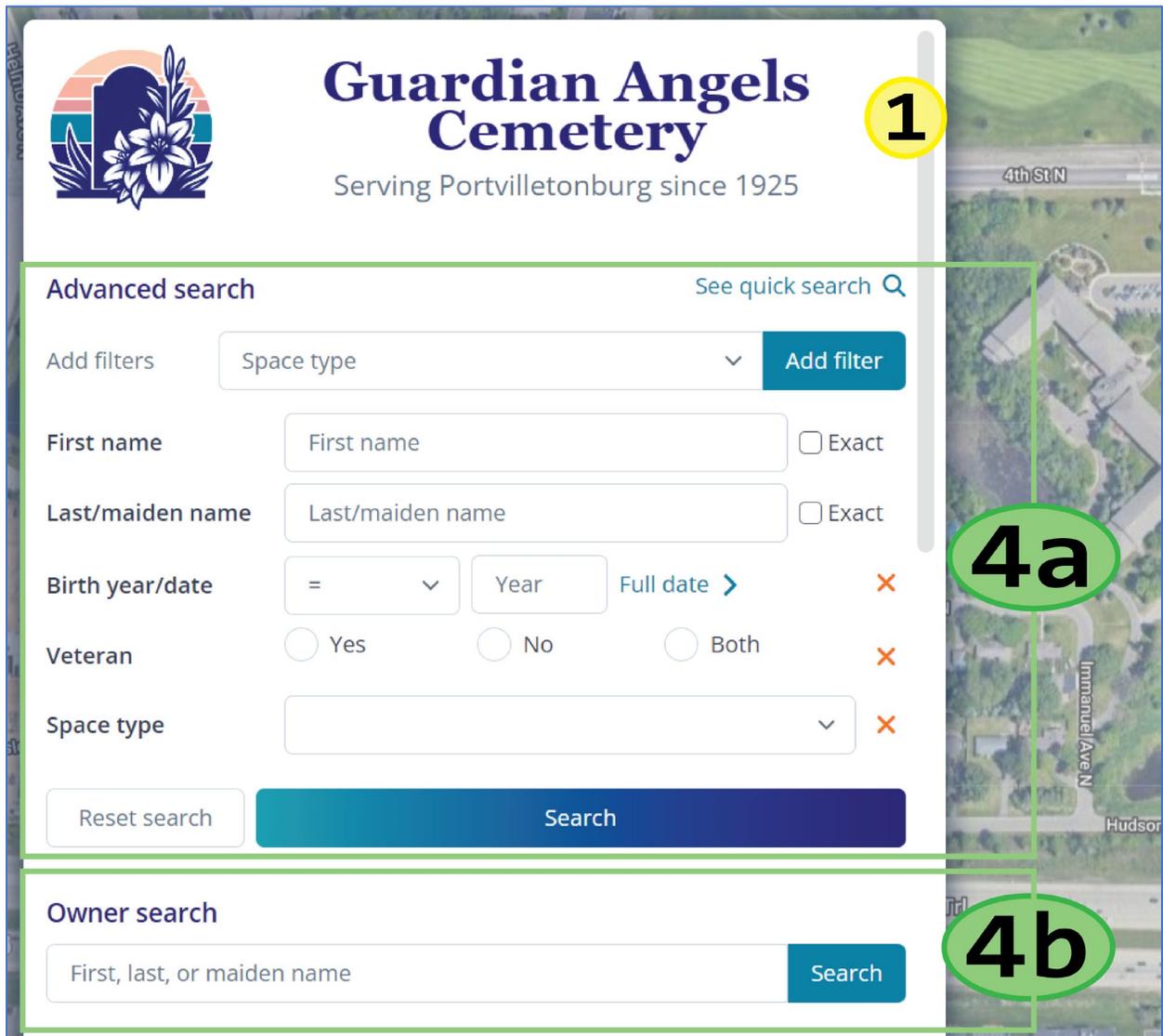
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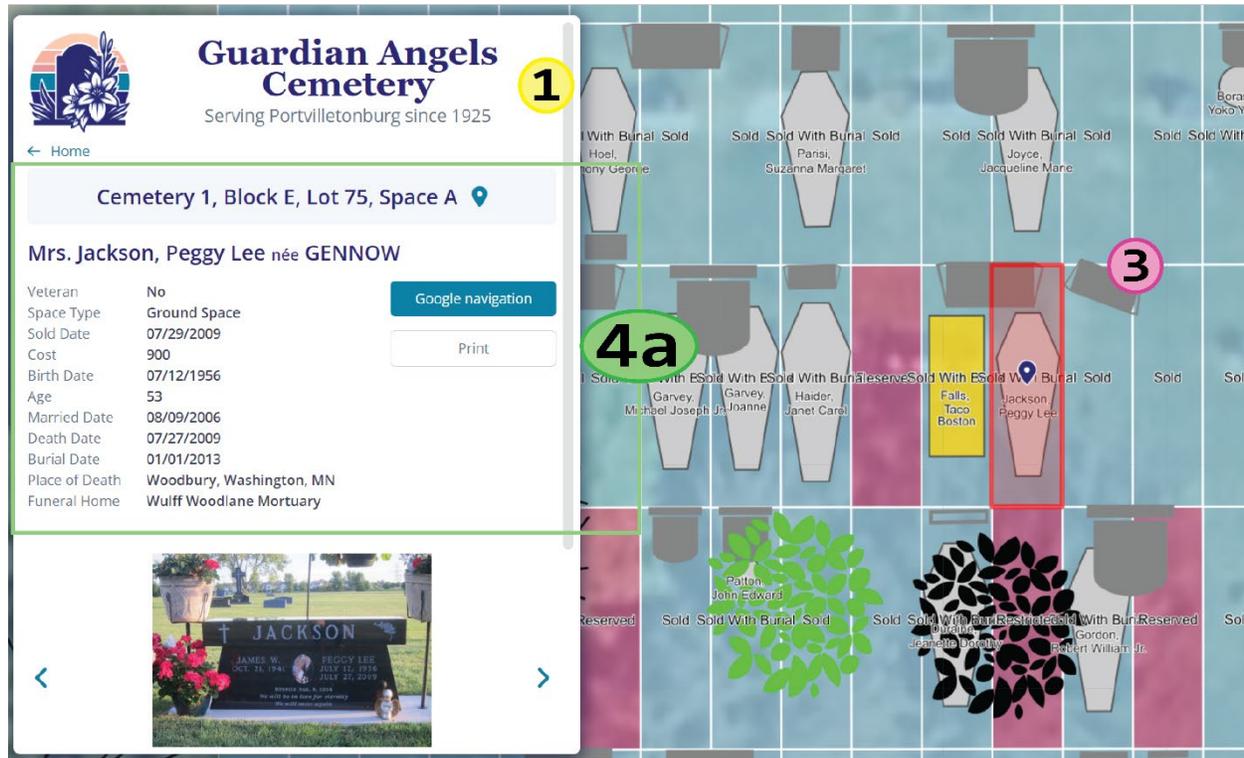
Section 5 – Space Messages

You can set the message that appears for spaces that are assigned a status other than "Sold With Burial". These are all completely optional.

- **Display status** – Show the status of the space when it is first clicked on, such as "Available", "Reserved", etc.
- **Message options** – You have the option to display a standard or custom message, or no message at all.
  - **Standard** – Display a simple default message.
    - **Placeholders** – For some messages, you may have the choice to include such information as cost, date, or other information, at your discretion.
  - **Custom** – Show a custom message of your own writing.
    - **Placeholders** – For some custom messages, you may have the choice to include extra information. Instructions will appear below the message text box; it is important to use the exact format shown. For example, to include the cost of a space in a custom "Available" space message, you would use "[cost]" in your message.
  - **None** – Choose to display no message to customers.

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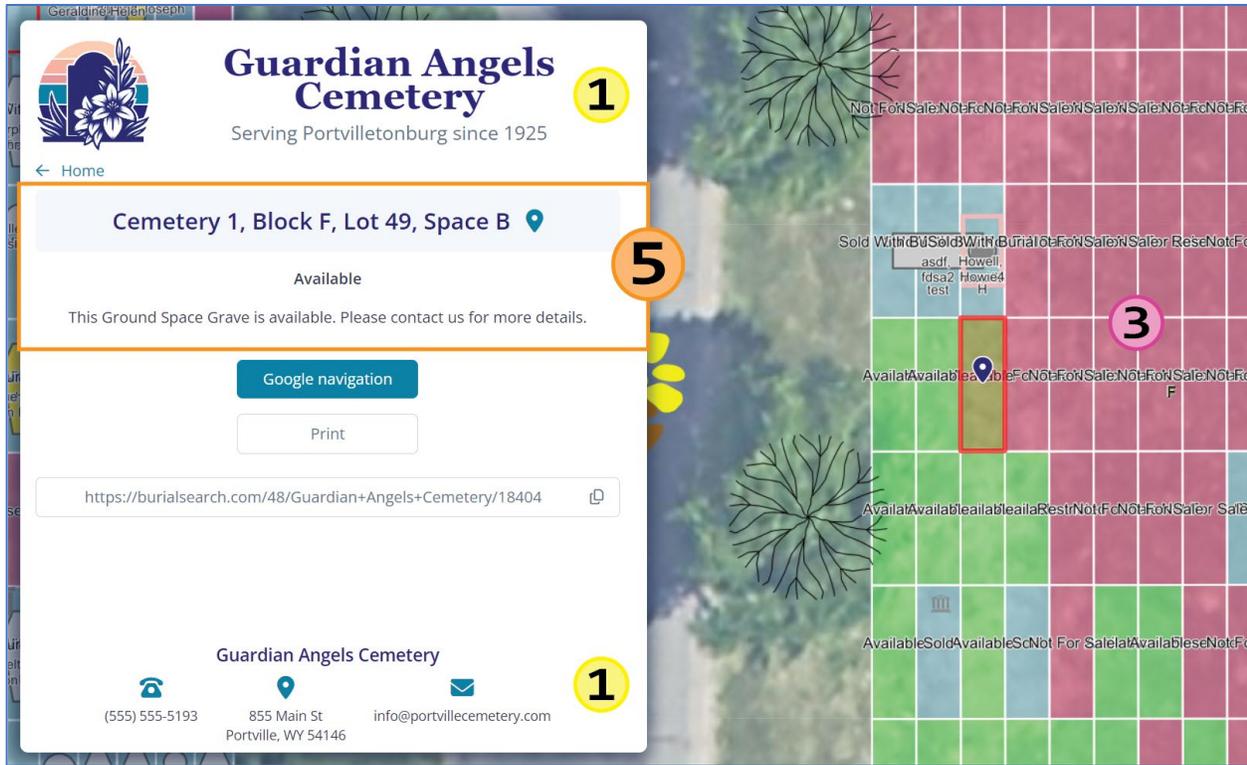
Need help with Burial Search?

Reach out to our tech support team at 1-800-332-7532 during business hours (Central Time) or send an email to cimstechsupport@ramaker.com