

Edit a memorial entry

Open an existing entry, update confirmed information only and save the changes.

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Before you begin

- ✓ You must be allowed to manage the memorial register.
- ✓ Confirm every change with the family or another authorised source.

1 STEP 1 OF 4 · 2 MIN

Find the correct entry

Open In Memoriam and find the person in Full memorial. Use search when the list is long.

Check the name and date of death before opening the entry.

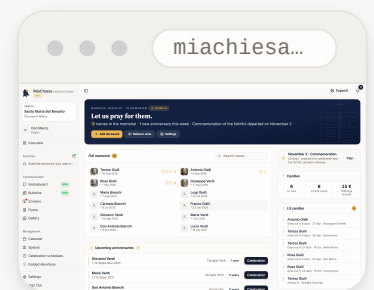


Fig. 1 Full memorial lists the entries available in the current workspace.

2 STEP 2 OF 4 · 2 MIN

Open the details and select Edit

Select the person to open the details. Review the identifying information, then select Edit.

The details help distinguish this entry from people with similar names.

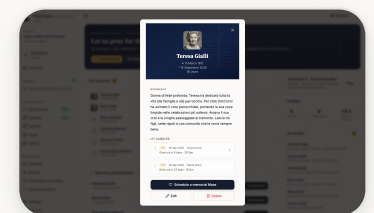


Fig. 2 Teresa Gialli's details are open; Edit leads to the full entry.

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STEP 3 OF 4 · 2 MIN

Update the confirmed information

Change only the verified field. Before saving, review dates, family consent, the photo and internal notes.

In the example, the name is prepared in the form but the change has not been saved.

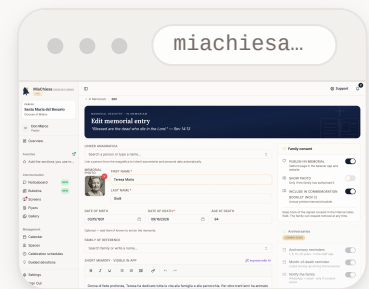


Fig. 3 Teresa Maria is prepared in the form; Save changes has not been selected.

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STEP 4 OF 4 · 2 MIN

Save and verify

Select Save changes. The app returns to the register after the update.

Reopen the entry to verify the saved value and, for public details, check Believer view too.

What you have achieved

- ✓ The entry contains the updated, confirmed information.
- ✓ Consent and public information have been reviewed.

Troubleshooting

The entry does not open for editing



Check that you can manage the memorial register in the selected workspace and that the entry still exists.