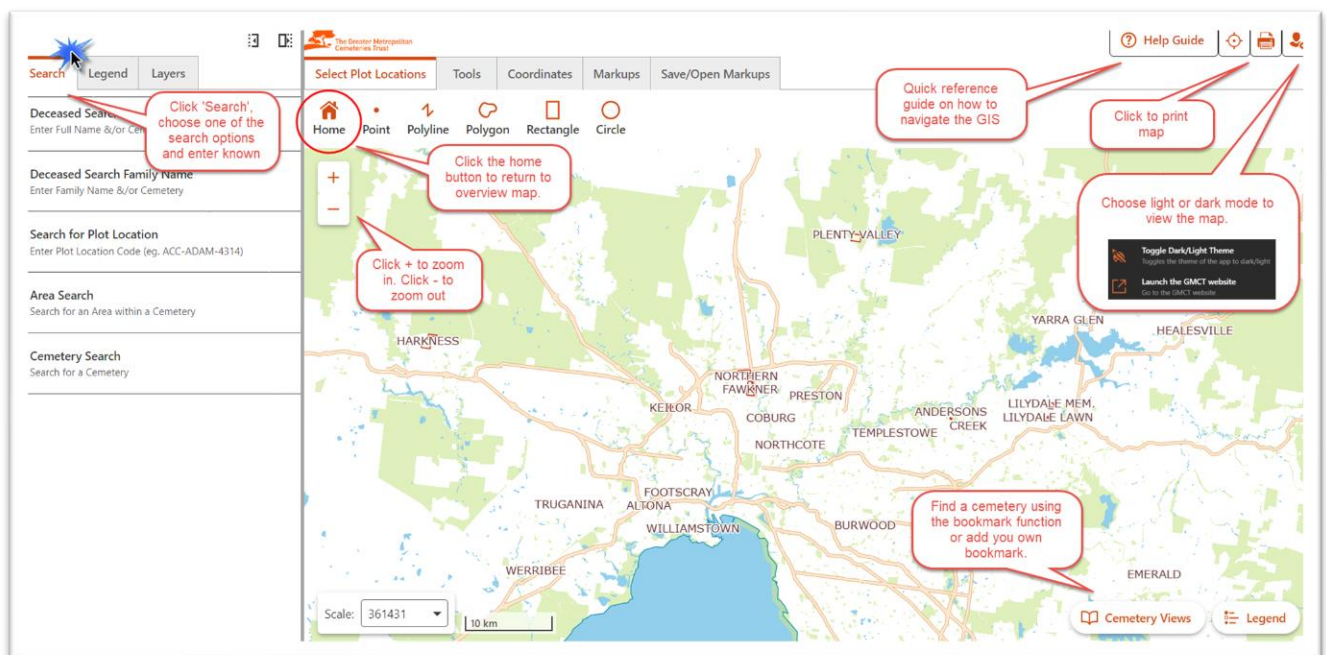


GIS Mapping User Guide

Welcome to the Greater Metropolitan Cemeteries Trust (GMCT) GIS Interactive Mapping System (accessible at 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.

To access the Interactive Mapping System, click the link on the Deceased Search page on the GMCT website.

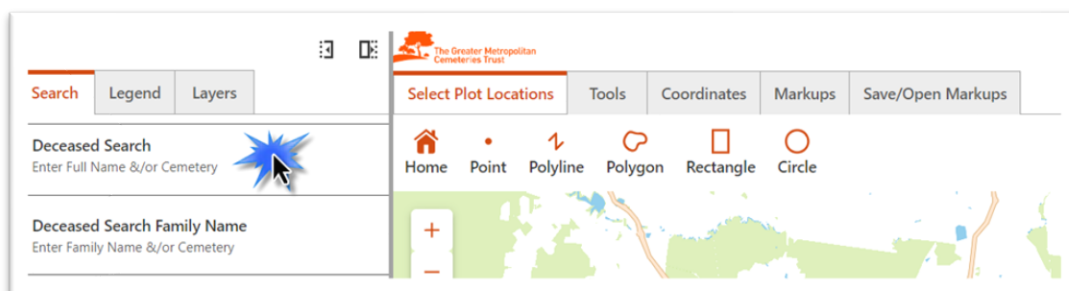
General navigation of GIS homepage



How do I search for a deceased?

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

1. Deceased Search

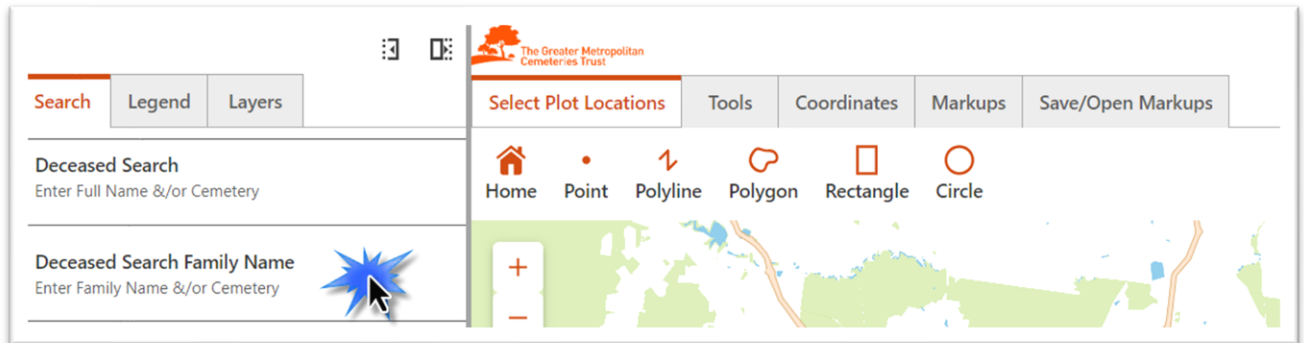


- Click on **DECEASED SEARCH** in the Search tab.
- Start typing the name into the search box. Include middle name (if known) and cemetery (if known).

- 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 left of the map.

OR

2. Deceased Search Family Name



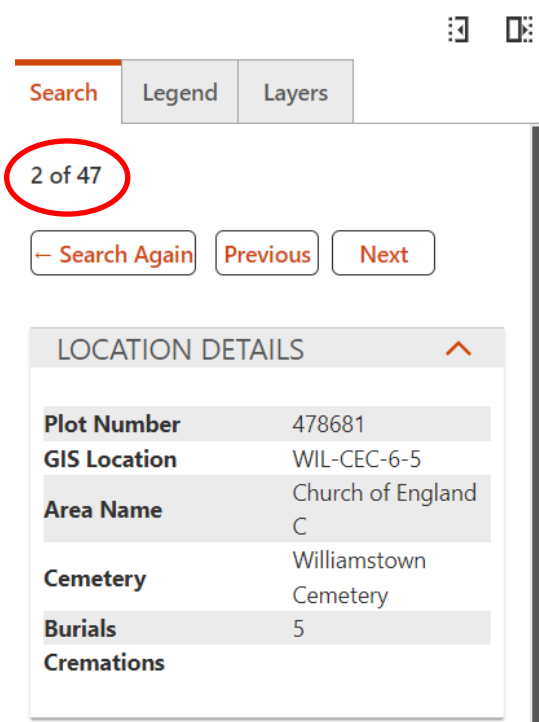
- Click on **DECEASED SEARCH FAMILY NAME** in the Search tab.
- Enter a surname, first name (if known) and middle name (if known) in the search boxes.
- Select a cemetery from the Cemetery drop-down (and optionally also select an area from the Area drop-down).
- Click the Search button to begin the search.

The map will show the location of the first deceased person of that name. Scroll through the results using the relevant buttons.

← Search Again Previous Next



Information Panel:

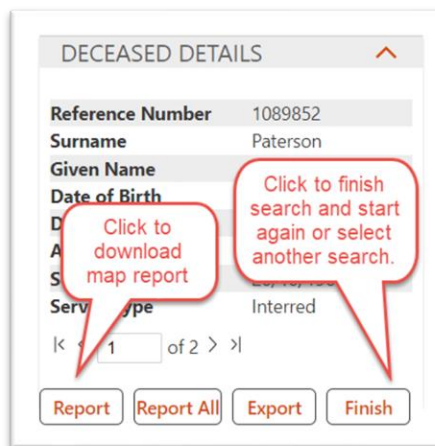


The screenshot shows the Information Panel. At the top, there are tabs for 'Search', 'Legend', and 'Layers'. Below the tabs, the text '2 of 47' is displayed, indicating the current result in a list. Below this, there are buttons for '← Search Again', 'Previous', and 'Next'. The main content area is titled 'LOCATION DETAILS' and contains the following information:

Plot Number	478681
GIS Location	WIL-CEC-6-5
Area Name	Church of England C
Cemetery	Williamstown Cemetery
Burials	5
Cremations	

The details for the first result will be shown in the information panel to the left of the map, and just above these details will be the number of locations found.

How do I print a Deceased Map Report?



By clicking the Report button, you can produce a three-view map that will help you physically locate the plot you have selected.

ALTONA MEMORIAL PARK
GIS Location: AMP-RBAL-7-24
lot Number: 23494



Service Type	Surname	Given Names	Date Birth	Date Death	Age
Interred	Keating	Joseph Patrick		25/02/1982	49 Years
Interred	Paterson	Kelvin Bennett		16/10/1969	31 Years



© State of Victoria and its suppliers do not warrant the accuracy or completeness of information in this publication and accept no liability for any errors, omissions or delays in publication or for any loss or damage, whether direct or indirect, arising from the use of the information in this publication.

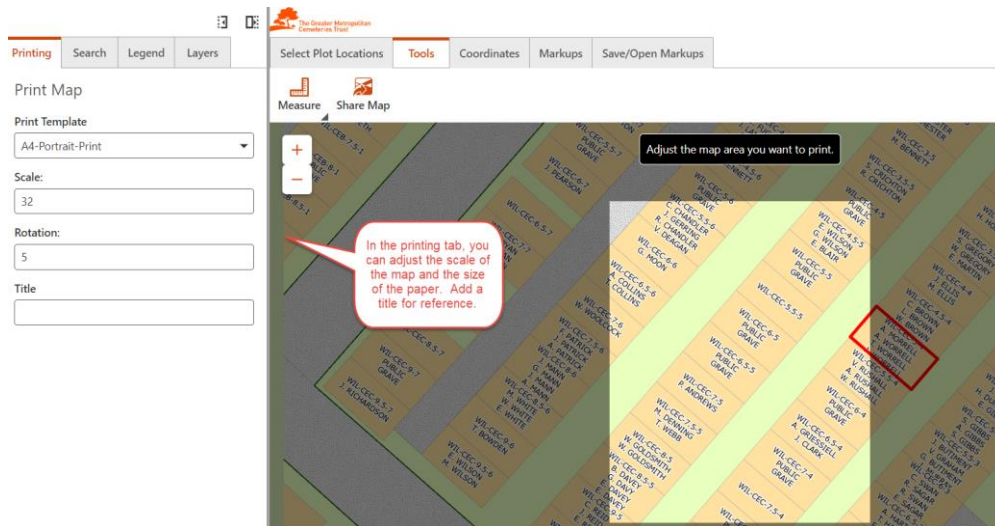
2-14 Doherty Rd
Altona North 3025




Example Report

How do I print a full map?

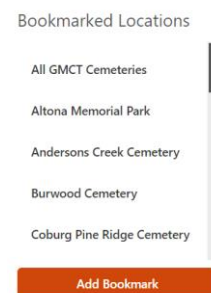
To print a cemetery map of the selected plot or area, click on the  button (located in the top right of the map). This will create a spotlight box on the map that marks the area to print. Move the box around the map to confirm the printable area and then click the  button to print the map.



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 bottom of the map with the  Cemetery Views icon.

You can search the list using the scroll bar on the right. Scroll and choose the cemetery you wish to find. The map will zoom to that cemetery.



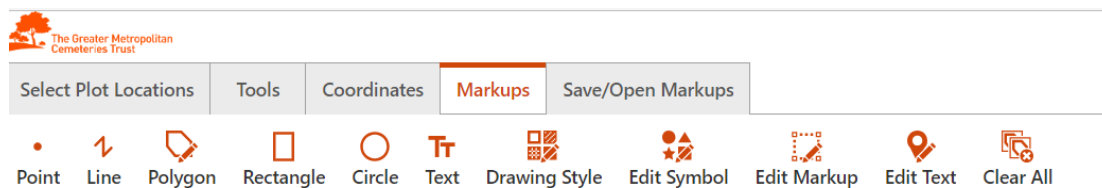
How can I select graves/positions directly in the map?

Graves and cremated remains (CR) positions can be selected directly in the map. Go to the **Select Plot Locations** tab at the top left of screen and choose a tool to use for selection. Then select a grave or CR position in the map window by clicking each time to mark the site. The information relating to the position will be displayed in the left-hand side information panel.




How can I mark-up on a map?

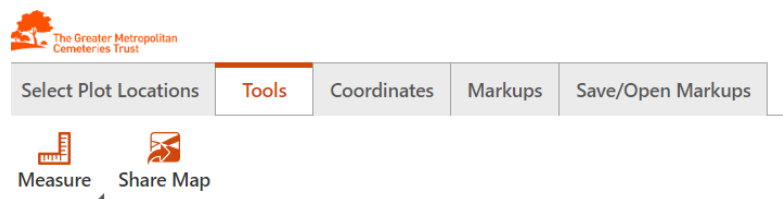
Choose the *Markups* tab in the top menu bar and select the tool you need to create your mark-up on the map area. Save your mark-ups on the map via the *Save/Open Markups* tab. Click Save Markups and choose a title to save the mark-up on the map. The mark-up will be saved to the Downloads folder on your computer as a .json file, which you can load by clicking Load Markups and selecting the file.



How can I measure a distance on a map or share the map as a link?

Choose the *Tools* tab in the top menu bar and select the  icon to measure distances between plots and areas. To share a map via a QR code or link, click on

the  icon.



How can I perform other searches?

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

- 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 (i.e., Grave/CR position owner).
- Area within cemetery – Choose a cemetery from the drop-down and then choose an area name (e.g., 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 can take a considerable amount of time for common names.

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

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