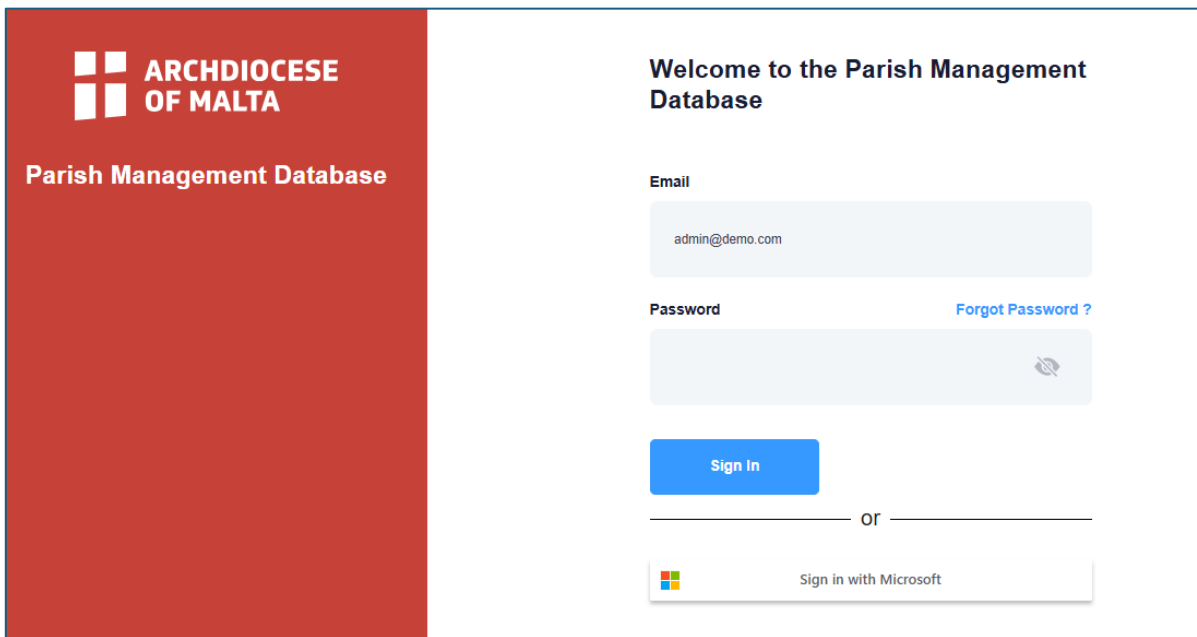


Parish Management - Imwiet u Dfin

User Testing

1. Ara li jkollok hdejk:
 - a. Ir-registru tal-Imwiet u d-Dfin
 - b. Il-burial permits li hemm fl-arkivju tal-parrocca
 - c. Scan tal-burial permit li se ddaħhal
2. Iftaħ: <https://stagingpm.knisja.mt/> u tinfetaħ din il-paġna:



**ARCHDIOCESE
OF MALTA**

Parish Management Database

**Welcome to the Parish Management
Database**

Email

admin@demo.com

Password [Forgot Password ?](#)

Sign In

or

 Sign in with Microsoft

3. Daħhal il-username u l-password li intbagħtitlek fl-email:

Welcome to the Parish Management Database

Email

parrocca.ximkien@maltadiocese.org ✓

Password [Forgot Password ?](#)

Sign In

_____ or _____

 Sign in with Microsoft

4. Malli titla' l-paġna tal-Parish Management, inżel 'l isfel u għandek tara sezzjoni ġdida jisimha **Funerals**:

Confirmation [Create New Confirmation](#)

ID Card No	Name	Surname	AKA	Actions
				+
				+
				+

« < 1 > » 10

Funerals [Create New Funeral](#)

ID Card No	Name	Surname	AKA	Actions
------------	------	---------	-----	---------

« < 1 > » 10

5. Aghfas il-buttuna **Create New Funeral**

Create New Funeral

6. Daħħal id-dettalji skond kif mitlub. L-ewwel tibda' billi ddaħħal l-ID number tal-persuna li mietet fis-**Search ID Number**

New Death & Burial Information

Deceased Person Information

Search ID Number*

 Search

This field is required.

Name * AKA Surname *

This field is required. This field is required.

7. Aghfas Find Person by ID card

Deceased Person Information

Search ID Number*

12345M  Find Person by ID Card

8. Jekk l-ID number qatt ma ddaħħal fis-sistema jitla' dan il-popup u aghfas **Yes**



No profiles found. Would you like to create a new profile with this information?

Yes No

9. Daħhal id-dettalji mitluba

Name *	AKA	Surname *	Gender *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This field is required.		This field is required.	This field is required.
Date of birth *	Date of death *	Time of death *	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This field is required.	This field is required.	This field is required.	
Place of birth *	Place of death *	Marital Status *	Parish of Residence *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This field is required.	This field is required.	This field is required.	This field is required.
Address			
House Number			
<input type="text"/>			
House Name			
<input type="text"/>			
Sub Division			
<input type="text"/>			
Street Name			
<input type="text"/>			
Locality	Post Code		
<input type="text"/>	<input type="text"/>		
This field is required.			
Country			
<input type="text"/>			
This field is required.			

10. Daħhal id-dettalji tal-ġenituri. Fis-sezzjoni l-ġdida tal-Funerals, is-sistema tal-Parish Management se tħallik iddaħhal id-dettalji tal-ġenituri anke jekk m'għandekx ID card numbers tagħhom. Inti se timxi hekk:

- Jekk għandek l-ID card numbers mexxi bħas-soltu
- Jekk m'għandekx l-ID card numbers agħfas il-buttuna l-ħamra li jisimha **DO NOT HAVE ID CARD NUMBER/ALTERNATIVE IDENTIFICATION** (l-istess buttuna li nużaw għall-parrini fil-Magħmudijiet u l-Griżmi)

Parents type *

☒ Mother and Father ☐ Single Parent ☐ Same gender parents

Father Information

Search ID Number*

This field is required.

Father's Name *

This field is required.

Father's AKA

Father's Surname *

This field is required.

Father's Gender *

Alive/Deceased?

☐ Alive ☐ Deceased

This field is required.

Section will be available once ID Card number/Alternative Identification is selected or created.

DO NOT HAVE ID CARD NUMBER/ALTERNATIVE IDENTIFICATION

11. Daħħal id-dettalji tal-ġenituri

Father Information

Identification Number*

Alternative Identification Document Type*

Country Issued*

Father has a generated alternative identification from the system. Click the button to reset this.

Father's Name *

This field is required.

Father's AKA

Father's Surname *

This field is required.

Father's Né Surname

Father's Gender *

Alive/Deceased? *

☐ Alive ☐ Deceased

This field is required.

Mother Information

Search ID Number*

This field is required.

12. Daħhal id-dettalji tal-funeral:

Funeral Information

Date of Funeral*

dd/mm/yyyy



This field is required.

Place of Funeral*



This field is required.

13. Daħhal id-dettalji tad-difna u tella' (upload) il-kopja scanned tal-burial permit kif indikat:

Burial Information

Date of Burial*

dd/mm/yyyy



This field is required.

Burial Type *



This field is required.

Cemetery *



This field is required.

Grave Type *



This field is required.

Grave Division

Grave Section

Grave Compartment

Grave Number *



This field is required.

Grave Level

Grave Right of Burial

Burial Permit

No file chosen

Browse

This field is required.

14. Daħhal id-dettalji tal-volum, pagina eċċ. tar-registru. Jekk trid tista' ttella' wkoll xi dokumenti oħra marbuta mal-funeral billi tagħfas **Drag and drop to add documents**, jew iddaħhal xi noti oħra.

Registry Information

Is In Registry?



Volume *



This field is required.

Page *



This field is required.

Number *



This field is required.

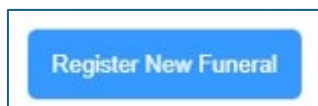
Additional Documents (Max 3 files of 8MB)

Drag and drop to add documents!

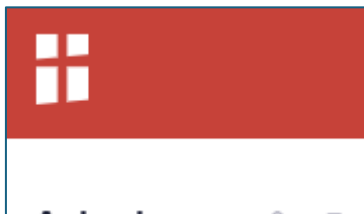
Any documents with errors will not be uploaded.

Other Notes

15. Aghfas il-buttuna **Register New Funeral** sabiex tissejvja l-informazzjoni. Jekk il-buttuna tibqa' mitfija iccekkja jekk hallejtx xi dettall barra mill-formola li qiegħed immarkat bl-aħmar.



16. Wara li jtilghu id-dettalji li tkun dahħalt, aghfas il-logo tan-naħa ta' fuq tal-paġna sabiex tmur fil-homepage:



17. Ara li fis-sezzjoni tal-Funerals qed jidher il-funeral li dahħalt:

Funerals				
<div><input type="text"/></div> <div>Create New Funeral</div>				
ID Card No	Name	Surname	AKA	Actions
				 
<div>« < 1 > »</div> <div>10</div>				

18. Aghfas l-icon tal-printer sabiex toħroġ ċertifikat tal-mewt

Funerals				
<div><input type="text"/></div> <div>Create New Funeral</div>				
ID Card No	Name	Surname	AKA	Actions
				 
<div>« < 1 > »</div> <div>10</div>				

19. Ara li d-dettalji taċ-ċertifikat jaqblu ma' dak li dahħalt fis-sistema