







QUICK GUIDE

Water Online Portal

New Application – Add / Delete Permit Area to / from a Map




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

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

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

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

To delete a Permit Area from a map:

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