










QUICK GUIDE

Water Online Portal

New Request – Add / Delete Text to / from a Map









Add Text to a map (within the Properties Pill)

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

1. From the options panel      (bottom left of the screen) click on the **Text** option 
2. The options panel disappears and you are able to click on the map to position where the text need to be positioned
3. The system will prompt you to enter the text you wish to overlay on the map
4. Enter the text you wish to appear on the map and then click on **OK**
5. The Text you have entered appears on the map at the point that was selected
6. Click on **Save** 

Delete Text from a map (Within the Properties Pill)

To delete previously entered text:

1. Click on the **Text** 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 text is removed from the map
6. Click on **Save** 