










QUICK GUIDE

Water Online Portal

New Request – Add / Delete a Point of Interest locator to / from a map









Add a Point of Interest locator (within the Properties Pill)

To add a Point of Interest locator once an Address has been selected:

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

Delete a Point of Interest locator (Within the Properties Pill)

To delete a Point of Interest locator:

1. Click on the **Point of Interest** 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 Point of Interest locator is removed from the map
6. Click on **Save** 