

## DASHBOARD TAGGING

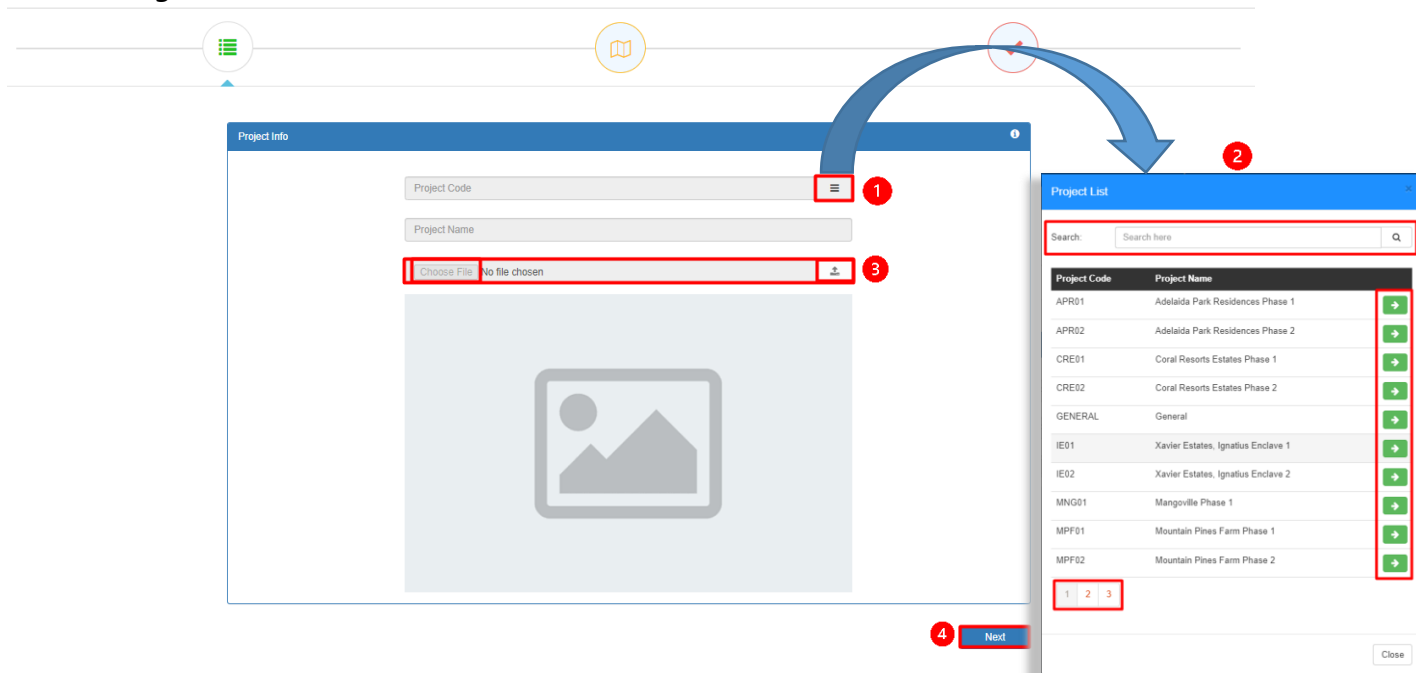
This process pertains to the mapping and plotting of the specific blocks and lots on a project.

### Project Mapping

**Software:** Web Browser

**Path:** <http://54.251.216.76:9779/pages/ProjectPerLot.aspx>

1. Click on the menu icon on the **Project Code** field. The **Project List** window will appear.
2. On the **Project List** window, select a particular **Project**. You may use the **Search** bar and the **Pages** navigation to aid you in locating a particular **Project**.
3. If needed, you may upload a different image that better represents the property by clicking on **Choose File**, and selecting the image file from your device. Once selected, click on the upload button.
4. Once a **Project** has been selected, click on the blue **Next** button. This will take you to the **Assign Lots** tab.



- On the **Assign Lots** tab, click on the menu icon on the **Block** field. The **Block List** form will pop up.
- On the **Block List** form, select the specific **Block** with the **Lot** you'd like to move. You may use the **Pages** navigation to aid you in locating a particular **Block**.
- On the list of lots, locate the specific **Lot** you'd like to relocate on the map, and click on the blue map pin icon to that specific lot's right side.
- When finished, click on any place on the map where you'd like that lot to be repositioned at.
- Once finished, click on the blue **Next** button on the lower right side of the page. This will take you to the **Summary** tab.



The screenshot displays the Ventura Residences II software interface. On the left, the 'Block List' form is open, showing a table with columns for Block Number, Block Description, and Location. A red box highlights the 'Location' column, and a red circle with the number 1 points to the menu icon on the 'Block' field. A red circle with the number 2 points to the 'Block List' form title. A red circle with the number 3 points to the 'Location' column. A blue arrow points from the 'Location' column to the map on the right. The map shows the layout of the development, with lots numbered 1 through 36. A red box highlights the map, and a red circle with the number 4 points to the map. At the bottom right, there are 'Previous' and 'Next' buttons. A red circle with the number 5 points to the 'Next' button.

Block Number	Block Description	Location
01		
02		
03		
04		
05		
06		
07		
08		
09		
100		

VENTURA RESIDENCES II  
UPPER BALULANG, CAGAYAN DE ORO CITY

10. On the **Summary** section, you'll see a preview of the changes you've made. Ensure you're satisfied with the changes. Once satisfied, click on the blue **Finish** button on the lower right side of the page.

