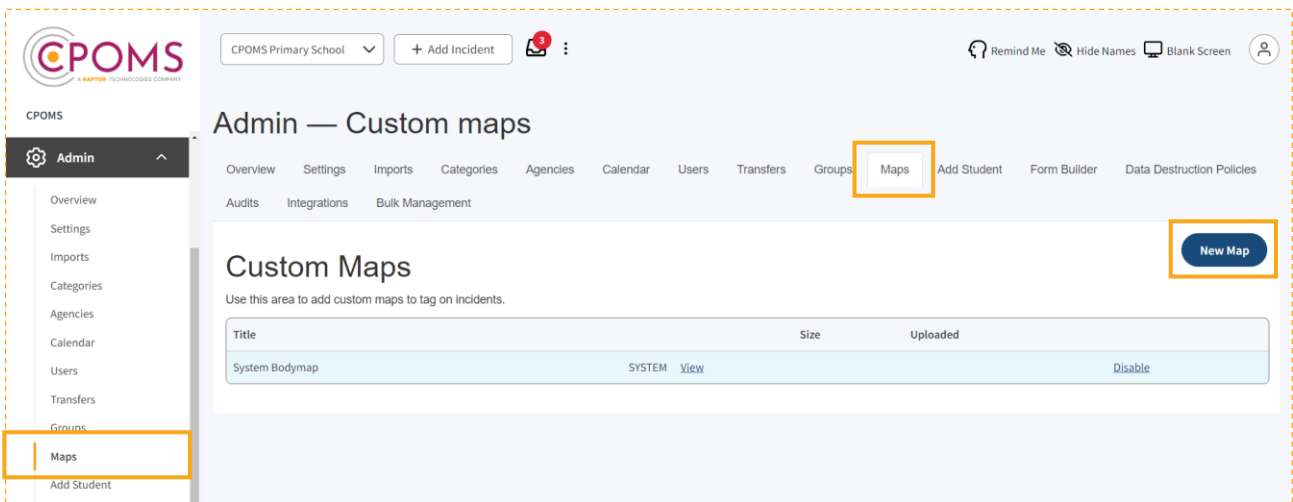# Maps

Within CPOMS you can add additional **'Maps'** of your own, which you can then place markers on when completing the 'Add Incident' form.

If you would prefer to use a different body map to our default one, you can add your own here.
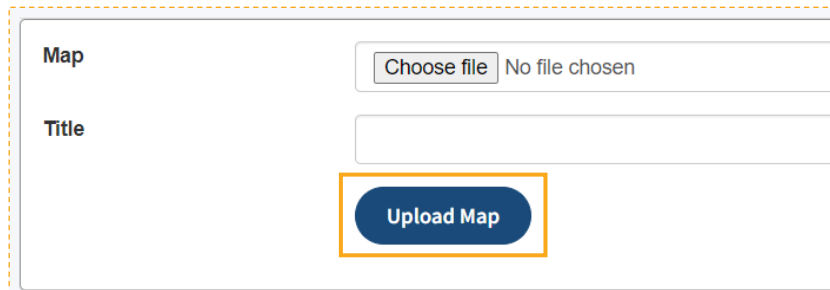
You may also wish to add additional maps which focus on a particular part of the body e.g. face, hand, foot to allow you to apply more accurate marker points to the image or a map of the school building to show where abouts an incident took place for example.

A CPOMS <u>**Admin Key Holder**</u> can add additional maps via **'Admin'** > **'Maps'** by clicking on the **'New Map'** button.

Next, click on **'Choose File'** and locate the map image on your machine. *Please note, only jpeg. or png. file types will be accepted.* Once chosen, enter a **'Title'** for the map *(The title will appear on the Add Incident form alongside the map image)*.

When you are ready click **'Upload Map'**.

Once uploaded the map will appear for use by all staff, within the 'Add Incident' form.

> If you would like to replace the default body map image with your own, simply delete/disable the default body map within **'Admin'** > **'Maps'** by clicking on the '**Delete/ Disable'** option at the end of its row and upload your replacement body map, as instructed above.

For further assistance on any of the above please do not hesitate to contact us on
01756 797766 or **support@cpoms.co.uk**.

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