












## QUICK GUIDE

### Water Online Portal

#### New Request – Add / Delete Area of Interest to / from a Map









##### Add an Area of Interest to a map (within the Properties Pill)

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

1. From the options panel      (bottom left of the screen) click on the **Area of Interest** option 
2. The options panel disappears and you are able to click on the map to position where the Area of Interest needs to be positioned
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 Area of Interest that has been drawn. You will see the Area of Interest that has been drawn turns blue. To cancel the Area of Interest click on **Cancel**
7. Click on **Save** 

##### Delete an Area of Interest from a map (Within the Properties Pill)

To delete an Area of Interest from a map:

1. Click on the **Area of Interest** 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 Area of Interest is removed from the map
5. Click on **Save** 