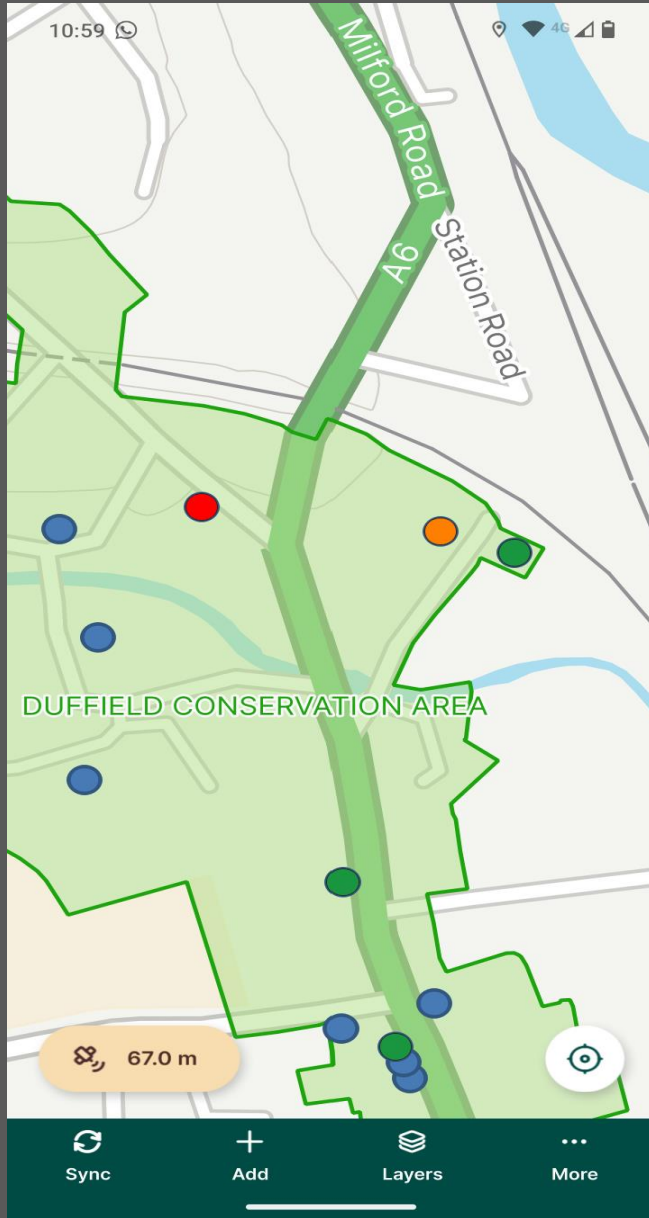Buildings at Risk- Search Options in Mergin Maps and Editing a Survey

What happens if I want to edit my survey?

On occasion, there may be times when you would like to edit a building condition survey when you have already saved and synched it.

For example, after completing your survey you may have moved to a different position and noticed an area of concern, such as cracked masonry or a curtilage structure which looks 'At risk'.

In these instances, don't worry! You can easily edit your survey to take this into account.

Below is an easy, step-by-step guide to editing your survey in light of new information.
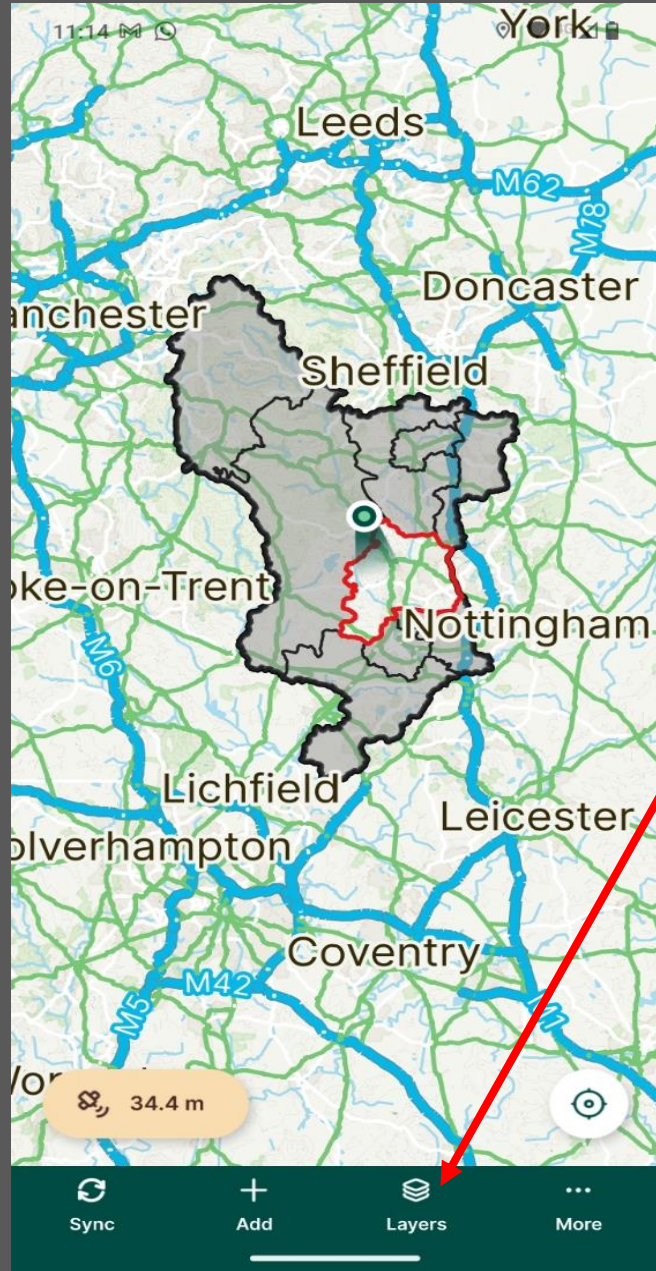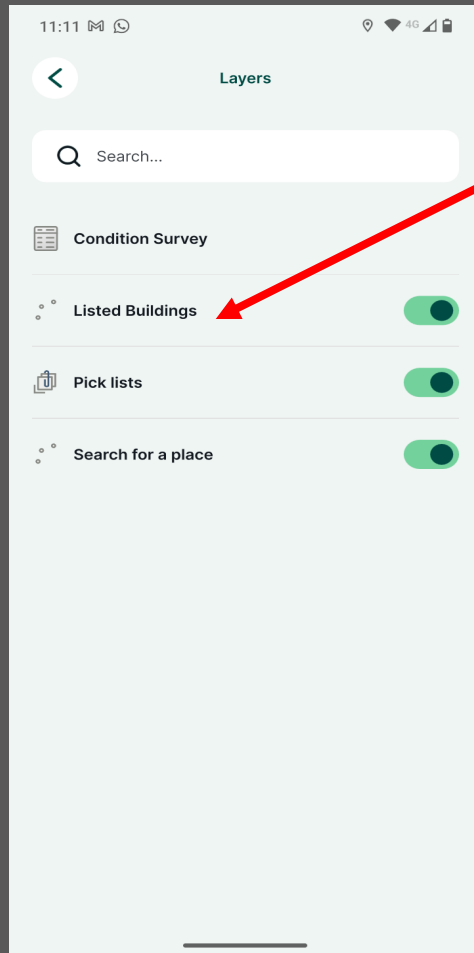
On the main map page, click on 'Layers' in the bottom toolbar.
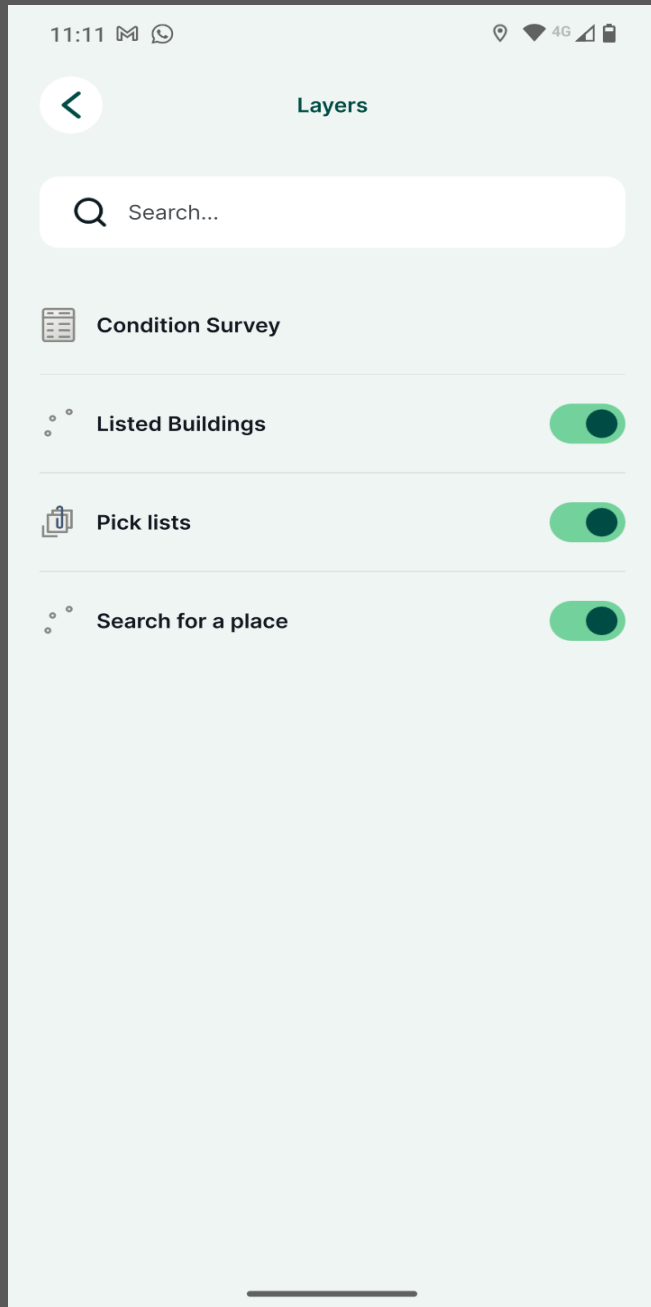
This will bring up the 'Layers' menu.

You can find your survey in a number of ways.

1. Search for the specific building using its name or list number.
   For this you should tap on 'Listed Buildings' in the 'Layers' menu.

2. If you are not sure of these details, you can search for the area (such as a town or a village where the building was located. You can then navigate manually to the building.
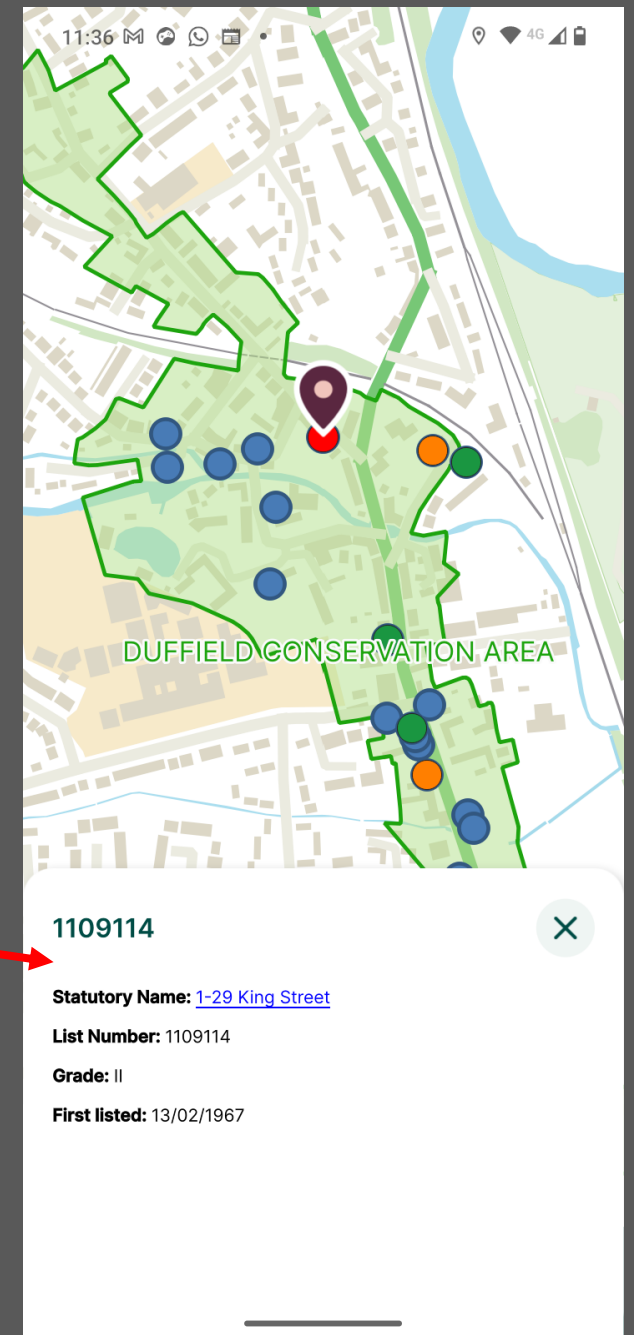For this you should tap on 'Search for a place' in the 'Layers' menu.
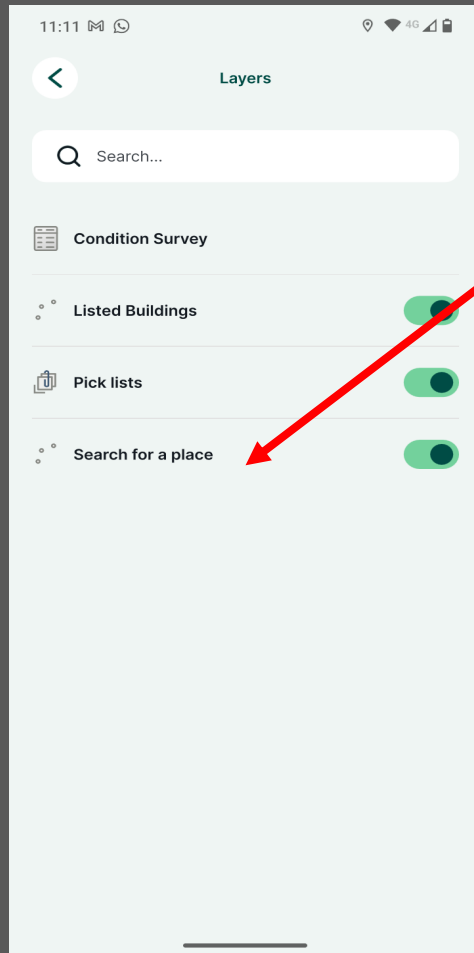
3. You can also search for a specific condition survey using your Mergin Maps username. For this you should tap on 'Condition Survey' in the 'Layers' menu.
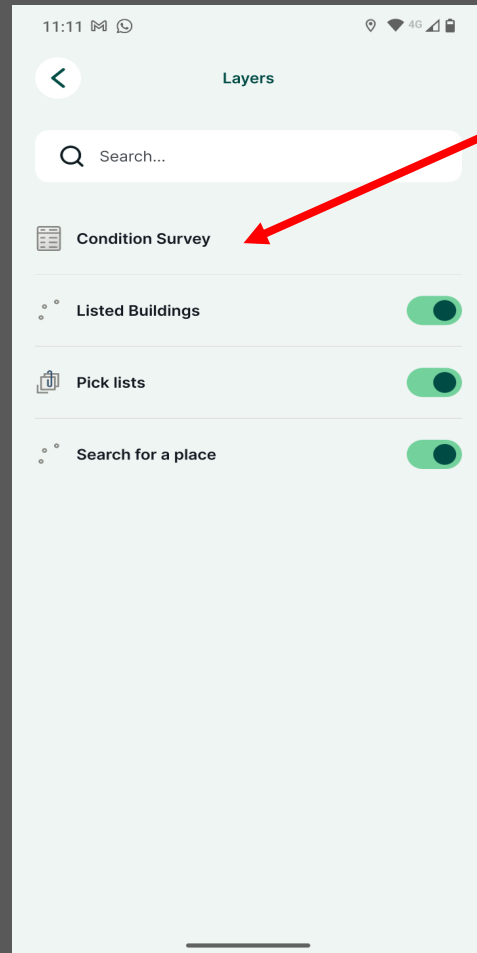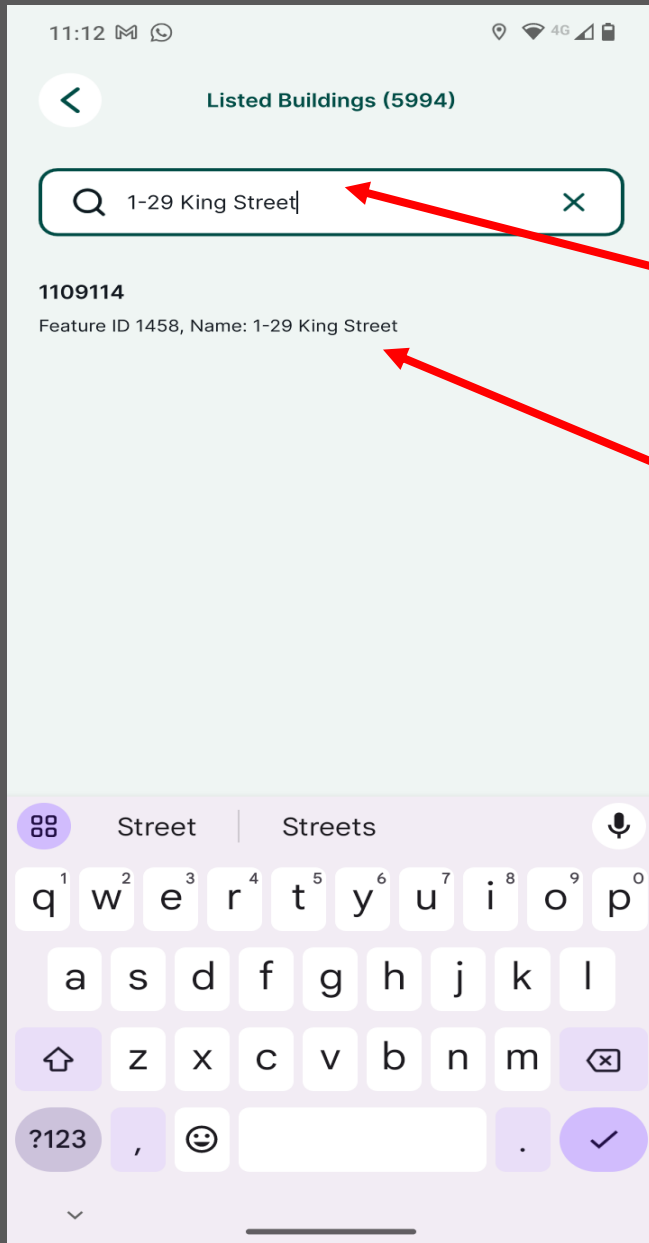
Search for a listed building using the name or list number

1. Type the listed building name or number into the search bar.

2. When the building you surveyed shows, tap on it.

3. You will then be taken to the correct specific listing in the app.
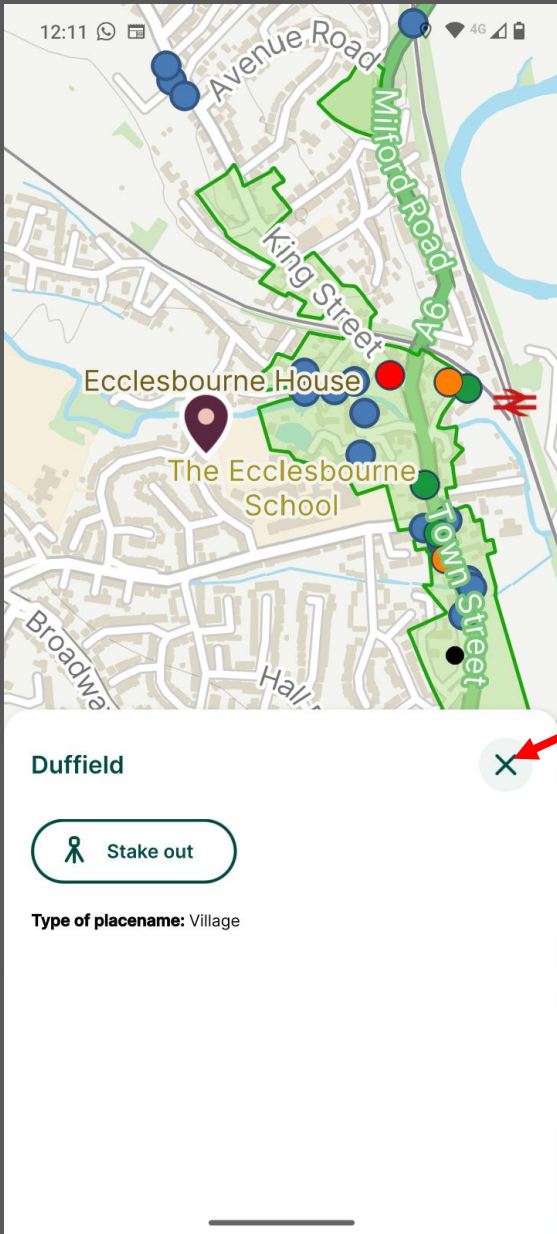
Listed Buildings (5994)

1-29 King Street

1109114
Feature ID 1458, Name: 1-29 King Street

DUFFIELD CONSERVATION AREA

1109114

Statutory Name: 1-29 King Street

List Number: 1109114

Grade: II

First listed: 13/02/1967

Search for a listed building using the location

1. Type the place name into the search bar.

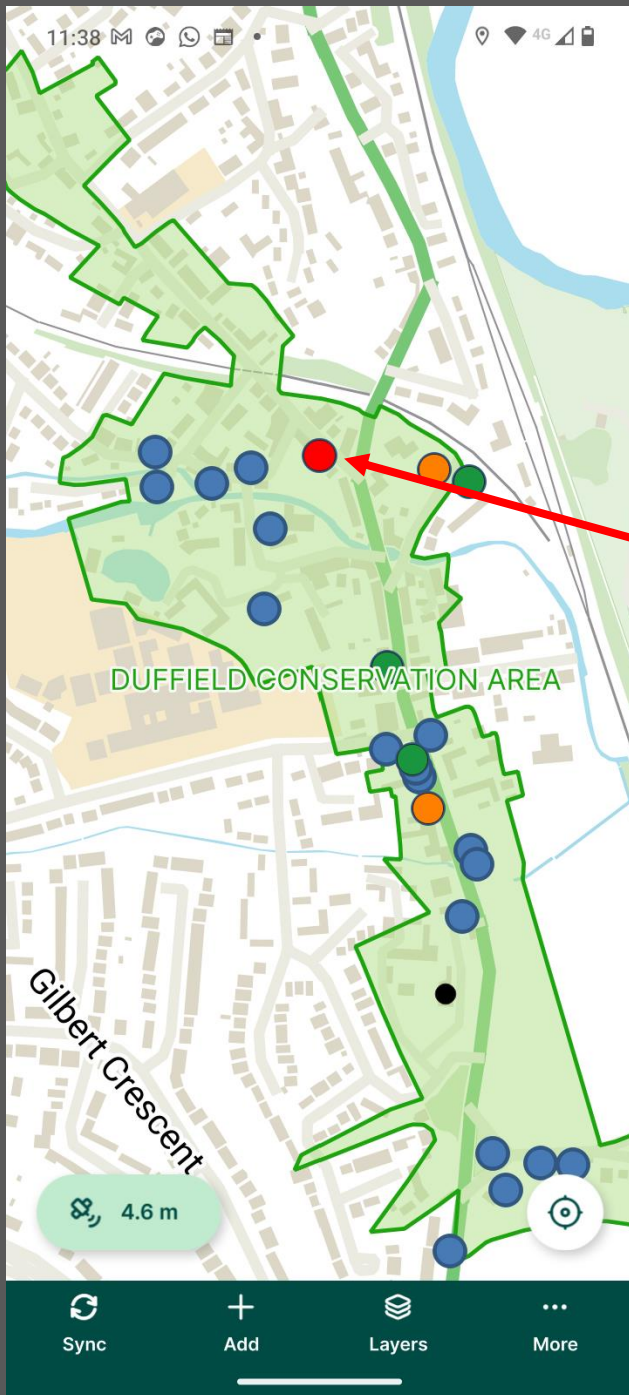2. When the village/ town you want appears, tap on it.

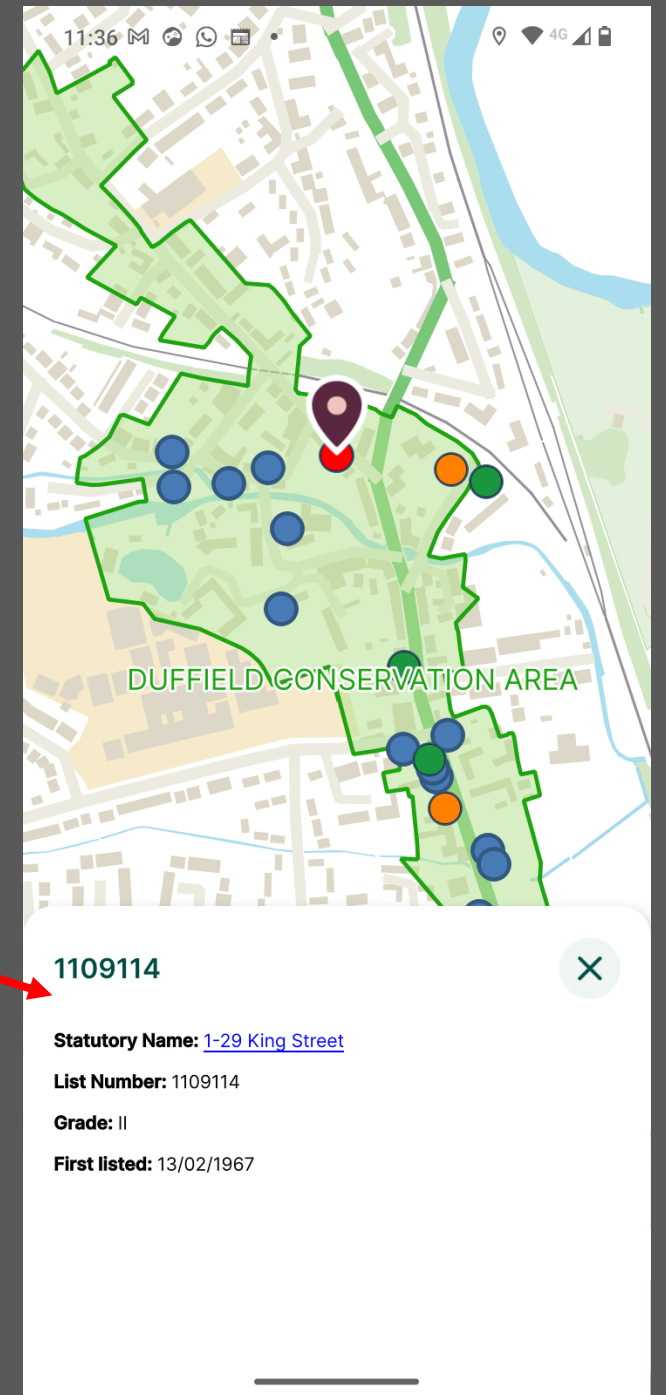3. The location of this place will then be marked in the app.
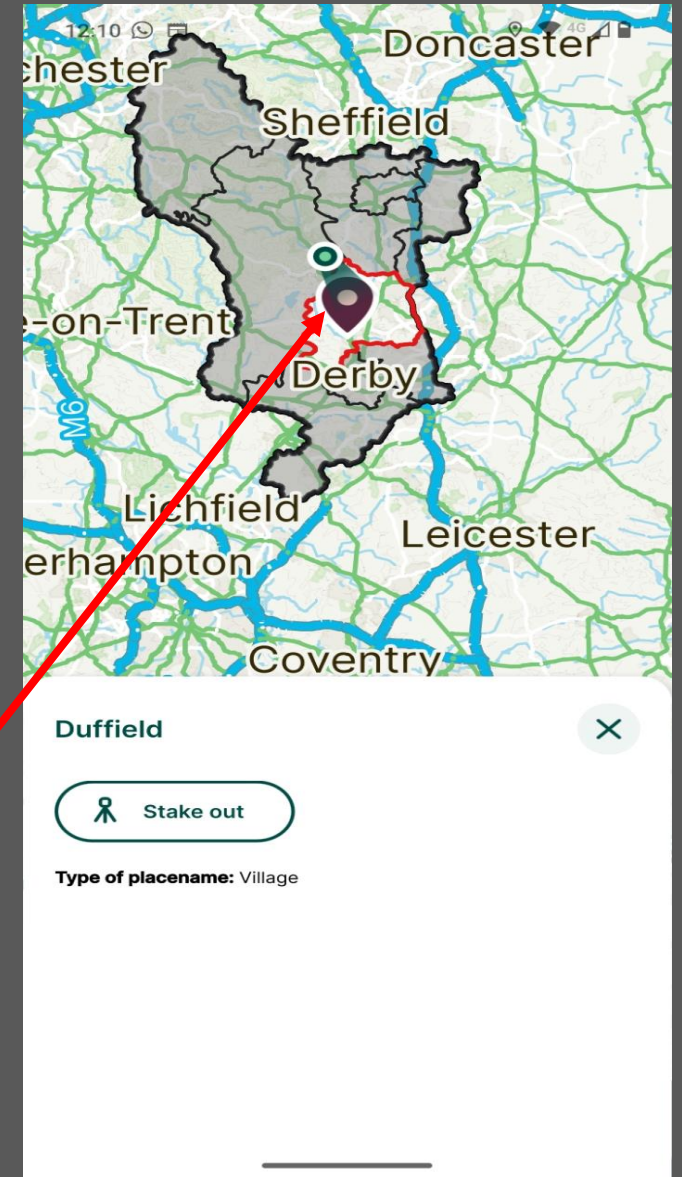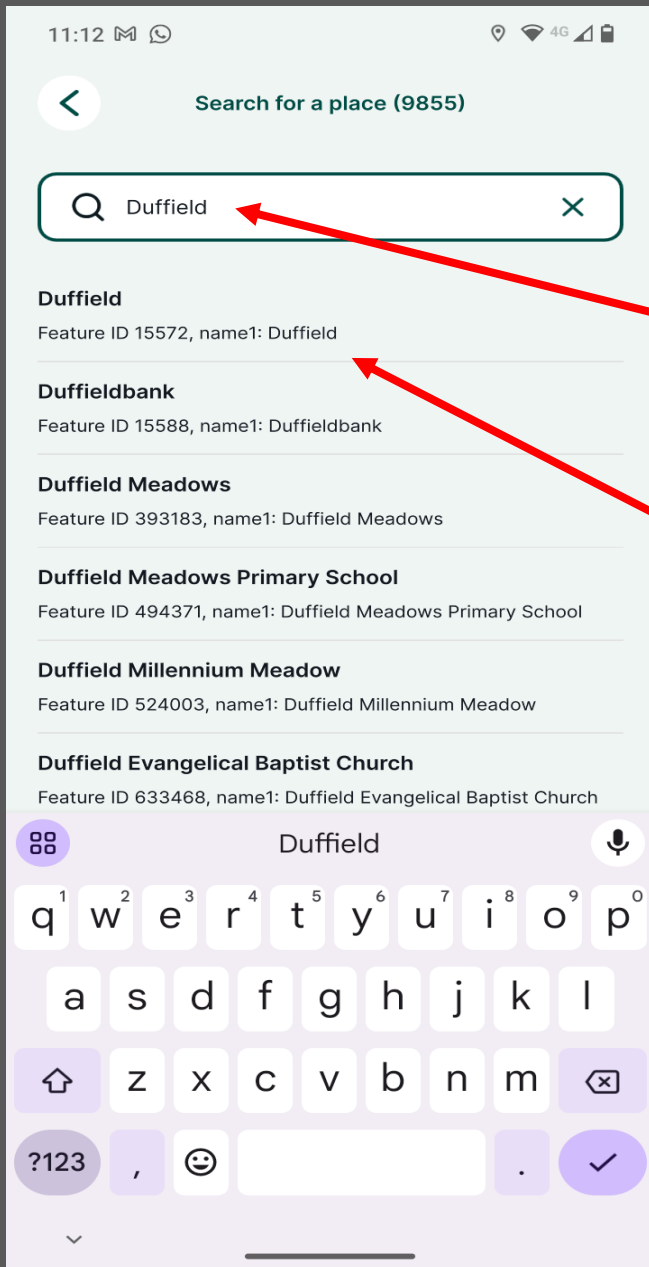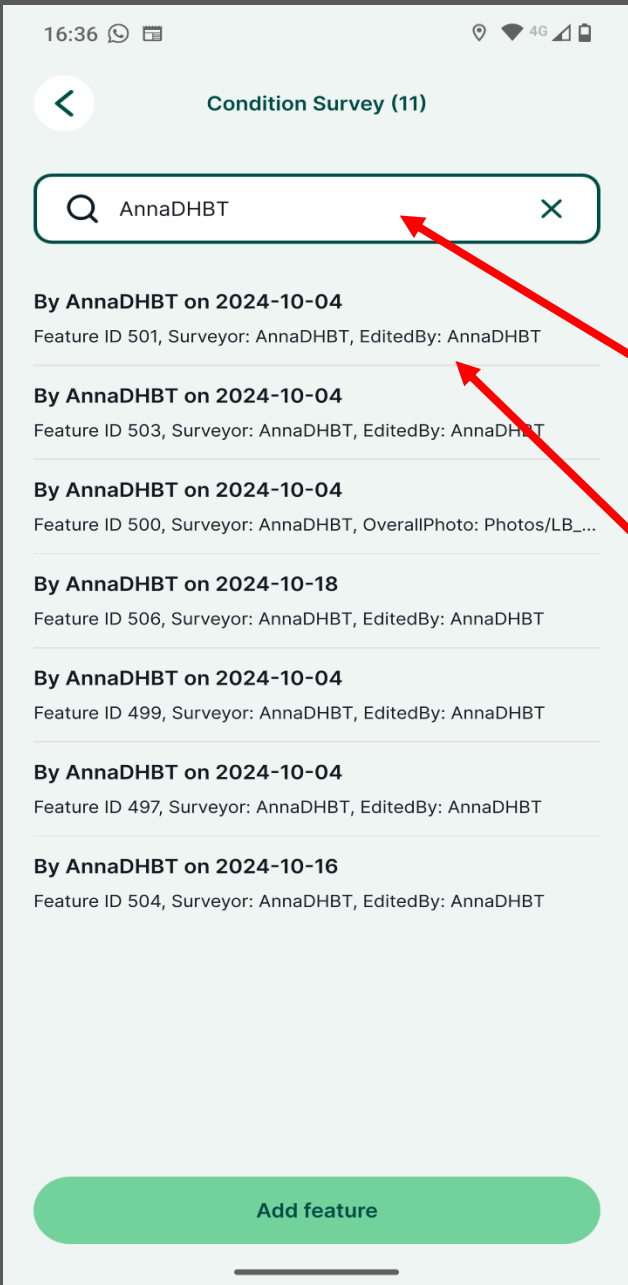
Search for a listed building using the location

4. Zoom in until you can see the listed buildings clearly, then you can click the cross to close the location tab.

# Search for a listed building using the location

5. Navigate to the building you surveyed, zooming further if needed.

6. Tap on the building. This will bring up the specific listing for this building in the app.

1109114

Statutory Name: 1-29 King Street

List Number: 1109114

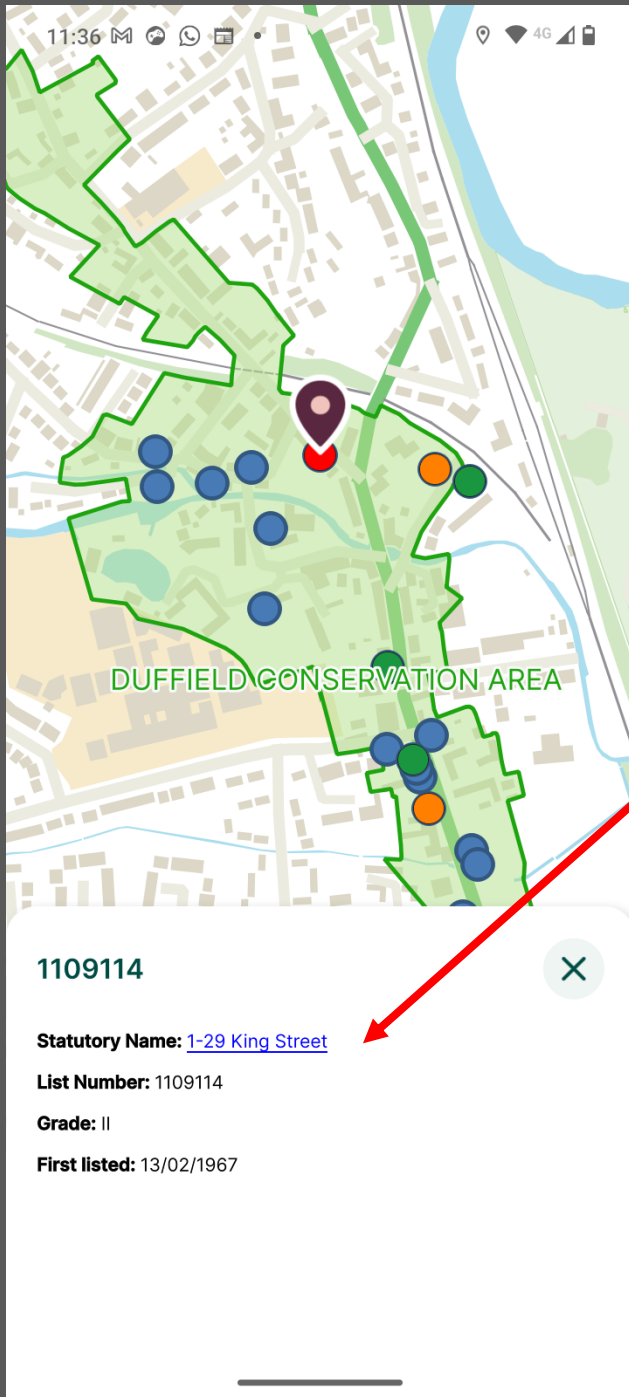**Grade:** II

First listed: 13/02/1967

## Search for a specific condition survey

1. Type your chosen username into the search bar.

2. When the survey you want shows, tap on it.

3. You will then be taken directly to this condition survey. Tap on 'Edit feature' to make your chosen changes.
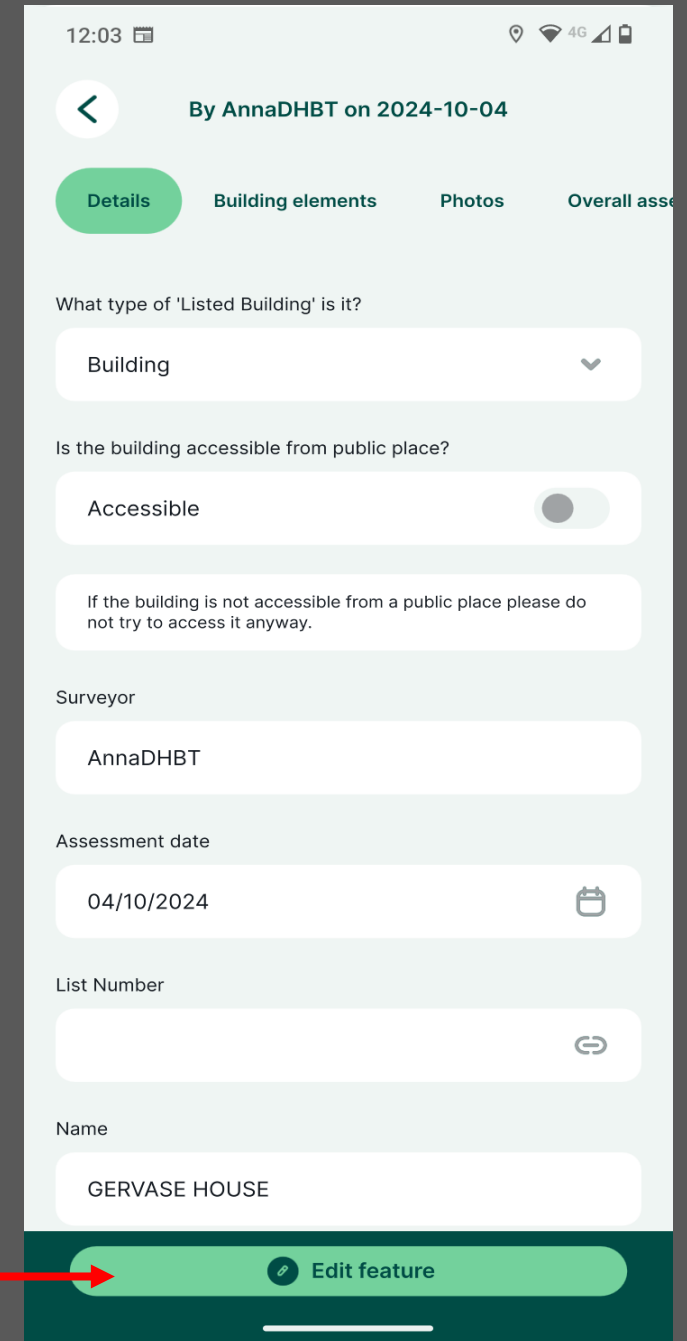
Editing your survey (Options 1 and 2)

1. When you are in the correct building listing, click on the listed building name.

2. This will bring up the details for the building and any condition surveys will be marked.
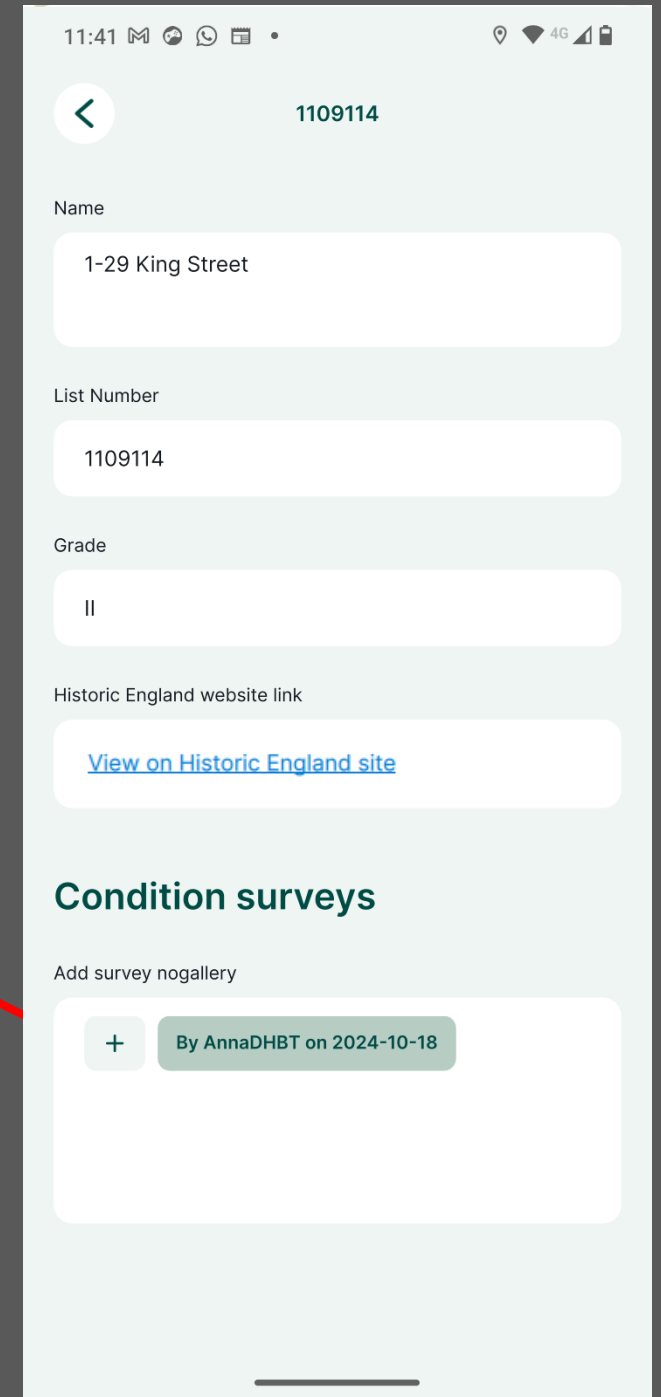
Editing your survey (Options 1 and 2)

3. When you find your condition survey, click on it.

4. This opens your previous survey. Click on 'Edit feature'.

Editing your survey (Options 1, 2 and 3)

5. This makes any feature within the survey editable and you can change categories and add/ amend notes or photographs.

6. Remember to save your changes!
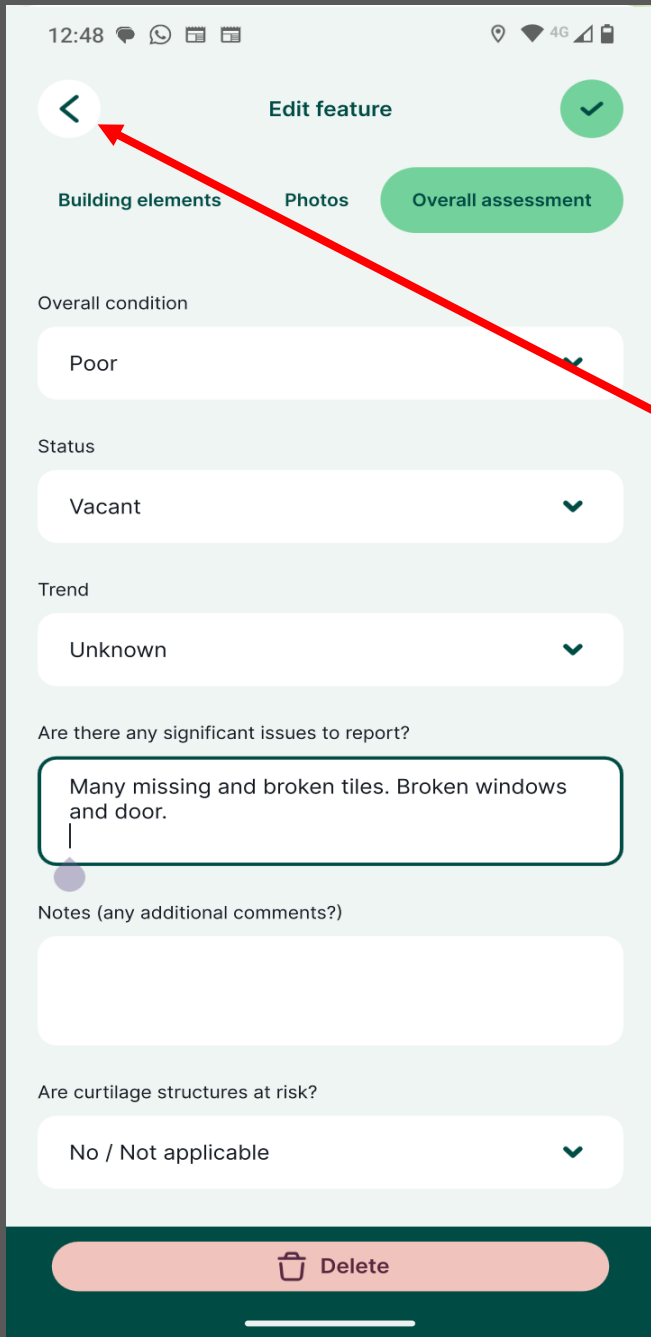
Editing your survey (Options 1 and 2)

7. Tap the 'Back' arrow.

8. Synchronise the changes to your survey so that we can view them.

Left screen

12:48

Edit feature

Building elements   Photos   **Overall assessment**

Overall condition

Poor

Status

Vacant

Trend

Unknown

Are there any significant issues to report?

Many missing and broken tiles. Broken windows and door.

Notes (any additional comments?)

Are curtilage structures at risk?

No / Not applicable

🗑 **Delete**

Right screen

16:36

Condition Survey (11)

AnnaDHBT

By AnnaDHBT on 2024-10-04
Feature ID 501, Surveyor: AnnaDHBT, EditedBy: AnnaDHBT

By AnnaDHBT on 2024-10-04
Feature ID 503, Surveyor: AnnaDHBT, EditedBy: AnnaDHBT

By AnnaDHBT on 2024-10-04
Feature ID 500, Surveyor: AnnaDHBT, OverallPhoto: Photos/LB_...

By AnnaDHBT on 2024-10-18
Feature ID 506, Surveyor: AnnaDHBT, EditedBy: AnnaDHBT

By AnnaDHBT on 2024-10-04
Feature ID 499, Surveyor: AnnaDHBT, EditedBy: AnnaDHBT

By AnnaDHBT on 2024-10-04
Feature ID 497, Surveyor: AnnaDHBT, EditedBy: AnnaDHBT

By AnnaDHBT on 2024-10-16
Feature ID 504, Surveyor: AnnaDHBT, EditedBy: AnnaDHBT

Add feature

Instructions

7. Once you have saved your survey, tap the 'Back' arrow.

8. This will take you back to the condition survey search layer. Tap the 'Back' arrow again.
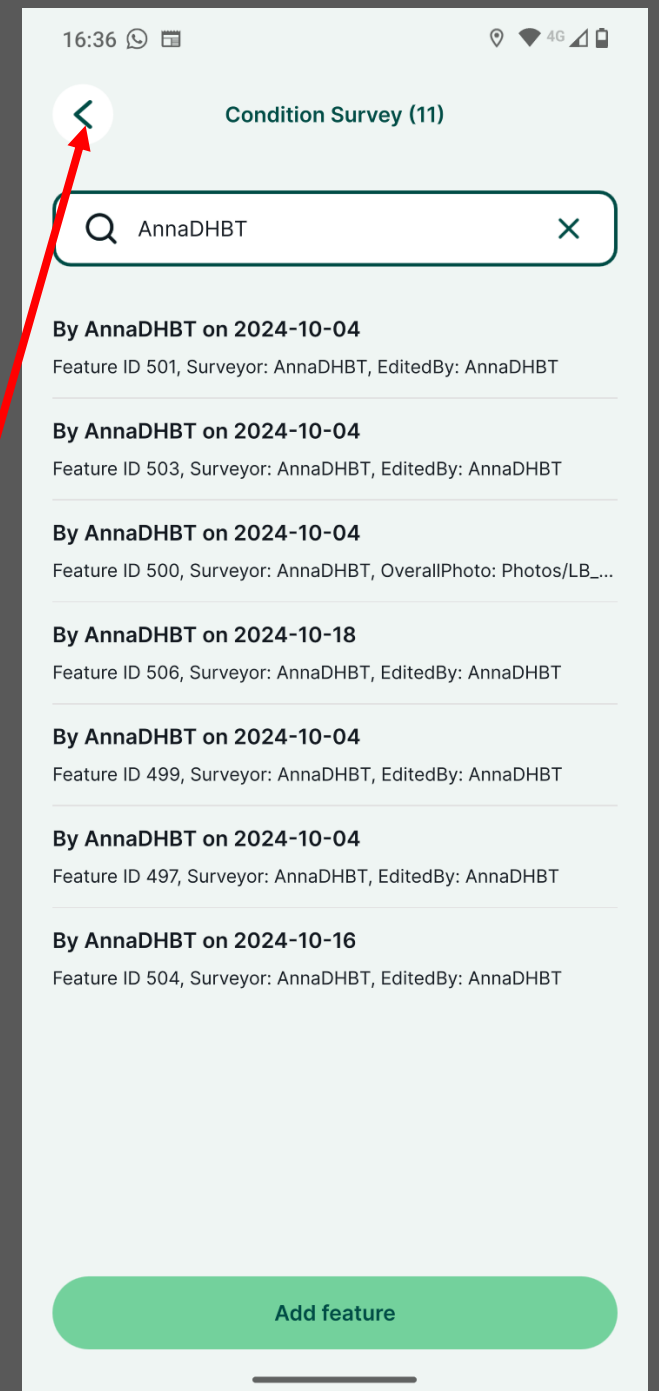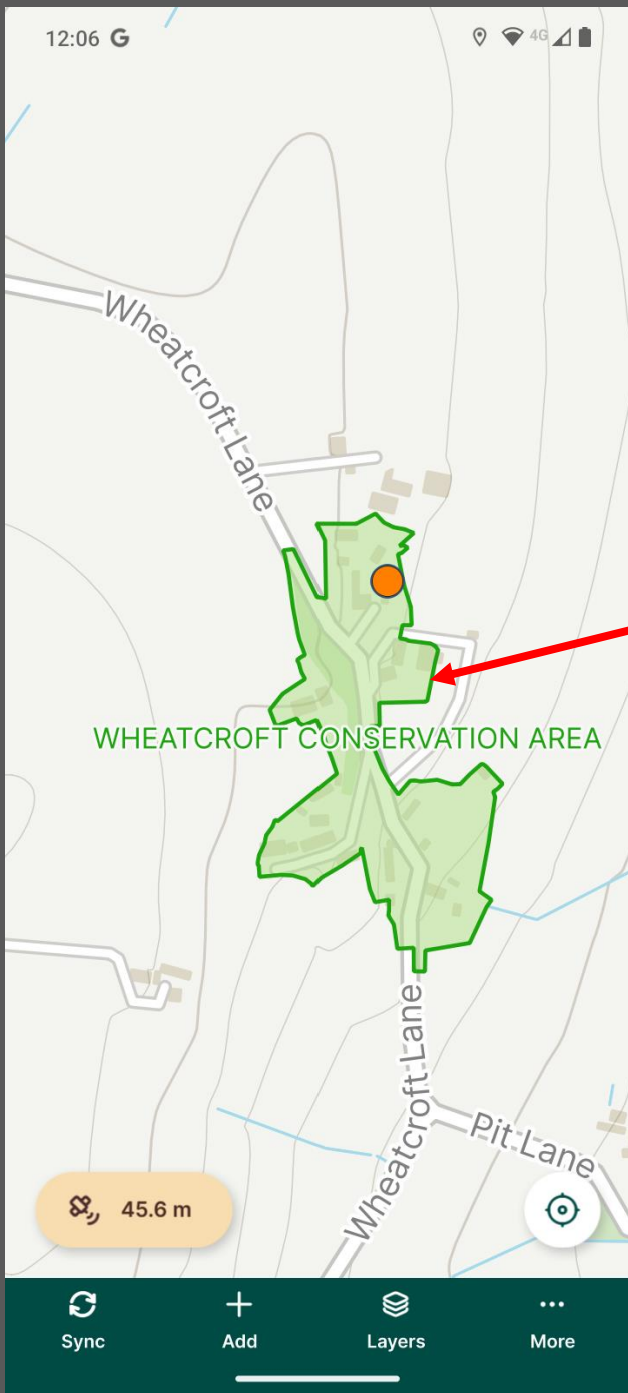
Editing your survey (Option 3)

9. This takes you back to the area of the map where you were before your search.

10. Remember to synchronise the changes to your survey so that we can view them.