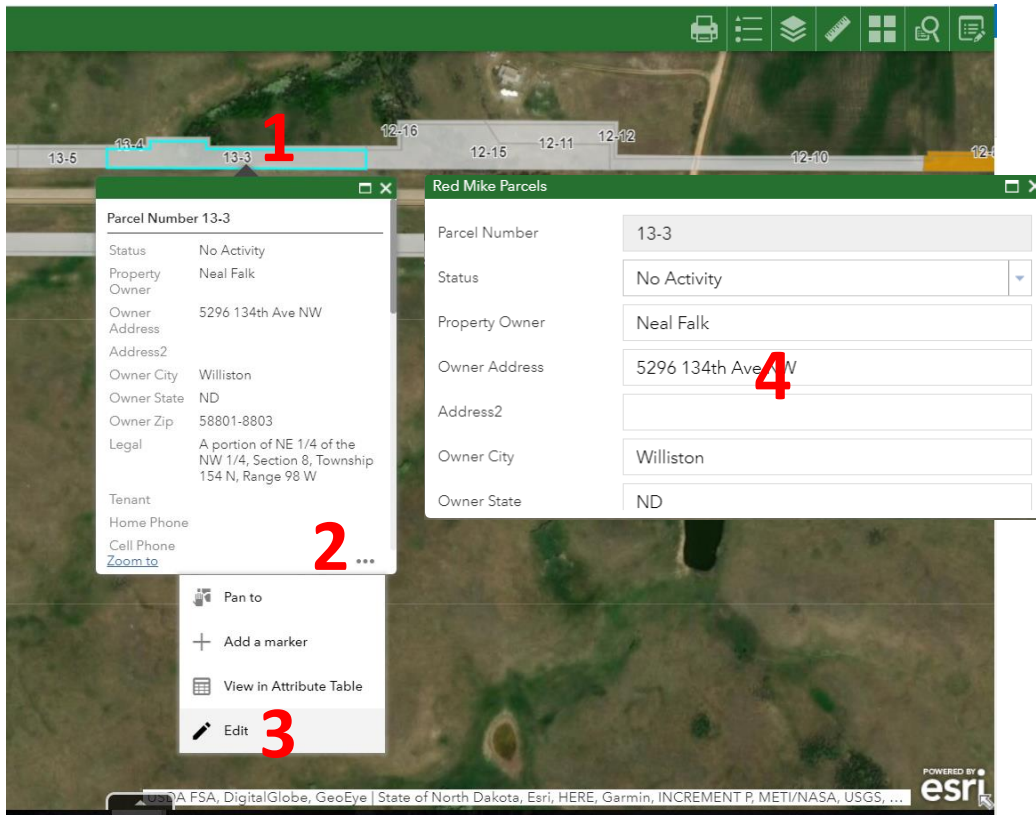


Editing – Two Ways to Edit a Parcel

Option 1

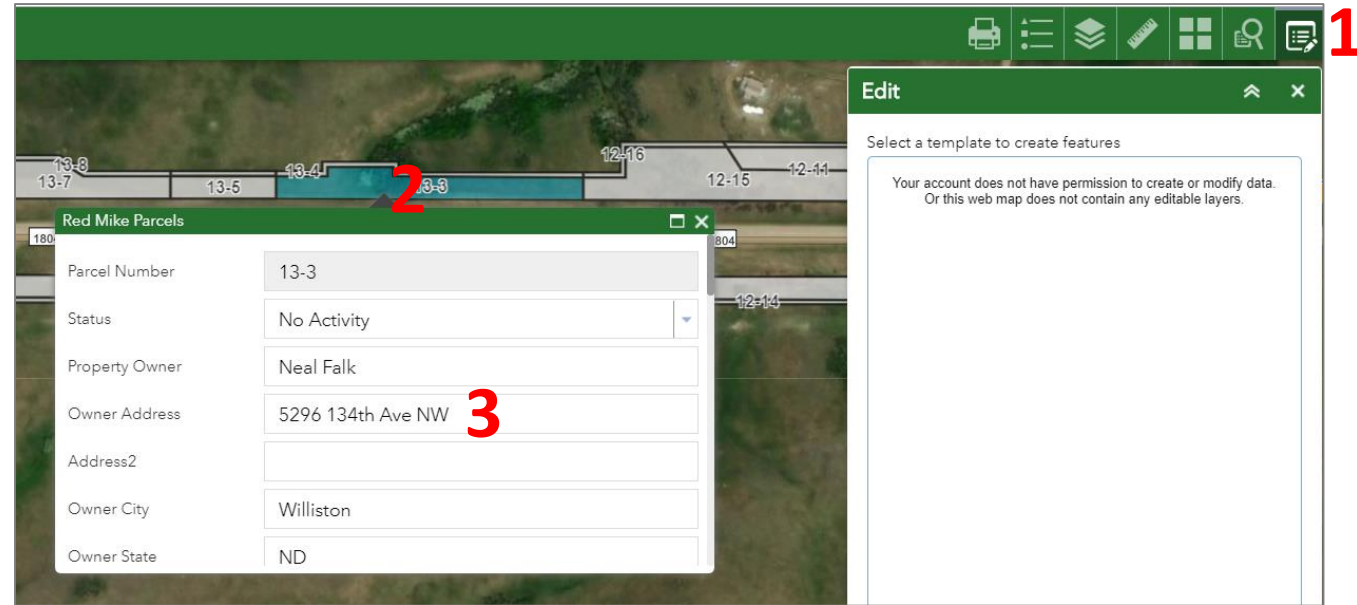
1. Click on the parcel –
2. Click the 3 little dots bottom right of pop up window -
3. Select Edit.
4. The edit window will display – you can populate any of the fields. The greyed out fields are set no not editable. We can modify this to fit your needs. We can re-order this list or add to it as well.



Option 2

1. Click on the Edit widget in the far upper right of the web map -
2. Navigate within the map to the parcel – Click on parcel -
3. The edit window will display

Edit Widget



****Save happens automatically****

Editing - Add Communication Note – one or two sentence quick notes

Option 1 – Add in the General Comments Field

Within the Edit Window – Scroll to the General Comments text box and type in communication note.

The screenshot shows the 'Red Mike Parcels' edit window. The 'Parcel Landuse' is set to 'Pasture'. The 'General Comments' field contains the text 'Left a voice mail for George'. The 'Township & Range' is '154N 98W' and the 'Section' is '12'. A toolbar with various editing icons is visible above the comments field.

Option 2 – Add in the Communication Log

Within the Edit Window – Scroll to the bottom -

1. Click the pencil next to Communication Log
2. Within the Communication Log window – click plus sign
3. Populate with Date and notes in the Description – Close when finished.

The first screenshot shows the 'Red Mike Parcels' window with the 'CommunicationLog' table selected. A red '1' points to the pencil icon next to the table name. A red '2' points to the plus sign icon next to the table name. The second screenshot shows the 'CommunicationLog' window with fields for 'Date', 'Description', and 'ROW Agent'. A red '3' points to the 'Description' field. The window also shows 'Edited by ulteiginnovation seconds ago' and 'Delete' and 'Close' buttons.

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