

Cemeteries

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Purpose and when to use this record

Maintain municipal cemetery locations used to organize plots, ownership, availability, and interments.

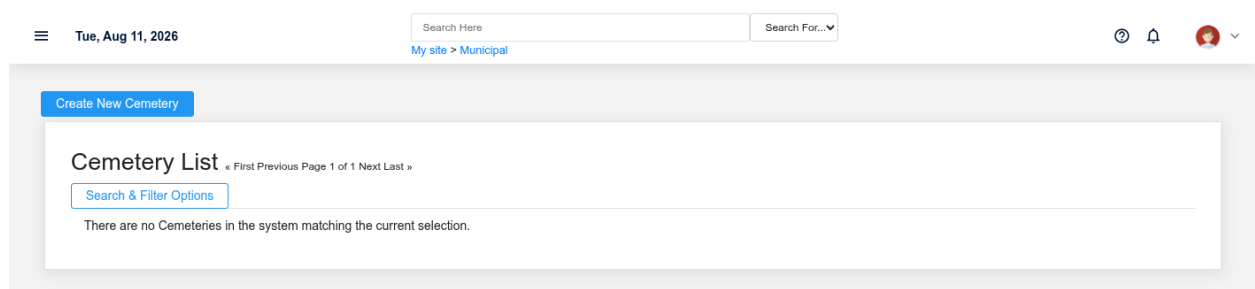
At a glance

- **Identify it by: Name, Code, and Postal Code.**
- **Why care:** Names, periods, classifications, due dates, status, charges, and payments form an official account history. Correct them from the supporting filing, application, receipt, or ordinance.
- **Why care:** Availability and publication flags affect future use without erasing history. Prefer disabling an obsolete setup record when existing transactions still refer to it.

Before you begin

You need the Brisk permission for the action you are taking on cemeteries. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Find and review cemeteries



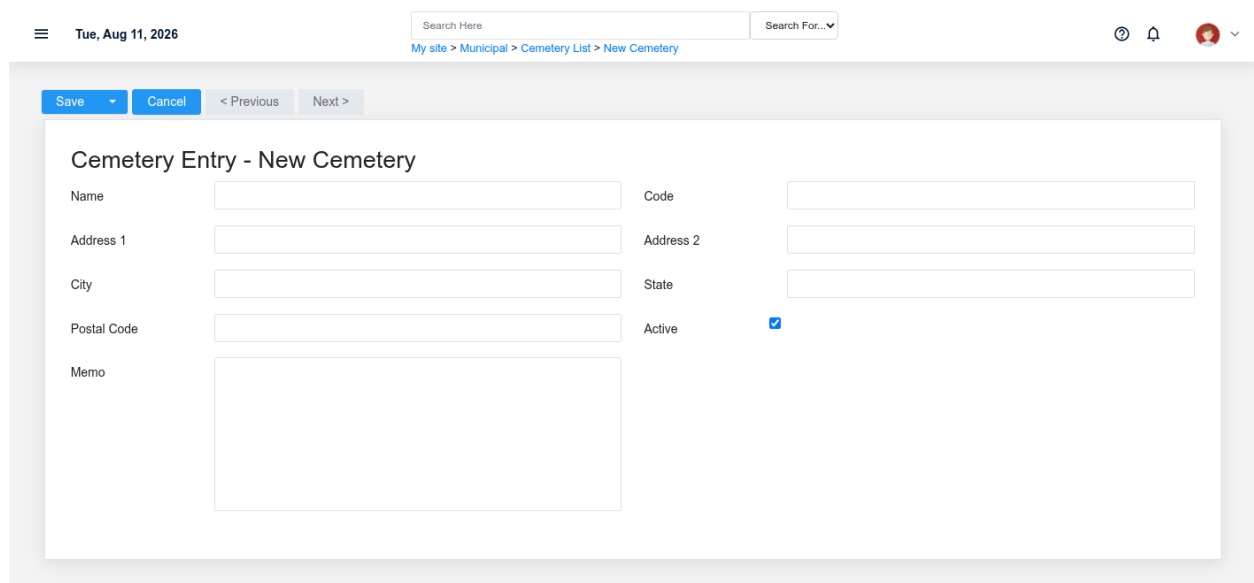
The Cemeteries list screen in the Brisk documentation demo.

Use the Cemeteries list to find the correct record before opening or changing it. Compare **Name**, **Code**, and **Postal Code**. Compare the full identifier rather than relying on a similar name.

- The initial order emphasizes **Name**. Select a column heading when you need a different comparison.

Open the Cemetery whose **Name**, **Code**, and **Postal Code** match the task. If it is missing, clear the list filters and recheck **Active** rather than creating a replacement immediately.

Create a Cemetery



The screenshot shows a web application interface for creating a new cemetery entry. At the top, there is a navigation bar with a date 'Tue, Aug 11, 2026', a search bar, and a user profile icon. Below the navigation bar, there is a breadcrumb trail: 'My site > Municipal > Cemetery List > New Cemetery'. The main form is titled 'Cemetery Entry - New Cemetery' and contains several input fields: 'Name', 'Address 1', 'City', 'Postal Code', 'Memo', 'Code', 'Address 2', 'State', and 'Active'. The 'Active' field is a checkbox that is currently checked. The form also includes 'Save' and 'Cancel' buttons, as well as '< Previous' and 'Next >' navigation buttons.

The Cemeteries create screen in the Brisk documentation demo.

Create a Cemetery only after confirming that the source document or operational event has not already been entered.

1. Select the business context first.
2. Enter the required identifying and operational values: **Name**.
3. Review **Active** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Cemetery, then confirm **Name**, **Code**, and **Postal Code** on its detail page before continuing.

After saving: Verify **Active** on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Delete a Cemetery

Delete this Cemetery only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later

changed.

If the record is merely obsolete, use **Active** to remove it from future use while preserving existing references.

Before confirming, check for related **Cemetery Plots**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Name**, **Code**, and **Postal Code**. After confirmation, return to the Cemeteries list and make sure only the intended Cemetery was removed.

Review Cemetery details

Use the detail page as the shared record of what this Cemetery currently means. Verify **Active** before relying on it for a decision.

Compare the Cemetery with its source document or approved setup request before deciding that it needs correction.

Next check: Verify **Active** on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Edit an existing Cemetery

Edit this Cemetery to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Name**, **Code**, and **Postal Code** with the supporting document or approved request.
2. Recheck **Active**. These values are most likely to change license, compliance, filing, charge, payment, and official account history.
3. Save the change, return to the list, and confirm that the Cemetery now appears under the expected **Active**.

After the change: Verify **Active** on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Fields and business rules

Brisk stores 9 user-relevant fields for this Cemetery, including 0 linked-record selections and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values

from this full reference.

Field	Required	What it controls
Name	Yes	Human-readable name for this cemetery.
Code	No	Short code used to identify this cemetery.
Address 1	No	The address 1 recorded for this cemetery.
Address 2	No	The address 2 recorded for this cemetery.
City	No	The city recorded for this cemetery.
State	No	The state recorded for this cemetery.
Postal Code	No	The postal code recorded for this cemetery.
Active	No	Whether this cemetery is active and available for use.
Memo	No	The memo recorded for this cemetery.

What happens next

Verify **Active** on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Name** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Active**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Compare this Cemetery with the source document or approved setup decision, then check the downstream screen where it is used.

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