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# Document Function: User Guide

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| **Step** | **Actions** | **Screen shot** |
|  | Go to the Product Options Form and change the value of “XSPOFFSET” to “Y”. If you do not do this then the checkbox required for creating the XSP Offsets will not appear. |  |
|  | Check that XSPs are allowed for the asset(s) you wish to offset if they are not (use Asset Metamodel for find this out). Then the “Use XSP Offset” checkbox will be disabled. |  |
|  | Open the GIS LAYER TOOL |  |
|  | Select Asset Manager and then Asset Layer. |  |
|  | Enter the code for the Asset type you wish to offset. In this example Lighting Points (LP) are selected. |  |
| 6a. | If the layer already exists and the “Use Dynseg” checkbox is checked then check the “Use XSP Offset” checkbox and click the Refresh button. |  |
| 6b. | If the layer already exists and the “Use Dynseg” checkbox is **NOT** checked you will have to drop layer and create it again (see 6c) |  |
| 6c. | If the layer does not exist at all then you will need to create it with lateral offsets. You will need to check the “Use Dynseg” and “Use XSP Offset” check boxes and click the create button.  Note: In order to have network edits show the located asset correct offset immediately you will need to set the table based themes Update Immediate flag to “I”. This can be done in GIS0010. |  |
| 6. | Once the operation is complete lateral offsets is successfully complete the that layer should appear offset in SM. |  |