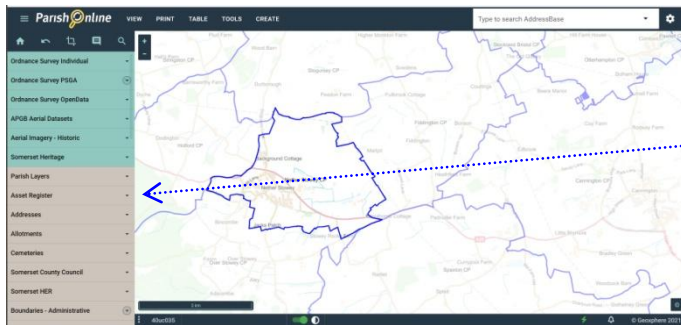
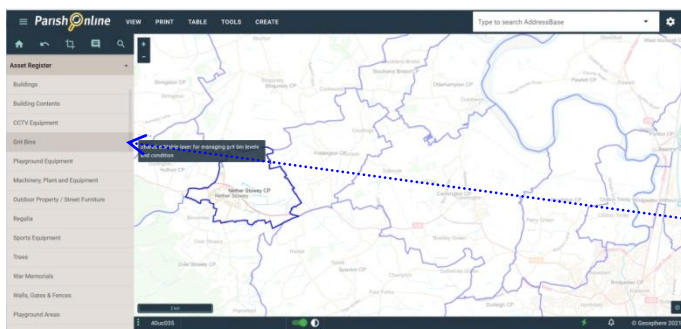


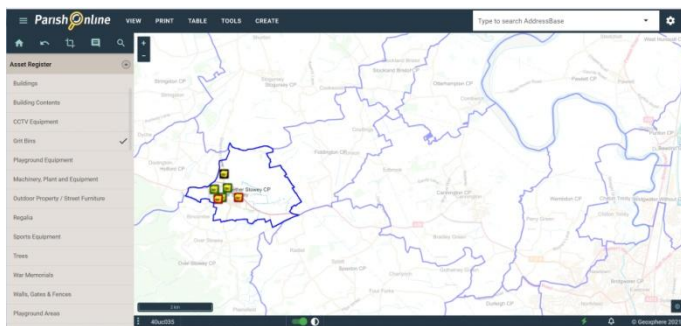
The properties or style of the features in the Asset Register are preset and cannot be changed.



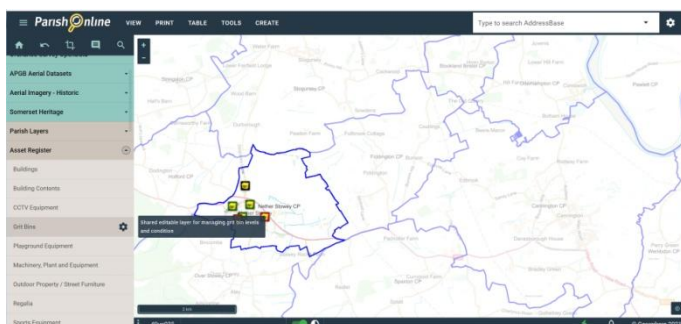
From the menu displayed on the left hand side of the Parish Online Screen Select Asset Register by clicking anywhere within the title bar




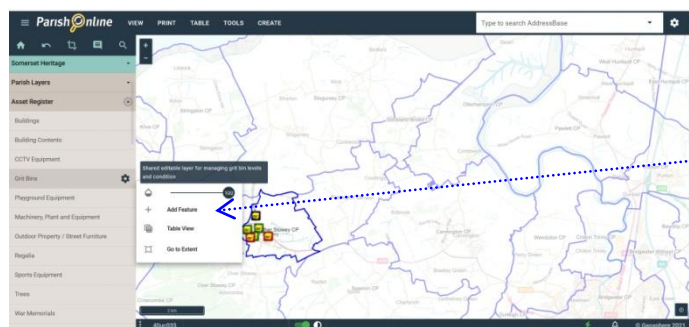
The menu will expand to display the layers contained within the Asset Register  
As you move your mouse over the various layers the program will display a brief explanation of each layer  
For the purpose of this help item please click on GRIT BINS, you can click anywhere within the layer.



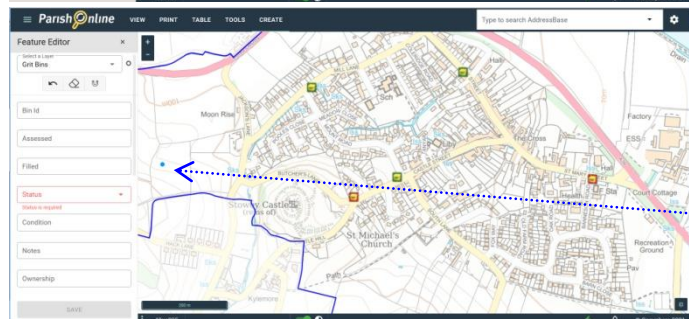
The layer will now display a ✓ (Tick) to indicate the layer is selected and at the same time any features already added to the layer will be displayed on the map. For clarity it is sometimes better to zoom into the map.



As the mouse pointer is moved over the layer the Tick will change to display a  (COG)



Clicking on the COG will display a dialogue box.  
Select + Add Feature.



The screen will change to display the Feature Editor on the left hand side and at the same time the mouse pointer changes to a BLUE DOT. Navigate the map to the location you wish to place the feature and click on that location. It may be beneficial to scroll to enlarge the map. The program will now place a blue circle at that location.

Feature Editor

Select a Layer

Grit Bins

Bin Id

00110102021

Assessed

Joe Bloggs

Filled

Yes

Status

20%

Condition

Good

Notes

Not much used

Dingly Dell PC

Road

Barn Close

Parish

Dingly Dell

Date Purchased

2021-10-31

Asset Value (GBP)

?

Replacement Value (GBP)

??

Last Inspection Date

2021-10-31

Inspection Frequency (Months)

Monthly

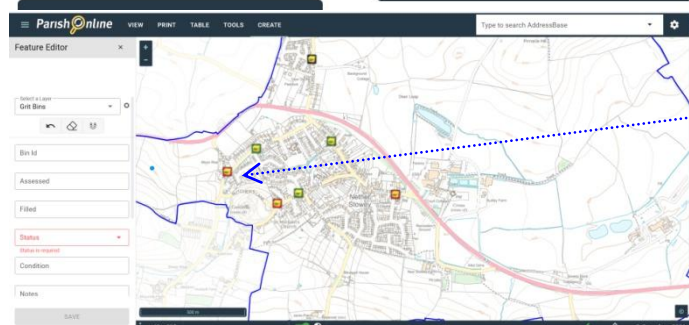
SAVE

The layer selected in the Feature Editor will in this case be GRIT BINS.

Where applicable the fields should be completed with the relevant information.

The field entitled "Status" is a required field and must be completed in order to be able to save the feature in the Asset Register.

When completed select SAVE.



Once SAVE is selected the icon for the feature will be displayed at the location you selected.

The mouse pointer will revert to a blue dot in readiness for a further feature to be added and the Feature Editor fields will also clear for the same reason.