

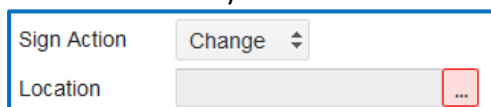
Sign Change Requests & Using the Location Field

For Changes to Signs already Logged on the Stone Signs Web Portal

If a sign has been previously actioned by Stone Signs, and now requires a sign change, the address for the placed sign which is stored on the Portal, and can be found using the **Location** field.

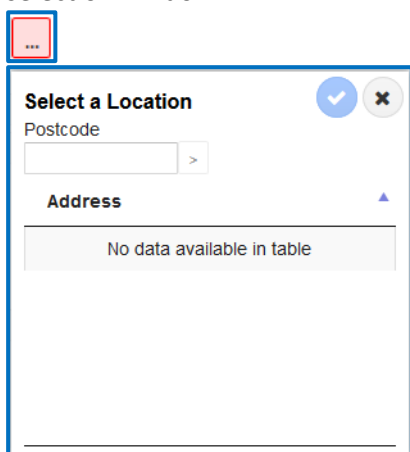
Linking your sign changes/removals with the registered address, not only saves time because the Request Form automatically populates with the stored data, including the current sign information, but also tracks the sign for its full life cycle, clearing any map pins upon sign removal.

The **Location** field becomes visible when the **Sign Action** is set to either Re-erect, Change or Remove. This is a mandatory field.

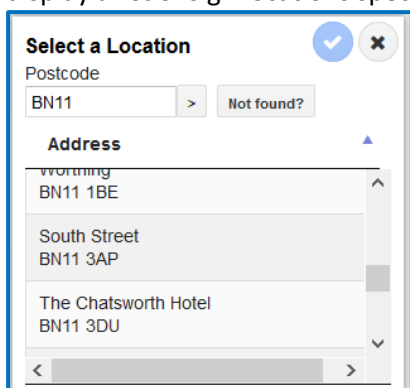


Using the Location field to Search for an Address:

1. Click on the ellipsis button located at the end of the **Location** field to display the location selection window.



2. Enter a full or part postcode in the Postcode field, and press Enter or click the arrow > to display a list of sign locations specific to the logged-in branch, e.g. Worthing Branch



3. Double-click on the relevant address, or select and click the blue tick. The Request Form will automatically populate with the stored data including current sign information.

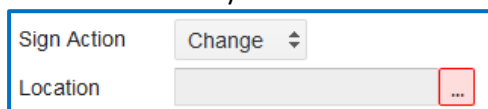


Sign Change Requests & Using the Location Field

For Changes/Removal of Signs NOT Registered on the Stone Signs Web Portal

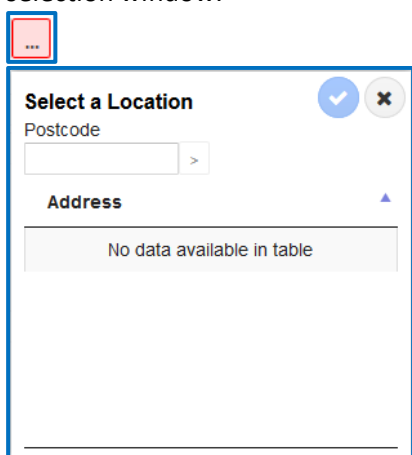
For signs that are already out on-site but not registered on the Stone Signs Web Portal, the **Location** field must be used to indicate that the address is not currently registered, so that the field becomes non-mandatory, and the Request Form can be completed.

The **Location** field becomes visible when the **Sign Action** is set to either Re-erect, Change or Remove. This is a mandatory field.

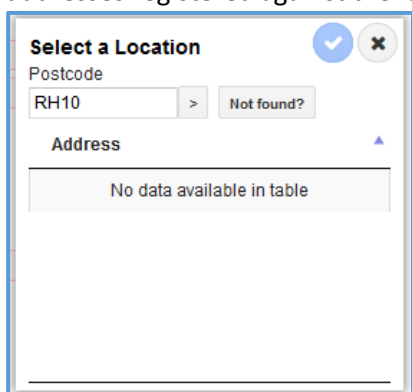


Using the Location field to Search for an Address:

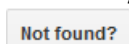
1. Click on the ellipsis button located at the end of the **Location** field to display the location selection window.



2. Populate the Postcode field, (and press Enter or click the arrow button). This will display a list of addresses registered against the logged-in branch, and will enable the **Not Found** button.



3. Click on the **Not Found** button to return to the Request Form, the **Location** field is no longer mandatory.



4. Complete the remaining mandatory fields and submit the request. This sign and its location will now be stored on the Stone Signs Web Portal, and the **Location** field for this new address can be used as intended going-forward.