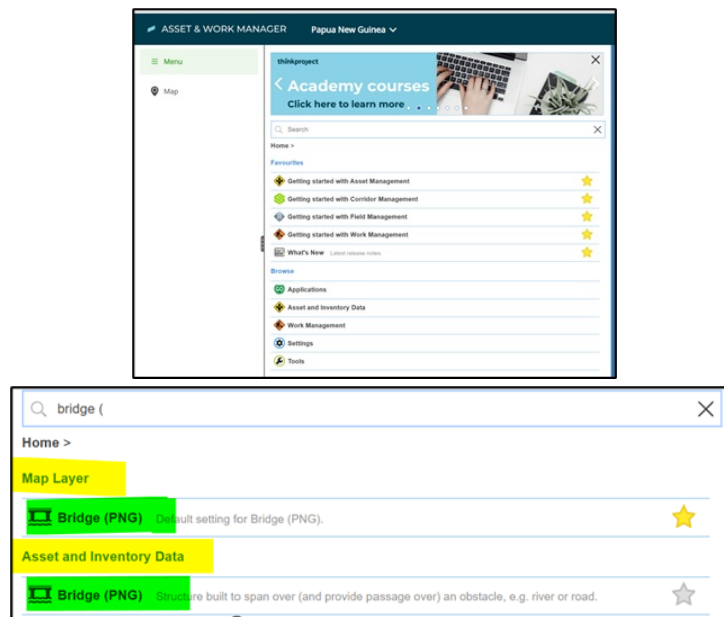


AWM Layers, Views and Layer Packages

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Viewing information in Map and Grid

Select Menu in the top left corner.



To find assets and other information you can click on the 'Asset and Inventory' icon in the list or search directly for what you require.

Search for the asset data as per the available information shown in the list above.

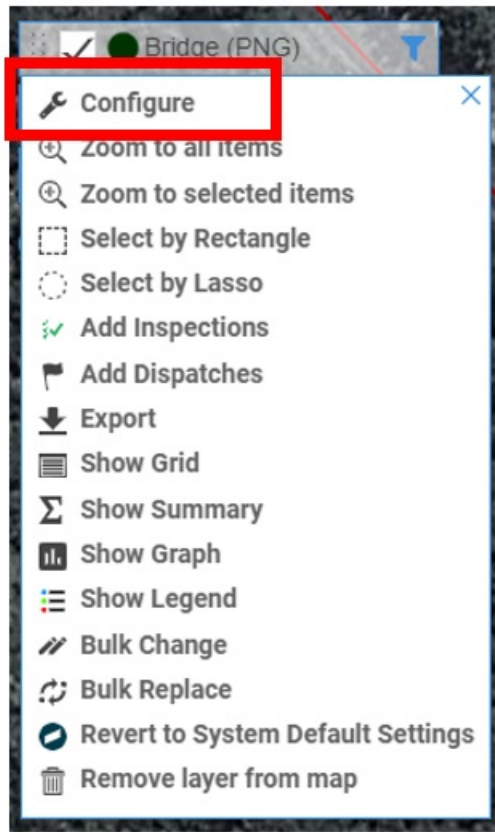
Note you can 'star' items to set them as a favourite.

Viewing small items on the map

When using the Standard view where all assets are drawn on the map in their proper location rather than Clustered, smaller assets can often be difficult to spot/locate as you zoom out:

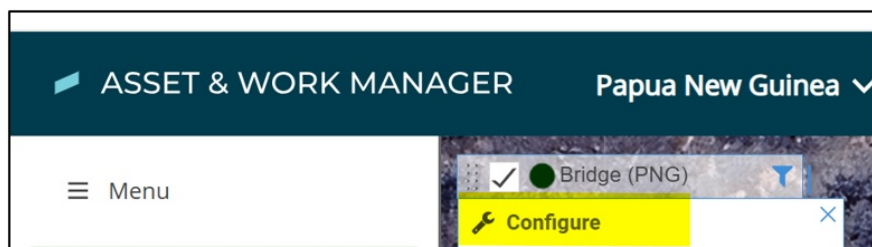


In the “Configure” menu, you can find an option “Show Small Items as Points” – ticking this will cause the asset to display as a point at more distant zooms, making it easier to spot them – note the difference in the same bridge compared to the screenshot above:



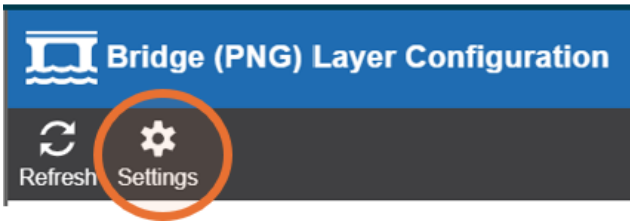
Customising and saving views

Select ‘Configure’ .

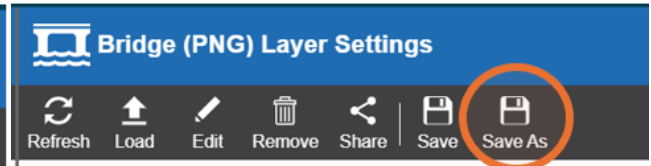


To Save any setting you make for future use:

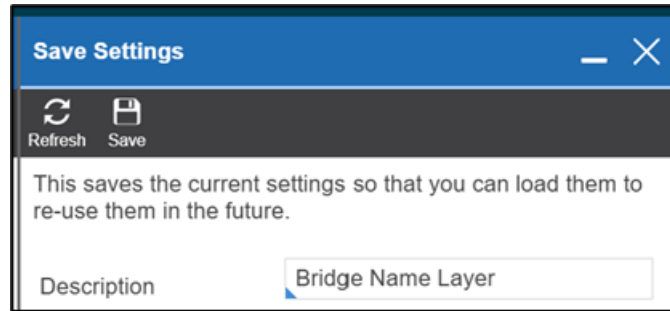
Press 'Settings'.



Then 'Save As' to save your settings (map layer).

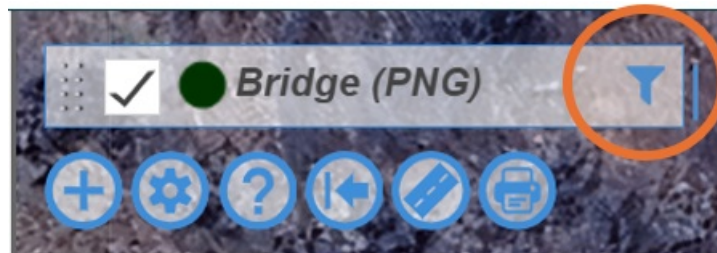


Provide a new name and then press 'Save'.



Filtering data

Select the filter icon to do a quick filter from the Map Layer Label.



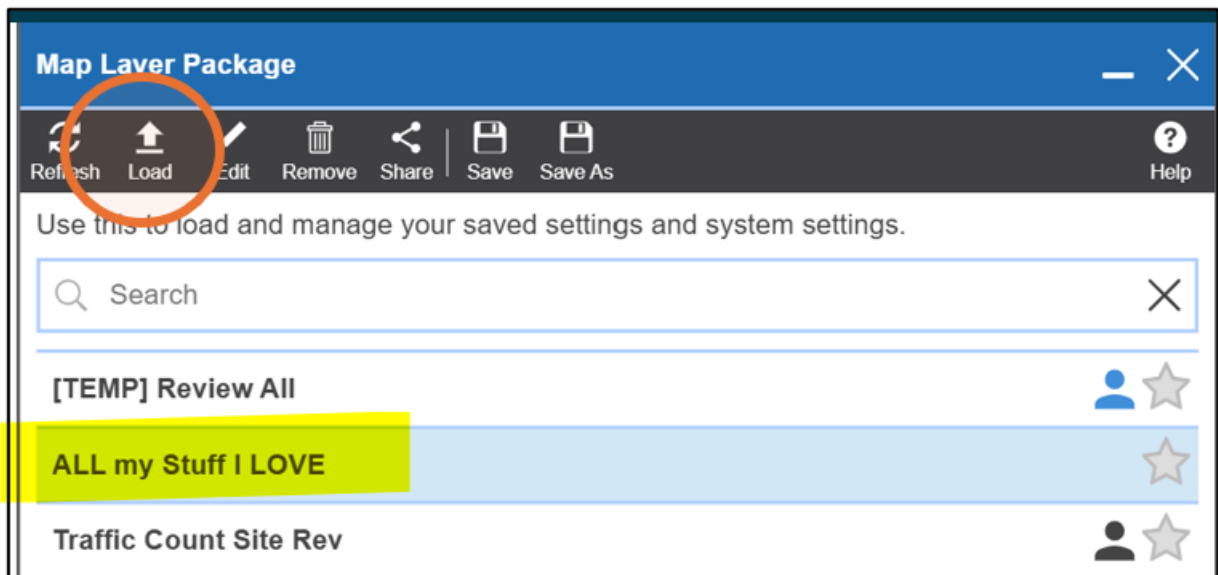
Map layer packages

The Map Layer Packages can be accessed through the small cog icon in the menu at the top left of the map screen.

Click 'Settings Cog' to display the list of available Layer Packages.



Select the required Map Layer Package and click on 'Load'.



Double-clicking the map layer package itself can often cause it to load duplicate copies of the views in the package – see “Removing a Map Layer” below in this case.



Loading a Map Layer Package will close out any layers that you already had open on the map.

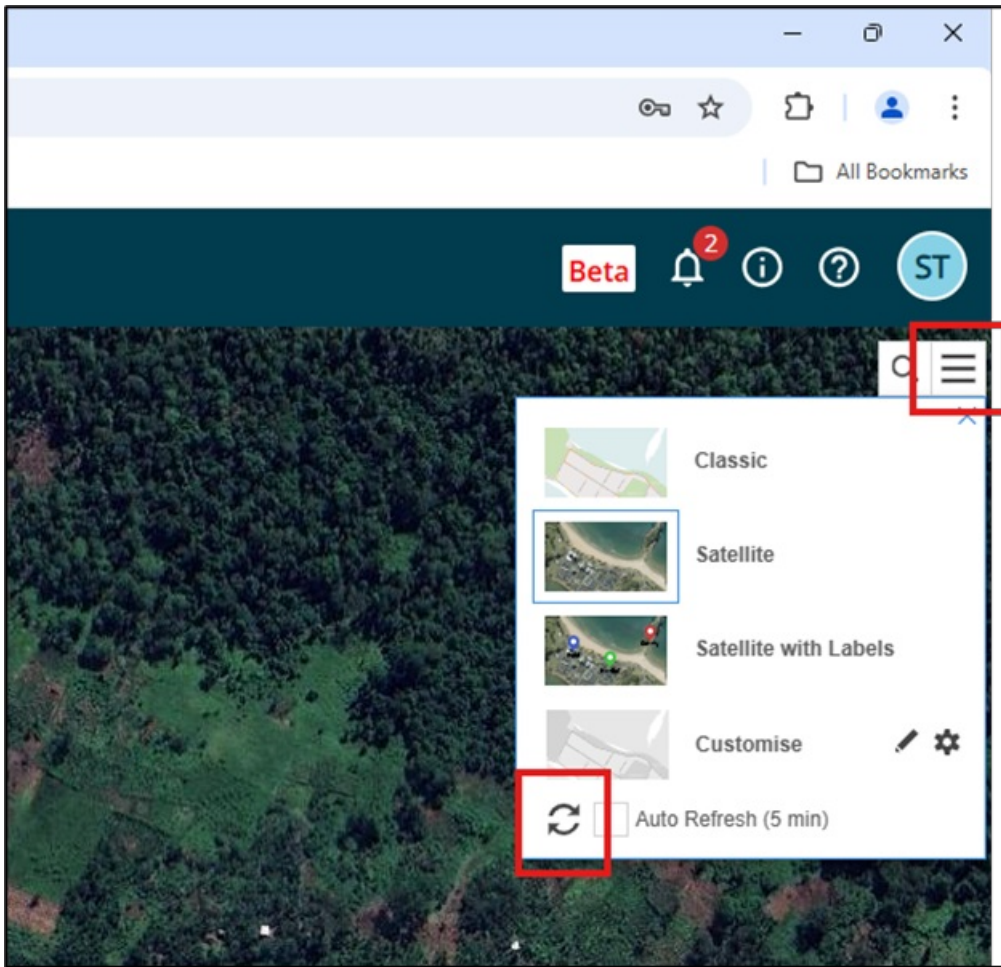
Refreshing the data on the map

Sometimes it can be useful to force the map to refresh the data you have displayed – either because someone has made a change to a record since you opened the map layers, and you wish to see the change, or because the deleted record hasn't dropped off the map (when deleting to history).

In this case, you can click on the refresh map button in the menu in the top right of the map to refresh the map which will make the record disappear from the map.

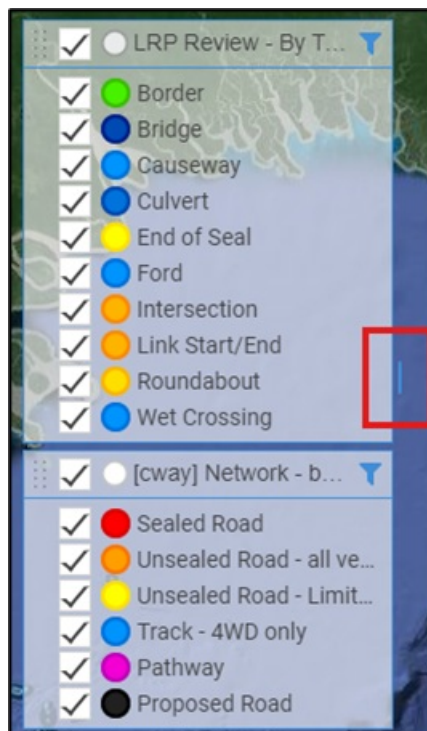


Only do this while zoomed in on the map, as it refreshes all visible data on the map which may take some time if you're zoomed out with a lot of data displayed on the map.



Expanding the Map Layers Window

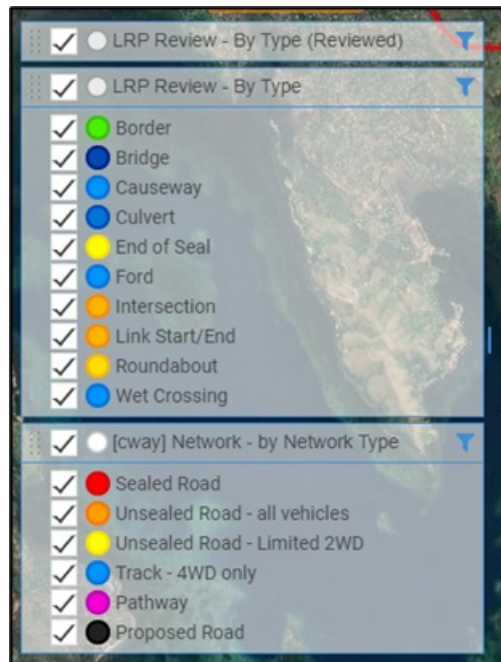
As per the screenshot below, sometimes the map layers window is not wide enough to read all of the layer names.



To expand the window to be able to read the names:

1. Move the mouse over the highlighted blue bar, and the mouse should change to an arrow pointing left and right.
2. Hold down the left mouse button and drag the window to expand or shrink as desired.

Layers after expanding them:



Removing a Map Layer

To remove a map layer from the list you need to click on the map layer header on the map and select Remove Layer from Map (clicking the close button on the grid layer on the left-hand side of AWM only closes the grid, not the map layer). In the screenshot below, choosing the x on the grid list to the left-hand side of AWM would only close the DoWH Projects grid while leaving the map layer intact, choosing "Remove Layer from Map" from the drop-down menu will close both:

