Subsequent surveys

When subsequent surveys have been completed, the original problem can be updated. For example, during the first survey there is some path widening that extends to the left hand side of the path for about a 5 meter section. When the second survey is completed, if the problem has worsened and there is path widening on both sides of the path and continues for 15 meters. Rather than record this as a second issue, it is important to update the original problem, by uploading a new photo and providing an updated description. This means that we can track problems over time.

How to update a path problem

1. Logging in

Go to the Adopt a Path Website at www.adoptapath.org.uk
On the top menu you should see a *Login* tab. Click on this and enter your username and password and then click *Sign in*.

2. The Paths

Once logged in the dashboard screen will show your name and your adopted path(s).

3. Select the Path

Click on the path name and it will take you to the path page. The page will show up the path problem pins on the map and the problems listed underneath the map.

4. Update a Problem

Click on the problem that you wish to update. Under the path problem, use the text fields under the heading *Submit an Update*. Type a brief description of the problem and choose from the drop-down menu to update the problem status. Click on *Upload Picture* and select the photo that shows the current problem. If you are updating reports from your laptop / computer you will first have to download your photos from your phone to the computer.

Note: When you are updating a problem and uploading a new photo, the website assumes the photo is in the same location as the original photograph, so it won't pull any location information from the photo. The photograph location information is only extracted by the website when the problem is first submitted. This is to make sure multiple pins don't appear on the map for the same problem.

When all the information is complete click on *Update*.

5. Update Submitted

Once the problem has been updated on the website it will take you back to the main path page. The pin and the list will change colour to purple.
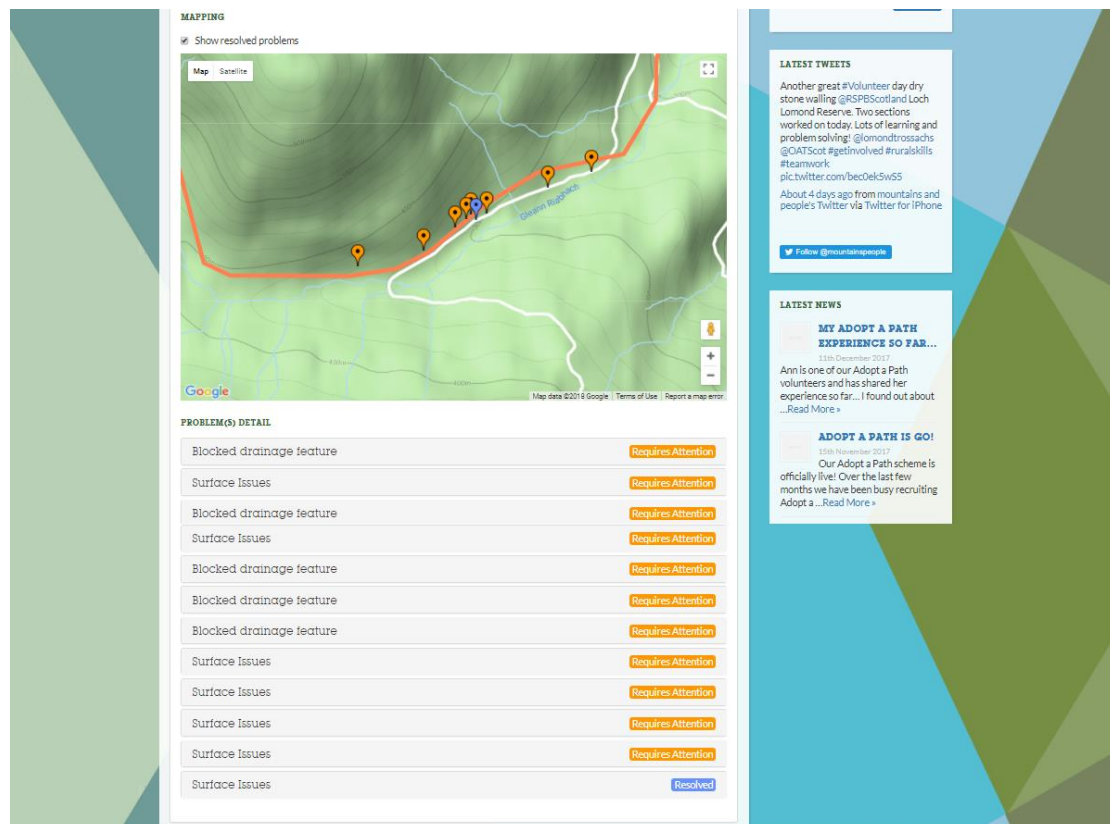
You will receive an email to say that you have updated a problem on this path. This is just for your information; no action is needed. The landowner will also receive an email with the same information.

6. Update other problems

Repeat this process to update all problems to reflect the current situation on the path. If you are entering several updates then you will receive an email for each update. Again, no action is required, the emails are just for your information.

7. Making Changes

If you find that you have made a mistake, you can delete the update, just click on the problem that you want to make changes to. This will expand the box and you can see the information that you have provide. You will see a red box with the word *Delete* in it, if you click on *Delete* a pop up window will appear saying *Please confirm you want to delete this update?* Click *Ok* and the update will be deleted.

8. Log out

Once you have finished updating problems, log out of the website, by clicking *Log out* at the top of the page.