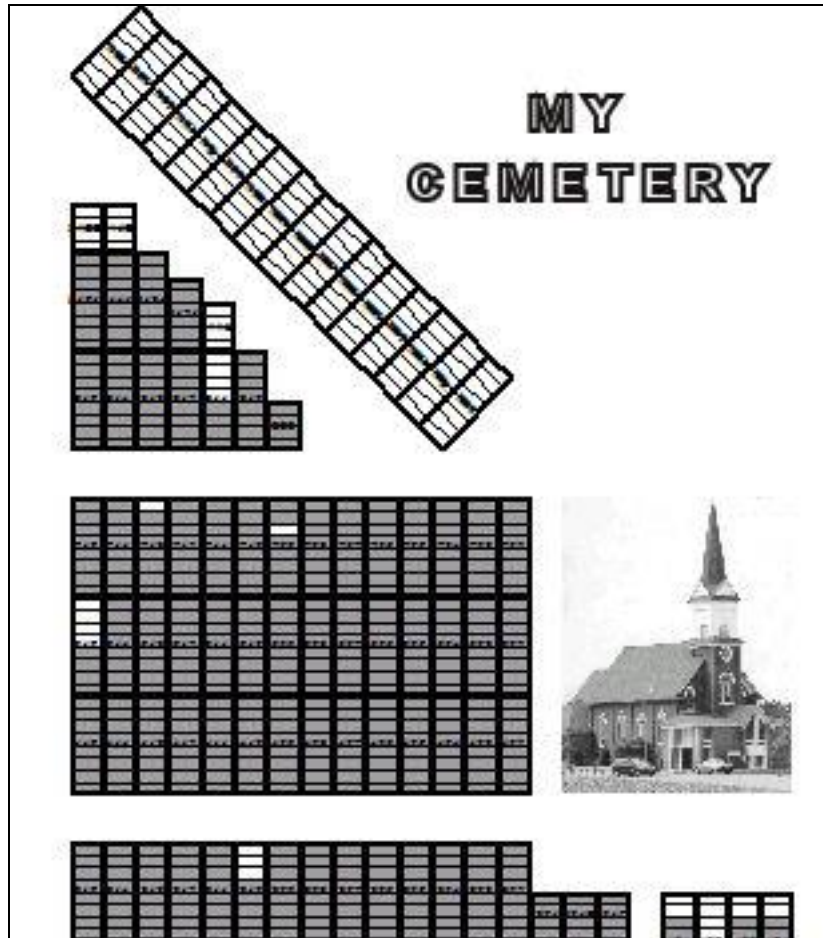




BUUTHILL GETTING STARTED

Revision 33



By: Brian Anderson

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INTRODUCTION

BUUTHILL is designed to retain cemetery records and a cemetery map. Following are some of the capabilities:

1. Display records with an associated lot locator map.
2. Display records for complete lots on a single page with a lot locator map.
3. Display records in any sequence desired.
4. Allows and displays pictures of graves, lots , obituaries and monuments.
5. Extensive error checking.
6. Search and find functions for the records.
7. Backup and restore of the database.
8. Extensive help file.
9. Manual and program to allow users to define their own cemetery map
10. Ability to print lists in any order desired
11. Ability to print the lot forms as they are displayed.
12. Ability to print maps of the whole cemetery or any part of it at any size with options to embed names and add a name index.
- 13 Ability to maintain and display pictures and obituaries.
- 14 Ability to print address labels.
- 15 Web Publishing.

BUUTHILL runs under all windows systems.

WARNING

This manual is designed only to show you how to install and understand and navigate thru the program. Only the major features are covered here. Once you have become familiar with those things covered here, you should refer to the help file for all features available on each form.

TECHNICAL ASSISTANCE

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INSTALLATION

WARNING 1

If you have already downloaded and installed the program from the BUUTHILL home site, you should ignore the rest of the install section. Also, if you are running level 25 or lower contact the Buuthill administration as there are some compatibility upgrades needed.

WARNING 2

If you currently have a version of BUUTHILL installed, uninstall it before installing this version.

Go to buuthill.com on the web. Go to the download menu and follow instructions.. **Answer "Run" to the "Run or Save" question.**

A ZIP file will be downloaded and you will get instructions to unzip. At that time , the installation begins..

The next screen will tell you to continue by hitting the big button on the left. Do that.

The next screen will show you a list of program groups with BUUTHILL highlighted as the default. Leave it as is and hit **continue**.

The program now starts copying files. If there are no problems this will finish with no incident.

The next screen will say: **Installation completed successfully**. Just hit **OK** and you are done.

Problems that may appear:

1. A message box warning that one or more files on your computer are more current than the ones being installed. You will be asked if you want to keep those on your computer. You should press the button that says, **Yes**.
2. A message box saying there was a fatal error. I do not know what happens or why but in the 2 incidents where it happened, I just hit ignore and the install finished ok.

STARTING THE PROGRAM

Hit the **Start** button on the lower left corner of your desktop and select **program files** from the resulting menus.

Select the entry ***BUUTHILL***. Another submenu appears with ***BUUTHILL*** as the only entry in it. Click this entry to start the program

A file open dialog box will appear showing the databases you may open. If this is the first install of ***BUUTHILL*** on this computer, the only file available will be ***sample.cmf***. In any case select that one and hit open. The sample database will be opened and you will see a picture of a cemetery.

USING THE PROGRAM

SHORTCUTS AND CONVENTIONS

This manual doesn't have many shortcuts or conventions but the following are used:

Rather than say "Click the word **Database**" on the menu bar and then click the word **Open** on the menu that drops down this manual says **Choose Database>Open**. This method saves time and space. The underlined letters you see in the steps are the same ones you find in Windows programs. They indicate that you can press the **Alt** key along with the underlined letter(s) to get the same result. You hold down the **alt** key while hitting each letter in turn(Example **Alt+DO**). This might be handy if the mouse breaks.

Another way to get to most of the more used menu items in Windows is to use the specified shortcut key. It can be just a function key such as **F3** or a combination of the **Ctrl** key along with a letter such as **Ctrl+O** to open a database. To determine what the shortcut for a menu is, go to the menu item and look to the right of the menu item. If a shortcut exists, it is listed there.

Click anywhere on the opening screen when just the cemetery is showing and a list of the most common shortcuts is displayed.

HELP

An extensive help file is provided. It can be accessed from the opening form by hitting F2 or choosing **Help>Program Overview**. It is recommended that you familiarize yourself with the program by perusing the help file and trying things out with the sample database.

You may also get help information for any form that you are currently on by hitting the F1 key.

*If you are unfamiliar with the windows help system, you can learn the basics needed by choosing **Help>Using help from the opening or report window***

MAIN FORMS

The 2 primary forms are the report and lot forms. You will spend most of your time here. You may toggle from one to the other by hitting F5 for the lot form and F6 for the report form. If you exit or **x** off the lot window, control also returns to the report window. If you exit or **X** off the report form, the program will terminate.

REPORT FORM

CHINATOWN Select Table Form
Database Edit View Help Exit

SELECT REPORT LINES= 574

Last Name	First Name	Lot	Grave	Typ	Birth Date	Death Date	Burial Date	Age	Crm	Vet	Funl Dir	Burial Id	Memo
Lung	Pang	1	3	B	1/19/1926	9/20/1963	9/20/1963	37			Horan		This guy lived in Chinatown
Wang	Sung	1	4	B	5/11/1921	12/18/1975	12/18/1975	54			HWong		
Ming	Long	1	1-9	O									
Leng	Lang	1	6	B	3/12/1920	7/7/1989	7/7/1989	69			HWong		Came from China in 1945
Tang	Ting	1	7	B	4/5/1947	10/15/1965	10/15/1965	18		II	HWong		
Sing	Bang	1	8	B	1/3/1923	7/1/1971	7/1/1971	48			CDang		
Ding	Feng	1	9	B	1/20/1947	10/3/1980	10/3/1980	33			HWong		
Hong	Dang	1	10	B	6/3/1927	8/25/1980	8/25/1980	53		I	Horan		
Mang	Yeng	2	3	B	3/8/1923	7/14/1958	7/14/1958	35			CDang		
Beng	Yang	2	4	B	3/27/1914	12/18/1963	12/18/1963	49			Horan		
Wung	Ming	2	1-9	O									
Ling	Ting	2	6	B	5/28/1923	9/12/1977	9/12/1977	54			HWong		

CHINATOWN CEMETERY

Map showing a grid of lots (1-112) with a red circle around lot 1.

Windows: Start, Buut-Hill - Microsoft..., CHINATOWN Se..., gttngstd.doc - Mi...

System Clock: 8:09 PM

This window has 2 main parts. The top half is called a select table and the bottom half is a map of the cemetery.

SELECT TABLE

This table contains all records from the database, which were last selected. When the program starts all records in the database appear here. Selection is done via the **Find** menu.

To find out about the type of data stored here, go to the help file (F2) then **Table fields**.

Use the Edit and Options menus for controlling what is displayed here and how it is displayed.

Use the "V" button in the upper left corner to switch between owner, burial and all fields.

Use the "+" and "-" buttons in the upper left corner to increase or decrease the font size of the table.

Any record, which appears in a record in the select report, is highlighted in blue in the cemetery map below. There will be a red ellipse on the lot in the map, depicting the lot, which contains the currently highlighted record in the select report.

CEMETERY MAP

You may change the currently selected lot by left clicking the mouse over a line in the select report. This will cause the red circle/ellipse to move to the lot which contains that record.

If you hit the **F5** button the lot form will appear displaying all of the info about the lot.

If you left click on this map the lot form will also be displayed but the lot info displayed will be the one under the cursor at the time you clicked it.

Another way to get to the lot form with the desired lot displayed is to press the **Ctrl+L** keys. An input box will appear asking you to enter the desired lot. Upon hitting the **OK** button, the lot form will appear with that lot displayed.

Note: If you want to return to the report form from the lot form hit the F6 button.

LOT FORM

CHINATOWN Lot Form _ □ ×

DataBase Edit View Help Exit

— LOT OWNER/CONTACT/RESERVED INFORMATION — LOT: 1

Last Name	First Name	Grave	Typ	Memo	Pch Date	Pch Price	Street	City	State
Ming	Long	1-9	O		01/01/1901	100.00	Chinatown	San Francisco	CA

— BURIAL INFORMATION —

Last Name	First Name	Grave	Typ	Birth Date	Death Date	Burial Date	Age	Crn	Vet	Funl Dir
Lung	Pang	3	B	1/19/1926	9/20/1963	9/20/1963	37			Horan
Wang	Sung	4	B	5/11/1921	12/18/1975	12/18/1975	54			HWong
Leng	Lang	6	B	3/12/1920	7/7/1989	7/7/1989	69			HWong
Tang	Ting	7	B	4/5/1947	10/15/1965	10/15/1965	18		ll	HWong
Sing	Bang	8	B	1/3/1923	7/1/1971	7/1/1971	48			CDang
Ding	Feng	9	B	1/20/1947	10/3/1980	10/3/1980	33			HWong
Hong	Dang	10	B	6/3/1927	8/25/1980	8/25/1980	53		I	Horan

CEM Blks

1	2	3
4	5	6

BLK.1 Lots

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

N

Leng, Lang 6 Ows: Ming, Loag	12
5 Ows: Ming, Loag	11
Wang, Sung 4 Ows: Ming, Loag	10
Lung, Pang 3 Ows: Ming, Loag	9
2 Ows: Ming, Loag	8
1 Ows: Ming, Loag	7
Hong, Dan*	10
Ding, Feng 9 Ows: Ming, Loag	9
Sing, Bang 8 Ows: Ming, Loag	8
Tang, Tin* 7 Ows: Ming, Loag	7

— COMMENTS —

Comments for lot number: 1

Start 2 Visual Basic 2 Microsoft Offic... Corel Paint Shop P... VBStuff Microsoft Help Wo... 8:21 PM

OWNER SECTION

This is the upper section of the window (Above the first black horizontal separator bar)

It displays the lot id in the upper right hand corner and displays owner, reserved and contact type records for the lot.

To find out about the type of data stored here, go to the help file (F2) then *Lot window owner section*.

Updating of these records is done by left clicking on the record which you wish to change. Adding records is accomplished by left clicking on the last line which is blank.

BURIAL SECTION

This is the middle left section of the window. It displays all burial records for the plot. Updating of these records is done by left clicking on the record which you wish to change. Adding records is accomplished by left clicking on the last line which is blank.

COMMENTS SECTION

This section is on the bottom part of the form and allows you to enter comments about the lot, which cannot be entered in the fields. Several thousand characters can be entered. If more are entered than will fit in the area, a horizontal scroll bar will appear on the right, which you can use to view all of the information

Right clicking on this text area will present a menu that allows the editing commands:

LOT MAP SECTION

This section is on the right side of the form and has three parts:

LOWER Displays the current lot map with the owners and buried people entered for each grave.

UPPER RIGHT Will have the current block map with all of the lots in that block displayed. It will also have a red ellipse in the lot that is currently on display.

UPPER LEFT Shows all of the blocks in the cemetery and will have a red ellipse on the block that contains the current lot.

Whenever you select a lot, these will change to reflect the position of that lot in the cemetery.

If your cemetery is large and you have to make multiple sections of blocks to define it, this format changes a bit.

From the lot form hit *help* for more details.

If you left click on a lot in the block map, that lot will be displayed. If you left click on the cemetery map, the closest lot to that area will be displayed and the block map will be changed to reflect that position

TUTORIAL

This section will walk you through the main tasks needed to use this program by using examples. To examine more details about each task, you should use the help file by hitting F1 or the HELP button when you are in each form for more details.

This tutorial assumes you are working with the Sample database. If you go through it using a different database, it will be somewhat the same but the results may vary.

FINDING RECORDS IN THE REPORT FORM

Quick name find.

To find a record with last name beginning with *W* and first name beginning with *H*:

From the report form, key in *F8*. The *quick name find* form appears

Key in *W* in the last name field, tab. Then go to the first name field and enter *H*.

Hit the *Enter* key or the *Find* button,

The report form will appear with the record for *Hong Wang* highlighted in the table and the red ellipse on lot 29

To find the next record with that find criteria hit the *F3* key. The record for *Hong Weng* appears and lot 49 has the red ellipse.

Continue to hit *F3* for further records that fit the criteria.

If at any time you wish to go to the lot form, hit *F6* and the currently selected lot will be displayed. To return to the report form, hit *F5*.

Find records with other find criteria.

Find a record with age greater than 50:

From the report form, key in *Ctrl+F3*. The *find* form appears

Key *50* in the Find field.

In the column drop down box select *Age*.

In the Match drop down box select *More than*

Hit the *Find* button,

Hit *F3* for further records that fit the criteria.

Select all records with select criteria.

To find all veterans:

From the report form, key in *Ctrl+F3*. The *find* form appears

In the find drop down box, drop down and click the *Not empty* option.

In the column drop down box select *Vet*.

Hit the *Select from whole database* button,

Only those records with something in the Vet field will be in the select table.

Hit *F3* for further records that fit the criteria.

Redisplay all records into the select table.

Menu *Edit>Select All*

FINDING RECORDS/LOTS IN THE LOT FORM

Finding records here use the same technique as for the report form except that the record is displayed and highlighted in the context of the lot form. You will not be able to do a *Select from whole database* here.

Find a record with last name equal Hung:

From the report form, key in *Ctrl+F3*. The *find* form appears

Key *Hung* in the Find field.

In the column drop down box select *Last name*.

In the Match drop down box select *Exactly equal*.

Hit the *Find* button. Lot 7 will be displayed with the record for *Tong Hung* highlighted.

F3 still advances to the next record fitting the find criteria.

F4 will advance you to the next lot which has a record fitting the find criteria

SORTING RECORDS

To sort the select table into age order:

Menu *Edit>Sort* brings up the sort form.

Enter a *1* in the age field (If you want it in descending order enter *1d*). Hit the *Sort All* Button.

The select table will appear with all the records in age sorted order.

NOTE: If you hit the Sort Selected button instead of the Sort All button, only the records currently in the select table will be sorted.

UPDATING RECORDS

Record update.

All updating of database records is done from the update form

To update the record for *Peng Mong* in lot 5.

In either the lot or report form, do menu *Edit>Go to lot*.

An input box appears.

Enter 5 in it and hit the *Enter* key.

Lot 5 will be displayed in the lot form.

Click on the line in the burial section that contains *Peng Mong*.

The update form will appear.

Tab to the grave id text box and change it to *3*. Hit the *update* button.

A warning will appear letting you know that you changed the grave id.

Hit the *OK* button.

Note that the name moved from lot 10 to lot 3.

Undo

This will undo the last change you made.

To undo the record update above;

Do menu *:Edit>Undo* or *Ctrl+Z*.

Note that the record reverts back to grave 3.

The name moves back to grave 3 in the map as well.

Record add

To add a record for King Mong in lot 5.

Go to lot 5 in the lot form.

Click on the *Peng Mong* record in the grave id cell.

The update form will appear with the cursor in the grave id field.

Change it to *4*.

Tab to the first name column and change it to *King*.

Hit the *Add* button.

A warning will appear letting you know that you changed the grave id.

Hit the *OK* button.

A new record appears and it shows in grave 4 in the map..

**Note: If you click on the empty line at the end of either the owner or burial section, the update form will appear with all fields empty/
You will only be allowed to do the Add button then.**

Record delete

To delete the record for *Peng Mong* in lot 5.

Go to lot 5 in the lot form.

Click on the *Peng Mong* record in the grave id cell.

The update form will appear.

Hit the *Delete* button.

The record is gone/

PRINTING

Printing the select table

Select the records desired into the table.

Sort them in the order desired.

Hit **Ctrl+P**

The Print select form appears.

If the select report is not sorted in last/first name order, an Alert message appears telling you so. Ignore this and hit OK

If you wish to change any parameters, do so. See **Help** or **F1** for details.

Hit the **Print** button.

The select report will be printed to your printer..

Printing the lot form

Go to the lot form and display the desired lot.

Hit **Ctrl+P**.

A copy of the lot form will be sent to the printer.

Printing maps

See MAPS/WALL CHARTS section below.

MAPS/WALL CHARTS

MAP print prevue form

This window is used to prevue the cemetery map or parts thereof and, optionally, print them out. It allows you to specify which parts to print as well as size and other options. You get here from either the lot or report window by going to menu *View>Map print prevue window:*

CHINATOWN CEMETERY

1	2	3	4	5	6	7	22	23	24	25	26	27	28	43	44	45	46	47	48	49
8	9	10	11	12	13	14	29	30	31	32	33	34	35	50	51	52	53	54	55	56
15	16	17	18	19	20	21	36	37	38	39	40	41	42	57	58	59	60	61	62	63
22	23	24	25	26	27	28	43	44	45	46	47	48	49	64	65	66	67	68	69	70
30	31	32	33	34	35	71	72	73	74	75	76	77	92	93	94	95	96	97	98	
36	37	38	39	40	41	42	78	79	80	81	82	83	84	103	104	105	106	107	108	109
43	44	45	46	47	48	49	85	86	87	88	89	90	91	110	111	112				

Distances

Origin:	Mouse:
Horz=0'0"	Horz=0'0"
Vert=0'0"	Vert=0'0"
Dian=0'0"	Dian=0'0"

Printing the cemetery map

Go to the print prevue window via menu *View>Map print prevue*.

The print prevue window appears with the cemetery shown with all lots.

Experiment with the detail level options to see the differences,

Click the *show highlighted* checkbox to see the map entities shaded if there are any items in the select table for that map entity.

Hit the *Print Preview* button

The Print setup form appears.

Click the *Landscape* option and hit *Enter*

The picture now shows what will be printed when you hit the *Print* Button. It will be shown as the best fit for the currently selected printer.

Click on the *Size* button.

Change the height to 6 and hit *OK*. It will now be a little smaller than the currently selected printer,

Hit the *Print* button.

MISCELLANEOUS

Making a new database

From the report form enter **Ctrl+N**

A message box appears asking you to enter a database name.

Enter one and hit **OK**.

The Cemetery info form appears.

Change the cemetery name to what you would like

If you wish, change the other fields.

Hit **OK**.

You will get a message saying that the database has been saved. Just hit **OK**.

You will get a message saying that you do not have a database key. Just hit **OK**.

Note: You will get this message every time you open your new database from now on. Click on the Help button in the message box to find out how to make it go away,

Your database is initialized with no records and the report form is displayed.

The cemetery map will be a copy of the Sample database.

Backing up your database.

From the report form menu hit **Database>Backup**.

The backup form will appear.

Enter the drive on which you want the backup to be written.

Hit **OK**

The file will be written to that drive.

You will get a confirmation message stating how it was saved.

Restoring your database.

You use this in case of disaster or if your backup copy is more up to date than your current database. This is typical if you backup your dataset on one computer and restore it on another.

From the report form menu hit **Database>Restore**.

The restore form will appear.

Enter the drive which contains your back up.

Hit **OK**

A list box will appear with the names of the databases which may be restored.

Select the one you want and hit **OK**.

*If the one you select is not the one you are currently in, you will get a message box telling you so. If you really want the new one just hit **OK**. The current database you are on will then be closed before restoring and opening the new one.*

The database will be restored and a message verification box will be displayed.

Hit **OK**.

The Opening form for the restored database will be displayed..

MAKING A SHORTCUT

There are several ways of putting a shortcut to get to buuthill on your desktop. This will allow you to click on it bypassing the first 2 steps above. I will explain one here.

Right click any place on the empty desktop. A menu will appear that will give you choices. Select the “New” option, which will show another menu on which you should select the “shortcut” option.

Type in “C:\Program files (x86)\buuthill\buuthill.exe”. (Don’t put in the “ characters and note that the slashes are reversed).

On earlier versions of windows there is no “(x86)” file. In that case leave the “(x86)” out of the name.

You can do the same thing by selecting the “browse” button, going to the C directory, then the program files directory, then the buuthill directory and then selecting the buuthill.exe file or application.

Hit the “Next” button and on the next screen, hit the “Finish” button.

Note: This may not be the exact sequence on all computers. This is the sequence on Windows 10 and will be quite similar on all others.

OPENING A DATABASE WITH THE SHORTCUT

The following may be done to cause the database to be opened directly when going into the program rather than making you pick it when opening the program.

Right click on the desktops Buuthill icon, which you just made” and select the “properties” option. You will see a text box called “Target” with the following text in it:

```
"C:\Program Files (x86)\BUUTHILL\buuthill.exe"
```

Add text to this to make it read:

```
"C:\Program Files Files (x86)\BUUTHILL\buuthill.exe" /fil c:\program files Files (x86)\buuthill\sample.cmf
```

Note that there is a space between *exe*” and */fil*, between */fil* and *c:* and between *program* and *files*. Also note the */fil* has a forward slash and the rest have reverse slashes.

Hit “ok” and now hitting the desktop icon brings the program up with the database open.

When you get your own database, you may change *sample*” to whatever that is.

