



CITY OF CAPE TOWN
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STAD KAAPSTAD

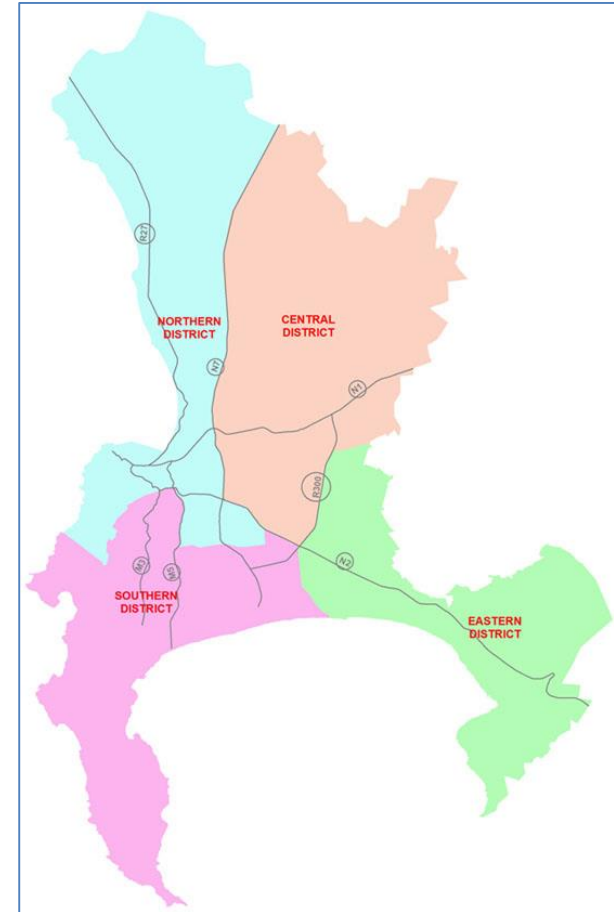
HISTORICAL DATA CAPTURING PROJECT KLIP CEMENTERY

Community Services / City Parks / 27 September 2016
Presented by Luyanda Mjulen

Making progress possible. **Together.**

City Of Cape Town – City Parks

- Cemeteries fall under City Parks
- 40 cemeteries
- **4 Districts**
 - 13 - Southern District
 - 10 - Eastern District
 - 11 - Central District
 - 6 - Northern District



Klip Cemetery – Grassy Park

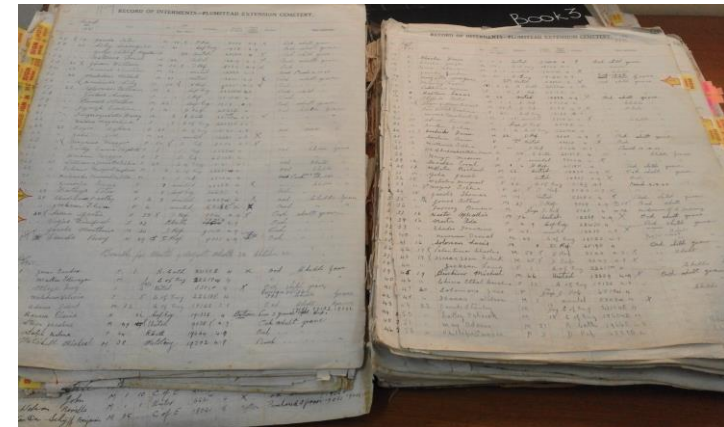
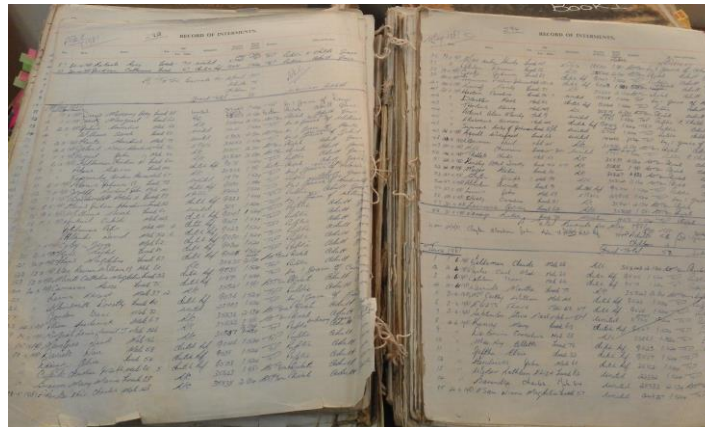
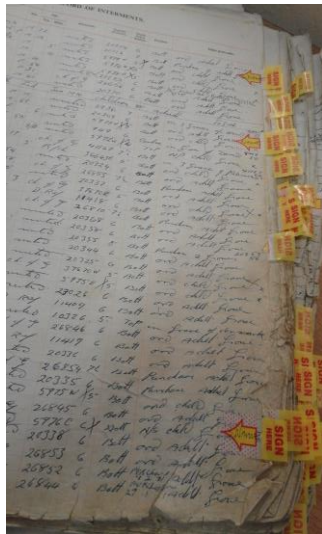
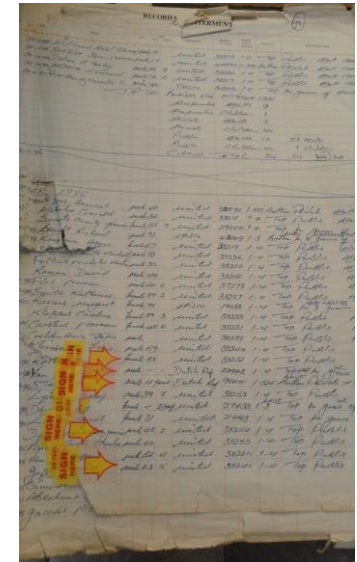
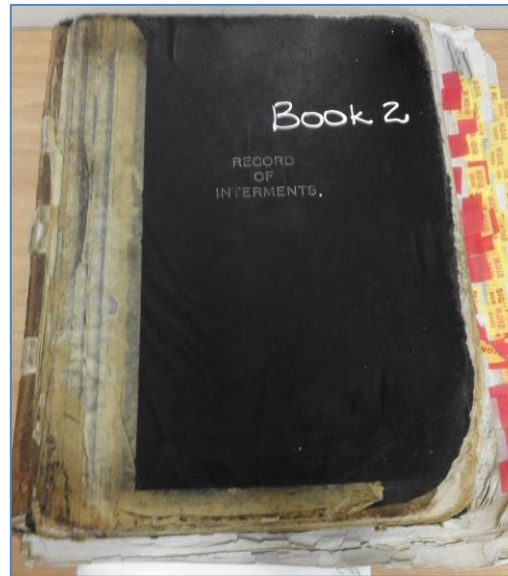
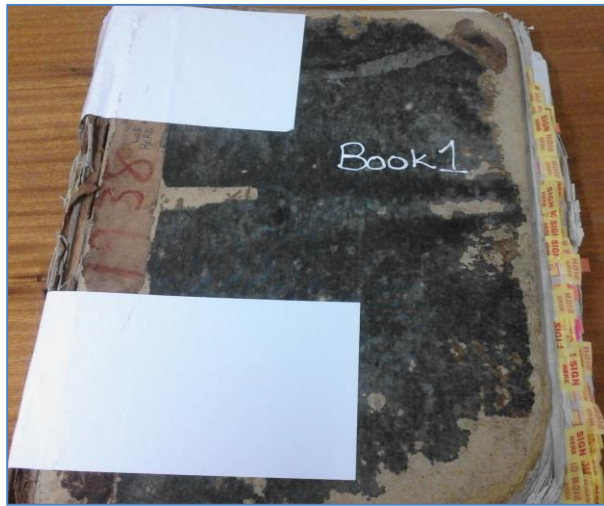
- The project started in Klip Cemetery
- Klip cemetery was **established** in **1938**
- Klip Cemetery is about \pm 194876 sqm
- Klip Cemetery fall in **Area 18** of the **Southern District**.



WHY DO THE PILOT PROJECT?

- To phase out the different books (index, register, exercise) in cemeteries
- To have an **electronical version** of the cemetery data
- The **register books** are in a **bad condition**
- The writing styles in the book are **difficult to read**
- The **public's personal information are** in these books and they **dilapidated**
- **Comparing** of **cemetery** and **district register books**.
- SAP(Systems Application Programme) has **records from 2007 to date**
- **Klip Cemetery's** records starts from **1938 to date**

THE CONDITION OF THE BOOKS



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STARTING THE PROJECT

The consultation , the preparation and starting date

STARTING THE PROJECT

- **Different stakeholders** were invited to **take part** to start the project
- Cemetery Operational staff
- District Office Cemetery Staff
- Superintendents
- Area Managers
- Technical Staff from Head Office

- **3 hour to full day of robust meetings** to decide how the process would go
- **Site visits** to Klip Cemetery and other cemeteries for consistency or differences
- **Listed the required information**

- **Decision to capture** what is on the **register books**
- **Recruitment process** and **resource allocation**
- Final number of capturers needed.
- **START 07 March 2016**

List of required information

- Capture **as it is on the register book**
- Define all of the of the **abbreviations** used by cemetery staff
- Allocate where to **save extra information** whether it can be explained or not
- Finding **easier and faster ways** to use the records
- Engaged technical office in **creating a spreadsheet suitable** for the project.

| Abbreviations | Meaning |
|---------------|---------|
|---------------|---------|

Allotment

| | |
|--------|---------------------|
| R & C | Roman Catholic |
| DR | Dutch Reform Church |
| C of E | Church of England |
| United | United Churches |
| Muslim | Muslim |
| | |

Other Particulars

| | |
|------------------|---|
| Ord. purch | Ordinary adult / child grave (public grave) |
| In grave of | Private grave / ordinary purchase grave |
| Poor child grave | Public |
| | |

Other signs and abbreviations

| | |
|----------|---|
| S/B | Still born |
| X | There is a second / third burial in one grave |
| Child of | Child grave |
| | |

Type of Books

| | |
|---------------|---|
| Index book | Records particulars of the deceased |
| Register book | Records particulars of the deceased |
| Plot book | Records location and ownership of the grave |
| Exercise book | Differs from Cemetery to cemetery |
| | |

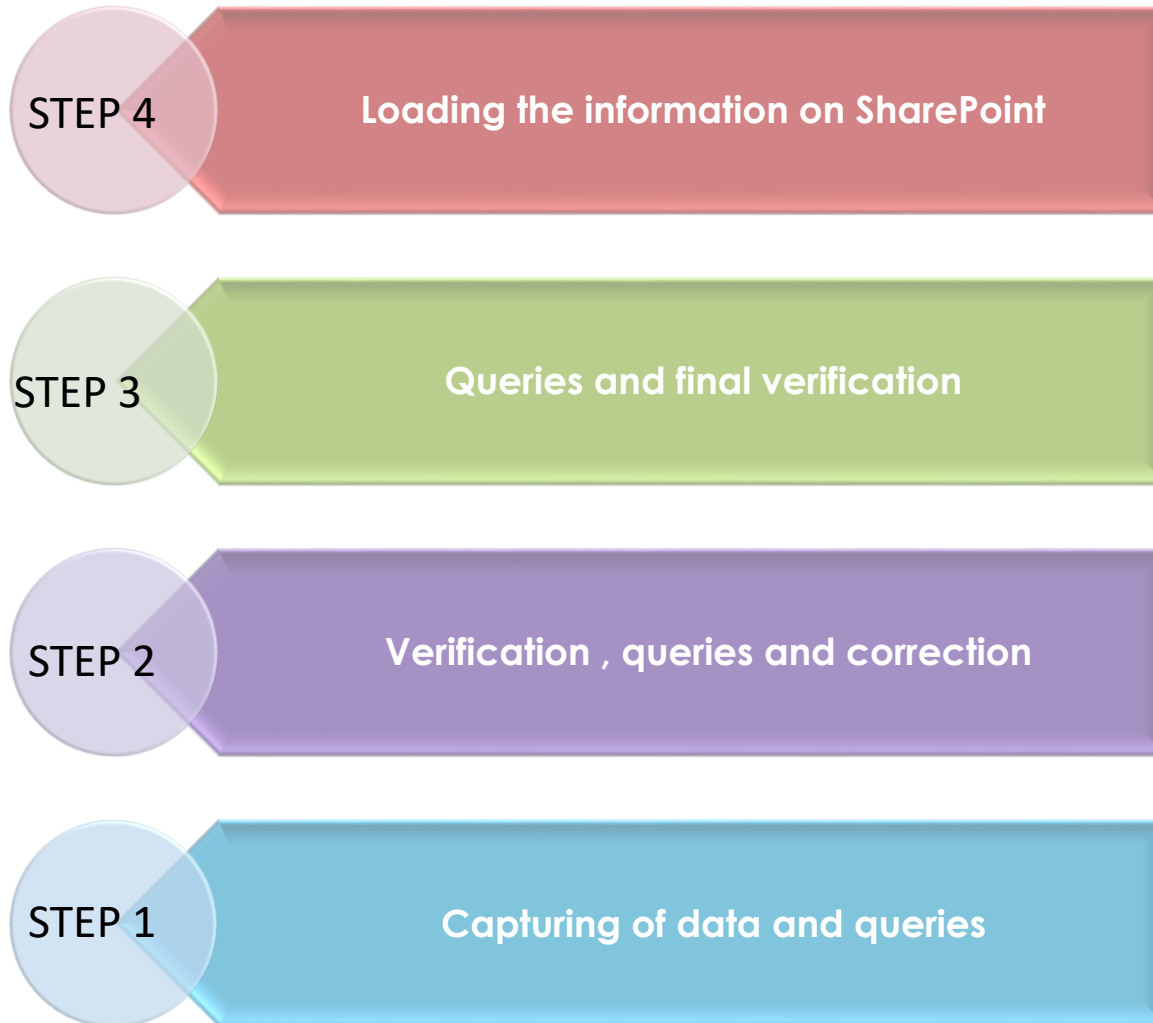
THE PROCESS

Klip cemetery



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WORKFLOW



CAPTURED PAGE

| | A | B | D | E | F | G | H | J | K | L | M | N | O | P | Q | S |
|----|--------------|-------------|----------------|-----------|------------|--------|----------|-----------|--------------|----------------|----------|--------------------|----------------|-------------|--------------|---------------------|
| 1 | Capture Date | Capture Ref | Date of Burial | Surname | Fist Names | Sex | Age Year | Allotment | Grave Number | Depth of grave | Position | Other Particulars | Book Reference | Page Number | Capture Name | Comments |
| 2 | 2016/03/07 | 1 | 23/05/1967 | Apollis | Peter | Male | 29 | United | 41710 | | 6 Bottom | Ord adult grave | 2 | 1 | Maydene | X: No. of grave |
| 3 | 2016/03/07 | 2 | 23/05/1967 | Blaau | Harry | Male | 55 | R.Coth | 32142 | | 6 Bottom | ord adult grave | 2 | 1 | Maydene | |
| 4 | 2016/03/07 | 3 | 23/05/1967 | Peterse | Christina | Female | 78 | D.Ref | 11111 | | 6 bottom | ord adult grave | 2 | 1 | Maydene | |
| 5 | 2016/03/07 | 4 | 23/05/1967 | Parelenw | Anthony | Male | 42 | Ch of Eng | 41648 | | 6 Bottom | ord adult grave | 2 | 1 | Maydene | |
| 6 | 2016/03/07 | 5 | 23/05/1967 | Dunn | Benadick | Male | 43 | R.Cath | 32167 | | 6 Bottom | ord adult grave | 2 | 1 | Maydene | |
| 7 | 2016/03/07 | 6 | 23/05/1967 | Dien | Solomon | Male | 70 | Muslim | 192 | | 6 Bottom | purchase adult gra | 2 | 1 | Maydene | |
| 8 | 2016/03/07 | 7 | 24/05/1967 | Van Der V | Joan | Female | 1 | Ch of Eng | 38660W | | 5 bottom | poor child's grave | 2 | 1 | Maydene | X:other particulars |
| 9 | 2016/03/07 | 8 | 25/05/1967 | Hansen | Henry | Male | 60 | D.Ref | 11112 | | 6 Bottom | ord adult grave | 2 | 1 | Maydene | |
| 10 | 2016/03/07 | 9 | 25/05/1967 | Thomas | Mark | Male | 1 | United | 38764E | | 5 Bottom | ord child's grave | 2 | 1 | Maydene | X:other particulars |
| 11 | 2016/03/07 | 10 | 26/05/1967 | Oakes | Louisa | Female | 74 | United | 41711 | | 6 Bottom | ord adult grave | 2 | 1 | Maydene | |
| 12 | 2016/03/07 | 11 | 27/05/1967 | America | Adam | Male | 62 | D.Ref | 11113 | 76 | Bottom | Purchase adult gr | 2 | 1 | Maydene | |
| 13 | 2016/03/07 | 12 | 27/05/1967 | Tobias | Alexander | Male | 68 | United | 41719 | | 6 Bottom | ord adult grave | 2 | 1 | Maydene | X |
| 14 | 2016/03/07 | 13 | 27/05/1967 | Plaatjies | Bavin | Male | 5 | united | 38764W | | 5 Bottom | purchase child's g | 2 | 1 | Maydene | X:other particulars |
| 15 | 2016/03/07 | 14 | 29/05/1967 | Jones | caroline | Female | 28 | Ch of Eng | 41649 | | 6 Bottom | ord adult grave | 2 | 1 | Maydene | |

This spreadsheet will show

- ✓ All the information in the register book
- ✓ **What date** it was captured
- ✓ **Who** captured it
- ✓ **Which book** and **what page** the information is
- ✓ Any **extra information** written in the book



SHAREPOINT

http://cityteams.capetown.gov.za/sites/projhistcem/L Klip Cemetery - Historical b...

File Edit View Favorites Tools Help

Site Actions Browse List Tools Items List

Luyanda Mjoleni

Historical Cemetery Capturing Project > Klip Cemetery - Historical burial > Datasheet

Home Search this site...

| | Capture | Capt | Capt | Date of Bu | Surname | First Names | Sex | Age | Age | Allotment | Grave | Positi | Depth | Other Particular | Boo | Page | Capture | Begins |
|--|----------|------|--------|------------|------------|---------------|--------|-----|-----|-----------|-----------|----------|-------------|-----------------------------------|-----|------|---------|--------|
| | 3/8/2016 | 311 | Klp311 | 29/12/1994 | Davids | Elizabeth Ann | Female | 40 | | United | 39803 | Bottom | 2 Metre | Private adult grave | 3 | 10 | Hlumelo | D |
| | 3/8/2016 | 312 | Klp312 | 29/12/1994 | Brandt | Godfrey | Male | 29 | 1 | United | 36737 | Top | 1.3 M | Public adult grave | 3 | 10 | Hlumelo | B |
| | 3/8/2016 | 313 | Klp313 | 29/12/1994 | Felix | Mary Martha | Female | 74 | | United | 15206 | Bottom | 1.9 M | Private adult grave | 3 | 10 | Hlumelo | F |
| | 3/8/2016 | 314 | Klp314 | 30/12/1994 | Van Rooyen | Mila | Female | 72 | | United | 38906 | Bottom | 1.9 M | Private adult grave | 3 | 10 | Hlumelo | V |
| | 3/8/2016 | 315 | Klp315 | 30/12/1994 | Barendse | Grace C. | Female | 54 | | United | 36723 | Top | 1.4 M | Public adult grave | 3 | 10 | Hlumelo | B |
| | 3/8/2016 | 316 | Klp316 | 30/12/1994 | Philander | Jan | Male | 46 | 2 | United | 36738 | Top | 1.4 M | Public adult grave | 3 | 10 | Hlumelo | P |
| | 3/8/2016 | 317 | Klp317 | 30/12/1994 | Ontong | Nigel | Male | 22 | | United | 36710 | Top | 1.4 M | Public adult grave | 3 | 10 | Hlumelo | O |
| | 3/8/2016 | 318 | Klp318 | 4/1/1995 | Abrahams | Lyle | Male | | | Dutch Ref | 5615 East | Top East | 1.3 M | Public child's grave | 3 | 11 | Hlumelo | A |
| | 3/8/2016 | 319 | Klp319 | 4/1/1995 | Simons | Andrew | Male | 56 | 5 | United | 36711 | Top | 1.4 M | Public adult grave | 3 | 11 | Hlumelo | S |
| | 3/8/2016 | 320 | Klp320 | 5/1/1995 | Jacobs | Eliza | Female | 75 | | United | 15207 | Bottom | 1.9 M | Private adult grave | 3 | 11 | Hlumelo | J |
| | 3/8/2016 | 321 | Klp321 | 5/1/1995 | Daniels | Beatrice | Female | 67 | | United | 38905 | Bottom | 1.9 M | Private adult grave | 3 | 11 | Hlumelo | D |
| | 3/8/2016 | 322 | Klp322 | 5/1/1995 | Davids | George | Male | 81 | | Episco | 32010 | Top | 1.3 M water | Public converted to private grave | 3 | 11 | Hlumelo | D |
| | 3/8/2016 | 323 | Klp323 | 5/1/1995 | September | Thomas John | Male | 65 | 10 | United | 36724 | Top | 1.4 M | Public adult grave | 3 | 11 | Hlumelo | S |
| | 3/8/2016 | 324 | Klp324 | 5/1/1995 | Philander | Ronald E. | Male | 47 | 2 | United | 36739 | Top | 1.4 M | Public adult grave | 3 | 11 | Hlumelo | P |
| | 3/8/2016 | 325 | Klp325 | 6/1/1995 | Sauls | Fredericks F. | Female | 38 | 2 | United | 33907 | Top | 1.4 M | In grave of Sauls | 3 | 11 | Hlumelo | S |

Calculating Totals...

Pending changes

WORK DONE AND TIMEFRAMES

| CAPTURER | BOOK NUMBER | WORK CAPTURED | AVERAGE A DAY | TIMEFRAMES |
|--------------|-------------|---------------|---------------|------------|
| GRETCHEN | BOOK 1 | 1225 | 250 | 4 |
| NATALIE | BOOK 1 | 22476 | 360 | 25 |
| HLUMELO | BOOK 2 | 19735 | 360 | 27 |
| MAYDENE | BOOK 3 & 4 | 8733 | 250 | 11 |
| TOTAL | | 52169 | | 67 |

CHALLENGES FOR CAPTURERS

- Style of writing
- Disturbance
- Condition of the book

VERIFICATION



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VERIFICATION - STAGE 1

- The **verification process** is very important and must happen throughout the process
- ✓ Compare information captured with the **written information** in the register book.
- ✓ Mistakes are **easily spotted and quickly fixed**
- ✓ Capture all the **queries** found and send to the district
- ✓ This ensures **quality and quantity**

RECORD OF INTERMENTS.—PLUMSTEAD EXTENSION CEMETERY. 366

| Interment No. | Name | Sex | Age | Altitude | Number of Interments | Depth of Interment | Position | Other particulars |
|---------------|----------------------|-----|-----|----------|----------------------|--------------------|----------|-------------------|
| 9 | Smith Deborah | F | 64 | D.R.F. | 1622 | 4-9 | | Ord adult grave |
| 10 | Murray John Joseph | M | 27 | unint. | 2410 | 4-9 | X | Ord adult grave |
| 11 | Mentor Minnie | F | 40 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 12 | Maphahlele Mphahlele | M | 30 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 13 | Maphahlele Mphahlele | M | 66 | unint. | 111 | 4-9 | | Ord adult grave |
| 14 | Maphahlele Mphahlele | F | 55 | unint. | 2409 | 4-9 | | Ord adult grave |
| 15 | Maphahlele Mphahlele | F | 78 | unint. | 2444 | 4-9 | | Ord adult grave |
| 16 | Maphahlele Mphahlele | F | 100 | unint. | 7647 | 4-9 | | Ord adult grave |
| 17 | Maphahlele Mphahlele | M | 7 | unint. | 2407 | 4-9 | X | Ord adult grave |
| 18 | Maphahlele Mphahlele | M | 4 | unint. | 7647 | 4-9 | | Ord adult grave |
| 19 | Maphahlele Mphahlele | M | 70 | unint. | 2403 | 4-9 | X | Ord adult grave |
| 20 | Maphahlele Mphahlele | F | 47 | unint. | 2416 | 4-9 | | Ord adult grave |
| 21 | Maphahlele Mphahlele | F | 74 | unint. | 145 | 4-9 | | Ord adult grave |
| 22 | Maphahlele Mphahlele | F | 90 | unint. | 145 | 4-9 | | Ord adult grave |
| 23 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 24 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 25 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 26 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 27 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 28 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 29 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 30 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 31 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 32 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 33 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 34 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 35 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 36 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 37 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 38 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 39 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 40 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 41 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 42 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 43 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 44 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 45 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 46 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 47 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 48 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 49 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 50 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 51 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 52 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 53 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 54 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 55 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 56 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 57 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 58 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 59 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 60 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 61 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 62 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 63 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 64 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 65 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 66 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 67 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 68 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 69 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 70 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 71 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 72 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 73 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 74 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 75 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 76 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 77 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 78 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 79 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 80 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 81 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 82 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 83 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 84 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 85 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 86 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 87 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 88 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 89 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 90 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 91 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 92 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 93 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 94 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 95 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 96 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 97 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 98 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 99 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |
| 100 | Maphahlele Mphahlele | M | 3 | unint. | 2415 | 4-9 | X | Ord adult grave |

VERIFICATION - STAGE 2

- **QUERIES**

- ✓ Each query is turned into a **full entry after being verified** in the district books and **then logged**.
- ✓ They are then added in the master data

- **VERIFICATION**

- ✓ The information from Klip Cemetery is then verified with the information from the District Office

- **SharePoint**

- ✓ Once verified it is loaded into SharePoint

[illegible]

QUERIES AND FINAL VERIFICATION



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QUERIES

| | BOOK 1 | BOOK 2 | BOOK 3 |
|-------------------|--------|--------|--------|
| NAME | 226 | 79 | 47 |
| SURNAME | 306 | 19 | 2 |
| BURIAL DATE | 10 | 9 | 12 |
| GENDER | 1 | 4 | 34 |
| AGE | 9 | 6 | 60 |
| GRAVE | 5 | 7 | 13 |
| OTHER PARTICULARS | 3 | 5 | 4 |
| WHOLE ENTRY | / | 3 | 2 |
| EAST / WEST SIGN | / | / | 1 |
| ALLOTTMENT | / | / | 3 |

CHALLENGES FOR CAPTURERS

- Torn pages from books
- Smudged entries
- Untidy entries
- Different handwritings
- Faded pages
- Fatigue
- Incomplete entries

WHAT DID WE LEARN?

WHAT DID WE LEARN?

- Proper **consulting and research at the beginning** help direct the project and **limits complications**
- As each cemetery has its own **different abbreviations** we recorded them for **future management**
- It **takes everybody** doing their roles to run the programme smooth
- Define **proper communication** lines early
- The **verification process** is very important :
 - ✓ to happen throughout the process
 - ✓ Four sets of eyes see the **same information from 2 sources**

OPERATIONAL DECISIONS

- **Capturing** – we will **capture from the register books first** and then we will add the extra **information from the plot books** and then we will **go outside and verify the books with the actual graves**
- **Register books** – to capture as they are
- **Query** - if a name is unclear in the **Klip register books** it is to be **verified** with **Plumstead register books**
- **Verification** - all information **captured at Klip** had to be **checked at Klip** and then sent to **Plumstead to be checked** against those records to see if matches.

Thank you!!!

Questions and answers