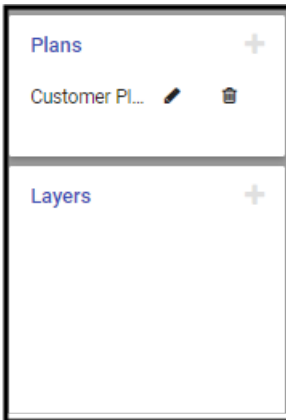


# Adding Layers to a Plan

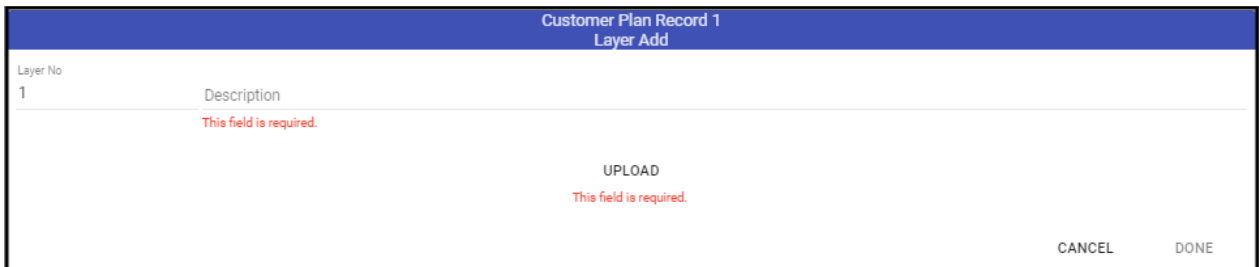
The second step for adding a plan is adding Layers. These house the images of the property. These images should be clear enough to read and not so large that users struggle to read what is there. CAD systems create full and highly detailed images of properties which can be difficult to read. We suggest on large properties to break them down into manageable sections by layer.

## Adding a Layer

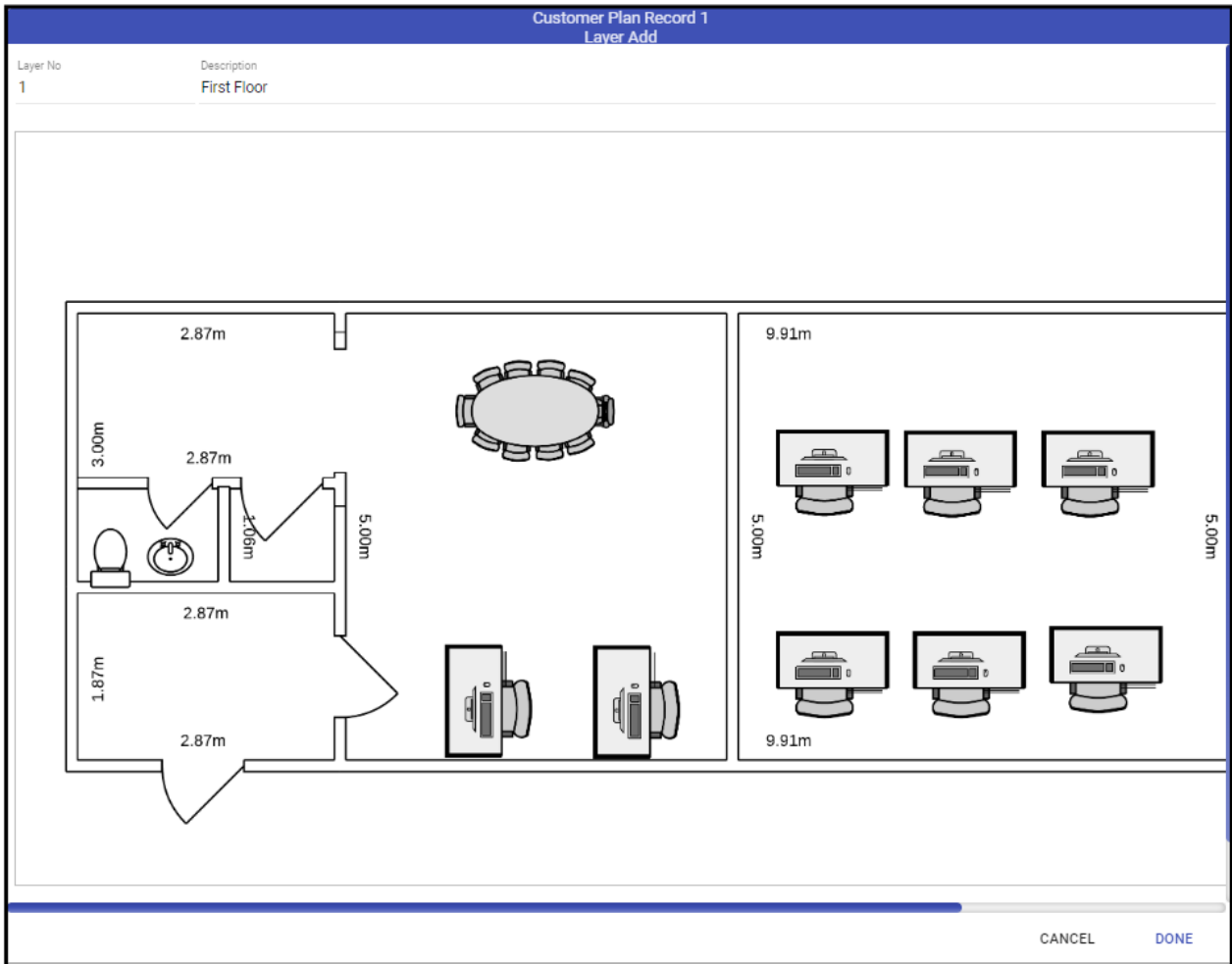
1. Click the Plus sign (⊕) on the upper right-hand corner of the Layers card.



2. Enter the Layer Description. Be specific when possible. This helps users understand the information when viewing.

A screenshot of a 'Layer Add' dialog box. The title bar reads 'Customer Plan Record 1 Layer Add'. The dialog contains a table with two columns: 'Layer No' and 'Description'. The first row has '1' in the 'Layer No' column and a red error message 'This field is required.' in the 'Description' column. Below the table is an 'UPLOAD' button with a red error message 'This field is required.' underneath it. At the bottom right are 'CANCEL' and 'DONE' buttons.

3. Click Upload.
4. Navigate to the location of the image and select it. Acceptable formats are: PNG, JPG, BMP, and TIFF. PNG and JPG are the most common and least impactful on your database.
5. The image loads into the dialog.



6. If all looks good, Click **Done**.
7. **Repeat as necessary** for each image layer.
8. Remember to Save (⌘).

After adding all Layers and saved, the available system features are visible for applying to the plans.