










## QUICK GUIDE

### Water Online Portal

#### New Application – Add / Delete a Drawpoint locator to / from a map









##### Add a Well locator (within the Properties Pill)

To add a Well locator once an Address has been selected:

1. From the options panel (     bottom left of the screen) click on the **Drawpoint** locator option 
2. The options panel disappears and you are able to click on the map to position where the Drawpoint is located
3. The Drawpoint locator symbol will appear on the map where you have clicked
4. Click on **Save** 

##### Delete a Well locator (Within the Properties Pill)

To delete a Drawpoint locator:

1. Click on the **Drawpoint** locator icon you wish to delete on the map
2. Once selected you will see the options panel      disappear and be replaced with a Delete   option
3. Click on **Delete** 
4. The system will ask you to confirm if you wish to proceed with the delete. If you wish to continue click on **OK**
5. The Drawpoint locator is removed from the map
6. Click on **Save** 