

Cemetery Plots

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Purpose and when to use this record

Maintain an individual cemetery space, its location, availability, ownership, and burial history.

At a glance

- **Identify it by:** **Plot Number**, and **Status**.
- **Check its business context:** **Cemetery**, and **Owner Account**.
- **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:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on cemetery plots. 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.

Have valid **Cemetery** records ready first. Those selections determine where this Cemetery Plot belongs and which later screens can find it.

Create a Cemetery Plot

The screenshot shows a web application interface for creating a new cemetery plot. The form is titled "Cemetery Plot Entry - New Cemetery Plot". It features several input fields: "Cemetery" (a dropdown menu), "Lot" (a text field), "Plot Type" (a dropdown menu with "Grave" selected), "Owner Account" (a dropdown menu), "Section" (a text field), "Plot Number" (a text field), "Status" (a dropdown menu with "Available" selected), and "Memo" (a large text area). At the top of the form, there are navigation buttons: "Save", "Cancel", "< Previous", and "Next >". The top of the page includes a date "Tue, Aug 11, 2026", a search bar, and a breadcrumb trail: "My site > Municipal > Cemetery Plot List > New Cemetery Plot".

The Cemetery Plots create screen in the Brisk documentation demo.

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

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

After saving: Verify **Plot Type**, **Status**, **Cemetery**, and **Owner Account** 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 Plot

Delete this Cemetery Plot 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.

Before confirming, check for related **Interments**. 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 **Plot Number**, and **Status**. After confirmation, return to the Cemetery Plots list and make sure only the intended Cemetery Plot was removed.

Review Cemetery Plot details

Use the detail page as the shared record of what this Cemetery Plot currently means. Verify **Plot Type**, and **Status** before relying on it for a decision.

Follow **Cemetery**, and **Owner Account** to determine whether the issue is on this Cemetery Plot or on one of those linked records.

Next check: Verify **Plot Type**, **Status**, **Cemetery**, and **Owner Account** on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

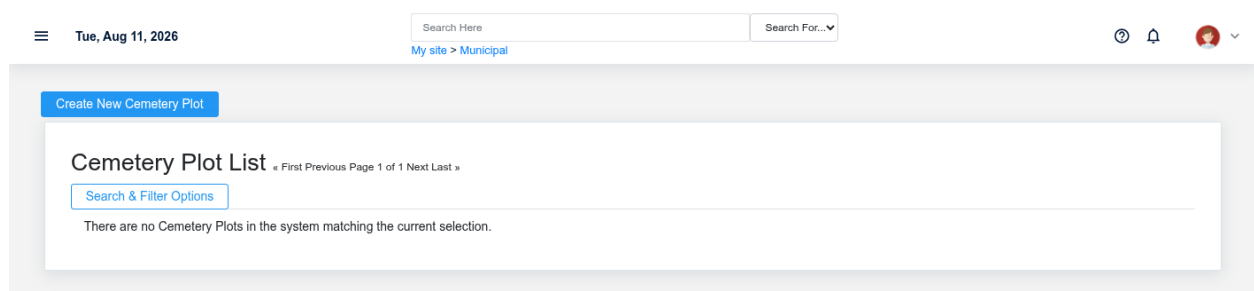
Edit an existing Cemetery Plot

Edit this Cemetery Plot 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 **Cemetery**, and **Owner Account** with the supporting document or approved request.
2. Recheck **Plot Type**, **Status**, and **Owner Account**. 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 Plot now appears under the expected **Plot Type**, and **Status**.

After the change: Verify **Plot Type**, **Status**, **Cemetery**, and **Owner Account** on the detail page, then continue the municipal workflow only when those values agree with the source document and actual work performed.

Find and review cemetery plots



The Cemetery Plots list screen in the Brisk documentation demo.

Use the Cemetery Plots list to find the correct record before opening or changing it. Compare **Plot Number**, and **Status**. Records with similar names or numbers can still belong to different **Cemetery**, and **Owner Account**.

- The initial order emphasizes **Name**, **Section**, **Lot**, and **Plot Number**. Select a column heading when you need a different comparison.

Open the Cemetery Plot whose **Plot Number**, and **Status** match the task. If it is missing, clear the list filters and recheck **Plot Type**, and **Status** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 8 user-relevant fields for this Cemetery Plot, including 2 linked-record selections and 2 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Cemetery	Yes	The cemetery associated with this cemetery plot.
Section	No	The section recorded for this cemetery plot.
Lot	No	The lot recorded for this cemetery plot.
Plot Number	Yes	The plot number recorded for this cemetery plot.
Plot Type	No	The plot type recorded for this cemetery plot. Available values: Grave, Mausoleum, Cremation, Columbarium.
Status	No	Current status of this cemetery plot. Available values: Available, Reserved, Occupied, Retired.
Owner Account	No	The owner account associated with this cemetery plot.
Memo	No	The memo recorded for this cemetery plot.

What happens next

Verify **Plot Type**, **Status**, **Cemetery**, and **Owner Account** 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 **Cemetery**, and **Plot Number** 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 **Plot Type**, and **Status**, 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:** Open **Cemetery**, and **Owner Account** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.
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