












QUICK GUIDE

Water Online Portal

New Request – Add / Delete a Measured Area to / from a Map









Add a Measured Area to a map (within the Properties Pill)

To add a Measured Area to a map once an Address has been selected:

1. From the options panel      (bottom left of the screen) click on the **Measure** option 
2. The options panel disappears and you are able to click on the map to specify the Measured Area
3. The first click positions a point on the map. This is denoted by a red dot
4. Move your mouse to the next position on the map that you wish to draw the resulting line too. When you have drawn the line as required click on the map where you want the line to finish. A red line will be drawn between the two points.
5. Repeat this process until the area that you wish to highlight is complete i.e. a square
6. You will notice the options panel has been replaced with  . Click on **Done** to confirm the Measured Area. You will see the Measured Area that has been drawn turns orange. To cancel the Measured Area click on **Cancel**
7. Click on **Save** 

Delete a Measured Area from a map (Within the Properties Pill)

To delete a previously drawn Measured Area:

1. Click on the **Measured Area** 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**. The Measured Area is removed from the map
5. Click on **Save** 