

FIELD AND ASSET TEAMS: QUICK REFERENCE

For people who check, capture and audit assets on site with a phone. 6 lessons, 22 min. Full steps and pictures: getplotlay.com/learn/field/

#	LESSON	HOW
1	CAPTURE A GPS POINT ON SITE 3 min	Capture a GPS point (or Capture > Start GPS) > wait for ± to settle, under 5 m > Capture a point here > name > Save > Stop .
2	SET UP ASSET FORMS 4 min	Capture > Forms > Asset type comes from > + Add a question (or a ready-made set) > Required only where needed > Save forms .
3	SAVE A MAP AREA FOR OFFLINE 3 min	Use an aerial that may be saved > Map tab > Save this area offline > Detail > Save offline . Install the app so the browser keeps it.
4	ASK SOMEONE ON SITE FOR A SCAN 4 min	Signed in > Capture > Request a scan > rooms in walking order > Who is scanning , Note > Send request . Mark at least two rooms.
5	WORK THROUGH AN ASSET REGISTER ON SITE 5 min	Start GPS > Work through list > walk the dashed line > Capture here > form > Next asset . Not found if gone, Skip for later.
6	EXPORT TO GIS, EXCEL OR POWER BI 3 min	Export (Ctrl+E) > GIS data : WGS 84 or UTM > GeoJSON or Shapefile ; Items table for Excel and Power BI; Field audit pack after an audit.

Words: **Accuracy (±):** How far out a GPS position may be, such as ± 4 m. Smaller is better; under 5 m is good for a phone. **Pin (control point):** A pair of matching points, one on a drawing and one on the map, that places the drawing. Two pins place it; a third shows how well it fits. **Layer:** A group of things in a project, listed in the Layers tab. A hidden layer is left out of the plan, 3D and documents until you show it again. **Plotlay Scan:** The free iPhone and iPad app that measures rooms with LiDAR or by floor corners and sends them to a Plotlay project at true size. **Work list:** A run through an asset register on site, nearest first, recording each asset as found, not found or skipped.

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