

Chatham Township Cemetery Records



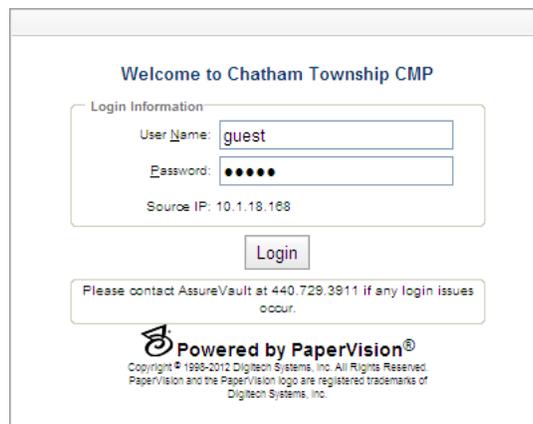
CMP Website Basic User Guide

This document provides basic instructions for searching, viewing, printing and emailing the records contained within the Chatham Township CMP (Content Management Platform) website.

For additional instructions while visiting the site, click on the Help icon  in the Toolbar. Please note that any options provided in the online Help for modifying or removing records will not be available to you.

Getting Started

1. Click on the link provided on Chatham Township's Home Page or go to <https://chathamtwp.assurevault.com/pve.aspx>
2. Enter *guest* for the User Name and Password



3. Click Login or press Enter

NOTE: There is limited access to this website so it is possible you will receive the following message:

All licenses are currently in use by other users. Please try again later.

As the message states, please visit the website at another time to login.

The record categories contained within the website are:

Burial Cards – names of persons buried in Chatham Cemetery and the location of the grave if available

Burial Permits – record of the persons buried each year since 1909

Cemetery Records – various land, monument and miscellaneous records

Deeds – since approximately 1943

Owner Cards – coincide with the deeds and were used to keep record of the lot owners in alphabetical order, and a location to write down person buried on the lots

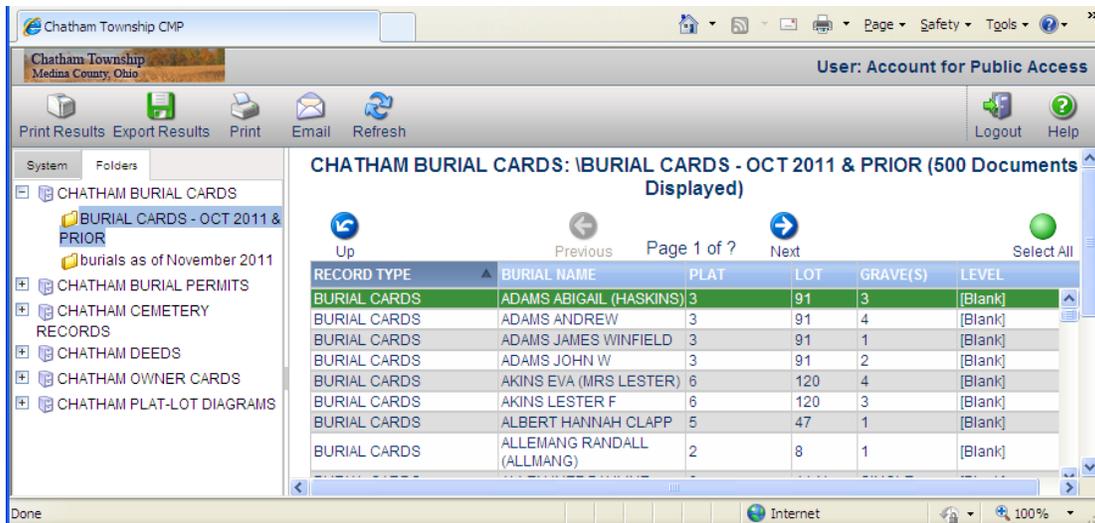
Plat-Lot Diagrams – provide diagrams of the cemetery and individual lot diagrams also marking where persons are buried

Searching for Records

The CMP is broken into two sections: Folders and System.

Folders

Selecting the Folders tab allows you the ability to look through lists of records under each of the above mentioned categories. This option works like Windows Explorer where you drill down to the “directory” where the records are located:

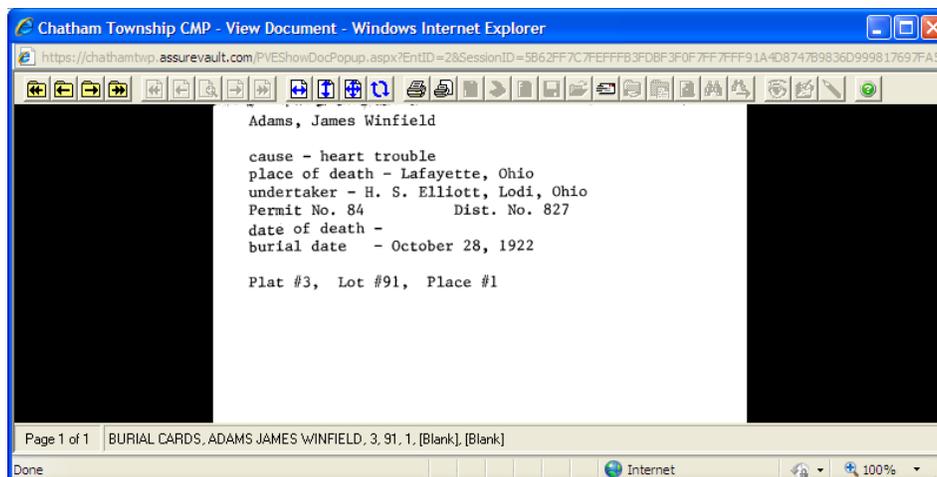


Each column can be sorted in ascending or descending order by clicking on the header. For instance, the list below is sorted in ascending order by Burial Name:

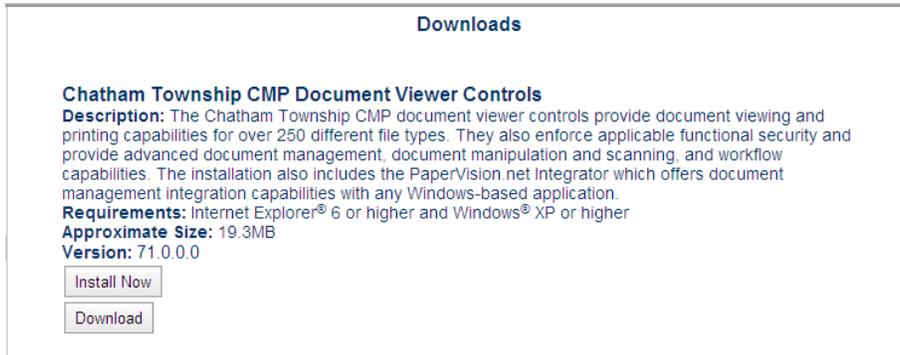
The screenshot shows the Chatham Township CMP interface with the table sorted by Burial Name. The columns include RECORD TYPE, BURIAL NAME, PLAT, LOT, GRAVE(S), LEVEL, VETERAN, and Status. The first row is highlighted in green.

RECORD TYPE	BURIAL NAME	PLAT	LOT	GRAVE(S)	LEVEL	VETERAN	Status
BURIAL CARDS	ADAMS ABIGAIL (HASKINS)	3	91	3	[Blank]	[Blank]	
BURIAL CARDS	ADAMS ANDREW	3	91	4	[Blank]	[Blank]	

To view a document, double click the record entry:



NOTE: The first time you are logged onto the site with a new computer, a message box will be received for you to the Document Viewer Controls:



You can either select “Install Now” or “Download” which will let you save the installation file to a local drive and then run the install. You will not be able to view documents without the controls being installed.

Once the document viewer opens, you are provided options for navigating the pages and documents, and for printing or emailing the document. The following options are in the toolbar at the top of the viewer:



Document Navigation to move between the documents listed



Page Navigation to move between the pages of the open document



Document viewer manipulation for zooming or rotating the pages



Print options, either whole document or range being viewed



Email the document



On-Line Help is a great tool to learn how to use the CMP. Remember that the public has limited privileges so not all the options in the Help documentation will be available to you.

System

The System tab provides a couple of options for searching the records you are looking for rather than leafing through the lists in the Folders section. Here, there are two options for searching the records: “Available Projects” and “Global Searches”.

Available Projects

Click this option to expand the list of record categories. Select the category that you want to search and the Search window will display to the right.

Chatham Township
Medina County, Ohio

User: Account for Public Access

Logout Help

System Folders

Available Projects (6)

- CHATHAM BURIAL CARDS
- CHATHAM BURIAL PERMITS
- CHATHAM CEMETERY RECORDS
- CHATHAM DEEDS
- CHATHAM OWNER CARDS
- CHATHAM PLAT-LOT DIAGRAMS

Global Searches

System Settings

Downloads

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Search: CHATHAM BURIAL CARDS

Document Index Field Search Criteria

RECORD TYPE:

BURIAL NAME:

PLAT:

LOT:

GRAVE(S):

LEVEL:

VETERAN:

Search Type: Or

Sort By: RECORD TYPE

Full-Text Search Criteria

Criteria:

Search Type: Boolean Search (and, or, not, ...)

Natural Language

The **Document Index Field Search Criteria** section has the data fields associated to the documents for that category. To search for a record, we suggest that you enter your search criteria with asterisks (*) which are wildcards, in case the data was entered incorrectly or you are not positive on the spelling.

Above Example: Searching for records on Rita Johnson

Names are entered Last Name First Name.

Try entering one of the following:

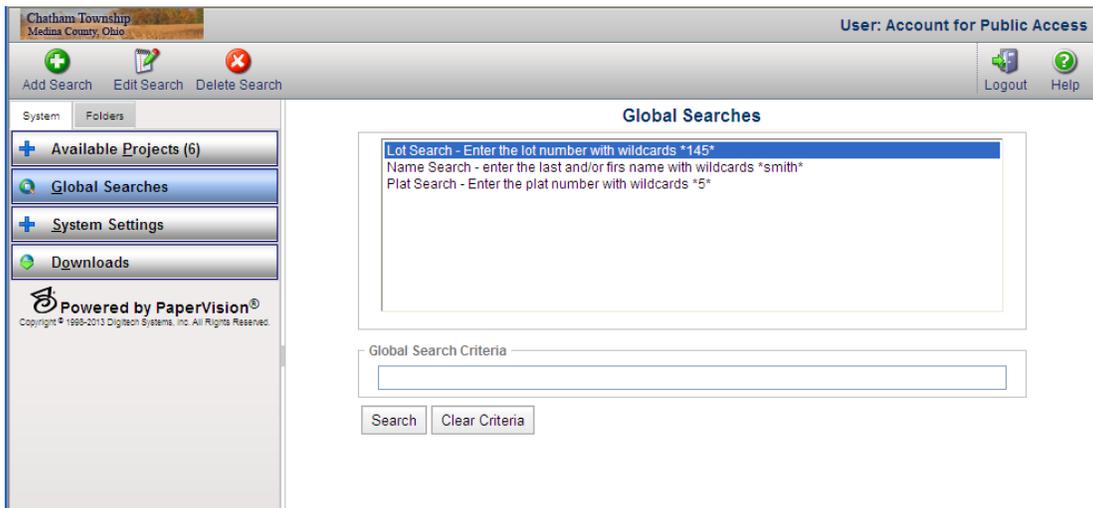
*Johnson*rita*
*john*r*

The **Full-Text Search Criteria** section will not provide any results for Chatham Township Cemetery records. As the records were either hand-written or the pertinent information was data entered into the above fields, no text recognition was performed for text searching.

Global Searches

If you are not sure which category to search under or you are trying to find all records on a particular person or plat, the Global Searches option can get you started as it searches the same type of fields over several categories.

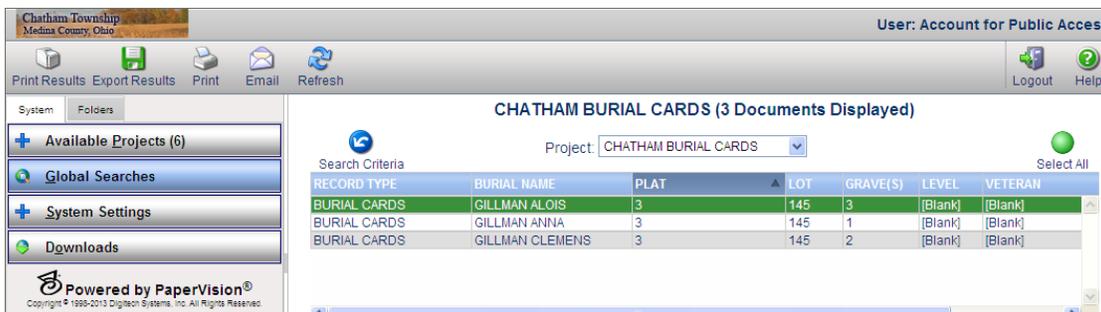
There are currently three Global Searches configured; Lot Search, Name Search and Plat Search. More global searches may be added if the need arises.



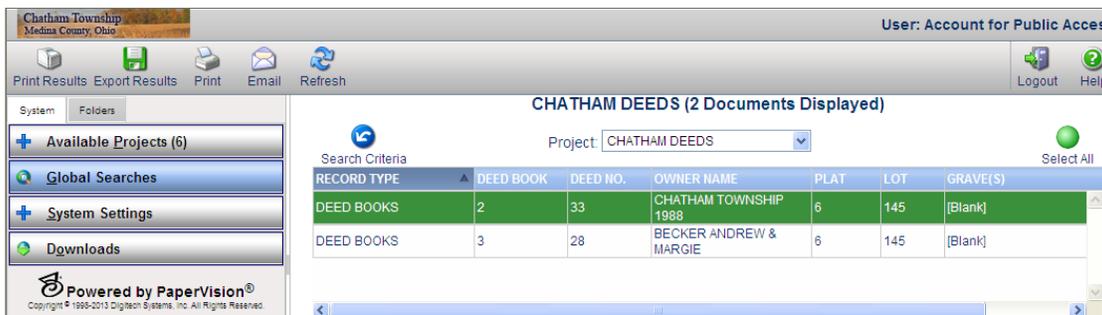
NOTE: These Global Searches can be edited but we ask that you do not change existing searches so they will work correctly for others visiting the website. If you want to create your own and then delete it after you are done, please do so.

Lot Search

This search checks the Lot field associated to the Burial Cards, Deeds, Owner Cards and Plat-Lot Diagram categories per the criteria you enter. So, if you are looking for who owns and/or is buried in a lot, for example lot 145, enter the number in the Global Search Criteria field. If you are not sure of the whole lot number, you can enter *45* to see more results as the asterisks work as wildcards and will provide all results with 45 in the field, i.e. 145, 245, 451, etc.



At the top of the results list is a Project (category) dropdown. In the example above, the three records listed are in the Burial cards category. Select from the dropdown another category and you will see the record results for that category:



Double click any of the records listed to open the document for viewing.

Name Search and Plat Search result lists work the same way.

Name Search

This search checks the Owner and Burial name fields associated to the Burial Cards, Deeds and Owner Cards categories. Most names are entered Last Name First Name with no punctuation, i.e. SHAFFER STEVEN

You can enter the name as it is above, but we suggest that you use an asterisk (*) wildcard between the names, SHAFFER*STEVEN in case the name was entered incorrectly. Or, if you only know the first name, you can enter *steven* and all records with steven included will be displayed. For instance, Steven as a last name or first name or Stevenson.

Maybe you are unsure of how the name was spelled; Steven or Stephen. You can enter the search criteria as *ste*en*, using or eliminating the beginning or ending asterisks whether you are looking for a last name or first name. Just be aware that this kind of search criteria may provide an extensive list of results, so only add wildcards if you are unsuccessful on the full name that you know.

Plat Search

This search checks the Plat field across the Burial Cards, Deeds, Owner Cards and Plat-Lot Diagram categories. Again, you can enter the exact number you are looking for, 125, or enter the number with a wildcard if you are unsure of any part of the number, 1*5.

These instructions are to help you get started using the website. If you have any questions regarding the records contained within this website, or require help locating records, please contact the Chatham Township Cemetery at 330-667-8213 or 330-667-2924.