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Support

Customer Service & Technical Support
For help with your Meaningful Selections website, call (800) 297-6177 weekdays 8 am-7 pm EDT.

Send Us an Email
technology.solutions@batesville.com

Other Questions?
Customers with questions about Burial Solutions, Cremation Options or Memorial Solutions should contact their Batesville sales representative.

Contact Batesville, Inc.
One Batesville Blvd.
Batesville, IN 47006
(812) 934-7500

www.batesville.com
Meaningful Selections

Meaningful Selections is an easy-to-use digital merchandising system from Batesville that provides you with a mechanism to effectively merchandise your selections and aid your families in the product selection process.

Key to driving strong family satisfaction and positive results for your business is a robust Admin Module that provides you with full control over your Batesville product pricing, assortment and presentation.

Meaningful Selections was developed using extensive voice of the customer feedback and consumer research to help best meet the needs of Batesville’s funeral home customers and the families they serve.

Designed for complete integration, the Family Interface and Funeral Home Admin Module are always connected. Changes to prices and assortments made in the Admin Module are reflected real-time in the Family Interface. Likewise, selections saved in the Family Interface are immediately saved in the Admin Module.

Admin Module Features

• Create unique user and location settings*
• Set retail pricing, manage content*
• Create additional product categories and products*
• Create multiple selection rooms*
• Access saved selections from family interface
• Receive automatic updates from Batesville*
• Create price lists and lithos*

*Access to some functions may be limited by your admin and are not available on read-only version.
Getting Started

Device Compatibility

Meaningful Selections was created using a responsive design approach. This allows it to respond to user behavior and environments based on screen size and orientation. If you move from a laptop to an iPad, Meaningful Selections will automatically respond to accommodate for resolution, image size and overall layout.

Although Meaningful Selections should be compatible with most devices that are internet compatible, extensive user testing has been conducted using the following device types.

Browser Requirements
To ensure full functionality, Meaningful Selections must be used with one of the following browsers:

- Google Chrome
- Mozilla Firefox
- Internet Explorer 10 and higher
- Apple Safari

*Not compatible with smart phones*
Getting Started

Logging In

You can access your secure Meaningful Selections Funeral Home Admin Module after logging into www.batesville.com or by going directly to https://selections.batesville.com/admin.

No matter which method you choose to access your site, you will use your batesville.com user ID and password for login purposes. If you login to batesville.com first, you will not need to re-enter your user credentials to access Meaningful Selections. However, logging in directly to Meaningful Selections will not give you access to Batesville.com.

Access through www.batesville.com (post login)

Direct access through https://selections.batesville.com/admin (no access to batesville.com)
Getting Started

Funeral Home Admin Module and Family Interface

Meaningful Selections is comprised of two unique user views. The Admin Module is designed to be used by funeral home ownership, management and arrangement staff as a tool to set pricing, assortments, add products, personalize product descriptions and user views. The Family Interface is designed to be used directly with families to review product choices as part of the arrangement process.

**Family Interface**
https://selections.batesville.com

**Funeral Home Admin Module**
https://selections.batesville.com/admin

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**Consumer-Facing**
*For Arrangers, Funeral Directors*
- Product education and selection
- Multiple selection rooms
- Filters, search function
- Save selections with personalization

**Funeral Home Staff Use Only**
*For Funeral Home Management*
- Configurator engine for family interface
- Set retail pricing, multiple selection rooms, content
- **Access saved selections from family interface**
- Receive alerts from Batesville
- Create price lists and lithos

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Moving Between Funeral Home Admin Module and Family Interface

**Admin Module**

When using the Admin Module, you can access the Family Interface by **clicking the link** at the bottom right of your screen. The Family Interface will open in a new tab on your browser. The Admin Module will remain open.
Getting Started

Moving Between Family Interface and Admin Module: PIN Access

The Admin Module can be accessed through the Family Interface. A Personal Identification Number (PIN) has been added as a security step to prevent accidental Admin access of consumers who may have unsupervised access to the Family Interface.

**Family Interface**

**Step 1:** Open your settings box by clicking on the gear icon on the lower right of your Family Interface screen, then click on change settings.

**Step 2:** Click the lock icon. You will be prompted to create a PIN.
Moving Between Family Interface and Admin Module: PIN Access (continued)

**Step 3:** Enter a 4 digit PIN. Please note, this should be easy for you to remember, but not easy for someone to guess. For example, don’t use a PIN like 1234 or 1111.

After creating your PIN, you will be asked to re-enter it.

If your PINs don’t match, you will be prompted to enter again.

After entering your PIN, you will have a 15 minute window to access the Funeral Home Admin Panel from your Family Interface.
Creating Your Admin PIN

Moving Between Family Interface and Admin Module: PIN Access (continued)

**Step 4: Admin access is unlocked:** click the icon to lock your admin or enter your Admin Panel by clicking on the link

After creating your PIN, you will need to click on the lock icon each time you want to access the admin module. You can reset your PIN at any time.

If you forget your PIN, please contact our Customer Service and Technical Support Team at (800) 297-6177, weekdays, 8 am to 7 pm Eastern Time.
Getting Started

Welcome Page

When you login or navigate to the Funeral Home Admin Module, the site will display a series of tabs on the left navigation with the Welcome tab open.

Along the left side navigation are tabs for the tools that comprise the Admin Module.* These include the **Pricing Tool, Selection Rooms, Additional Offerings and Family Selections**. The apps will be explained in more depth in the following pages.

Meaningful Selections automatically aligns your account information to your servicing customer service center (CSC) based on your Batesville parent or branch funeral home number.

For your convenience, a collection of reference guides and enhancement notifications are available on the welcome page. These documents are updated periodically as enhancements and improvements are made to the site. As a reminder, you only need to sign-on once to access both the Admin Module and the Family Interface.

Admin Tools

*Access to some functions may be limited by your admin and are not available on read-only version.*
Support

Technical support is available to Meaningful Selections users by calling (800) 297-6177 weekdays 8:00 am to 7:00 pm EDT. The Support page, accessible by clicking the link on the top right of the page, also contains a web form to submit a message through your Admin Module. To collapse the Support information, click the link once more.
Using My Profile allows individual users to set a default view for their Family Interface access. Doing so allows individual users to apply preferences such as the default selection room that will appear as well as other basic settings. You can also view and print the user agreement here.

Click for your Family Interface default user settings.

Setting to allow will result in pricing and/or the pricing filter displaying in the Family Interface. Setting to Deny will hide pricing information from all views.

If your funeral home has multiple locations set up, you can choose which one displays as your default.

You can identify the selection room that will display as your default. You can still access other selection rooms through the Change Settings icon in the Family Interface.

*Access to some functions may be limited by your admin or may not be available on read-only version.
Funeral Home Admin Settings

Meaningful Selections allows funeral home management to determine different levels of access within the Funeral Home Admin settings. These settings give you the ability to set permissions for each employee within your funeral home.

When new users are associated with your funeral home’s Meaningful Selections account, they will have all permissions set to “Deny.” To “Allow” access, select the user controls you want to provide.

Click Admin icon to add, change or delete access for users

Each employee with access will be listed. You can also search by user or location.

Set permissions for users depending on level of access desired.

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Sample Funeral Home User Settings

**Read-Only User:** This is the preset view that users have before being aligned to your account. Users with these settings can only see a read-only CSC view with no pricing and no selection rooms displayed.

**Limited Admin User:** Specific admin access levels can be set for each user. The example below allows access to creating selection rooms, but will not allow the user to change or view pricing, create additional offerings or set access for other users.

**Basic User:** This user has the CSC view, no pricing, but also sees all selection rooms that have been created for a funeral home account.

**Full-Admin User:** This user type has full access to all admin tools. Multiple full-admin users can be created for an account.

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Location Settings

Location Settings can be used to personalize your Meaningful Selections Family Interface and to optimize display settings based on factors, such as internet speed, arranger presentation preference and other considerations. Location Settings cannot be modified by individual users, giving funeral home management the ability to set the look and feel of the Family Interface to ensure a consistent experience for families. The Location Settings link is available through the Welcome page or any of the mail tool pages on the Amin Module.

Step 1: Click Admin

Step 2: Click Location Settings

Global Settings Functions:
- Upload logo
- Product image resolution
- Consumer retail pricing display choices
- Display/Hide Local CSC Warehouse as selection room

Page Settings Functions:
- Landing Page
  - Guided Education On/Off
  - Select background image
- Burial Solutions, Cremation Options, Memorial Solutions
  - Guided Selection On/Off
  - Select background image
  - Content editing tool
  - What Are My Choices On/Off
  - Choose selection video
- Additional Offerings
  - Select background image
  - Content editing tool

*Access to some functions may be limited by your admin and are not available on read-only version.*
Admin Settings

**Location Settings: Global Settings**

Global Settings affect all pages on your Family Interface, regardless of product category.

### Global Settings

**Upload Logo:** Replaces Batesville logo in upper left corner of Family Interface

**Local CSC/Warehouse:** The Local CSC/Warehouse is the default selection room that serves as a placeholder until you build your own selection rooms. It displays all available Batesville products and does not display pricing. You may want to continue using this default view or replace it with something more specific.

### Image Resolution Settings:

Allows you to choose between highest quality, or fastest download speed. Click the images to test the difference between the two.

**Image Resolution Settings**

- **High Resolution:** Select this setting if you have high-speed internet connection and want to see the full resolution available for Batesville Products.
- **Fastest Download Speed:** Select this setting if you do not have high-speed internet connection or are experiencing extended download times for product images. With this setting, download times is significantly decreased with a minor loss of image quality.

### Consumerize Pricing:

Choose from three settings to ensure your Family Interface is in alignment with your funeral home’s printed marketing and sales materials.

**Consumerize Pricing**

- **No Consumerization:** Display retail prices on the family interface just as you set them in the pricing tool.
- **Rounding:** Round retail prices to the nearest whole dollar.
- **Rounding 50/5:** Round retail prices to the nearest $0 or $5 increment.

*Access to some functions may be limited by your admin and are not available on read-only version.*
Admin Settings

Location Settings: Individual Page Settings

Individual pages can be set up for Burial Solutions, Cremation Options, Memorial Solutions, and Additional Offerings on your Family Interface.

Landing Page
- Guided Education On/Off
- Select background image

Burial Solutions
- Guided Selection On/Off
- Select background image
- Content editing tool
- What Are My Choices On/Off
- Choose selection video

Cremation Options
- Guided Selection On/Off
- Select background image
- Content editing tool
- What Are My Choices On/Off
- Choose selection video

Memorial Solutions
- Guided Selection On/Off
- Select background image
- Content editing tool
- What Are My Choices On/Off
- Choose selection video

Additional Offerings
- Select background image
- Content editing tool

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Pricing Tool

Overview

Meaningful Selections allows you to effectively merchandise your product selections to drive profit to your bottom line. The Pricing Tool allows you to easily set prices and build your own assortment to maximize your merchandising plan.

Upon login, the products available in your service center will be shown and all wholesale pricing will be preloaded. For pricing to show in the Family Interface, you must set up a selection room of product selections in the Funeral Home Admin.

The Pricing Tool displays your current price settings and has a variety of functions that allow you to view and apply your specific pricing strategy.

Pricing Tool Functions will be detailed in the following pages:

- Pricing Tool (reference view)
- Pricing Master (editing view)
- Pricing Tools: Margin/Mark On
- Pricing Tools: Set Range
- Pricing Tools: Apply History
- Calculate D&R
- Add Batesville Item
- Downloads: Export Excel
- Downloads: Upload Excel
- Downloads: Create Price List

Pricing Tool Views and Associated Functions

**Pricing Tool (Reference View)**

- Add Batesville Item
- Export Excel
- Create Price List
- Access to Pricing Master

**Pricing Master (Editing View)**

- Margin/Mark On
- Set Range
- Apply History
- Calculate D&R
- Add Batesville Item
- Export Excel
- Upload Excel
- Create Price Lists & Lithos

*Access to some functions may be limited by your admin and are not available on read-only version.*
Pricing Tool

Pricing Tool (reference view)

The Pricing Tool (reference view) is first page you see after clicking on Pricing Tool in the left side main menu. This view provides limited editing functionality and is mainly designed to offer a reference of the pricing you are actively displaying on your Meaningful Selections Family Interface. Functions on this page are limited to adding Batesville items, exporting your actively displayed pricing to Excel, and creating multiple versions of prices lists using your actively displayed prices. This view features a link to the Pricing Master and its more robust editing tools.

Functions in This View:
• Add Batesville Item
• Export Excel
• Create Price List

User Tip:
In Pricing Tool (reference view), click on individual products to change prices, names, descriptions.

*Access to some functions may be limited by your admin and are not available on read-only version.*
Pricing Master (editing view)

The Pricing Master (editing view) is designed to offer users all the editing tools needed to create, review, publish and modify pricing throughout the year. It is available through the “Edit Pricing” link on the Pricing Tool reference view. The Pricing Master provides users with a work space that allows editing and review of pricing before publishing it to the Meaningful Selections Family Interface. Once published, the Pricing Master can be used to make additional modifications and the choice of continuing to save the work for a future publish date.

Please note: From August 24 to September 30, the Pricing Master (editing view) will display 2017 wholesale prices while the Pricing Tool (reference view) will display 2016 wholesale prices. On October 1, the Pricing Tool will begin displaying 2017 wholesale prices. These changes will not affect retail prices, which are set by the funeral home.

*Access to some functions may be limited by your admin and are not available on read-only version.*
Pricing Tool

Pricing Master (editing view): Saving and Publishing

When you are ready to save your work in the Pricing Master, click the Save button in the upper left corner of the screen.

Save Changes?
Save your work and continue making edits until you are ready to publish final pricing.

When you use this option, the area above the tool bar will display in blue with a reminder that your editing is a work in progress and only saved in the Pricing Master.

Save & Publish
Save your work and display pricing on your live Meaningful Selections Family Interface.

When you select this option, retail prices on your family interface will be replaced on the effective date you select.

If you have not previously selected a date, the system will preselect the current date. You can change this by clicking on the calendar icon and selecting a future date: Jan 18, 2016

The option to save without publishing will be removed and the area above the tool bar will turn green with a reminder of your current or future scheduled publish date.

Please note: You can delay publication by selecting a future effective date.

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Pricing Tool

Pricing Tools: Margin/Mark On

The Margin/Mark On function can be applied to all products, specific categories, or individually for the four product areas that comprise Batesville’s portfolio: Burial, Cremation, Memorial and Personalization.

Margin/Mark On add to the wholesale to set the retail price. Margin simply adds the desired numeric amount to add to the wholesale to calculate the Retail. Mark On multiplies the Wholesale by the input amount to calculate the Retail.

When you select Mark On, the Retail and corresponding Margin will calculate. If you select Margin, the Retail and corresponding Mark On will calculate.

Step 1: Select Product Area

Three Ways to Set Margin/Mark On:

- All Products
- Individually or by Highlighting Multiple Cells
- By Product Category

Please note: Pricing changes will need to be applied to each product area by clicking on each of the four tabs near the top of the screen (Step 1).

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**Pricing Tool**

**Pricing Tools: Set Range**

The Margin/Mark On function can also be applied by selecting wholesale price ranges in the Set range function on the toolbar. Margin or Mark On can be selected. You can create as many price ranges as you wish.

**User Tip:** Your Admin Module is responsive to your screen size and resolution. Your tool bar display may look slightly different, depending on your hardware and settings. Try zooming in and out to see how the system works!

**Please note:** The Set Range function will need to be applied to each product area by clicking on each of the four tabs near the top of the screen, then setting ranges.
Pricing Tool

Pricing Tools: Apply History

Meaningful Selections allows you to pull price settings from the previous year and apply them to the current year. You can add the price adjustment to your existing retail prices or maintain your previously set margin or mark on pricing strategies. Settings are specific to each product area.

Full-Admin Version

Maintain your margin by applying existing settings to new wholesale price

Please note: Your history settings will need to be applied to each product area by clicking on each of the four tabs near the top of the screen, then selecting the history date and pricing method.

*Access to some functions may be limited by your admin and are not available on read-only version.
Pricing Tool

Calculate D&R: On Board With Batesville Program

The Calculate D&R function allows you to manually calculate and display your funeral home’s discount and rebate on Batesville products. If you are using the On Board with Batesville Program, you can use the pull down options at the top left of the screen to preset your respective discounts and rebates. You can modify any percentage directly in the product categories.

1) Select On Board with Batesville Program
2) Select a Program Track, Caskets Per Quarter and click “Go”
3) Select Visible Option
4) Save Your Work

*Access to some functions may be limited by your admin and are not available on read-only version.*
The Calculate D&R function allows you to manually calculate and display your funeral home’s discount and rebate on Batesville products. You can manually calculate your discount and rebate percentages at the product category level.

1) Select “No” to Manually Calculate D&R

3) Select Visible Option

4) Save Your Work

*Access to some functions may be limited by your admin and are not available on read-only version.
Pricing Tool

Calculate D&R: Visible Options

The Calculate D&R function allows you to manually calculate and display your funeral home’s discount and rebate on Batesville products. You can manually calculate your discount and rebate percentages at the product category level.

1) Select Visible Option  
2) Save Your Work

Selecting "Visible" will result in the following changes in your Pricing Master:

- Discount and rebate will display
- Margin and mark on will calculate on the NET wholesale price

User Tip: Roll over Wholesale to see detailed view

Deselecting "Visible" will result in the following changes in your Pricing Master:

- Discount and rebate will be hidden
- Margin and mark on will calculate on the LIST wholesale price

Sample Price List View

*Access to some functions may be limited by your admin and are not available on read-only version.*
Add Batesville Item

From either the Pricing Tool (reference view) or Pricing Master (editing view), you can add additional products that may not be in your local service center. Simply click the Add Batesville Item button and search for the product you wish to add to your price list and selection rooms. If the product is available at another CSC, you can add it. *Please note: It may require longer lead times when pulling products from another CSC.*

*Access to some functions may be limited by your admin and are not available on read-only version.*
Export Excel

The Pricing Tool (reference view) and Pricing Master (editing view) allow you to directly export pricing as an Excel spreadsheet. The file will be named the funeral home number that it is exporting information from and will include all CSC-level product item numbers, wholesale prices, retail prices and the local description of the products, if you have added them. The export will also include the Batesville name and identify featured products for reference purposes.

You are able to export information from the Pricing Tool and modify it within the Excel file at any time. After changes are made to the Excel file, you can upload the file so that your Meaningful Selections site reflects your updates.

*Access to some functions may be limited by your admin and are not available on read-only version.*
**Pricing Tool**

**Upload Excel**

When using the Pricing Master (editing view), you can import 2016 Batesville Excel pricing tools. All 2015-current Batesville pricing tools have the upload feature added for Meaningful Selections.

It is also possible to format a non-Batesville Excel worksheet. For example, exports from the Kiosk or Product Center will need to be formatted as shown below.

![Image of Pricing Master Work in Progress](image)

1) **Columns need to display exactly as shown**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ItemID</td>
<td>Wholesale Price</td>
<td>Retail Price</td>
<td>Local Name</td>
<td>Local Description</td>
</tr>
<tr>
<td>2</td>
<td>140255</td>
<td>4005</td>
<td>5305 Chancellor</td>
<td>(not included in Signature Package)</td>
<td></td>
</tr>
</tbody>
</table>

2) **Worksheet tab needs to be named MeaningfulSelections exactly as shown**

![Image of Excel worksheet](image)

3) **Add your product information or copy these details from another Excel file**

![Image of Excel worksheet](image)

**Additional Information:**

Meaningful Selections uses the ItemID column to reference item IDs for all products. If you add Local Name, you can add additional products that are available at other CSCs.

Wholesale Price will not change.

*Access to some functions may be limited by your admin and are not available on read-only version.*
Create Price List

The Pricing Tool (reference view) and Pricing Master (editing view) allow you to create, save and print a variety of formatted Excel price list views (list, card or litho) for use with your internal funeral home staff. The output format for both views is identical.

**Pricing Tool (reference view)**
The price lists you create while using the Pricing Tool reflect the product pricing you are using on your live Meaningful Selections Family Interface.

**Pricing Master (editing view)**
Depending on your publish settings, the price lists you create while using the Pricing Master price lists could reflect the product pricing you are using on your live site or reflect a work in progress that is saved on your Pricing Master.

*Access to some functions may be limited by your admin and are not available on read-only version.*
Create Price List

Overview
With the Create Price List function, you can select from formatted price lists, build a custom report or choose your selection rooms. The system will preconfigure your report to display the most common column attributes, but you have full control to add the product information columns you want to display and to remove the ones you do not need.

Formatted Price Lists

Custom Reports

Display Options allows you to choose the look of your price list:
- Card View
- List View
- Litho (iPad) View

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Create Price List

Formatted Price Lists
Formatted Price List choices include Dimensions Casket Products and Life Featured Products, including LifeStories and LifeSymbols casket products. When selecting these price lists, you simply choose your effective date and click on the version you want to use. Each price list will display the only specific products (for their respective categories) that you are displaying in your Pricing Tool/Pricing Master.

1) Choose Your Effective Date

2) Click on a Price List to Download.

3) Open Excel Price List by clicking on the Excel icon when it appears at the bottom of your browser screen.

*Access to some functions may be limited by your admin and are not available on read-only version.
Pricing Tool

Create Price List

Build a Custom Report
Custom reports provide you with the flexibility to display the product assortments and information you need in Excel format. You can build a custom report or choose a Selection Room.

1) Choose an effective date

Choose your effective date: Jan 18, 2016

2) Choose your report type

Choose your report type:

- Build a custom report
- Choose a selection room

3) Configure your report

Choose your display options:

- Title: Enter Display Title (optional)
- Burial Solutions
- Cremation Options
- Memorial Solutions
- Product Personalization
- Wood
- Cremation Containers and Caskets
- Remembrance Keepsakes
- Full Size Urns
- Remembrance Jewelry
- Urn Vaults
- LifeView Accessory Items
- LifeView Accessory Items
- Miscellaneous

Choose which columns you want:

- Thumbnail Image
- Item #
- Description
- Exterior Color
- Interior Color
- Oversize Vault
- Tribute Options
- LifeView
- Specifications
- Dimensions
- Tribute Panel
- Wholesale
- Retail

4) Get Report

5) Open Excel Price List by clicking on the icon when it appears at the bottom of your browser screen.

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Overview

Meaningful Selections gives you the ability to create, edit and view multiple selection rooms for access within the Family Interface. Show all of the inventory available in your CSC or specifically tailor your selection rooms to fit the families you serve. Meaningful Selections lets you do both so that you can choose the right assortment when needed.

The Selection Rooms tool is designed to allow you to quickly pull products from your CSC list and into your selection room. If you need to close your session before completing a room, you can reopen it later to continue working on or complete your room. A convenient auto-save feature ensures your work is safe and secure.

Locate Products Through Expanded Category List

Choose a location if you want to share your showroom with another branch location

Open Existing Selection Rooms

Create New Selection Rooms

*Access to some functions may be limited by your admin and are not available on read-only version.
Creating Selection Rooms

Selection Rooms can be created to feature specific products or entire product categories. Simply click the create room button to begin building your custom assortment and name your selection room.
Creating Selection Rooms (continued)

You have the ability to create selection rooms for any and all categories that you feature within your funeral home. Click on a product category and the page will populate and scroll to the selected category. The Selection Room Tool also gives you the flexibility to set up selection rooms by product category one at a time.

Left Side Column is CSC List
- Drag and drop individual products
- Select and add product categories
- Add all products

Right Side Column is Selection Room
- Tabs are aligned by Burial, Cremation, Memorial, Personalization, Additional Offerings
- You can focus on Burial assortment, then Cremation, then Memorial- or choose any order
- The system automatically saves your selections as you go.

*Access to some functions may be limited by your admin and are not available on read-only version.*
Overview

Meaningful Selections gives you the ability to create, edit and view Additional Offerings categories and products for access within the Family Interface. There is no limit to the amount of categories or products you can add. Products within your categories will be in order by their retail price, highest to lowest.

Please note that for the Additional Offerings categories and products to display in the Family Interface, you must add the products to a selection room using the Selection Rooms tool.

Product Image Upload Notes:
The system supports the file types JPEG, PNG, and GIF. There is no need to resize larger images, but an image size of 800 pixels wide by 600 pixels high is ideally suited for display in Meaningful Selections. Smaller image sizes may not display with high enough resolution.

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Family Selections

Overview

Meaningful Selections provides you the opportunity to capture and manage the product choices made using the Family Interface. Once saved, a record of the selection is stored on the Admin Module. You can use this information to follow up with other family members, confirm product selection with the family contact and reference for ordering of product and personalization.
Finding a Saved Selection

The Family Selections Tool in the Funeral Home Admin Module allows you to easily find the selections that your families have made in the Family Interface. Simply click on the Family Selections menu to open the active selections. Click on the name and your families’ selections will be visible in the Admin Module.