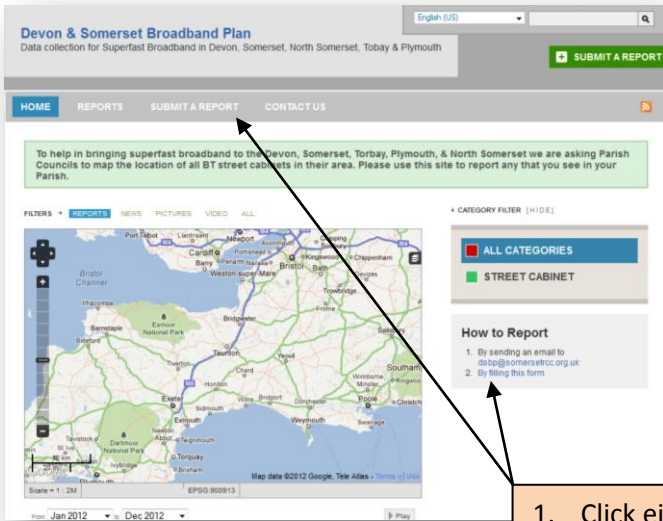


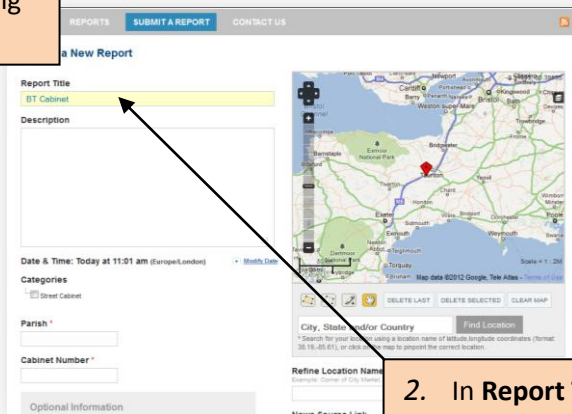
Log onto www.dsbp.crowdmap.com

The Devon and Somerset Broadband Plan home page loads;

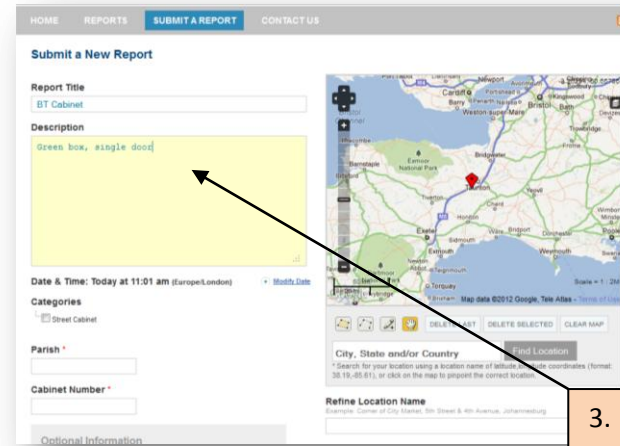


1. Click either 'SUBMIT A REPORT' or the link

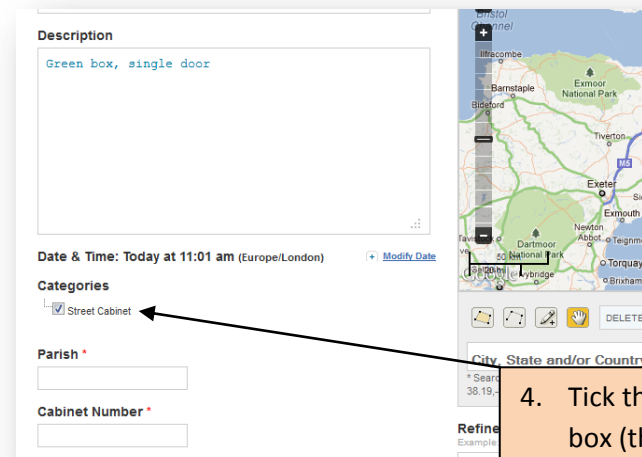
The SUBMIT REPORT page comes up and you can start entering data



2. In Report Title enter 'BT Cabinet'



3. In Description enter brief description – colour, number of doors or any other information



4. Tick the Street Cabinet box (the only option on this survey)

Date & Time: Today at 11:01 am (Europe/London) [Modify Date](#)

Categories
Street Cabinet

Parish *
Little Place

Cabinet Number *

Optional Information
First Name
Last Name
Email

Refine Location Name
Example: Corner of City Market, 5th Street & 4th Avenue, Johannesburg

News Source Link

External Video Link

Upload Photos [Browse...](#)

[Submit](#)

5. Enter your full PARISH name (this may not be your village name)

Date & Time: Today at 11:01 am (Europe/London) [Modify Date](#)

Categories
Street Cabinet

Parish *
Little Place

Cabinet Number *
3

Optional Information
First Name
Chris
Last Name
Head
Email
chris@wern.org.uk

Refine Location Name
Example: Corner of City Market, 5th Street & 4th Avenue, Johannesburg

News Source Link

External Video Link

Upload Photos [Browse...](#)

[Submit](#)

[Home](#) | [Submit a Report](#) | [Contact Us](#)

7. Please enter your **contact details**. Although this is shown as optional it will allow us to contact you if there is a problem or discrepancy. *NB: This will not appear on the public report*

Date & Time: Today at 11:01 am (Europe/London) [Modify Date](#)

Categories
Street Cabinet

Parish *
Little Place

Cabinet Number *
3

Optional Information
First Name
Last Name
Email

Refine Location Name
Example: Corner of City Market, 5th Street & 4th Avenue, Johannesburg

News Source Link

6. Enter the **cabinet number**. Normally just a one or two digit number without any other lettering, but sometimes they have yet to be numbered or have lost their numbering due to weathering or other problems. If this is the case please enter '?'



Submit a New Report

Report Title
Street Cabinet

Description
Green box, single door

Date & Time: Today at 11:10 am (Europe/London) [Modify Date](#)

Categories
Street Cabinet

Parish *
Little Truel

Cabinet Number *
3

Optional Information
First Name
Chris

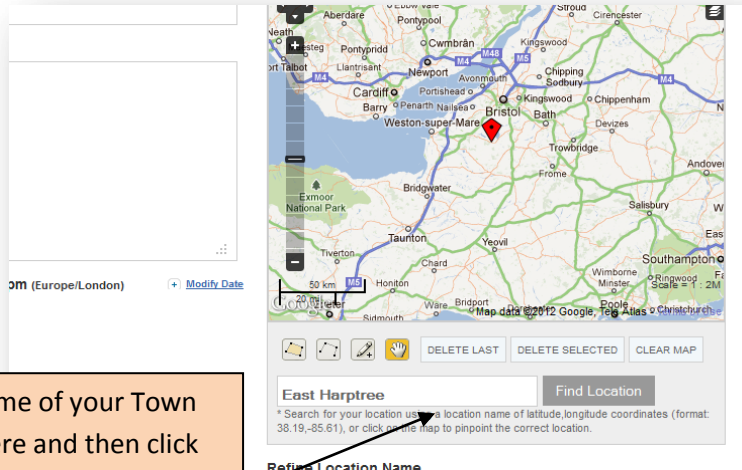
Refine Location Name
Example: Corner of City Market, 5th Street & 4th Avenue, Johannesburg

News Source Link

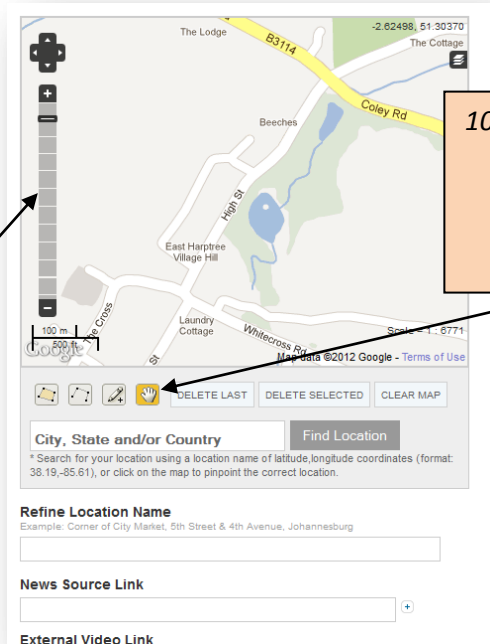
External Video Link

8. Now you need to enter the location of the PCP box on the map.

9. Enter the name of your Town or Village here and then click **Find Location**.
(NB sample used here illustrative)

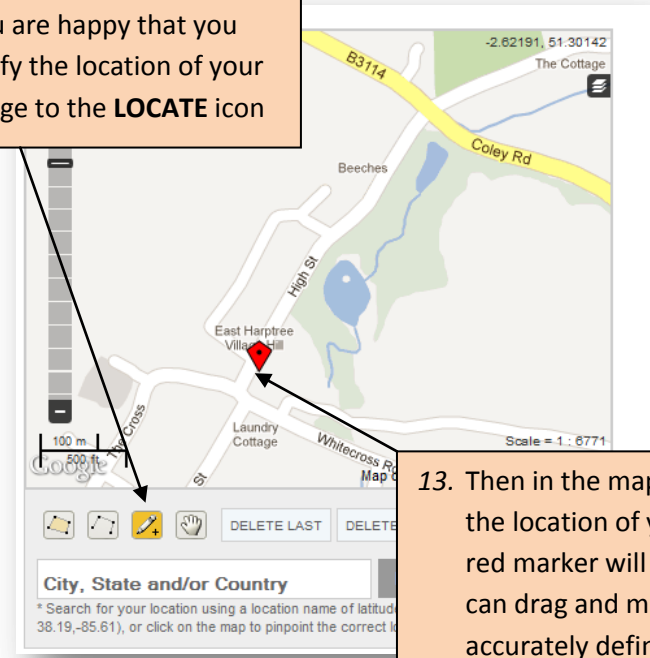


11. Use the **Scale bar** to focus in on your selected location



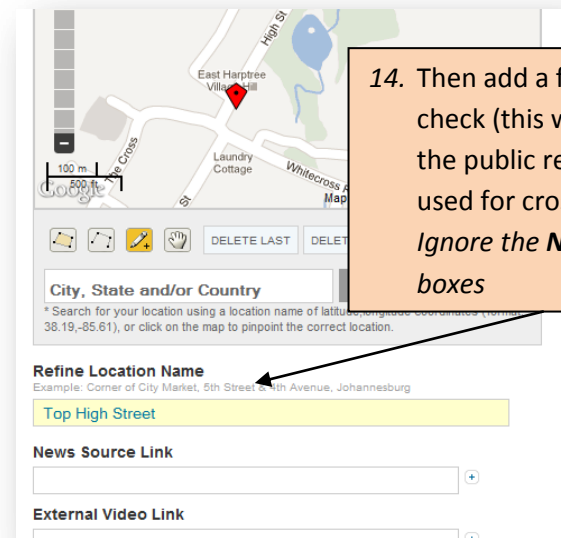
10. Make sure the **PAN** (hand icon) is selected

12. When you are happy that you can identify the location of your PCP, change to the **LOCATE** icon



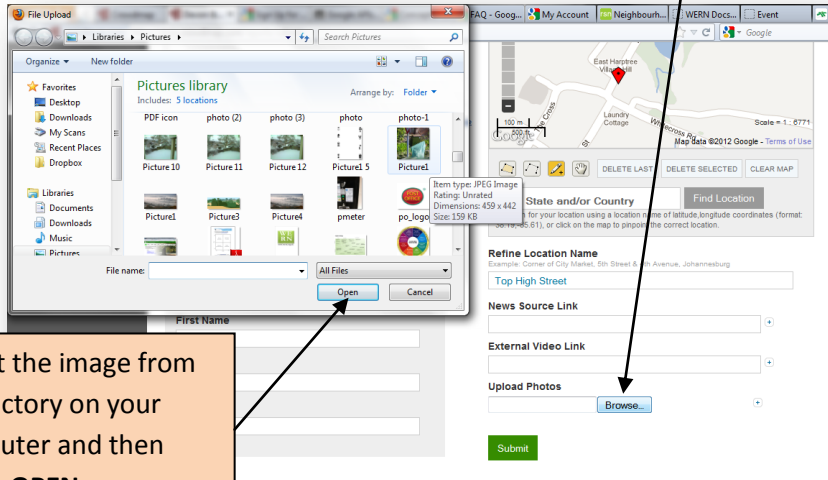
13. Then in the map right click on the location of your PCP and a red marker will appear. You can drag and move to more accurately define its position

14. Then add a further locational check (this will not appear on the public report but will be used for cross checking)
Ignore the NEWS & Video boxes

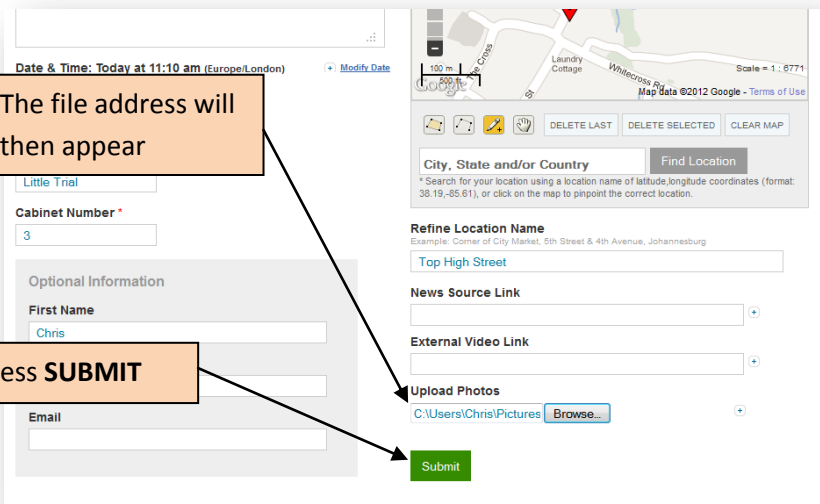


15. If possible add a digital photograph. This will need to be saved onto your computer as a JPEG of max size 2MB

16. Select **BROWSE**



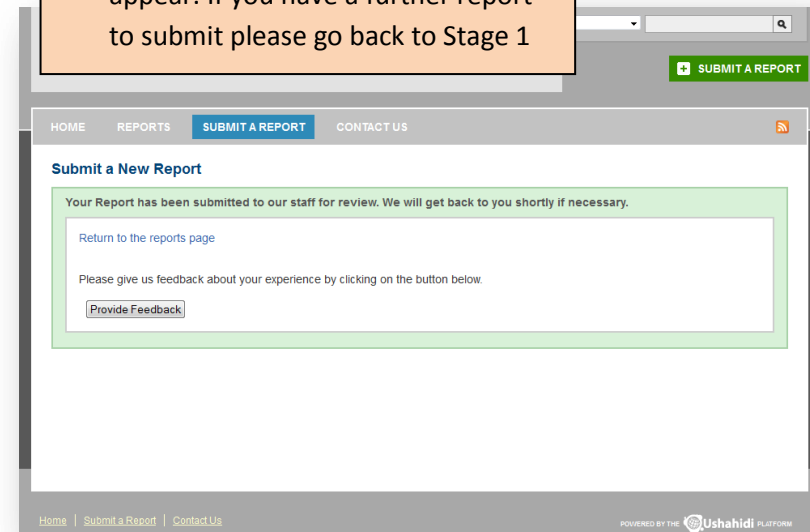
17. Select the image from a directory on your computer and then select **OPEN**



18. The file address will then appear

19. Press **SUBMIT**

20. The acknowledgement screen will appear. If you have a further report to submit please go back to Stage 1



21. If you have completed your reports, thank you for your time. We will check and verify your report and they will then appear on the reports page of the www.dsbp.crowdmap.com site.

