

Uploading a Map in MyClimateData

To upload a map, follow the instructions below:

1. From the location tree, in the left pane, select a location. The information displays in the right pane.

Location	Environment at a Glance				R RI	Dates
	Natural Aging	Mechanical Damage	Mold Growth	Metal Corrosion		
KUA-ARNEMAGNEANSKE-G	OK	OK	Good	Risk	R RI	23-08-2005 - 22-08-2006

2. Click on the location where you would like to add a photo or map. The *Risk Summary* page displays:

KUA-ARNEMAGNEANSKE-G				
Summary for 12 Months: 23-08-2005 - 22-08-2006				
Type of Decay				
	Chemical	Mechanical	Mold	Corrosion
Environmental Risks	OK	OK	Good	Risk
Material / Location Matchup				
✓ = Good Match ✗ = Material at Risk				
Type of Decay	Chemical	Mechanical	Mold	Corrosion
Photo / Map				
no photo available				
no image available				

3. Click **Edit**. The Location Information *Edit* page displays.
4. Review the **Map - Area** field on this page. If no map has been associated with the location, two choices will be available: **Upload** and a drop down, which contains the maps that have already been uploaded:

Map - area [upload](#) | (No map)

Upload Option

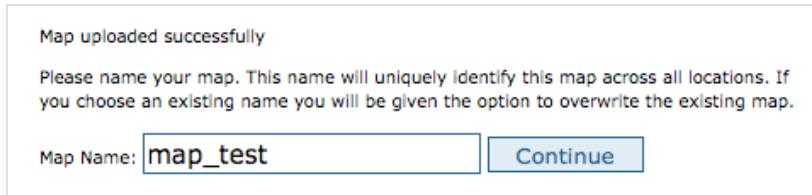
The **Upload** option is used if a map for the floor has not been uploaded. To upload a new map:

1. Click **Upload**. The *Upload* page displays:

**MAP UPLOAD for
KUA-ARNEMAGNEANSKE-G**

Upload a map for location: KUA-ARNEMAGNEANSKE-G
Click on BROWSE, then find, on your computer, the map you want to upload. Then click UPLOAD!

2. Click **Browse** to browse to the correct map in your computer files. The *Browse for File* dialog displays.
3. Select the file and click **Open**. The *Browse for File* dialog closes.
4. Click **Upload**. The following page displays:



Map uploaded successfully

Please name your map. This name will uniquely identify this map across all locations. If you choose an existing name you will be given the option to overwrite the existing map.

Map Name:

5. In the **Map Name** field, enter the name of the map.

Note: If you enter a map name that has already exists in your WebERA site you will overwrite the existing map but you will not remove the icons associated with it.

6. Click **Continue**. The map is uploaded.
7. In the *Edit* page, click **Save** to save the changes.

Drop Down Option/Uploaded Map

The drop down contains a list of all the maps already uploaded in the WebERA site. If you decide to choose one of these maps for a location:

1. Select the name from the drop down.
2. Click **Save**. The map is now linked to the location. Any icons previously applied to the map will be displayed with the map when it is viewed.

Note: If you rename an existing map, you will not remove any of the icons associated with the map. If you delete a map from one location it will not be removed from any other location that links to it.

You can view the map from the *Information* page within the **Location Information** section as well as other sections within MyClimateData. Refer to *Viewing a Map*.