**TURAS Dublin City Derelict Sites Application User Guide**

The following Steps provide the necessary information on how to view the various layers listed in the "Legend Box" and obtain layer information on the web map (www.factest.ie/timber):

Step1) Click the relevant **"check boxes"** under the Layers title - all check boxes can be selected.

Step2) The selected Layer(s) will be loaded and available for viewing on the map.

Step3) Click on any location over the loaded Layer(s) loaded on the map and all the key data associated with this location point will be displayed below the map - Note: No data will appear for **"Protected Structures"** layers.

The following Steps provide the necessary information on how to insert a marker and related information on the web map (www.factest.ie/timber):

Step1) Click on the **‘Tell us more’** button in the **"Legend Box"**.

Step2) Zoom into a specific location on the map using the zoom control on the top left hand corner of the map.

Step3) Place a marker on the map by left clicking on the mouse control.

Step4) Left click on the marker with the mouse control - a **"Confirmation Dialogue"** form and an **"Information Window"** will open.

Step5) On the "**Confirmation Dialogue"** box click on the **"Yes"** button and then the **"Close"** button.

Step 6) On the "**Information Window"** click on the **"Enter The Description"** button and an **"Enter Information Details"** form will appear. Fill in all the necessary details in the form (e.g. address, description of the plot, etc) and in addition related documents and photos can be inserted. Then click on the **"Upload"** button and then click on the **"Back"** button to close the form.

Step 7) To add additional details or update existing information added click on the **"Update The Description"** button. and an **"Update Information Details"** form will appear. Fill in all the necessary details in the form (e.g. address, description of the plot, etc) and in addition related documents and photos can be updated.Then click on the **"Upload"** button and then click on the **"Back"** button to close the form.

Step 8) To view the information added click on the **"View The Description"** button on the "**Information Window"**. To close click on the **"X"** bottom on the top right hand corner. On the same form there are two buttons called **"Report Spam"** and **"Have Your Say"**. Clicking each button will open a **"Send Contact Details"** form opened. As applicable, fill in the necessary details on the form and click the "Upload" button and then click on the **"Back"** button to close the form. An email will be sent to web application administrator with the information details submitted.

Step 9) To close the "**Information Window"** click on the on the **"X"** bottom on the top right hand corner.

Step 10) Finally, click on the **‘Stop’** button in the **"Legend Box"** and then the text will change back to **‘Tell Us More’** and the process is completed.

Note:

To view information on existing **"Markers"** that have been placed on the map click on the existing **"Marker"** icon on the map repeat the necessary steps as applicable.