MapThat v6

DynamicMaps User Guide

DynamicMAPS
MapThat

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Disclaimer

Please note this user guide has been created by Arkance UK for internal use of our TryDynamicMaps (demonstration) version of MapThat. It includes examples of how to use MapThat using data from the Liverpool area, although the data shown in the screenshots is not up to date and does not reflect the current version of any spatial data in Liverpool.

The user guide provides details of all Tools and Configuration options available within the system. This may include Tools, Menus, Icons, Searches and Data that is not available in the version of MapThat that you may be using. It is therefore to be used as an example of how the mapping application can be configured. It will not necessarily reflect how MapThat has been implemented either within your organisation or your local authority.

If you have any questions with regards to the system, or the results from running any spatial analysis, please contact either your system administrator, or your local authority.

Copyright

MapThat

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To access the forum, use the following web link: https://www.cadlinecommunity.co.uk/hc/en-us

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Welcome to MapThat

Welcome to the Arkance UK web Mapping Application - MapThat

MapThat is part of DynamicMaps Suite, and it is an interactive mapping tool that provides all members of staff access to the wealth of spatial information held by the company. Spatial information can be anything from streetlight locations to assets and planning applications to indices of deprivation.

The MapThat system provides the ability to look at data in its geographical context alongside other datasets. A searchable library of data means a user can find out what data is available and if permissions allow bring it into the tool to use it.

It provides a suite of data tools allowing users to create and maintain their data. There are search and filter tools for the interrogation of data and export and print tools to export your results.

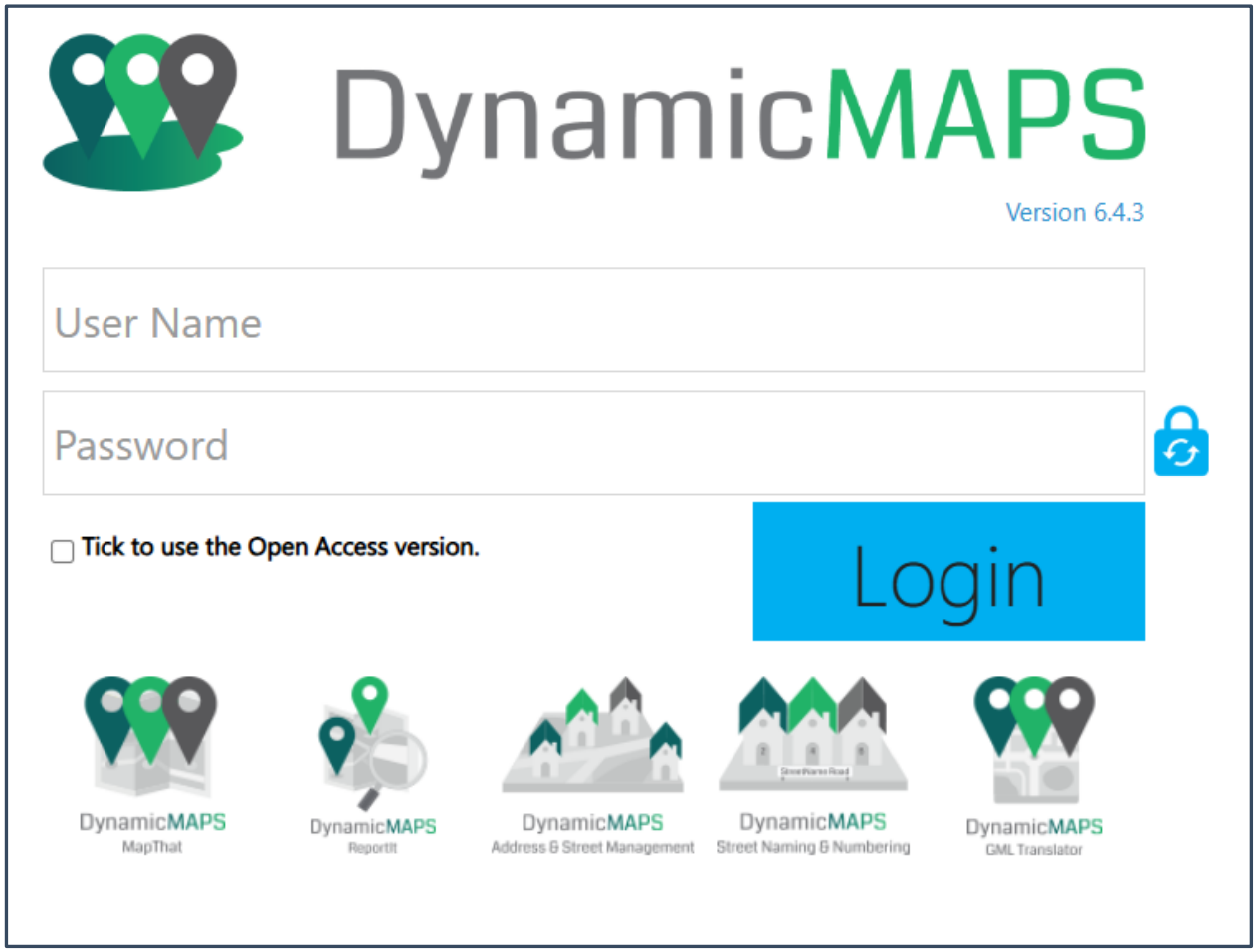
The system is being further developed with improved functionality and new sets of data added on an on-going basis. The data and tools available within the system is driven by the needs of our community and our team will work to progress any requests.

1.0 Accessing MapThat

1.1 Logging into MapThat

MapThat can be accessed via a web URL without having to use the login page. In addition, a tick box may be provided that allows you to access MapThat - without logging in - as a default user.

However, dependent on your organisation and role, you may need to login to MapThat with a username and password. Simply type your name and password into the two boxes provided and press Login.

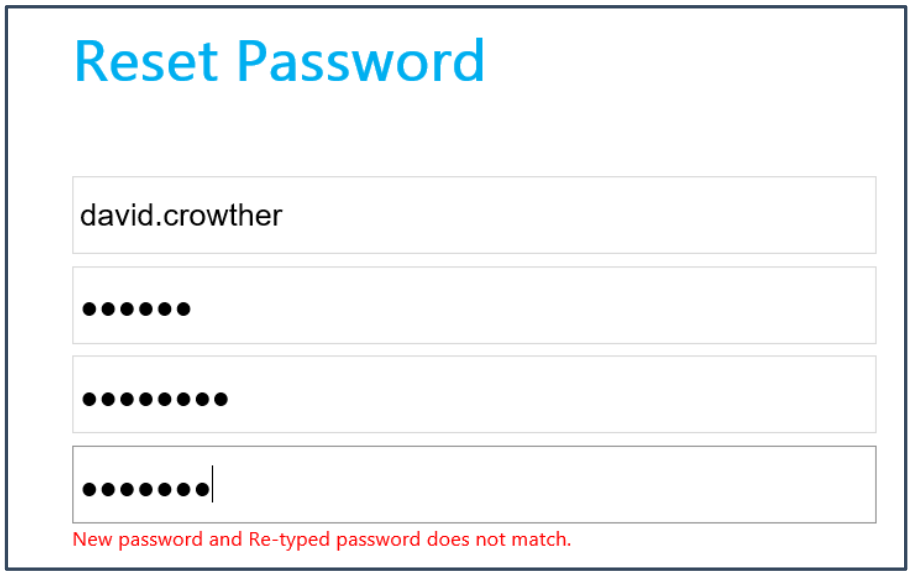


Using the image icons below the login, you can also access helpful web pages and online help tools.

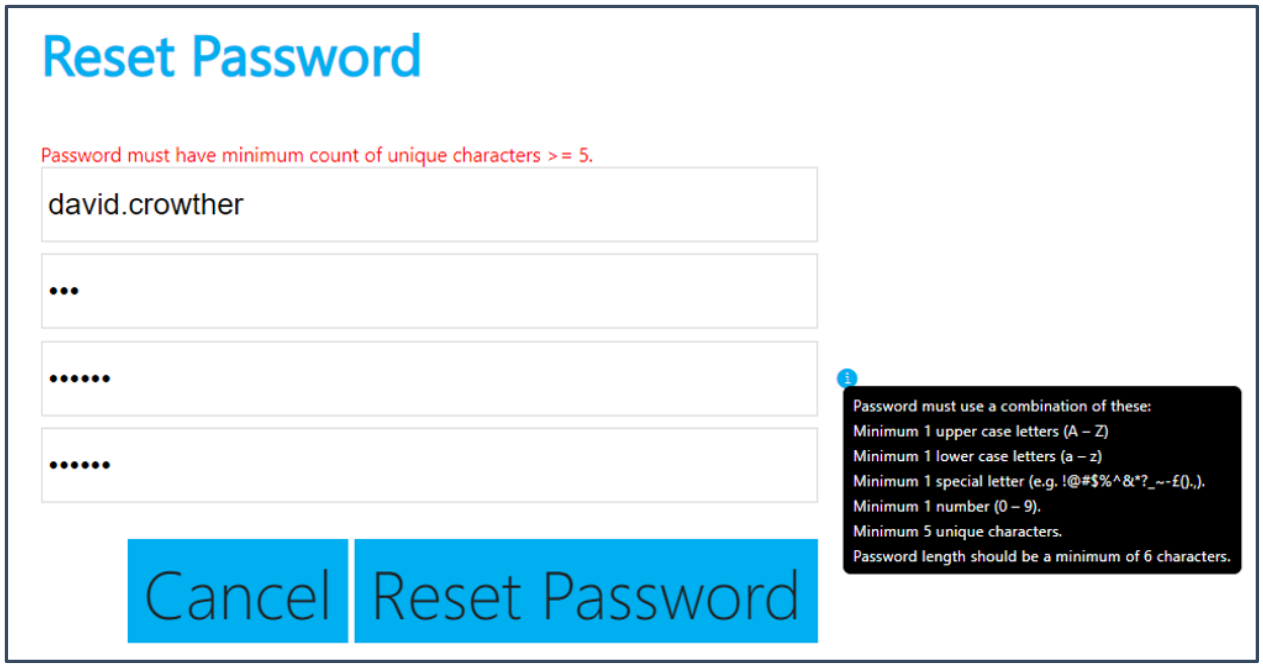
Note that there is a version number at the top of the login page, which provides an updated list of the latest enhancements.

If allowed, you can also Reset your password. Choose the Reset Password icon and on the Reset Password page, you will need to enter your current password and then choose a new password.

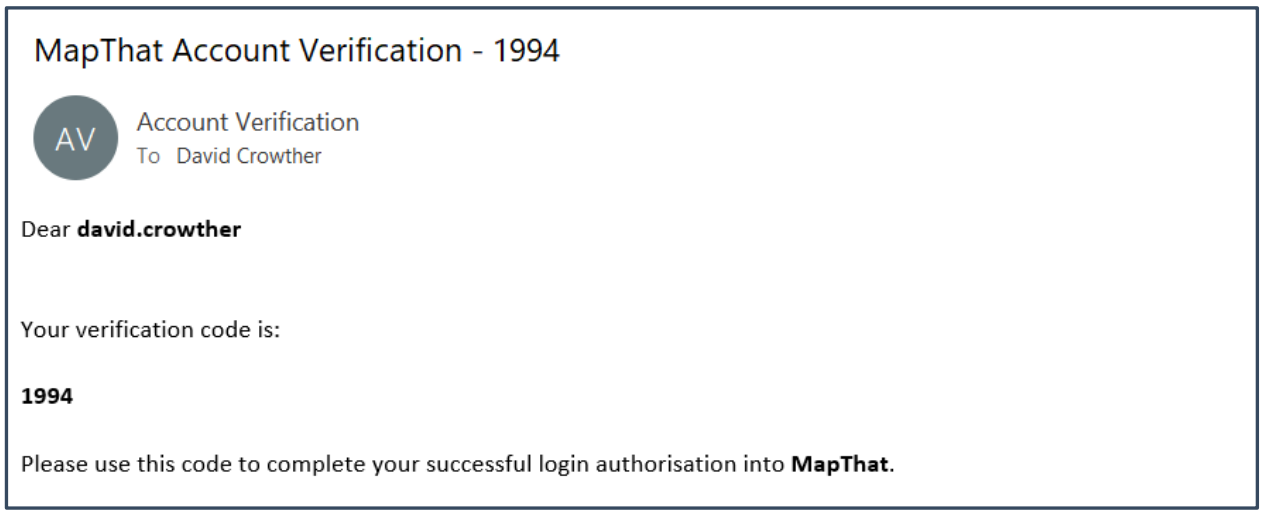
Note – you will need to confirm your new password and if spelt incorrectly the system will flag an error.



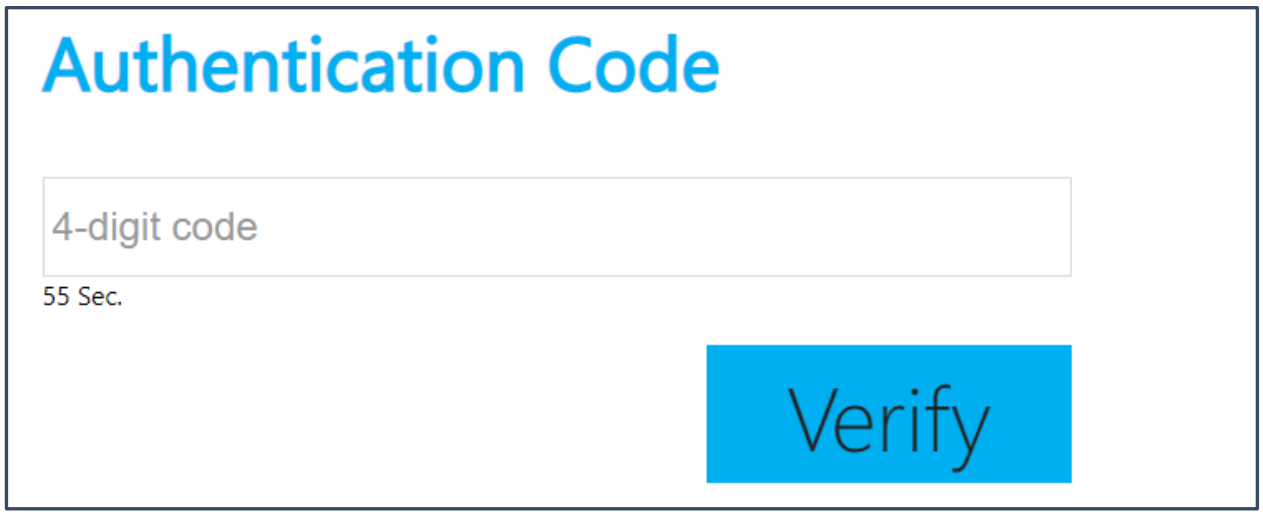
You may also need to follow certain Password Strength rules.



In addition, your System Administrator may have enabled 2-Factor Authentication. If this is the case, you will be emailed a 4-digit passcode…

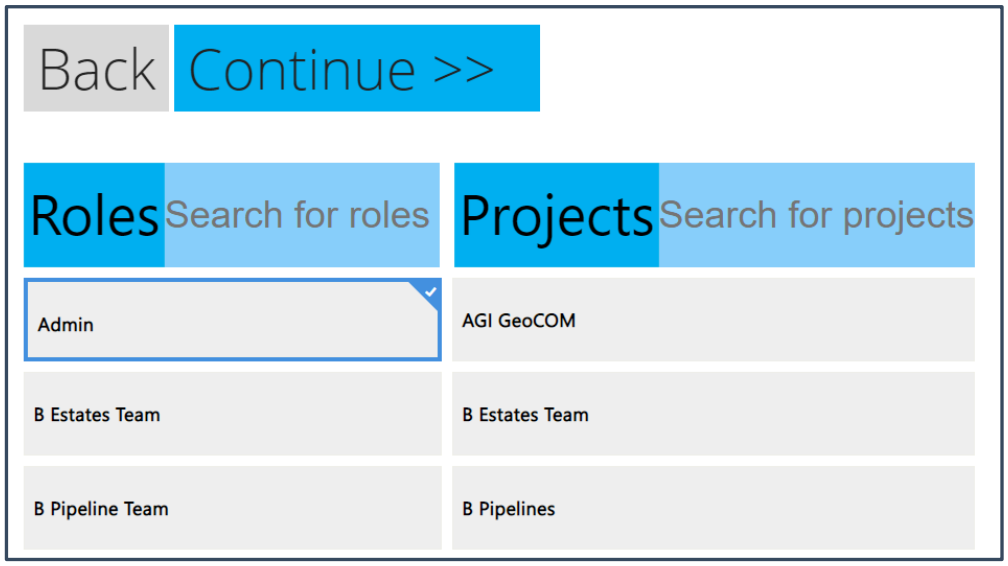


… which you should enter into the Authentication Code window before being able to login.



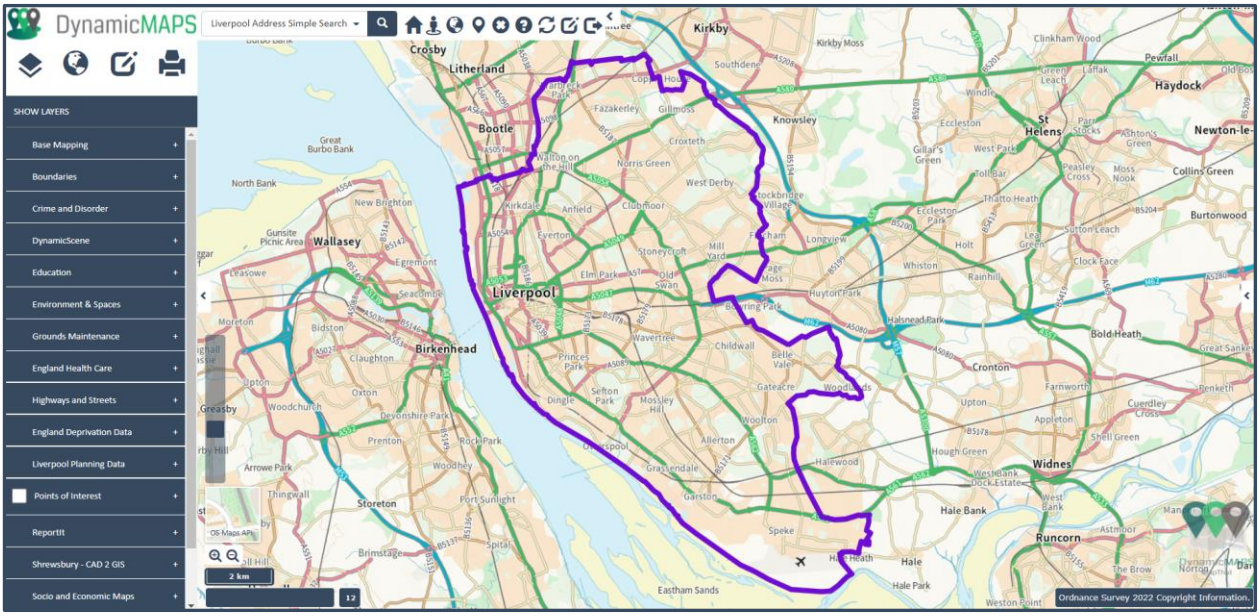
1.2 Projects

Depending on your login credentials you may have a number of different Roles within MapThat, e.g. Admin, Read Only, Engineer, Data Entry. Having then chosen your specific Role, the Projects list will update to provide you with a list of Projects available to you. Using the Projects window, you can also search for a project by typing its name. As you type, the list of available Projects will be filtered for you.

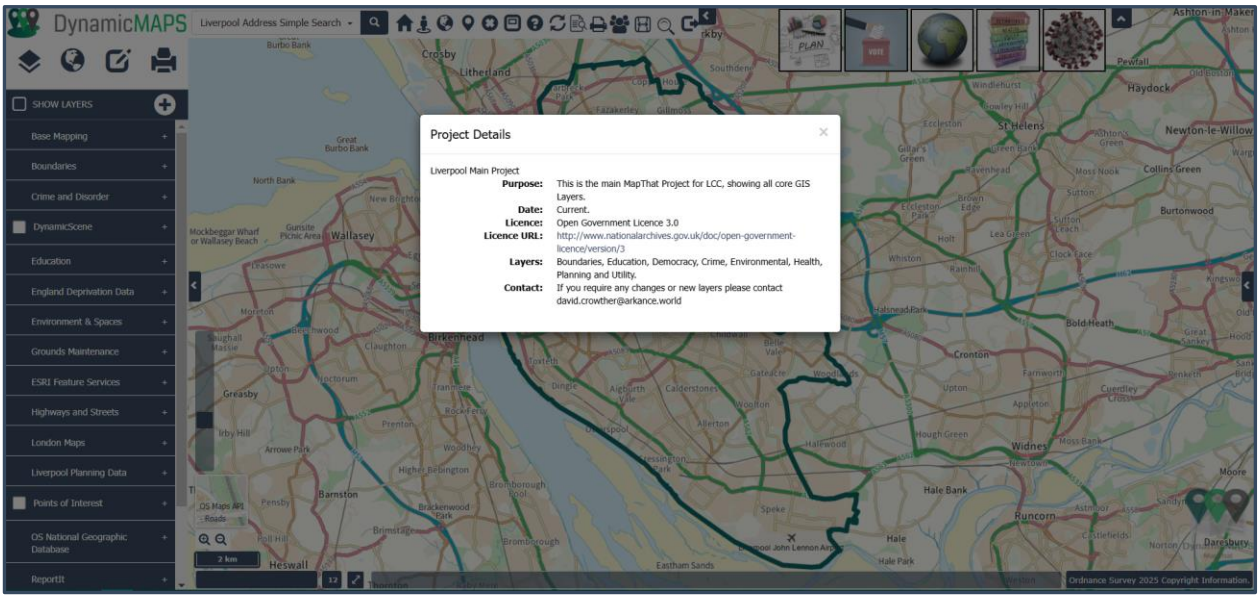


Dependent on the project chosen, MapThat will be configured to display certain map datasets and the tools available to you.

Note – If your login credentials only have one Role and one Project then the Roles and Project screen will be bypassed, and you will be logged directly into MapThat.



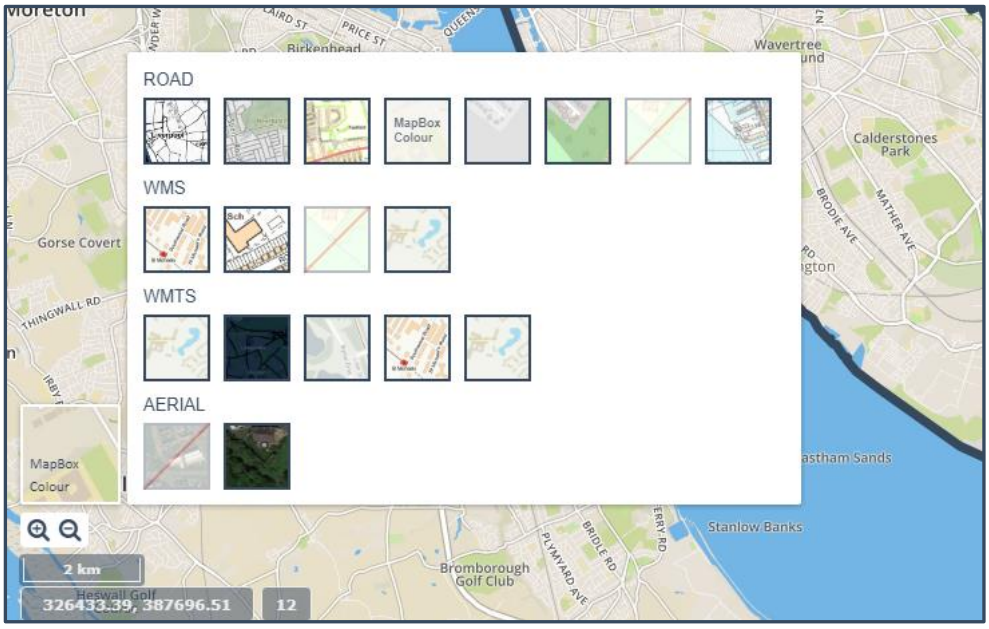
For specific Projects, once you login you may see a **Project Overview panel**, which can provide details of the **purpose of the project** and **contact details** of the MapThat Administrator.



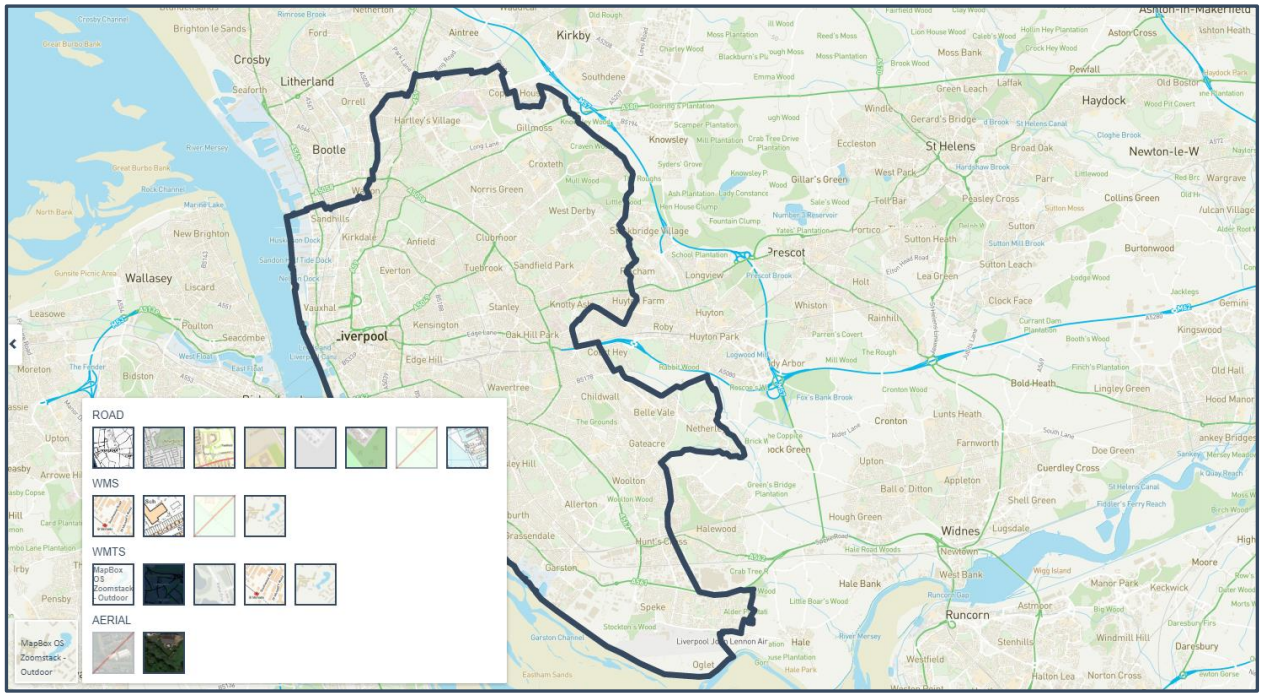
2.0 Map Window

2.1 Base Maps

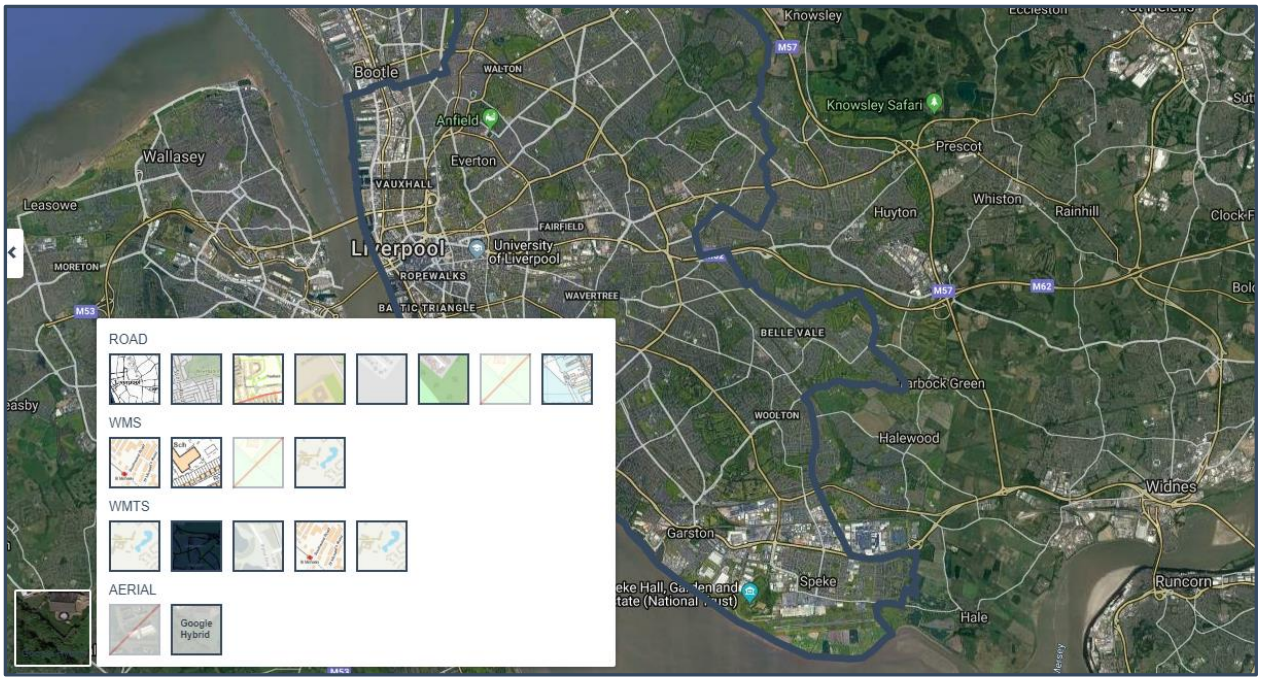
MapThat provides you with access to a number of background mapping layers. These can be split between categories, such as **ROADS** and **AERIAL** mapping.



To change the base map layer, simply click on the small map window in the bottom left of the map, and then choose from the list of available basemaps and the mapping will automatically change, for example here is **OS ZoomStack:**

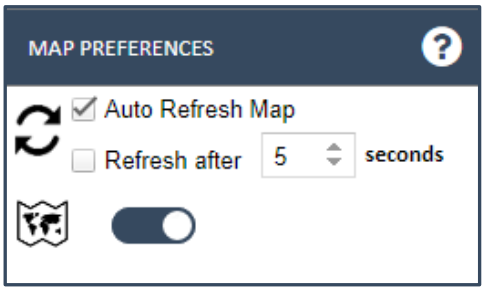


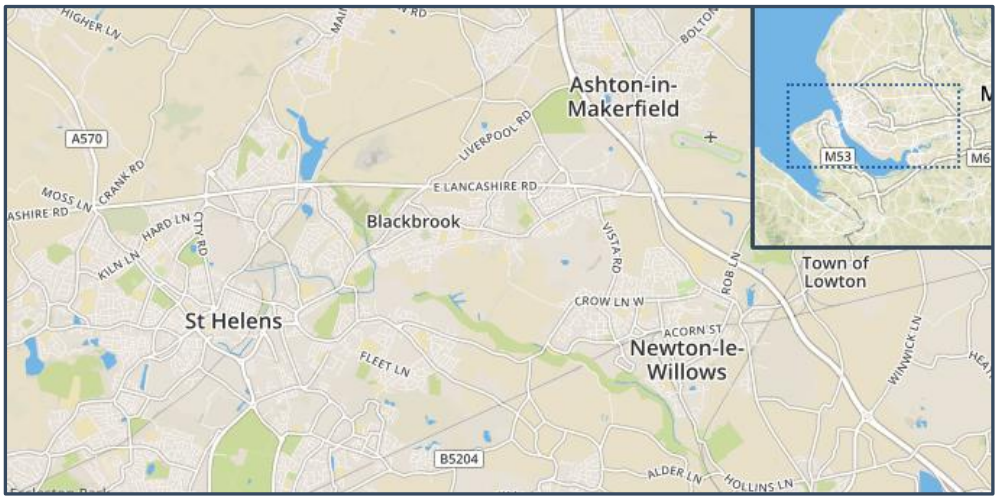
Another example is **Google Hybrid**.



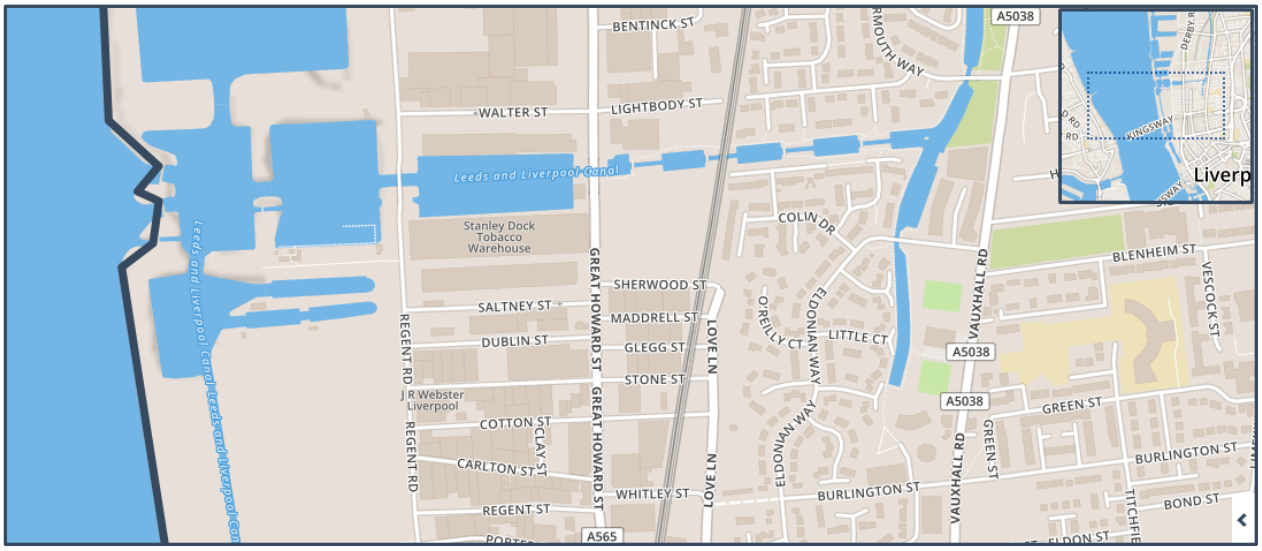
2.2 Map Overview

In addition to choosing a Basemap you can also view an Overview Map to provide context to your current map location. From the **Map Tools** List choose **Map Preferences** and toggle the button that says **View/Hide Map Overview**.





Each time that you zoom into the main map window the Overview map updates.



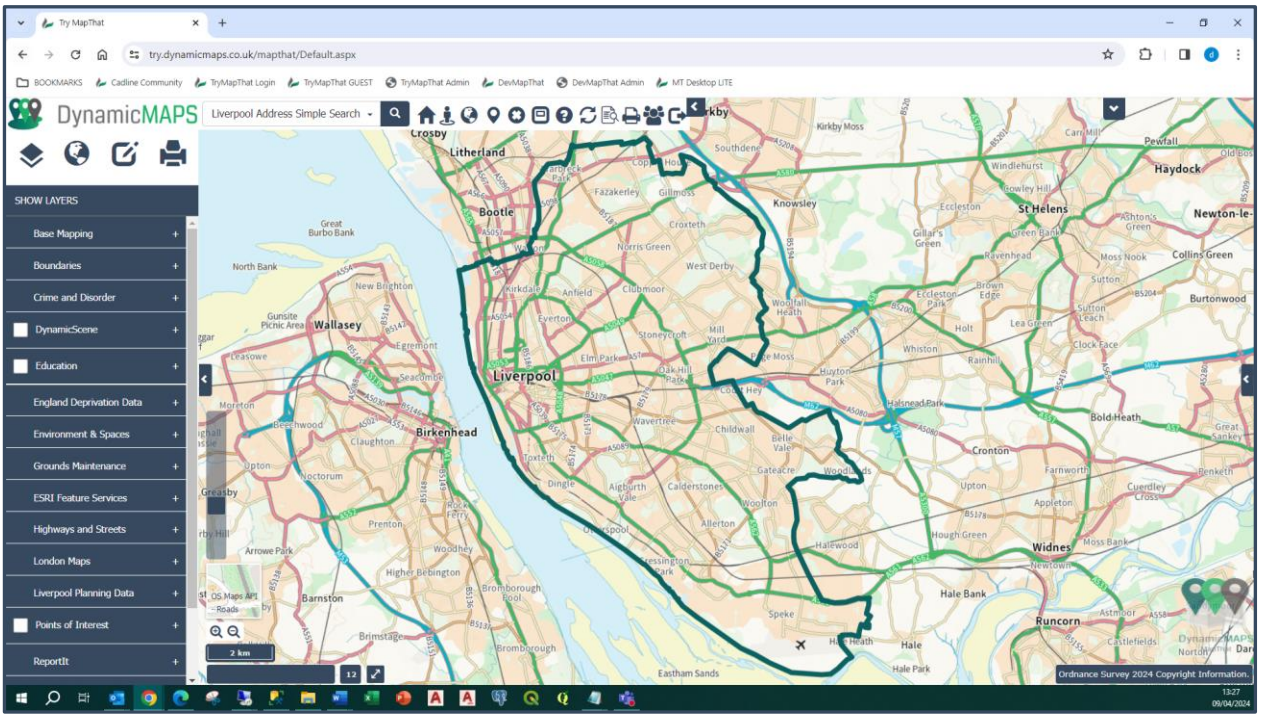
2.3 Scale and Map Coordinates

As you pan and zoom around the map, the maps scale and coordinates will automatically update. These can be found in the bottom left-hand corner of the map window. In addition to the map scale, we also show your current Zoom Level.

Coordinates can also be shown using **WGS 84 Transverse Mercator.**

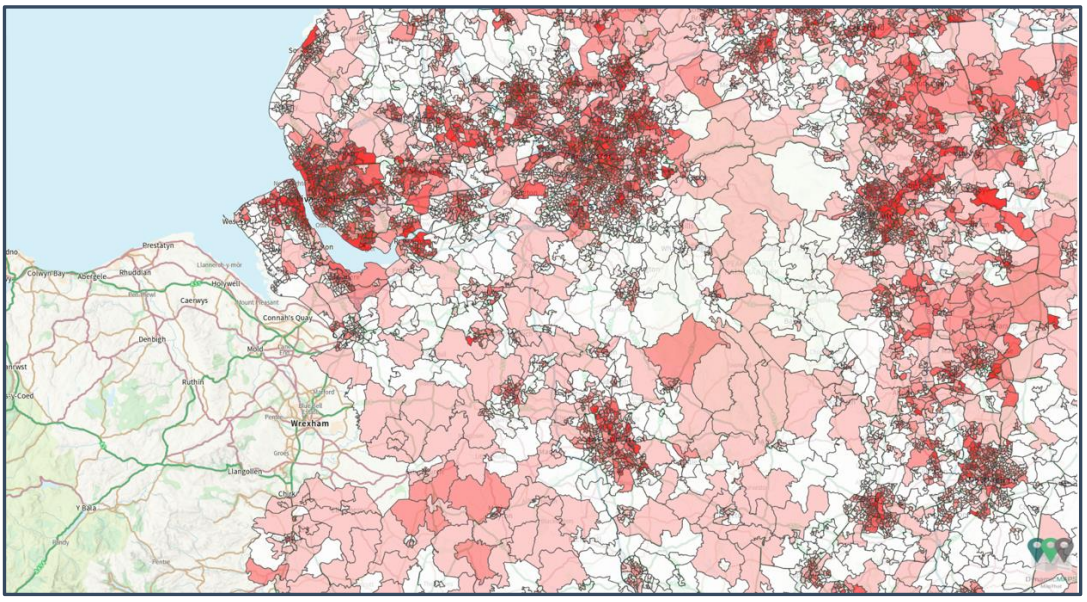
2.4 Map Full Screen

The map window takes up a majority of the browser page, with a Layers Panel and the main toolbar at the top of the map. In addition, you will see all your browser favourites, the URL for the current map and the computer taskbar icons at the bottom of the screen.



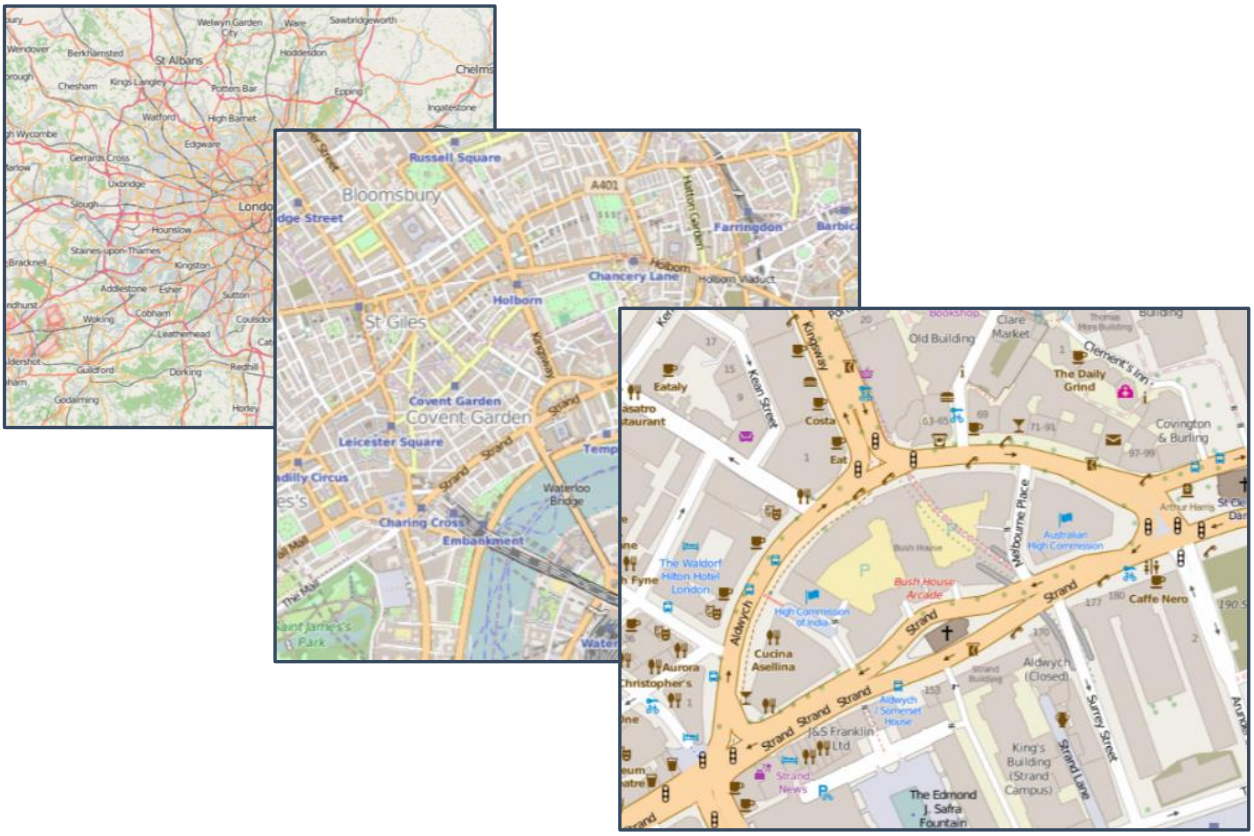
If you wish to make full use of the map window, click **Toggle Full-Screen.**

… and the map will now expand to cover the browser favourites, the URL, and your desktop icons.



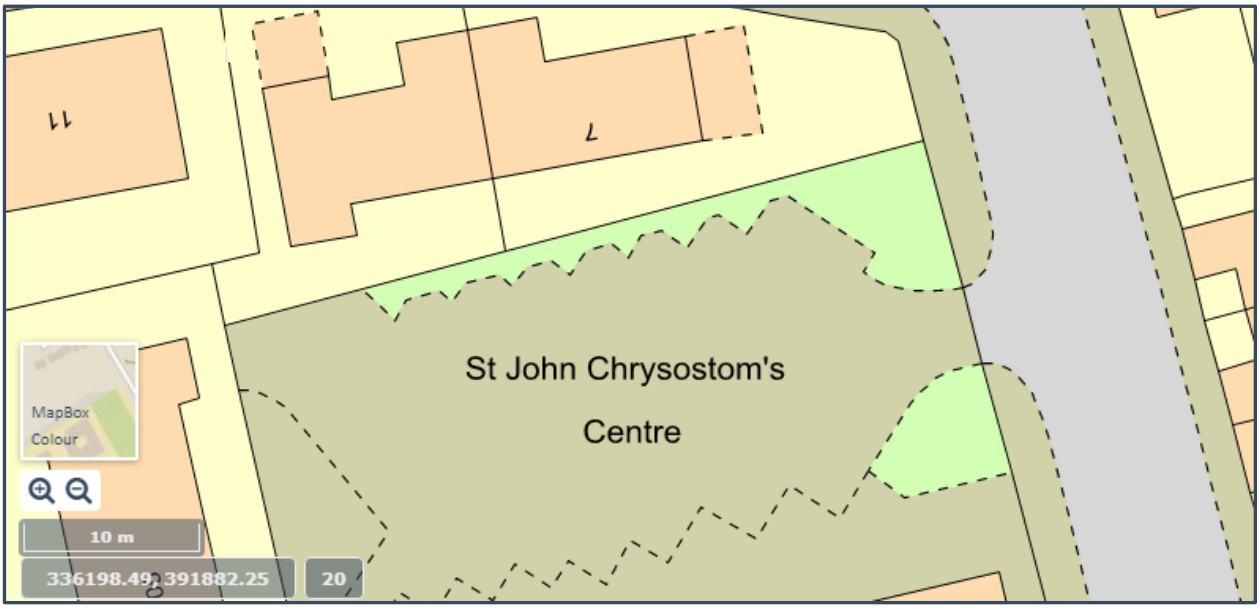
2.5 Exploring the Map

The best way to explore the map is to use your mouse. Click and drag the map to change your position and use the scroll button to zoom in and out to wherever your cursor is hovering.

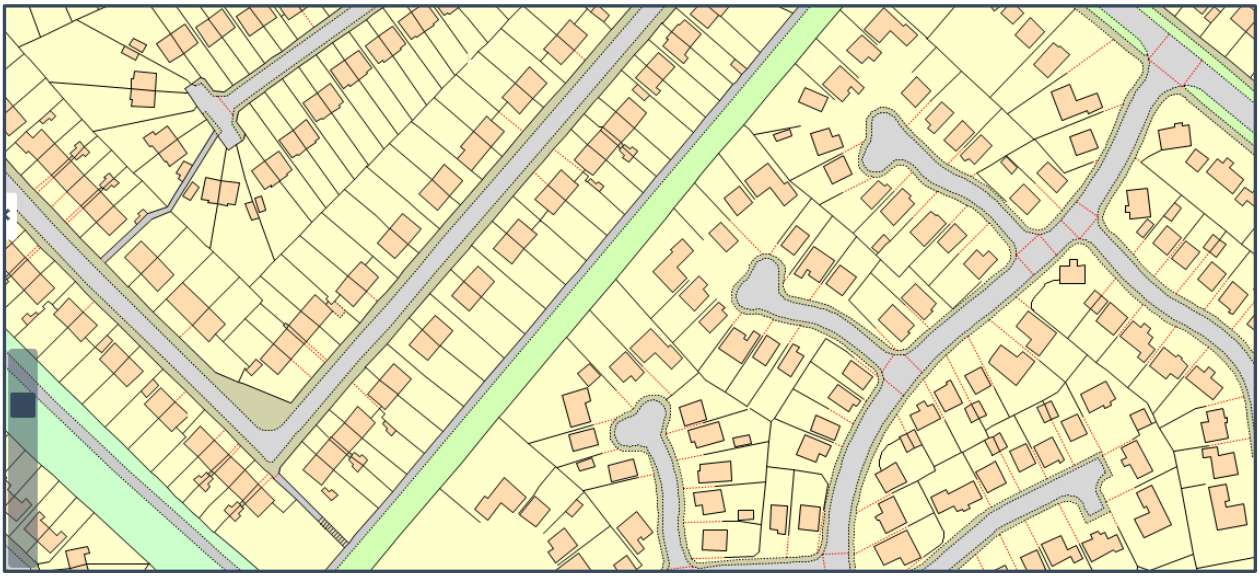


2.6 Zooming

Use the zoom buttons located beneath the Base Maps Picker to zoom in and out of the map.



The map may also have a **Zoom Slider**, which you can use to quickly slide the bar up to zoom in to the map.



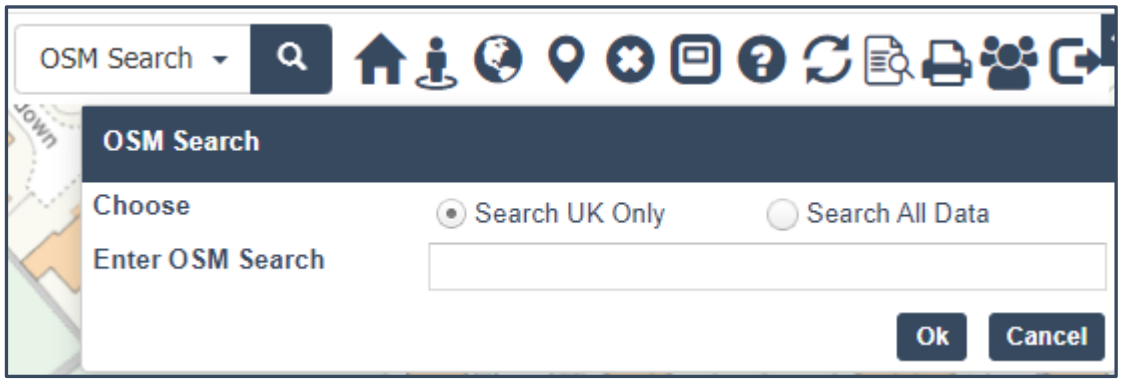
and down to zoom out.

2.7 Searching

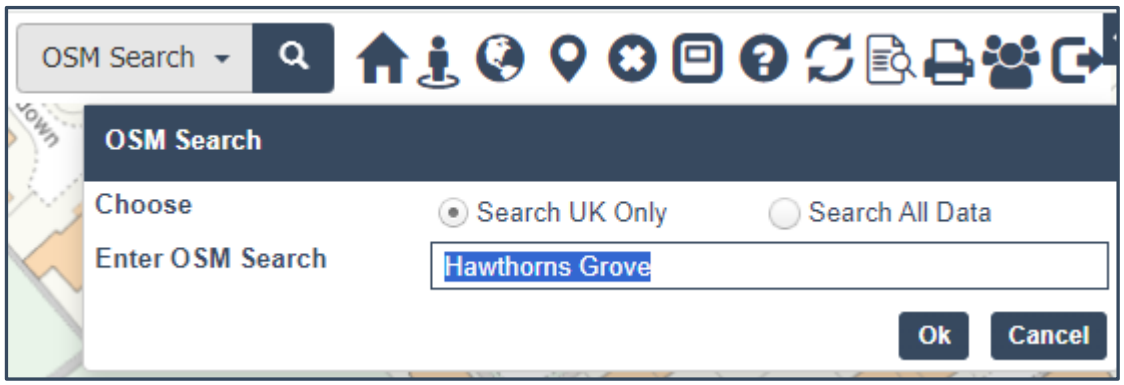
A number of Search options may be available in your MapThat, including external address search engines and search filters using your own datasets.

OSM (OpenStreetMap) Search

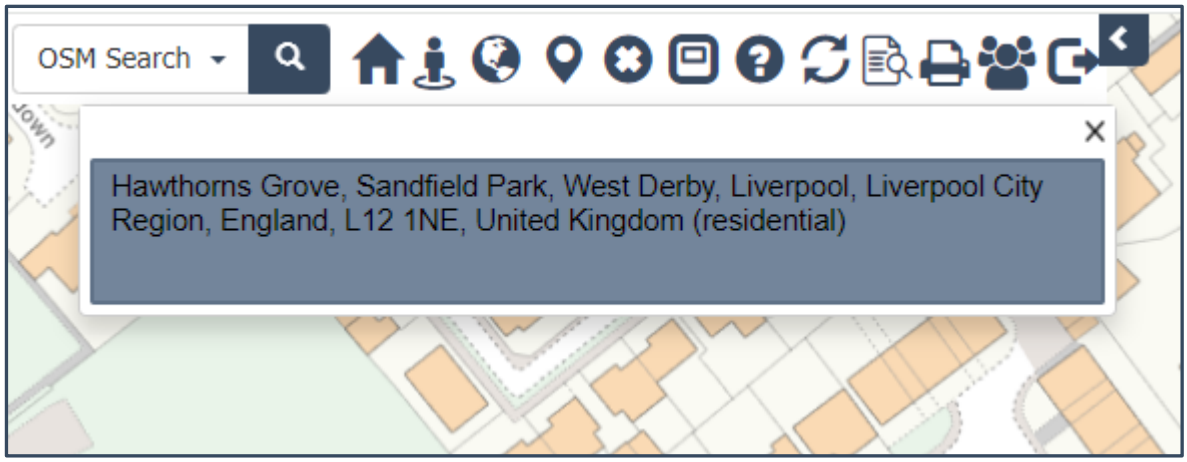
By default, you may find that your MapThat Projects use the OSM (OpenStreetMap) Search. To activate the OSM Search, click on the **Search Menu** and choose **OSM Search.**



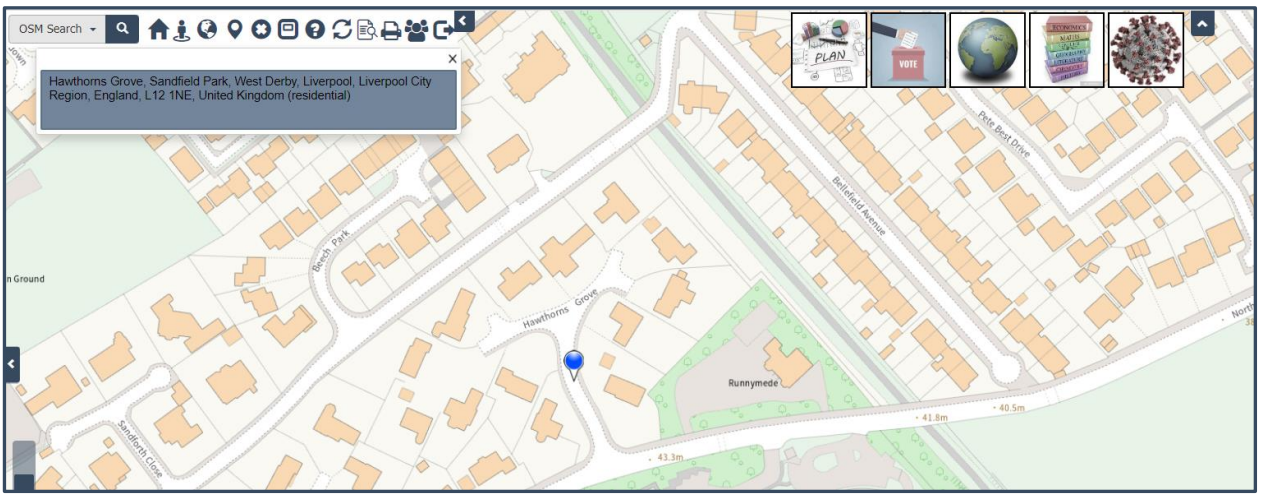
In this example, we will choose the default **Search UK Only option**, which will allow you to then type in an address or point of interest within the UK., for example a street name.



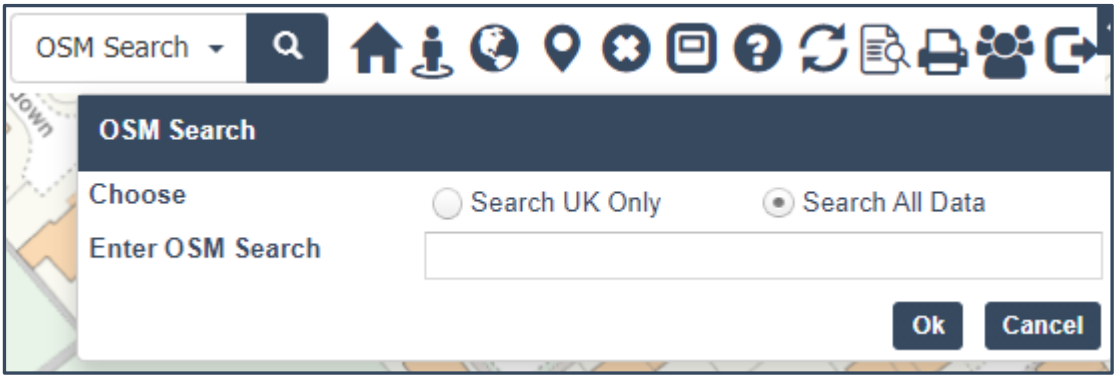
To activate the search, press the **OK** button, and the list of results will be returned.



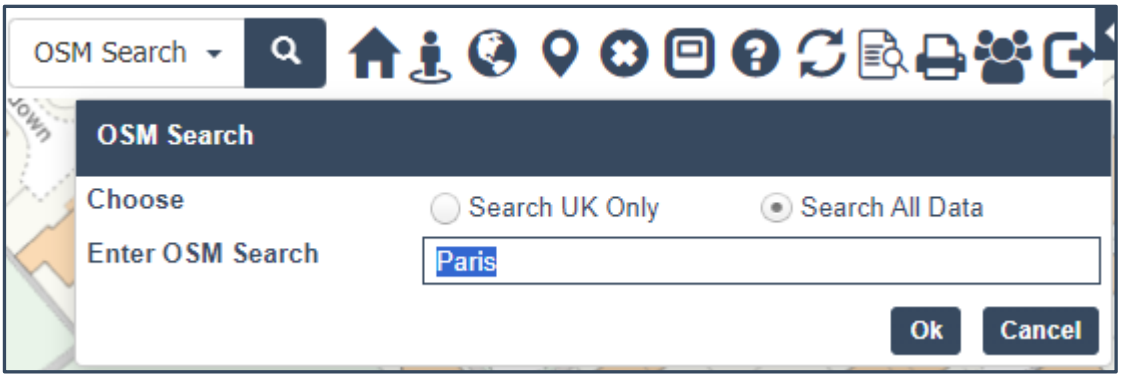
Click on a result in the list and the map will then auto **pan and zoom** to the chosen location, placing a **pin** in the map on the selected search record.



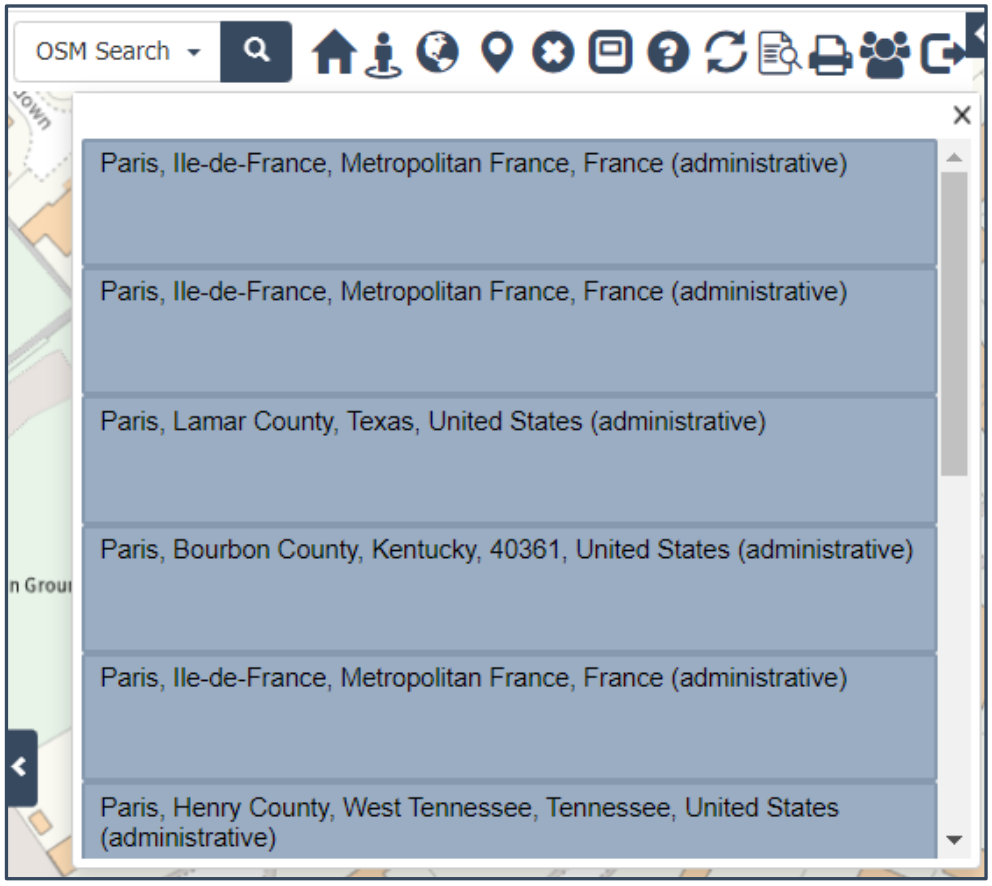
In this next example, we will choose the alternate **Search All Data option**, which will allow you to then type in an address or point of interest for **anywhere in the world.**



…. here we will search for a city name outside of the UK e.g. **Paris.**

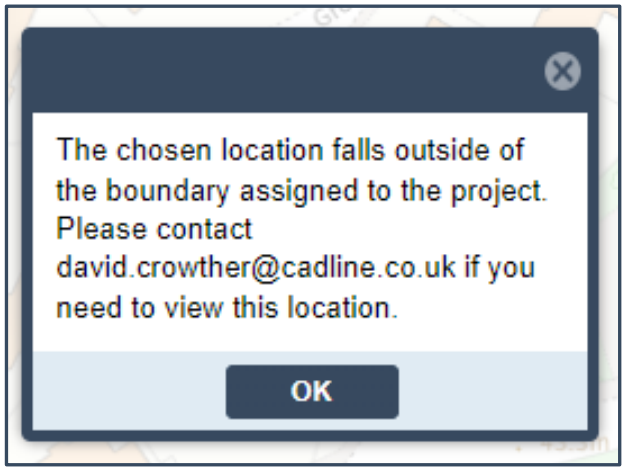


To activate the search, press the **OK** button, and the list of results will be returned.



Click on a result in the list and the map will then auto **pan and zoom** to the chosen location, placing a **pin** in the map on the selected search record.

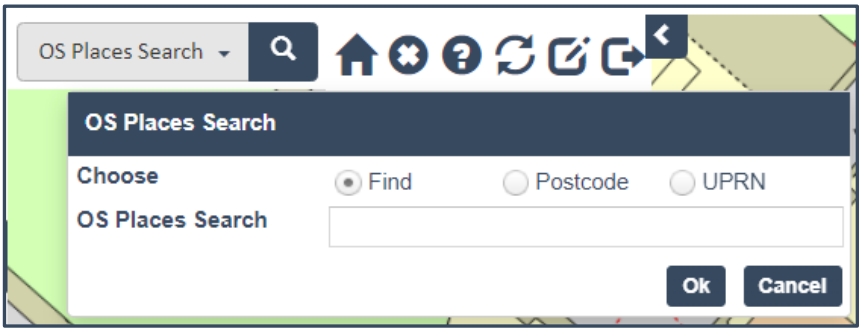
However - if the chosen record falls outside of the current Projects Map Boundary, then the following message will appear.



OS Places (Ordnance Survey) Search

Another external address search option is the OS Places search which utilises the Ordnance Survey OS Places API to search for UK addresses. It allows you to search by Full Address, Postcode or UPRN. ***Note*** *- This searches the OS AddressBase dataset and not a Local Authority LLPG database. You will also need an API key available from the OS Data Hub.*

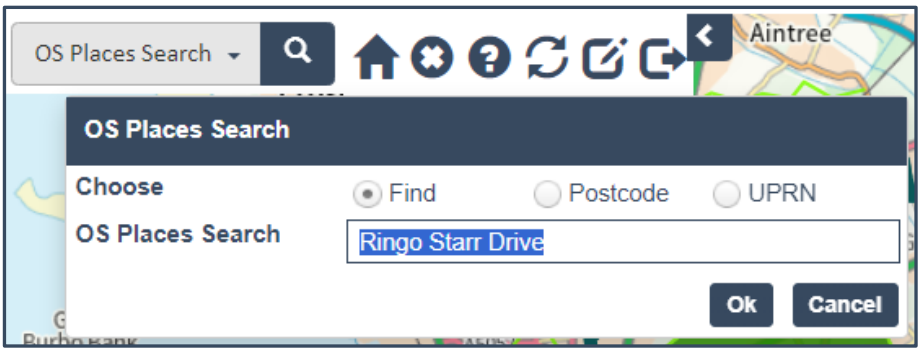
To activate the OS Places Search, click on the **Search Menu** and choose **OS Places Search.**



There are 3 search options – **Address, Postcode** and **UPRN.**

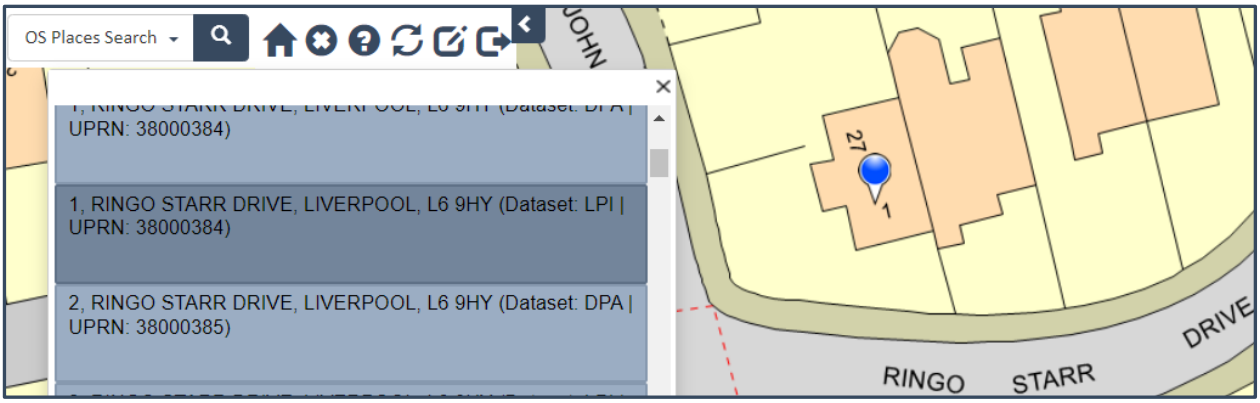
Address Search

The Address search allows you to search for a full or partial address. For example, typing a road name e.g., Ringo Starr Drive will return all AddressBase records with that road name.



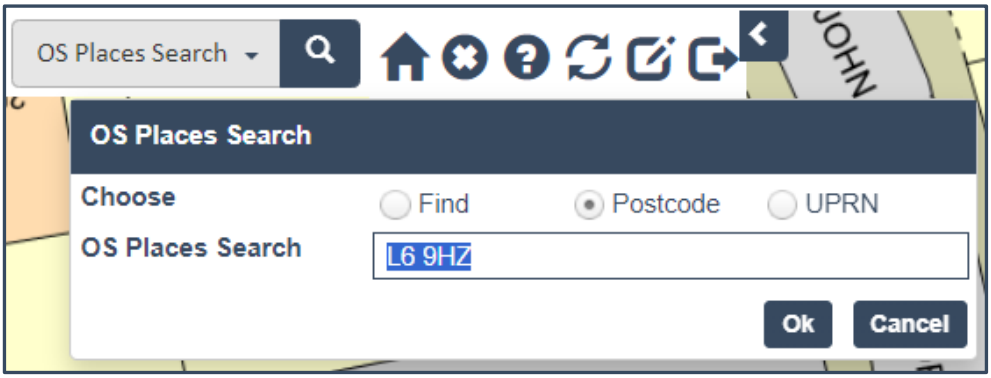
To activate the search, press the **OK** button, and the list of results will be returned.

Click on a result in the list and the map will then auto pan and zoom to the chosen location.

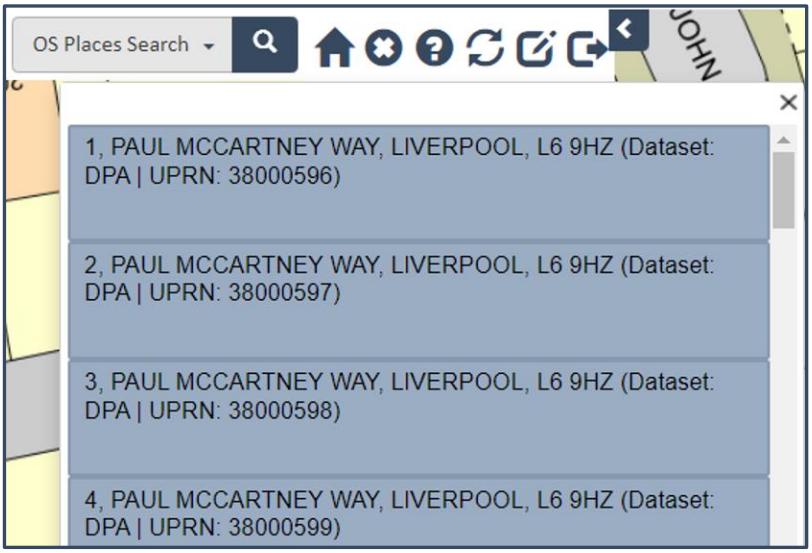


Postcode Search

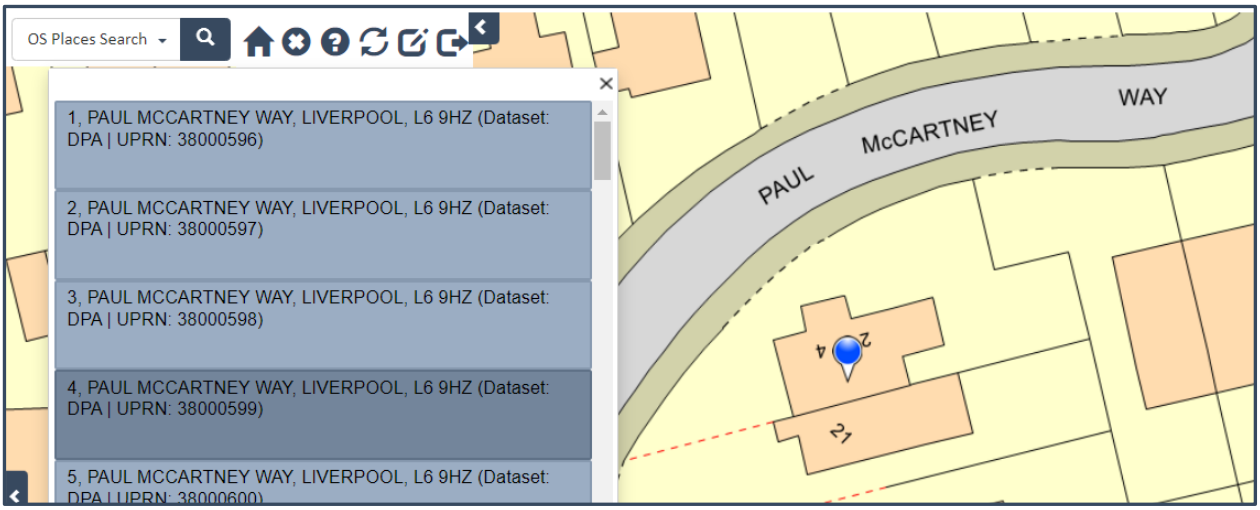
The Postcode search allows you to search for a full or partial address. For example, typing a road name e.g., Ringo Starr Drive will return all AddressBase records with that road name.



To activate the search, press the **OK** button, and the list of results will be returned.

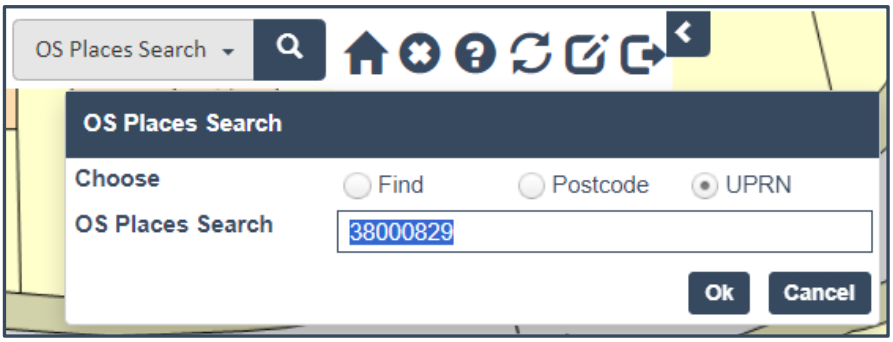


The results now show all the AddressBase records that are linked to the chosen Postcode. Click on a result in the list and the map will then auto pan and zoom to the chosen location.

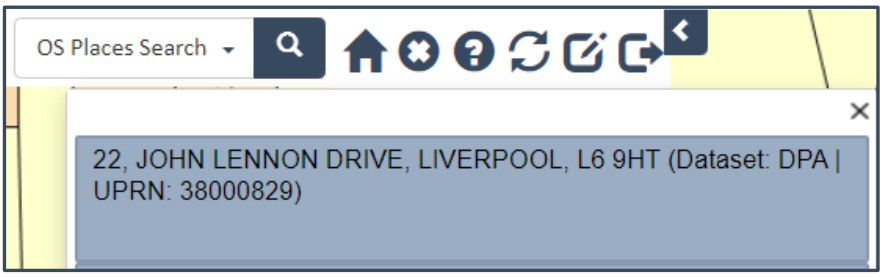


UPRN *Search*

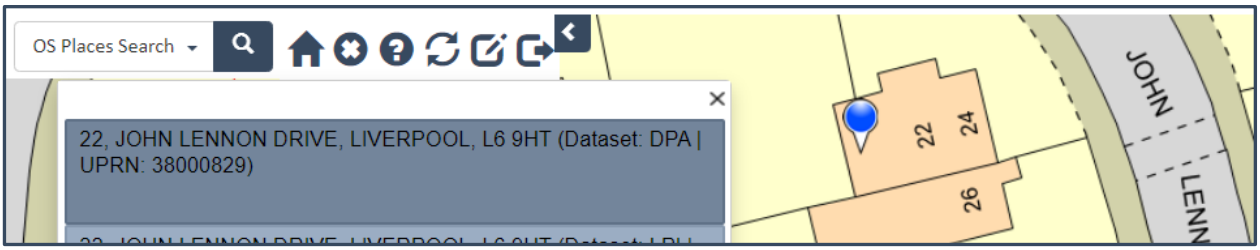
The third option is to search by UPRN, and this allows you to search for an address using the unique identifier within the AddressBase dataset. ***Note –*** *this is not the UPRN value from a Local Authority Property Gazetteer (LLPG).*



To activate the search, press the **OK** button, and the list of results will be returned.

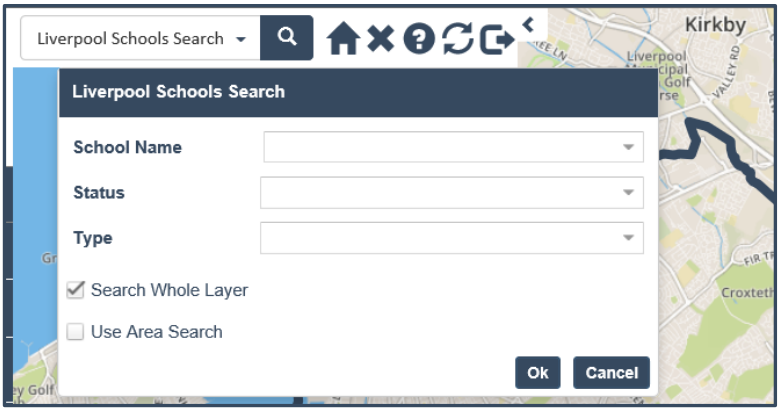


The result shows the one AddressBase record based on the UPRN chosen. Click on a result in the list and the map will then auto pan and zoom to the chosen location.

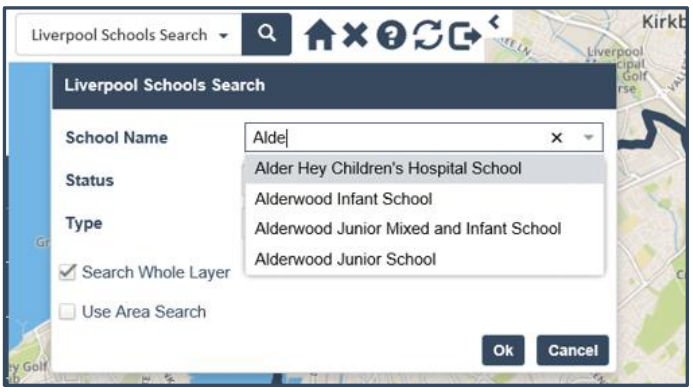


Search Schools

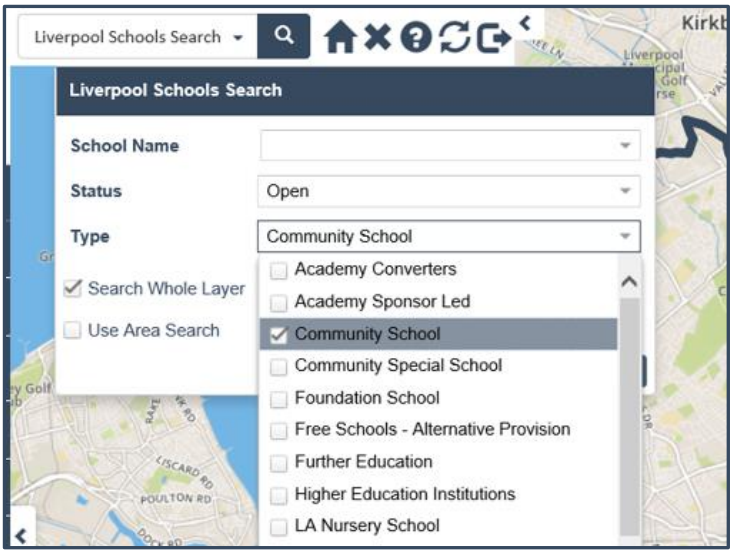
A Search can also be created for any of the Data Layers e.g. Schools.



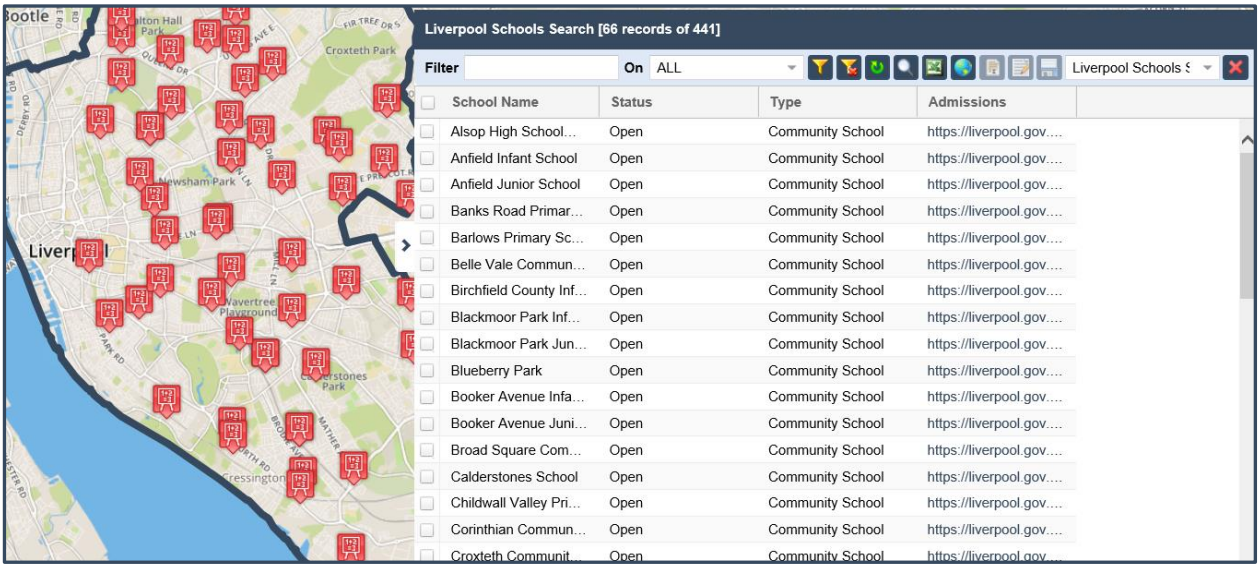
Here the search could enable you to find a School by Name where the list is filtered as you type values.



Or the Search could allow you to filter the Schools based on check box choices e.g. Status or Type.

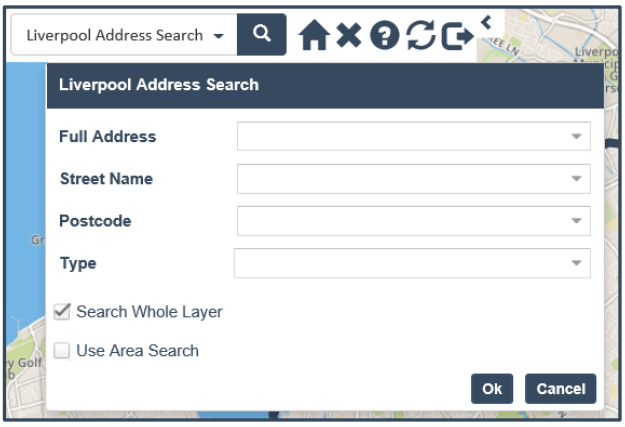


Once the search is activated the map and Data Table are filtered to show the resultant records.

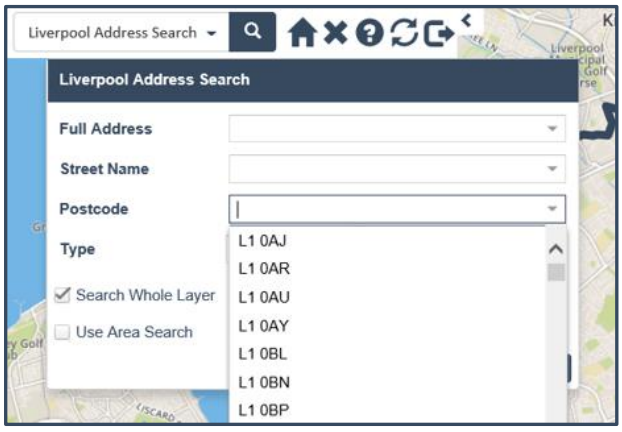


Search Addresses

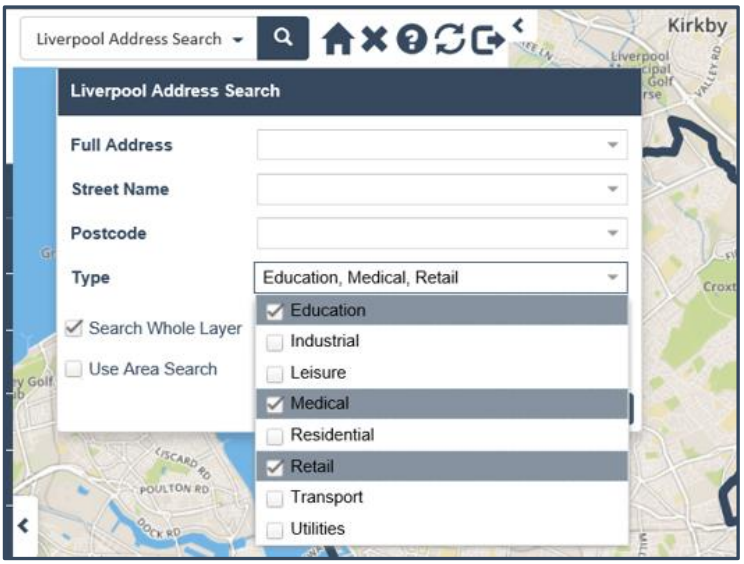
A search could also be created to utilise your local property gazetteer e.g. LLPG.



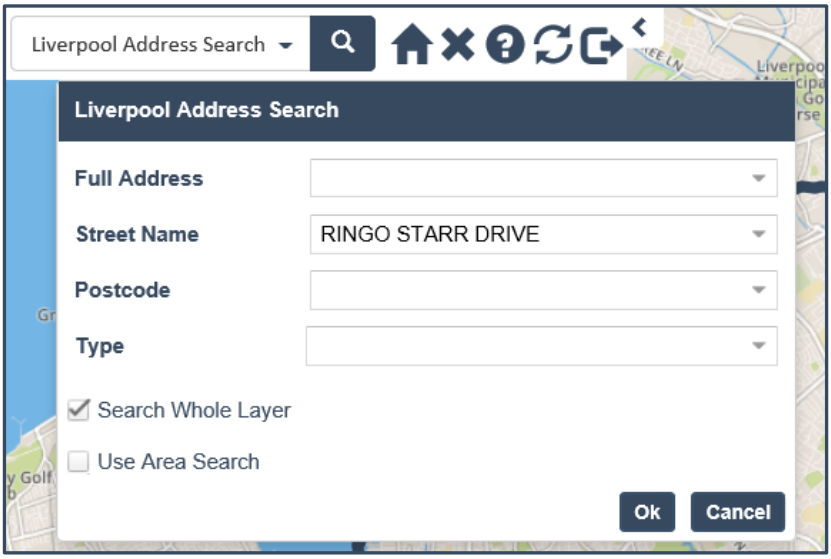
Where you can type a Full Address or postcode.



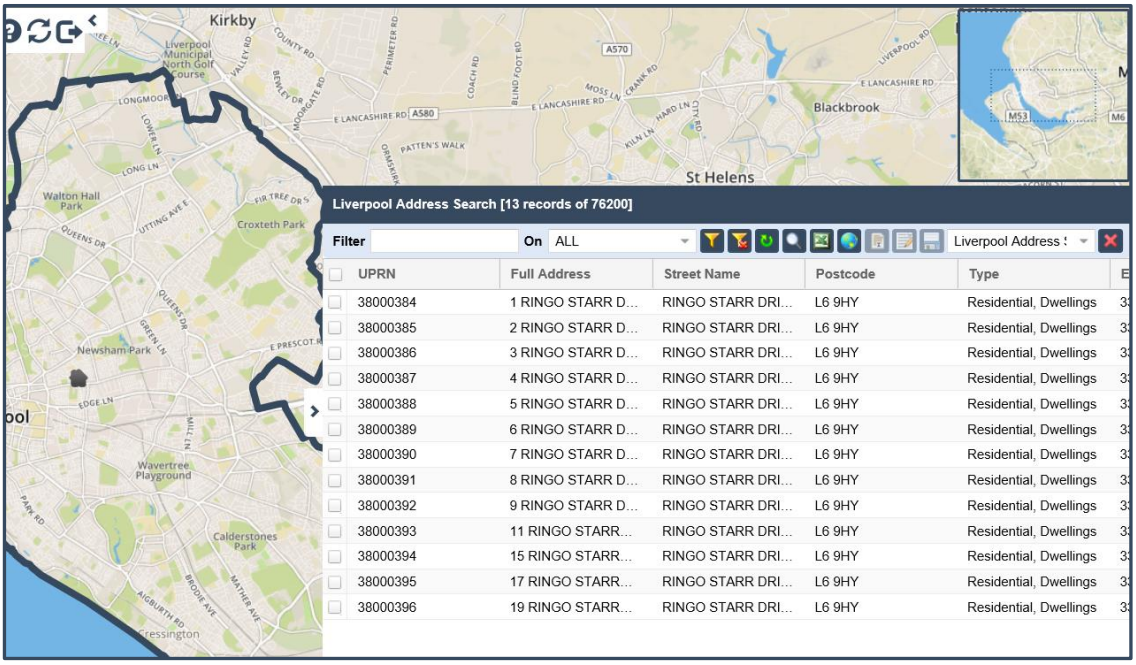
Or you could use a filter box to find Addresses where their type is Residential, or Commercial etc...



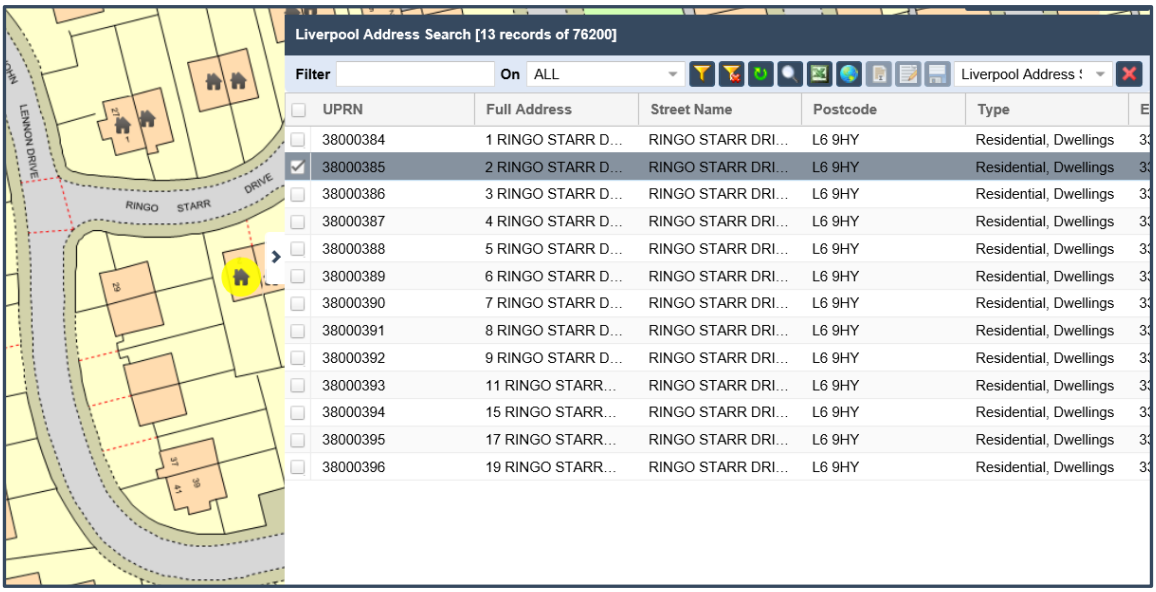
Or possibly using just a Street name.



Once the search is activated the map and Data Table are filtered to show the resultant records.

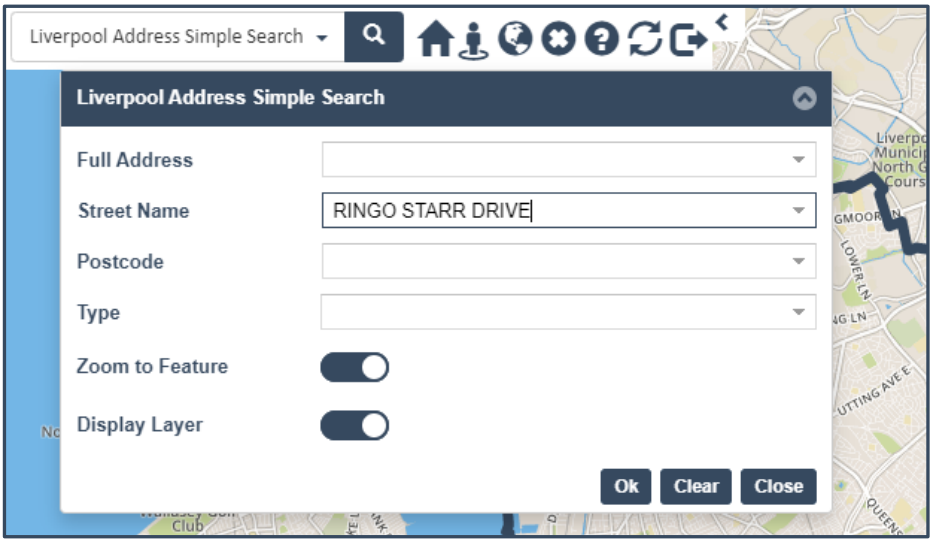


Selecting an Address from the Data Table will then auto zoom the map to that Address record.

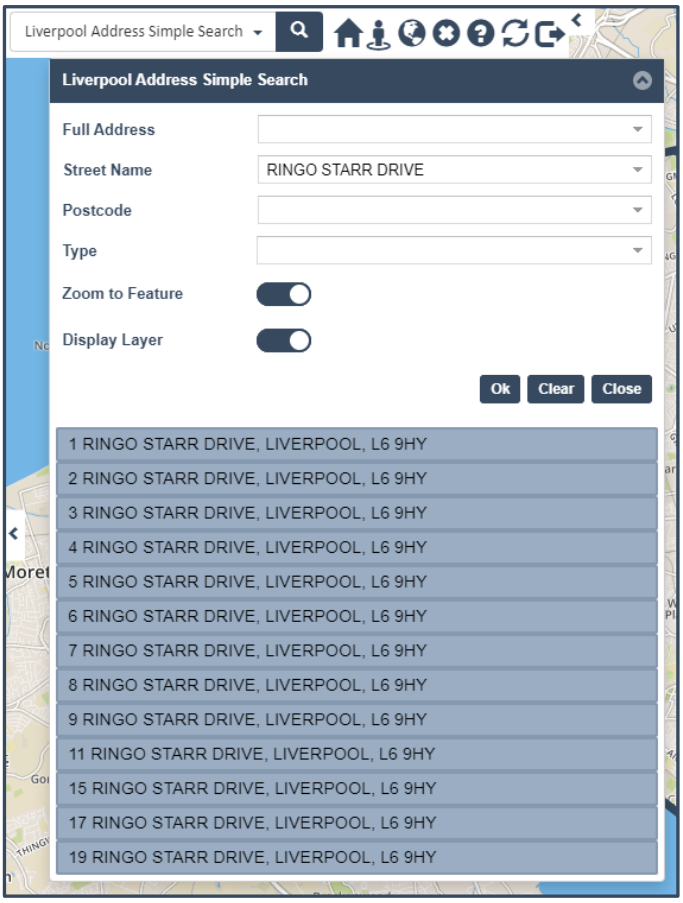


Simple Searches

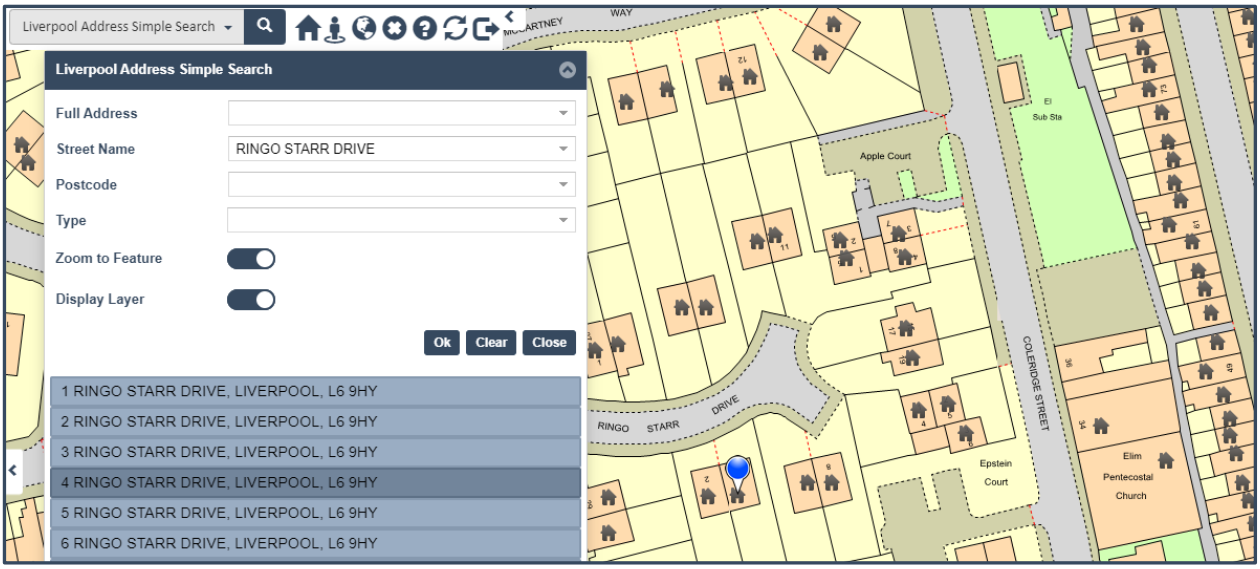
A Search in MapThat can open the Data Table and allow you to see the full record details, or it can be exposed as a SIMPLE Search, where the results are listed in the Search Panel below your search filter. For example, using the Liverpool Address Simple Search, we can search for a Street e.g. Ringo Starr Drive.



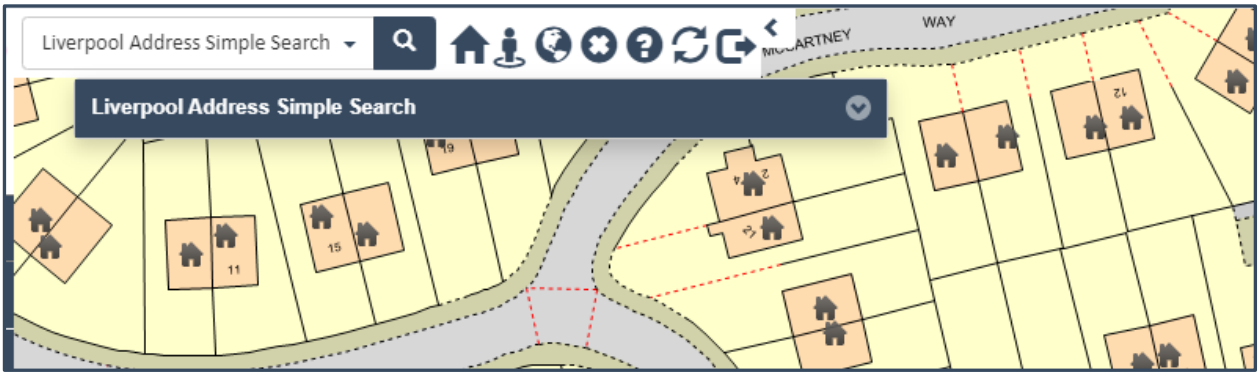
When you press OK, the search results are now listed under the search options.



By Selecting a search result e.g., 4 Ringo Starr Drive, the map will then auto centre and zoom in to the chosen record.



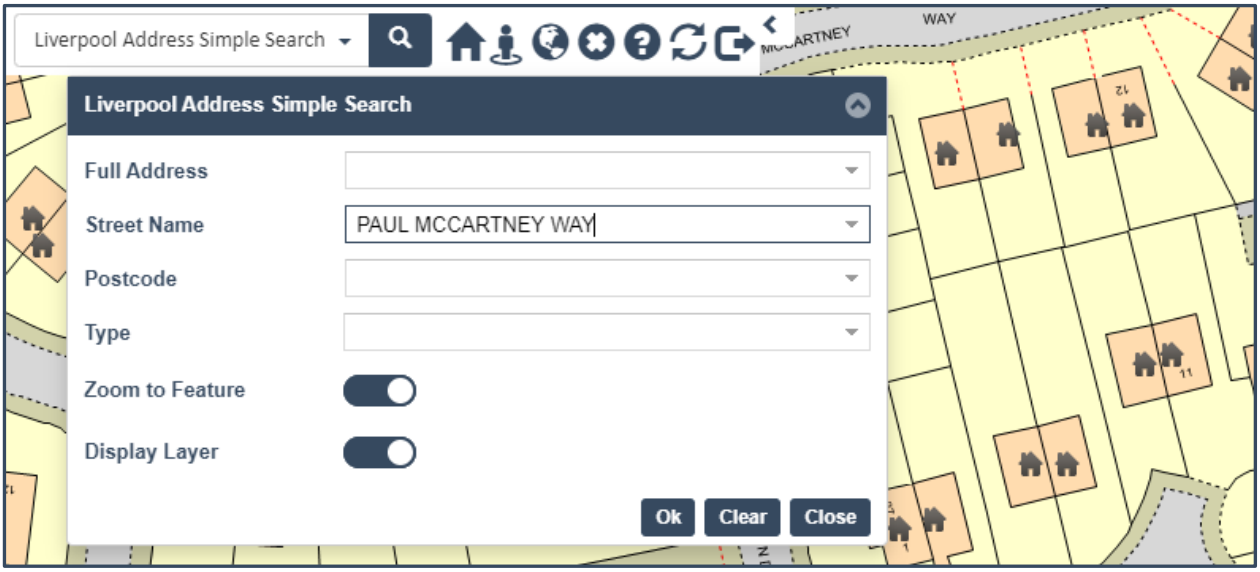
Note – Once you have ran a Search the Search Panel can be hidden back by pressing the ARROW/CHEVRON button on the end of the search panel. This allows you to keep the current search options open but minimises the panel so that you can continue to work in the map.



You can then press the arrow again to expand the search panel.

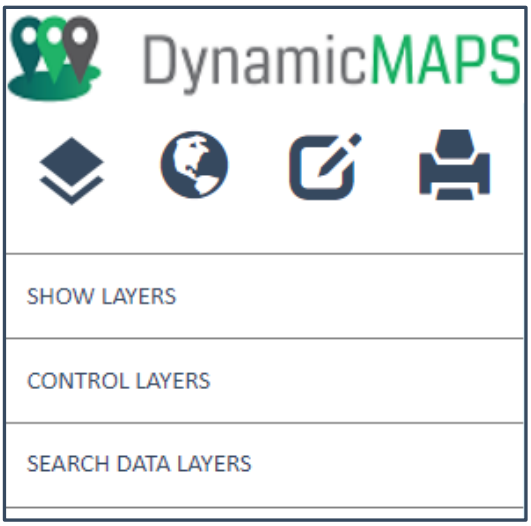
.. and run another search when you need to.

You can also **Clear** the previous search parameter by clicking the clear button, and then easily enter the details for a new search.



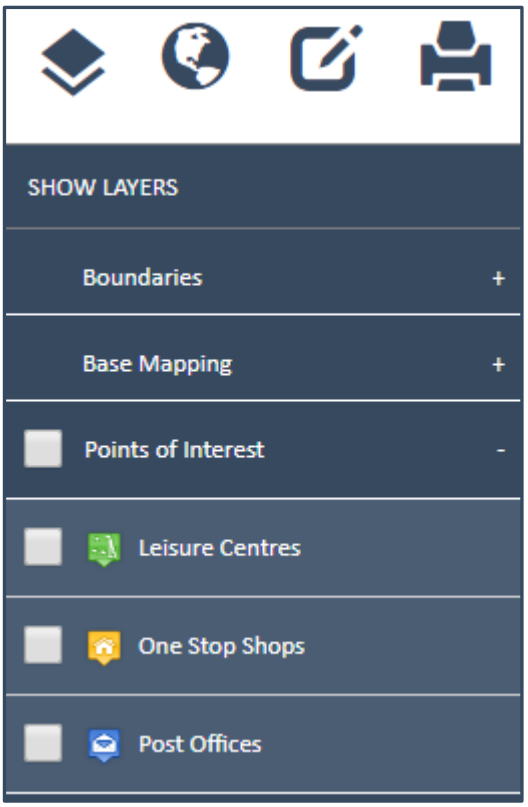
3.0 Layers Menu

From the Left Pane choose the first icon which will reveal the **Layer Tool** options. This includes **Show**, **Control** and **Search** for Data Layers.



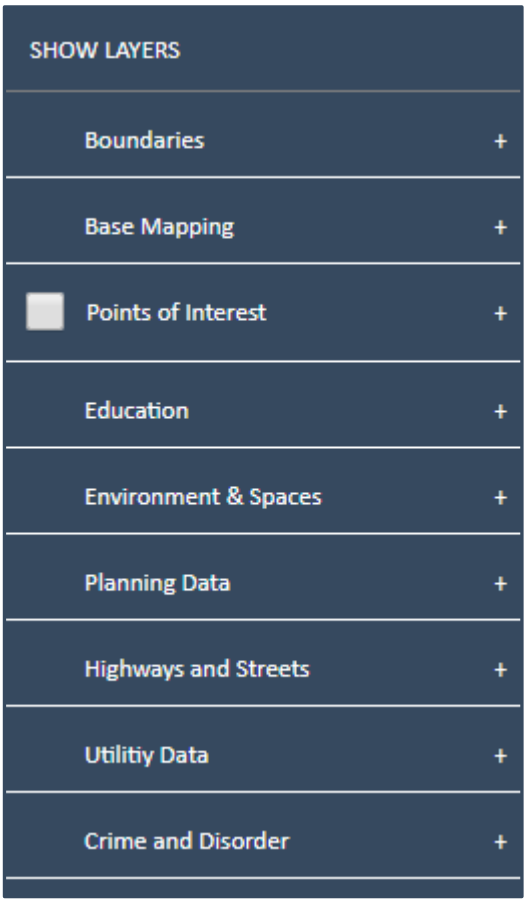
3.1 Show Layers

The first sub menu item is the option to Show and Hide the Data Layers in MapThat. Having clicked on Show Layers, the menu expands to list the Layer Headers and Data layers that are loaded into your MapThat project.

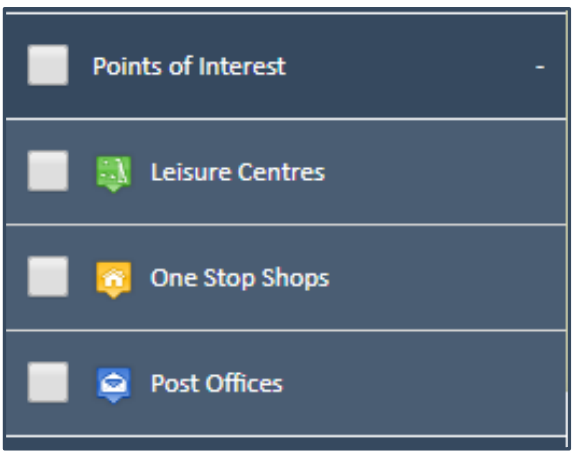


Layer Headers

Data within MapThat will be configured under a number of Layer Headers, which enable similar data types to be grouped together.

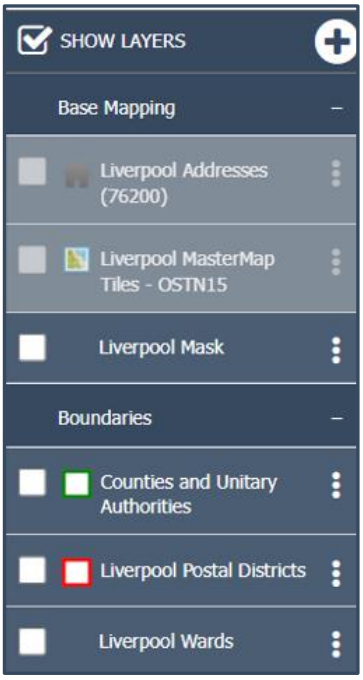


Each Layer Header will contain a group of individual data layers. For example, opening the Point of Interest Layer Header (by pressing the + icon) in this project, we can see there are individual data layers e.g. Leisure Centres, One Stop Shops and Post Offices.

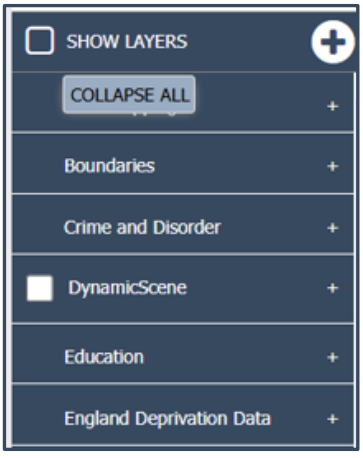


The **EXPAND ALL** button allows users to quickly open up all Layer Headers to see the layers below.

Having **ticked** the box, each layer Header will open.

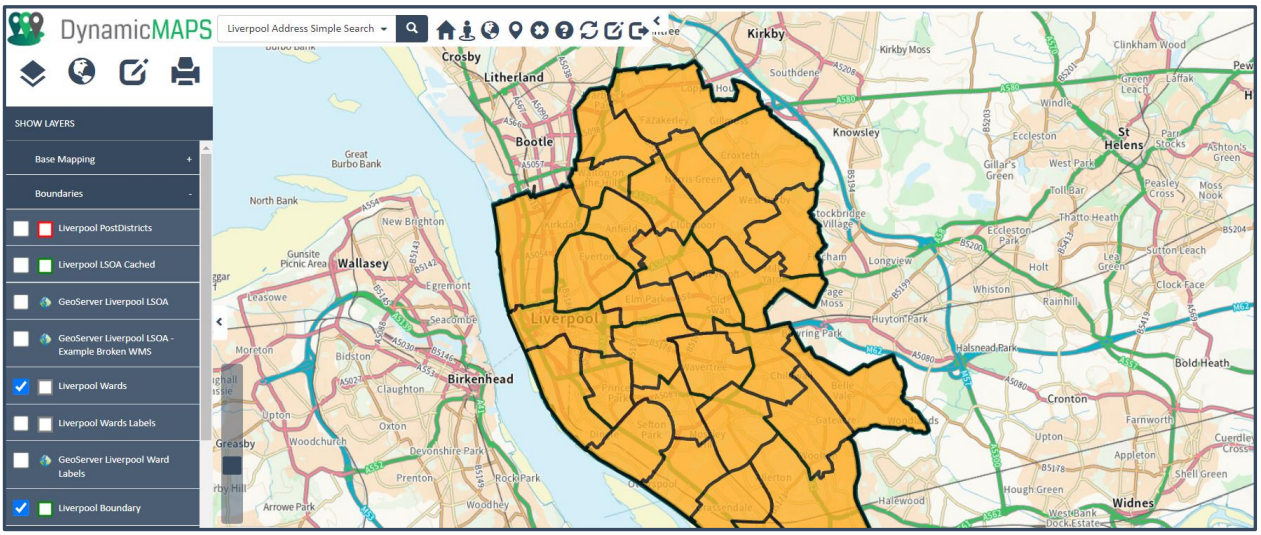


Untick the box, to then **Collapse** and hide back all Layers Headers.

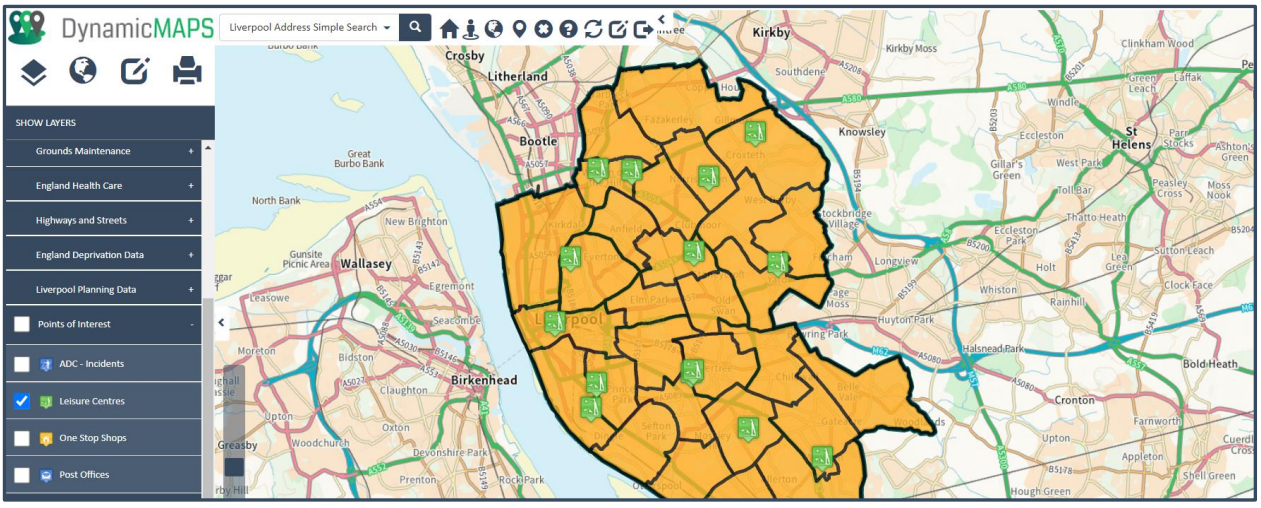


Data Layers

To display a data layer simply tick the box to the left of the layer name and the map will refresh to show that data in the map window. For example, below we have ticked the Wards Data Layer, and the Ward boundaries are now shown in the map.

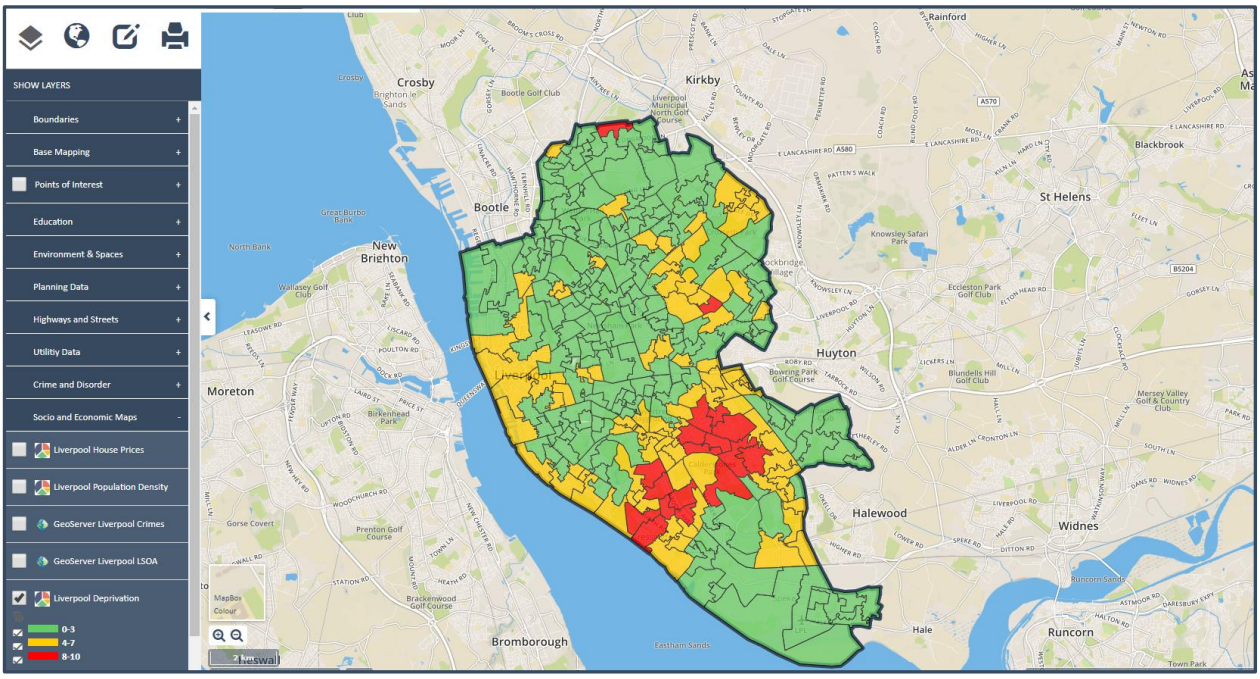


MapThat allows you to display as many data layers as you wish. To display another layer, simply open the relevant **Layer Header** e.g., POI and then tick you display another layer e.g. Leisure Centres.

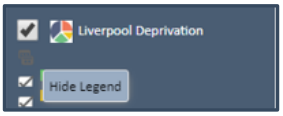


Thematic Layers

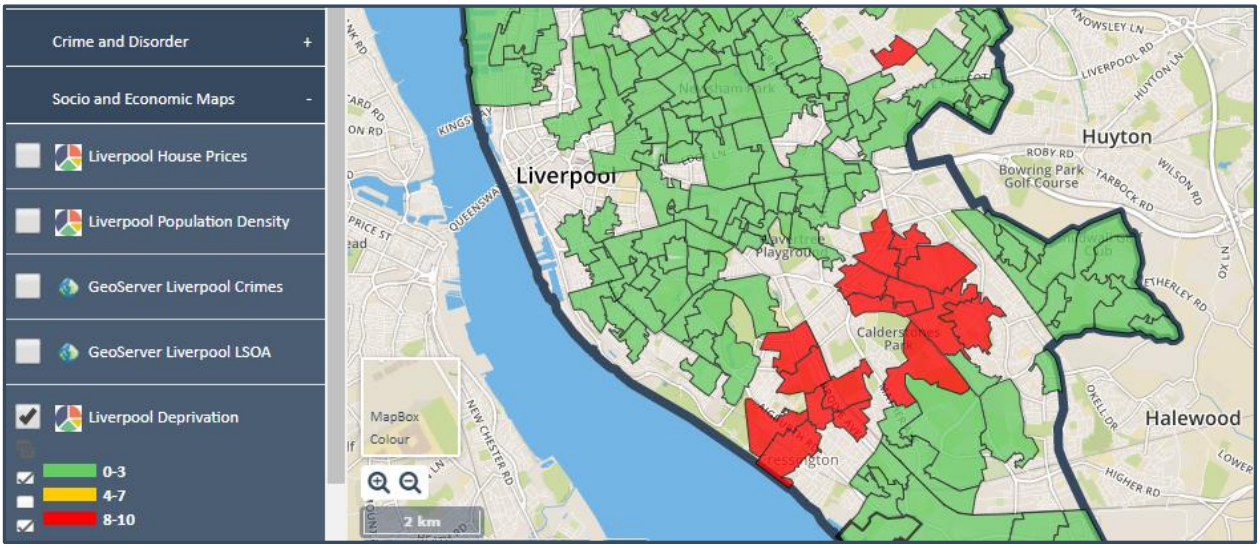
If you have displayed a Thematic Layer, then the Legend for that layer can be shown underneath the Layer Name in the Layers list.



Using the **Show and Hide button** you can choose to reveal or hide the thematic legend values.

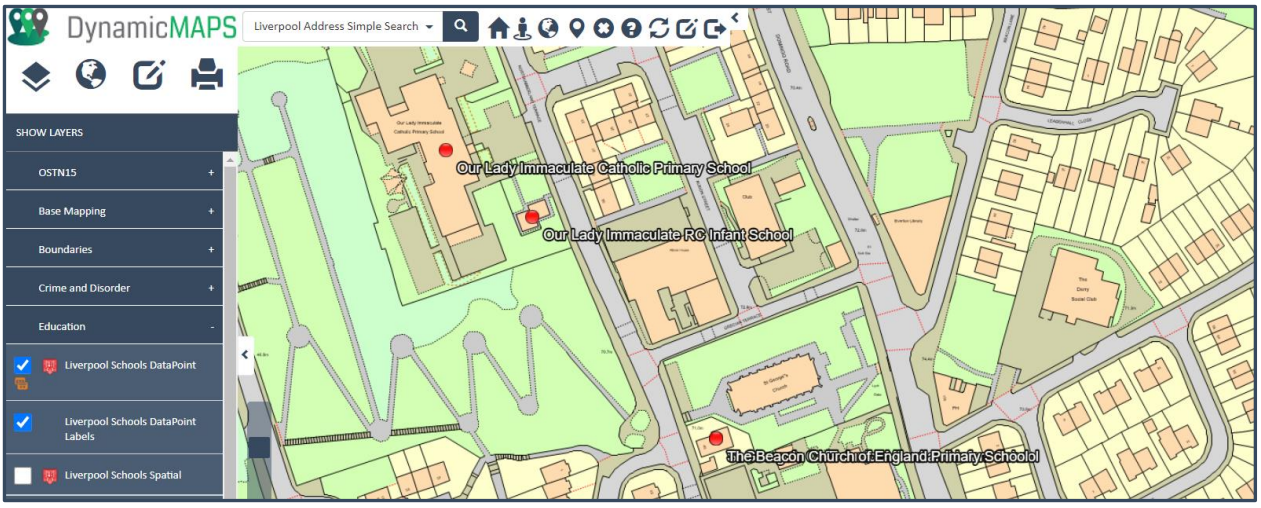


Using the tick boxes, you can also choose to display and hide specific legend categories which will automatically filter the items in the map window.

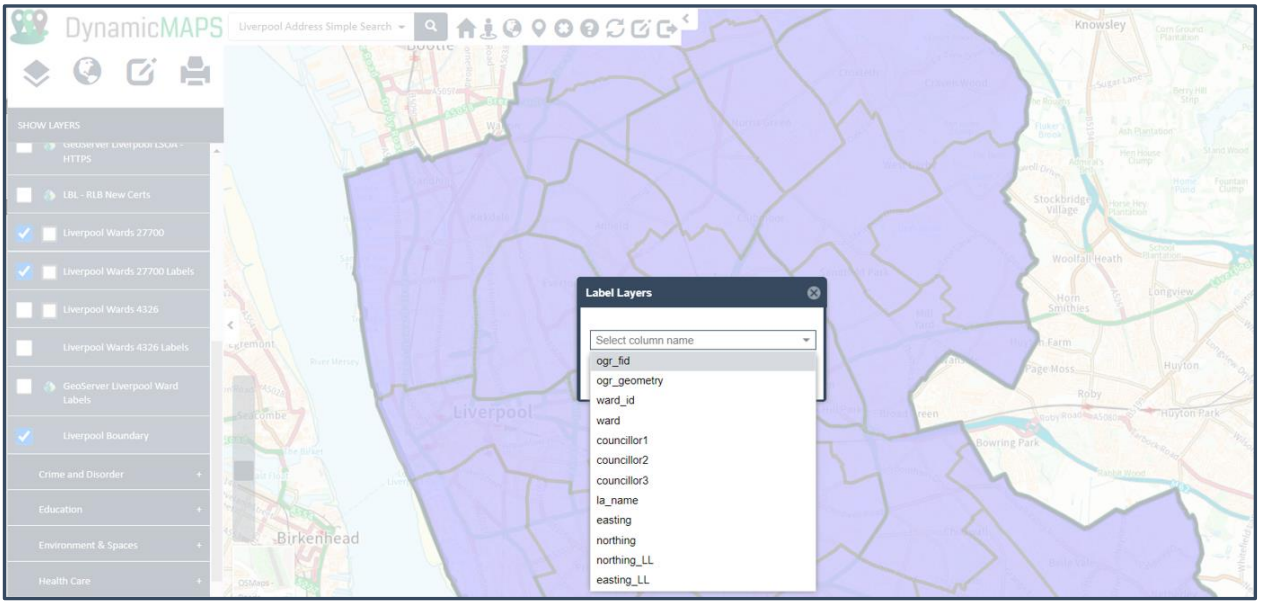


Label Layers

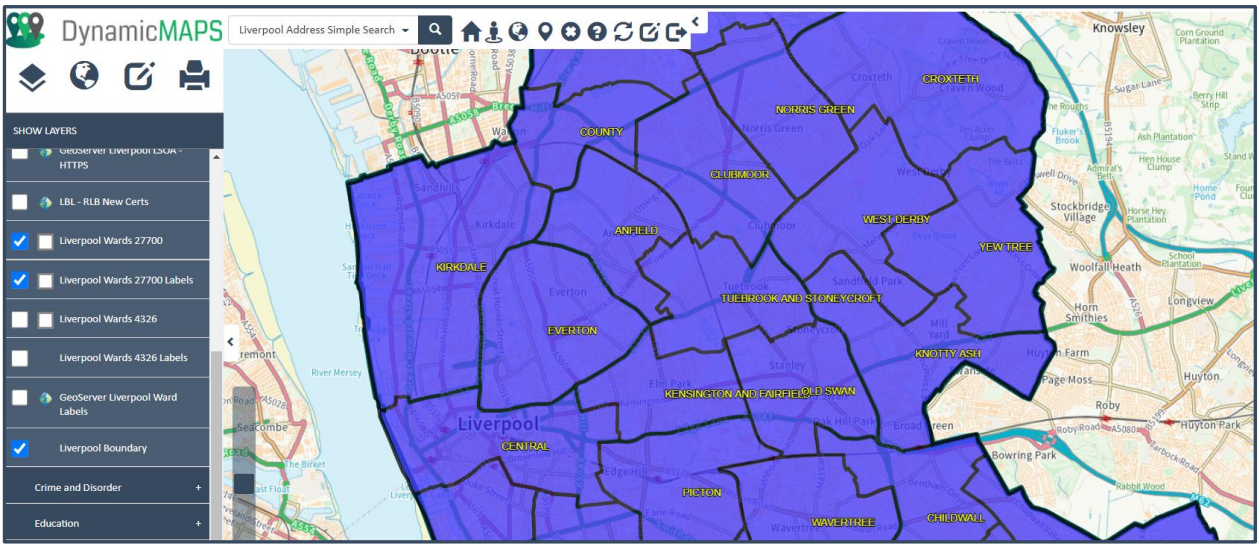
MapThat also allows you to view **Labels** for some map layers. Depending on the setup when you tick to show the Label Layer it will auto show labels for each feature. For example, below the map is showing the Schools as Red Dots, and then the Schools Label Layer shows the **School Name.**



Other Label Layers will ask you to choose the data to Label with. It will present a list of the data fields in the associated layer for you to choose from.

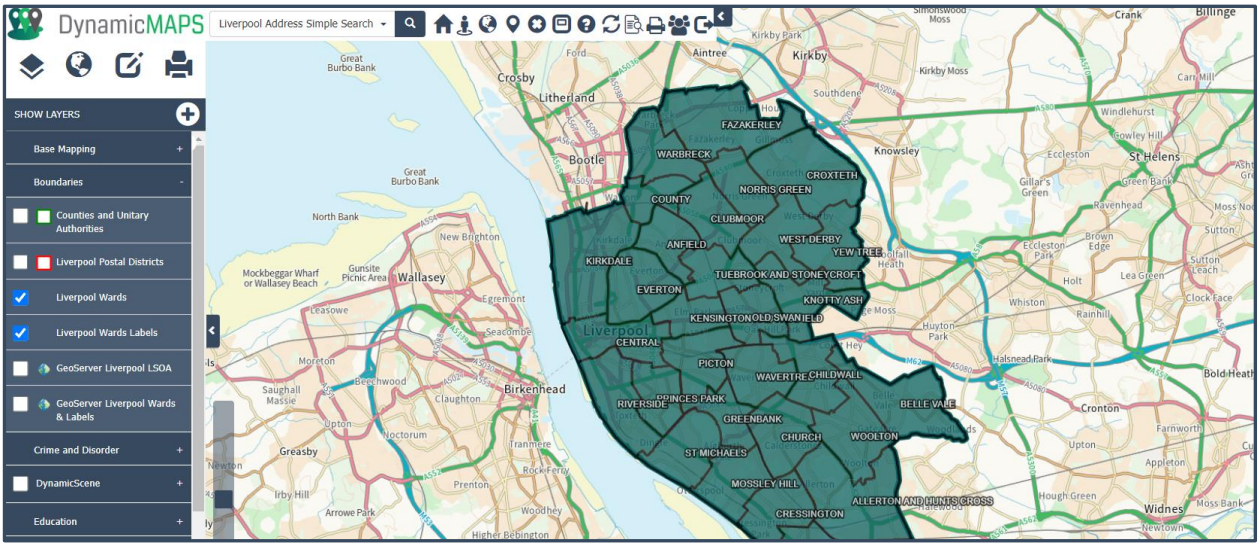


Once you choose the **Label column** press **OK** and the Labels will appear in the map.

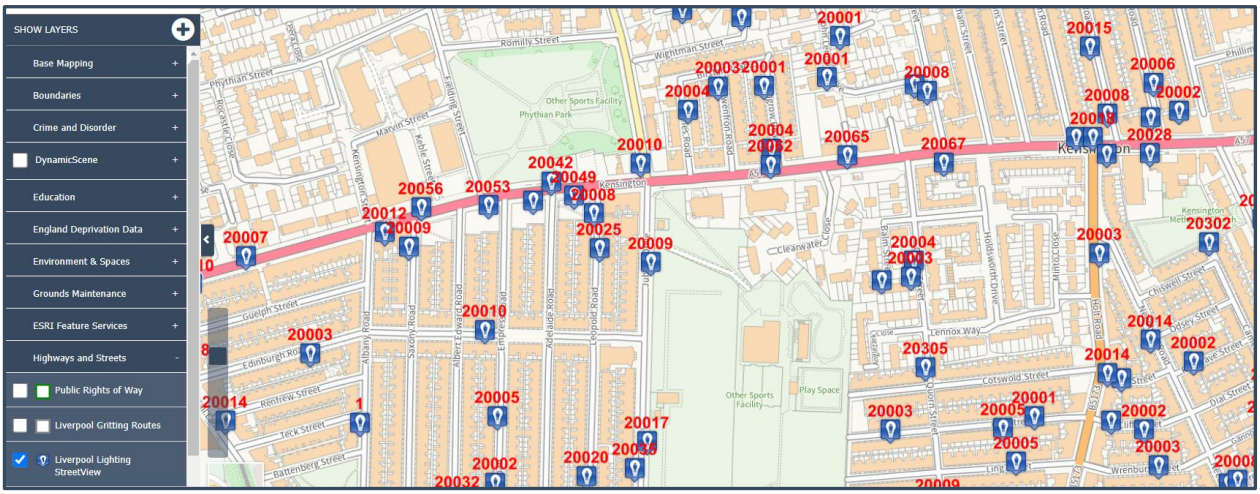


Linked Layers

These allow you to automatically display a **Child Layer** when the **Parent Layer** is displayed. For example, as shown below displaying a (Child) Ward Labels layer as soon as the (Parent) Wards Spatial layer is shown.

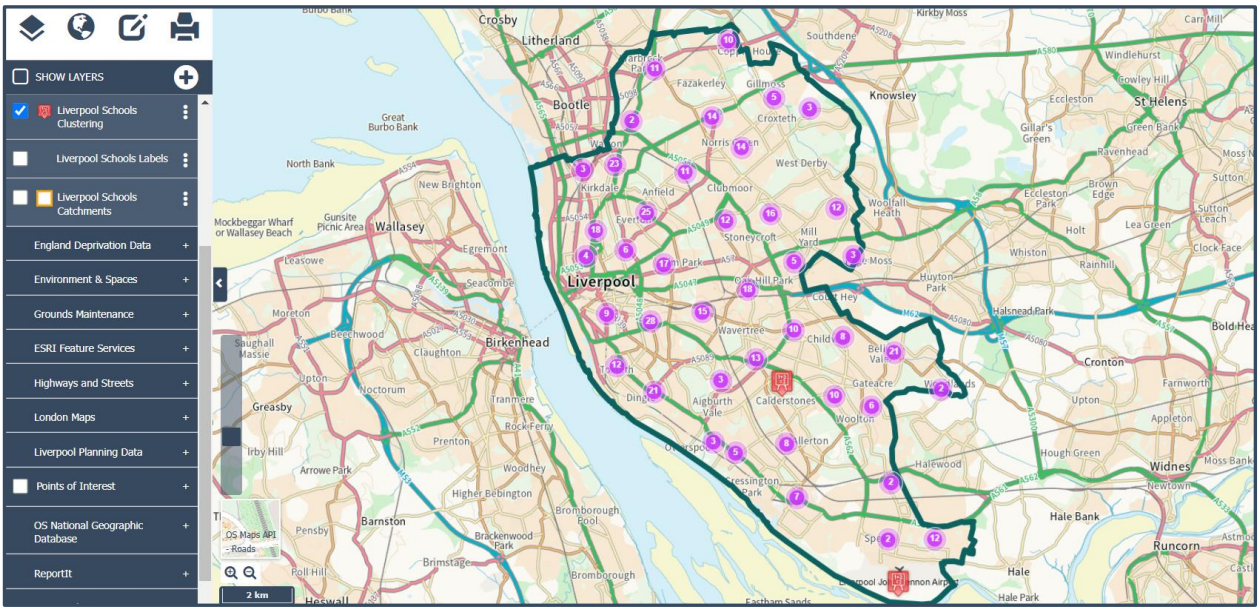


You can also choose **not to show** the Child Linked Layer as a Layer name in the Show Layers list.

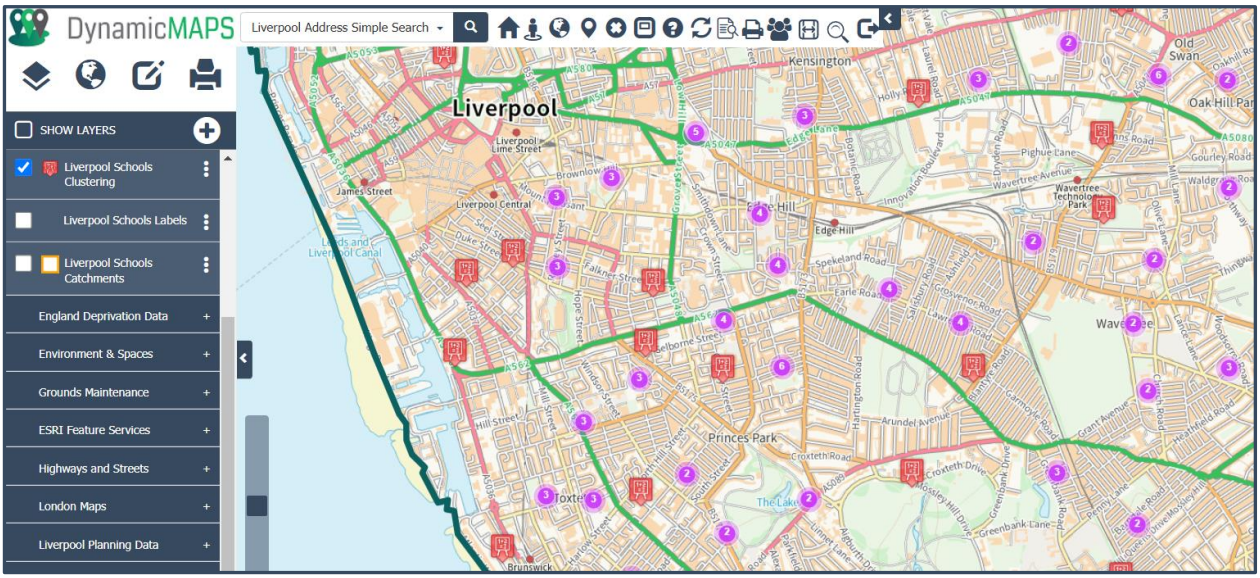


Clustered Layers

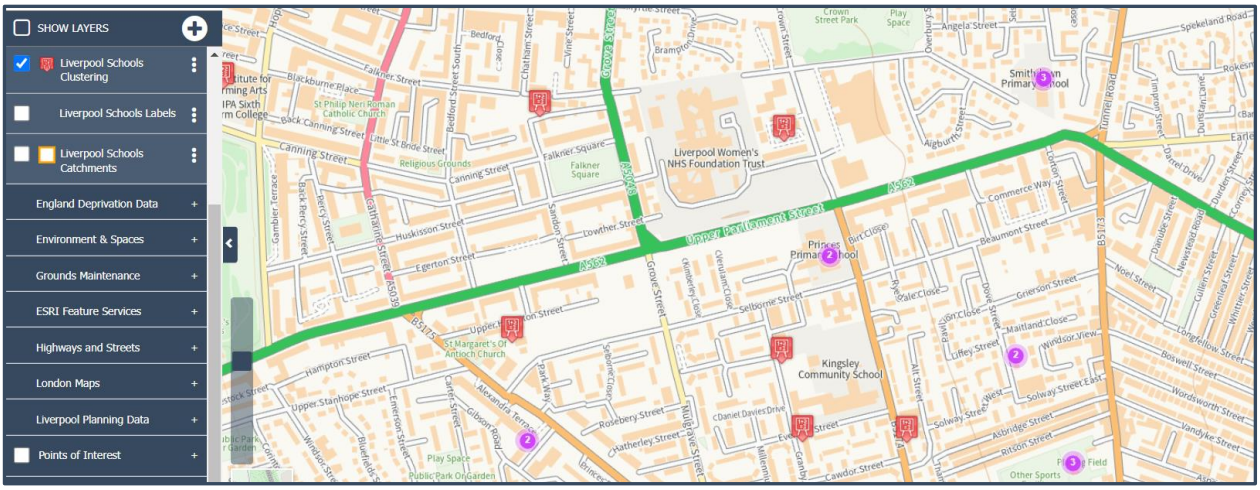
Where there are too many point features in your layer, MapThat also allows you to view data as **Dynamic Clusters.** Points that are close together will be clustered into a **numbered circle**, with the number defining the count of coincident points.



If you then zoom into the map, the points will **dynamically re-cluster**, showing where the latest coincident points are.

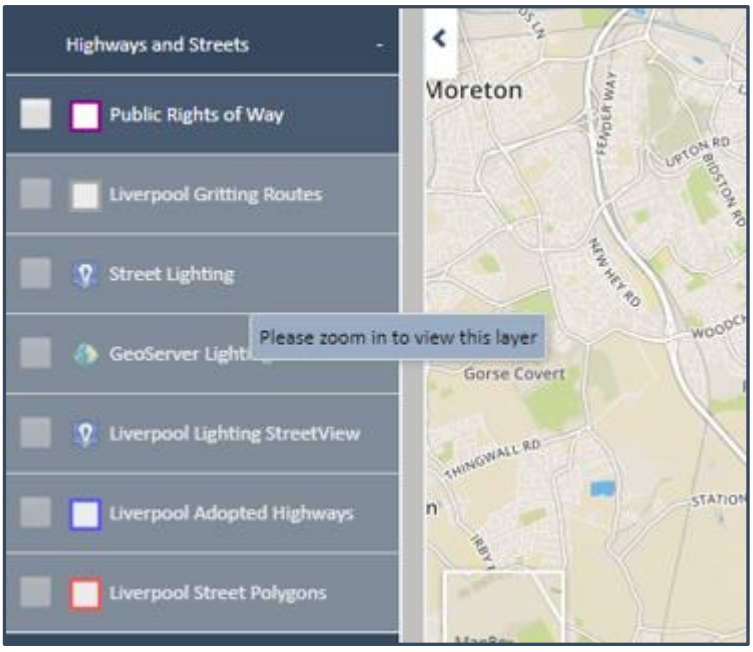


Until you get to street level, where the re-clustering continues.



Zoom Layering

You may notice that at certain map zoom levels some datasets are **greyed out** within the Data Menu. For example, below we can see that many of the Highways and Streets layers are greyed out. This is because the layer/s may have too many map features to display at the current map level. Hovering over these layers may also provide a tool tip stating that you will need to zoom in to see the features.



To view the features for this layer/s we will zoom into the map and at the relevant map level the layer's name will become un-greyed out and you can now tick the layer to display it within the map.

Layer Ellipse Options

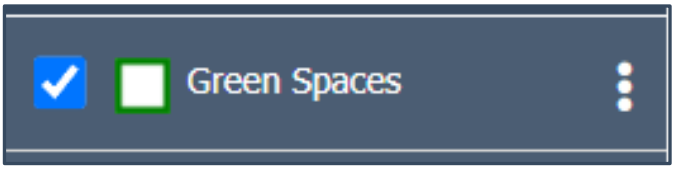
Next to any (or all) Layers there is an **Ellipse button.**

And dependent on the type of layer and its current state, it will have a number of sub menu options; including:

- Show/Hide Layer
- Show/Hide Data Table
- Show/Hide Legend
- Show Metadata
- Export to Excel
- Export Spatial Data
- Zoom to Layer

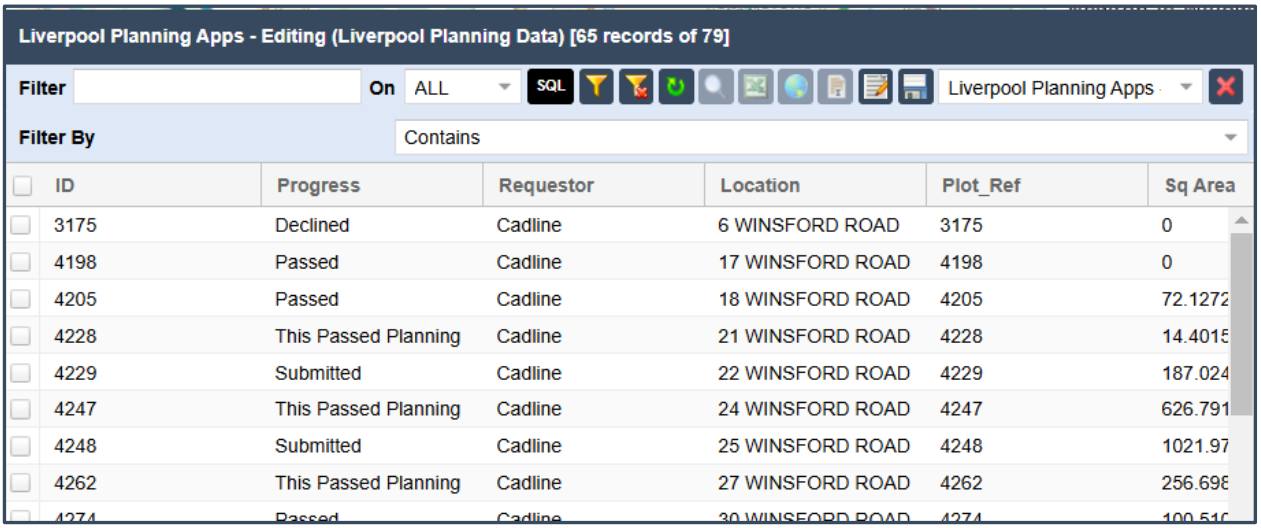
Show/Hide Layer

This will tick to display and untick to hide the layer.



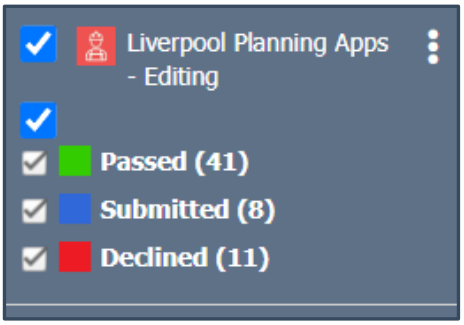
Show/Hide Data Table

This will open the Data Table or close the Data Table.



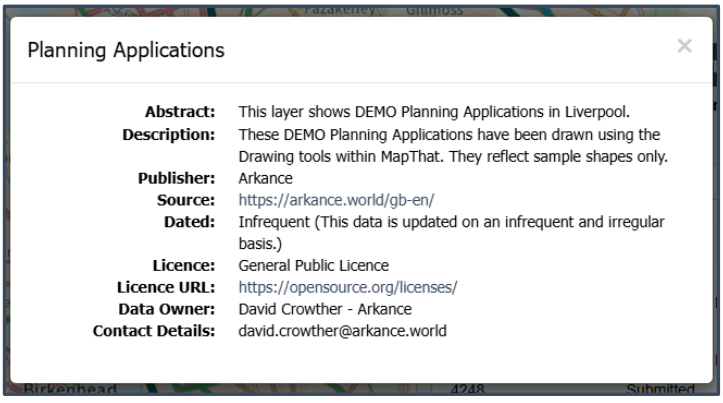
Show/Hide Legend

This will show and hide the legend for the layer where the layer is a thematic type.



Show Metadata

This will show the Metadata popup for the layer.



Export to Excel

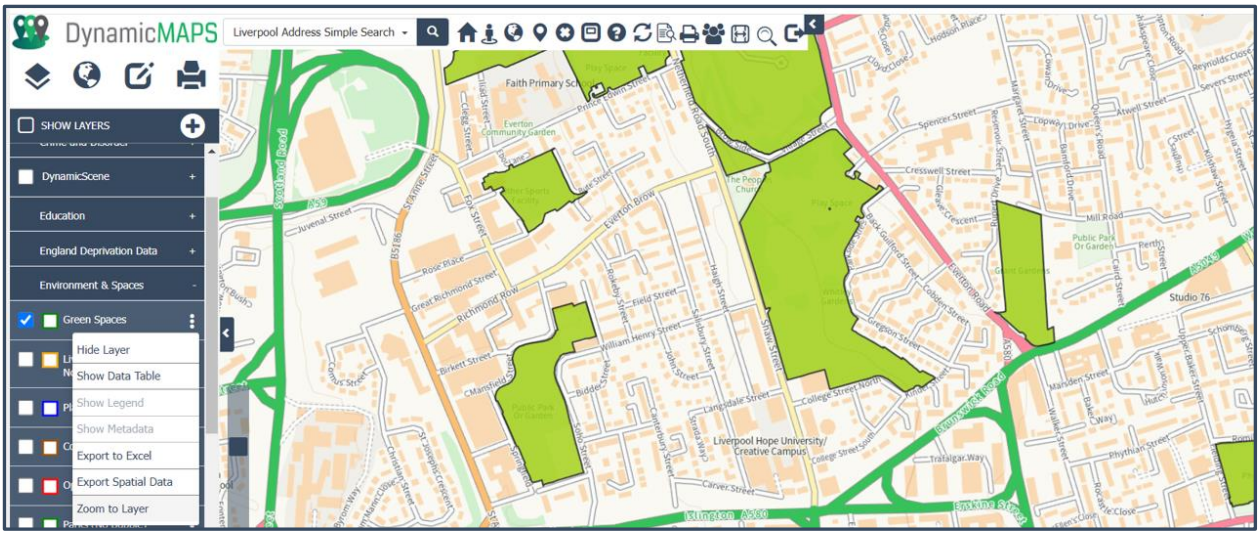
This enables you to export the records from your layer into an Excel file.

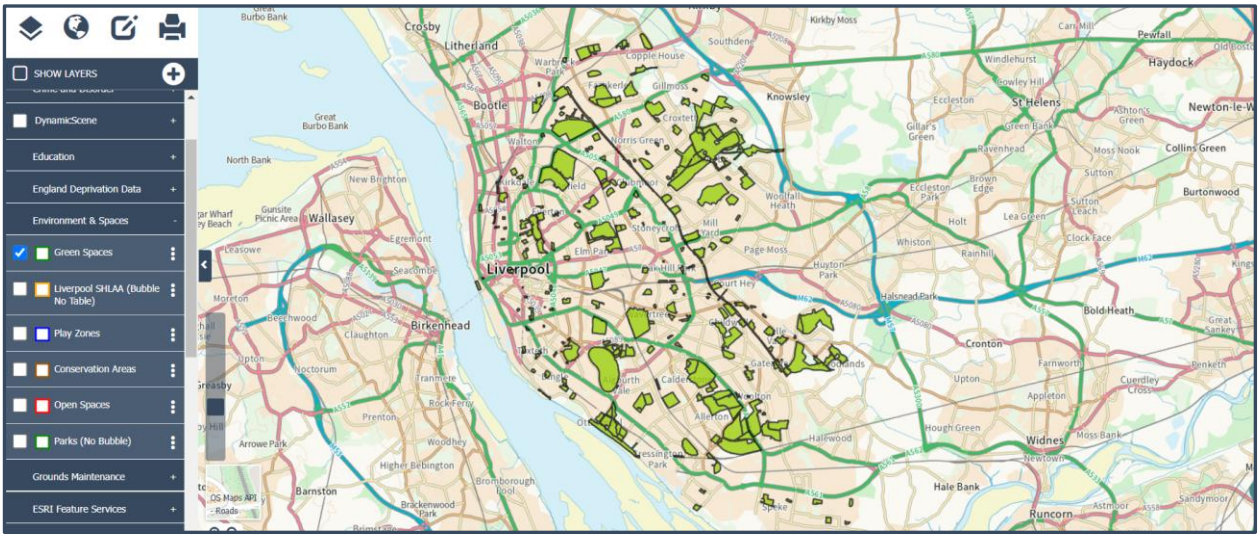
Export Spatial Data

This enables you to export the records from your layer into a GIS file e.g. ESRI Shp, MapInfo Tab etc…

Zoom to Layer

Using this option allows you to zoom to the extents (or bounding box) of your spatial layers. Allowing you to quickly zoom out to see all the data very quickly.

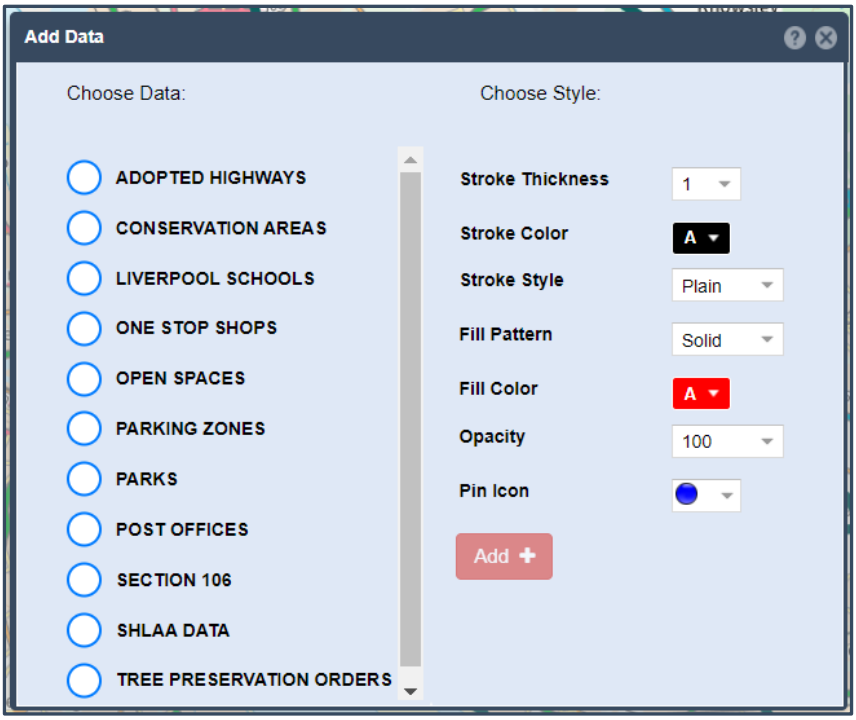




3.2 Add Data

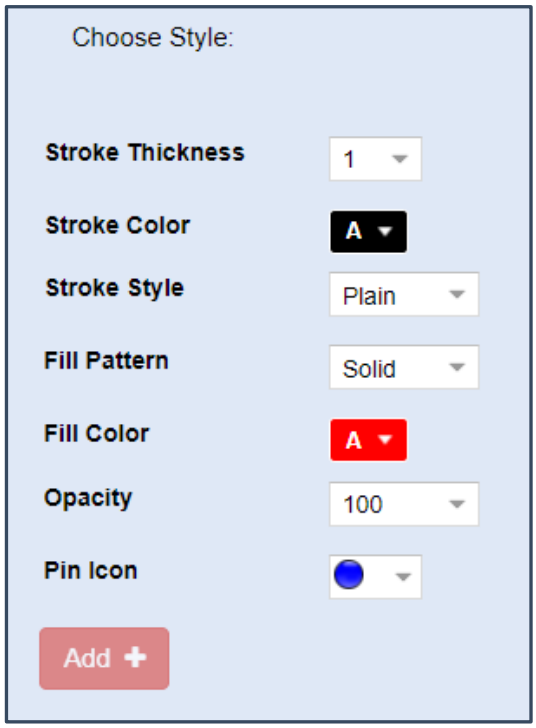
In addition to the Layers that have already been added into the Show Layers menu, users can also add their own GIS data using the **Add Data button.**

Having pressed the **Add Data** button the following window opens.

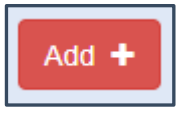


From the **left-hand side**, you can **select the GIS data** that you wish to add e.g. **Conservation Areas.**

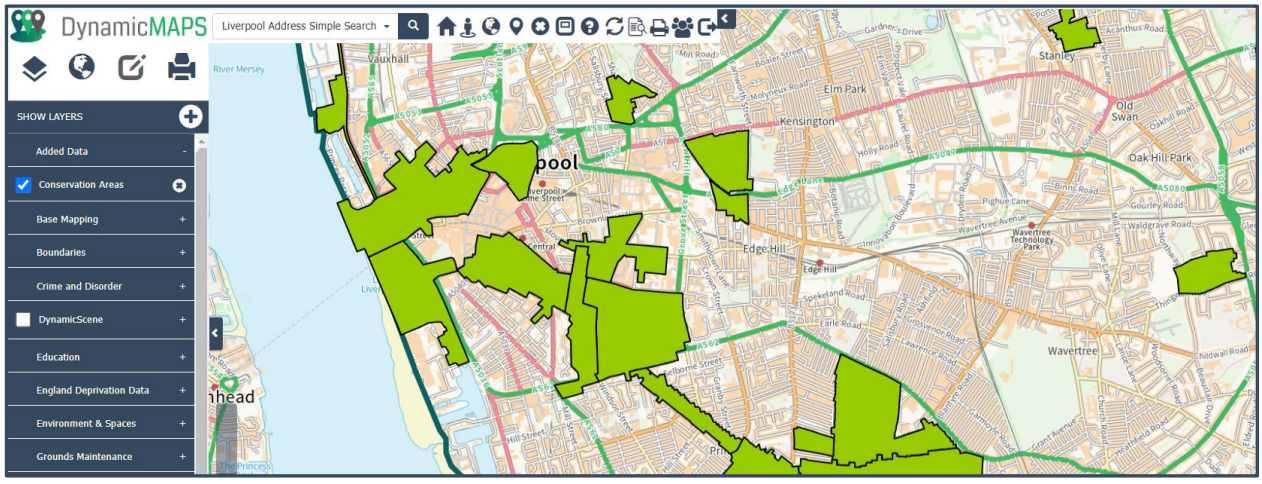
Then from the **right-hand side** choose how you wish to display the **style for the layer**, including options for the Stroke Thickness, Stroke Colour, Stroke Style, Fill Pattern, Fill Colour, Fill Opacity and an icon to use for Point data.



Once you have made the style choices, press the **Add Data button.**



The layer is then added into the Show Layers panel under a new Layer Header called **Added Data.**

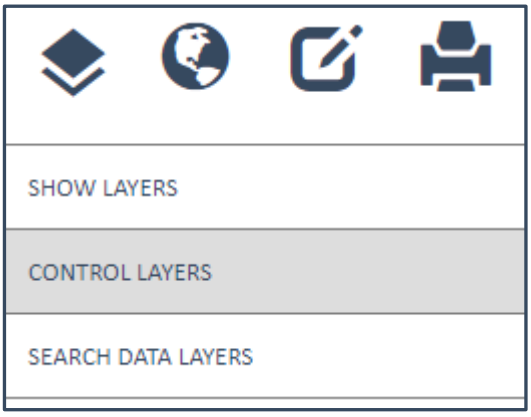


At any time, you can remove the layer from the project by pressing the **remove button.**

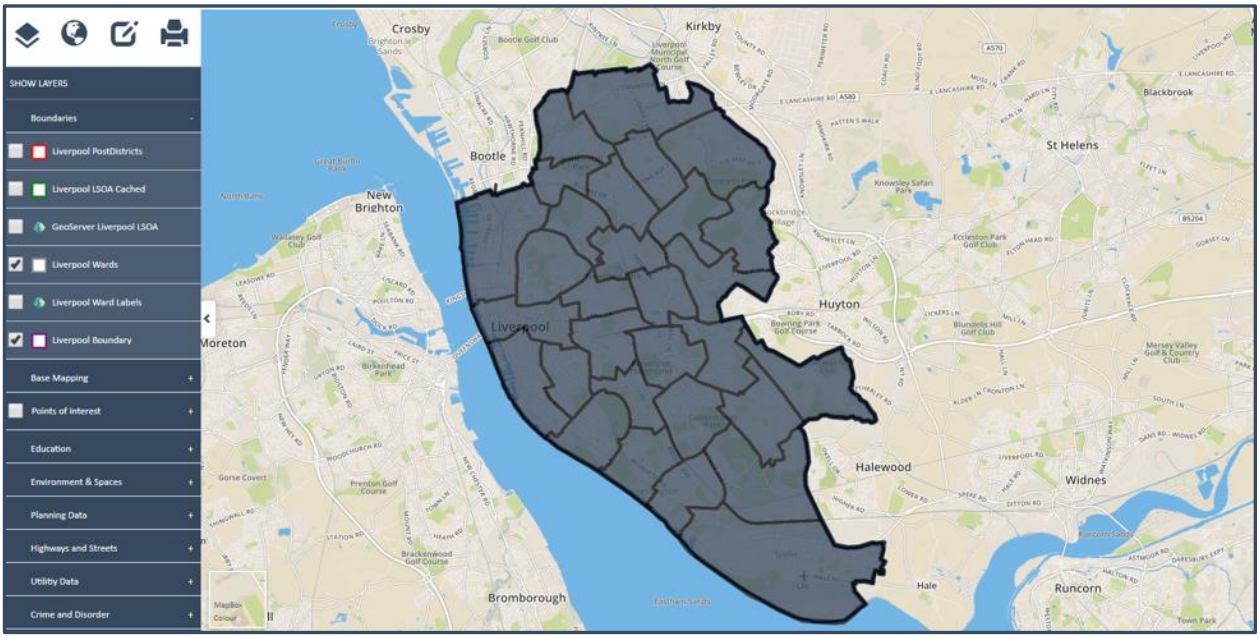
… as well as keep using the **Add Data button** to add as many GIS files as you wish.

3.3 Control Layers Tool

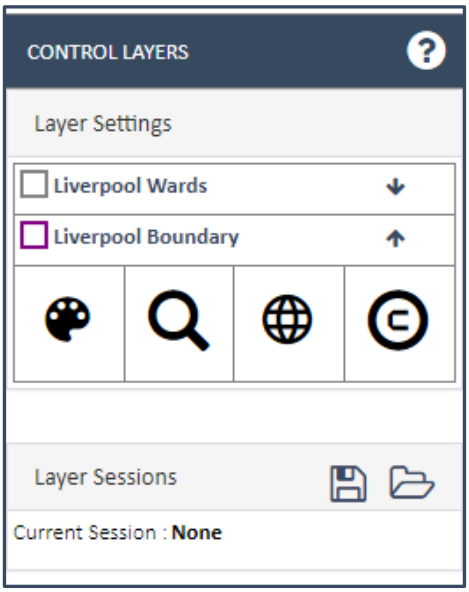
If you would like to change the **style** and **zoom levels** for any specific Data Layer, then you can use the Control Layers menu.



The **Control Layers** tool provides you with options for controlling the style, visibility, and order of your map layers. In addition, you can also use the tool to quickly zoom to the extents of any chosen map layer. Ensure you have loaded a Layer into the map e.g. the Ward boundaries.

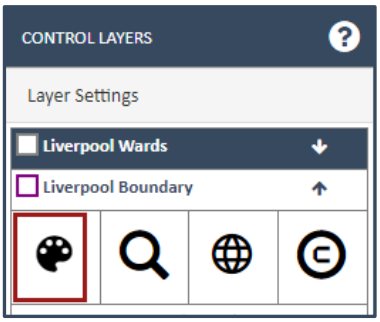


Now choose **Control Layers** and the options to control this layer's settings are revealed.

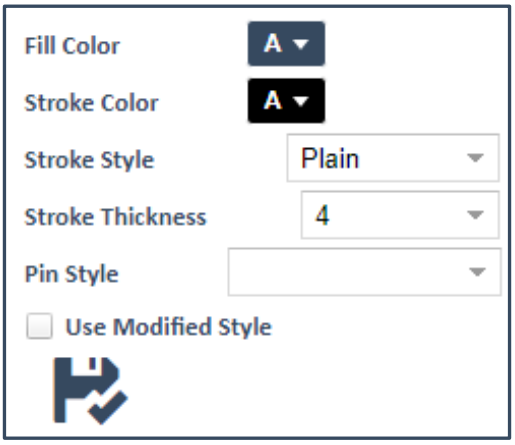


To control the style of a layer, firstly select it from the list of layers, then choose any of the four following tools to adjust the layers style and access copyright and metadata information.

Edit Style:

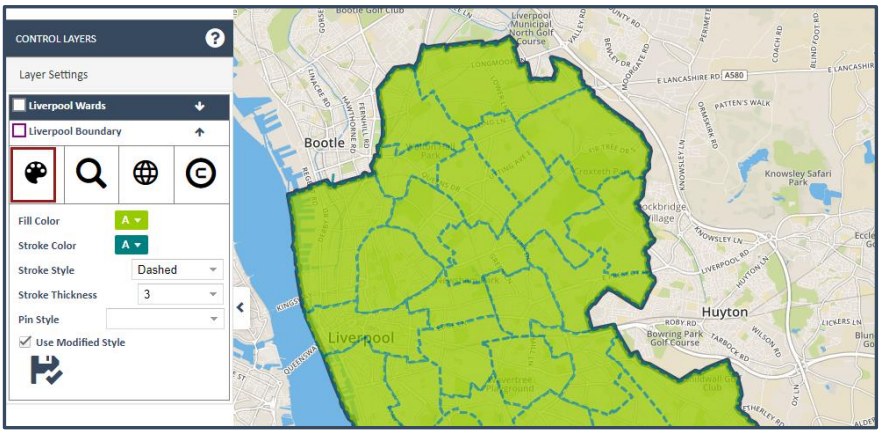


Choose the **Edit Style** button and you can change the symbol for point data, the colour and width of lines and the fill or shape features.

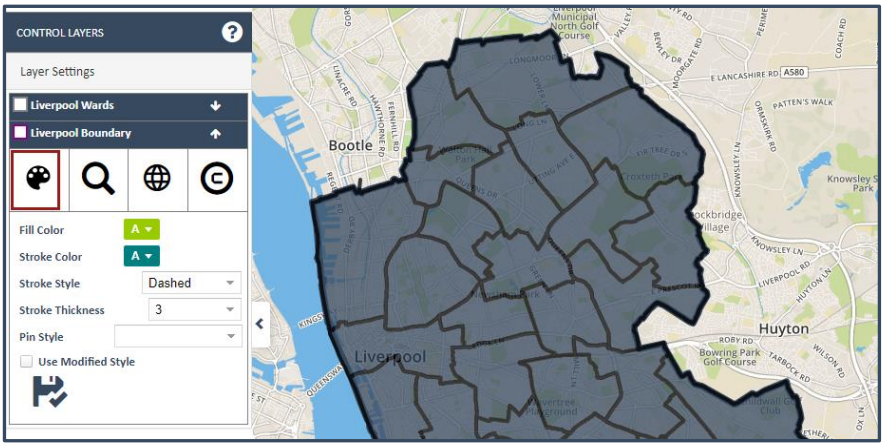


In this example we will use the Fill Colour and Stroke Colour/Style and Thickness to apply a new style to the Ward boundaries.

To change the style and apply it your layer choose the **Save & Apply** button and the changes are applied to your layer in the map.



By unticking the **Use Modified Style** tick box you can then revert to the layers default style.



Edit Visibility:

By default, your map layers will be set to display and hide at various map zoom levels. This ensures that your map doesn't become overcrowded. However, using the Control Layers **edit visibility** option you can temporarily change the zoom level at which your map layers display.

Edit the Zoom On value to 14, and then to apply the change, press the **Save & Apply** button.

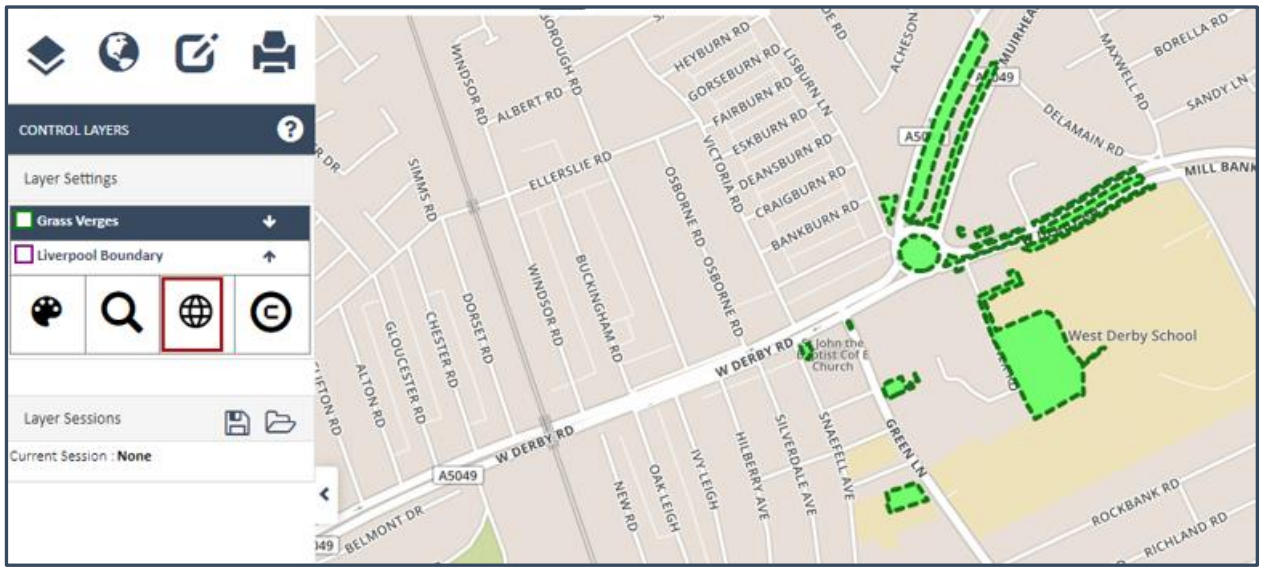
The Wards layer has now been removed from the map because the layer is now only visible between zoom levels 15 and 22. You will therefore need to zoom in to see the layer, or untick the **Use Modified Visibility** option.

Display Order:

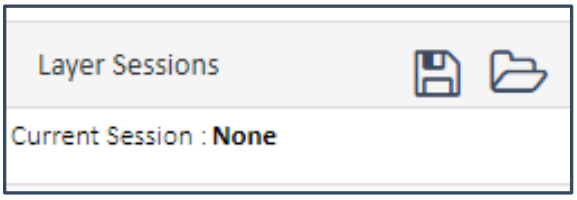
If you have 2 or more layers displayed in the map you may find that one layer is on top and obscuring the features of another layer. Using the **re-order arrows**, you can move layers up and down, for example moving the Streetlights layer below the Adopted Highways will mean they are now below the highway's polygons.

Zoom to Extents:

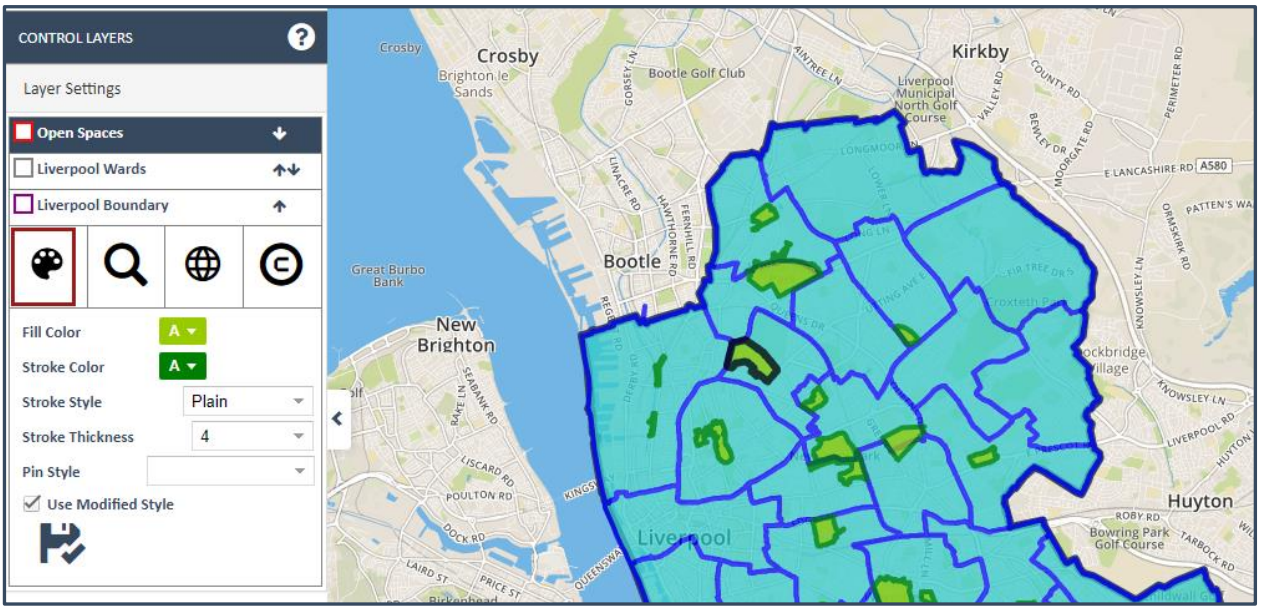
If you have displayed a map layer that does not have any features in your current map display, you can zoom and pan your map to find those features. In addition, using the **Zoom to Extents** button means you can quickly zoom and pan the map to find records in any map layer.



Save Sessions:

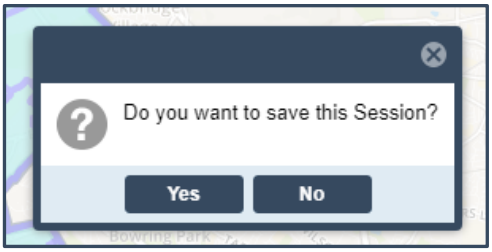


Once you have made any number of style, visibility and layer order overrides you can save these changes to a session to be accessed at a later date.

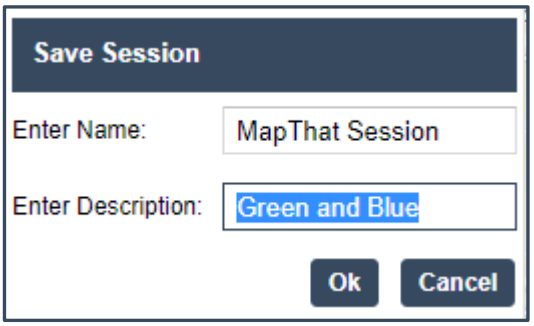


Below the list of layers in the Control Layers tool will be options to **Save** and **Load** Sessions. The name of the current session will be shown on the left-hand side once you have opened an existing or saved a new session. At project startup there will be no current session.

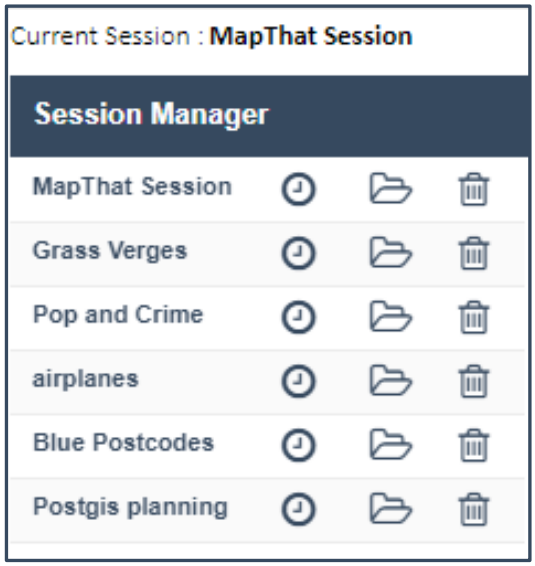
To save your temporary changes simply press the **Save Session** tool press Yes to agree to saving this session.



and give the Session a **Name** and **Description**:



Once saved, you can either choose to open (apply) or remove (delete) your Saved Sessions. You can save up to **50 Sessions.**

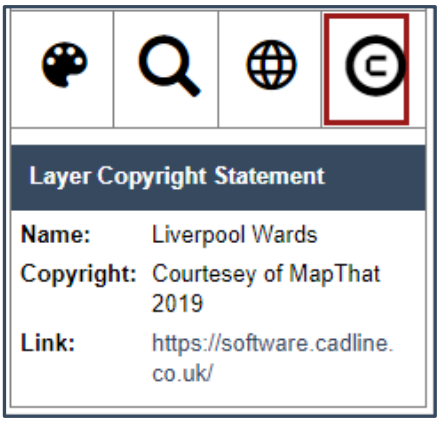


A Saved Session will allow you to re-open MapThat and apply the following changes:

- Load your chosen Basemap
- Display your chosen Data Layers
- Apply any style, zoom, and layer order overrides
- Zoom and Re-centre the maps start-up location

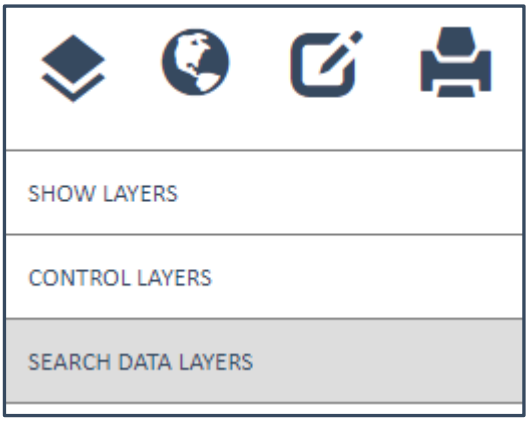
Layer Copyright Statement Tool

Using the **Layer Copyright Statement** tool, you can view the Copyright and Licencing details for any layer visible within the map window. Using the hyperlink field, you can also view internal or external webpages for my licencing details.

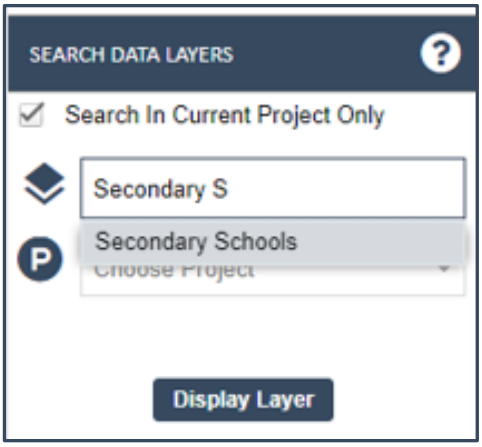


3.4 Data Layers Search Tool:

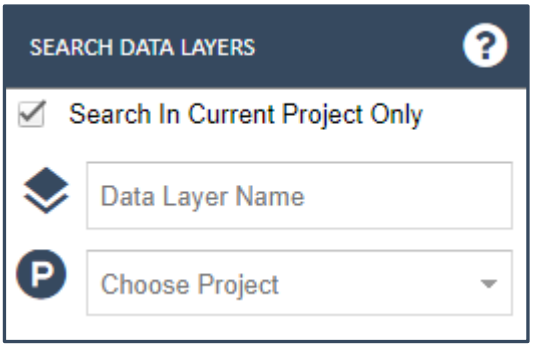
If there is a specific layer that you wish to display and cannot currently find it within the Show Layers Menu, then you can use the **Search Data Layers** tool.



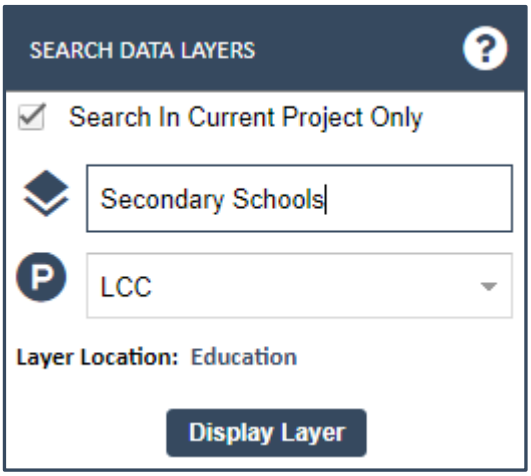
Simply start typing the name of your layer, e.g. Secondary Schools…. And the Data Layer Search tool will start to filter the list of layers based on your search.



Select the layer that you wish to find, e.g. Liverpool Schools, and the next window will identify the Projects that the chosen layer can be found within. Note that if the **Search in Current Project Only** is ticked then you can only find Data Layers in the current project.



Having chosen the Project that you wish to find the layer within, the Location of Layer window will then state the **full location** of that layer within the Show Layers Panel. E.g. Education.



Choose **Display Layer** to then automatically tick that layer on within the map.

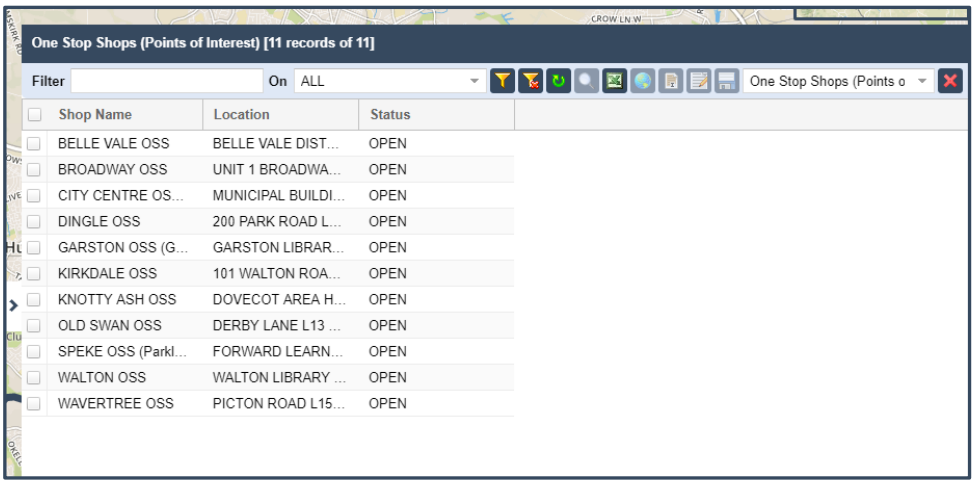
4.0 Working with Data

Now that we have learnt to open data layers and navigate the map, we will concentrate on viewing the information behind the data layers. There are two methods to view information for your data layers, the Data Table view and via Information Bubbles.

Data Table

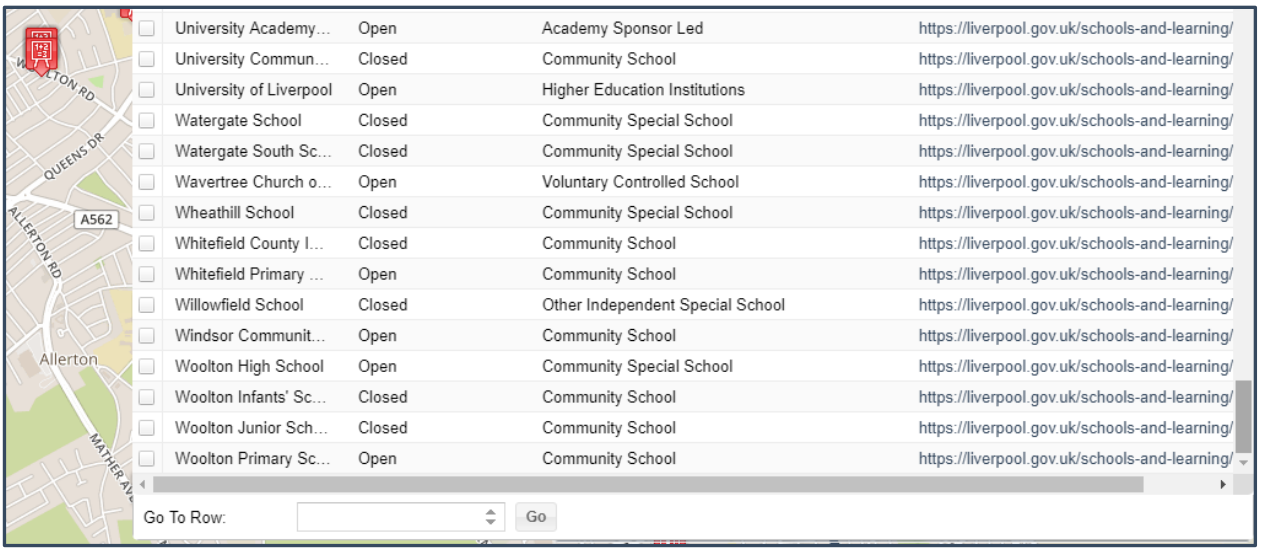
Firstly, ensure that you display at least one data layer from within the Data Menu, for example One Stop Shops.

You can now open up the Data Table by pressing the **Reveal Arrow** to the right-hand side of the map window.



If the layer(s) in the map do not have any attributes a message will inform you there is no attributes to show.

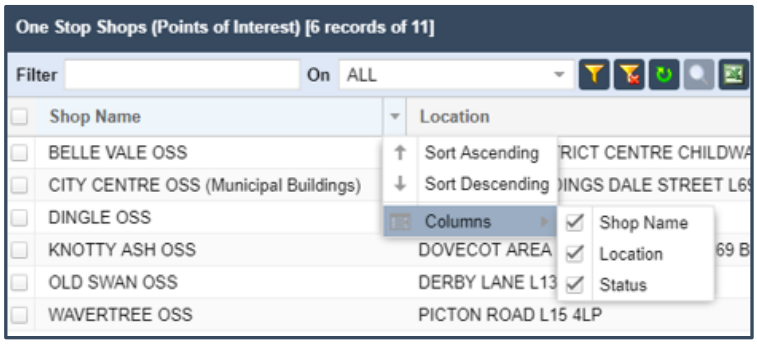
The Data Table provides a list of records in rows for each of the features in the map window. You can scroll from left to right to view the columns of data that the Admin user has configured. If there are more columns/records, then a scroll bar is provided to scroll down the record list and across to view the additional columns of data.



If you wish to find a specific record, you can use the Go To Row option to type a record number and press Go to jump to that record in the list.

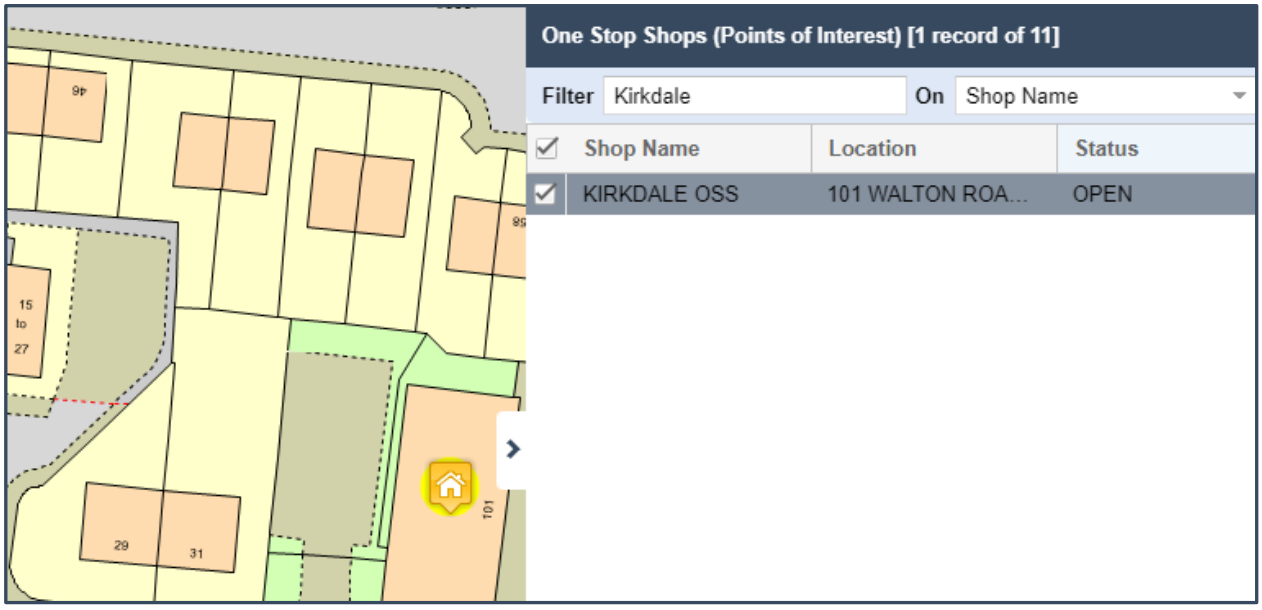
The Data Table allows you to perform the following functions:

- **Reorder columns:** drag a column name to the left or right and you can temporarily reorder the data fields.
- **Sort Ascending/Descending:** Click on a column heading and you can reorder the records into ascending or descending order.
- **Choose columns:** Click on any column header and you have the option to make the default columns temporarily invisible by simply unticking any column name.

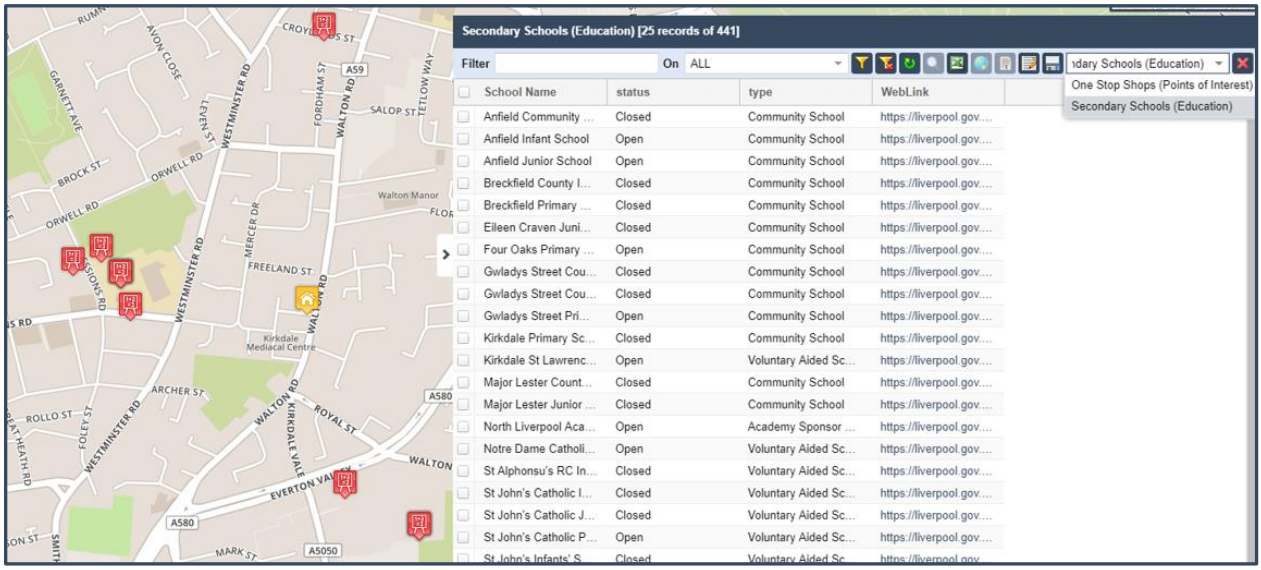


- **Filter records:** By typing a keyword e.g. **Kirkdale,** choosing which Field to filter **ON** and then pressing the filter button you can filter the records in the Data Table. To remove the filter, press the remove filter button.
- **Filter features in map:** If you have applied a filter to your data, you can then apply that to the features in the map window by pressing the Apply Filter to Map button.

- **Find record in map:** Once you have found a record of interest, to find the corresponding map feature simply left click in the tick box next to the record and the map will automatically re-centre over that feature and it will be highlighted in Yellow.



- **Choose alternate layer:** If you have more than one data layer open in MapThat the Data Table will allow you to switch between the records by choosing from the drop-down list in the top right of the Data Table for example choosing to view the attributes for the Schools layer.

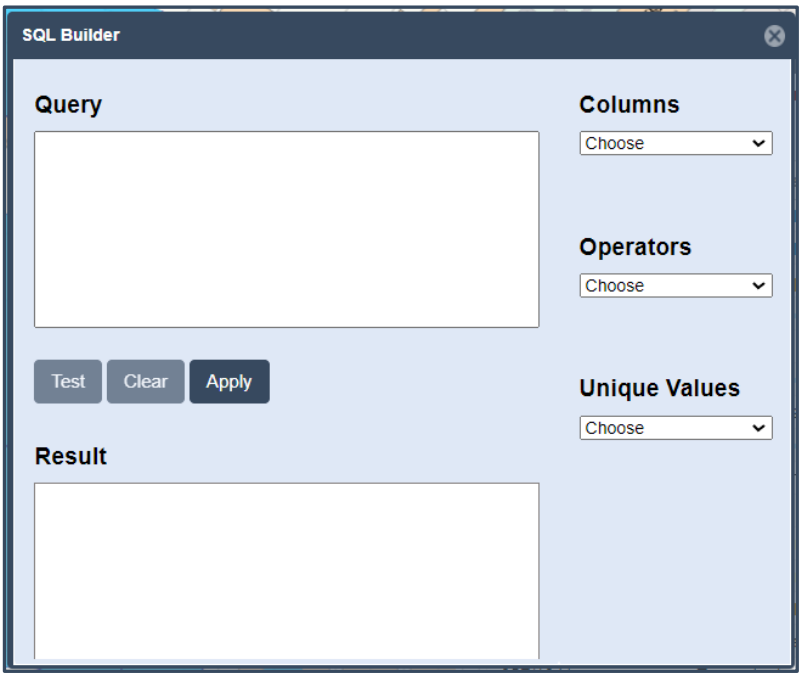


- **Excel Exporter:** A user (Role dependent) can export the records in the Data Table into Excel.
- **Spatial Exporter:** A user (Role dependent) can export the records as a spatial file, such as a Shapefile, MapInfo.Tab or DXF.
- **Show All Records or only those in the current map Extent:** Depending on the default settings for the layer you can switch between only showing the records that appear in the current map extent or switch to list all the records in the underlying table.
- **Edit Attributes:** A user (Role dependent) can use the Edit Attributes tool to make changes to the values in the Data Table and then use the Save option to save those changes.
- **Remove Layer:** Pressing the **red X** will remove the current layer from the map window and untick it from the Show Layers list.

SQL Builder

In addition to the simple Filter option, the Data Table (Role and Layer dependent) provides a SQL Builder tool.

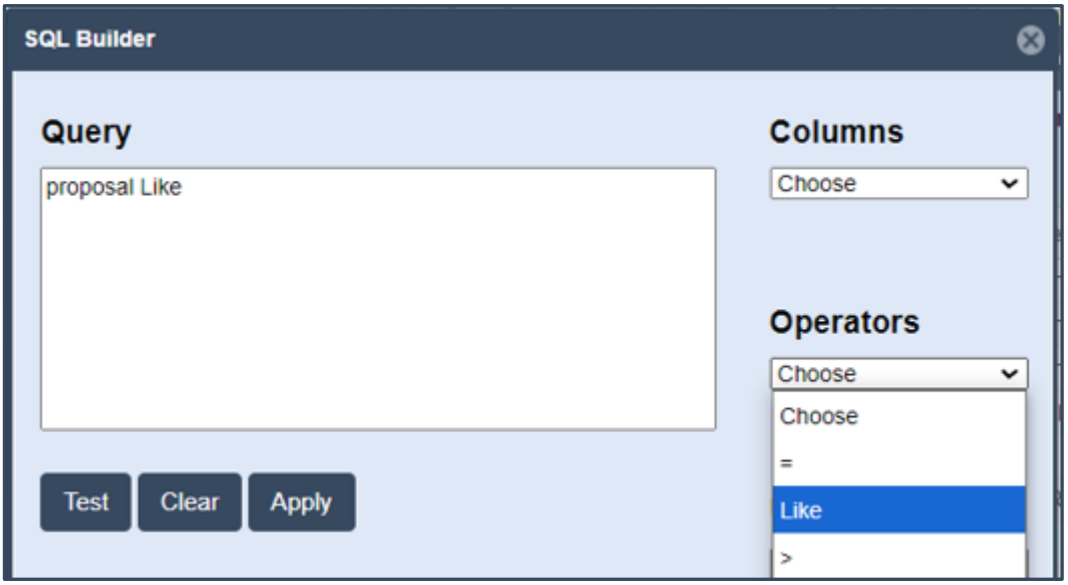
Having chosen the SQL Builder button a SQL Query window opens.



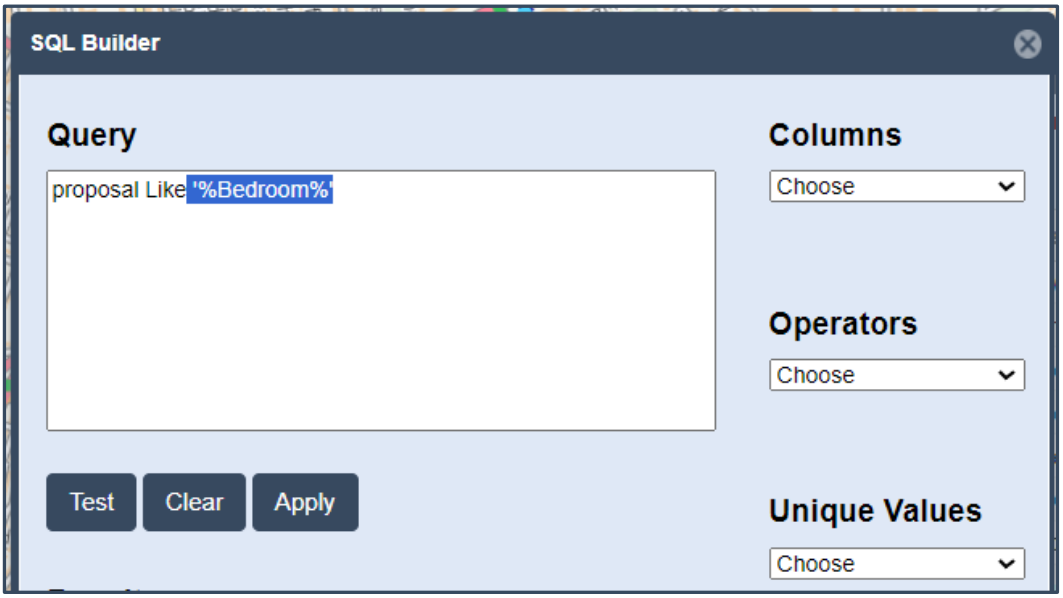
Use the **Columns**, **Operators** and **Unique Values** drop down lists to build you query. For example, filtering the Planning Applications to find those where the **Proposal** includes the word **'Bedroom'.**

Column – Proposal

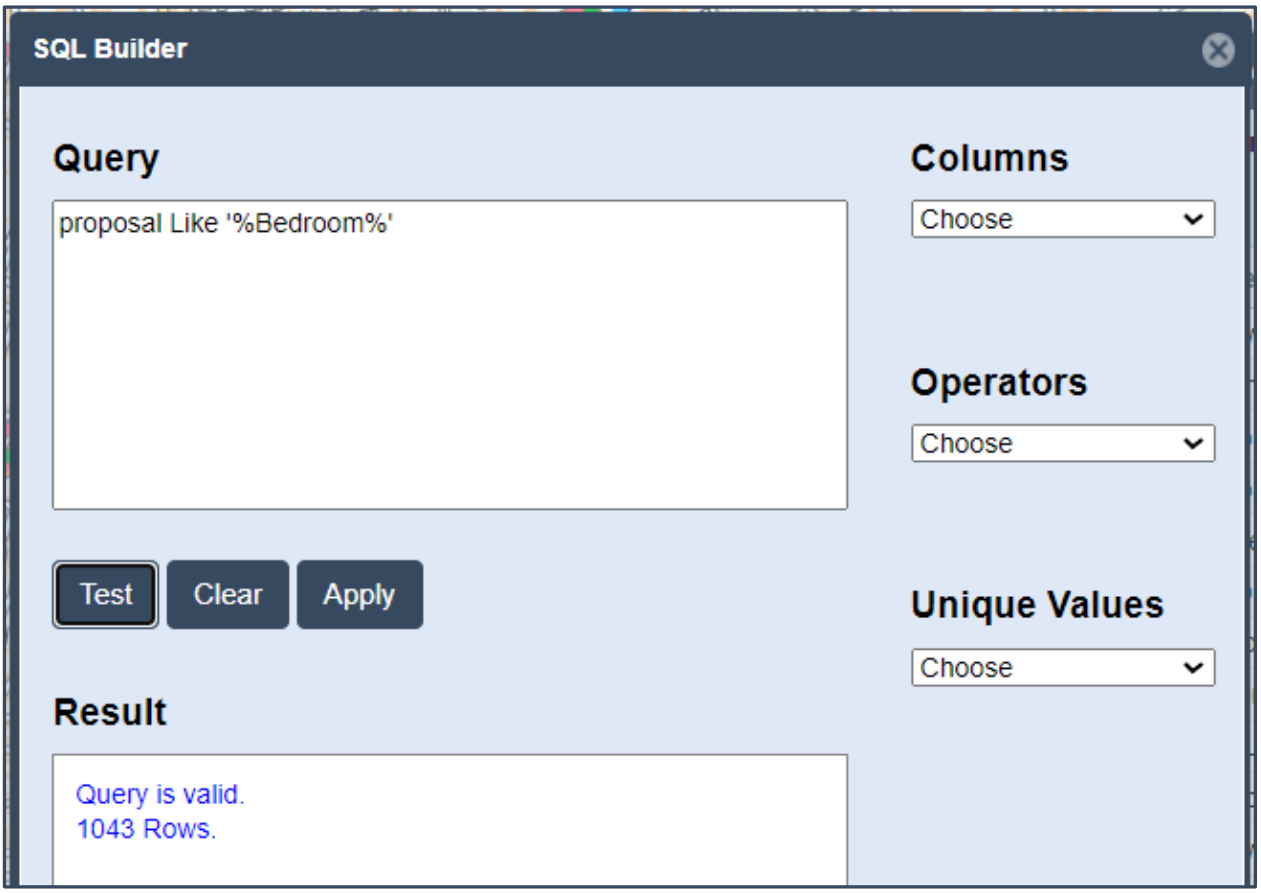
Operator – Like



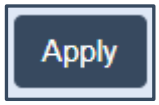
Value – '%Bedroom%'



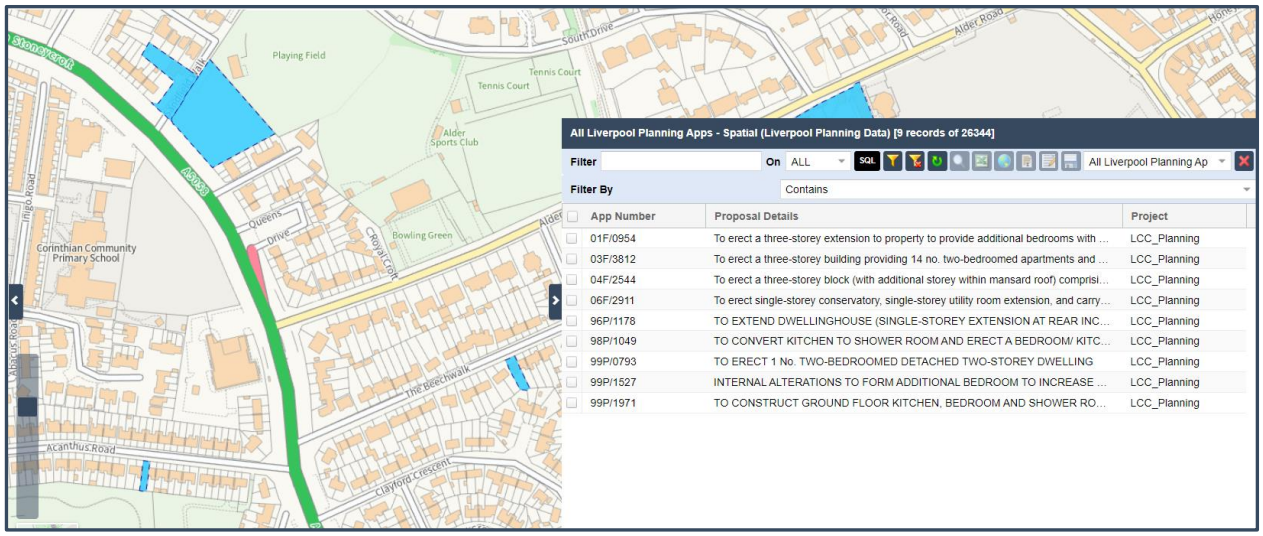
Press the **TEST button** to check if the query is valid.



And then to run the query **press Apply.**

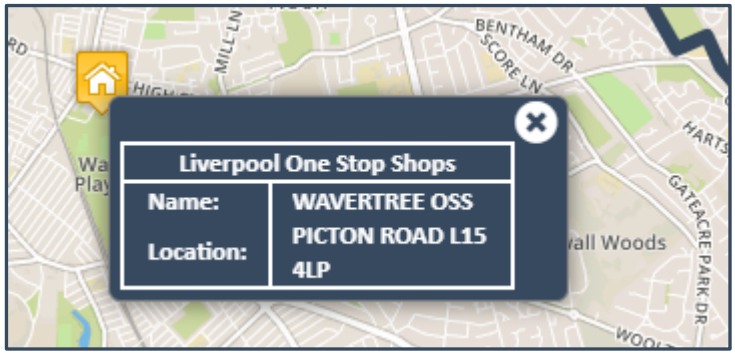


The Data Table and map will now update to only show the records that meet the SQL qury.

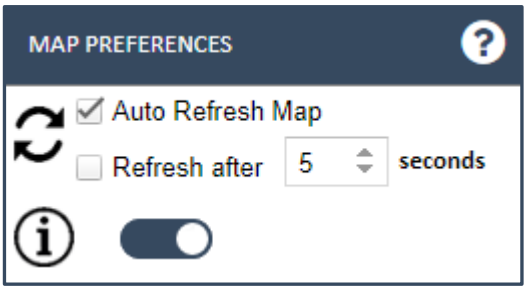


Information Bubbles

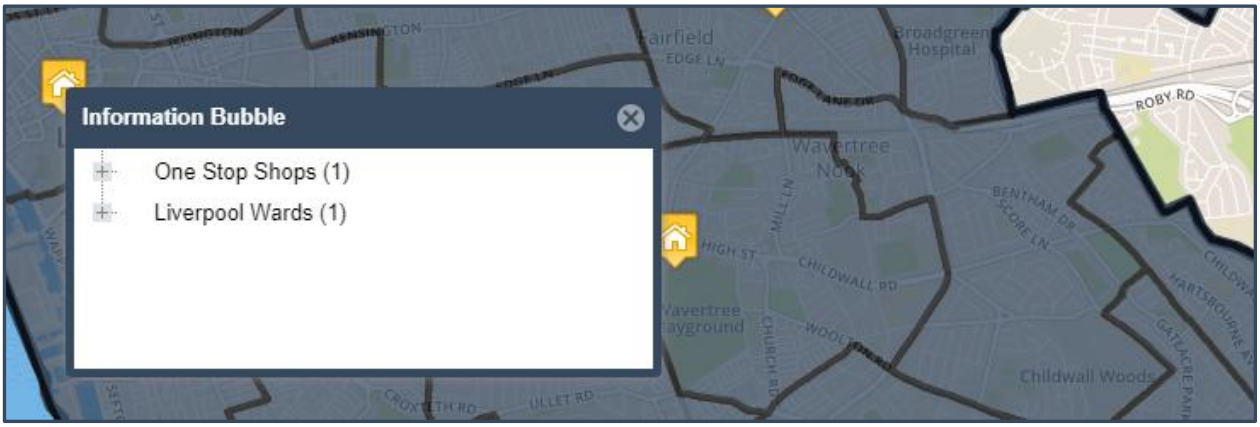
In addition to the Data Table, users can view information about data layers using an Information Bubble. Simply display a layer e.g. Schools or Leisure Centres and then **left click** on any map feature to show the Information Bubble. Information Bubbles can be moved around the map by simply clicking and dragging.



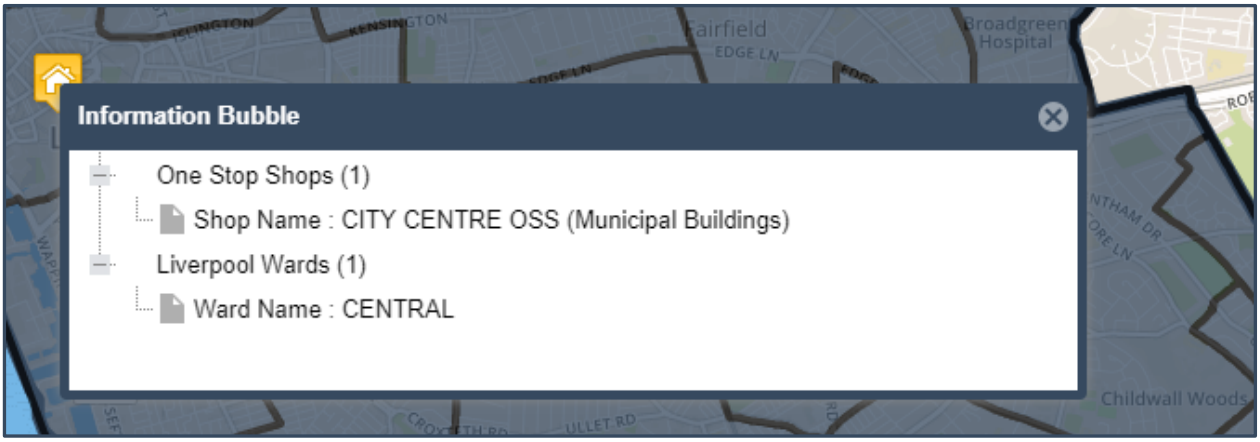
The Information Bubble can either work when you click on a feature or when you hover over a map feature. This is controlled using the **Toggle Bubble** button found in the **Map Preferences tool.**



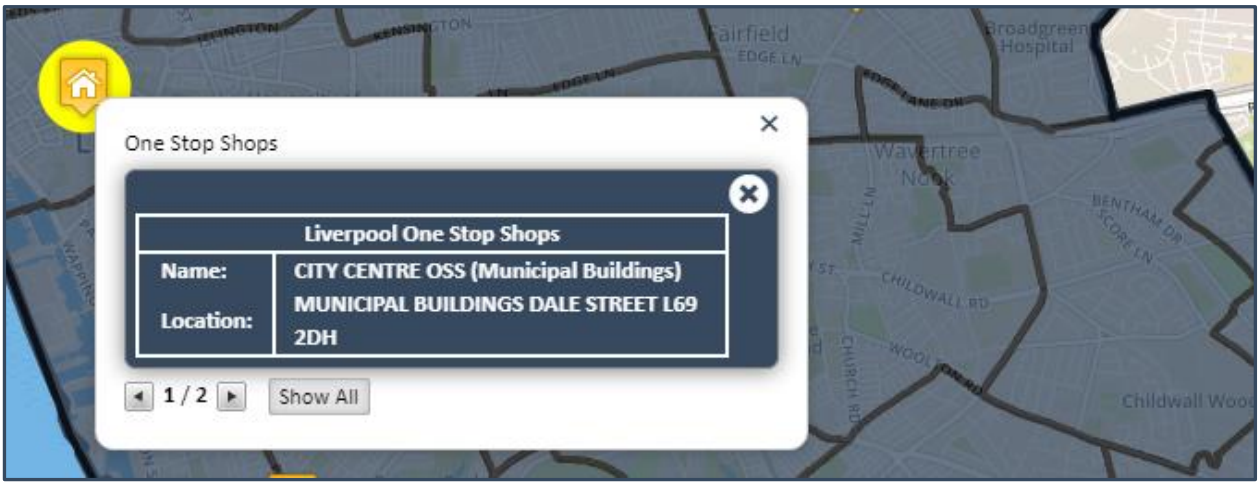
If you have **multiple Data Layers** visible in the map window, the Information Bubble will allow you to click once in the map and an **Overview Information Bubble** will appear which will list each of the Data Layers at that location and provide a count of the records in each layer, shown in brackets:



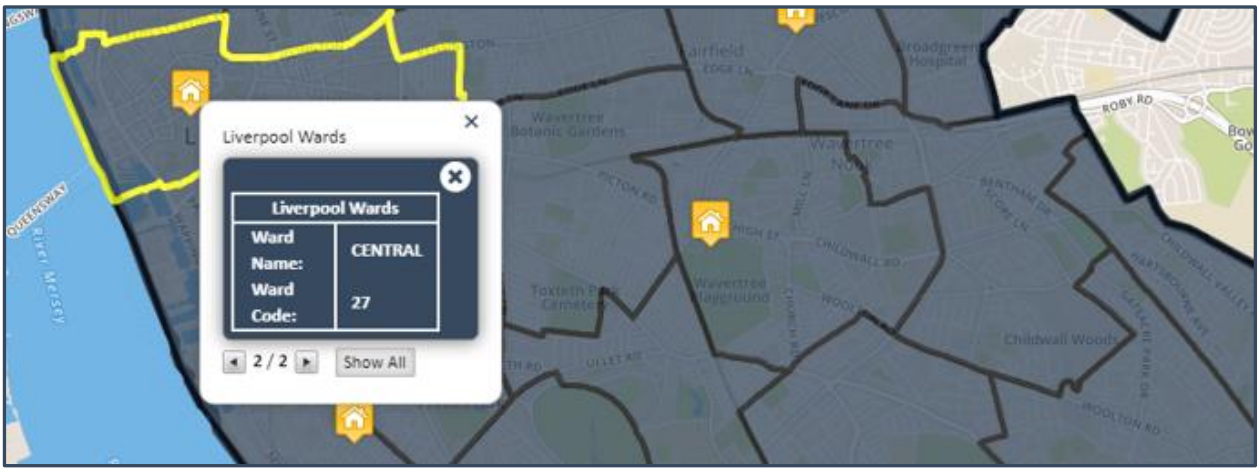
By clicking the **plus button**, you open the list of records for that Data Layer e.g. the Wards or Schools. Now in the Overview Bubble you can see the name of that record.



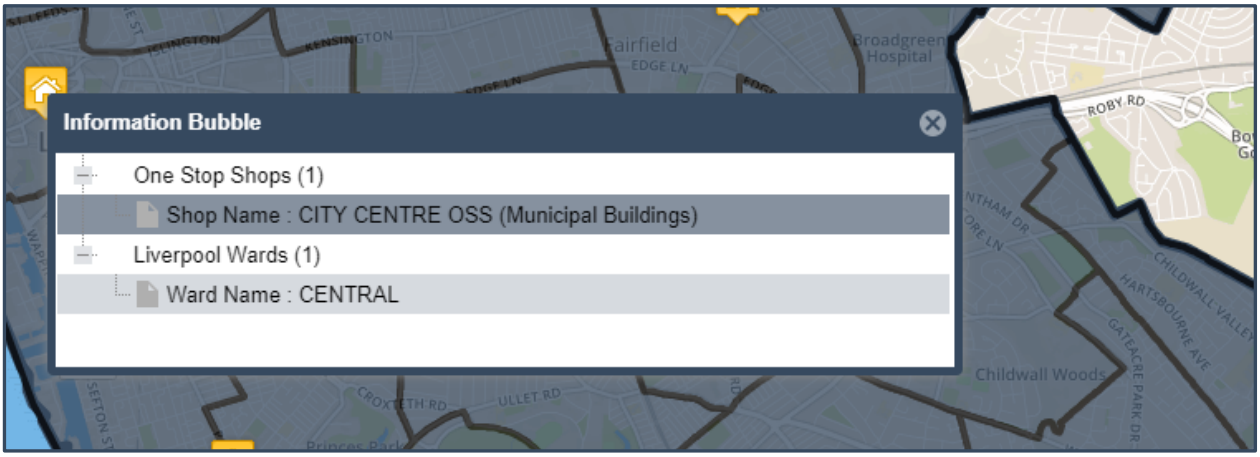
Then by simply clicking on the name you open up the individual Information Bubble to see the other attributes and the map feature will also be highlighted in yellow.



At the bottom of the Information bubble will still be listed the number of map features at the chosen location and at the top of the bubble will be the name of the Data Layer currently being displayed in the bubble. By clicking the **right arrow,** you can then switch between the Information Bubbles for each feature.



At any time, you can return to the Information Bubble Overview by clicking the **Show All** button.



5.0 Main Toolbar Tools

At the top of MapThat there is the Main Toolbar which provides access to the most commonly used tools.

Go Home Tool

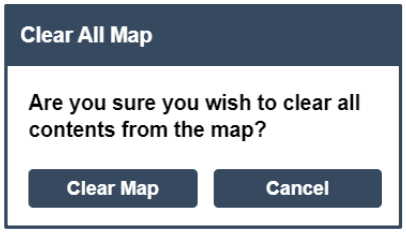
Use the **Go home** tool located on the **Main Toolbar** above the map, and your map will re-centre itself at the chosen start position, e.g. the UK or your local authority boundary.

Map Links – Google StreetView and Earth

Click the person icon to activate **Google StreetView** or the globe icon to activate Google Earth and then click anywhere in the map to activate the link. A new window will open showing that location in either Google StreetView or Google Earth.

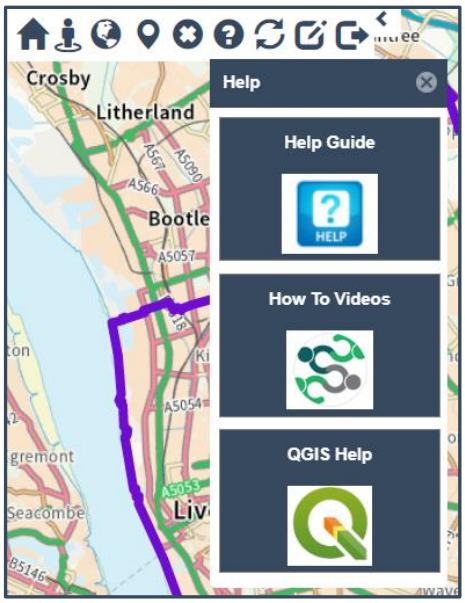
Clear All Map Tool

Using the **Clear All Map** tool will clear any layers and/or information bubbles that have been turned on.

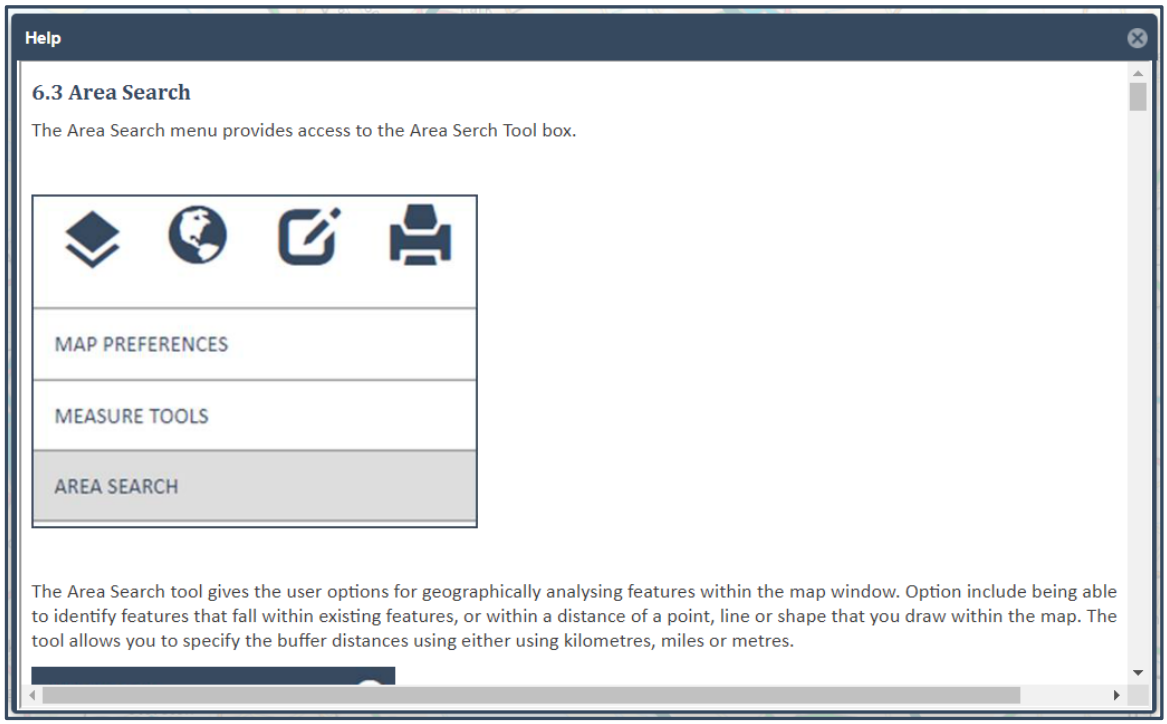


Help Tool

The **Help** tool provides a link to online help material, such as online user guides and help videos. To close the Help window simply click the X in the top right corner.

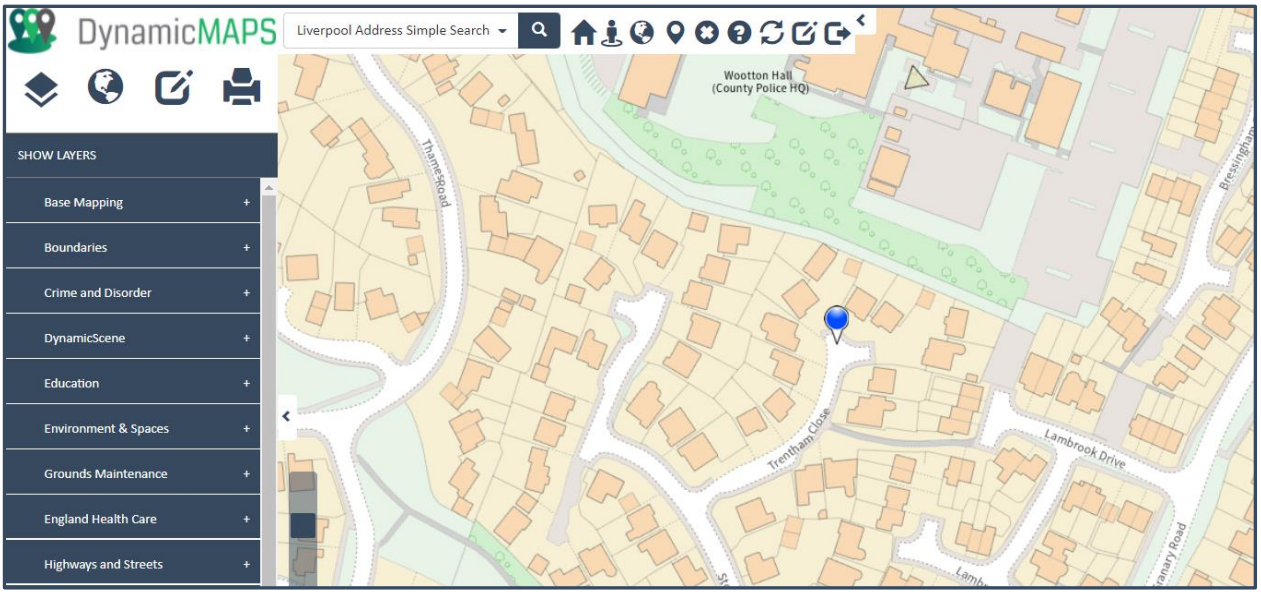


There is also tool specific help options for each menu and tool in MapThat. For example, clicking the Help icon on the Area Search Tool banner will open a floating help window which could have a help page or help video.



Show My Location Tool

Pressing the Show My Location tool will recentre the map over your current geographic location, placing a blue pin in the map centre. This is a great tool when using MapThat in the field.



Refresh Map Tool

If you do not have auto refresh switched on, then the **Refresh Map** tool will refresh the map for you. When a layer is turned on in MapThat it will only bring in the data that can be seen within the window (making it much quicker). If you navigate away from your location, then you need to choose refresh to bring in the data for that new geographic area.

Export Map to PNG Tool

MapThat has a number of printing tools for creating scale print templates. But if you want to print a very quick map, choose the **Export Map to PNG button**. This will then export the current map, including all displayed layers, to a PNG file in your downloads folder.

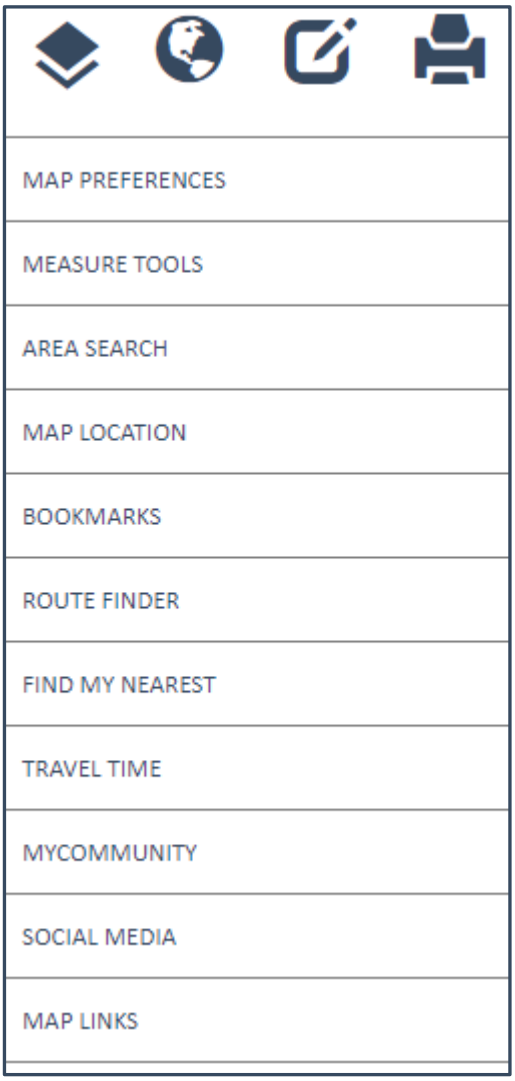
Logout Button

If you need to logout of MapThat you can use the Logout button which is located on the right-hand side of the main tool bar.

6.0 Map Tools

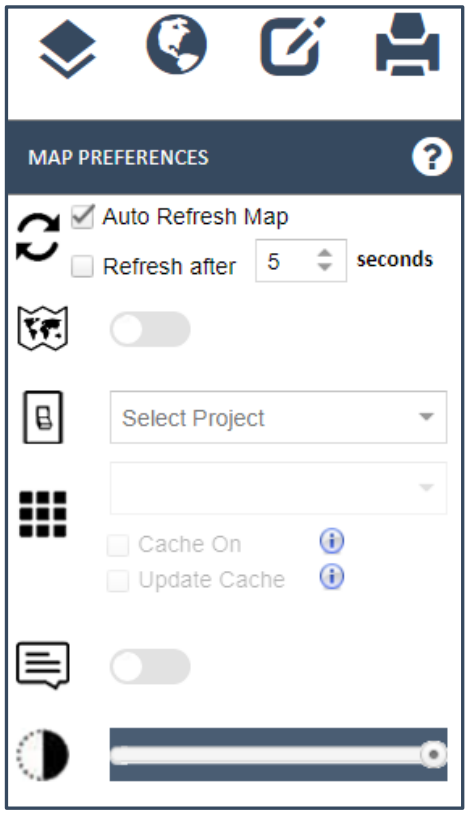
On the lefthand pane the second icon will reveal the **Map Tools.**

The Menu on the left pane will now update to show all Tools and Menus available for controlling the map.

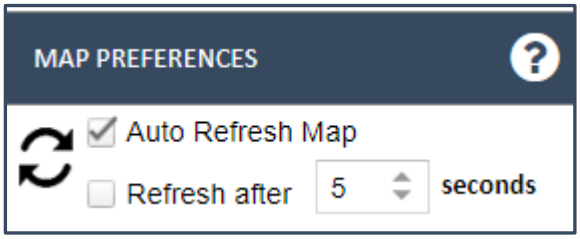


6.1 Map Preferences

The Map Preferences menu provides a collection of useful tools and settings to control how the mapping interface works for you.



Auto Refresh Tool



By default, the Auto refresh tool may either be on or off, so by switching to another option you can choose if the map layers automatically refresh as you move around the map or manually refresh using the refresh tool on the main toolbar.

This will ensure that you always see map features in your map window, but this may slow down your mapping experience.

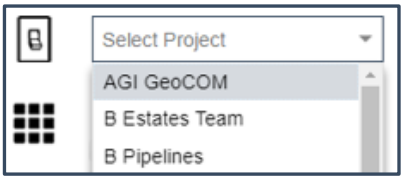
Hover Bubble

The Information Bubble can either work when you click on a feature or when you hover over a map feature. This is controlled using the **Toggle Bubble** button found in the **Map Preferences tool.**

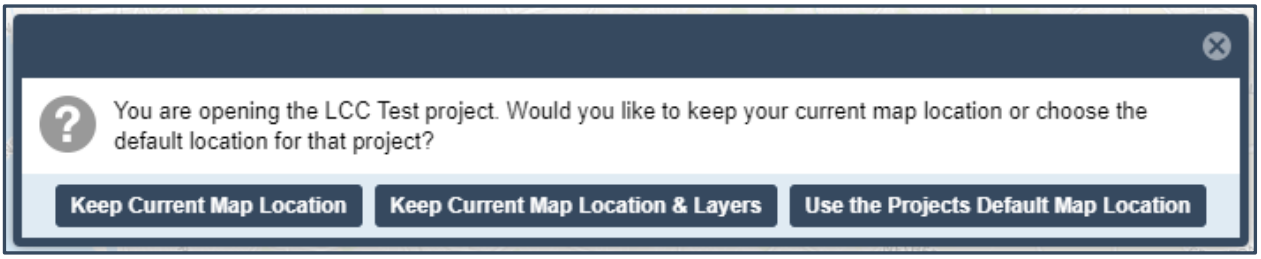
View/Hide Map Overview

This setting controls whether the Map Overview window is shown or hidden in the map window.

Change Project Tool



The Change Project tool is in the Map Tools > **Map Preferences** menu. This allows you to change the project depending on the type of data you wish to see and functions you need access to. Many users will only have one project and this tool may therefore be invisible. When changing projects, you have 3 options; you can choose to Keep the Current Map Location, Keep the Current Map Location & Layers and also choose to use the new Projects default settings.

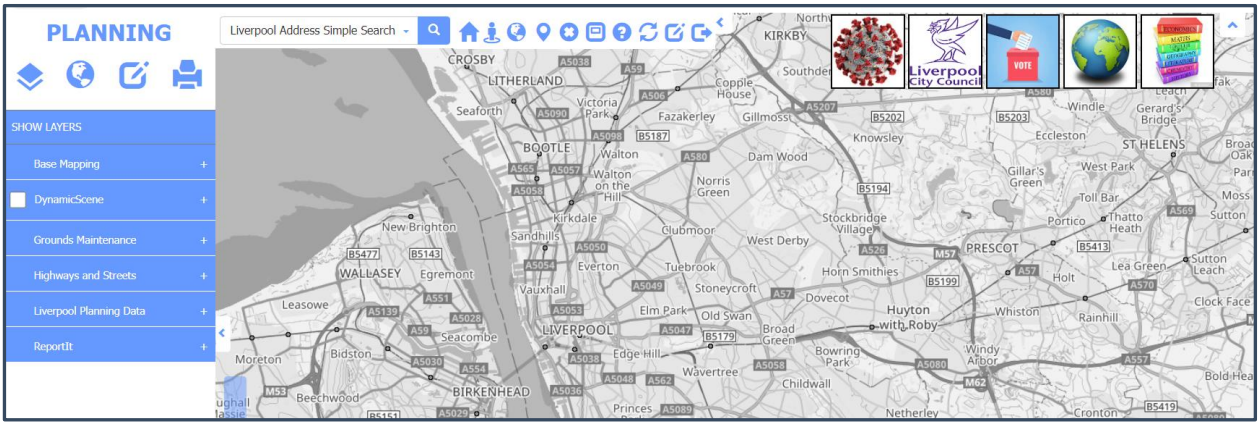


The Change Project Tool can also be activated using the **Change Project button** from the main toolbar.

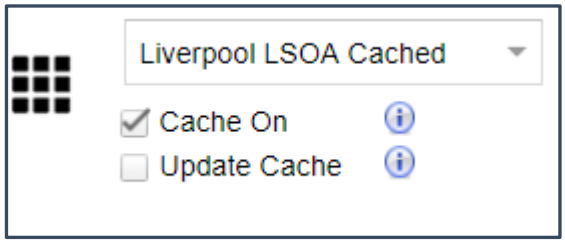
And can also be **revealed** and **hidden** from the top of the map window.

Hover over any of the Project Boxes to see the name of that Project.

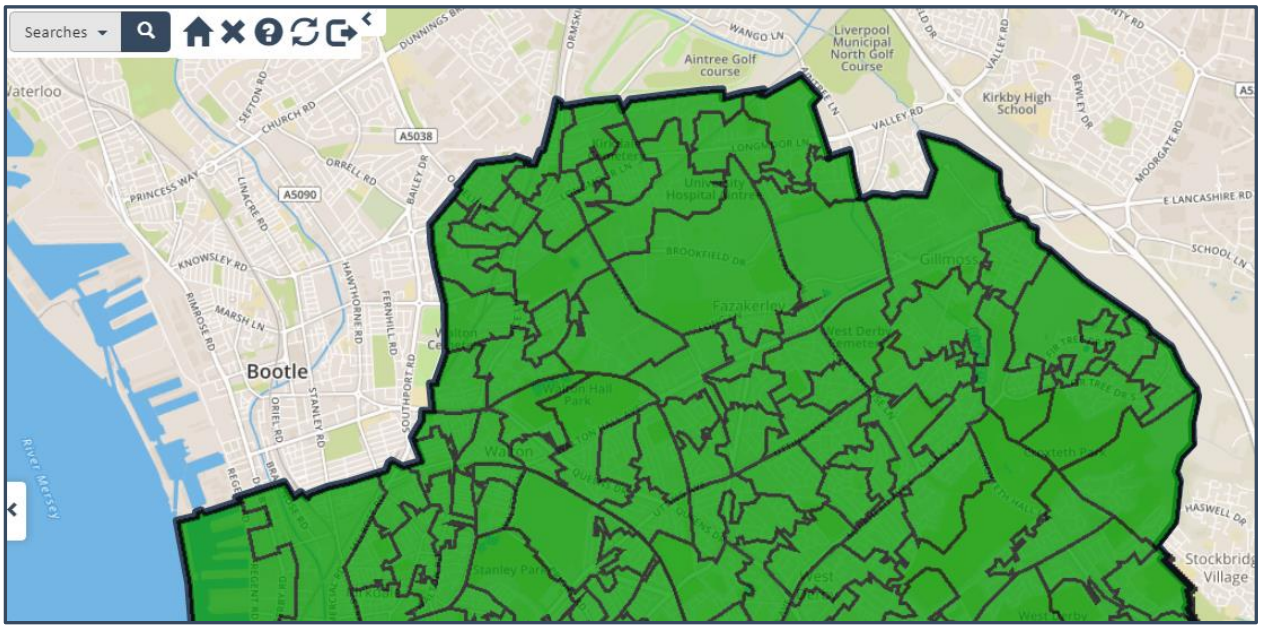
Then simply **click inside** one of the Project Boxes to switch to that Project.



Cache Tool



The **Cache** tool allows you to control how Cached layers are shown within the map window – for example the Lower Super Output Areas (LSOA's).



A Cached layer will generally be a polygon (spatial) layer that is being displayed in the map as historically cached image (.png) files. This means that their display is very fast. However, over time as the underlying geography may change, those cached images will need to be updated. Using the Cache tool, you can control whether you use the Cached tiles which have already been created for that location (**Cache On**/ticked), or whether you start to re-generate new cached tiles as you move around the map (Cache Off/unticked).

The **Update Cache Tiles** button will ignore the setting chose for **Cache On** and will instead always create new tiles for any area that you navigate to. This will mean the map will take longer to render, but you know that the shape being shown is always correct.

View/Hide Admin Message

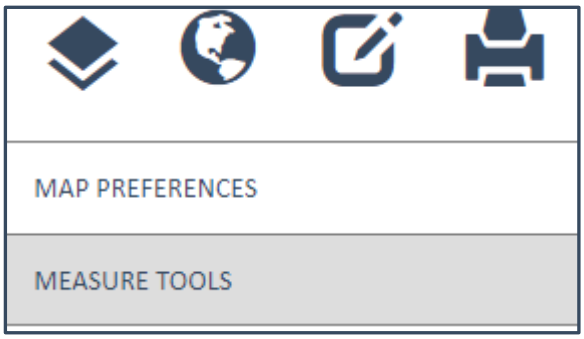
The View or Hide Admin message allows the user to hide any Administrator messages that appear across the MapThat map.

Map Opacity

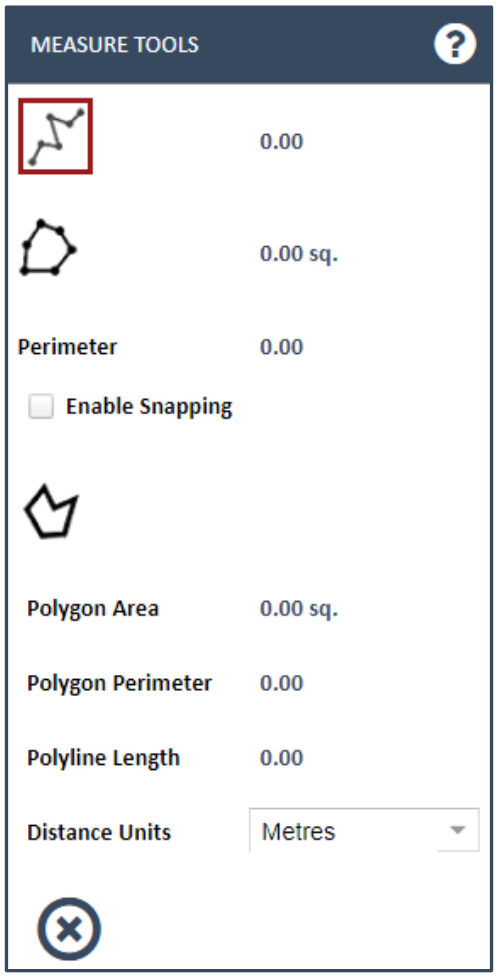
The Map Opacity Slider allows a user to change the opacity of the basemapping e.g. Aerial Imagery in order to see spatial map features more clearly.

6.2 Measure Tools

The Measure Tools are provided under the **Map > Measure Tools** menu.



The MapThat Measuring tool gives options to measure distances, areas and to change the units between Kilometres, Metres, Miles, Hectares and Acres. This tool allows the user to manually measure the distance between points in the map by clicking the cursor in the map, while using the backdrop mapping as a guide to measure existing road lengths or distance between geographic features. It also has options for snapping to map features e.g. OS Mastermap, and the ability to auto calculate the measurements for existing objects.

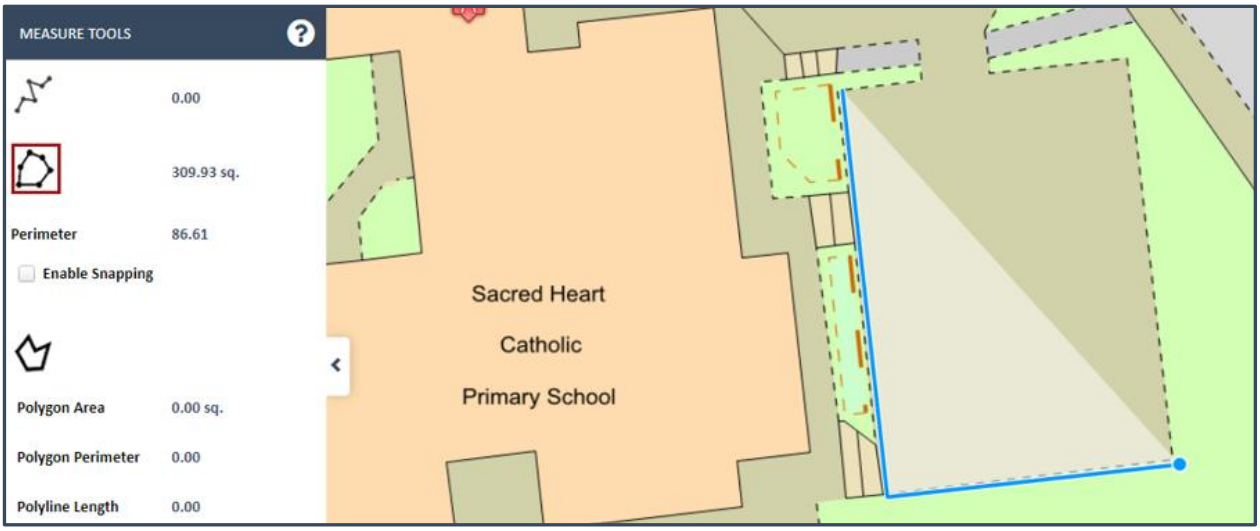


Place Multipoint Line:

Click anywhere on the map to create a line. Double click on the mouse to finish the line. The resulting length will be displayed in the selected units.

Place Shape:

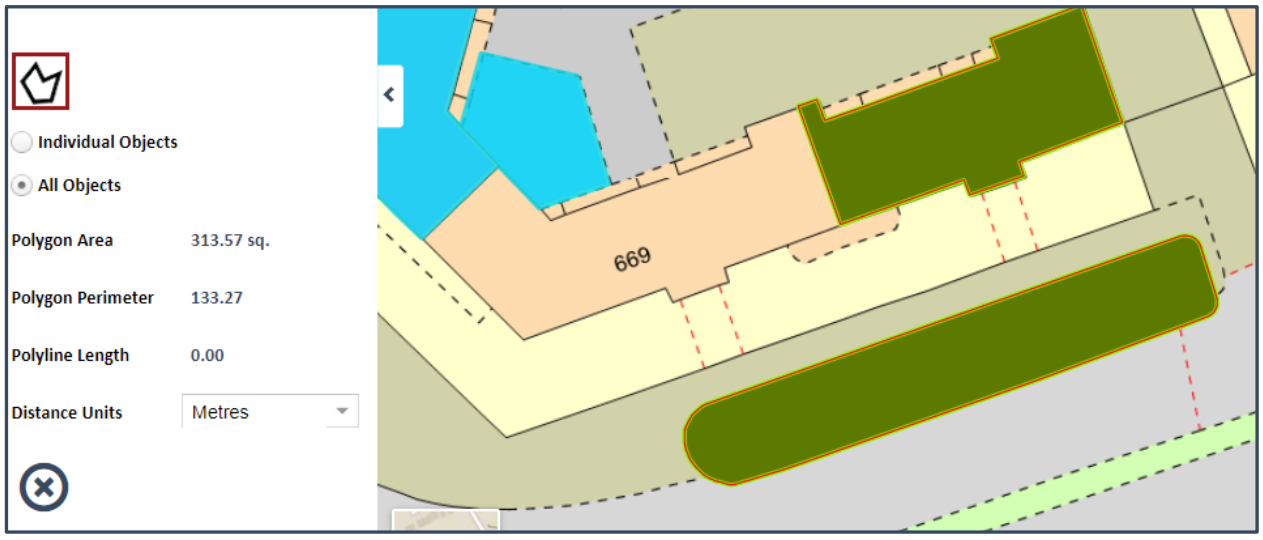
Click in the map to create a shape and calculate the area and perimeter values.



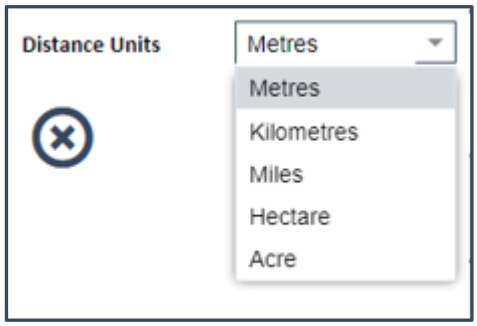
Existing Shape:

Click on a shape on the map (polygon or line) and the area and perimeter for polygons and the polyline length for lines will be calculated. The default option is to measure the area of **Individual** features, which means if you select another feature the area is recalculated for that individual feature.

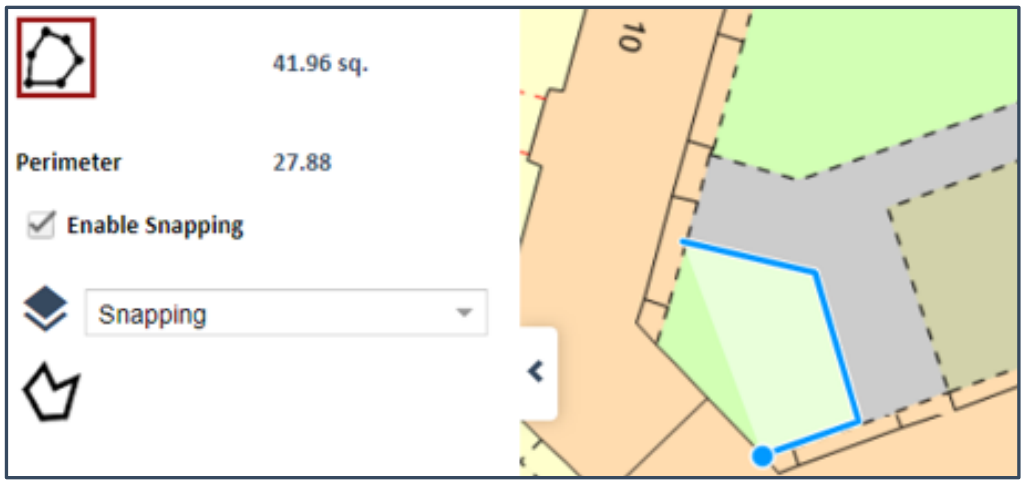
Changing the option to **All Objects** then allows you to select more than one shape at the same time, and the Measuring tool will calculate their cumulative area.



If require you can change the distance units used to be Metres, Miles, Hectares, Acres and Kilometres.

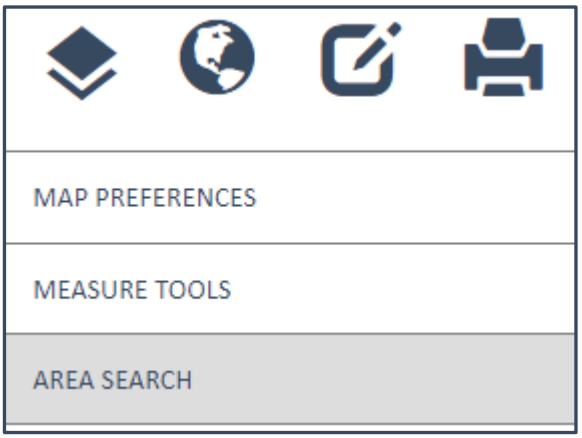


Finally, for accuracy you can tick the **Enable Snapping** option to snap to existing features e.g. OS Mastermap so that as you draw the measure line you can snap to roads and buildings etc…

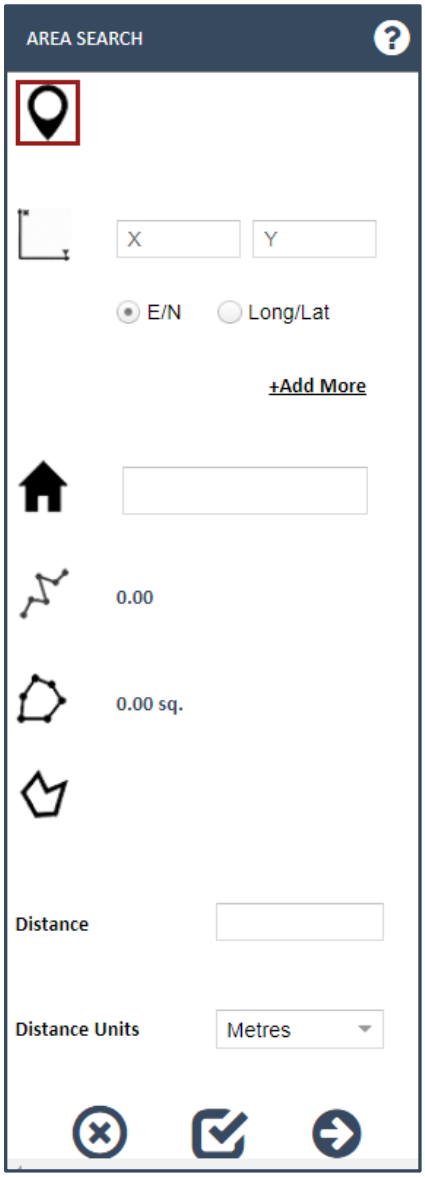


6.3 Area Search

The Area Search Tools are provided under the **Map > Area Search** menu.

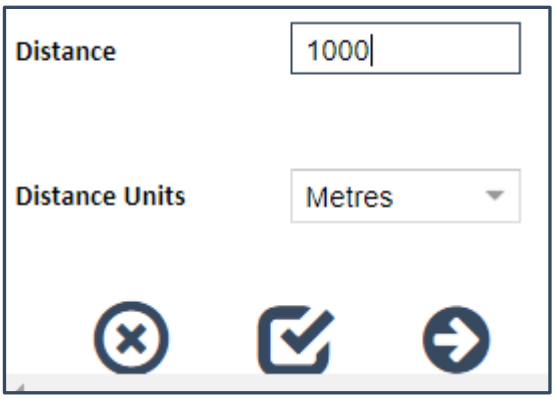


The Area Search tool gives the user options for geographically analysing features within the map window. Option include being able to identify features that fall within existing features, or within a distance of a point, line, or shape that you draw within the map. The tool allows you specify the buffer distances using either using kilometres, miles, or metres.

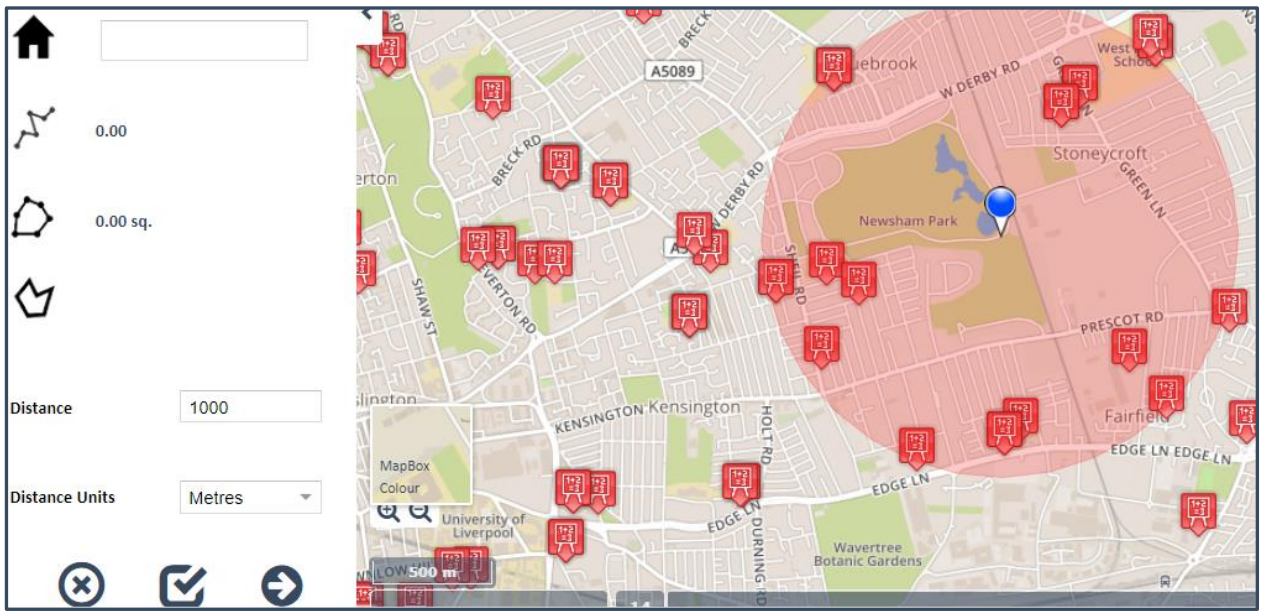


Place Point:

Choose the **Place Point** option and then left click in the map to choose an origin location and then define the **distance e.g. 1000 metres** for a buffer from that point.

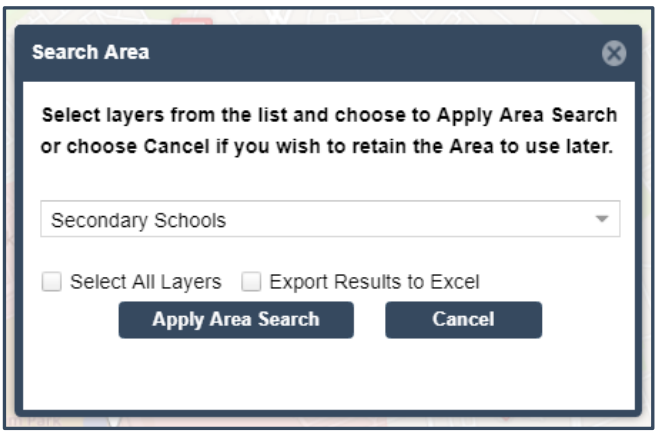


Pressing the **Confirm Area** button will then draw a buffer is then drawn in the map at 1000m radius from the chosen location.

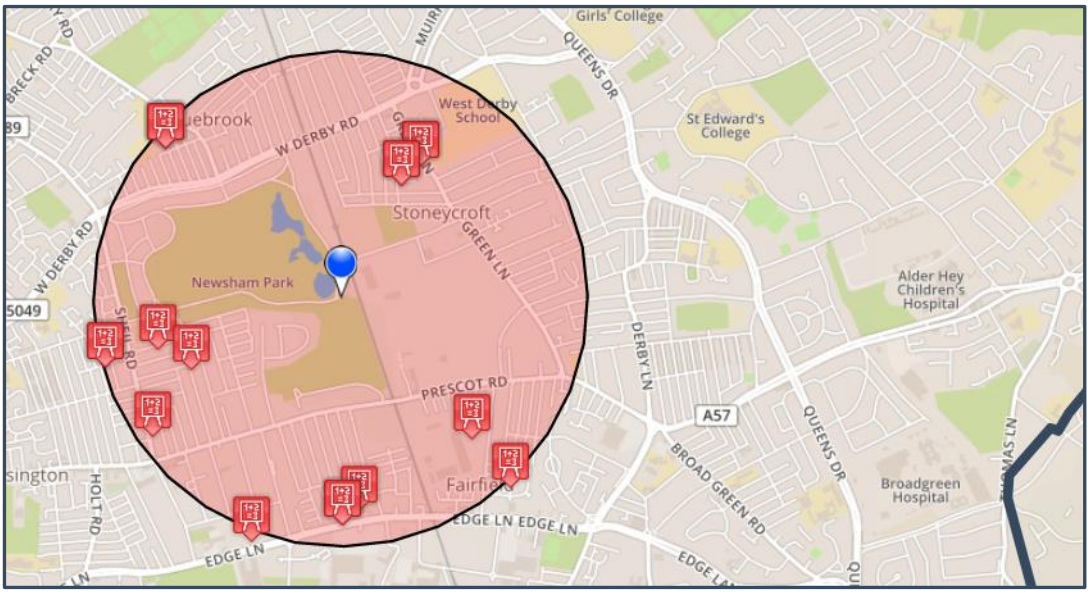


By then choosing the Apply Search Area button, you can choose to apply the buffer object to any layer within MapThat, e.g. to find the Schools within the 1000m buffer.

The Apply button will provide you with options to export one layer, a list of layers, all layers and also options for exporting the results directly to an Excel document.



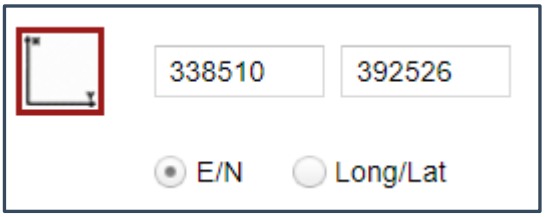
Once applied the Schools in the map will then be filtered to only show those within the buffer area.



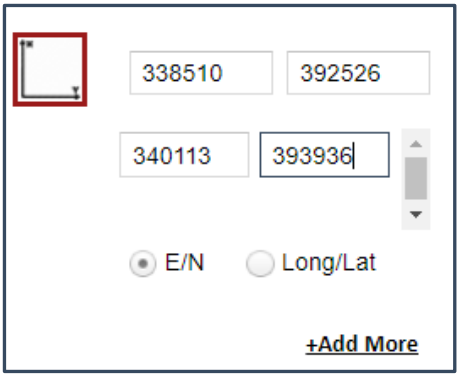
Create Point using X&Y

Using a pair (or many sets of) known coordinate/, either using Easting/Northing or X&Y, you can also generate buffers around a point in the map.

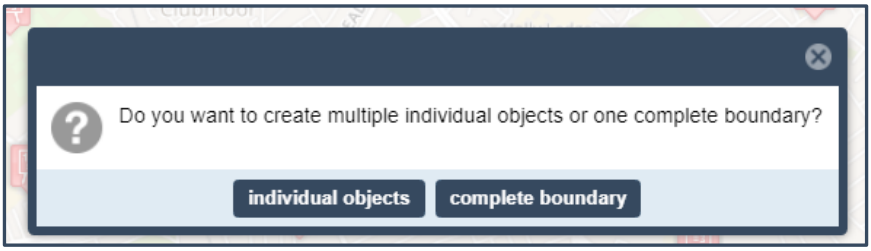
You can add one pair of coorcinates

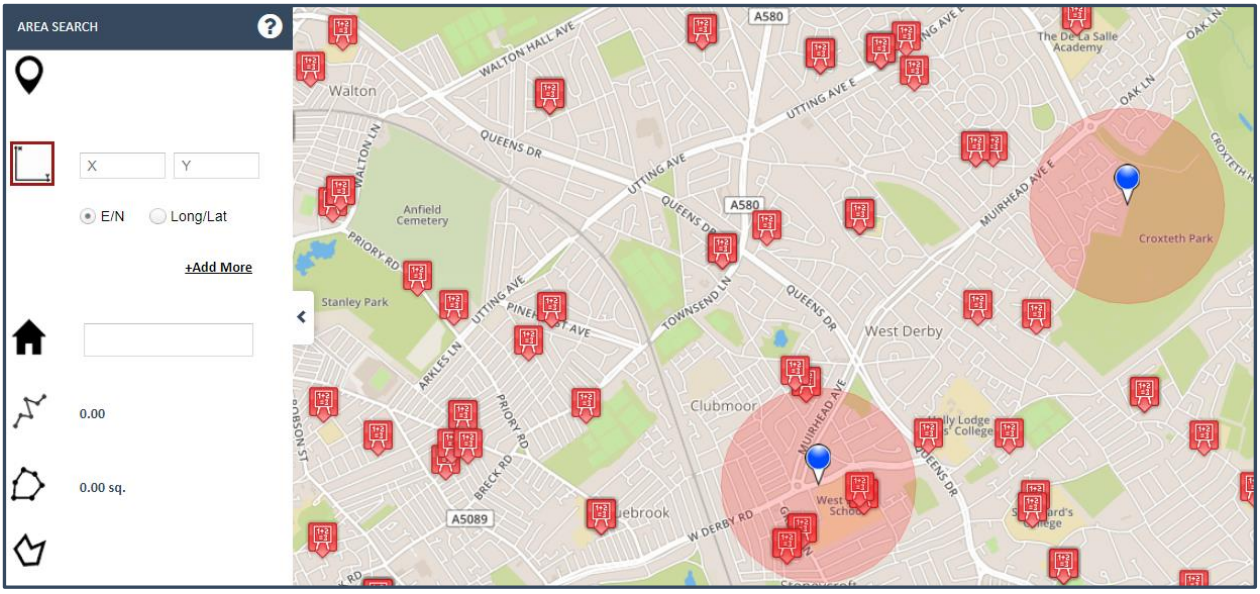


Or a set of coordinates to create multiple buffers.



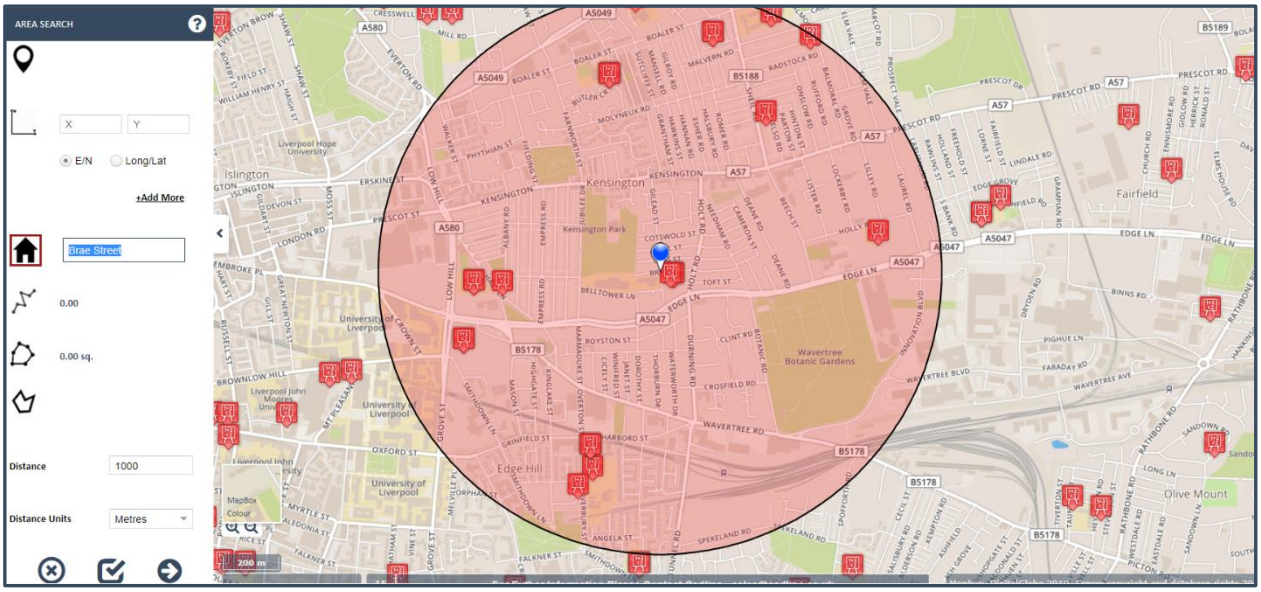
If creating multiple buffers, you can choose to either have individual or merged buffer objects.





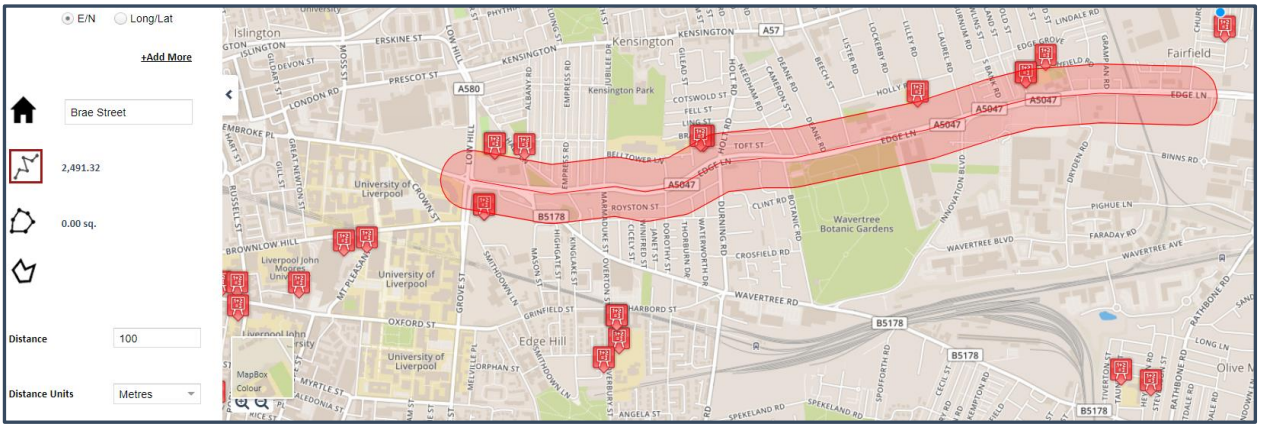
Address:

As well as simply clicking in the map to define an origin you can also type an address to start the search from that location. Once the buffer has been confirmed and applied you can select features falling inside the buffer object.



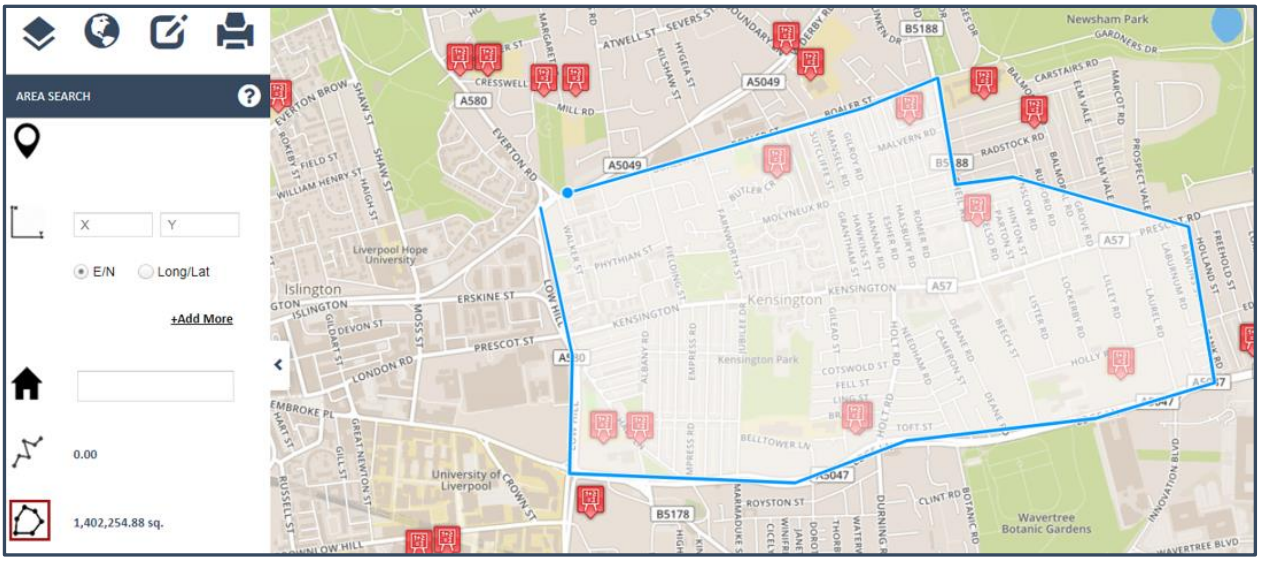
Create Multipoint Line:

Click anywhere on the map to create a line. Double click on the mouse to finish the line. The resulting length will be displayed in the selected units. Once the buffer has been confirmed and applied you can select features falling inside the buffer object.



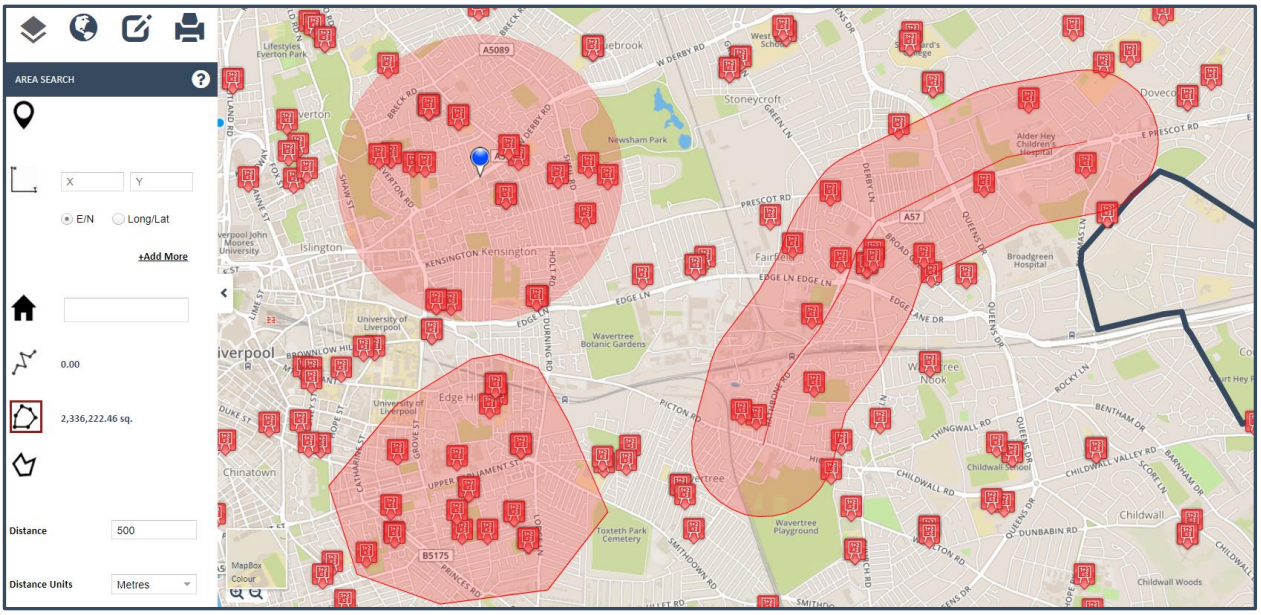
Create Shape:

In addition, you can simply draw a shape in the map window by left clicking to define the boundary and double clicking to end the shape.



Create multiple Areas:

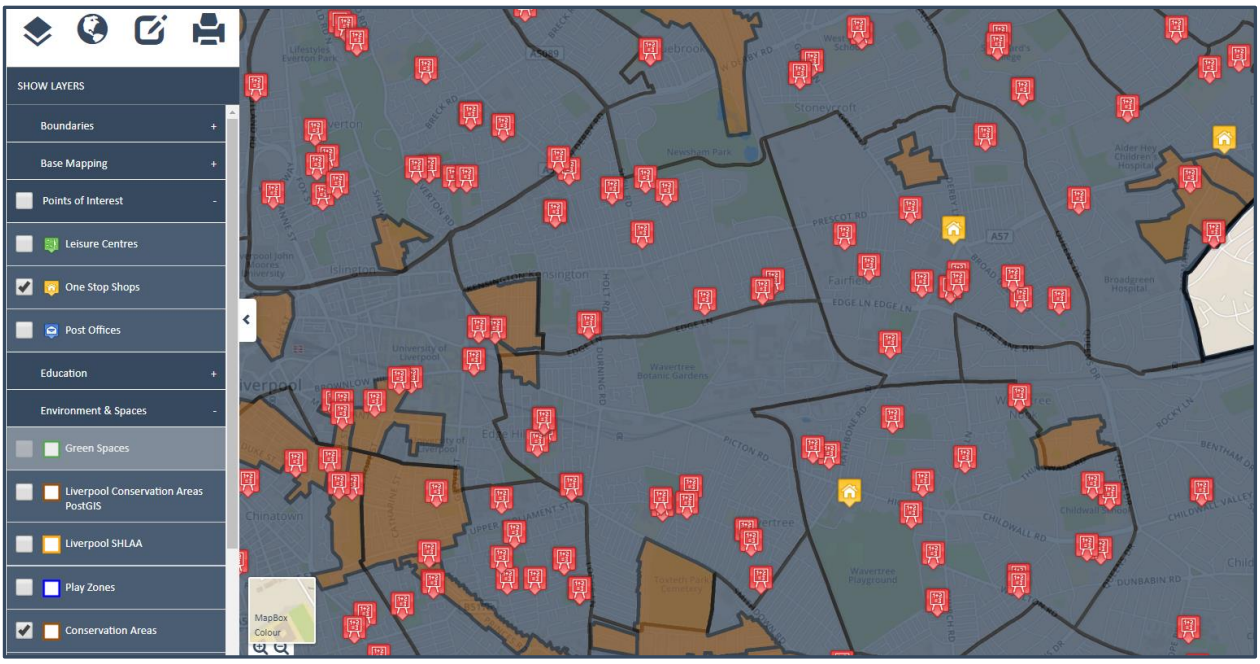
Instead of just creating one Area Search, you have the option to create multiple search areas. For example, you can create a point buffer, multipoint line buffer and also create your own shape.



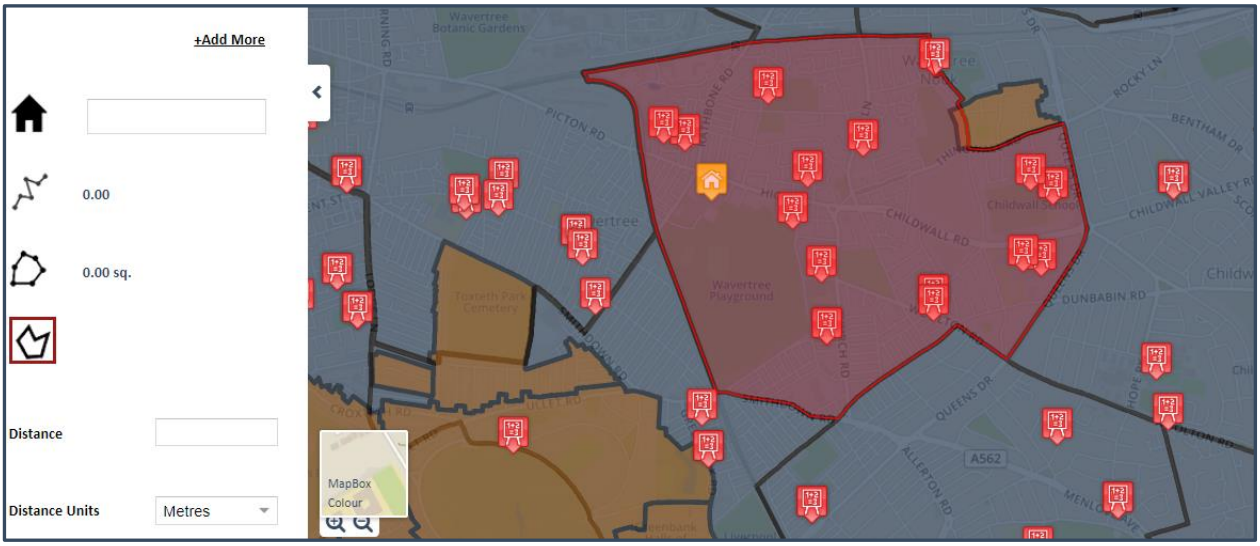
Existing Shape:

By using an existing shape, it is possible to select features from a Data Layer that fall within/intersect the boundary of another layer. For example, you can select the School features that are within a specific Ward boundary.

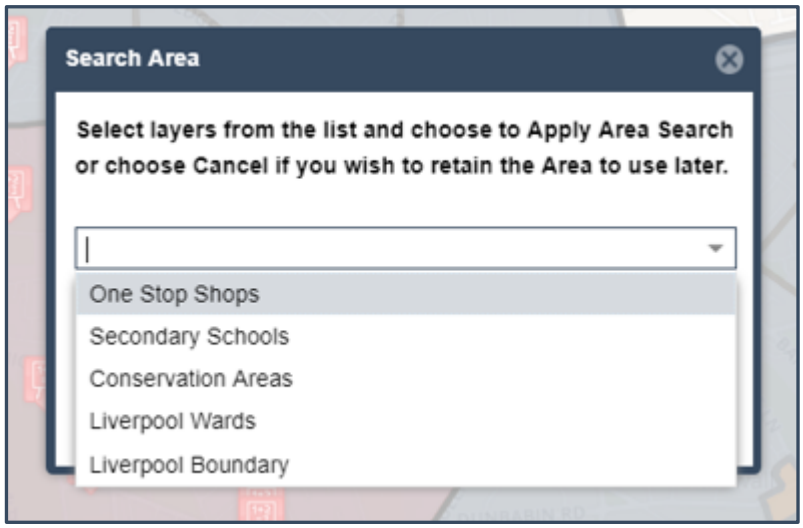
By choosing to display the multiple Data Layers e.g. – Schools, One Stop Shops and Conservation Areas you can also filter features from multiple map layers.



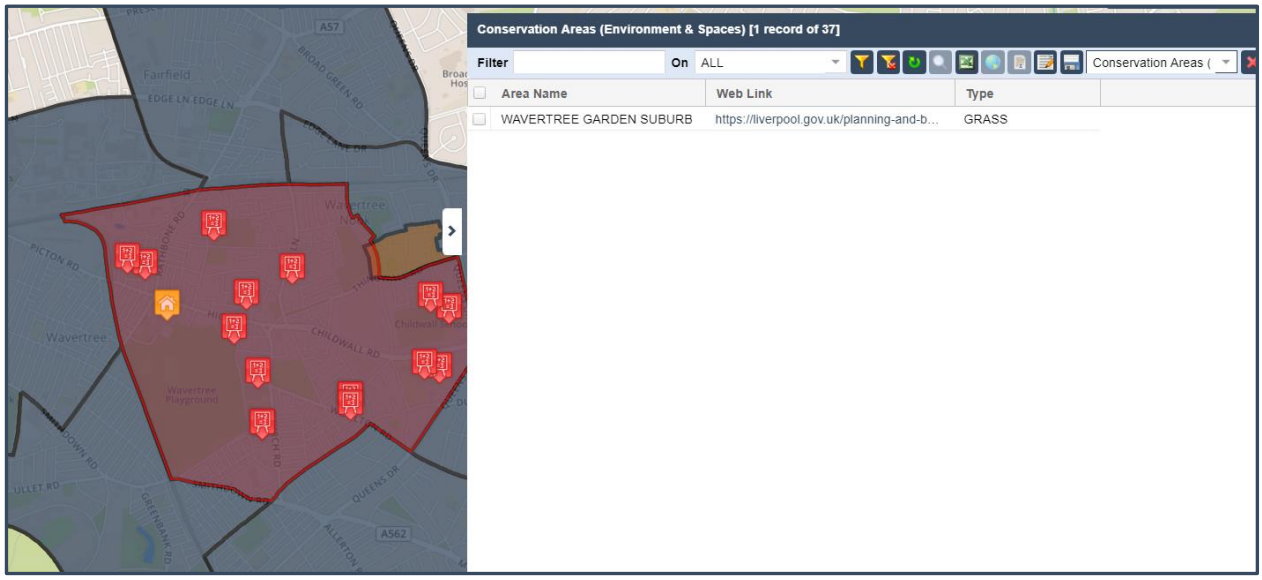
Using the Area Search tool, choose Use **Existing Shape** and from the map window select one of the Ward boundaries.



Finally choose **Confirm Area** and then **Done** to apply the Search Area. Then apply the Search Area to the **Schools, One Stop Shops and Conservation Areas**, by selecting them manually or clicking Select All Layers.

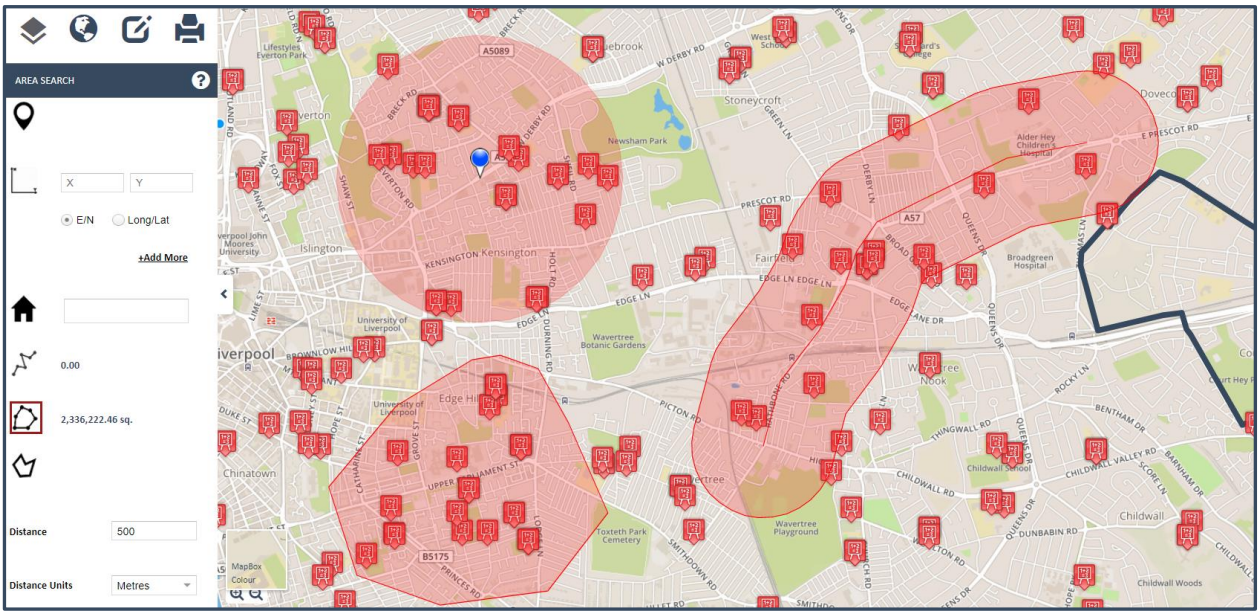


The features in the map and the Data Table will now be filtered to only show those that fall within the chosen Ward boundary.



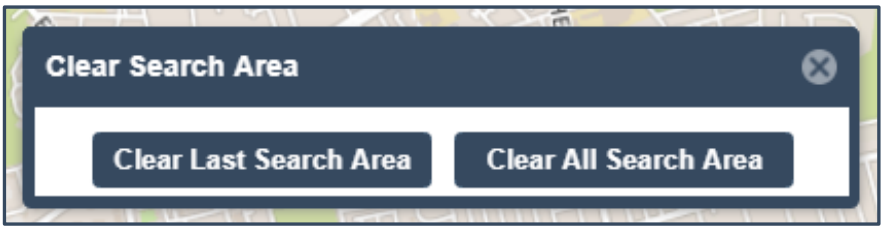
Clear Search Area:

The Area Search Tool allows you to create multiple Search Areas at one time. If, however, you have created a Search Area that you wish to remove, then you can choose the Clear Area button. For example, below we have created 3 Search Areas – a simply point buffer, a line buffer and an irregular shape buffer.



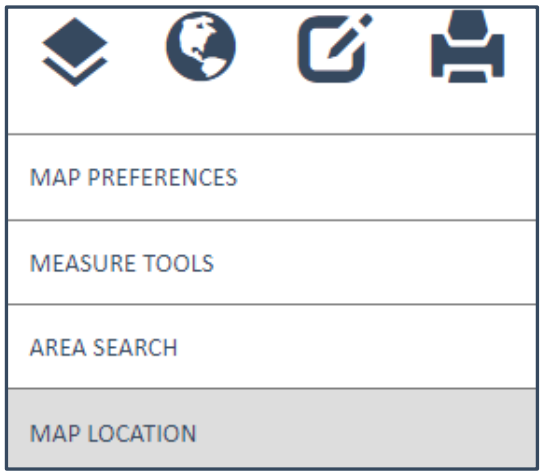
To remove a Search Area, choose **Clear Area.**

You now have the choice to either Clear the Last Search Area or to Clear All Search Areas. We will choose to Clear the Last Search Area. Now notice how the 3rd Search Area has been removed from the map.

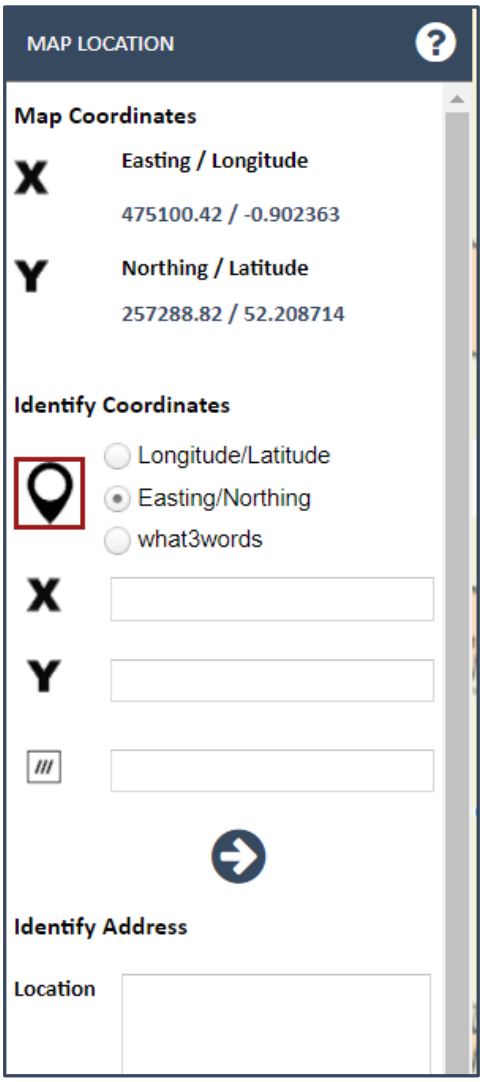


6.4 Map Location

The Map Location Tools are provided under the **Map > Location** menu.



The Map Location menu provides three options, **Map Coordinates**, **Identify Coordinates** and the **Identify Address** Tool.



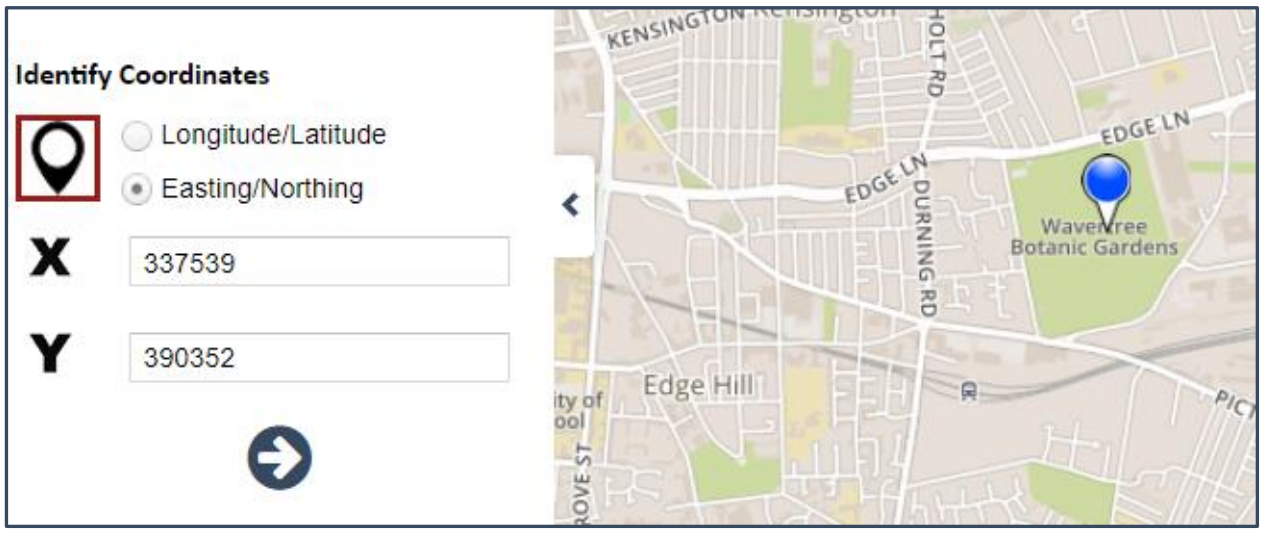
Map Coordinates:

The Map Coordinates tool shows the user the coordinates of the current cursor location. The tool will display the coordinates in both Easting and Northing and Longitude and Latitude.

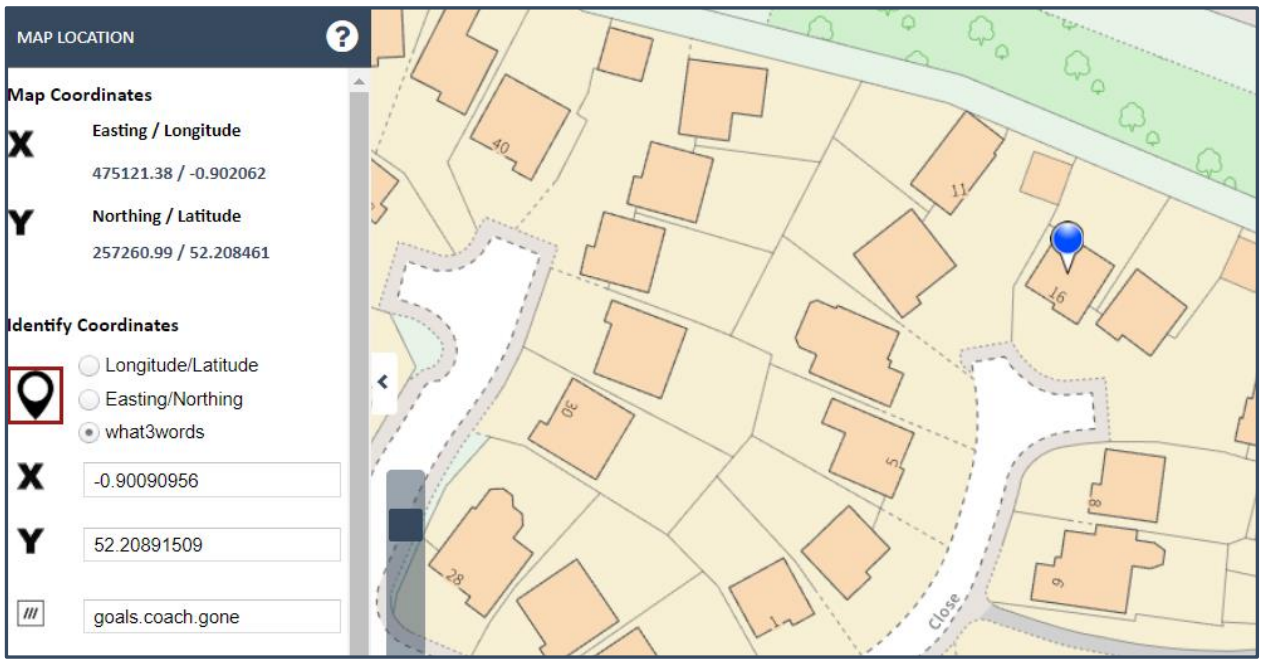
Identify Coordinates:

The Identify Coordinates tool allows the user to click in the map window to identify the coordinates of a chosen location.

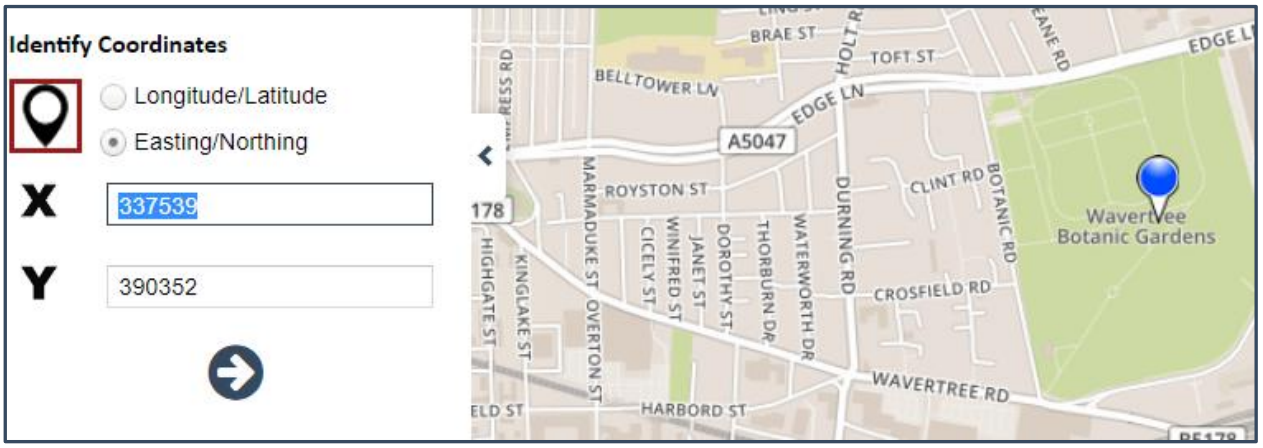
- **Click in the map:** click anywhere in the map window and the coordinates will be shown either in Long/Lat or OS Easting/Northing.



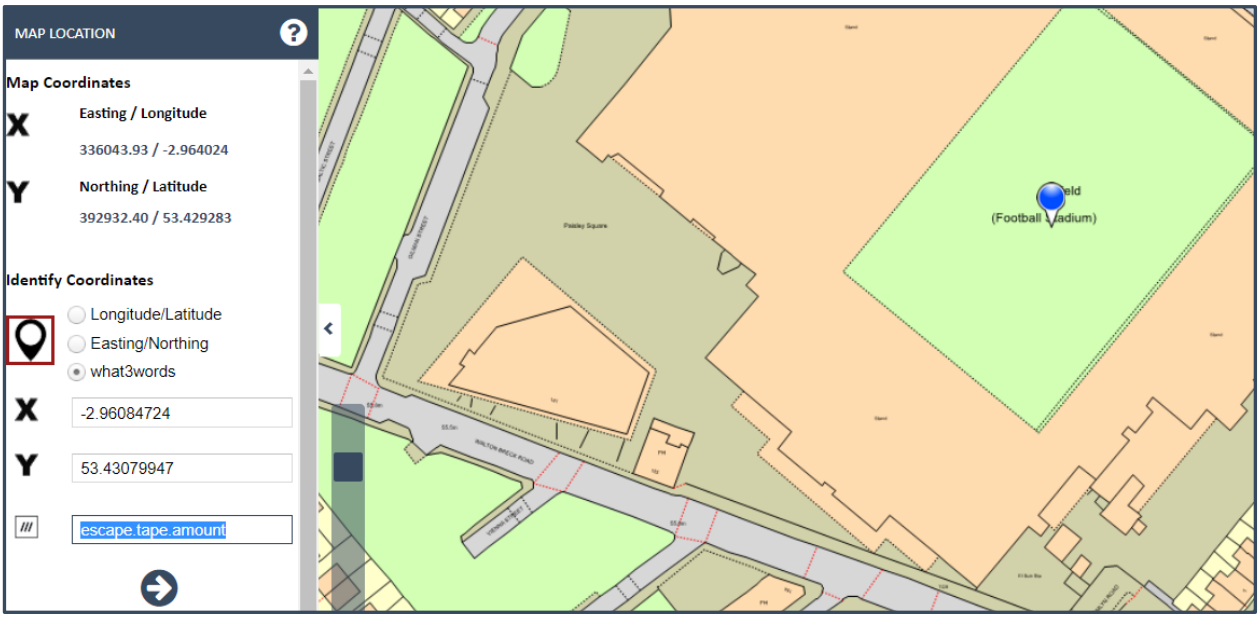
In addition to Long & Lat and Easting & Northing, you can choose the **what3words** option and when you click in the map it will return the 3 words for that w3w location.



- **Find a location:** type a new set of coordinates and by pressing **Go (Arrow)**, the map will automatically pan to the chosen coordinates.



You can also **type a w3w location** and pressing the **Go Arrow** will re-centre the map over that w3w location.



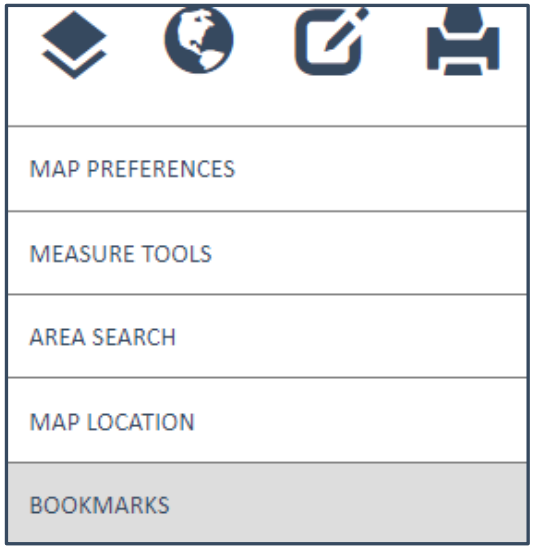
Identify Address:

The Identify Address Tool will show the **google address** for the location as you click in the map. This tool is very useful if you don't have a Local Land and Property Gazetteer.

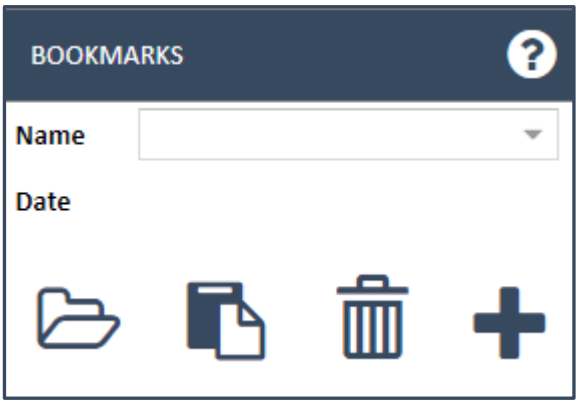
If revealed in the Map location tool, you can also **identify the w3w location** for any location in the map.

6.5 Bookmark Tools

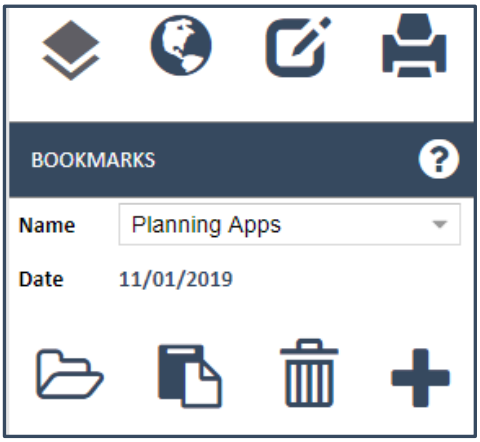
The Bookmark tool is provdied under the **Map > Bookmarks** menu.



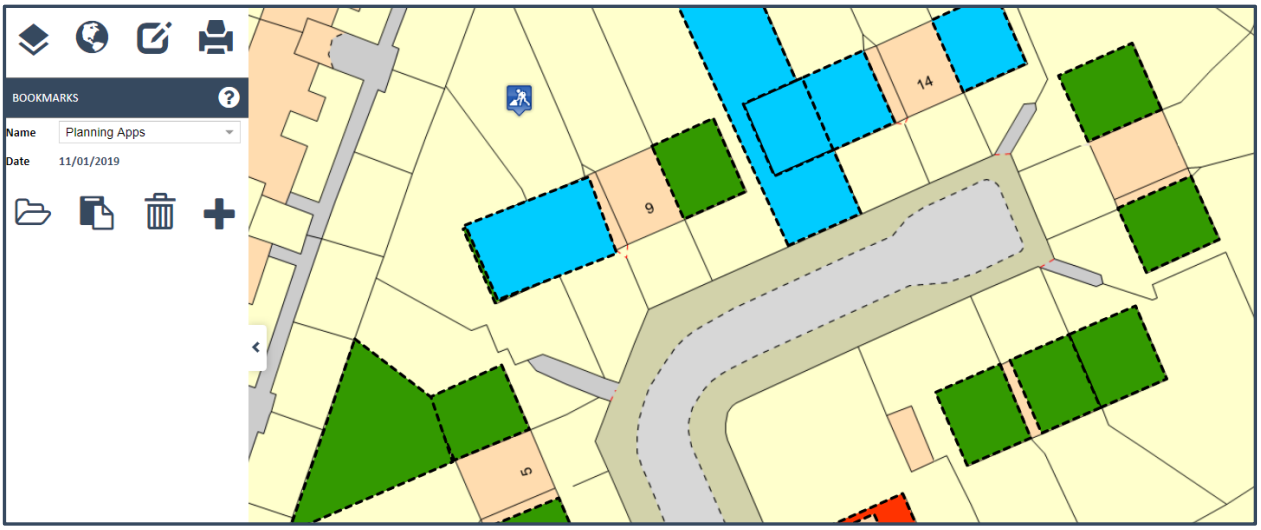
The Bookmark tool allows you to zoom the map to any location by choosing from a list of saved bookmarks.



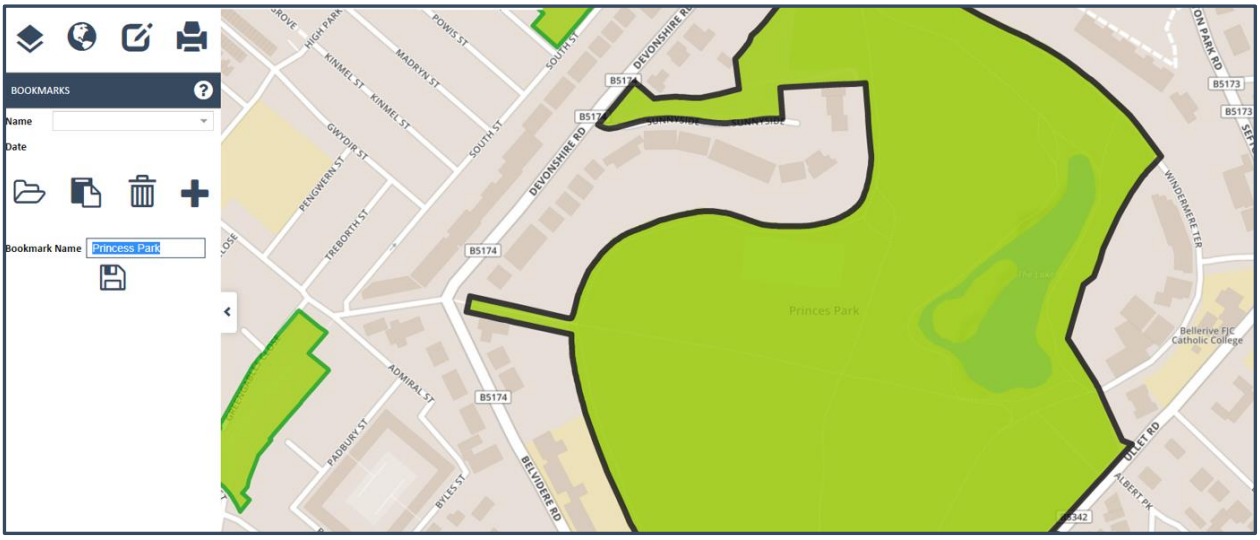
To open the bookmark, simply choose from the dropdown list and press the **Open Bookmark** button. The map will then recentre over that saved location.



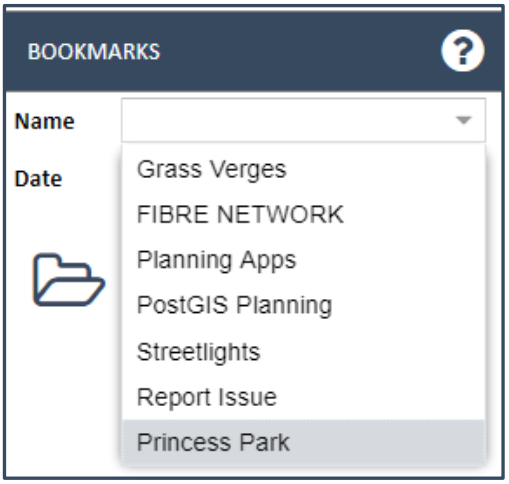
The map now recentres over the chosen bookmark.



To create a **new bookmark,** simply re-centre the map over your chosen location and press **Add Bookmark**, then type a name for the new bookmark.

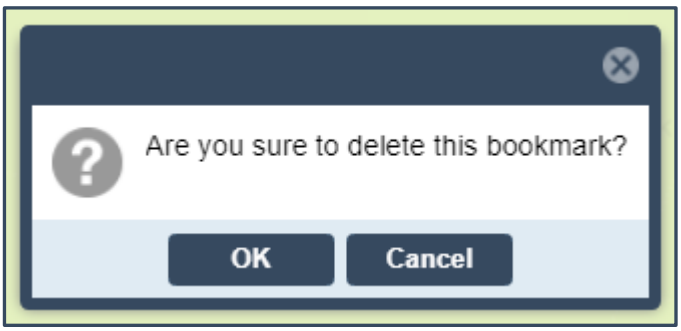


Then press the **Save Bookmark** button and the new Bookmark will be added to the list of available options.



To delete a bookmark, simply press **Delete.**

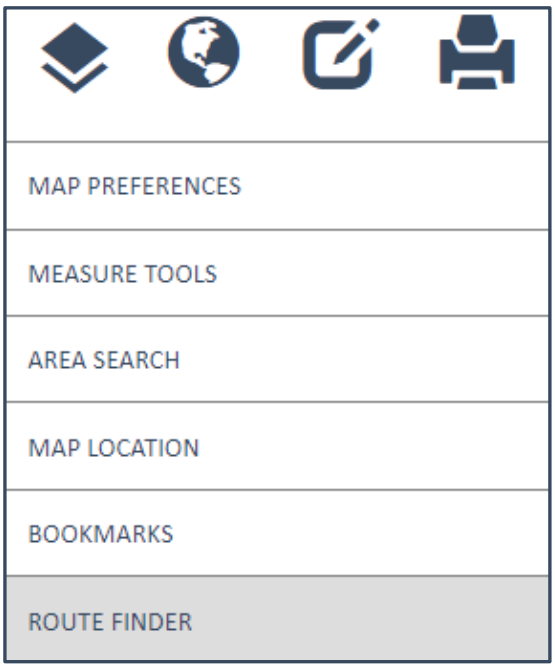
You will be asked to confirm if you wish to delete the chosen bookmark. If you choose **OK,** then the bookmark will be deleted.



Finally, you can also have the option of **copying the map to clipboard** which you can then email to colleagues in order to share your chosen maps.

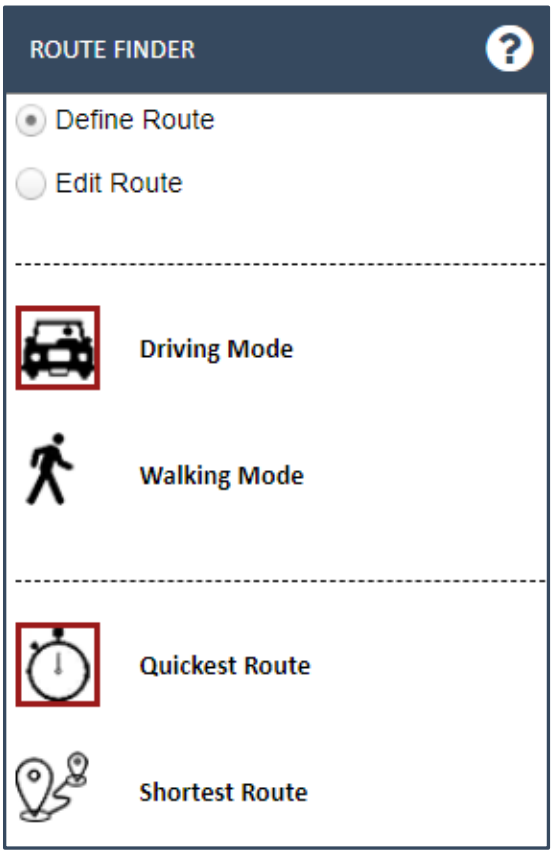
6.6 RouteFinder Tool

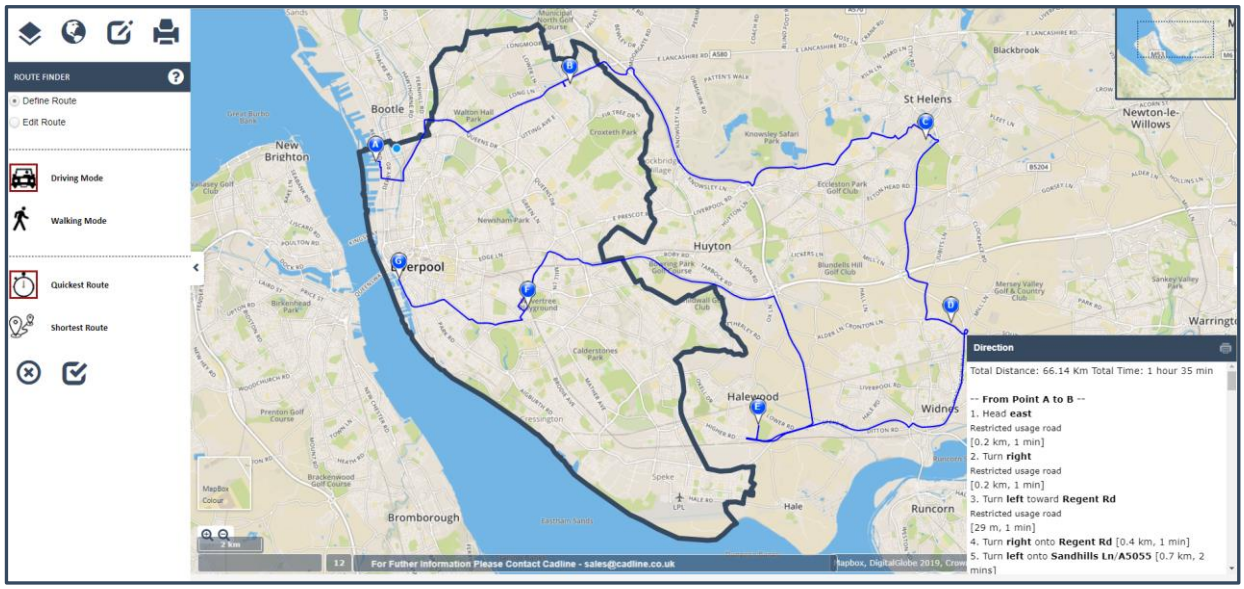
The RouteFinder Tool is provided under the **Map > RouteFinder** menu.



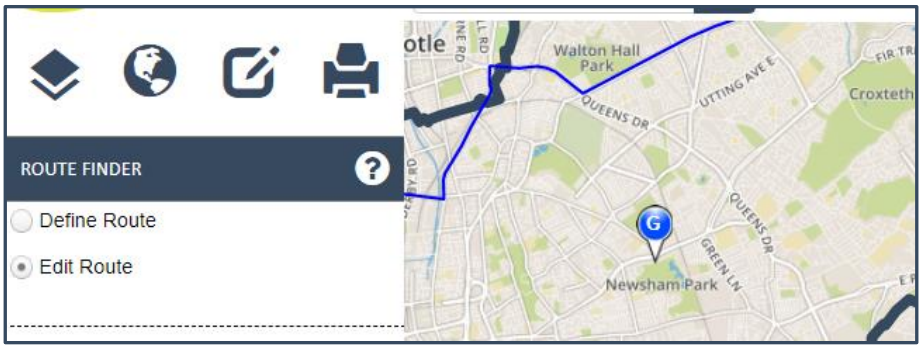
The tool allows a user to;

- **Define Route:** The RouteFinder tool allows you to define a series of Waypoints (stop locations) by clicking in the map window. The Way points can be edited (moved) once added so that you can change the route to be calculated.
- **Route Mode:** The tool allows you to generate routes using either driving mode or walking mode.
- **Route Type:** Finally, you can decide to generate the quickest (time based) or shortest (distance based) route.
- **Calculate Route:** Once you have defined the waypoints, the route mode and then route type press **Calculate route** and RouteFinder will generate the optimum route as well as create directions for travel.

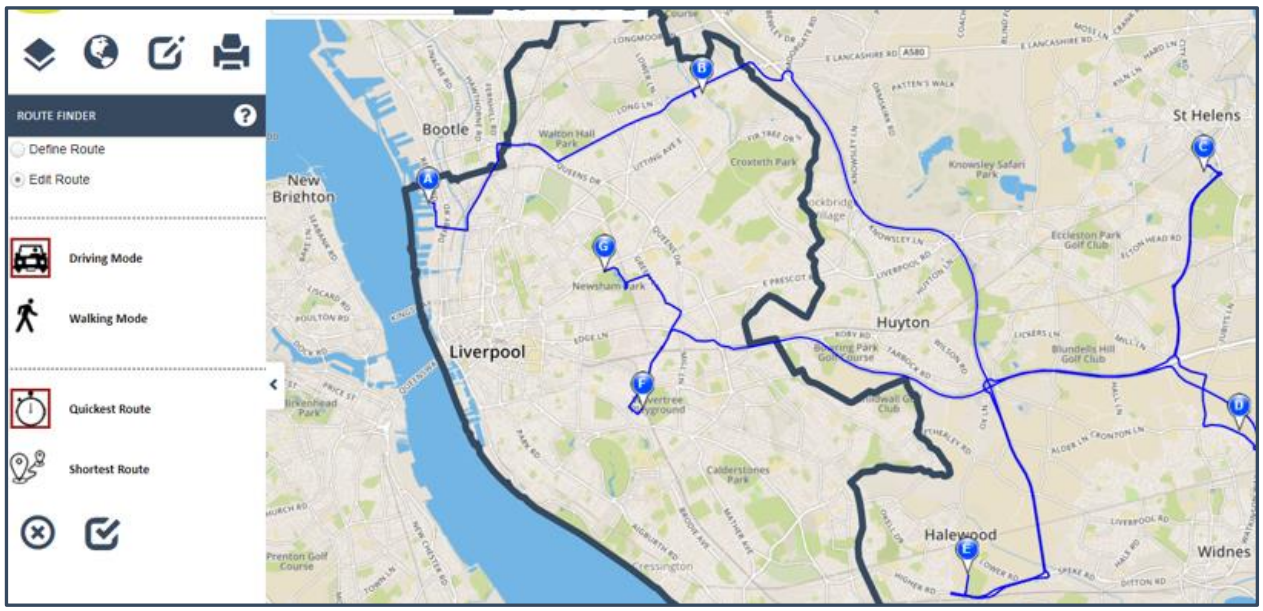




If you need to move a Waypoint, click the Edit Route option, and drag a Waypoint to a new location.

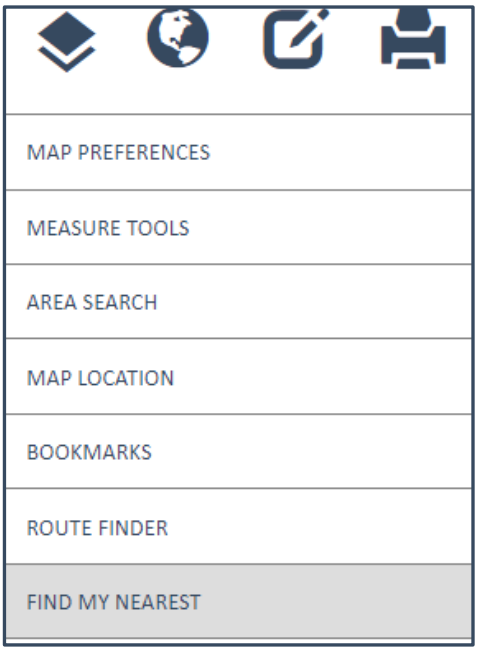


Then simply press the Calculate Route button again to recreate the new route.

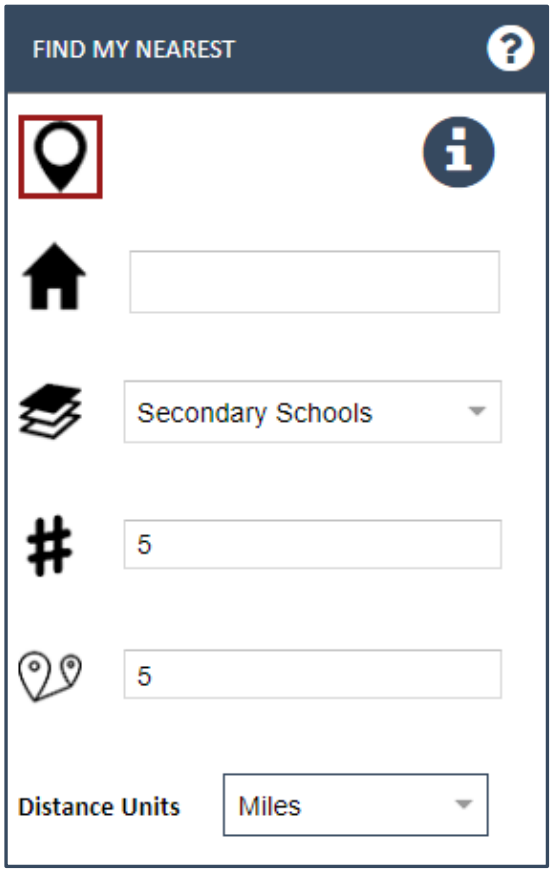


6.7 Find My Nearest Tool

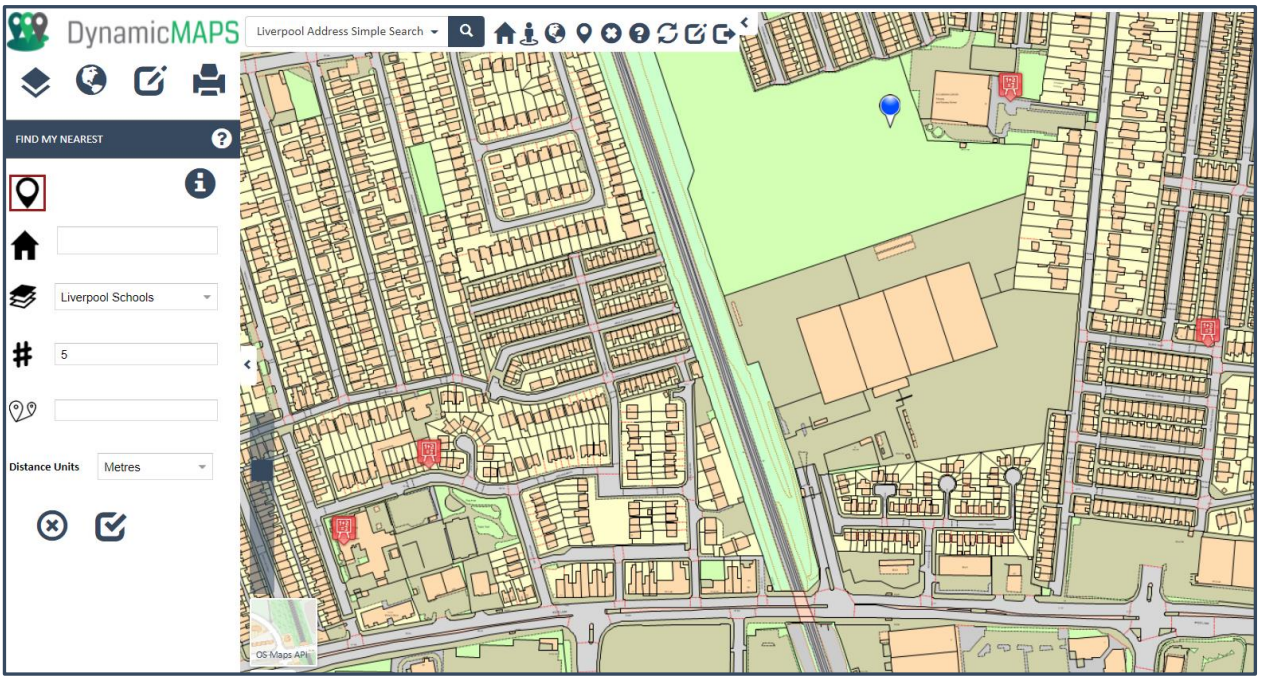
The Find My Nearest Tool is provided under the **Map > Find My Nearest** menu.



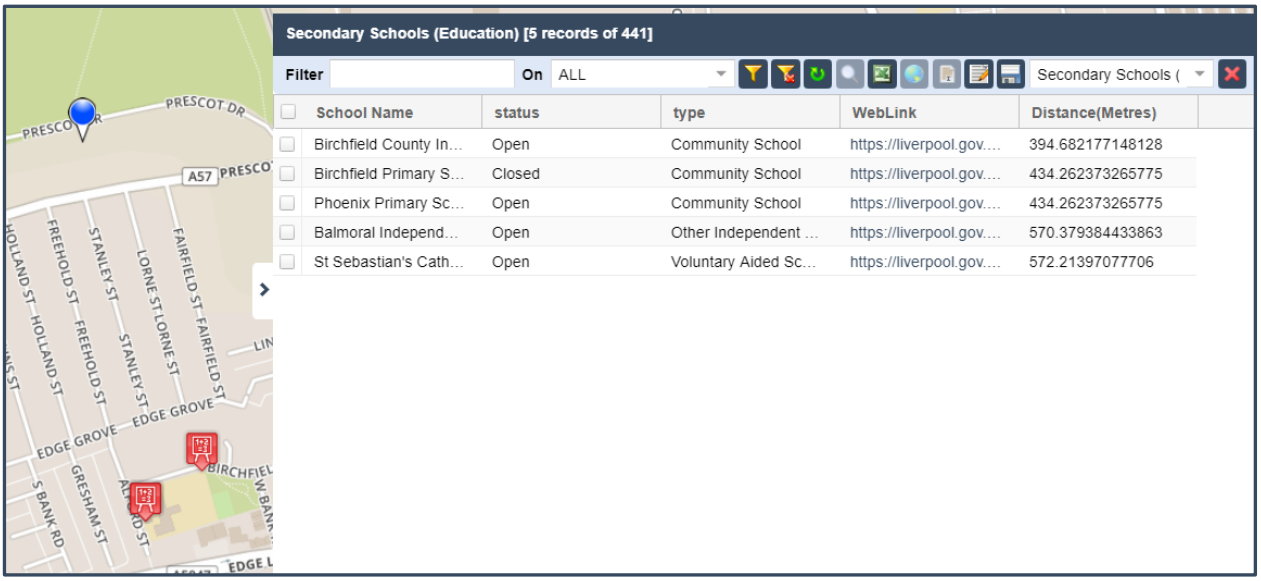
The tool allows a user to choose;



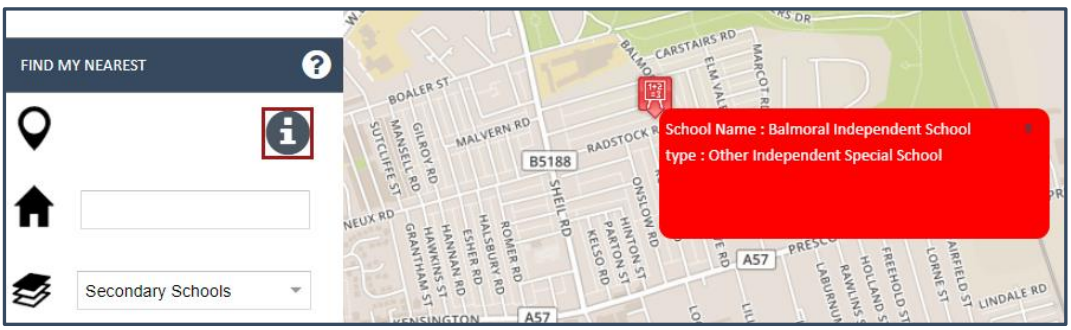
- **Start point:** The Find my Nearest tool allows you to identify the nearest map features from any given location. The start location can either be defined by clicking in the map or typing an address.
- **Choose Layer:** From the drop-down list choose the layer from which you wish to identify results e.g. Schools.
- **No of records:** Specify how many Schools to find.
- **Max Distance:** Define a cut off distance after which the tool will no longer search for features.
- **Distance Units:** Specify the max distance value to be in Metres, Miles, or Kilometres.
- **Go:** To run the **Find my Nearest** tool simply press Go. The tool will then use the underlying road network to identify the 5 nearest schools from the starting location using the parameters specified.



The Data Table will also update to now only list the X number of records that are nearest to the chosen start location, with a distance column added to each record.

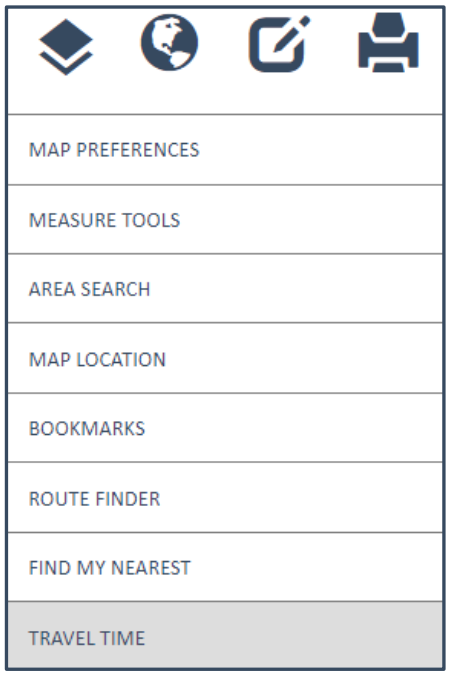


Using the Info Bubble tool you can also identify a FMN point within the map window.



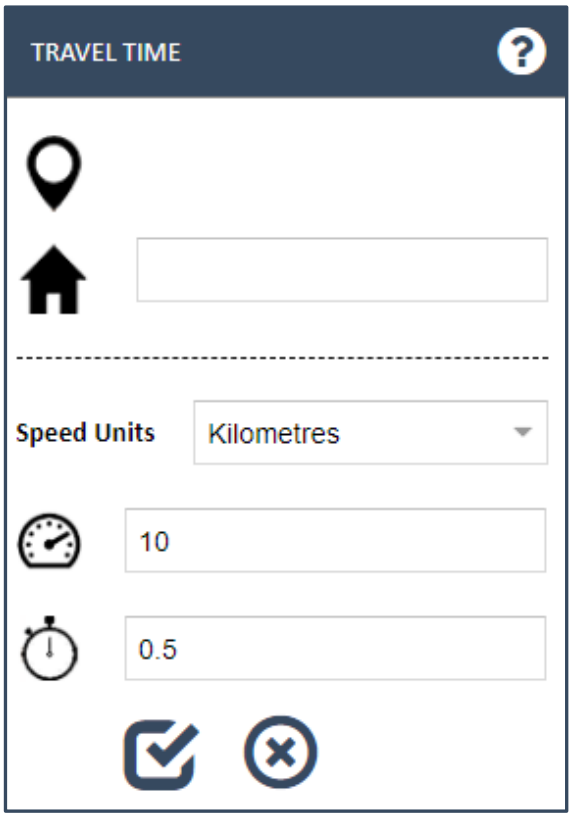
6.8 Travel Time Tool

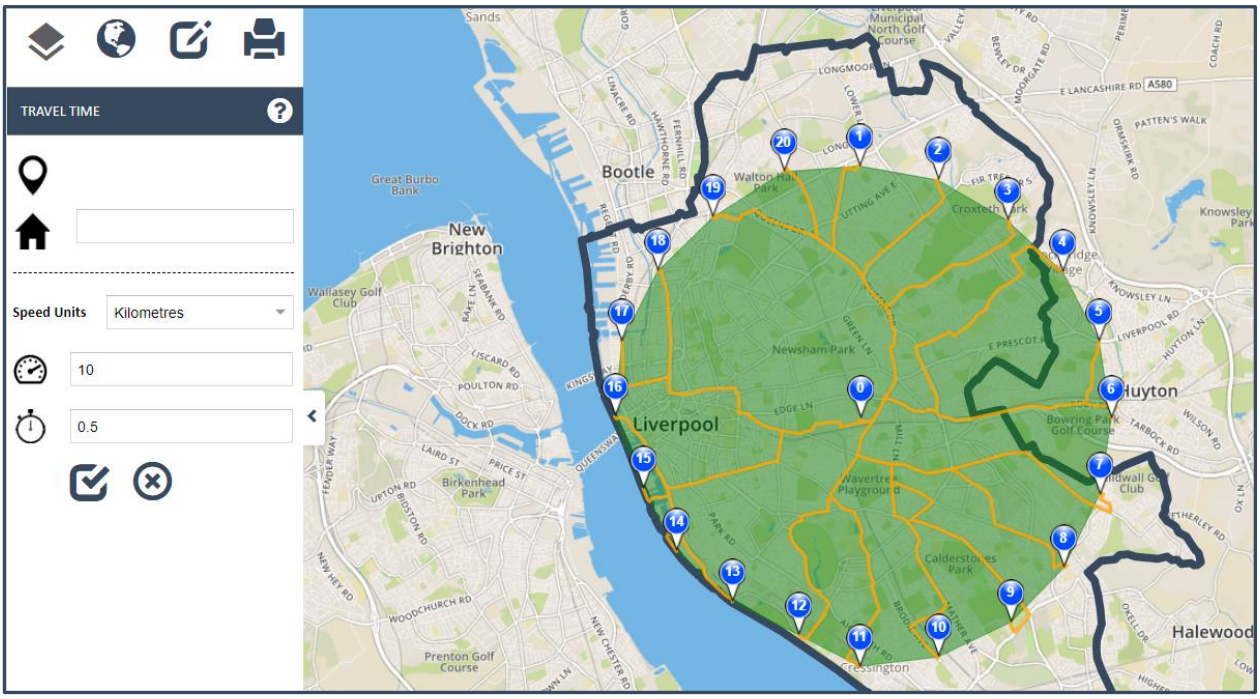
The Travel Time Tool is provided under the **Map > Travel Time** menu.



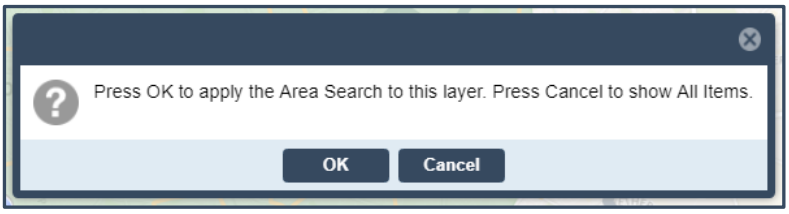
The tool allows a user to choose;

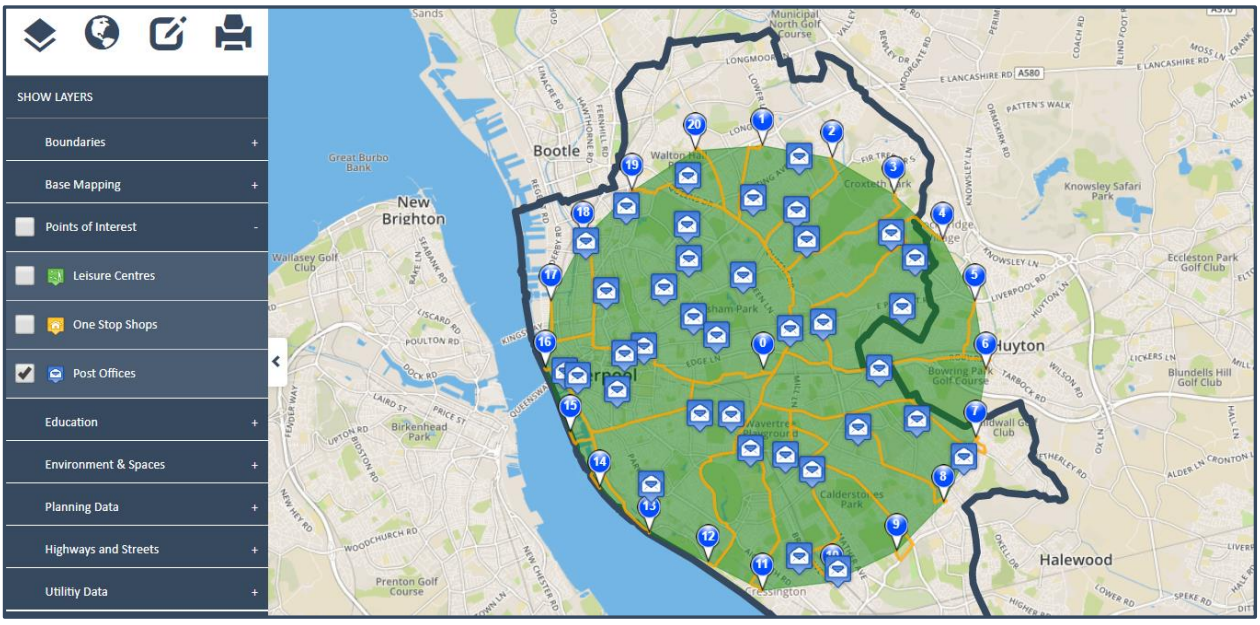
- **Start point:** Can be defined by clicking in the map or typing an address.
- **Measure Unit:** The catchment area can be calculated using either Km or Miles p/hour speeds.
- **Speed:** Having defined the time units, now specify the speed at which you will likely travel e.g. 10 Km per hour.
- **Hours:** Finally define the time in hours that you will be traveling e.g. 0.5.
- Press the **Calculate route** simply button and the Travel Time Distance tool will then use the underlying road network to calculate how far you will travel given the parameters specified. The resultant catchment area can then be displayed in the map and used for spatial analysis e.g. how many schools are within a 30-min drive at 10km per hour.





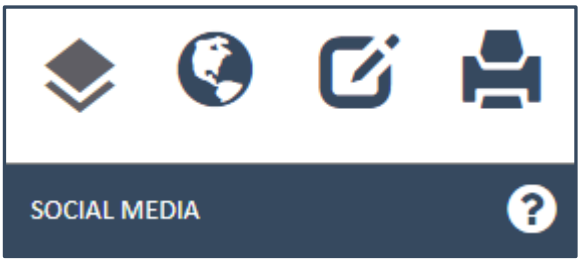
Travel Time zones can be used to filter map objects e.g. which are the Post Offices within a 30-minute 10 Km/ph. distance?





6.9 Social Media Tool

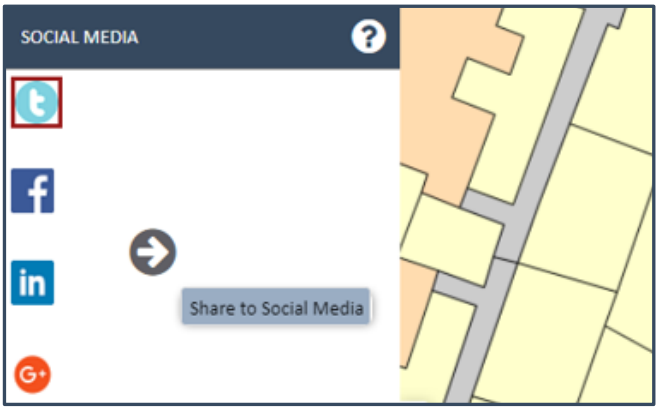
The Social Media tool is available within the **Map > Social Media Tools** menu.



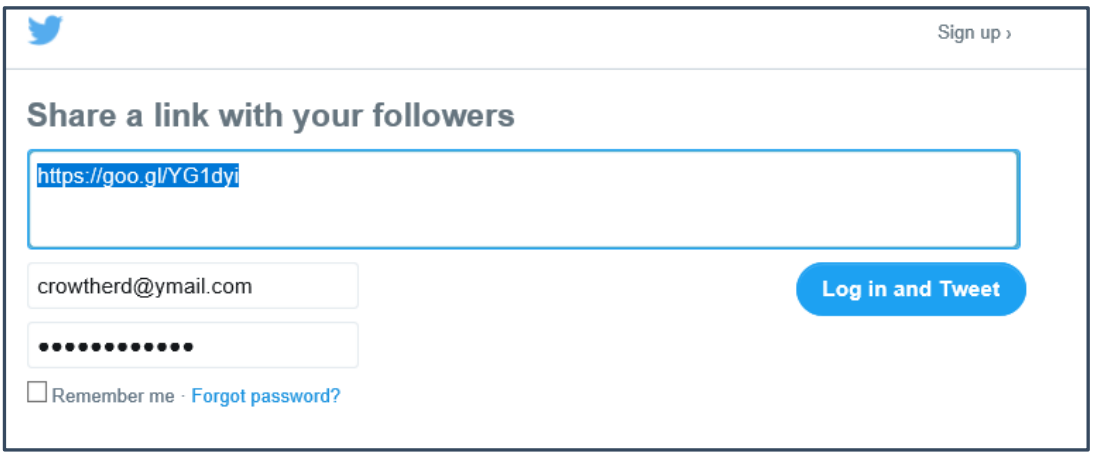
The Social Media Tool allows you to copy your Map Location as a bookmark and share that with other users via your choice of Social Media, including; Twitter, Facebook, LinkedIn etc.

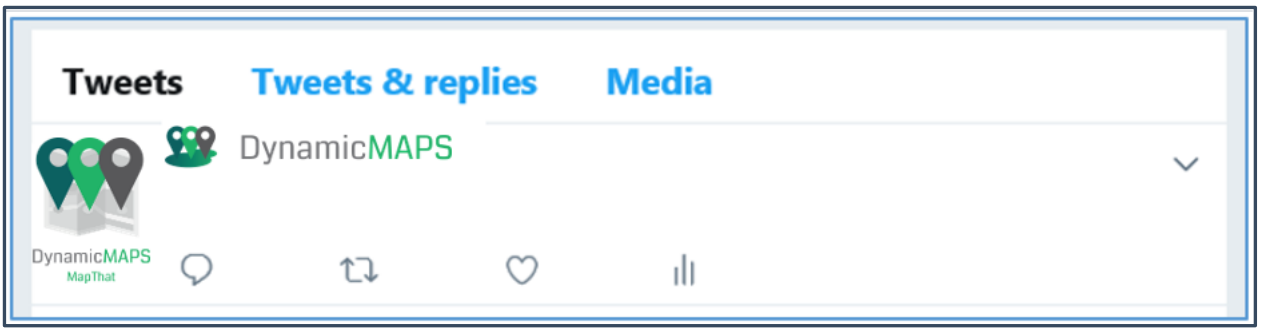
Having chosen your map location and displayed the layers that you wish to publish, in this case the Planning Applications layer:

Now choose the Social Media tool and select your choice of platform. In this example we will publish the map to twitter by pressing the **Share Arrow.**



The URL (a shortened version) for your current map location will then be passed to Twitter, where you can choose to Share the link.



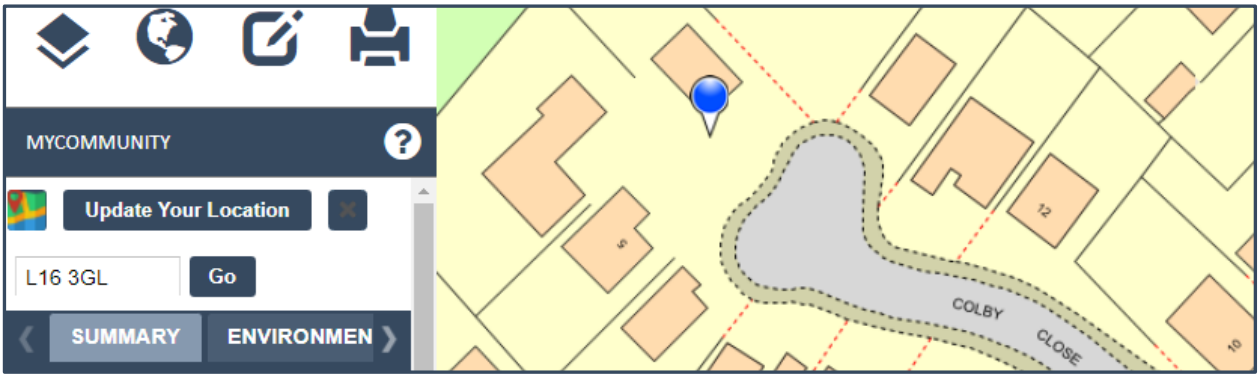


6.10 MyCommunity Tool

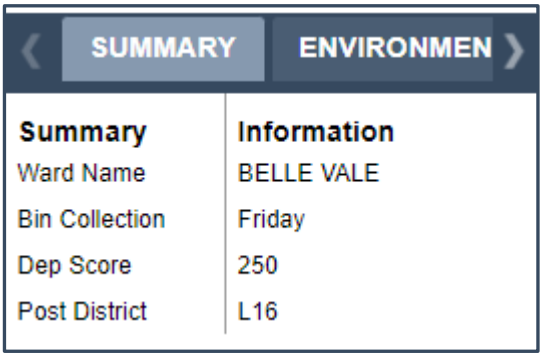
The MyCommunity tool is available within the **Map > MYCOMMUNITY Tools** menu.

MyCommunity Tool allows you to instantly understand information about your local area, including which Ward, Postcode, County you live in, whether there are any environmental constraints near you, and what are your nearest points of interest, e.g. Schools, Hospitals etc.

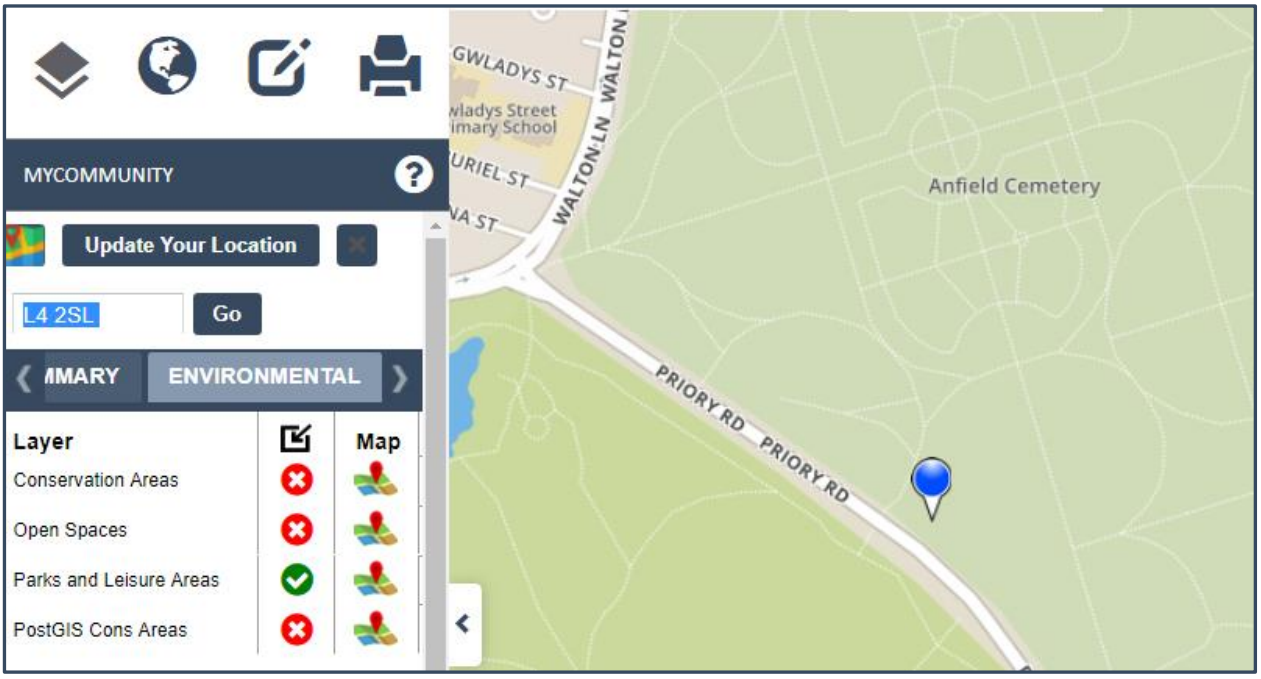
The top part of the MyCommunity Tool allows you to specify and change your location, either by typing a postcode, clicking in the map, or panning the map and choosing Update Your Location.



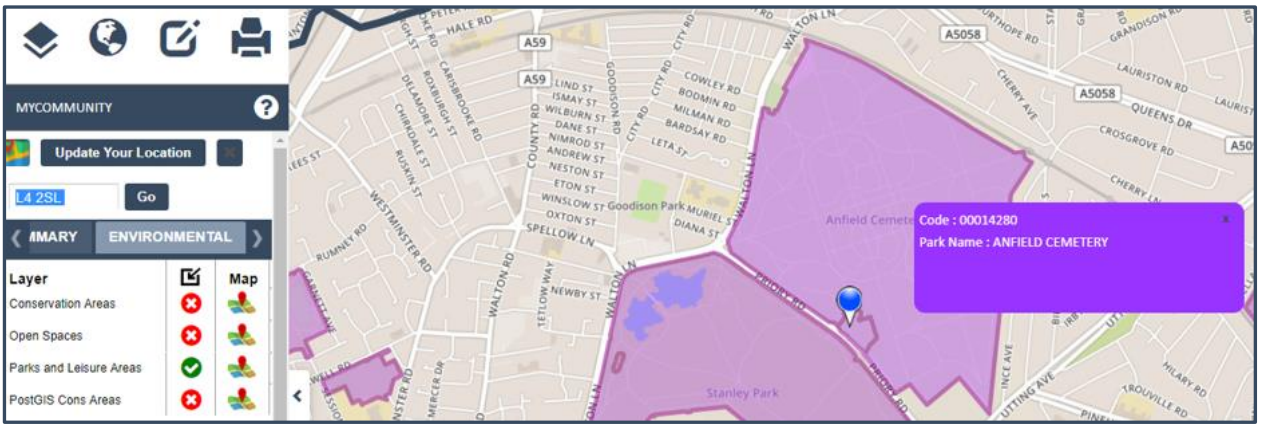
Having chosen your location, the **Main Summary Section** of the MyCommunity Tool shows you the standard information e.g. Wards Names, Bin Collection Dates and Deprivation data.



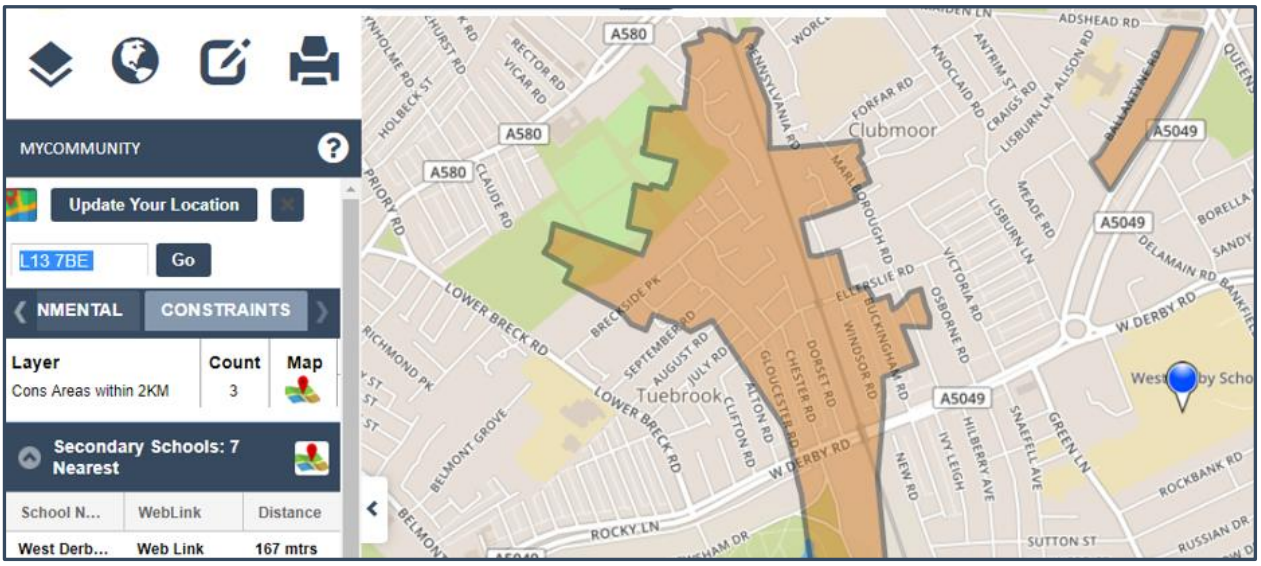
Scrolling through the SUMMARY Tabs allows you to understand if there are any Environmental Constraints affecting your chosen location. For example, are you within an Open Space, Park, or Conservation area?



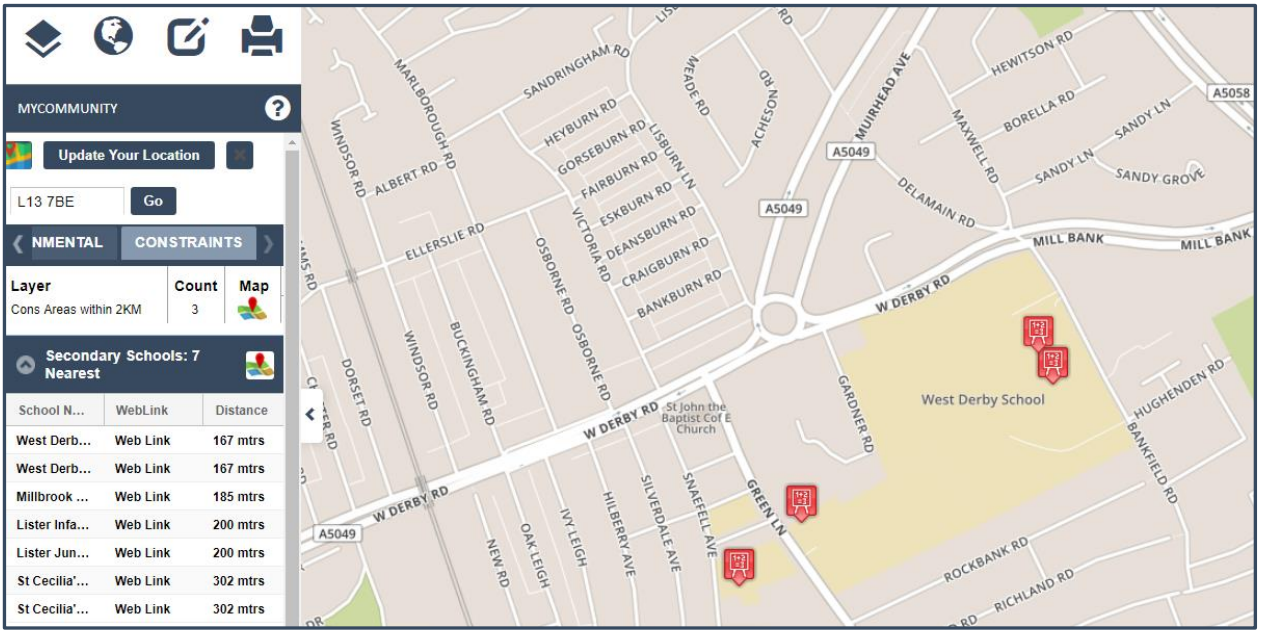
A green tick denotes that you are within the constraint, and a red cross denotes you are not. By clicking the Map icon for a layer, you can choose to display that layer ion the map.



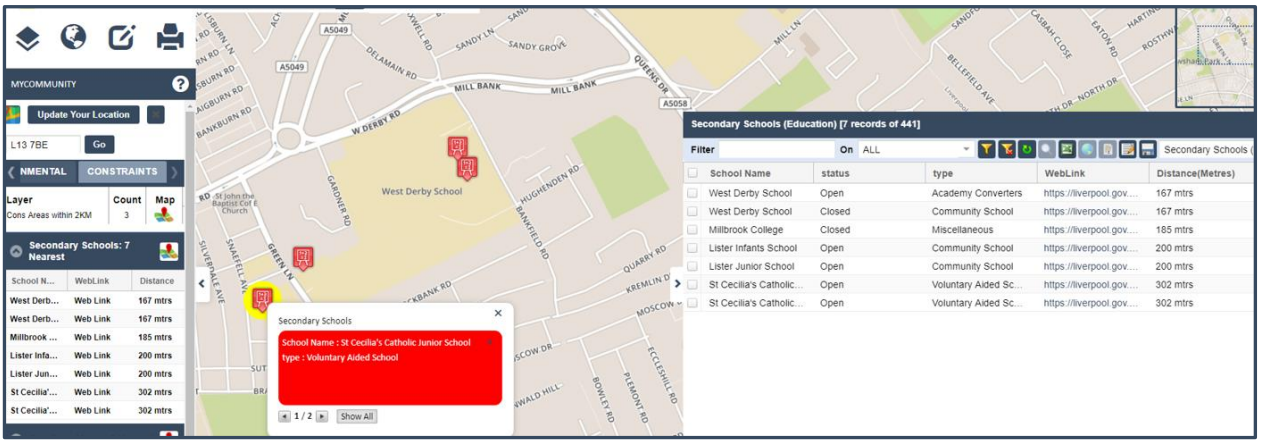
Other Tabs can be configured to calculate how many point, line or polygon map features are within a set distance of your location. For example, how many Conservation Areas are within 2Km?



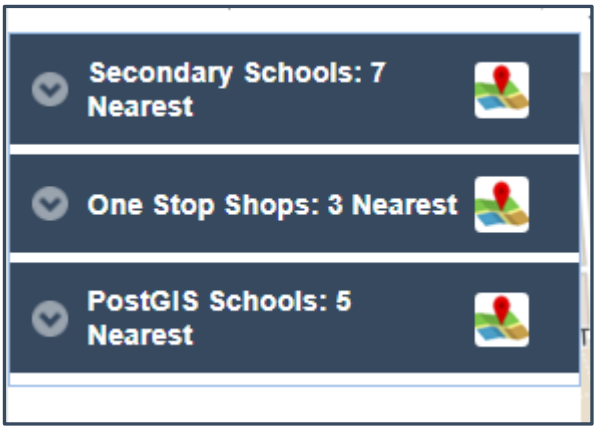
The **Data Tables** below the main section then reveals your Nearest Information, for example the nearest 7 Secondary Schools:



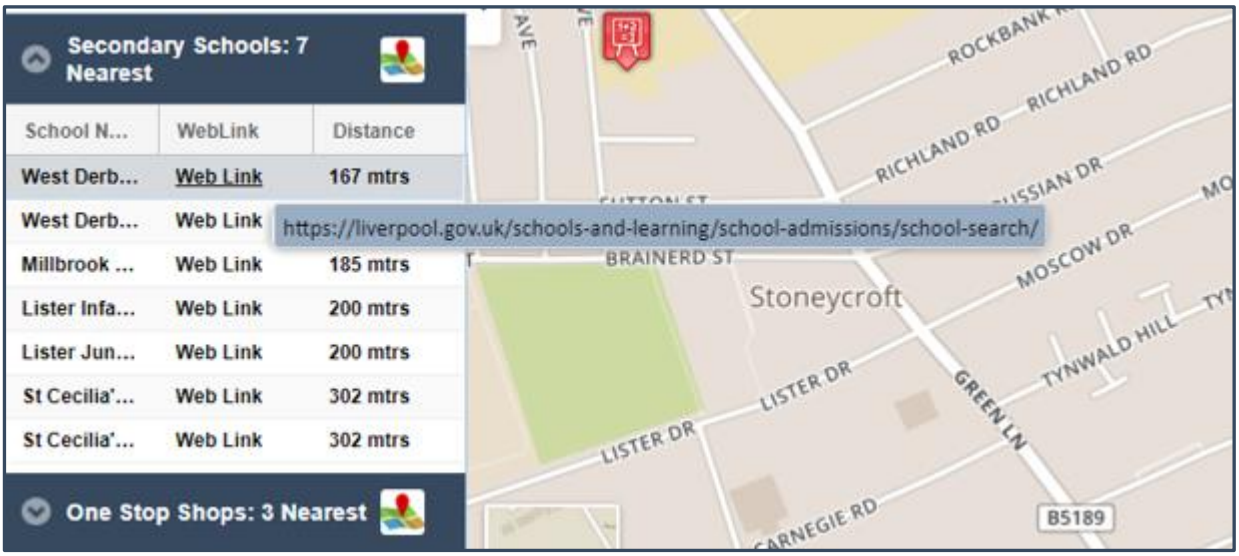
The attributes for these nearest features can either be returned using the Info Bubbles or by opening the Data Table, where the records are filtered to show the nearest 7 Schools with an added distance column.



The Data Tables can be revealed and also hidden back using the Arrow icons to the left of the Data Table name.

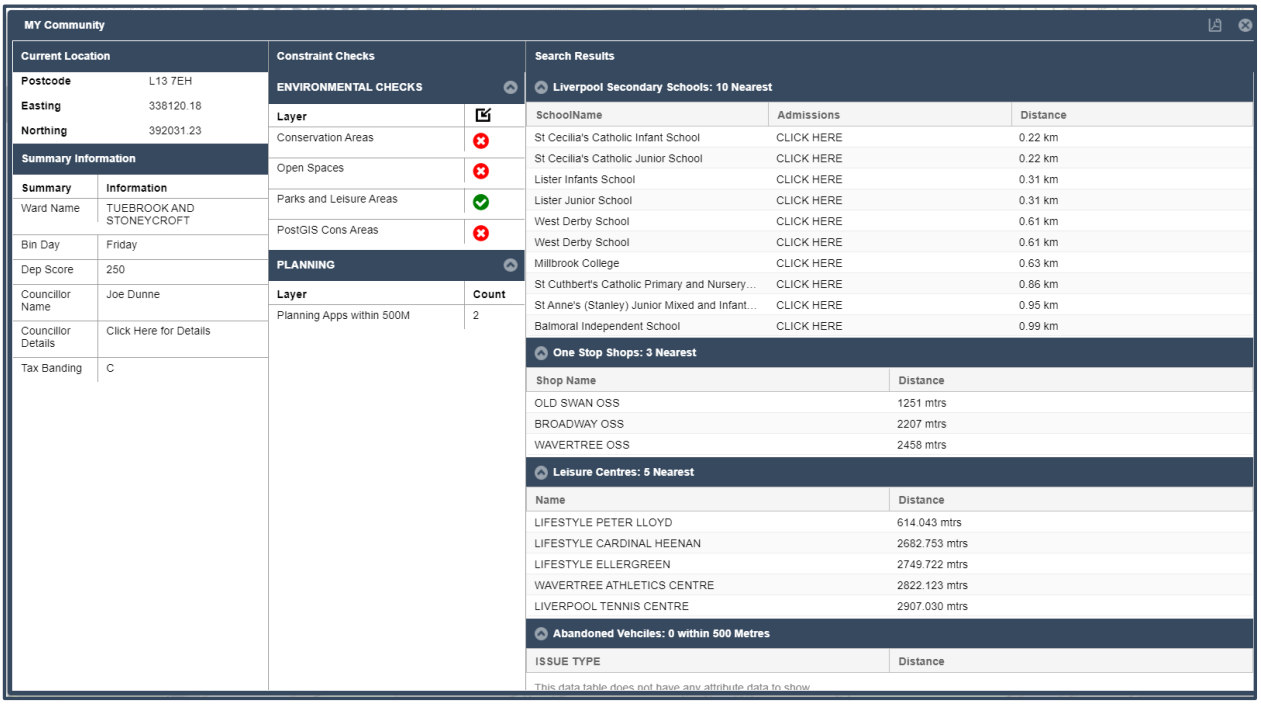


Finally, if a web link has been included, you can simply click on the link to open the web page linked to the chosen record.

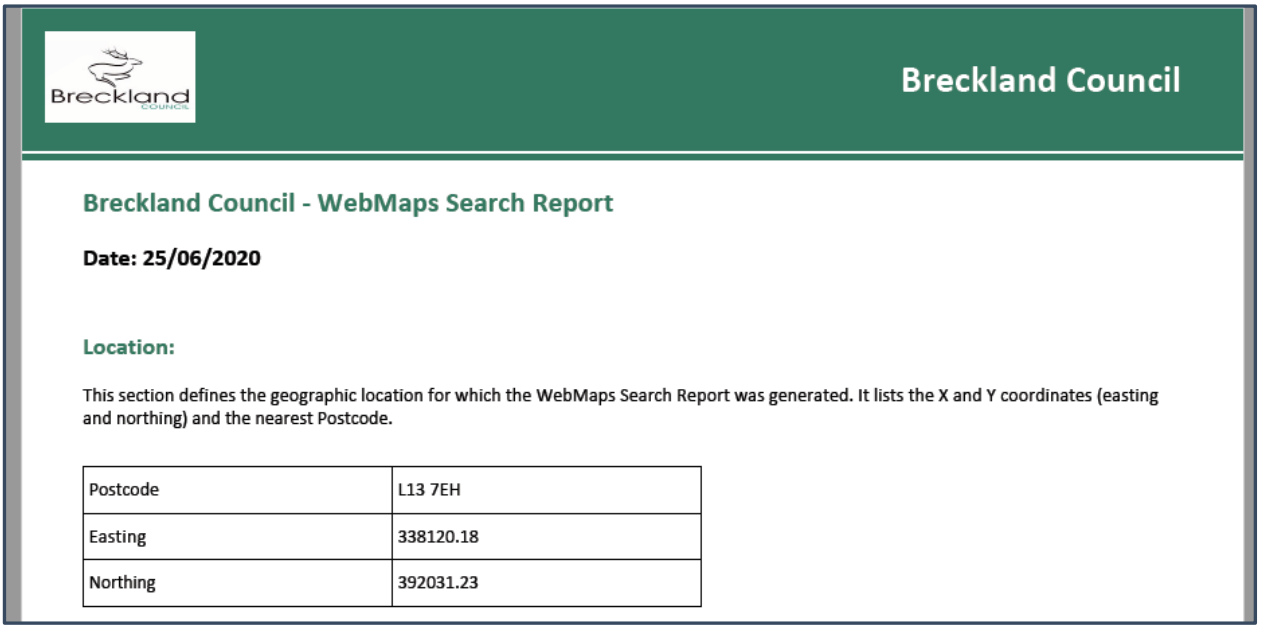


The MyCommunity Results can also be shown in a **Popout Window,** so the results are easier to see. To do this, simply click the **Popout** Button within the left panel.

All of the Location, Summary, Constraint and Find My Nearest Results are then shown in a Popout dashboard allowing you to interrogate the results more easily.

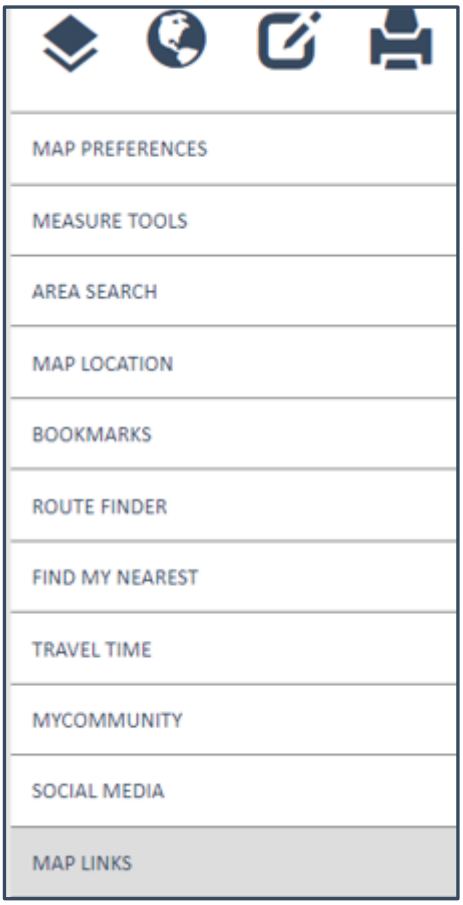


Clicking the **Download PDF** icon then allows you to view the results in a PDF Report.



6.11 Map Links

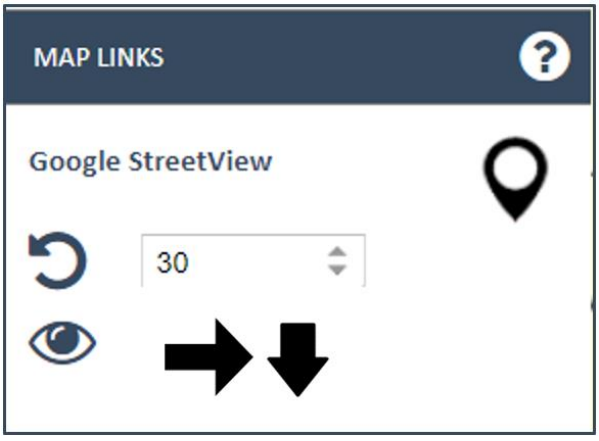
The Map Links Tool is provided under the **Map > Map Links** menu.



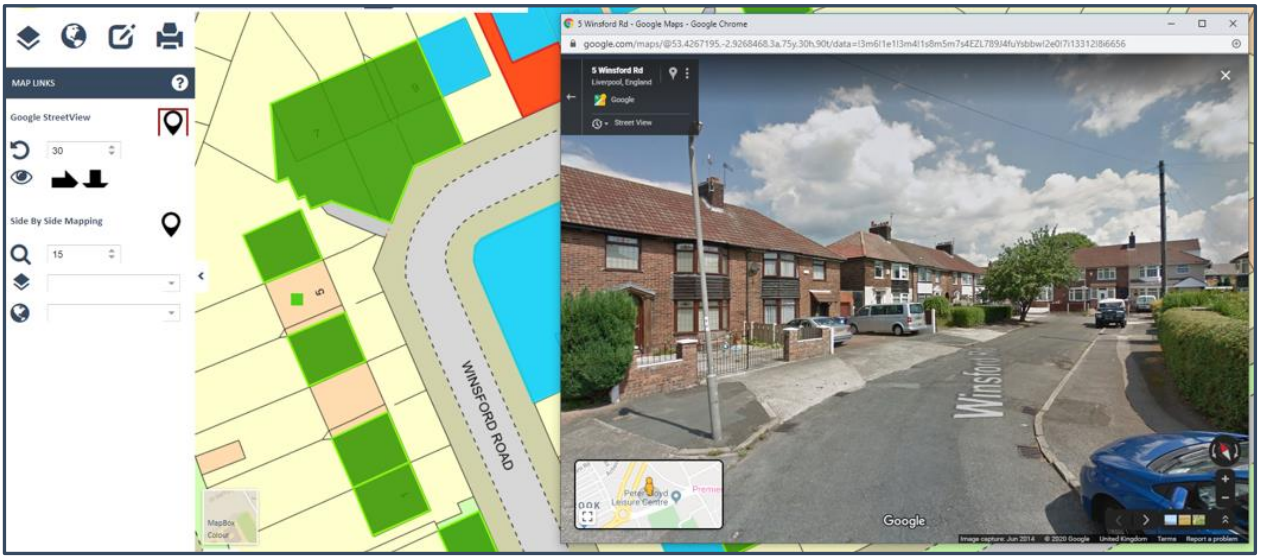
The Map Links tool is split in three parts – **Google StreetView, Google Earth** and **Side By Side Mapping**.

The **Google StreetView** tool allows a user to choose;

- **Rotation:** A value between 0-360 determines the rotation of the camera within Google StreetView.
- **Pitch:** A choice of horizontal and down arrows will determine the camera pitch within Google StreetView.

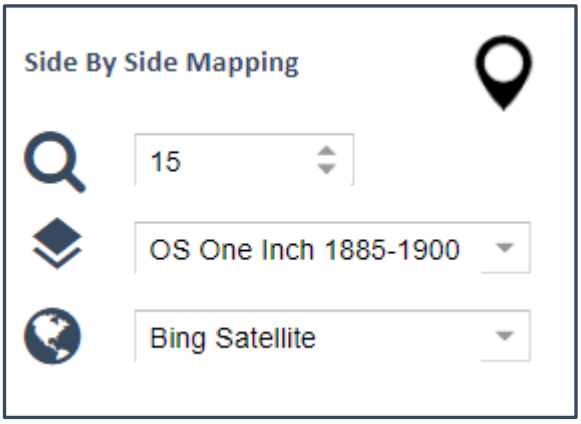


Having specified the Camera Rotation and Pitch, choose the **PIN MARKER** icon and click in the MapThat Map window. A new web page will open which will open Google StreetView and centre the map over the chosen location, using the Rotation and Pitch specified.

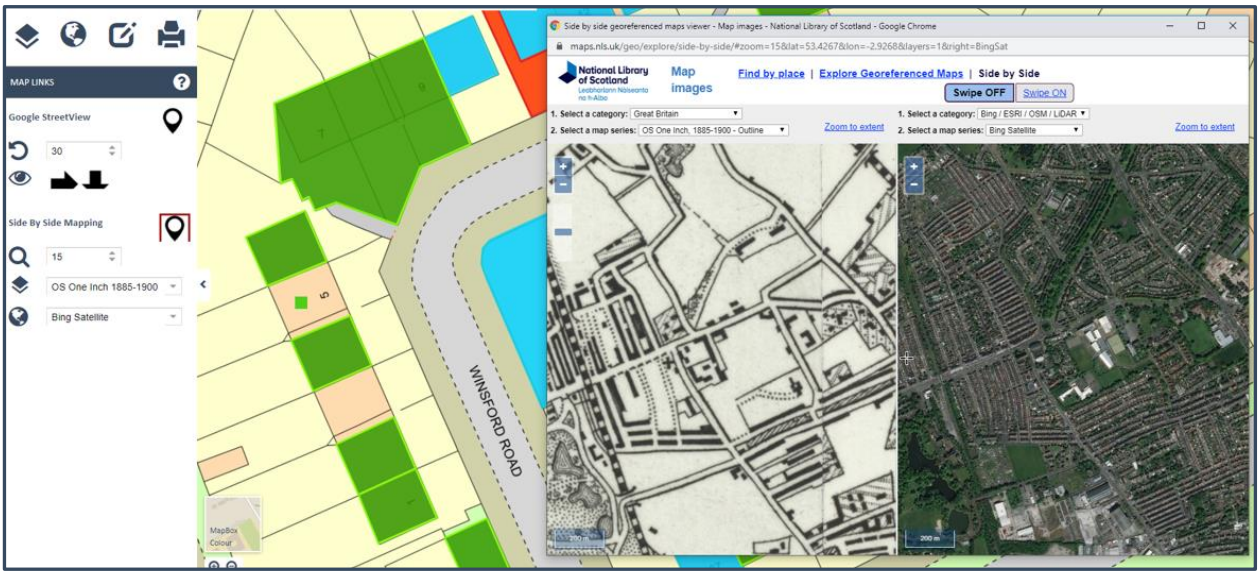


The **Side By Side** tool allows a user to choose;

- **Zoom Level:** A value between 12-19 determines the map zoom level displayed in Side by Side Mapping,
- **Historic Layer:** A list of available Historic Mapping Layers e.g. OS 1885-1900.
- **Basemap Layer:** A list of available Base Mapping Layers e.g. Bing Satellite.

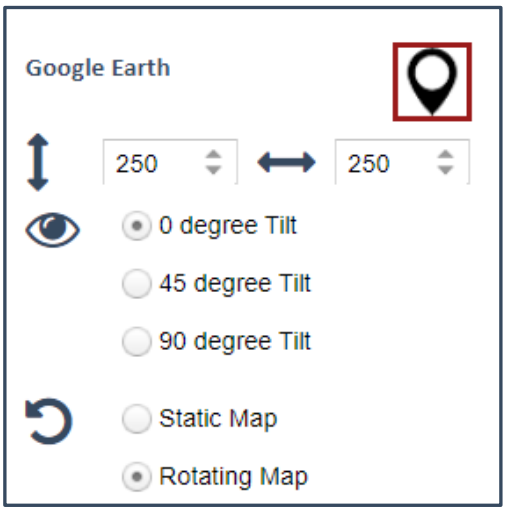


Having specified the Map Zoom Level, the Historic Map Layer and the Basemap, choose the **PIN MARKER** icon and click in the MapThat Map window. A new web page will open which will open the Side by Side map interface and centre the map over the chosen location, using the zoom level and mapping layers chosen in the Map Links configuration.

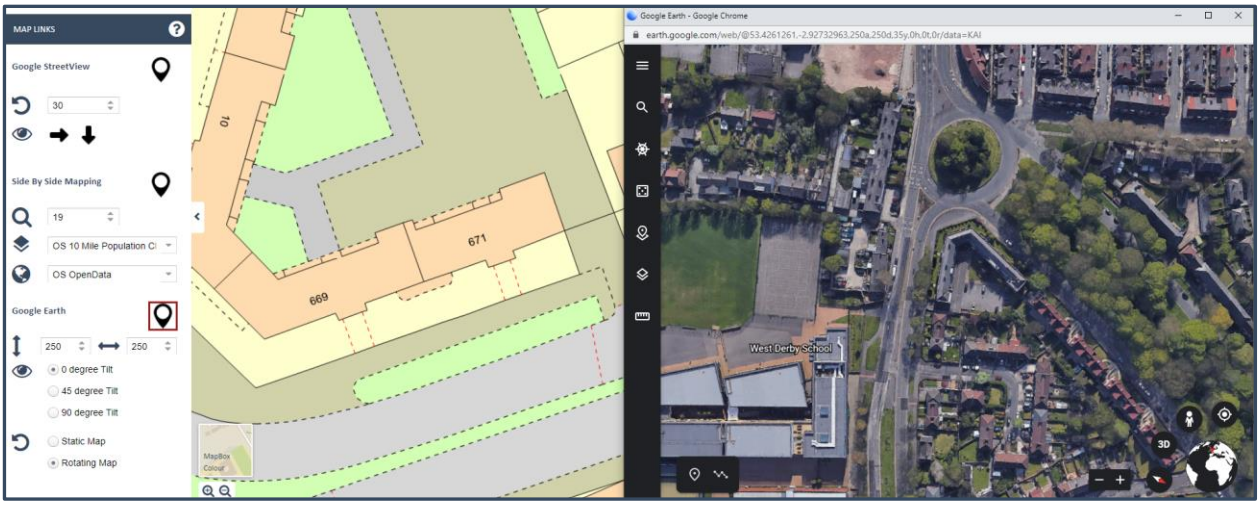


The **Google Earth** tool allows a user to choose;

- **Altitude and Distance to Target:** A value of 100-500 defines the Altitude and Distance of the Camera to the chosen Target object.
- **Tilt Angle:** A value of 0, 45 or 90-degrees Tilt of the camera within Google Earth.
- **Static or Rotated:** A choice of either a Static Image or Rotating 3D View within Google Earth.

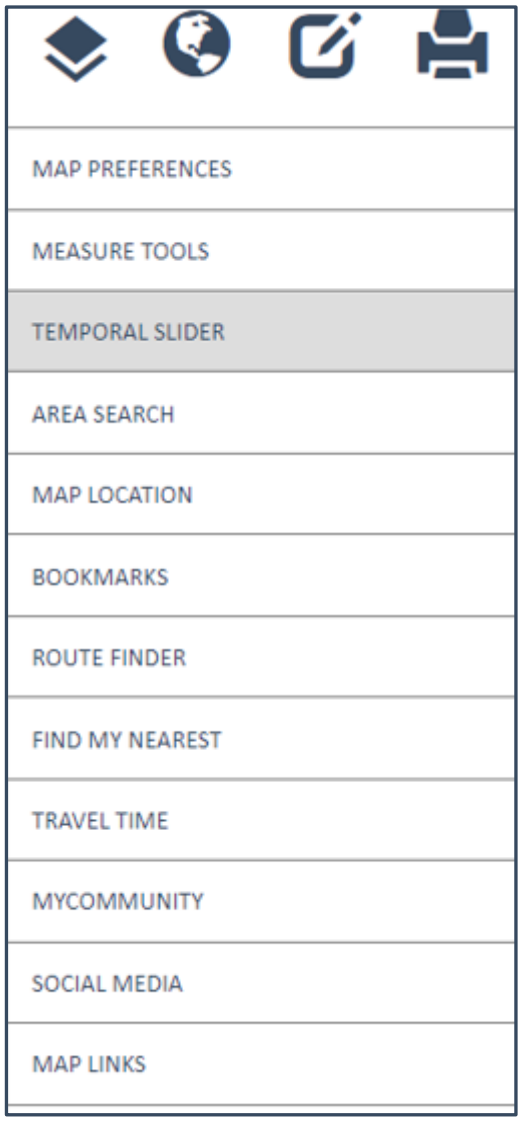


Having specified the options choose the **PIN MARKER** icon and click in the MapThat Map window. A new web page will open which will open Google Earth and centre the map over your location.



6.12 Temporal Slider

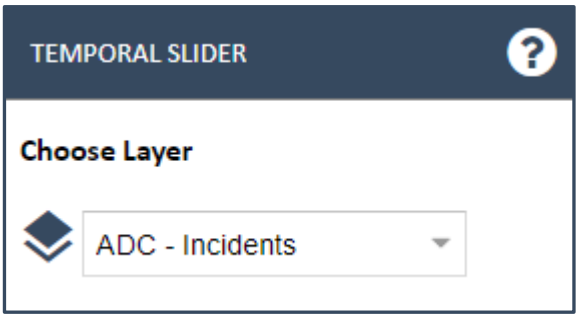
The Temporal Slider Tool is provided under the **Map > Temporal Slider** menu.



The Temporal Slider tool is split in three parts – **Layer, Filter, and Type.**

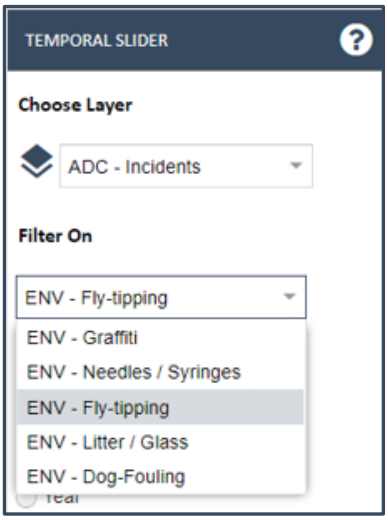
Choose Layer -

From the Choose Layer list box, select the layer that you wish to filter. These can be layers such as Incident points e.g., crimes, faults etc…



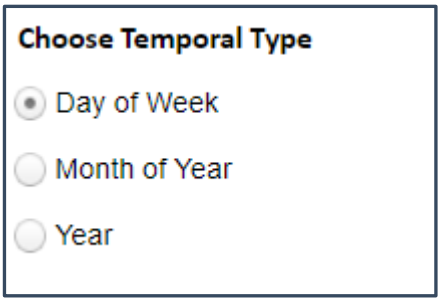
Filter On -

Having chosen the Layer to filter, if that layer has an option to Filter On, then you can choose that in the next list box. For example, for the ADC – Incidents layer we can filer on the Incident Type field, and choose a type e.g., Fly-Tipping.



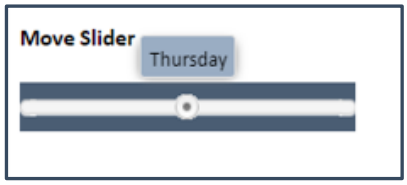
Choose Temporal Type -

Having chosen the Layer and Filter on option, you can now choose how to filter the incidents, e.g., by Day of Week, Month or Year, or by Year. Simply, choose the radio button to make your choice.



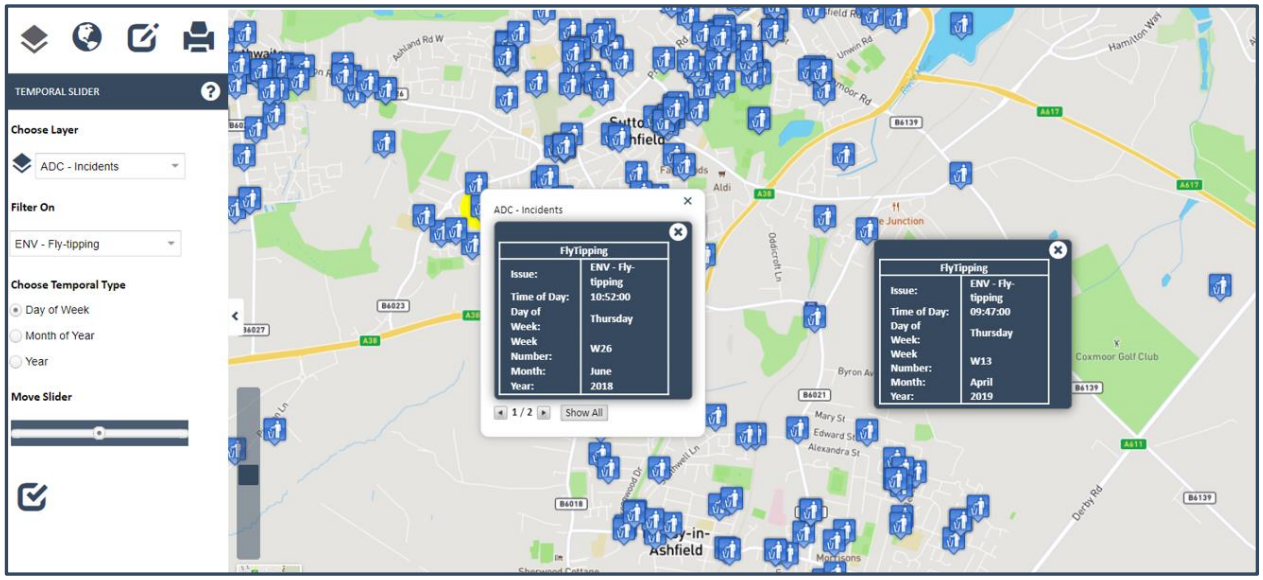
Move Slider -

Using the Slider Bar, you can choose the Day of Week, Month of Year, or Year – dependent on the Temporal Type chosen.

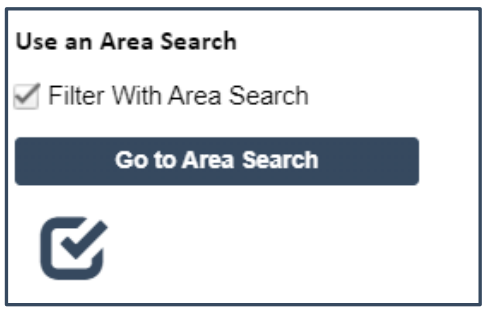


Finally tick the Apply button to apply the Temporal Filter to the layer.

The map will update to show the Fly – Tipping Incidents on Thursday's.

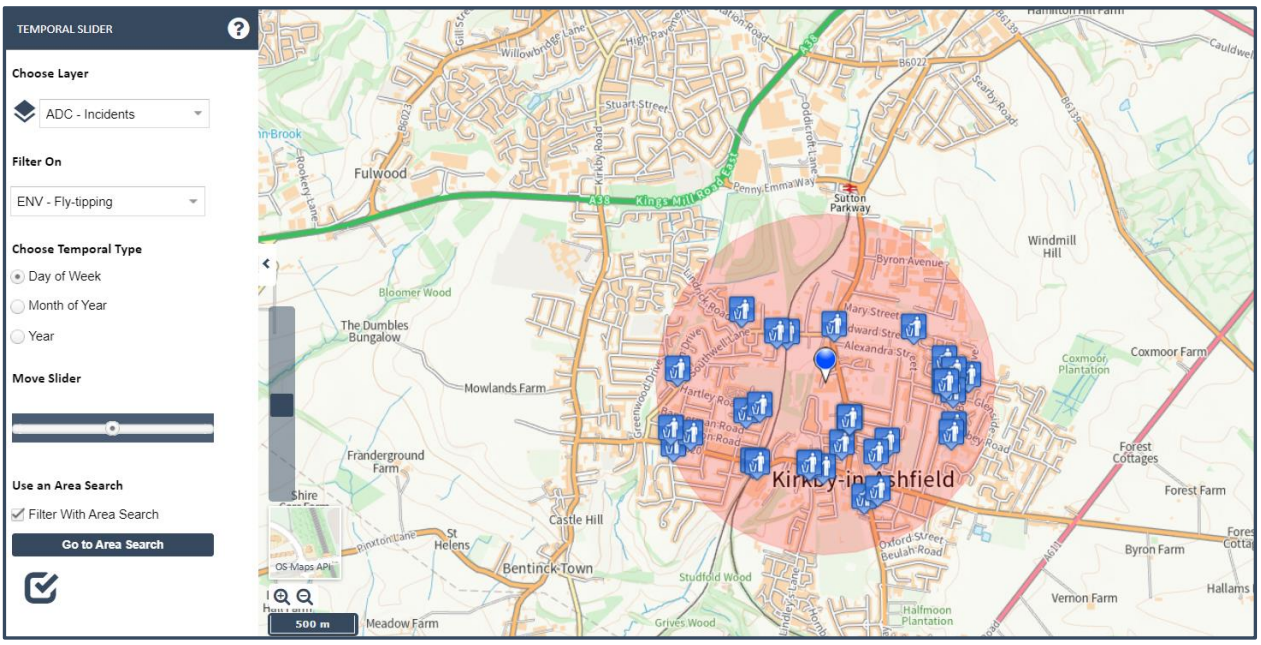


The results of the Temporal Slider tool can also be filtered **geographically,** using the **Area Search** tool. To enable a geographic filter, tick the **Filter with Area Search** option.

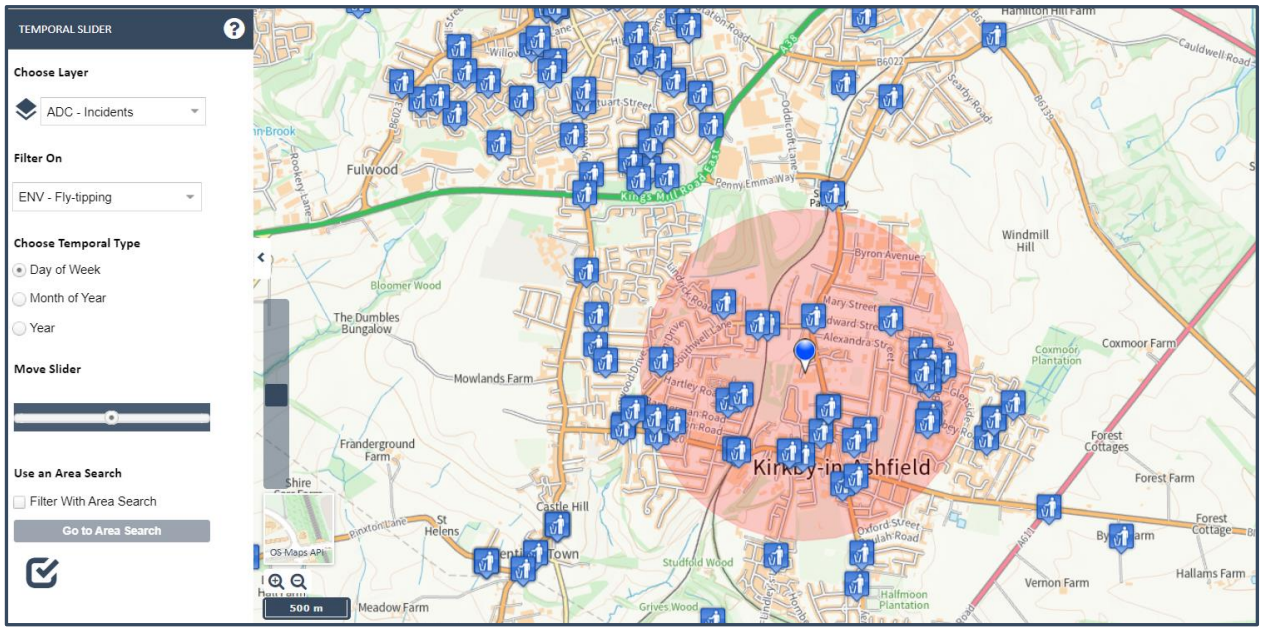


This will open the **Area Search** tool on the left-hand side. In this example we will **click in the map** to place a point and then create a **1 km buffer** from that location.

Having **applied** the Area Search a 1km buffer appears and the filtered records are updated to only show those within 1km of the chosen location.

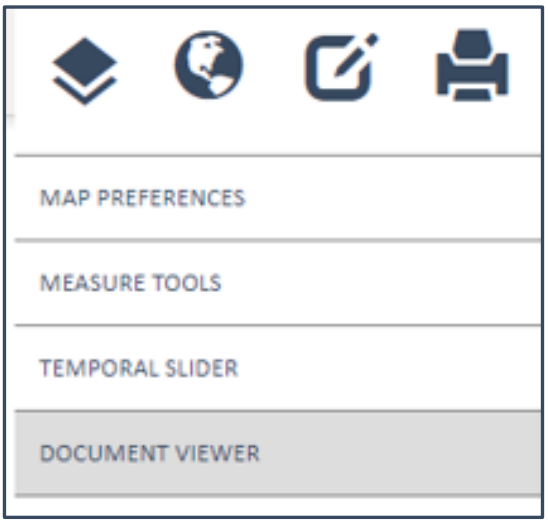


At any time, you can **untick** the **Filter with Area Search** option, to then remove the geographic query and show the originally filtered records again.



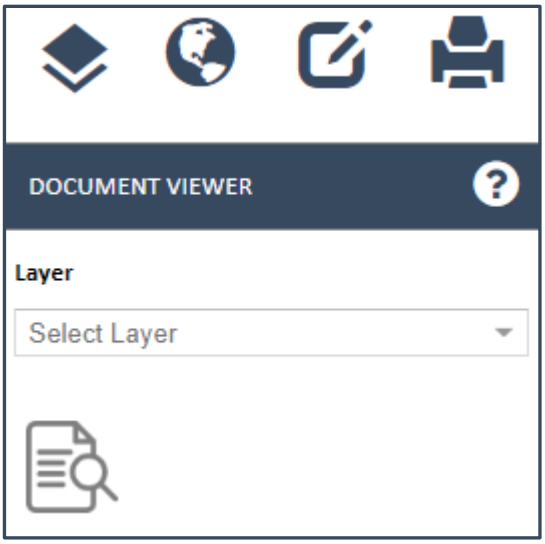
6.13 Document Viewer

The Document Viewer Tool is provided under the **Map Tools> Document Viewer** menu.



The Document Viewer tool allows you to view any **images** or **documents** that have been uploaded against any map feature. For example Site photographs, HMLR Titles, Planning Applications etc…

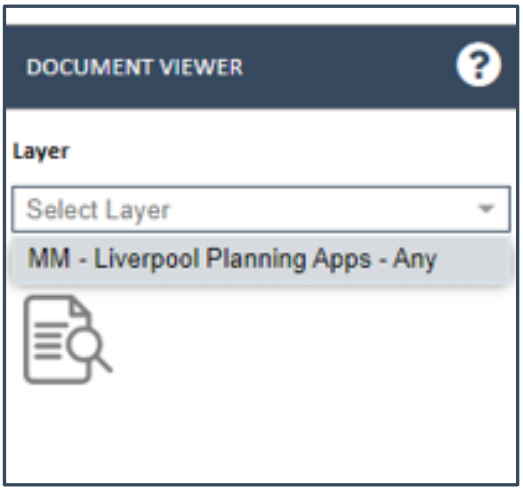
Having chosen the **Document Viewer Tool** the panel opens as below.



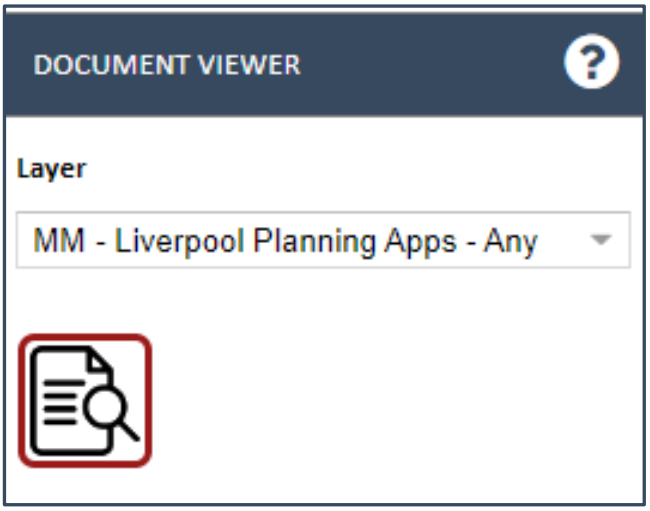
Firstly, click in the drop down menu to **Select the Layer** that you wish to view documets for.

Note – you can only view documents/images for layers that have already been **made visible in the map.**

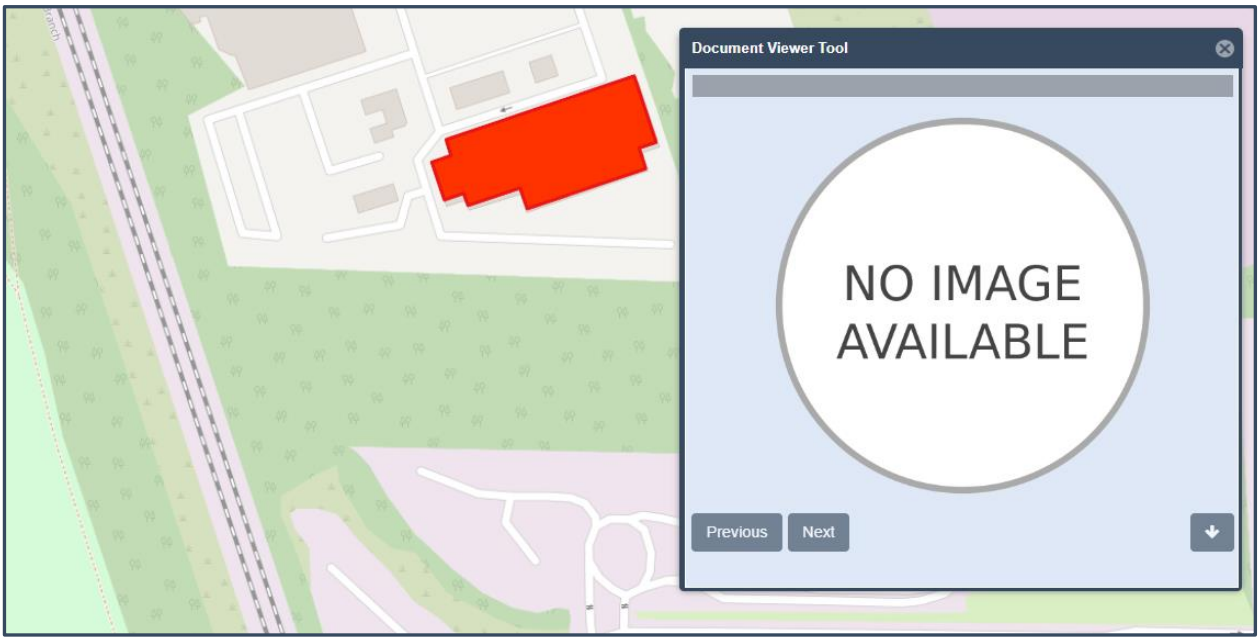
In this example we have already added the **Liverpool Planning Apps** Layer, so we will choose that layer from the list box.



Having selected the layer, the **Document icon** will become active so click on the button and a **red line** will be placed around the icon. This means the tool is now active so when we next click in the map the Document Viewer tool will be used.



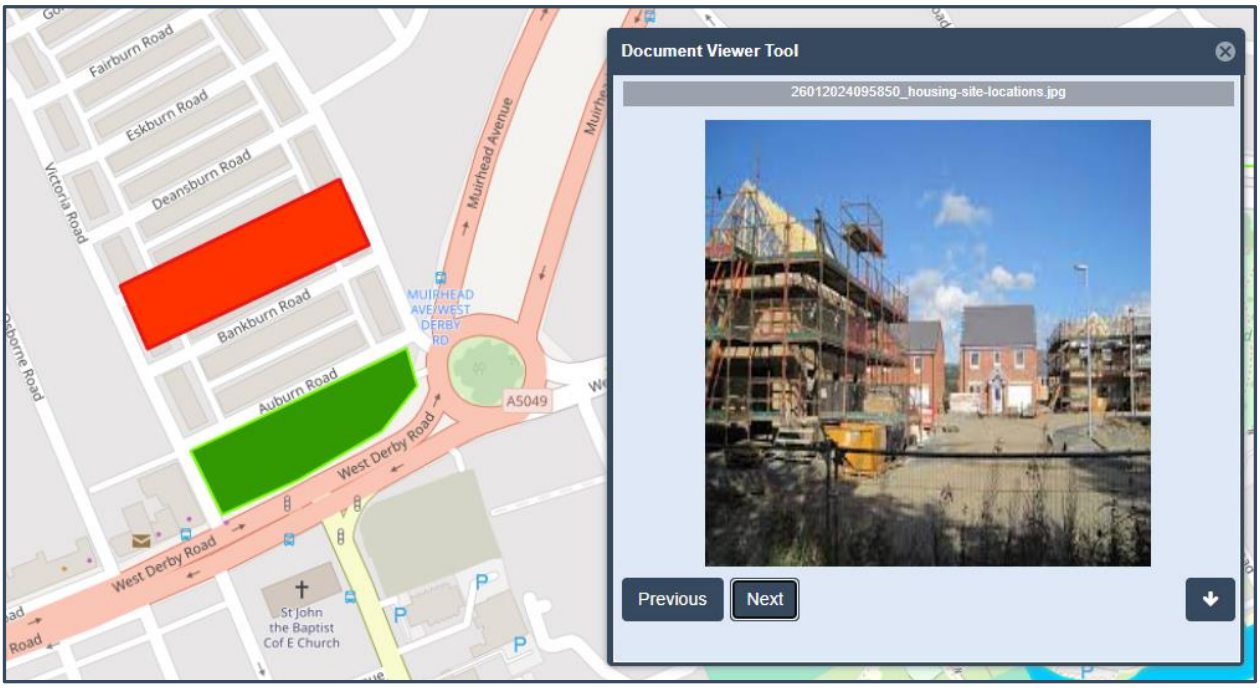
If you now **click in the map** on a Planning App feature the Document Viewer tool wil open. If that map feature doesn't have any documents or images uploaded then the Document Viewer will be empty.



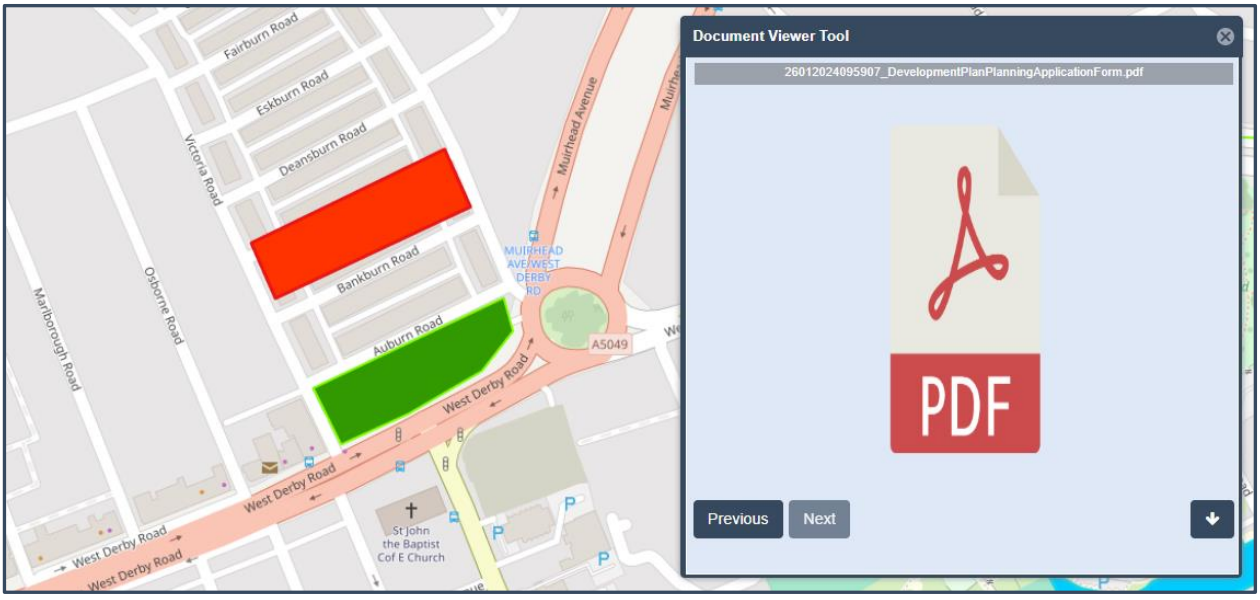
However, if we choose a map feature that has an image or document uploaded the Document Viewer will show a **preview of that document.**

Note** – the **document title** is shown at the top of the preview – shown in the **grey banner.

If there are multiple documents attached to the map feature, use the **Next** and **Previous buttons** to browse through the documents to preview each one.

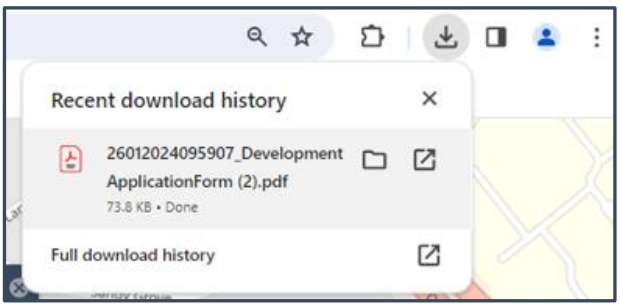


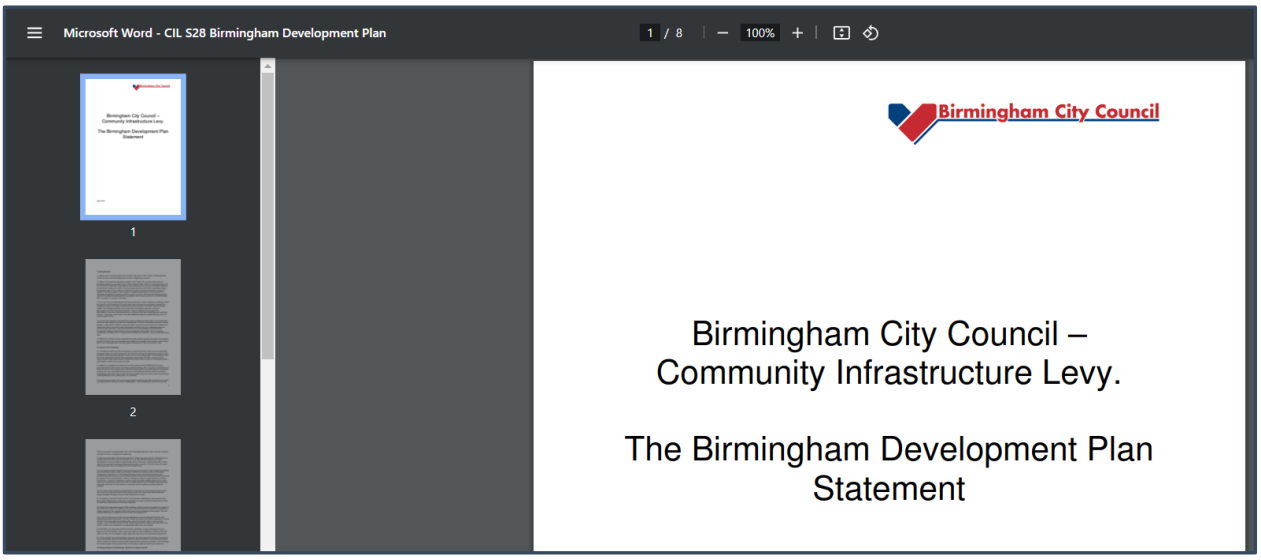
If the map feature has a **Document** attached to it, the preview will show a sample PDF image.



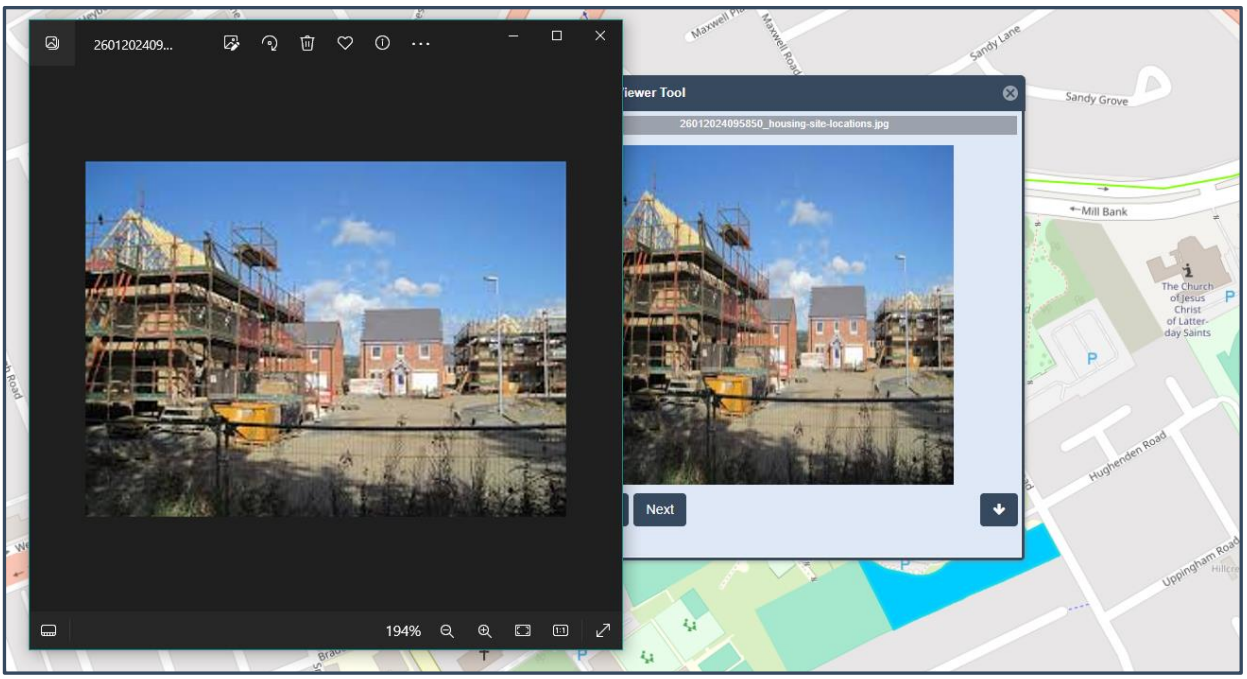
Any document or image can then be **downloaded** or **previewed** in anther window, by choosing the **Download File Arrow.**

For example, if we download a **document**, it will be downloaded to your **documents folder** for you to then open and view.



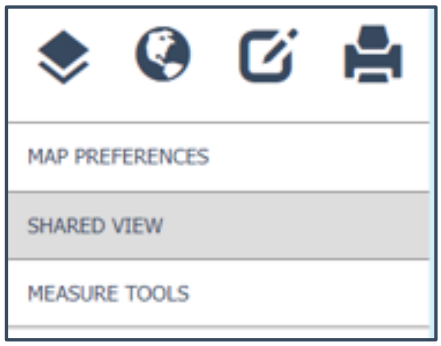


If we download an **image** e.g. a site photo, the image is downloaded and will also be auto open into a new window to view.



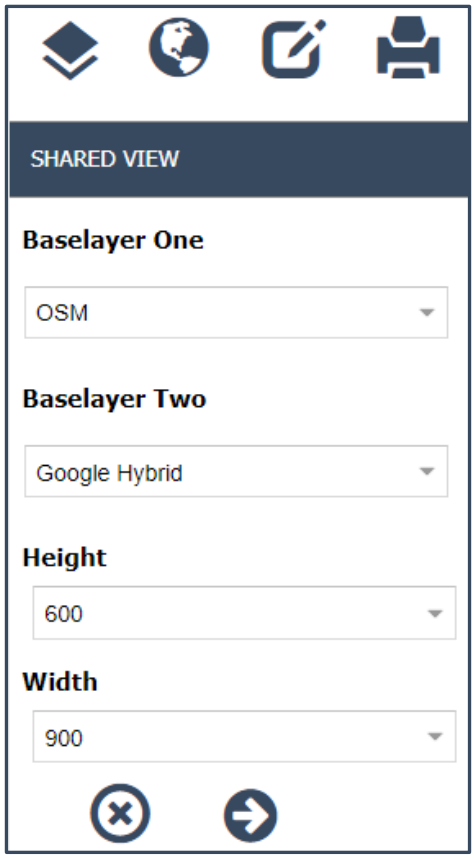
6.14 Shared View Tool

The Shared View Tool is provided under the **Map Tools > Shared View** menu.



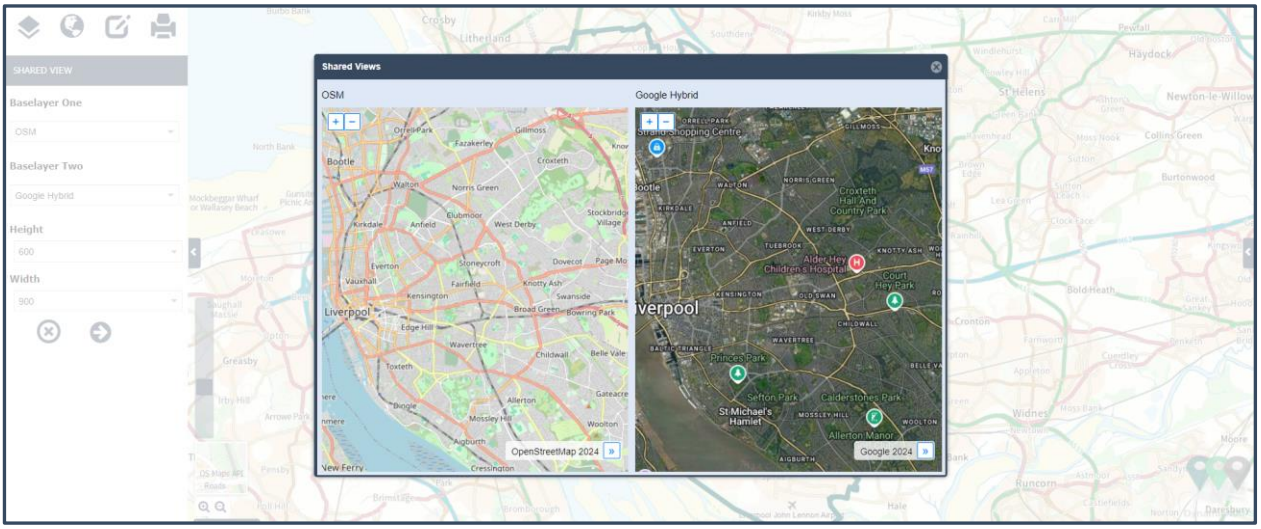
The Shared View tool allows you to view any **2 Basemaps** side by side, so that you can compare land use change or an aerial image against vector maping.

Having chosen the **Shared View Tool** the panel opens as below.

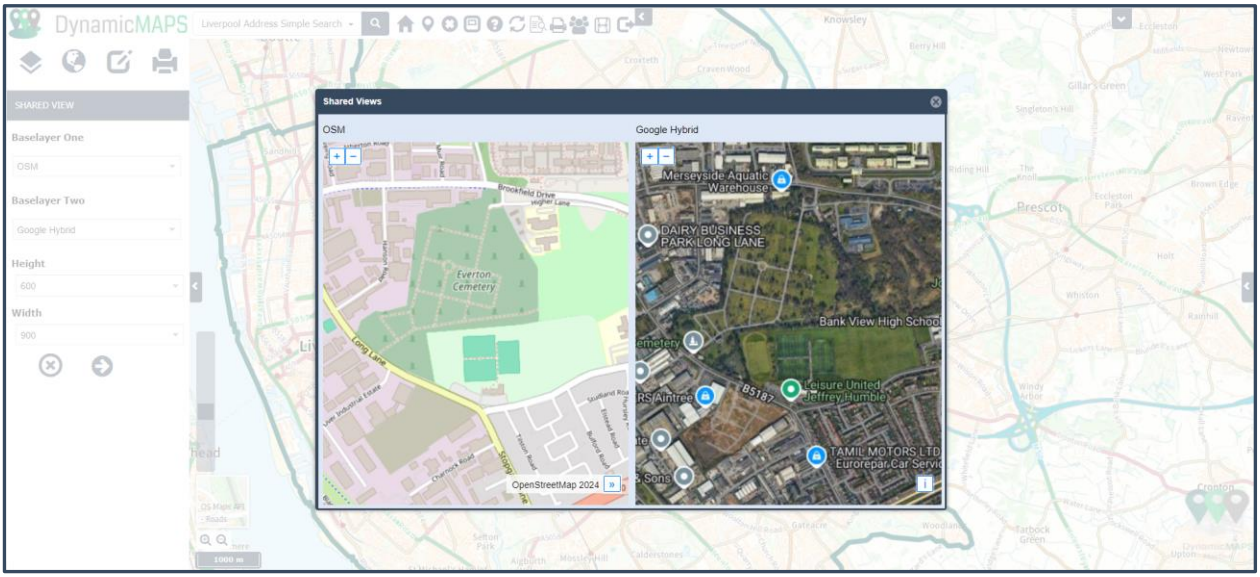


The Shared View tool allows the user to **choose the 2 basemaps** that you wish to view and also the **size of the window.**

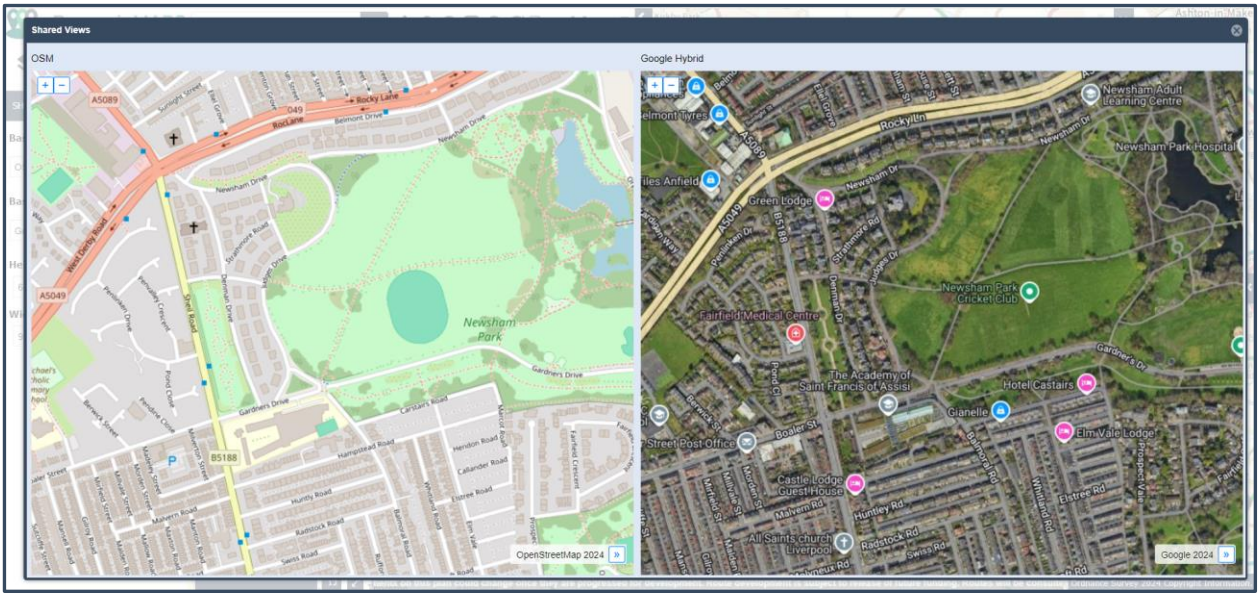
Having made the selections choose the **Apply button** to open the Shared View Tool.



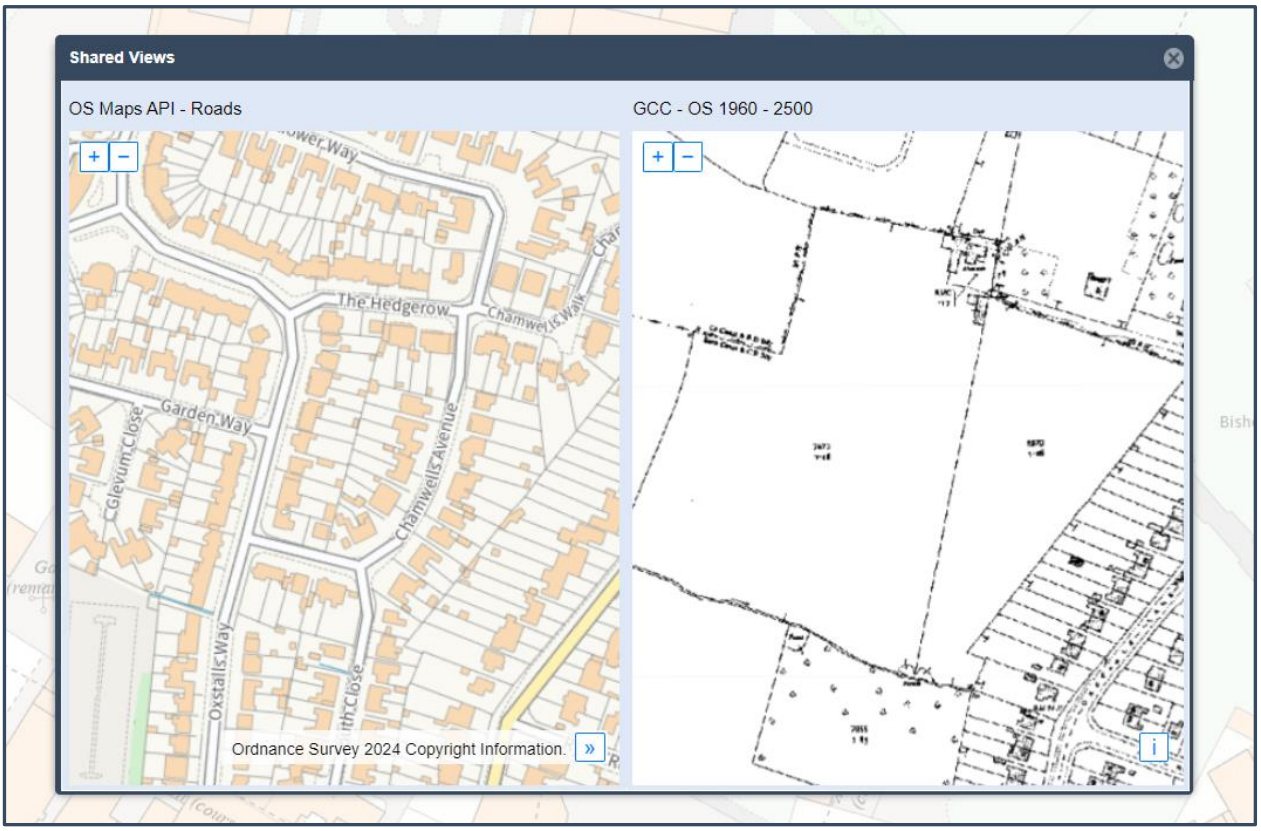
The Shared View tool opens and shows the two chosen basemaps side by side. You can then **pan and zoom** in either basemap window and the alternate window also updates. This then allows you to compare the two basemaps.



You can **resize** the Shared View tool by **dragging the edges** of the window to make the window bigger.



… and if available you can also choose to view current mapping against **historic mapping** layers to see how land use has changed over time.

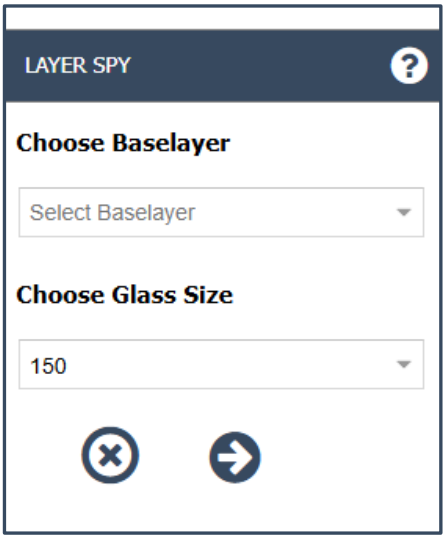


6.15 Layer Spy Tool

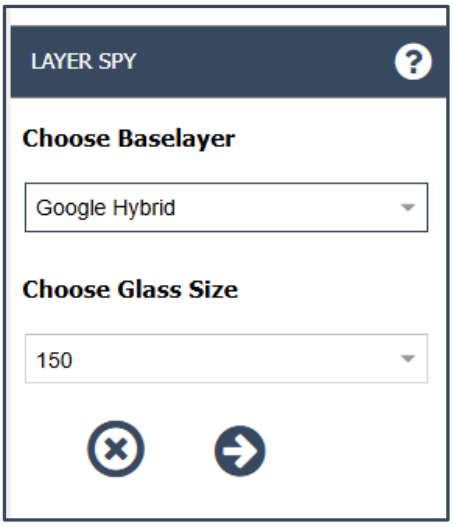
The Layer Spy Tool is provided under the **Map Tools > Layer Spy** menu.

The Layer Spy tool allows you to **see through the existing basemap** to see an alternate basemap below.

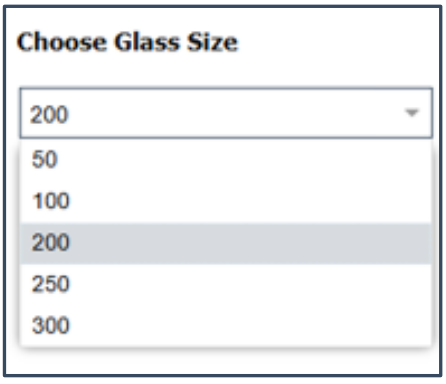
Having chosen the **Layer Spy Tool** the panel opens as below.



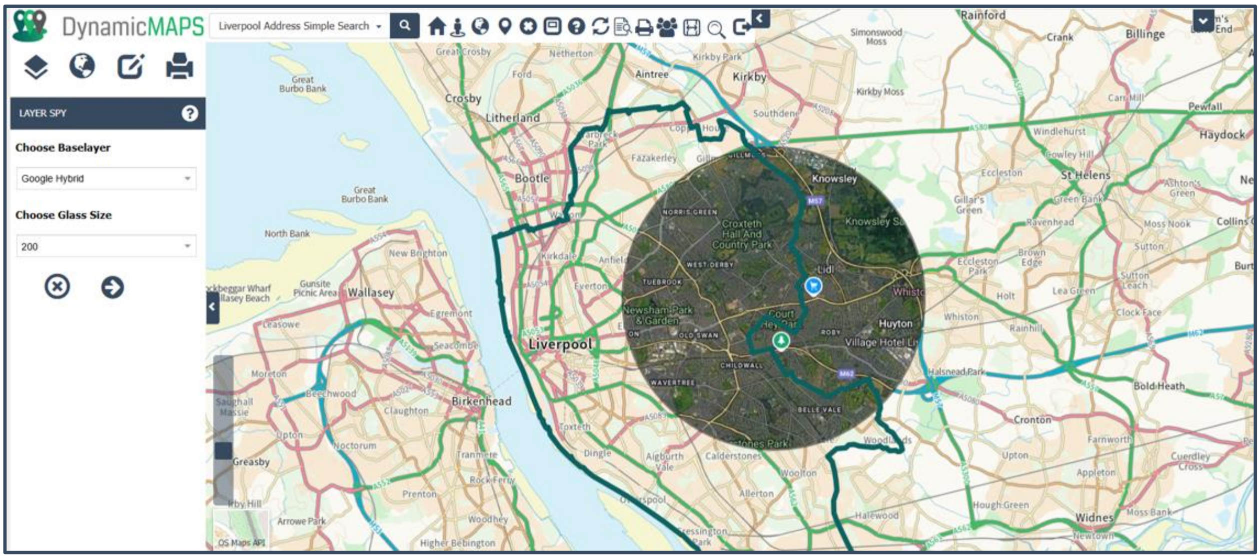
The Layer Spy tool allows the user to **choose 1 basemap** that you wish to view below the existing basemap, for example **Google Hybrid.**



You can also **choose the size** of the Layer Spy window for example setting the width to be **200.**

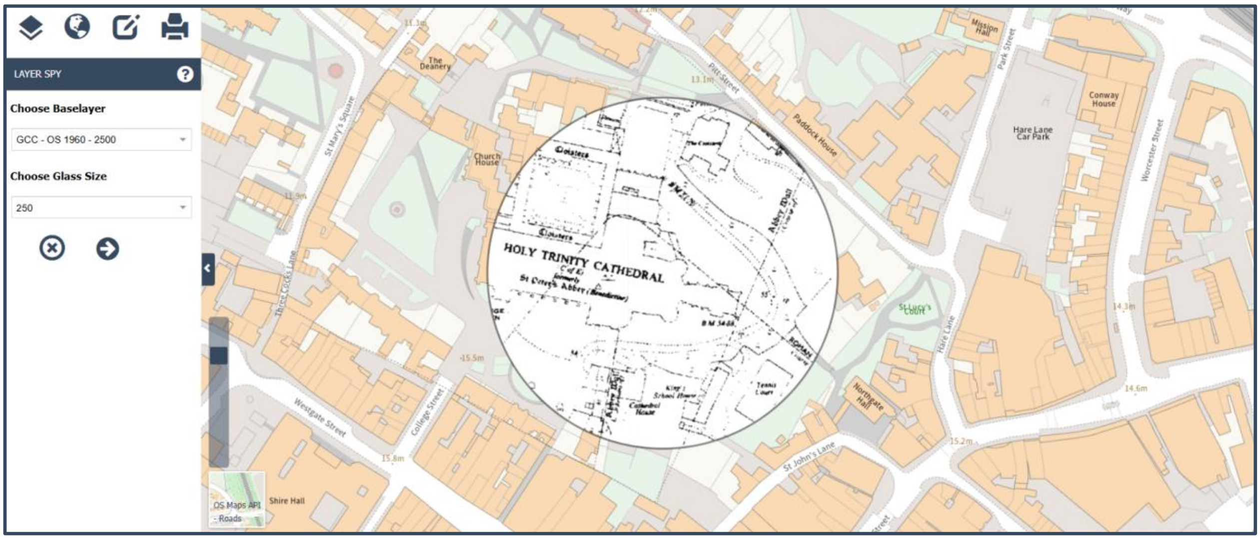


Having made the selections choose the **Apply button** to open the Layer Spy Tool.



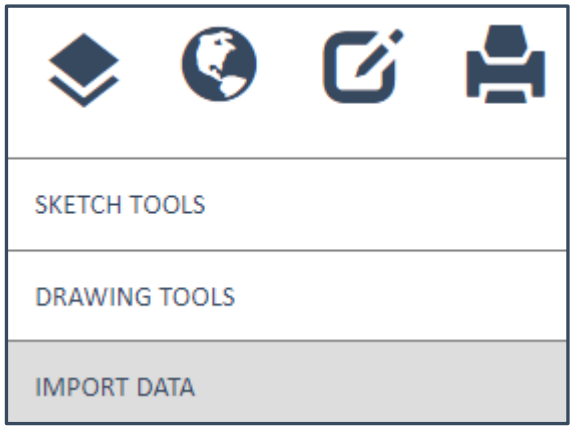
… and as you pan the mouse, the Layer Spy window allows you to view the alternate basemap.

You can change the **basemap** and **Spy Glass width** as needed… for example viewing **historic mapping** below a current basemap.

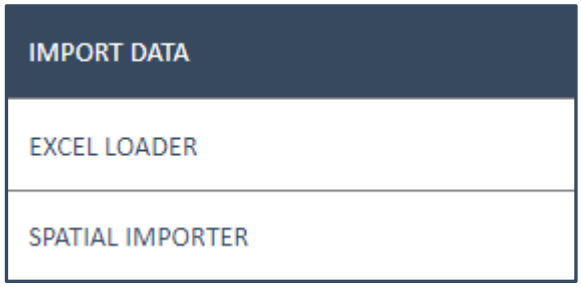


7.0 Excel Loader Tool

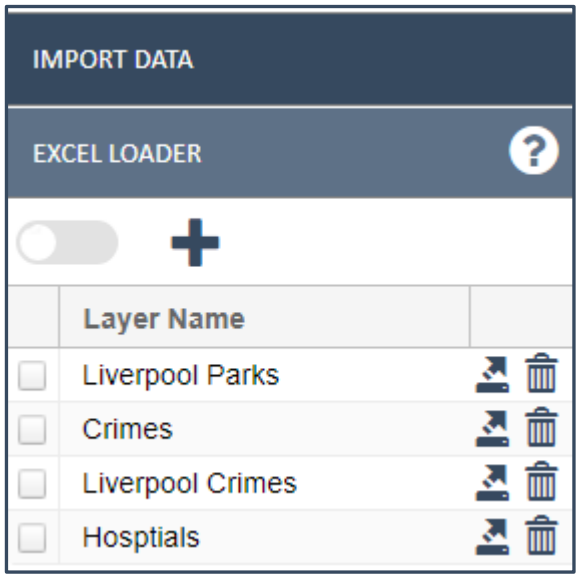
The Excel Loader Tool is provdied as a sub menu under the **Edit Tools > Import Data** menu.



Having clicked Import Data the following 2 options are revealed.

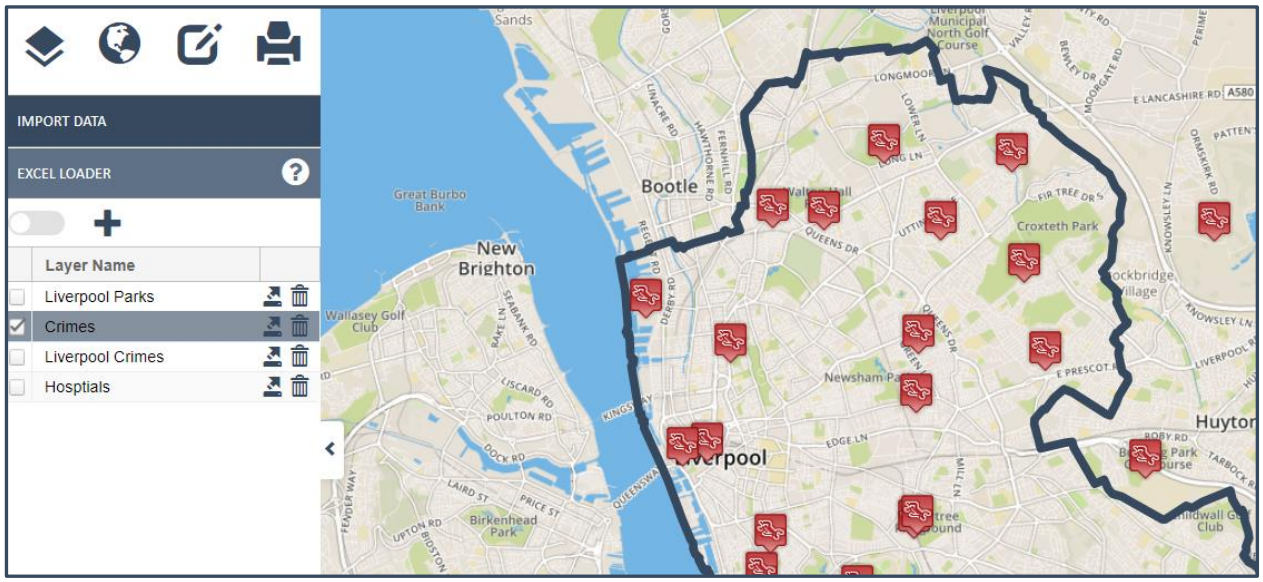


The Excel Loader tool allows you to load (or display) an excel file with records that have either coordinates or a postcode, into your map window.

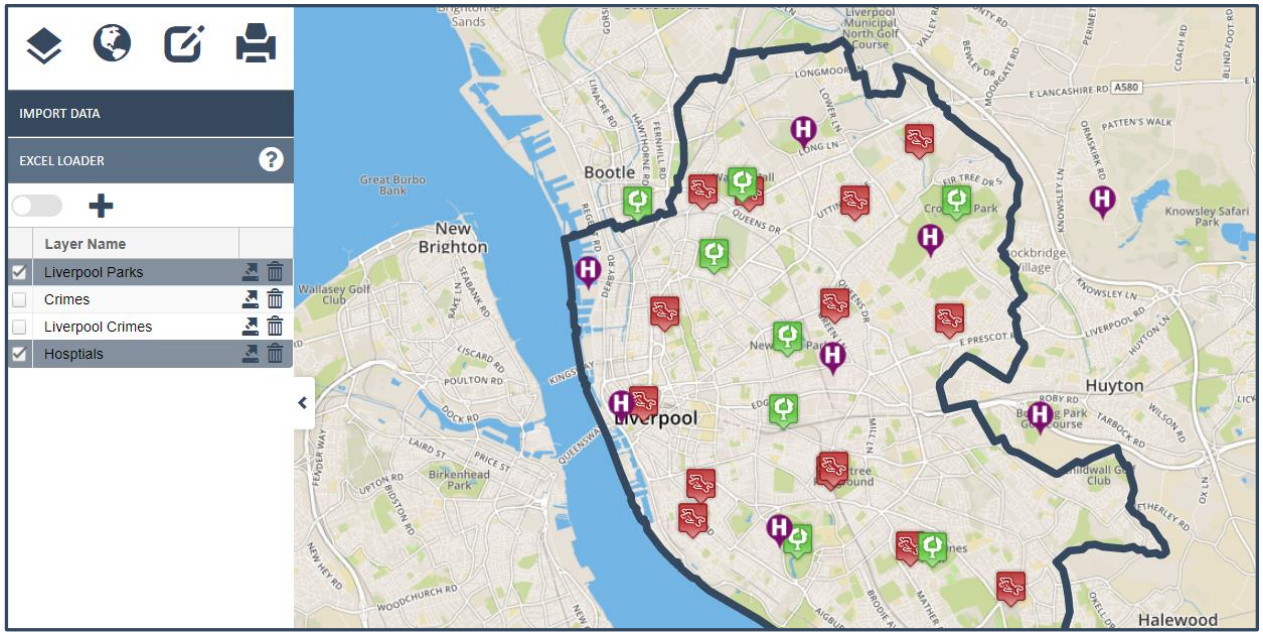


Show Excel Layer

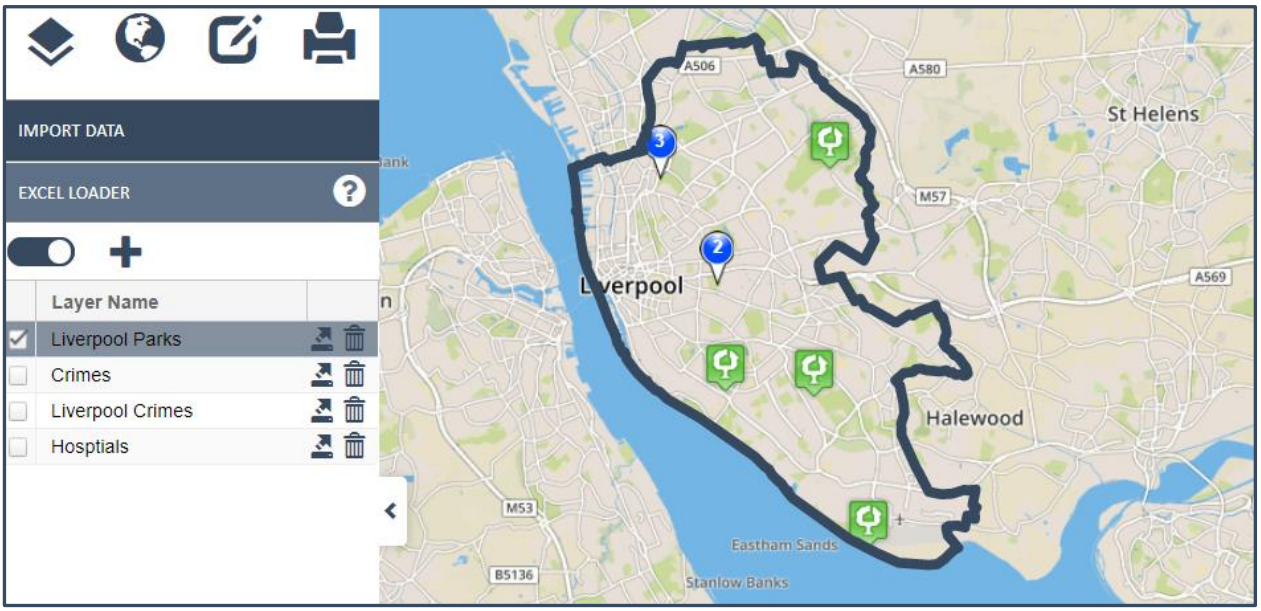
To show an Excel Layer that has previously been imported, simply tick the box to the left of the layer and the points will be added into the map window.



By selecting multiple layers in the list, you can show multiple Excel Layers in the map e.g. Crimes, Hospitals and Parks.



By toggling the Clustering option before you load a layer, means that when the layer is added if there are multiple points close to each other these will be clustered.



Export Excel Layer

Choose an Excel Layer that has previously been loaded from the **Import Layer** list e.g. the Liverpool Parks and then press **Export Layer**. The data is then saved into Excel format.

	A	B	C	D	E	F	G	H
1	id	Park	Easting	Northing	Column1	Column2	Column3	Colu
2	1	Walton Park	336760	395050				
3	2	Stanley Park	336160	393584				
4	3	South Park	334605	394678				
5	4	Croxteth Park	341175	394618				
6	5	Newsham Park	337663	391862				
7	6	Sefton Park	337810	387706				
8	7	Calderstone Park	340592	387497				
9	8	Speke Hall Estate	342223	382763				
10	9	Wavertree Botanic Gardens	337546	390373				
11								

Delete Excel Layer

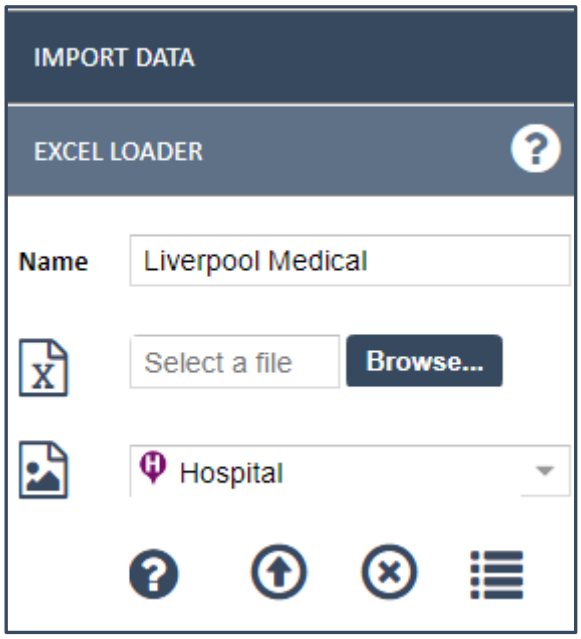
Choose an Excel Layer that has previously been loaded from the **Import Layer** list and then press **Delete Layer.** That Excel Layer will then be deleted from MapThat.

in the map at that location.

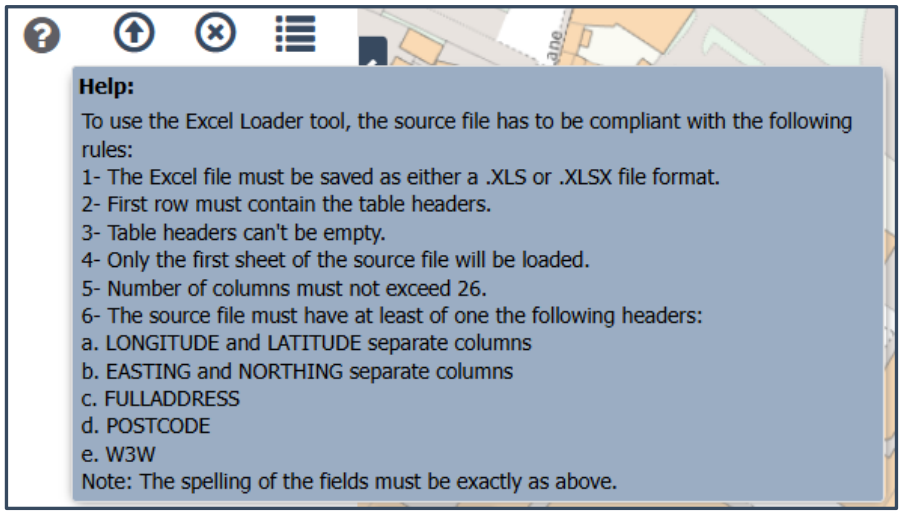
New Excel Layer

If you have an excel file that you wish to upload, choose the **Create New** Excel Layer button.

- **Name:** Specify the name of the Data Layer that you will create.
- **File:** Browse to find the excel file on your PC and choose open.
- **Icon:** Choose an icon style to represent the point's e.g. a Hospital symbol.

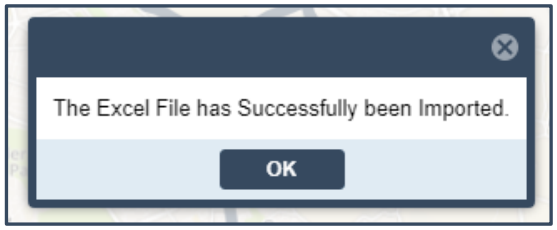


If you require Help on how to upload an excel file and what the pre-requisites are then hover over the **Help button** and an information window will appear.

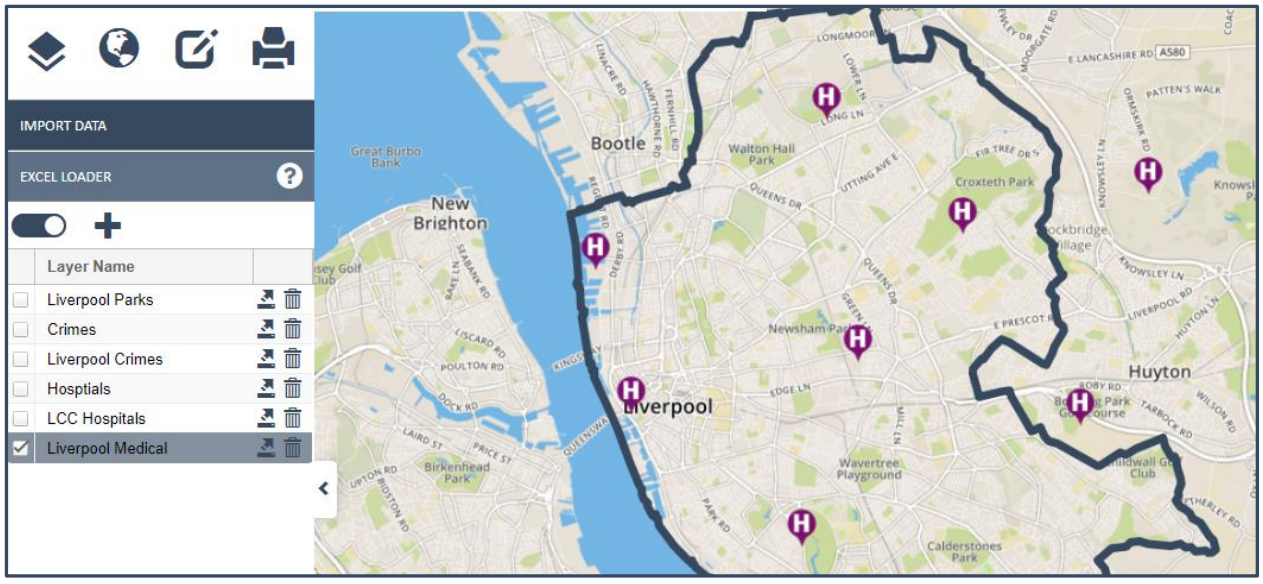


Note – MapThat will geocode records using either an **X&Y coordinate**, **Full Address**, **Postcode** or **what3words** address.

Choose the **upload button** and the records in your excel file will be geocoded.

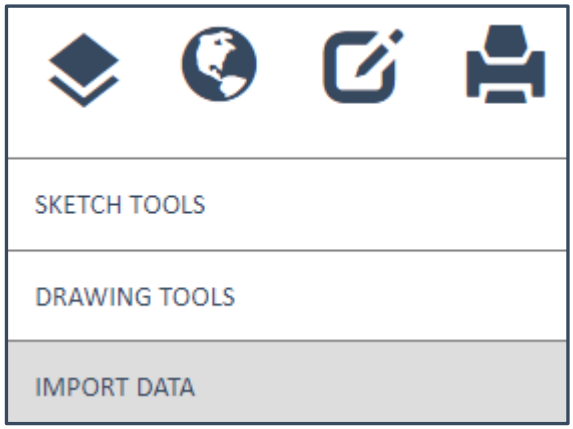


And added into the map window.

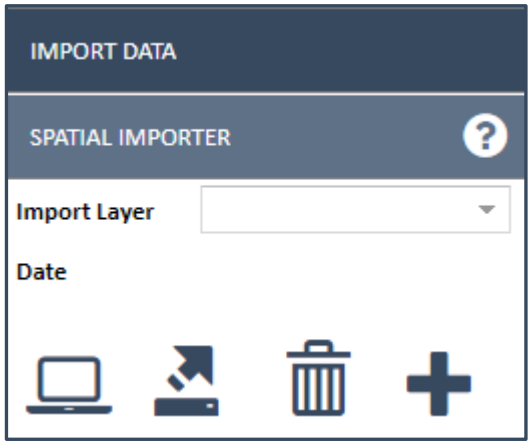


8.0 Spatial Importer Tool

The Spatial Loader Tool is provdied as a sub menu under the **Edit Tools > Import Data** menu.

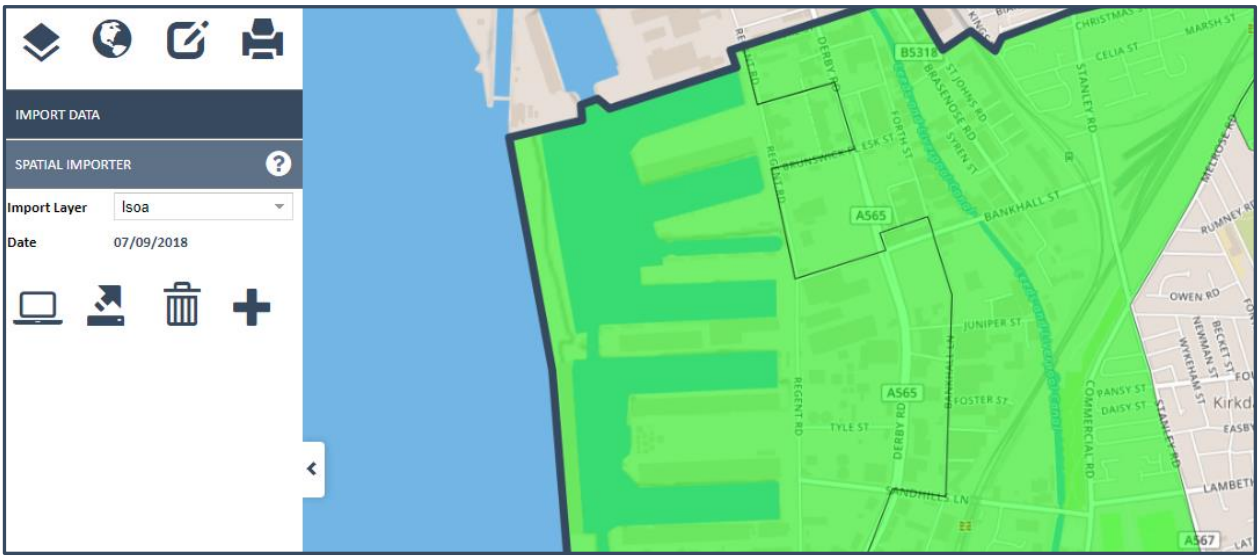


The Spatial Importer tool allows you to load a GIS or DXF dataset of points, lines, or polygon features as a layer into your map window.

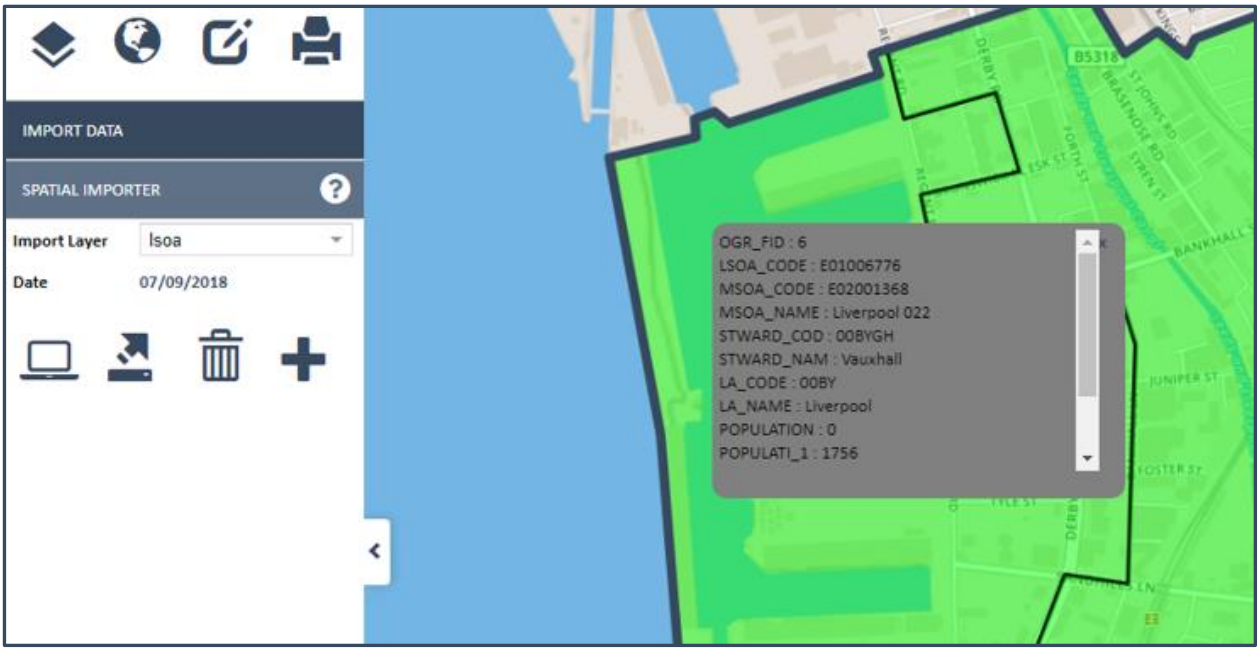


Show Spatial Layer

Choose a Spatial Layer that has previously been loaded from the **Import Layer** list and then press **Show Layer**. The spatial layer will be added into the map window.

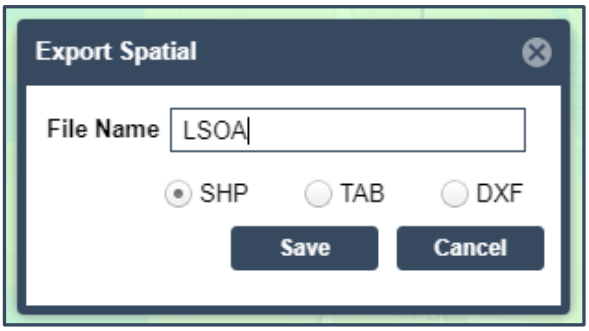


Where you can use the information bubble to examine the features attribute information.

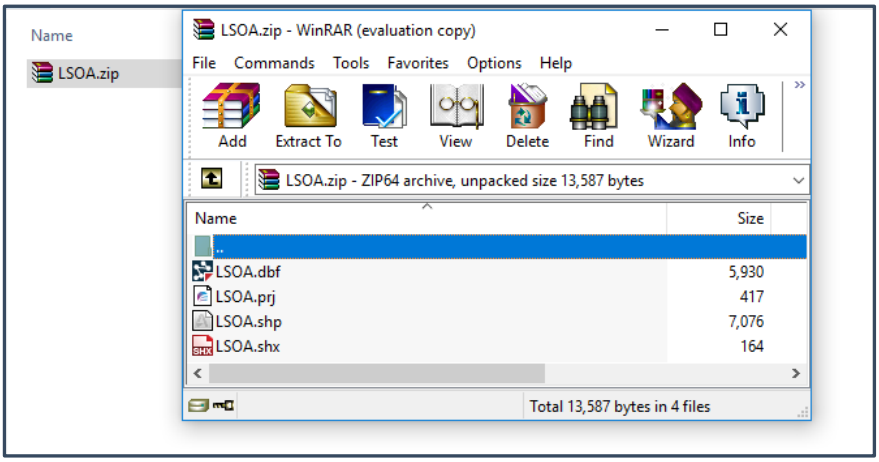


Export Spatial Layer

Choose a Spatial Layer that has previously been loaded from the **Import Layer** list and then press **Export Layer**. The layer can then be exported to MapInfo.Tab, ESRI.Shp or AutoCAD.Dxf.



The spatial layer will be exported, and a Zip file saved on your PC.

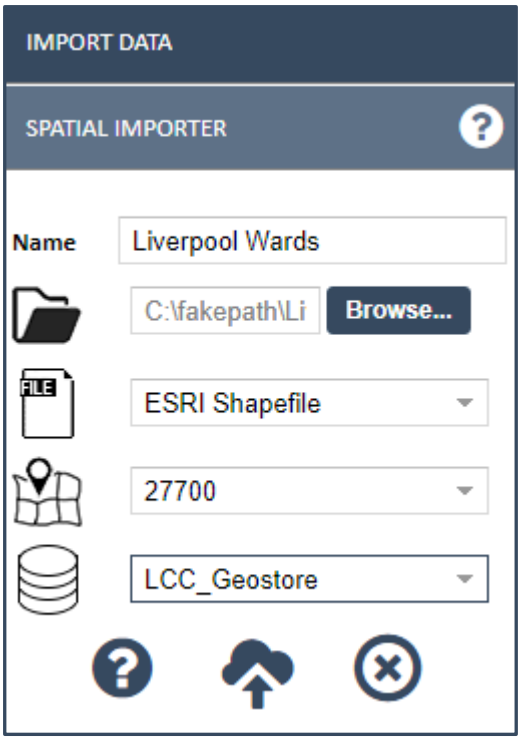


Delete Spatial Layer

Choose a Spatial Layer that has previously been loaded from the **Import Layer** list and then press **Delete Layer.** That Spatial Layer will then be deleted from MapThat.

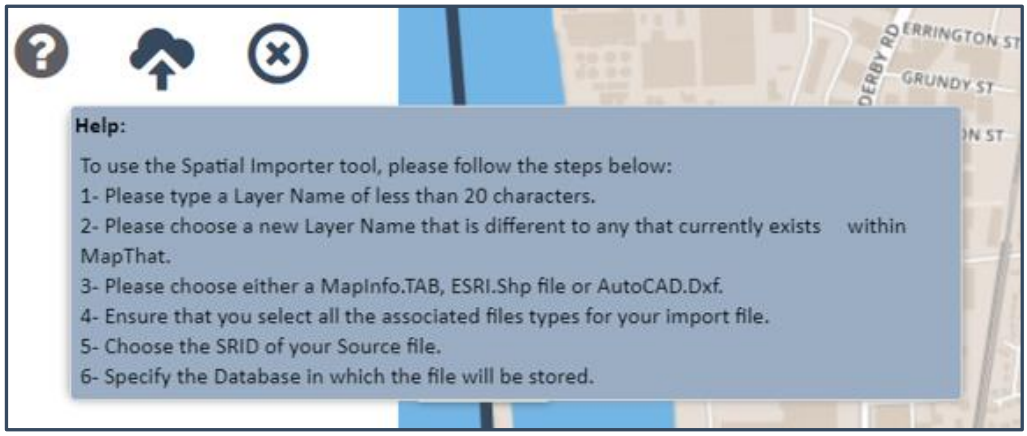
New Spatial Layer

If you have a spatial file that you wish to upload, choose the **Create New** Spatial Layer button.

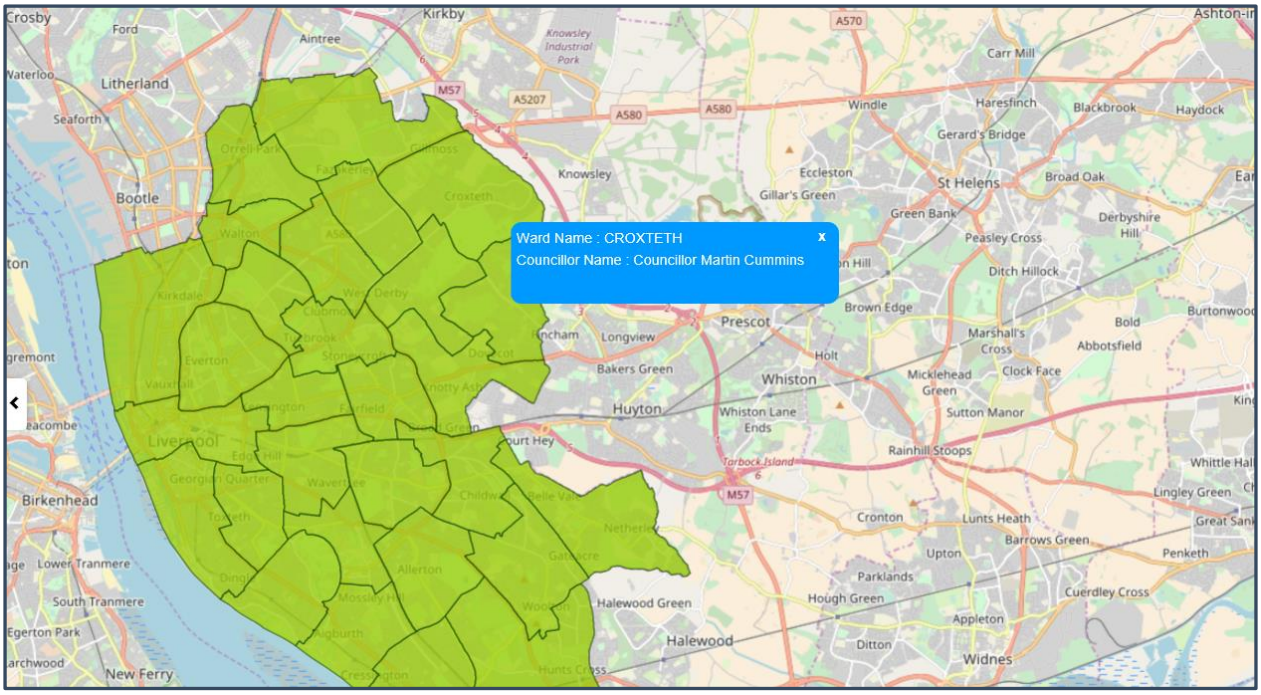


- **Name:** Specify the name of the Spatial Layer that you will create.
- **Open** Browse to find the GIS file on your PC and choose open.
- **File:** Specify if you are uploading a TAB, SHP or DXF file.
- **CRS:** Choose the projection of the Source data.
- **DB:** Choose the Database that the spatial data will be uploaded too.

If you require Help on how to upload a spatial layer file and what the pre-requisites are then hover over the Help button and an information window will appear.

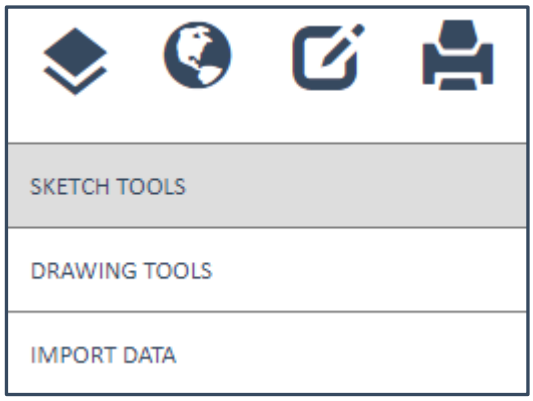


Choose the **upload button** and the spatial layer will be imported into MapThat.

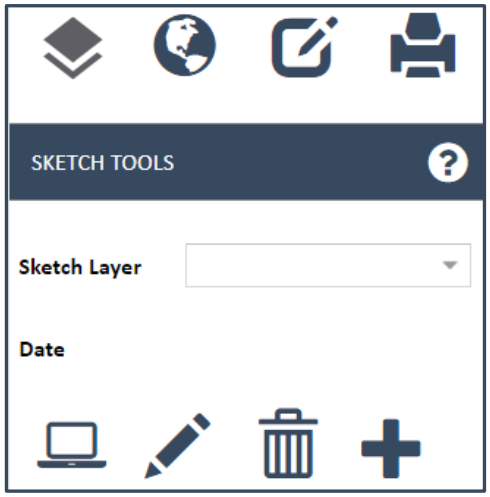


9.0 Sketch Tools

The Sketch and Drawing Tools are provdied as a sub menu under the **Edit Tools >** menu.

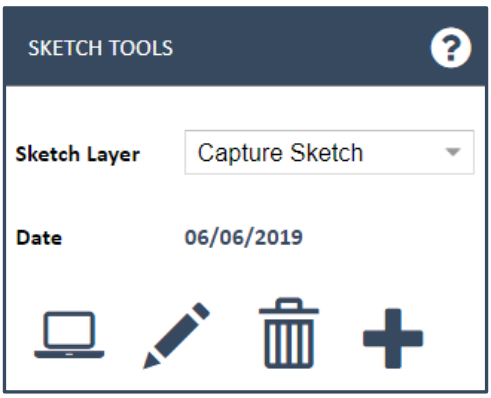


The Sketch Tools allow you to perform **Red Lining** on temporary layers, while the Drawing Tools will edit and create features into existing MapThat Layers. The tools available are the same for both tools (although the Sketch Tools have a **Draw Text and Draw Arrow tool**), and we will explore these later in this section, however firstly we will explore how to work with Sketch Layers.

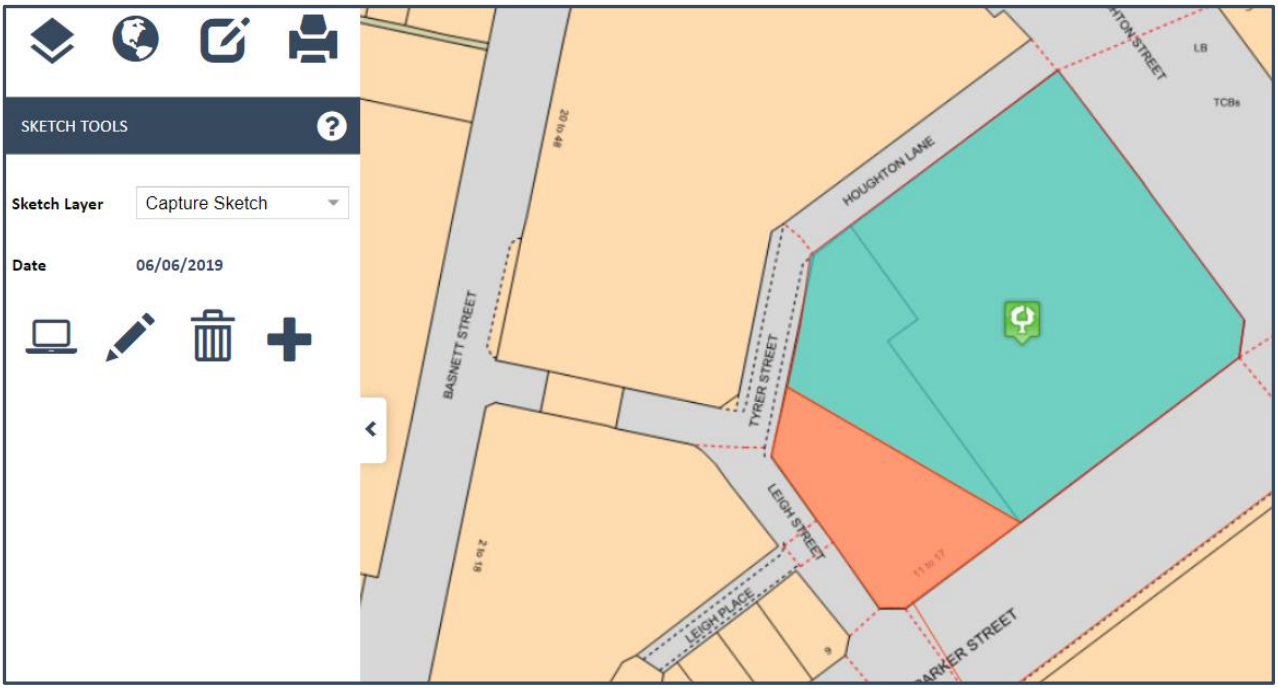


Show Sketch Layer

Choose a Sketch Layer that has previously been created from the **Sketch Layer** list and then press **Show Layer**.



The layer is then opened into the map window where you can now view the features already drawn into that Sketch Layer.

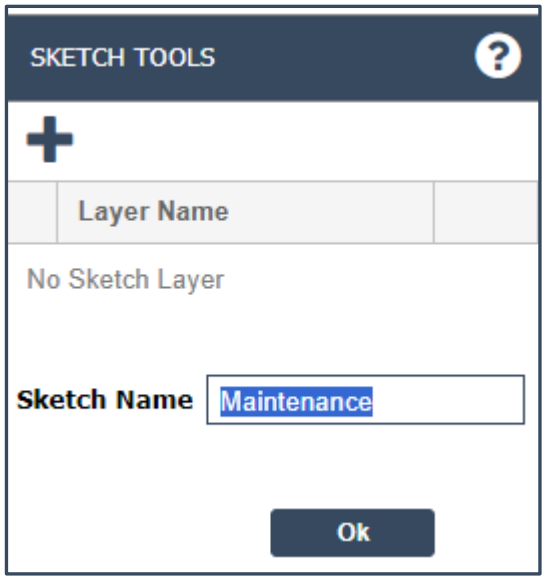


Delete Sketch Layer

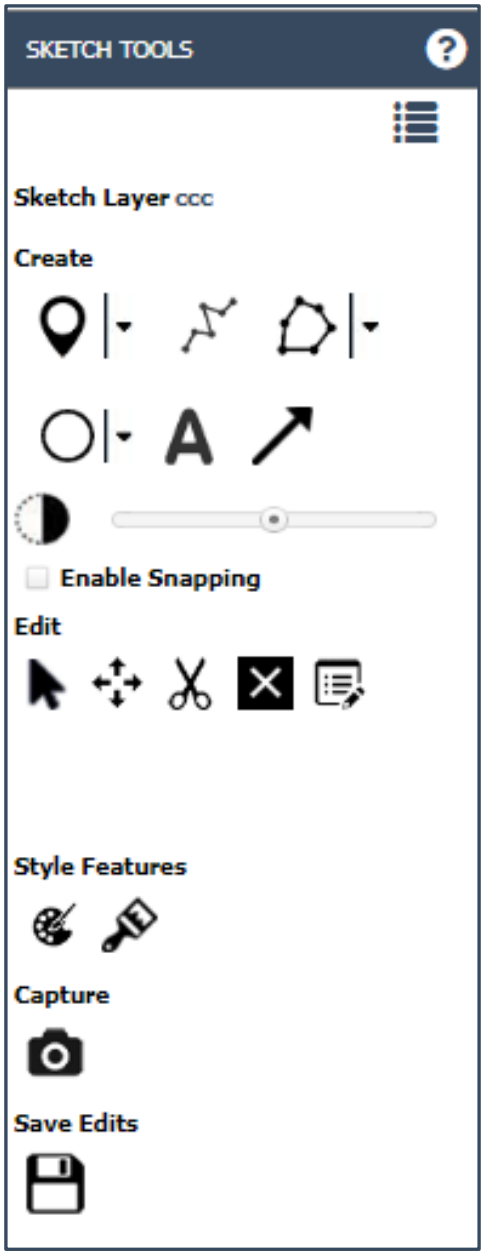
Choose a Sketch Layer that has previously been created from the **Sketch Layer** list and then press **Delete Layer.** That Sketch Layer will then be deleted from MapThat.

Add Sketch Layer

If you wish to create a new Sketch Layer for your own Red Lining, then choose the **Add Sketch** Layer tool, give the new Sketch Layer a **Name,** and press **OK.**

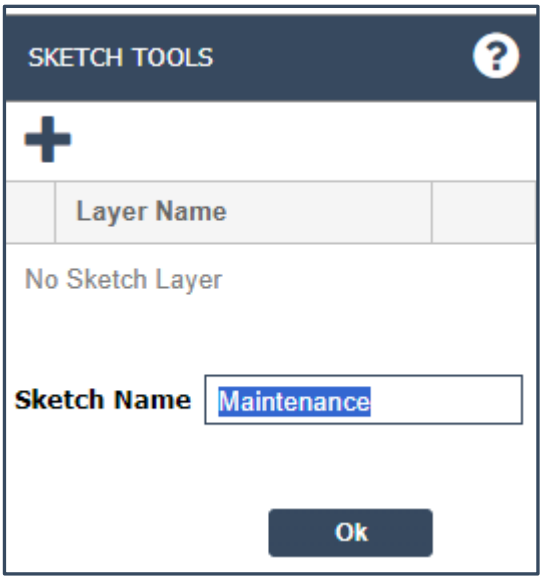


The suite of Sketch Tools will then open.

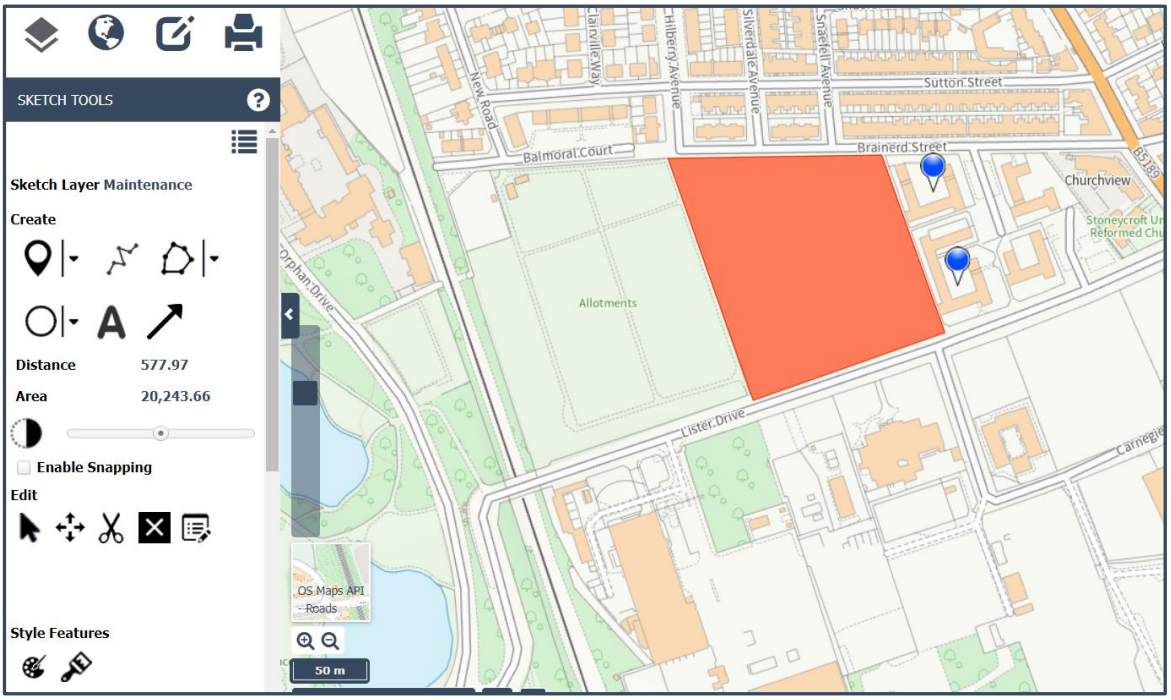


Edit Sketch Layer

If you already have a Sketch Layer that you wish to Edit, simply choose the Sketch Layer Name, and press the **Edit** Pencil icon.



The Sketch Layer will be added to the map and the suite of Sketch Tools will open.



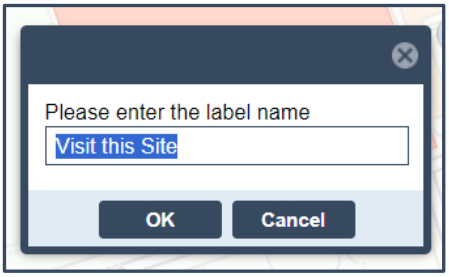
The suite of Sketch Tools is also shared with the **Drawing Tools,** and we will explore the drawing (create) tools in the next section.

However, there are three tools that are unique to the Sketch Tools, and not included in the Drawing Tools, including:

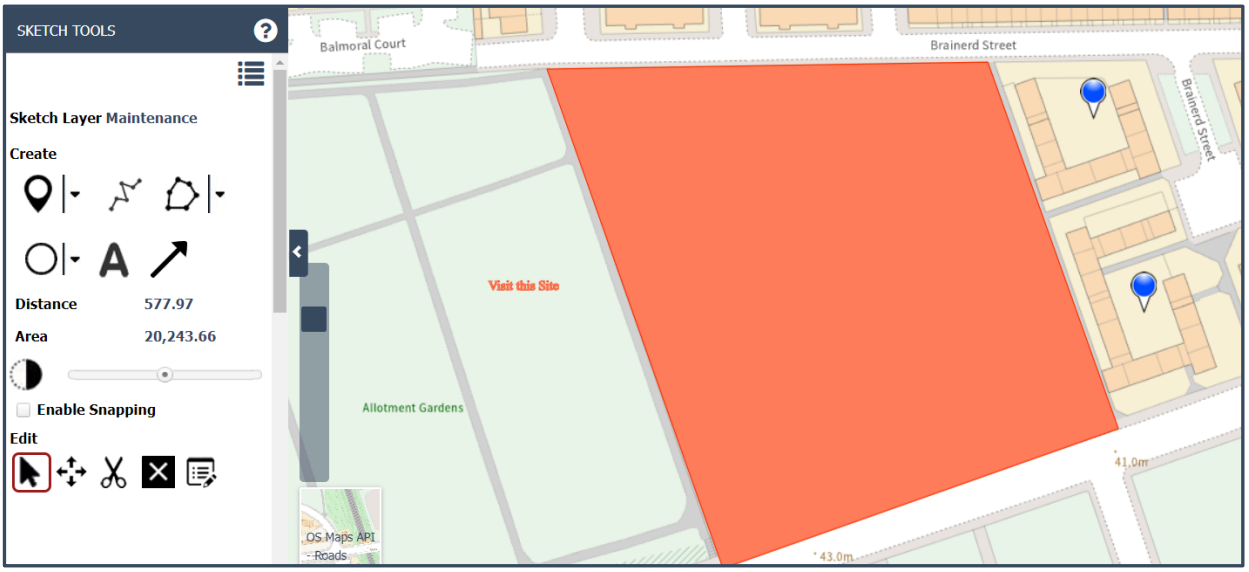
Draw Text

The Sketch tools allow you to annotate your map with text. To do this choose the **Draw Text button.**

Enter the **text annotation**…



.. press **OK** and **left click** in the map to position to the text annotation.



Draw Arrow

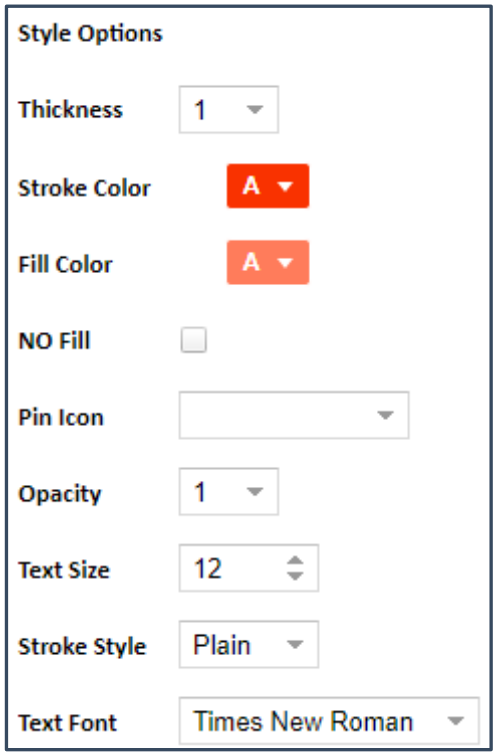
The Draw Arrow tool allow you to create arrow markers in the map To do this choose the **Draw Arrow button.**

Left click in the map to start the arrow, then double left click to finish the arrowhead.

Style Features

This provides the option to edit the style of features that you draw in the map.

Choosing the **Show Style Features** opens the extra style panel, which gives you options to:



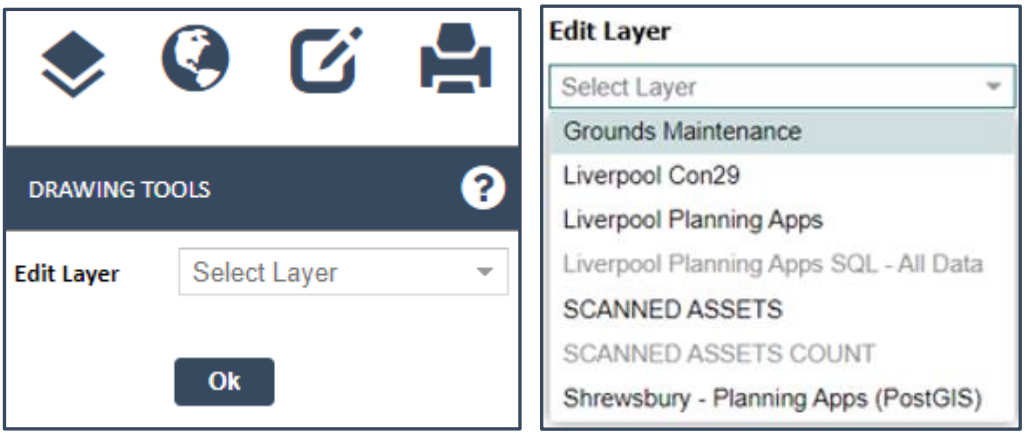
- **Thickness:** A numeric value to define thickness of lines.
- **Stroke Colour:** Choose the colour for the stroke line of lines and polygons
- **Fill Colour:** Choose the colour for the fill of polygons.
- **No Fill:** Allows you to make the polygon have no fill.
- **Pin Icon:** Choose an icon for point data.
- **Opacity:** Define how opaque the feature is.
- **Text Size:** Choose a numeric value for the size of text labels.
- **Stroke Style:** Choose the style for lines e.g. Dotted, Plain, Dashed.
- **Text Font:** Choose a font style for text labels.

Having chosen a style, the next time you draw a new object the feature will use the new styles options.

Using the Apply Style Feature tool allows you to choose a new style and then apply that style to an existing map feature to update its style. For example, changing the polygon to a green fill and dotted line.

10.0 Drawing Tools

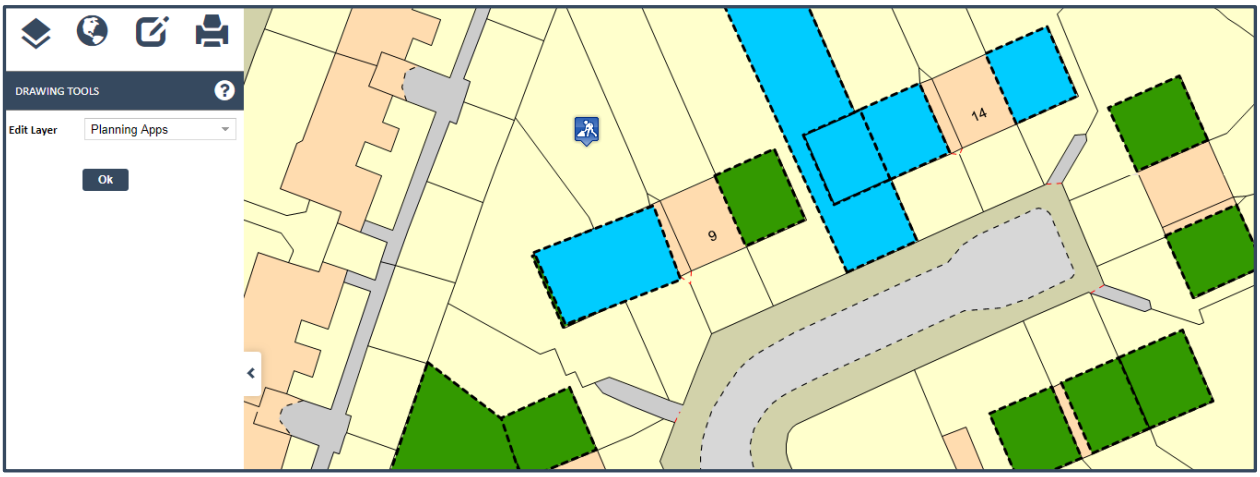
The Drawing Tools are provdied as a sub menu under the **Edit Tools >** menu.



Note – if a layer is shown **greyed out**, this is because the layer cannot be displayed at the current zoom level, so either zoom into or out from the map as needed.

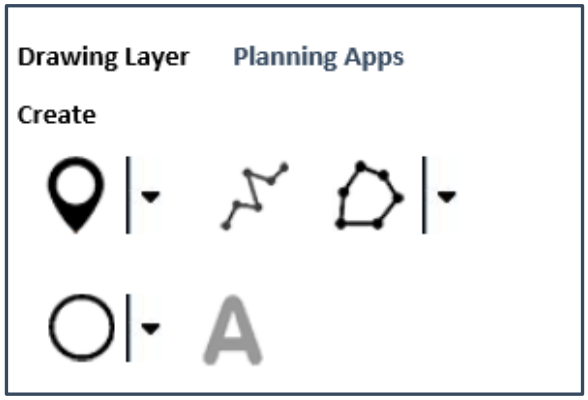
Edit Layer

From the Edit Layer list, choose any existing MapThat layer which your login credentials allow you to edit, and then press the **OK button.** The layer will be added into the map window and the Drawing Tools will also open.



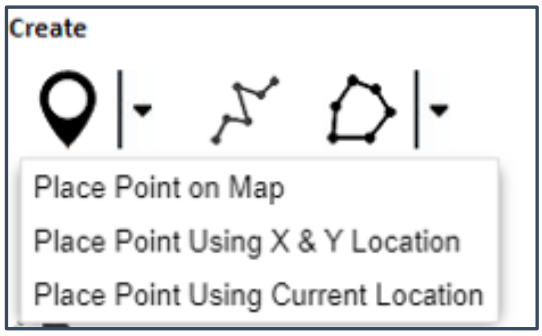
Create Tools

The Drawing Tools are located in the Create panel, and include options for creating points, lines, polygons, and circles.



Place Point

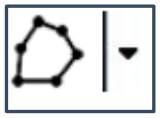
You can either click anywhere on the map to interactively place the new Point, type an X and Y location to place the point icon at a specific location, or choose to place the new Point at your current geo-location.



Draw Line

Click on the map to draw a multipoint line. Left clicking to change direction and double clicking to complete the line.

Draw Polygon

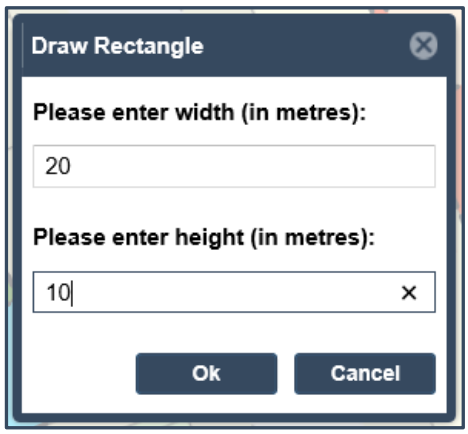


Click in the map and to add multiple points in order to create a polygon shape.

Draw Rectangle

Use the Define Width/Height and click on Map tool to create a rectangle.

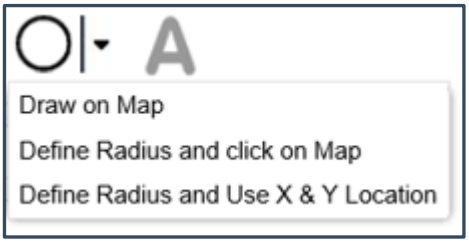
Defining a **width** and **height** value in metres for the feature.



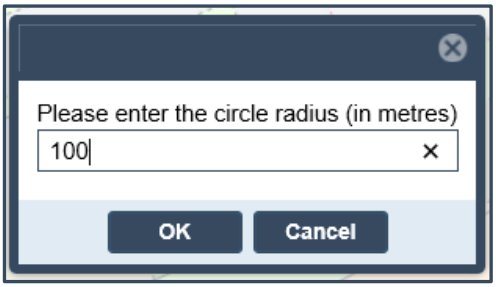
Draw Circle

Click anywhere on the map to place the point and drag open a Circle.

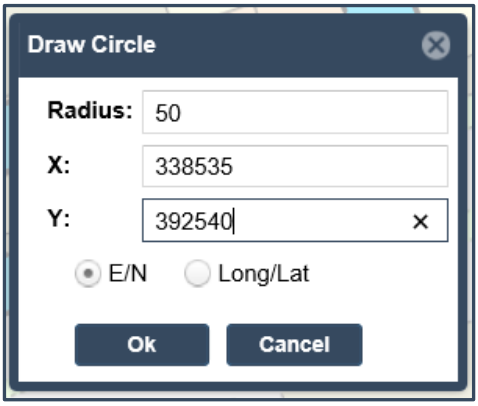
Or click in the map and define a radius for the Circle.

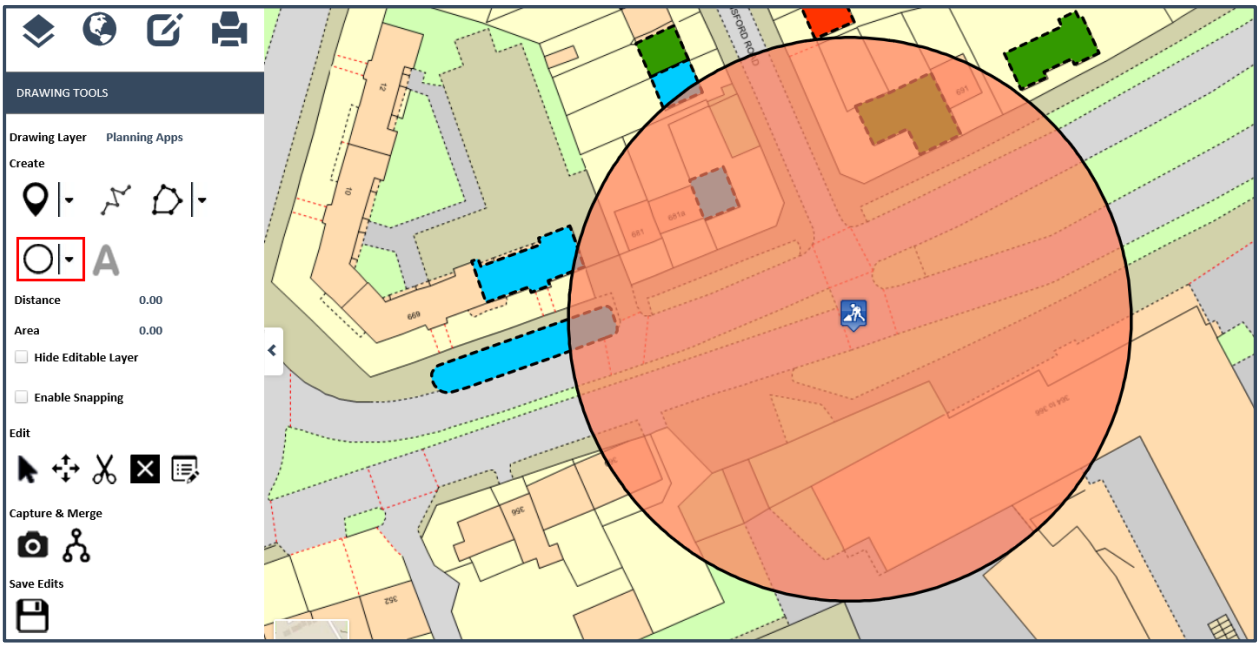


e.g., specify a radial distance for the circle.

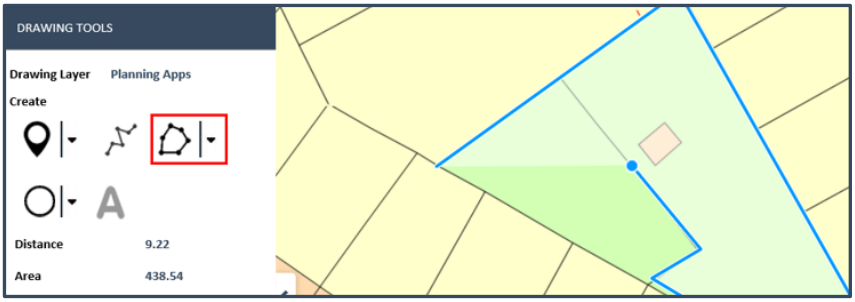


Or define the radius and also type an X and Y location to place the point icon at a specific location.





As you draw a new feature in the map, the Distance and Area values will auto update as you left click to change shape. This allows you to create features based on defined distances and dimensions.



Distance	121.19
Area	554.11

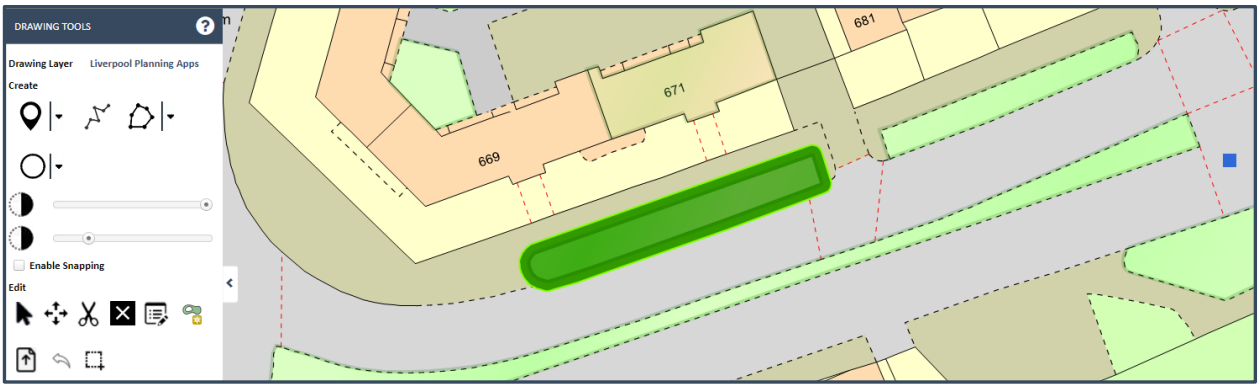
Edit Layer Opacity

If there are multiple objects already in your editable layer, you can use the **Opacity Slider** to make the editable layer opaque so that you can more easily digitise your new record.

Other Map Layer Opacity

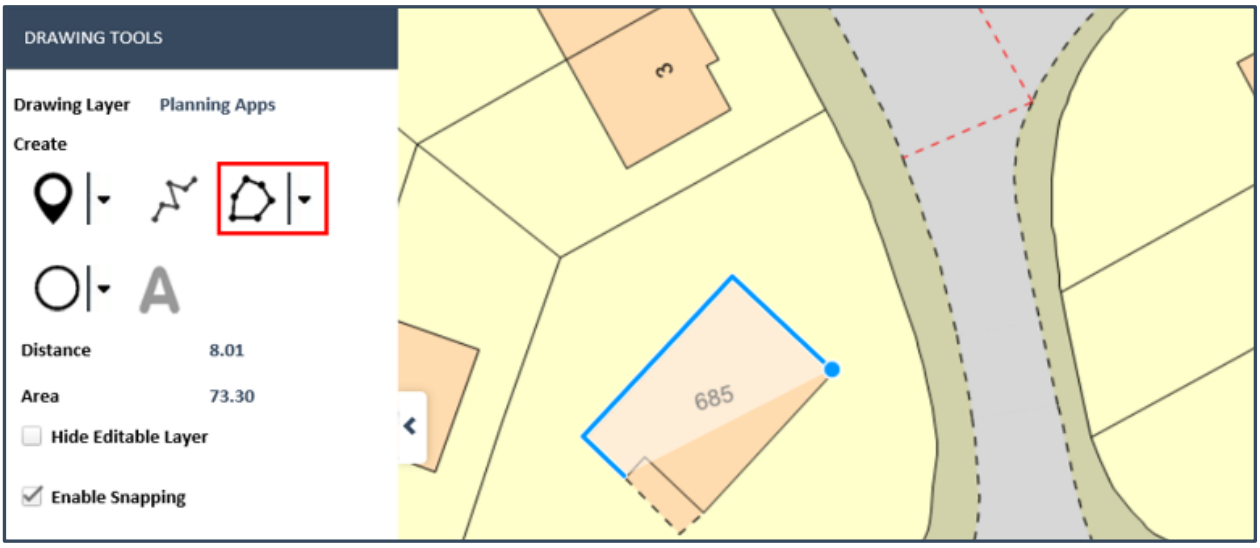
If there are other map layers on and they are impairing your ability to add your new feature, you can use the Opacity of Other Layers slider to change the opacity of those layers, to thin them, so you can see more easily.

For example, changing the slider to 20% will make those layers more translucent so it's easier to see!



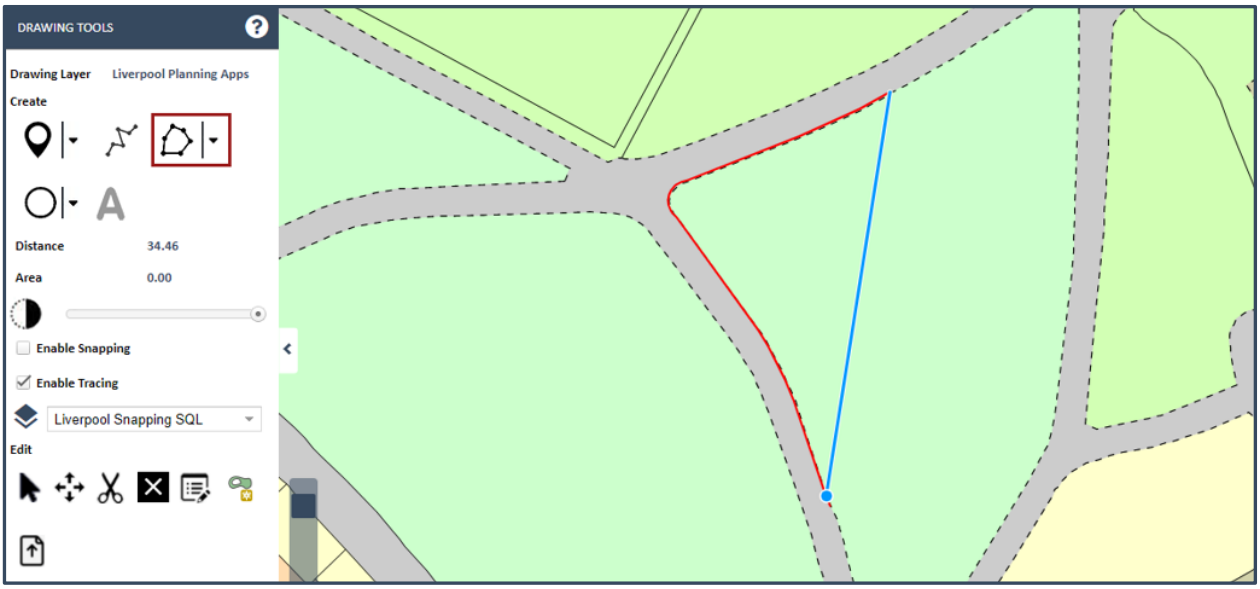
Snapping

Ticking the snapping option allows you to choose a layer to snap against e.g., OS MasterMap. The next time that you use a drawing tool the cursor will snap to the snapping layer allowing you to draw new features more accurately.



Tracing

Ticking the tracing option allows you to choose a layer to snap against e.g., OS MasterMap. The next time that you use a drawing tool the cursor will trace around the snapping layer allowing you to draw new features more accurately.



Edit Tools

The Edit Tools then allow you to edit those features, by moving them, deleting them, reshaping them, editing their attributes, and also adding Holes.

Cancel Operations

Stops any current drawing tools and returns to your cursor.

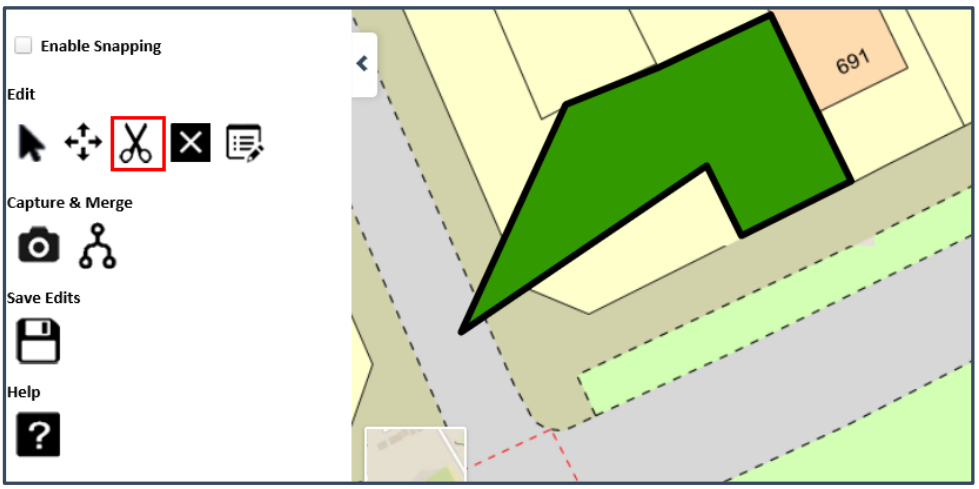
Move shape

Hover over an existing point, line or shape and your cursor will change to a hand, which you can then use to drag the object to a new location.

Edit Shape

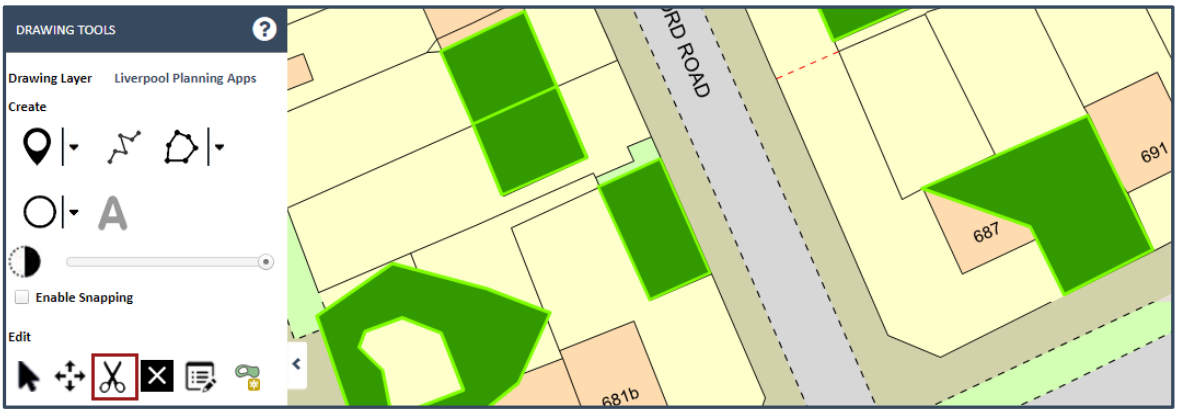
Allows you to edit the geometric shape of line and polygon features. Simply select the map feature by clicking on/within it and then left click on any existing line or bounding line of a

polygon and you can either move an existing vertex or add a new vertex and move that to reshape your map features.



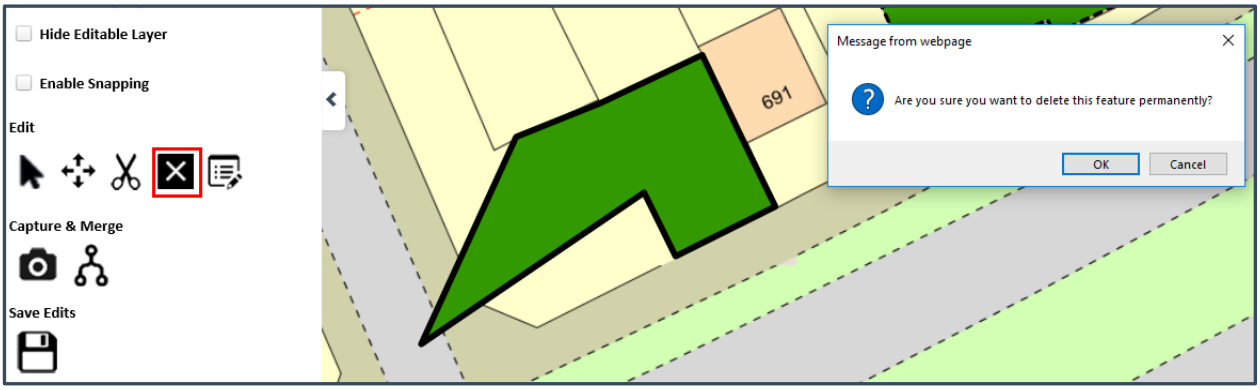
Again, using the Reshape tool by **single left clicking** on any **existing node/vertex**….

… you can delete that node/vertex to further reshape your feature.

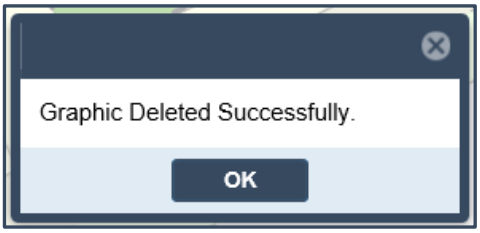


Remove Shape

Click the Remove button and then select an existing polygon, point or line to remove the shape from the map. Choose ok (or cancel if you change our mind).



The record will be deleted successfully.



Note - this is permanent, you do not need to save after making this amendment.

Edit Attributes

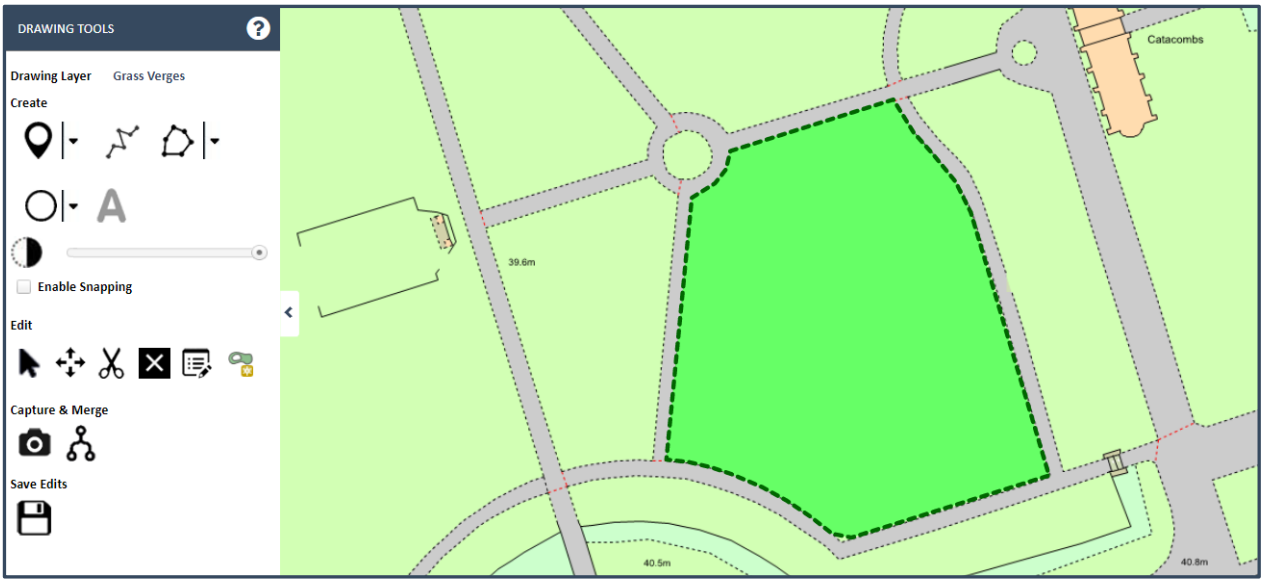
Select a feature you wish to edit the details for e.g. a planning application and an Edit Attributes box will appear. Depending on the configuration of the box you will either be able to choose a value from a drop-down list, date/time window or you can type free text.

Note - that some fields may be mandatory, and these are marked with a **red asterisk.**

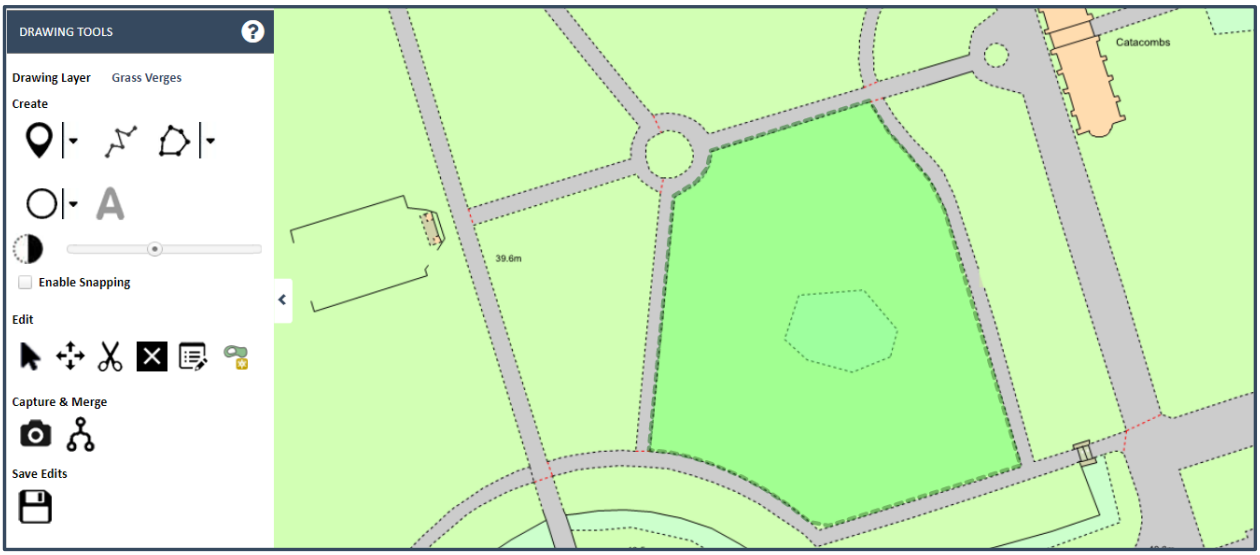
Add Holes

You can add a Hole to a current map object by simply digitising the new shape around the area to be removed. This can be very useful for grounds maintenance i.e. clipping out Rose Beds, building features from the centre of grassed areas.

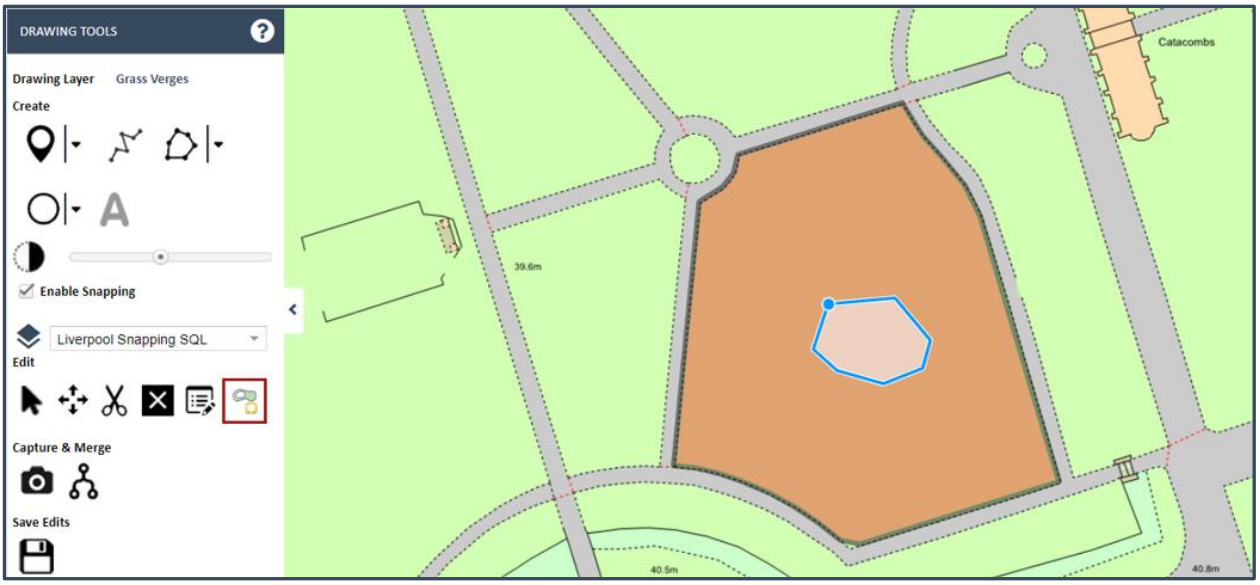
Simply draw the outline for the **complete polygon** feature.



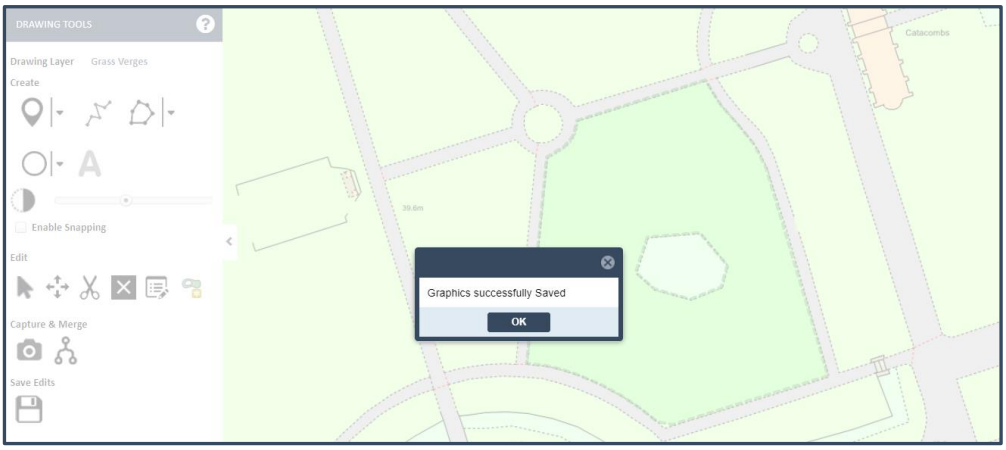
Making the Drawing **layer Opaque** we can see that there is an area of Water within the grassed area.



Before you add the hole, choose a **Snapping Layer** so that you can accurately trace around the Water to draw the hole. Then from the **Edit** sub menu choose the **Add Ring** tool and digitise using the Snap to create the Hole in the grassed area.



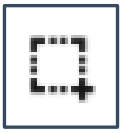
Once you compete the Add Ring the area is then cut out from the existing polygon and auto saved.



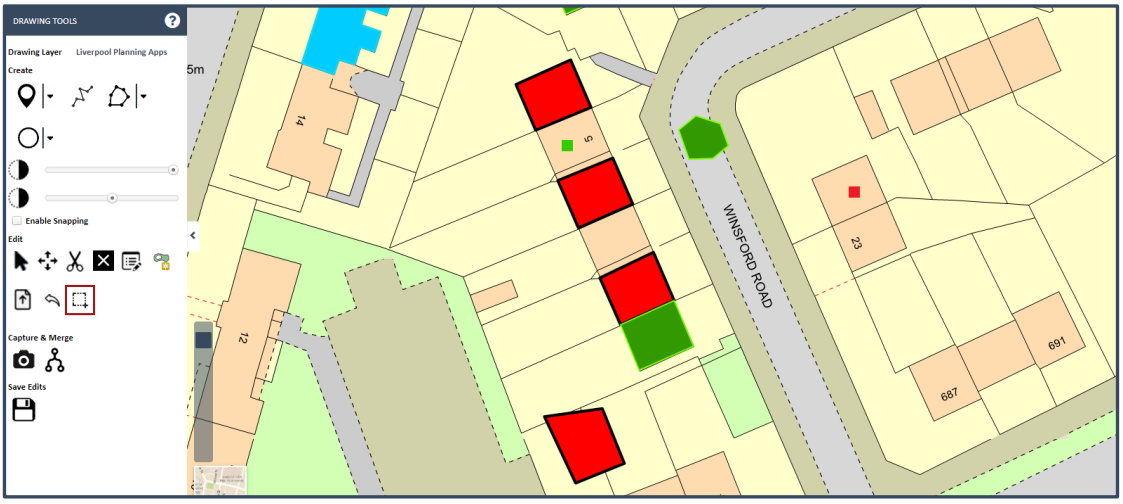
Undo Tool

The **undo** button will enable you to undo the last action, including the last; Reshape, Move, Delete and Add Ring action.

Delete Multiple Features Tool



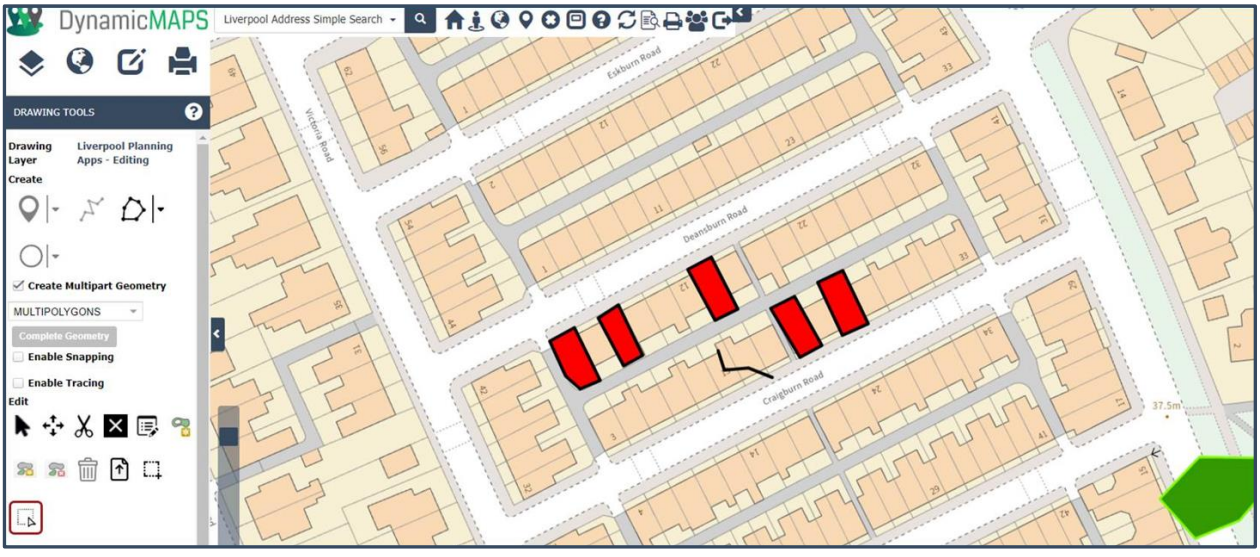
If you need to delete multiple records/features in the map, simply choose the **Delete Multiple Features** tool, select the features (they will turn red), and then choose the Remove tool.



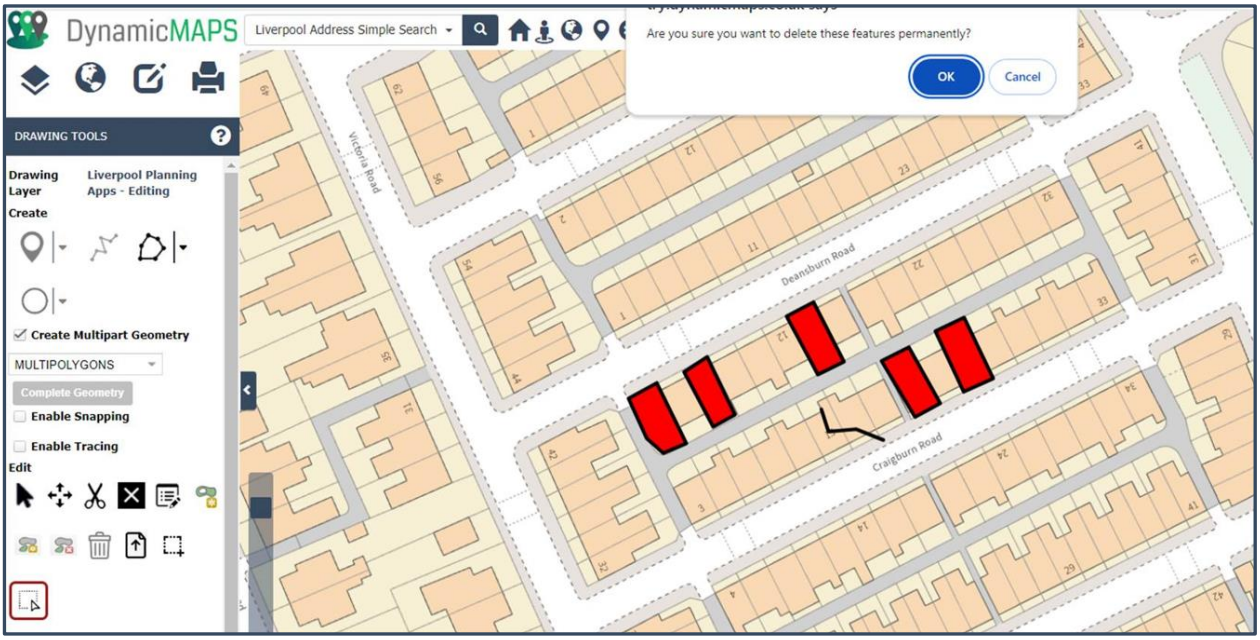
Marque Selection Tool:

In addition to the **Delete Multiple Features** tool, we also have the ability to **drag a box** over your map features to **marque select** them for deletion. From the Drawing tools choose the **Marque Selection tool,** left click in the map and with the **control key** held down you can draw a box shape in the map.

Each map feature that falls within the box is then **selected.**

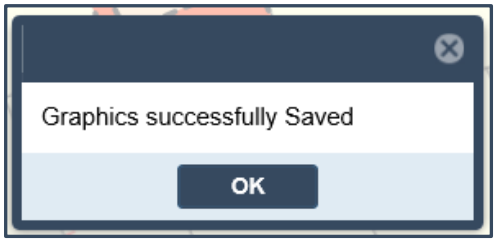


… then choose the **Remove button** and the features will be removed.



Save Changes

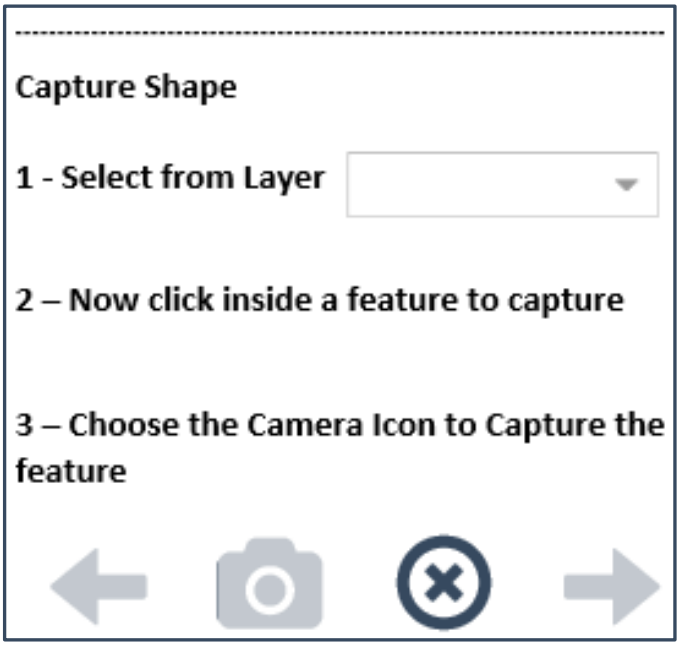
Once you have made any changes e.g. added new features or added/updated attributes, press the **Save icon** and the data will be saved into the underlying spatial table. If you have edited a layer that has a Theme associated to it, e.g. the planning applications, then the map object may change colour to reflect the new attributes.



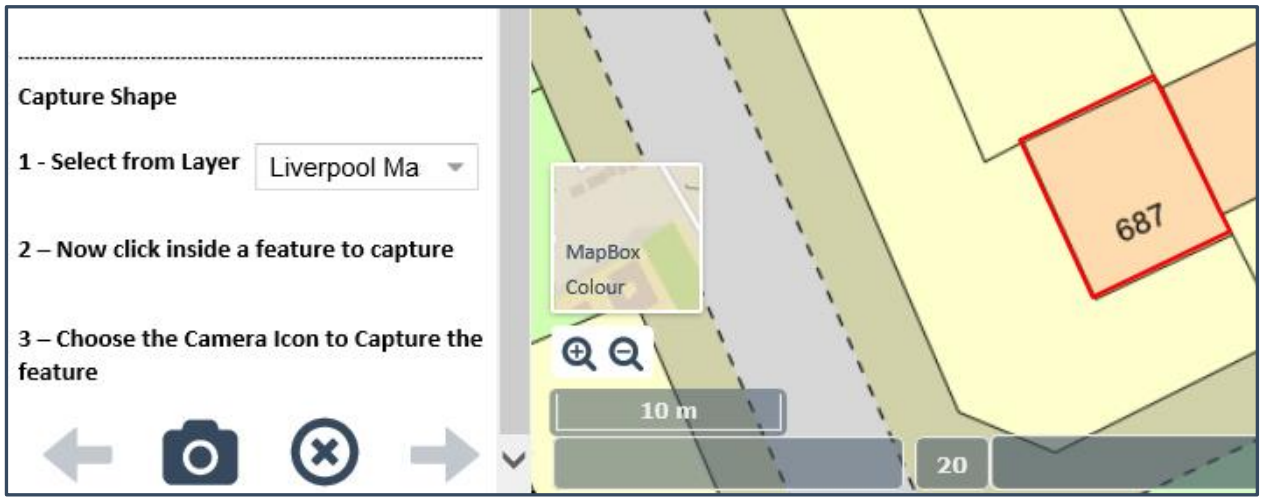
Capture Shape

Instead of using the polygon tool to draw new features the capture shape tool allows you to capture a feature directly from another layer and copy that into your data. This is particularly useful for capturing OS MasterMap features.

Once you have chosen the Capture tool a dialogue window will ask which layer you wish to copy features from. Choose from the drop-down list.

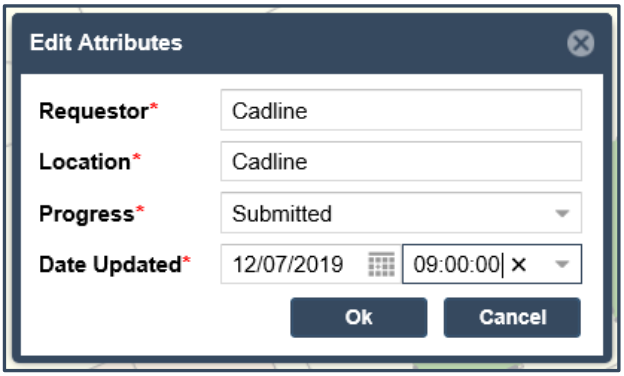


Then simply **click in the map** to choose an object from another layer and press **Capture.** In this example, we are selecting to capture a feature from OS MasterMap, and even though MasterMap is only showing as a background map, MapThat will capture its features for you.



Once the feature is red-lined choose the Capture tool to create the object.

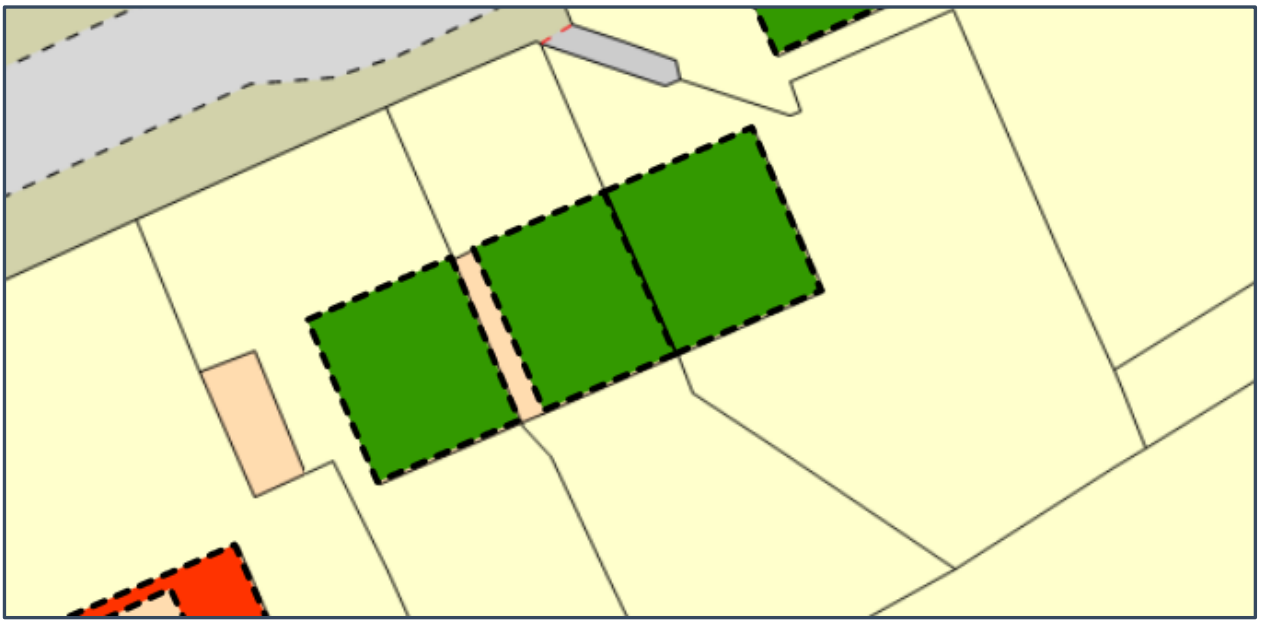
If there are mandatory fields for the drawing layer the Attribute window will auto open, and you can enter the values as required.



Once the attributes have been entered press OK and the to commit the new map feature press the Save button.

Merge Shape

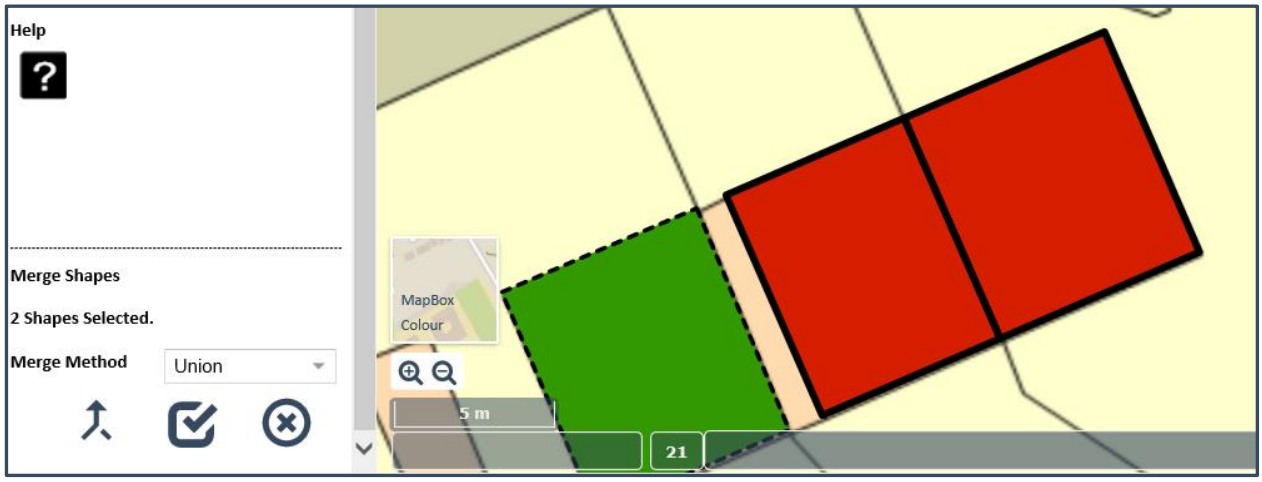
The Merge tool allows you to select two or more polygons and merge those into one feature. The Polygons have to be contiguous or intersect each other to be merged. Below is an example of merging two OS MasterMap polygons which we have created using the Capture tool.



Firstly, in the map window choose the two features which are coincident, and the Merge Shapes menu will update to show the number selected.

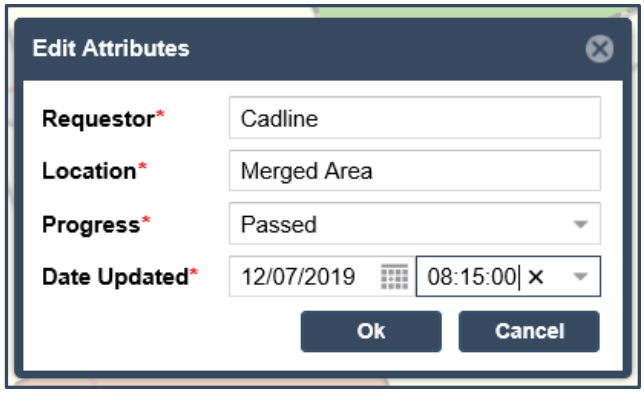
Once all the features are selected press the Merge button.

And the features will turn red.



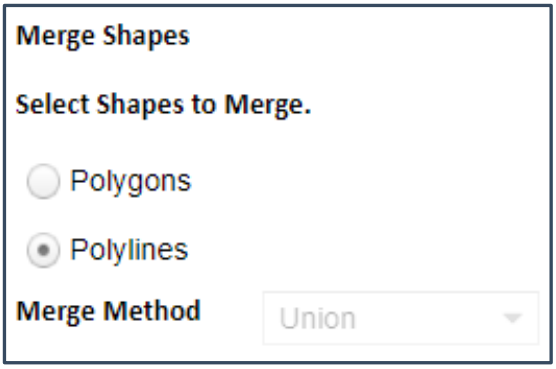
Now press the Done button to commit the Merge.

You may need to edit the attributes of the merged features.

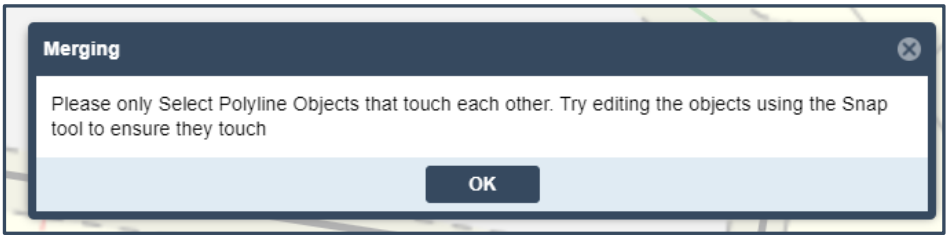


Once finished ensure that you Save the changes.

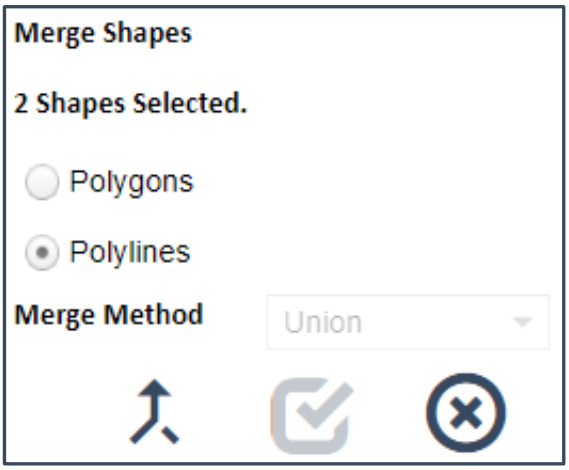
You can also Merge **Polyline** features, for example two separate Polylines can be merged into one record. From the Merge options ensure you choose the Polylines radio button.



The Polyline Objects must however touch each other before they can be merged into one, if not a warning message will be shown.

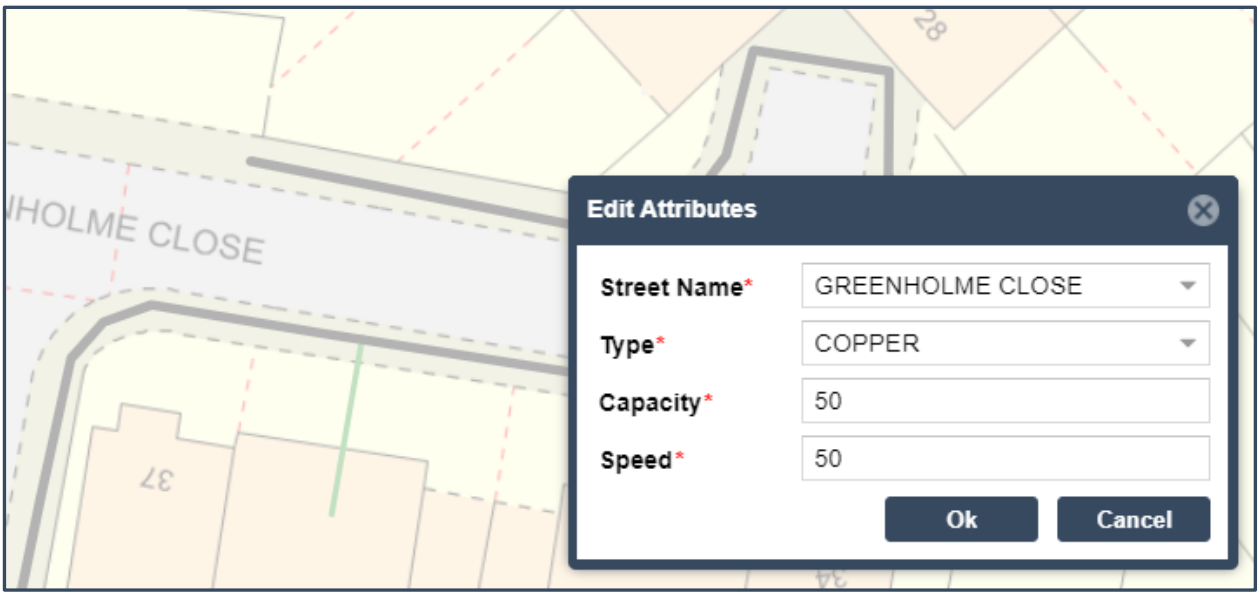


Having selected the two Polylines, the Merge tool updates to state 2 Polyline objects are selected.



Choose the Merge button to perform the Merge.

Then press the Done (tick) button to complete the merge and enter the attributes for the newly merged Polyline feature.

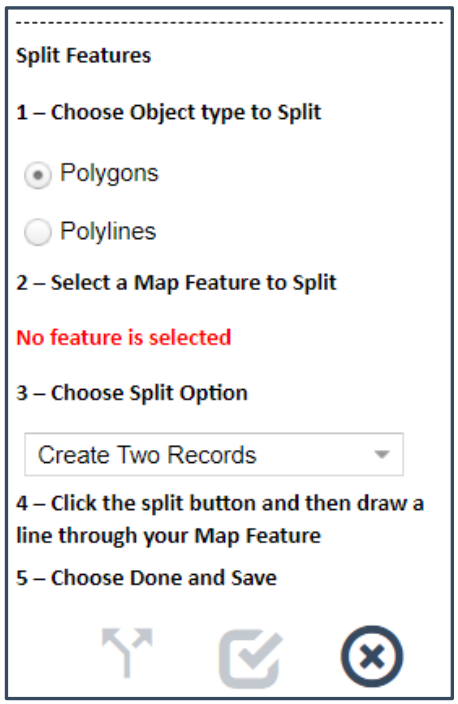


Finally press Save to commit the merge.

Split

The Split Features tool allows users to split an existing map feature into two separate parts.

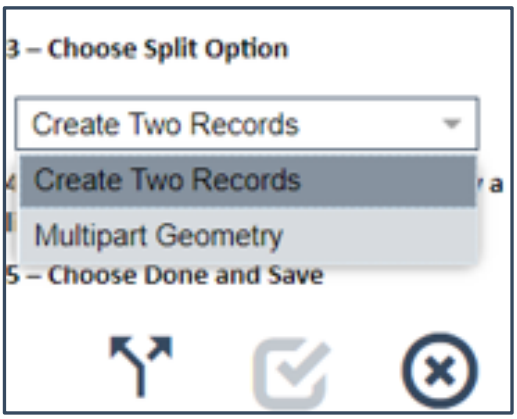
Choose the Split Features button and at the bottom of the Drawing Tools the Split features section opens.



1 – Select the **Object Type** to split i.e., is it a Polygon? Or Polyline? In our example we will choose Polygon.

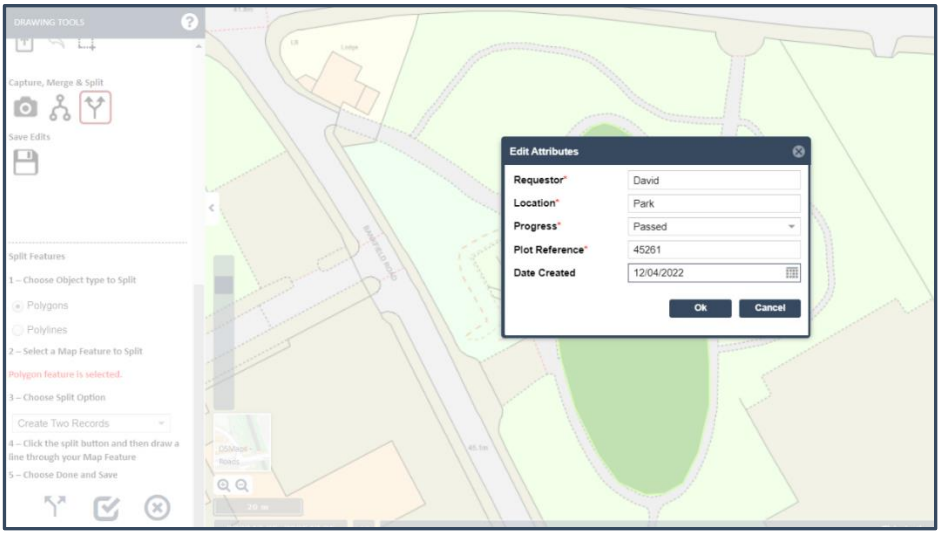
2 – Then in the map window, **select the Polygon feature** to Split.

3 – You can either Split the Polygon and **create Two records** or **create Multi Part geometry** for the original feature.



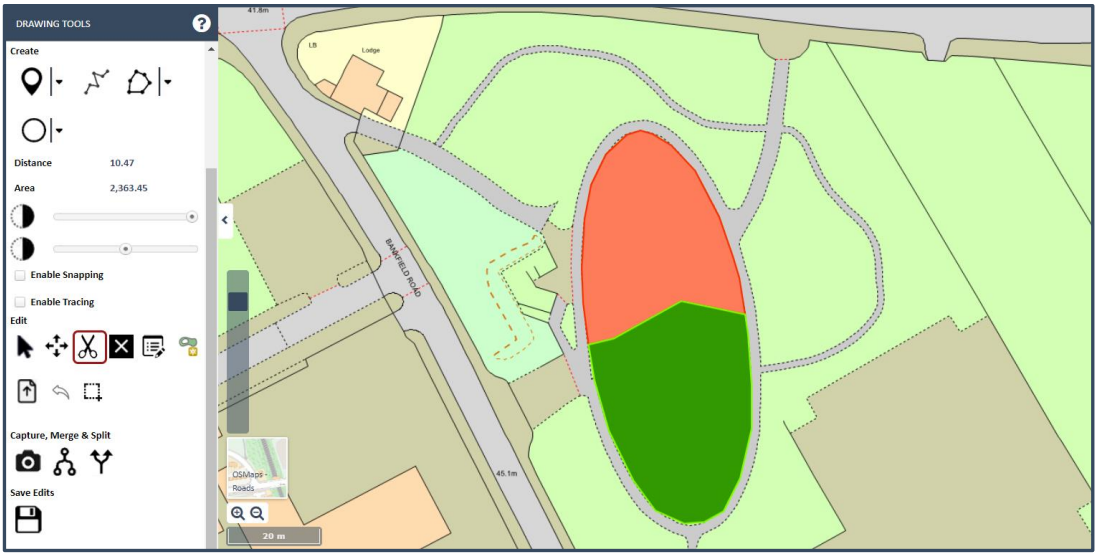
4 – Now **digitise a line** through the Polygon features where you wish the Split to occur.

Once you have completed the Split Line, you should **enter the attributes** for the new features.



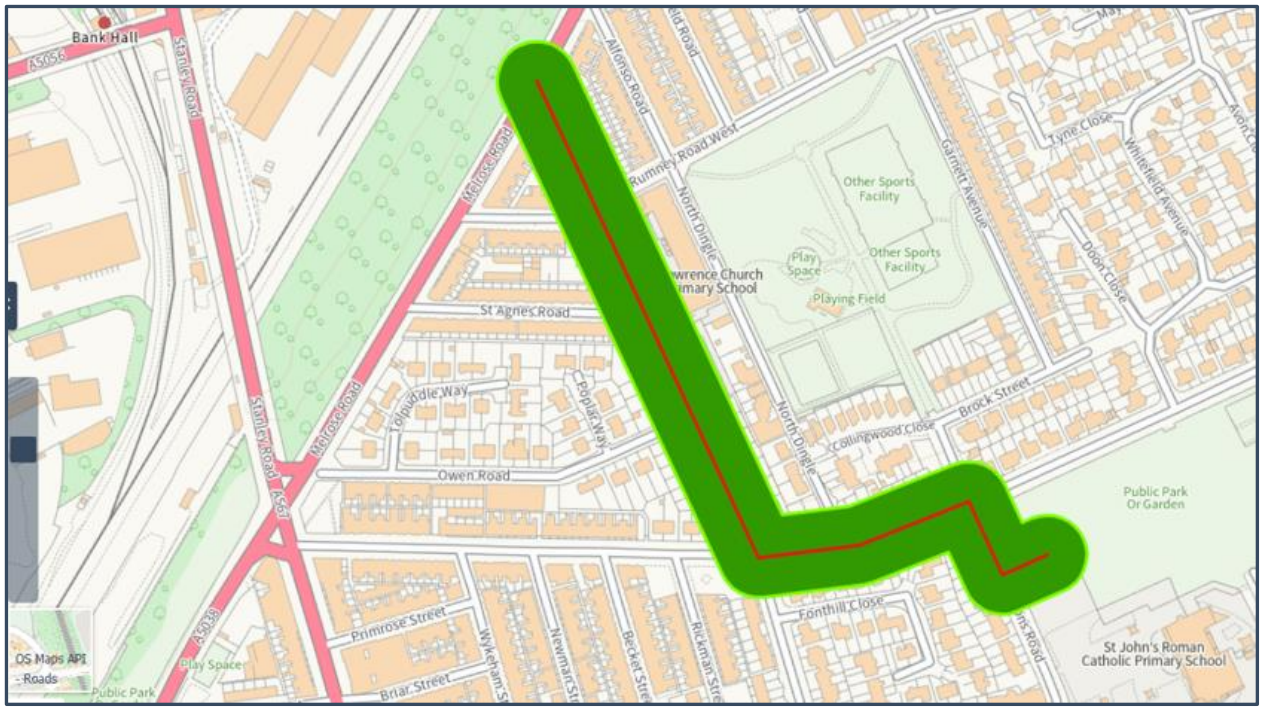
Once the attributes have been entered choose the Done button and the feature will be saved.

In the map you will now have **two map features (records)** instead of one Polygon.



Create Buffer

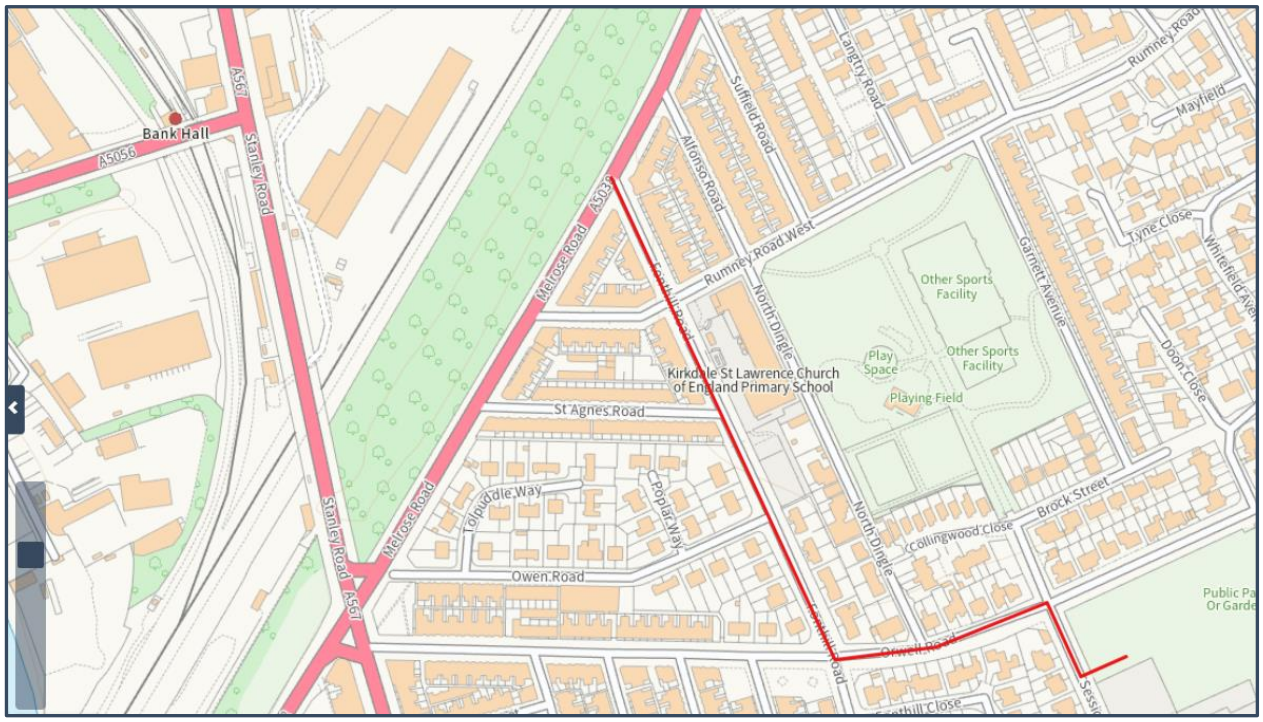
The **Create Buffer** tool allows you to create a buffer of a set distance around either a newly digitised line or an existing line feature. This could represent the area around a planned pipeline or could be used to analyse incidents that fall within a distance of a bus route.



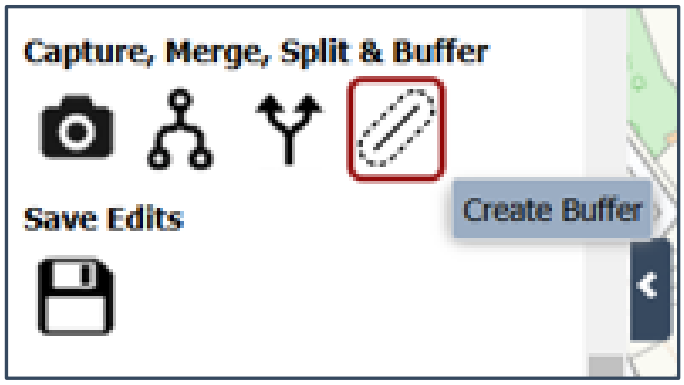
There are two ways to generate the buffer fetaure, either using an **existing line**, or to create the **new line** on the fly.

Existing Line

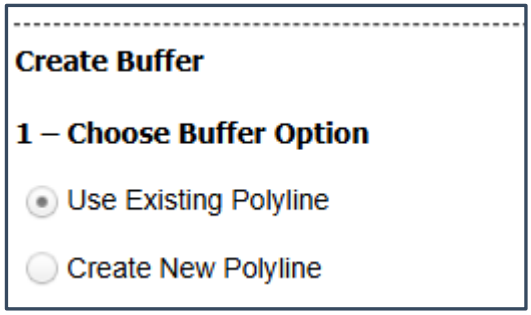
In the first example we will create a buffer around an **existing line** feature in the map. To do this we will firstly zoom into the map to find the existing line.



In the Drawing tools choose the **Create Buffer** button from the advanced editing options.

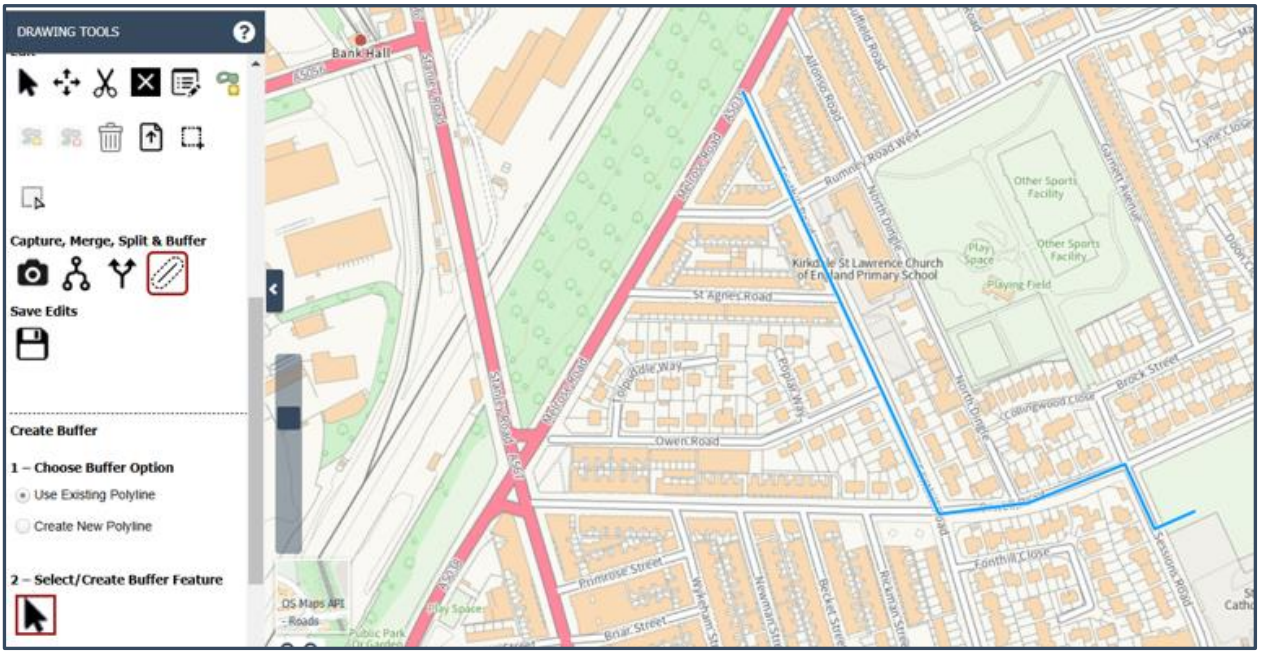


Now scroll down and in **step 1** choose the first option – **Use Existing Polyline.**

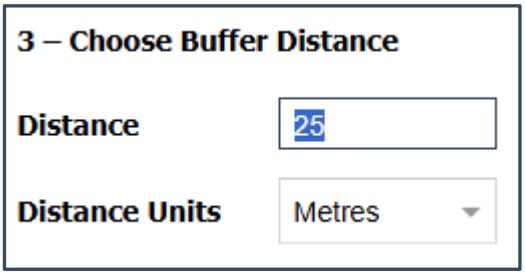


Then in **step 2** choose the **Arrow button,..**

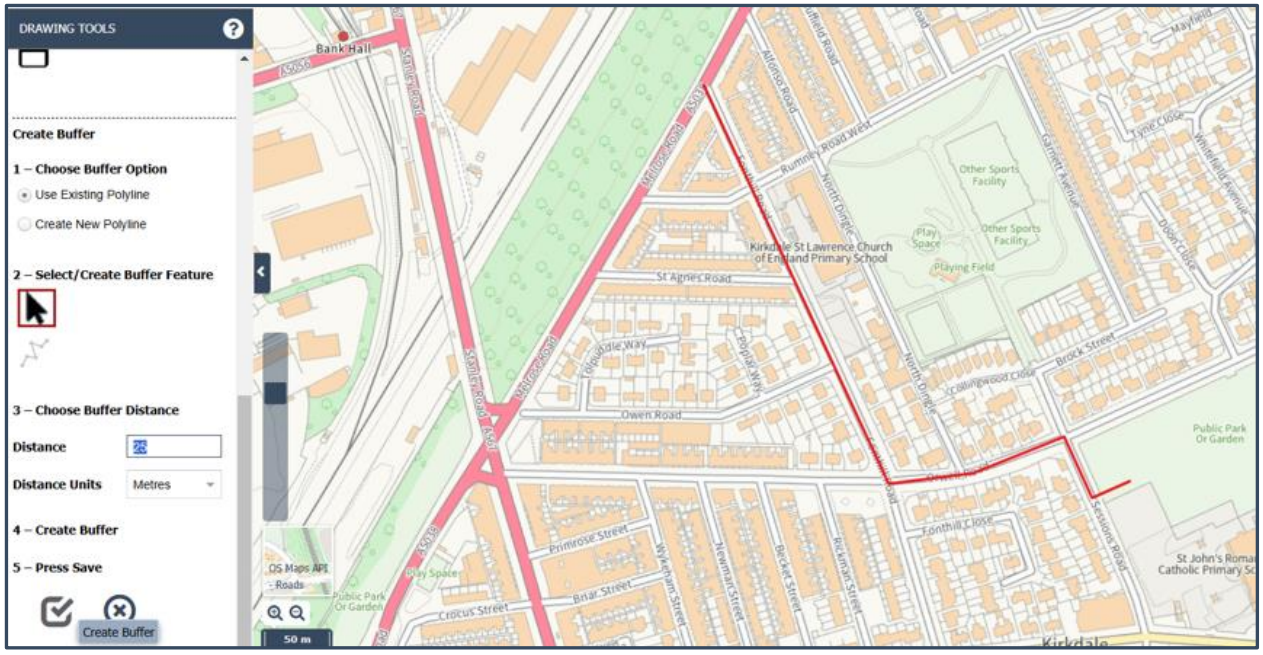
… and then in the map **left click** to select the existing line feature and it will **turn blue.**



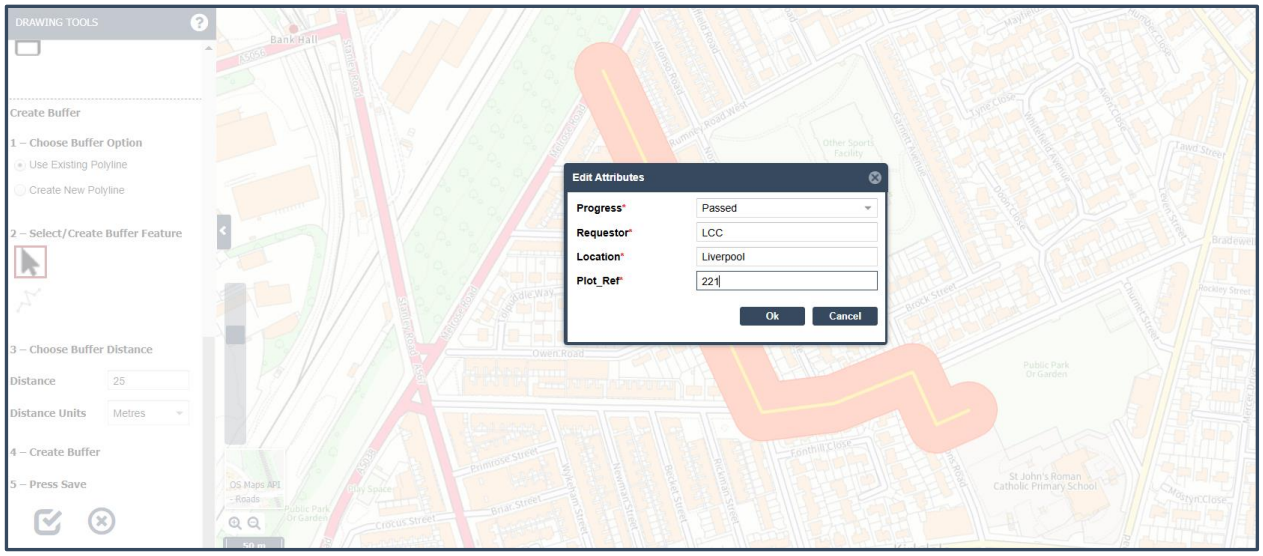
In **step 3** you can now specify the **distance** for the buffer e.g. **25 metres.**



In **step 4** choose the **Create Buffer** button…

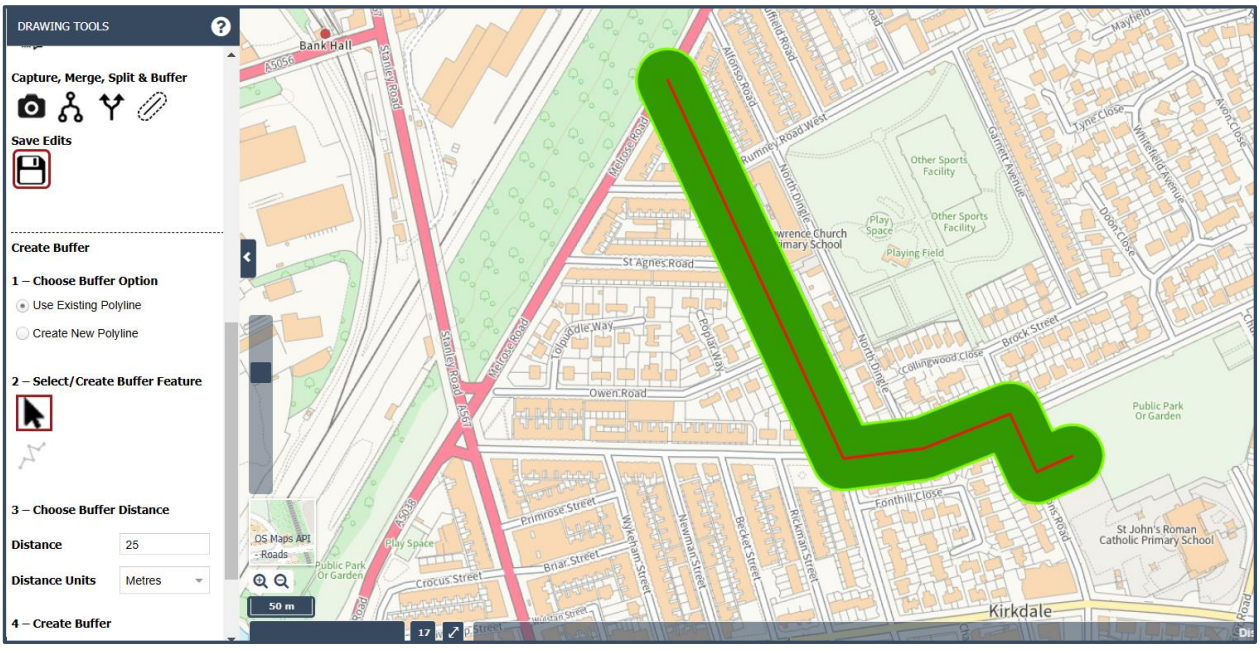


Then complete the **attribute information** for the new buffer feature.



And when you **press OK**… the new buffer will be created, so press the **Save button** to commit the changes.

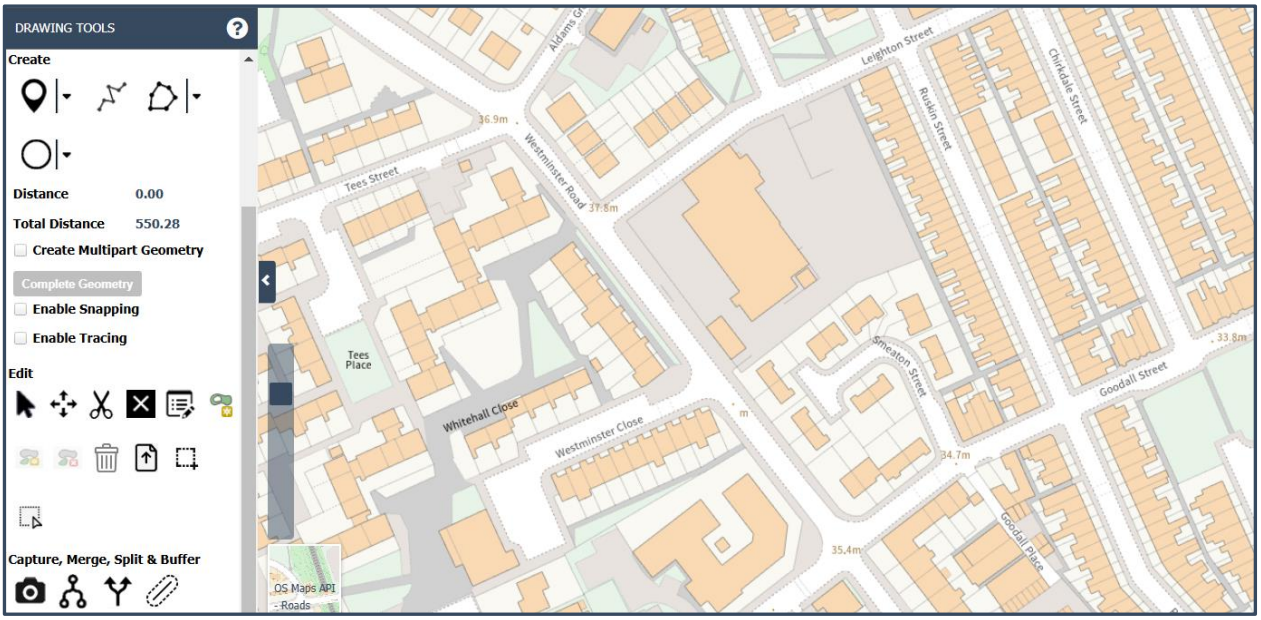
The new buffer feature has now been saved into the layer.



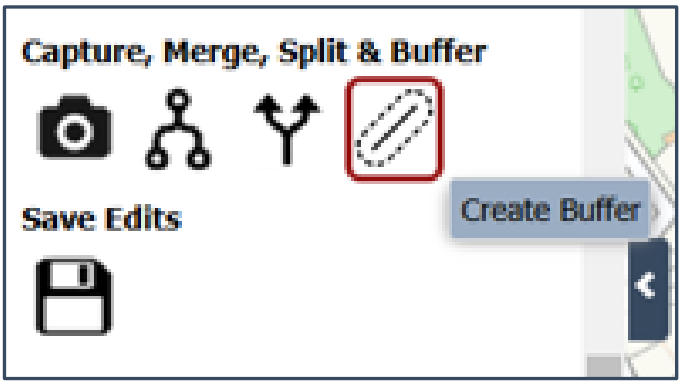
Using option one, we have created a new buffer record, and also kept the existing line as two distinct records.

New Line

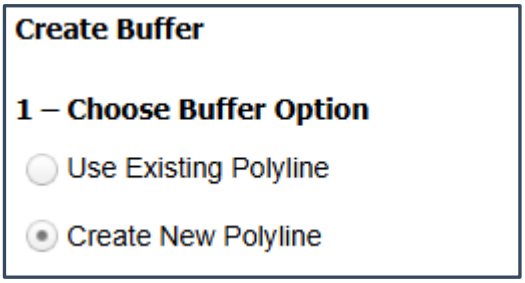
In the second example we will create a buffer around a new line in the map. To do this we will firstly zoom into the map to find the location where the buffer is required.



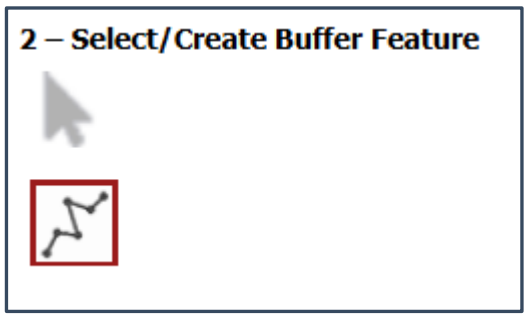
In the Drawing tools choose the **Create Buffer** button from the advanced editing options.



Now scroll down and in **step 1** choose the second option – **Create New Polyline.**

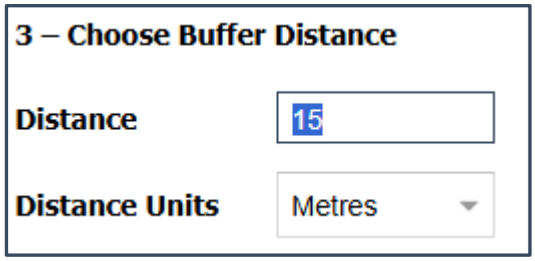


Then in **step 2** choose the **Draw a new Polyline button,..**

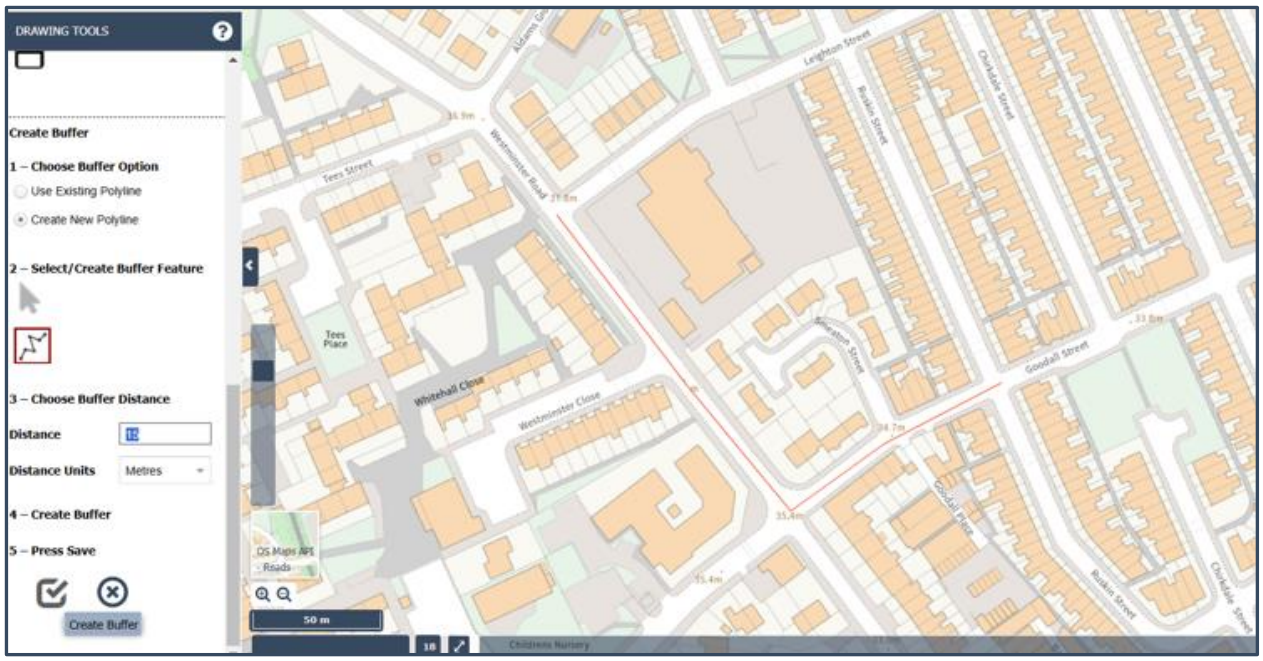


… and then in the map **left click** to draw the shape of the new line, **double left clicking** to end the new line.

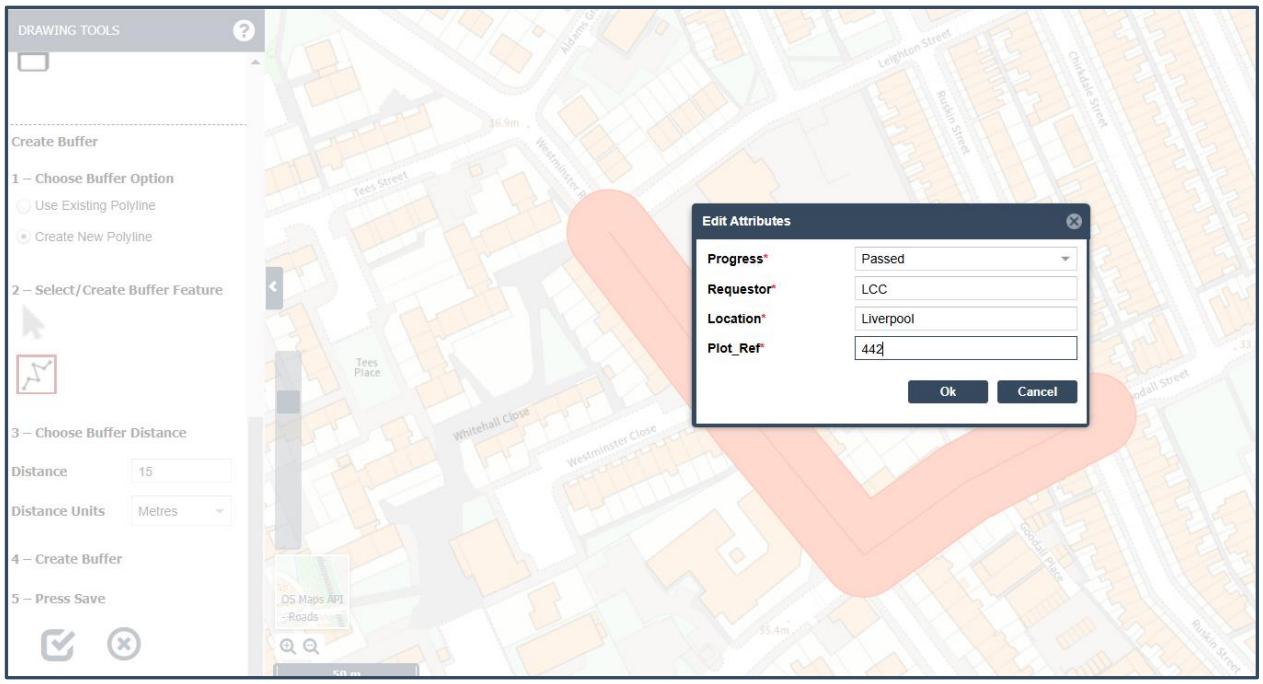
In **step 3** you can now specify the **distance** for the buffer e.g. **15 metres.**



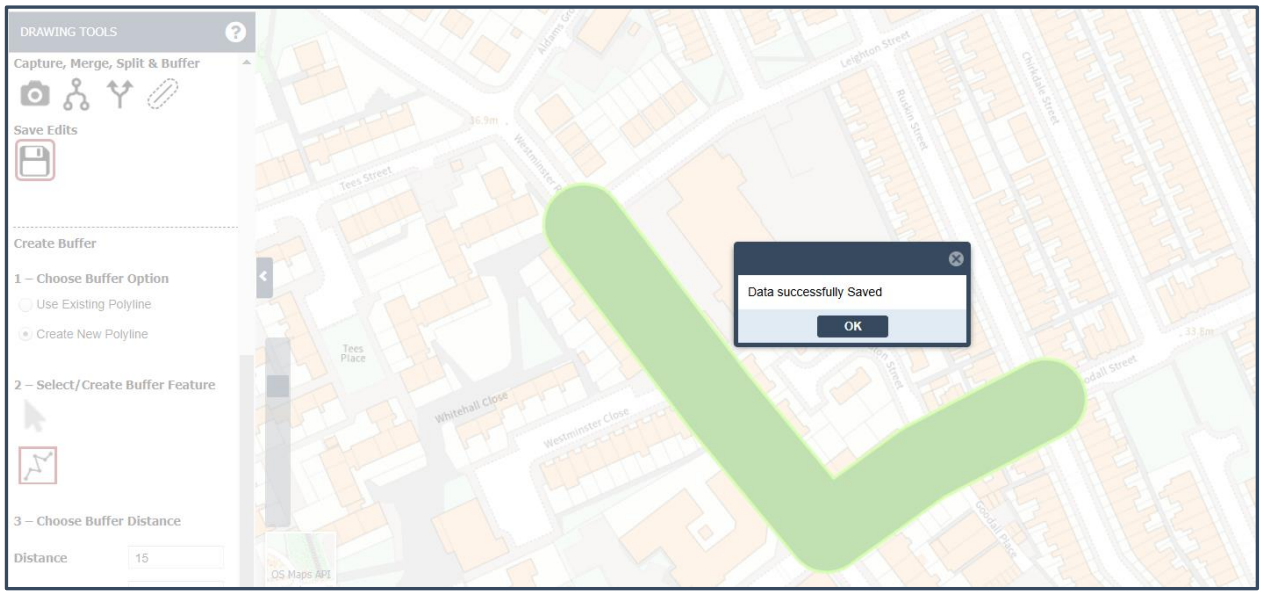
In **step 4** choose the **Create Buffer** button…



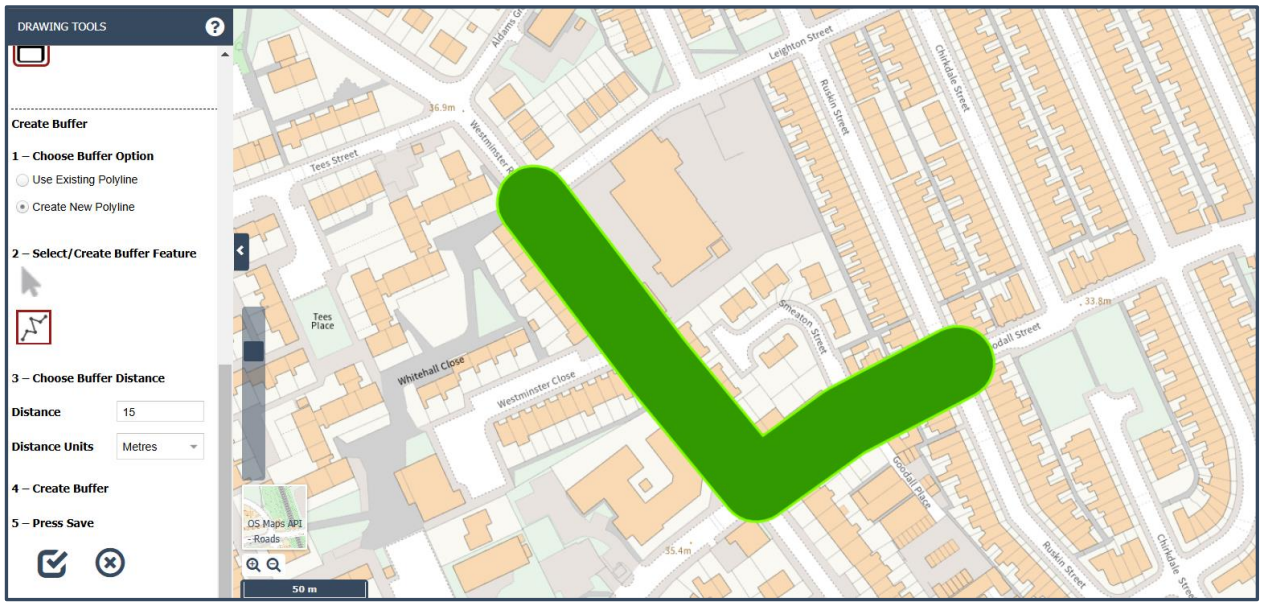
Then complete the **attribute information** for the new buffer feature.



And when you **press OK**… the new buffer will be created, so press the **Save button** to commit the changes.



The new buffer feature will be saved into the layer.



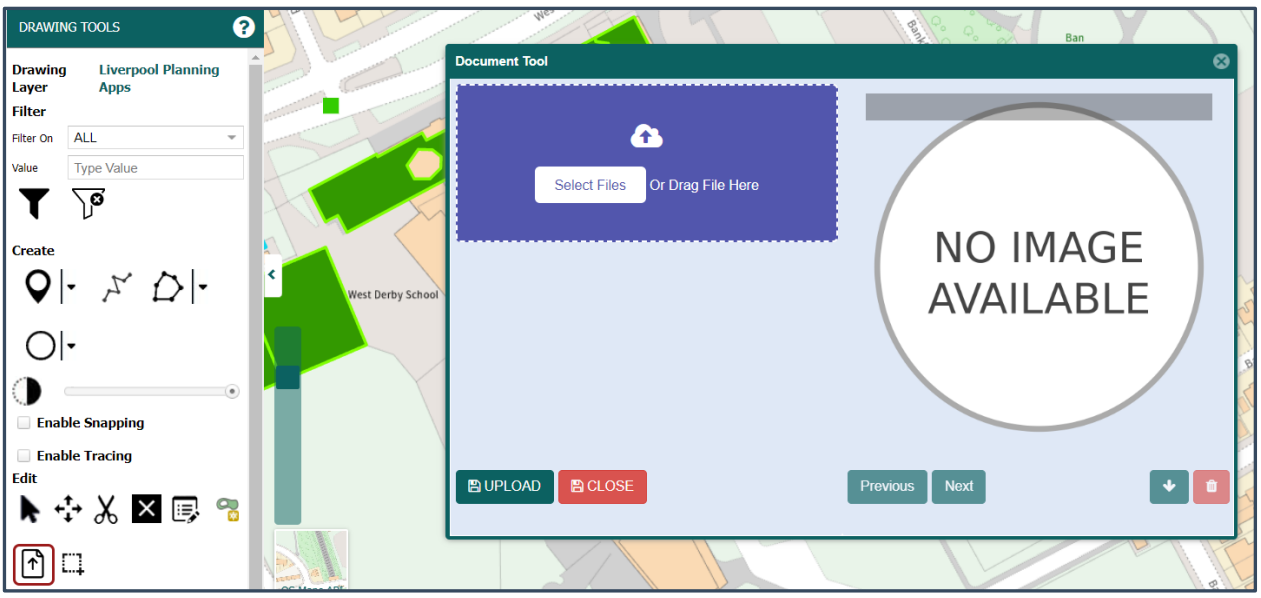
Note using this option we have created the buffer without the need to have an existing line feature.

Upload Documents

The Document Upload Tool allows users to upload, preview, download and remove documents attached to any map feature.

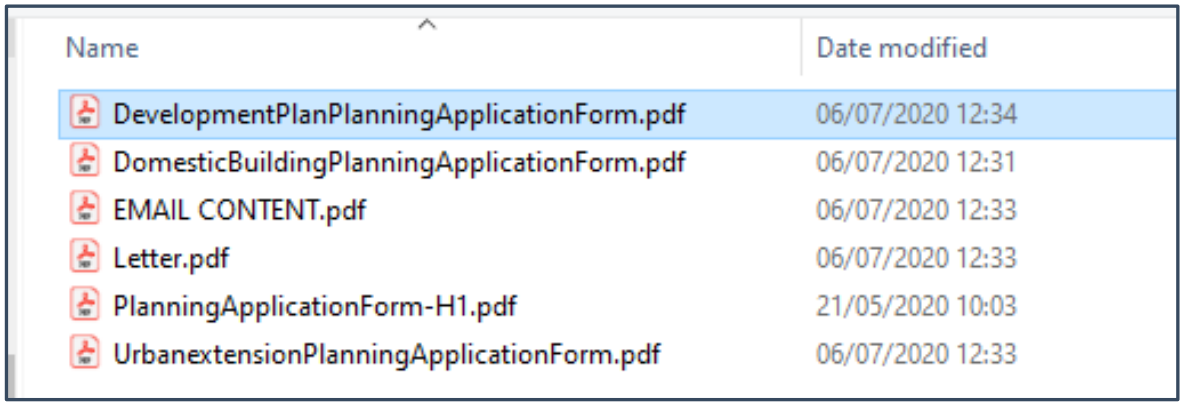
To Upload a document, simply choose the **Upload Documents** tool and then **click** on an existing **map feature** and the Document Upload window will open.

Having clicked on a map feature the Document Upload window opens.

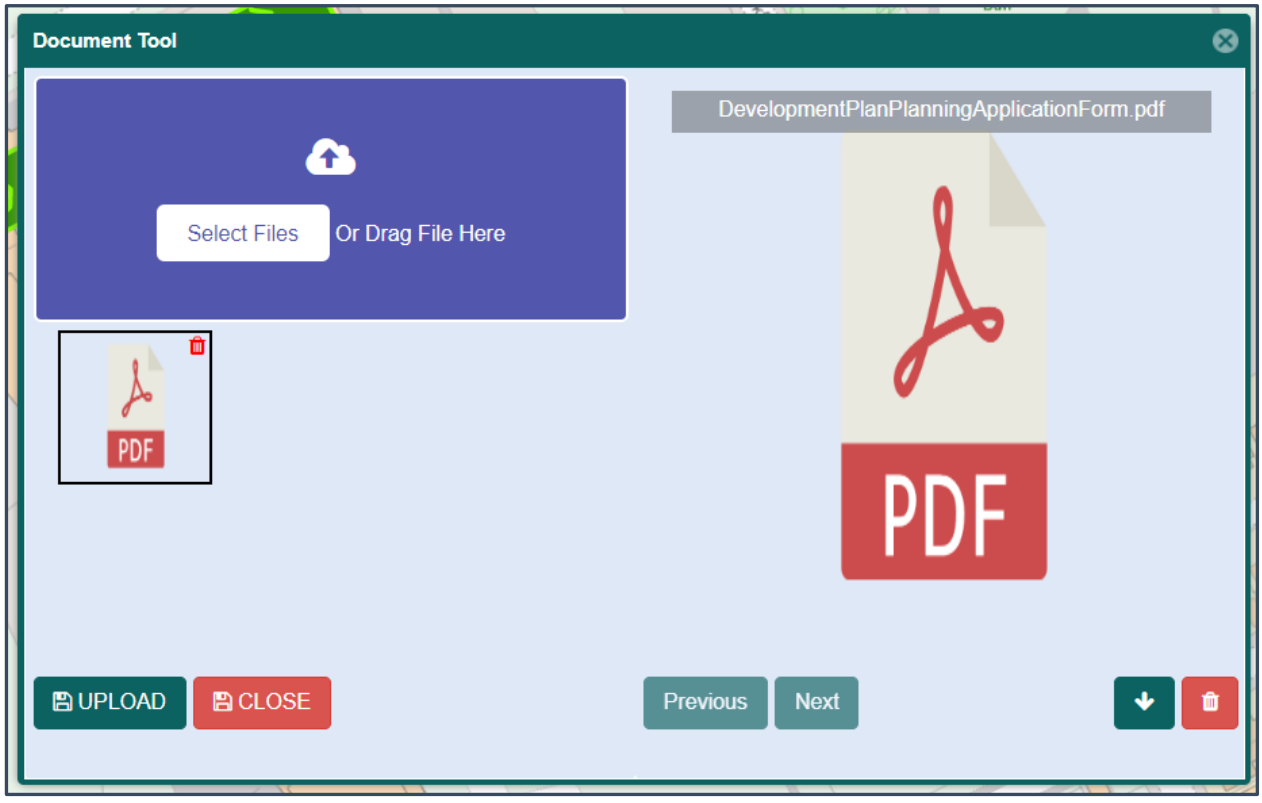


Upload Document

To upload documents (either PDF or image files), you can **drag and drop** files into the blue box area or choose **Select Files** to open a file browser to find your files.



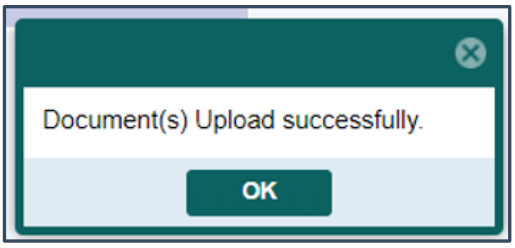
Either select one or many documents in the file browser and **choose Open.** A preview of the document is shown below the Select files box, and because this is a PDF, the preview cannot be shown, but instead a generic PDF icon is shown.



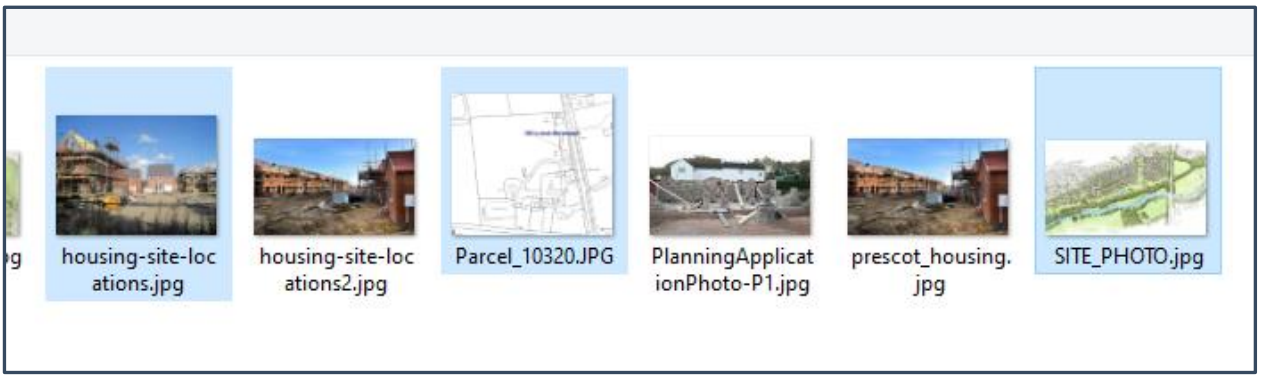
You can choose to **delete** the file from the upload using the trash can icon if required.

Or if you are happy to proceed, choose the **Upload button** to activate the upload process.

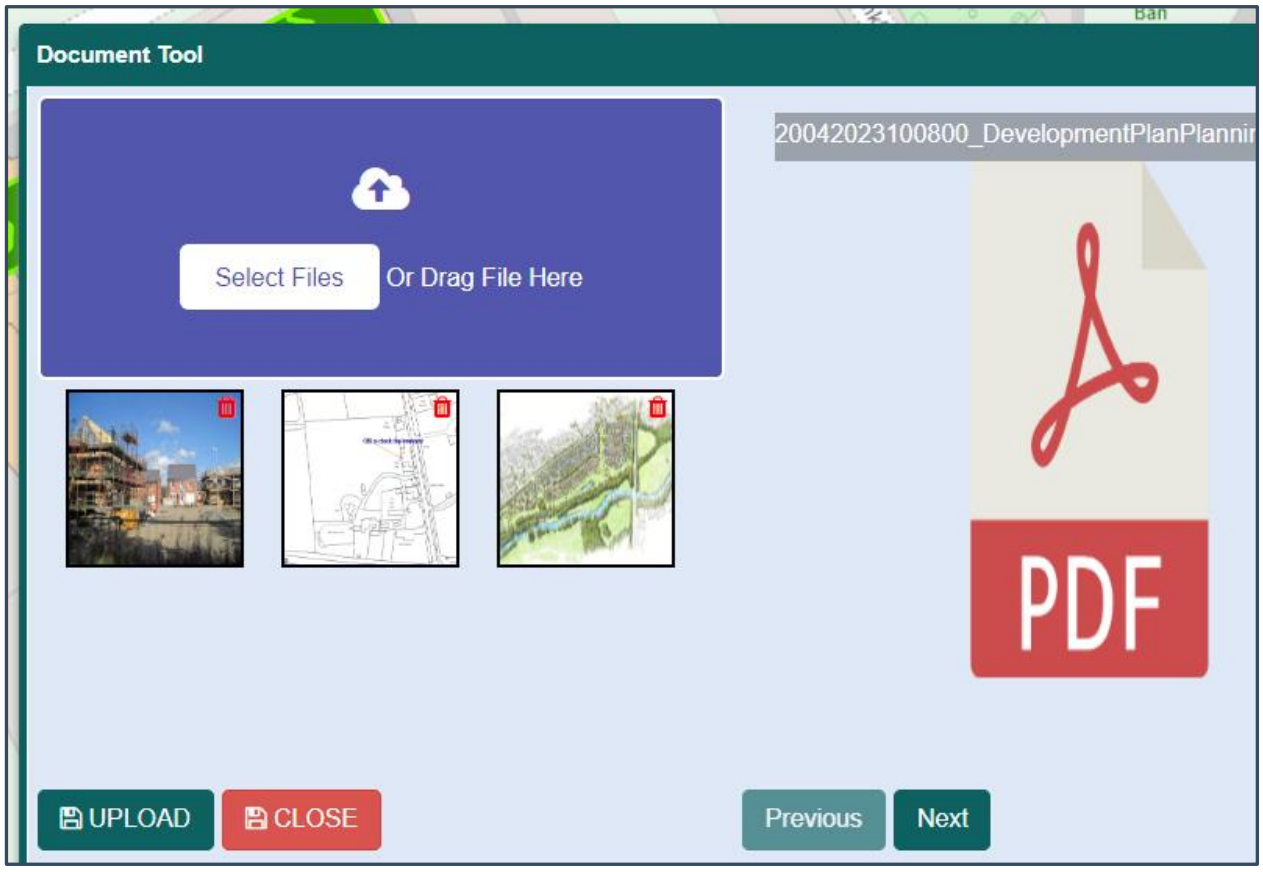
Once the file(s) is uploaded a success message will be shown.



You can also upload **images**, so choose Select Files again and select one or many image files, and then choose **Open.**

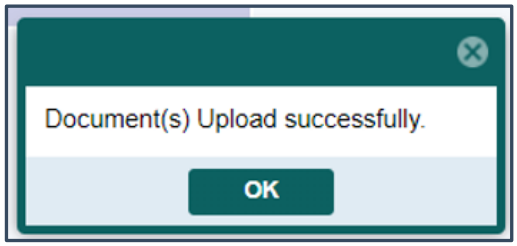


The image files are added to the waiting tray to be uploaded. Notice that the previous PDF file is being shown to the right, as that has already been uploaded.



if you are happy to proceed, choose the **Upload button** to activate the upload process.

Once the file(s) is uploaded a success message will be shown.



Preview Documents

Having now uploaded a PDF and some image files, on the right is the **preview pane.** This will show a preview of the file if it is an image, or a generic PDF symbol for any PDF documents.

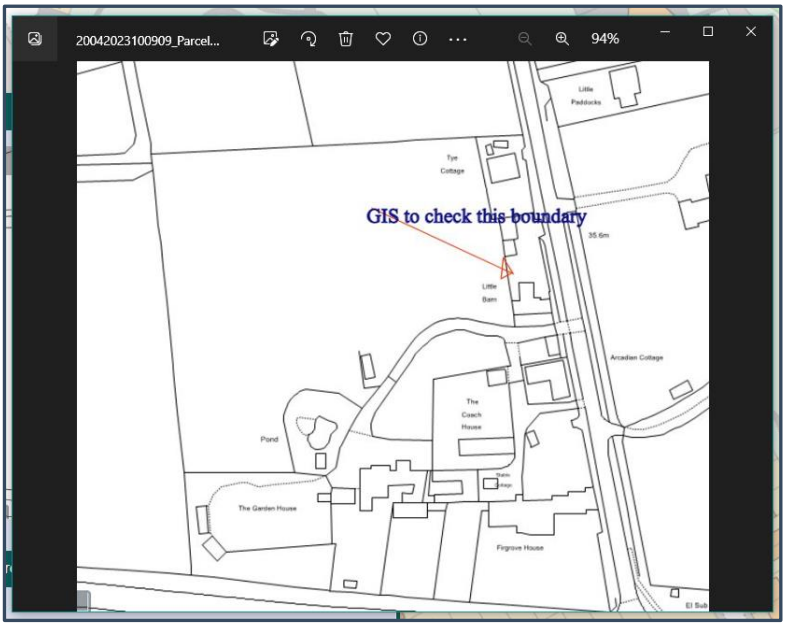
To preview the other files that you uploaded choose the **Next button…**

.. and the preview pane updates to show the next file(s) attached to the map feature.

Download Documents

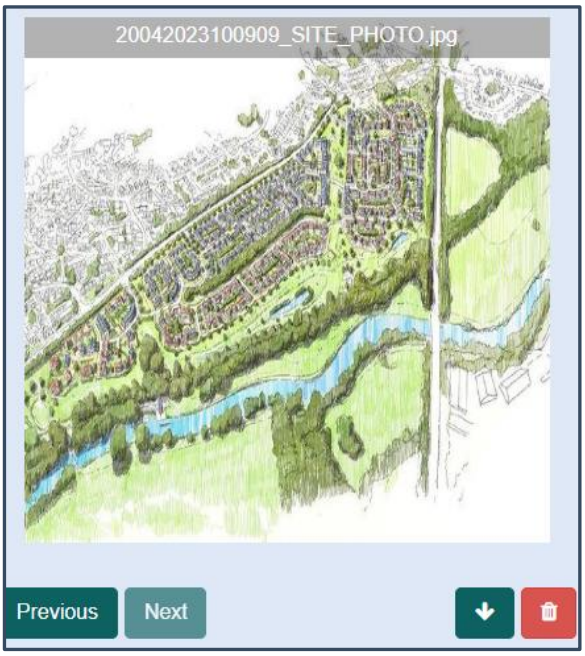
Having found the file that you wish to download, choose the **Download button.**

The selected document or image will then be copied from the server to your local PC and may even open into a download window for you to view.



Remove Documents

If there are any documents or images that need removing from the map feature, use the **Next/Previous** buttons to find that file…



And then choose the delete trash can to remove the file from the server.

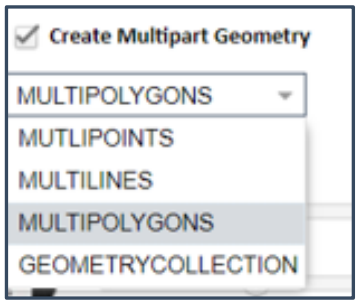
Create Multi Type Geometry

The MapThat Drawing Tools also allow users to create Multi Geometry data, including,

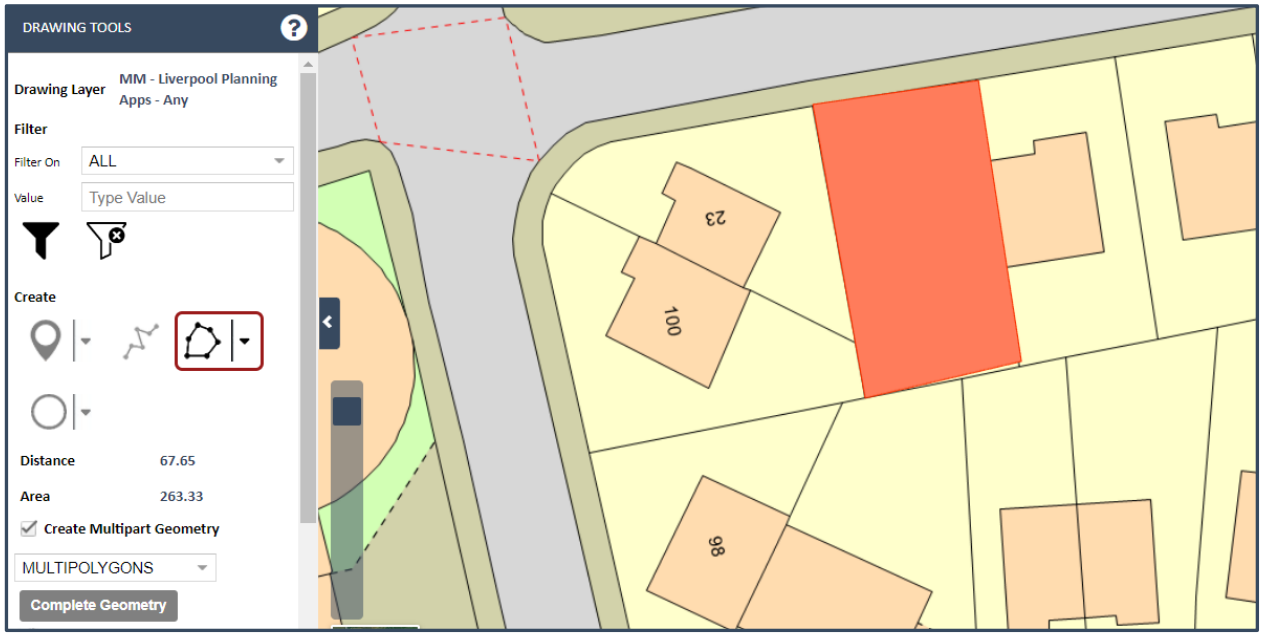
- MultiPoints
- MultiLines
- MultiPolygons
- GeometryCollection

Create MultiPolygons

Once the Drawing tools have opened choose the Multi Geometry type from the list box e.g., **MultiPolygon.**



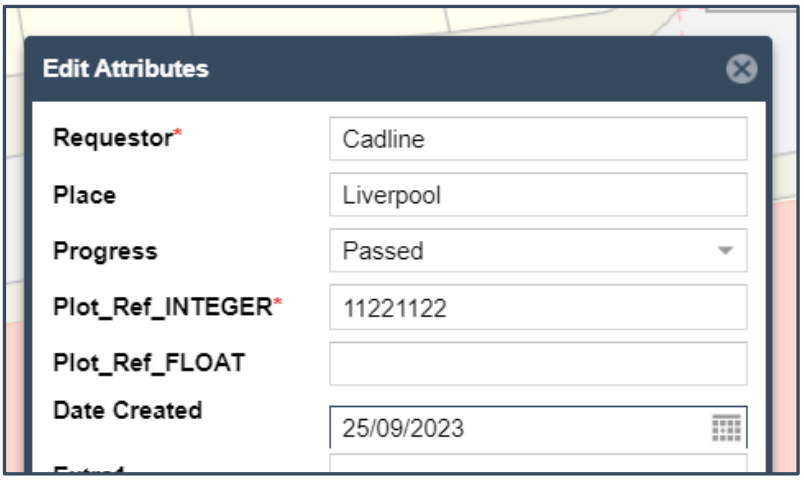
Now use the **Create tools** e.g., **Draw Polygon** to draw the first polygon.



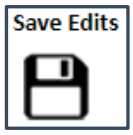
Then continue to use the **Drawing tools** to add multiple geometry to this new record. Again, in this example we will add another **polygon.**

Once you have added all the Parts for the new feature, choose the **Complete Geometry button.**

You will now need to enter the attributes for the new feature.



Finally choose the **Save button** to commit the new record.



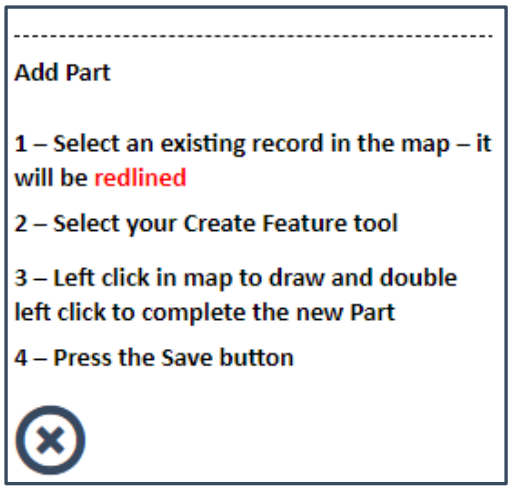
In the map window, the new MultiPolygon feature has been added.

Note – *you can use the Move and Reshape tools to modify this feature as needed.*

Add Part

The **Edit tools** have options to Add and Delete Parts from any Multi Geometry record. In this example we will **Add a Part** to the new feature.

Having activated the **Add Part tool**, the **steps to follow** are shown at the bottom of the Drawing Tools.



Firstly, **select** an existing Multi Geometry feature, here we have clicked and selected the one we just created. It will turn **red.**

Next choose the required **Create tool** to add a new Part, in this example we will use **Polygon** to add a New Polygon Part. **Left click** in the map to draw the new Polygon.

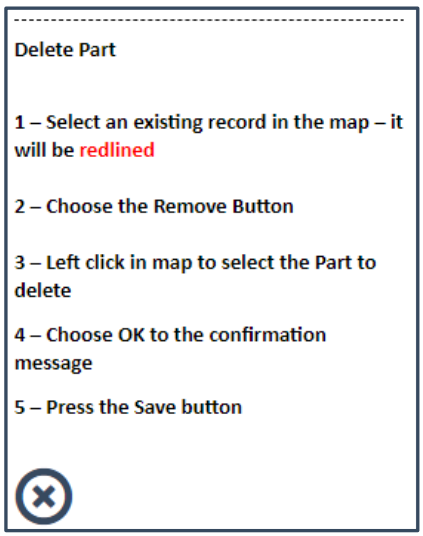
Once completed the new Part will turn **red.**

To commit the new Part, choose the **save button,** and the new Part is added to the existing **MultiPolygon record**.

Delete Part

The **Edit tools** have options to Add and Delete Parts from any Multi Geometry record. In this example we will **Delete a Part** from an existing Multi Geometry feature.

Having activated the **Delete Part tool**, the **steps to follow** are shown at the bottom of the Drawing Tools.

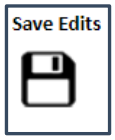


Firstly, **select** an existing Multi Geometry feature, here we have clicked and selected the one we just created. It will turn **red.**

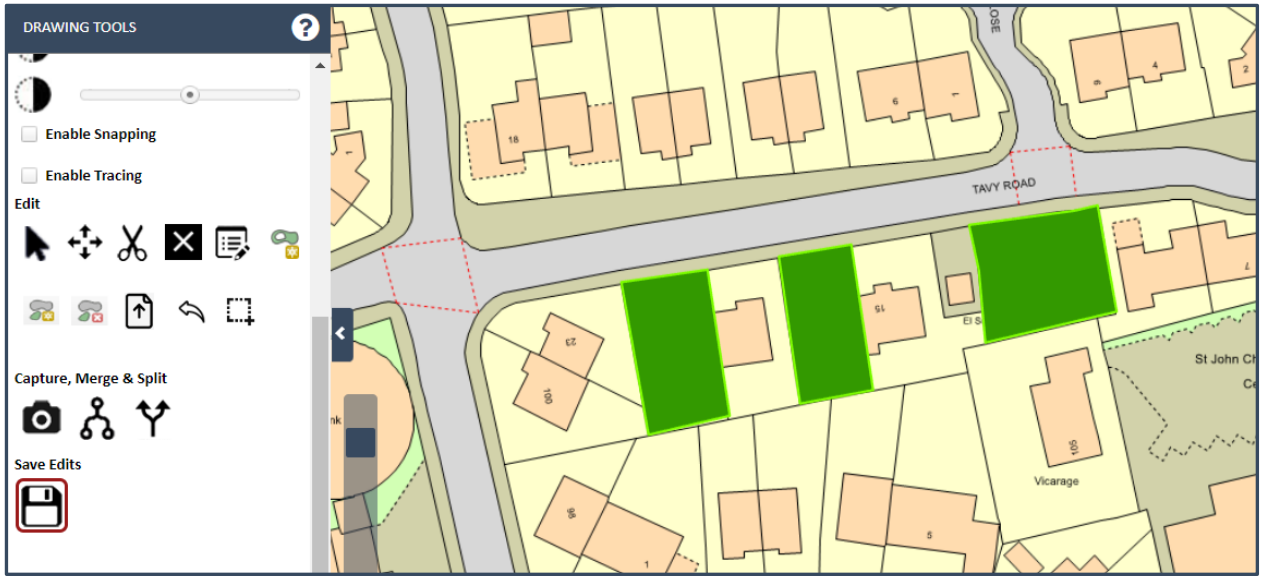
Next from the **Edit Tools** choose the **Remove button**….

… and then **left click** on the Part you wish to delete. The Part will turn **blue,** and the message ask if you are sure you wish to **delete the geometry?**

Choose **OK** and then press the **Save button** to commit the change.



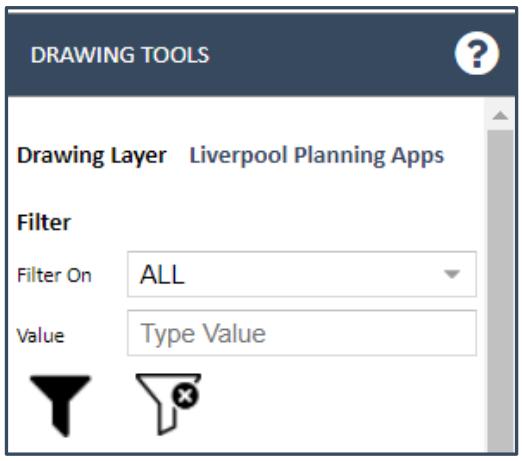
The Multi Geometry record now has one less geometry Part.



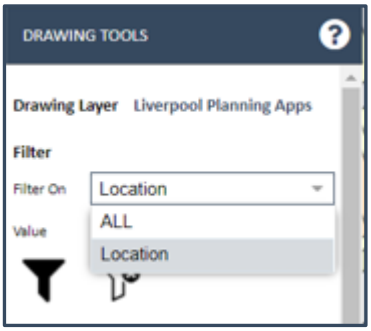
***Note** - The above Multi Geometry options also work with **MulitPoint, MultiLine** and **Geometry Collection** records.*

Filter Drawing Records

If enabled, you can also use the **Filter option** at the top of the Drawing Tools, to filter your Drawing Layer, making it easier to find the feature you wish to edit.



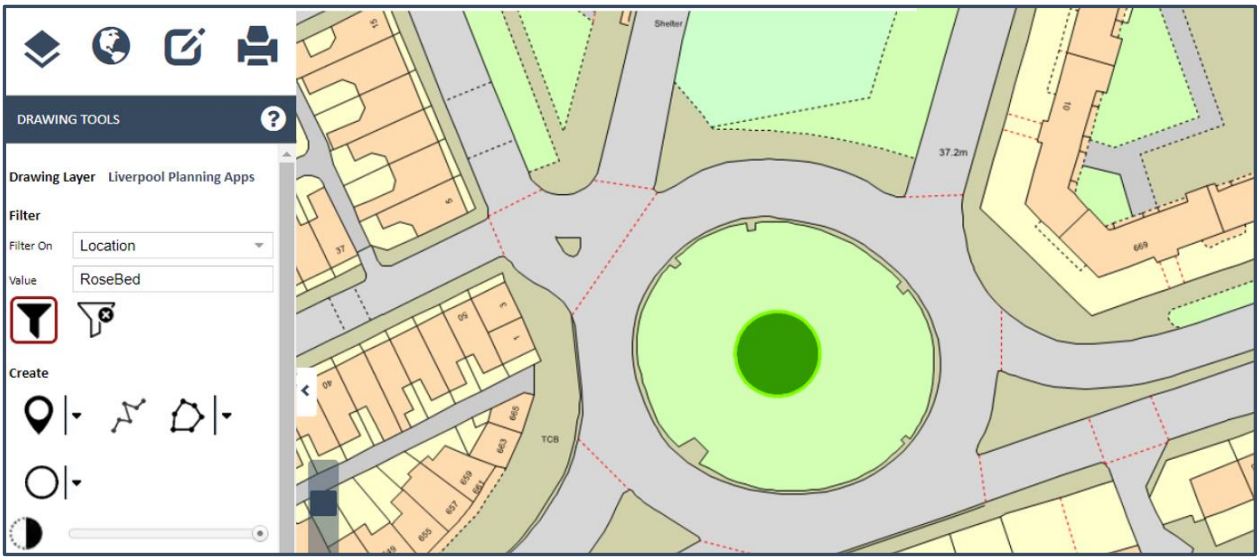
Firstly, choose the **Filter On field**, and in this example, we will choose the **Location value.**



In our example we have an area of grass on the roundabout, but below this is a Rosebed that we cannot see. So, in the **Value** we will type the word **Rosebed.**

Having typed the value choose the **Filter button** to apply the filter to the map objects.

The **map objects are then filtered** to only show features where the **Location = Rosebed.**



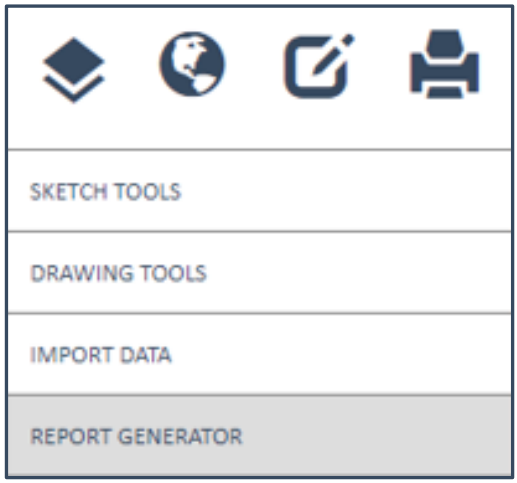
Now that the Drawing Layer is **filtered**, we can more easily see the map object that we wish to edit, in this case the **Rosebed**, and we can use tools such as the Reshape or **Move tool**, to make the required changes.

Once you have completed your edits, choose the **Clear Filter button.**

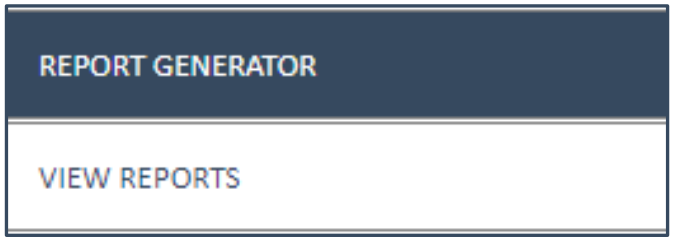
All map objects for the Drawing Layer are then re-displayed.

11.0 Report Generator Tool

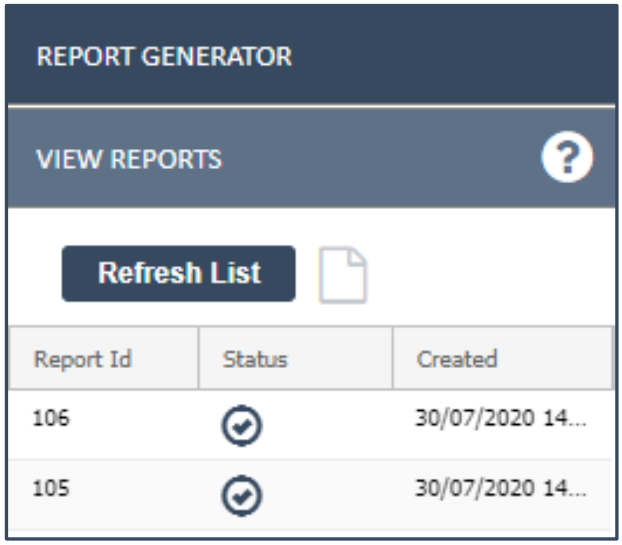
The Report Generator Tool is provided as a sub menu under the **Edit Tools > Import Data** menu.



Having clicked Report Generator, the following menu is revealed.



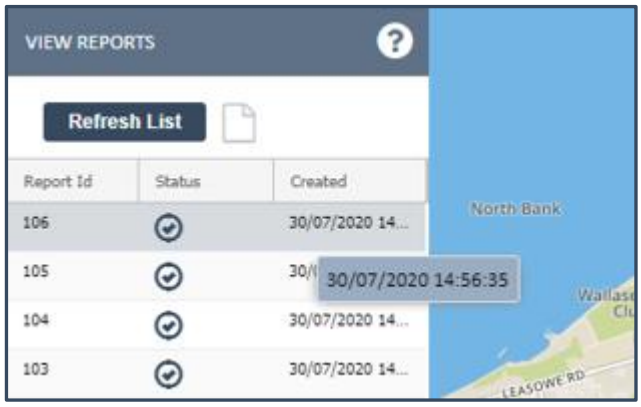
The Report Generator tool allows you to access any Report that you have generated e.g. a Con29 Constraints Document.



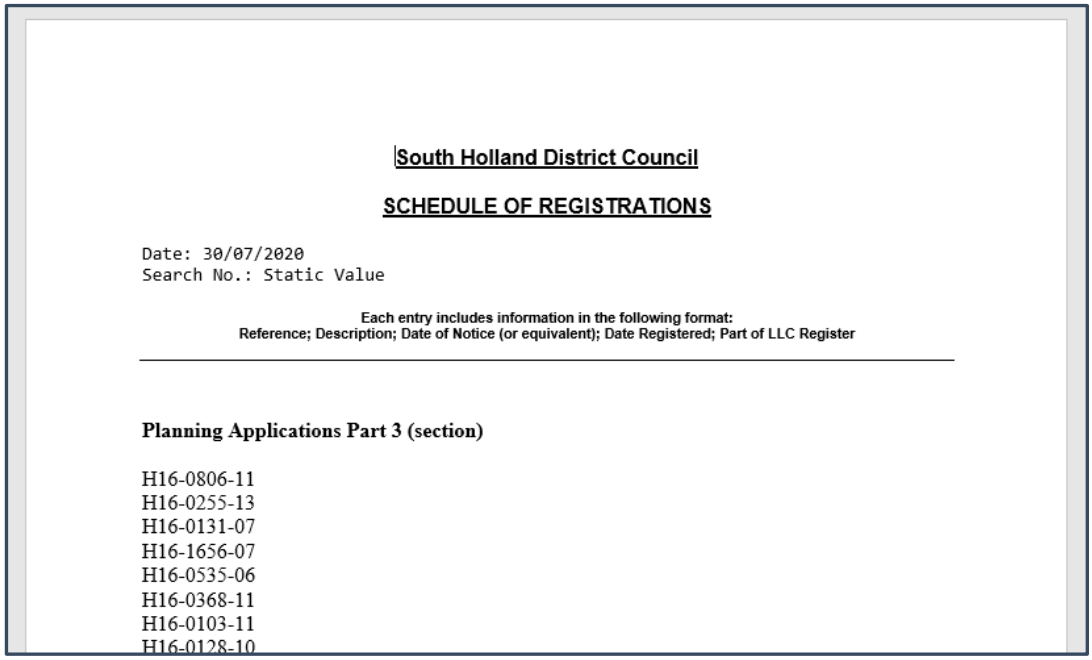
Refresh List

Press the Refresh List button to see any newly created Reports.

Once the Report has been created the record in the list now updates with a Tick and the date time that the Report was ran.



To view the Report, select it from the list, and press the Open button.



South Holland District Council

SCHEDULE OF REGISTRATIONS

Date: 30/07/2020
Search No.: Static Value

Each entry includes information in the following format:
Reference; Description; Date of Notice (or equivalent); Date Registered; Part of LLC Register

Planning Applications Part 3 (section)

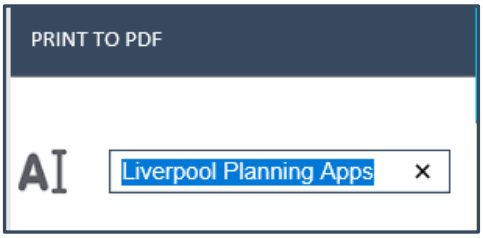
H16-0806-11
H16-0255-13
H16-0131-07
H16-1656-07
H16-0535-06
H16-0368-11
H16-0103-11
H16-0128-10

12.0 Printing

MapThat has two methods for printing. You can save the current map as a **PDF document**, and there is a **Scale Printing** tool which will allow you to print a map to specified paper sizes and scales.

Print to PDF:

Having chosen the geographic location and the layers that you wish to see, simply press the **Print to PDF** menu, where you simply need to enter the name of the PDF map that you will create.



Then press the **PDF button.**

And the map will open in the **current web browser pane,** where the layers, legend, copyright, and scale bar have been added.

In the top right corner are **two options**, where you can choose to **Print the PDF** or **Close** the Print Preview. However, before you make a chocie you can also **Pan and Zoom** around the map to change the Print Preview. Below we have chosen to pan and zoom in to show the Planning Apps we wish to print.

Once you are happy with the Print Preview, click the **Print icon** in the top right to open the Print Wndow in your Browser.

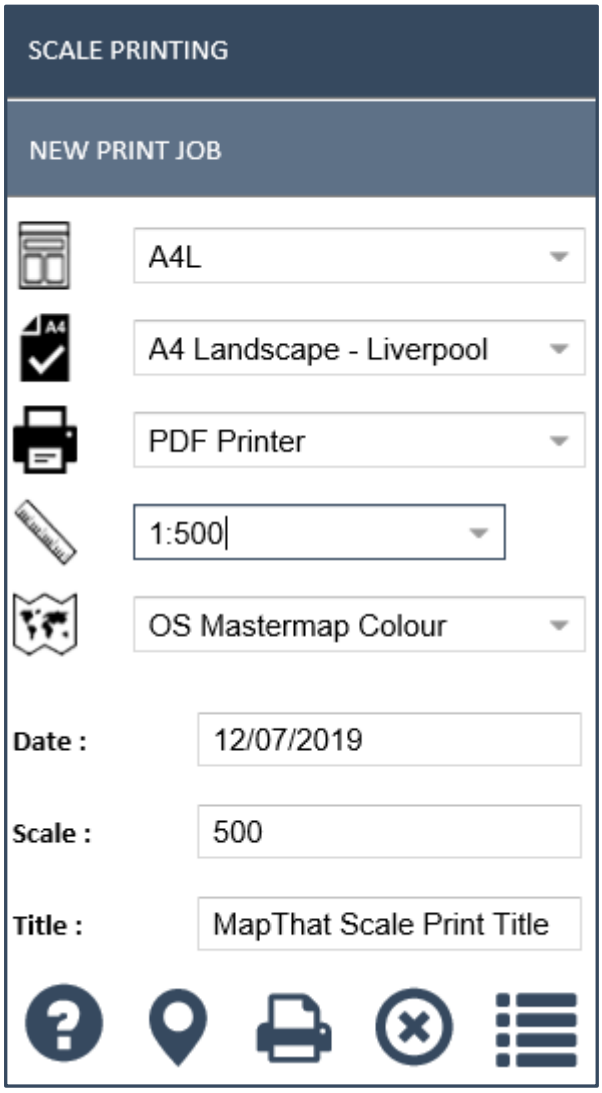
Using the Print Window, you can edit the margins, choose the paper size etc…and choose the destination to either send to a printer or to **Save as PDF**. Once saved the PDF can then be opened, and will show your map layers, a title, legend, copyright statement and logo.

Scale Print Tool:

The second option for printing is the MapThat **Scale Print Tool**. This tool will allow you to define your area of interest, pick a map scale, paper size, template, and background map.

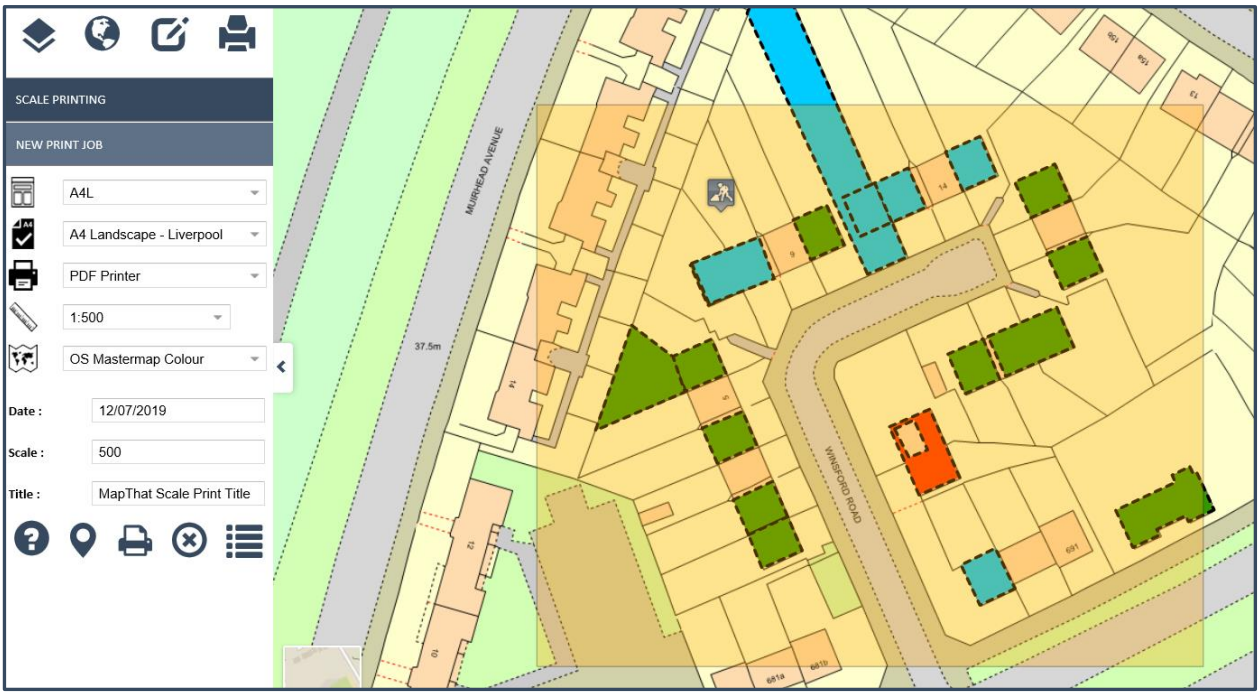
There are two options, you can either create a new Print Job or open previously created Print Jobs. Firstly, we will create a **New Print Job.**

- **Orientation:** Choose the paper size and orientation.
- **Template:** Choose a pre-setup template at the chosen paper size.
- **Printer:** Choose a connected printer or print to PDF.
- **Scale:** Choose a map scale to print to, including the current scale.
- **Basemap:** Specify the background map to print against.



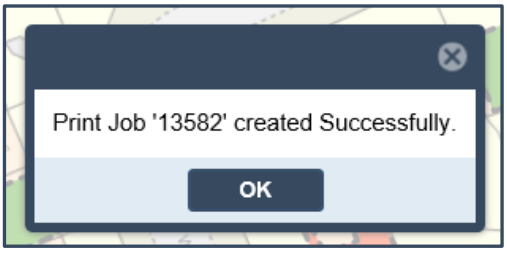
- **Date:** Edit the date if required.
- **Scale:** Change the scale text being used if required.
- **Title:** Edit the title for the print.

To place the template within the map, press the **Place icon**. A Print Area Box will be located in the map so that you can see the Printable area.



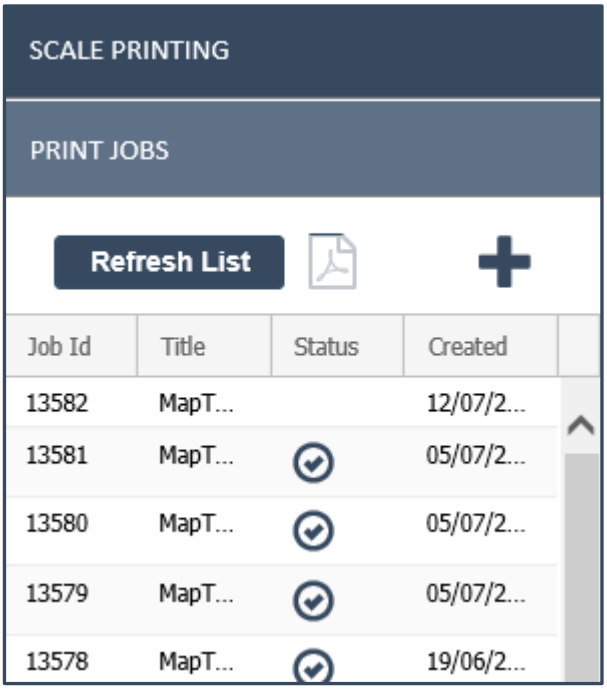
If the **Print Area** shown in the map does not cover your layers, then you can simply move the map to a new location and then use the **PLACE** button to place the Print Area over your data. Once you are happy press the Print button to activate the print job.

A message will appear stating that the print job has been created and a reference number has been provided.



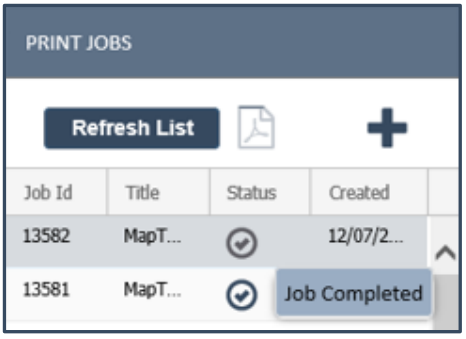
Your Print job will be ready in 2-3 minutes. If you printed to PDF, then you can view your Print File by pressing the **Job Status** button, where a list of your Prints will be shown.

This can also be accessed via the menu item, **Scale Printing** > **Print Jobs**.



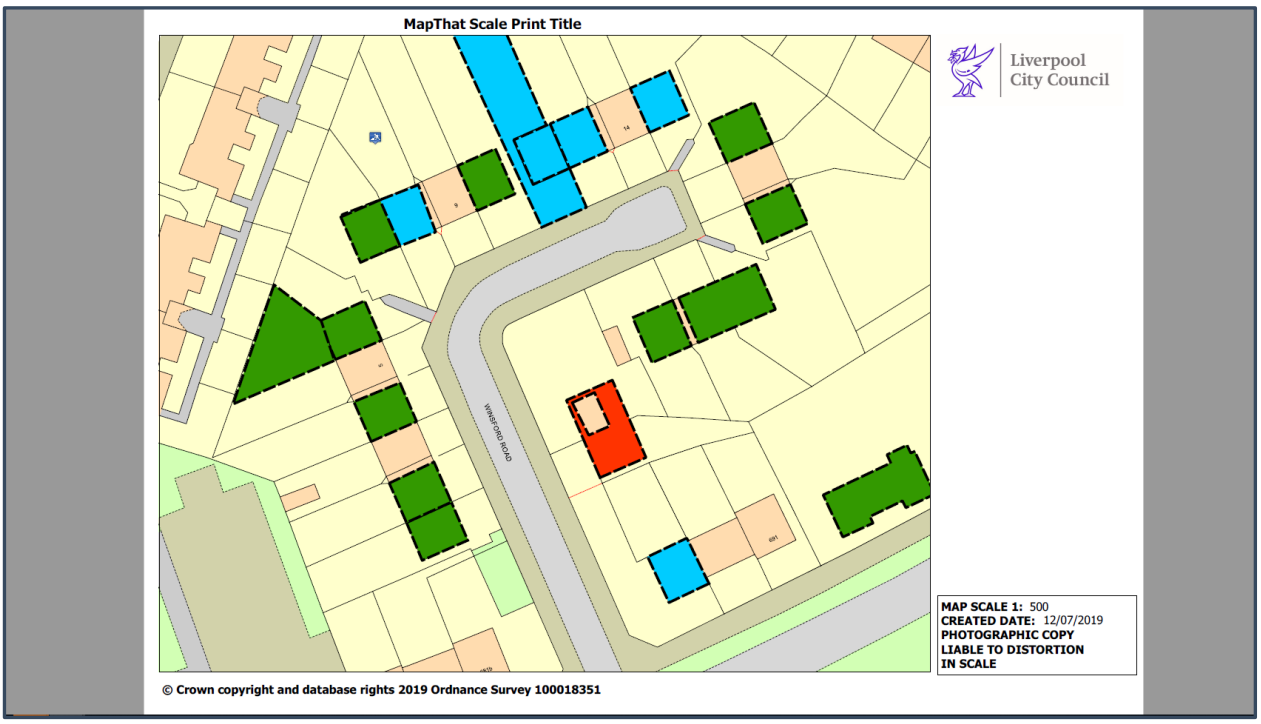
If there is no Tick next to your print job, you may need to refresh the list after a few seconds.

Once the print job has been run the record in the list now updates with a Tick and the tip to say that the Job is Completed.



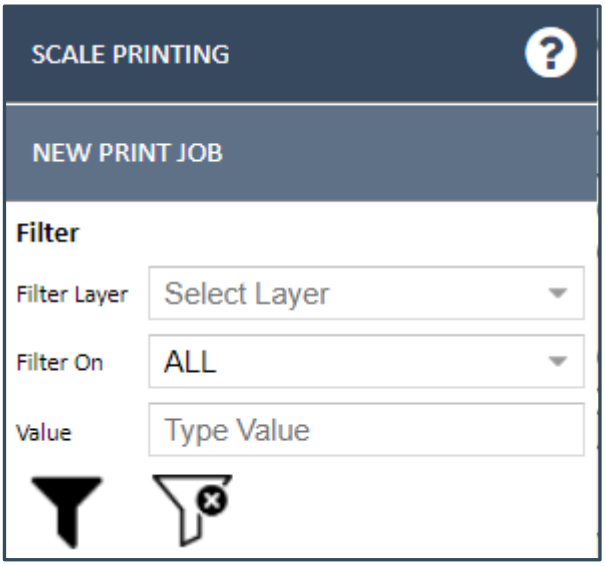
To view the print job, select it from the list, and press the Open Print button.

The Scale Print will now open in a new web browser window, where you can choose to download it as a PDF or send it to a printer.

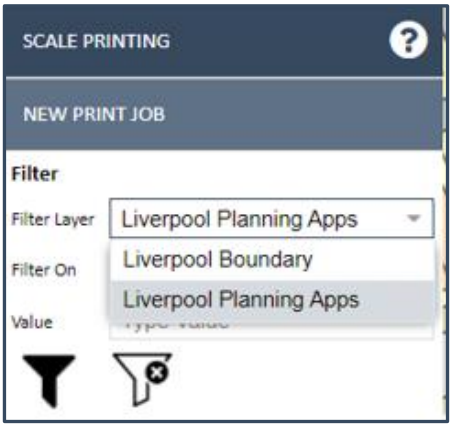


Filter Scale Printing:

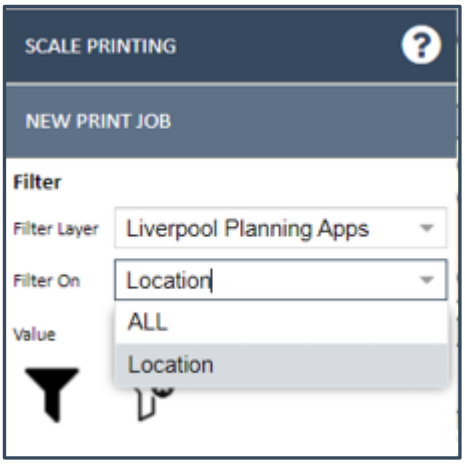
If enabled, you can also use the **Filter option** at the top of the New Print menu, to **filter records** in any Layer before you run a Scale Print job.



Firstly, choose the **Filter Layer** option to decide which layer you wish to filter. In this example we will choose our **Planning Apps layer.**



Then, choose the **Filter On** field, and in this example, we will choose the **Location value.**



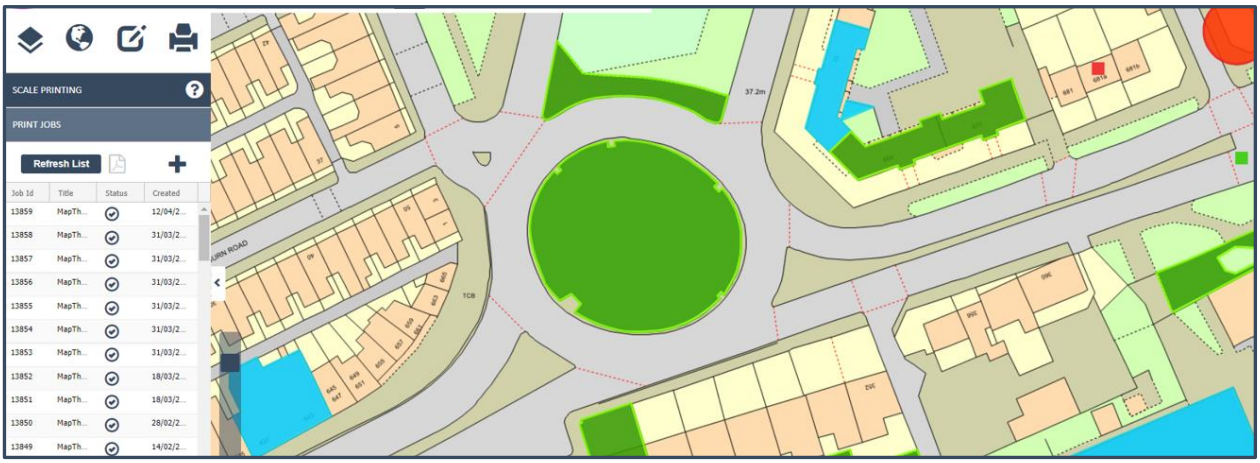
In our example we have an area of grass on the roundabout, but below this is a Rosebed that we cannot see. So, in the **Value** we will type the word **Rosebed.**

Having typed the value, choose the **Filter button** to apply the filter to the map objects.

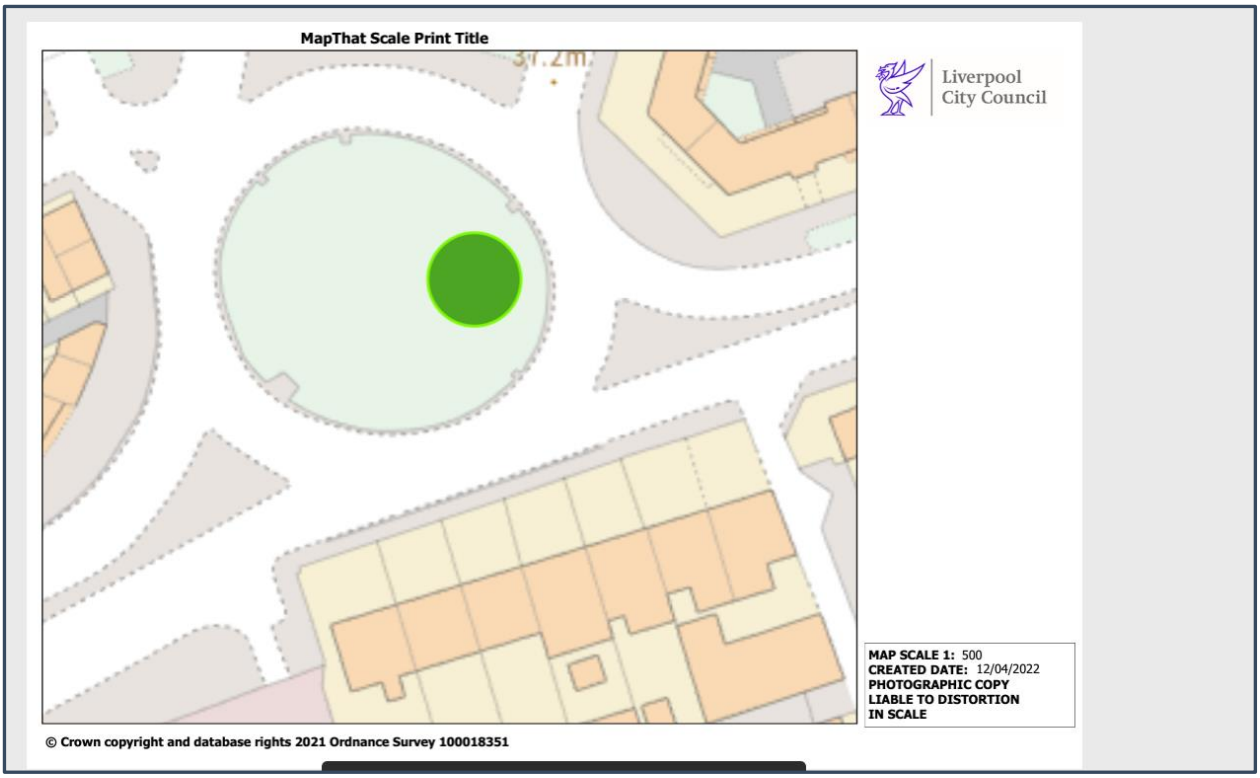
The **map objects are then filtered** to only show features where the **Location = Rosebed.**

Now that the Layer is **filtered**, we can more easily see the map object that we wish to print, in this case the **Rosebed**, and we can continue to choose the Scale Print options to then run the print job.

As soon as the Print Job is set to run, when you now choose another menu, the Filter on the Layer will be **removed** and all other map features for that layer will show.



If we check our new Scale Print PDF, we can see the layer was successfully filtered to only print the **Rosebed** feature.



DynamicMaps Training Courses

Why not enhance your Open-Source GIS expertise by attending the following courses:

Introduction to GeoServer (2 days) – 8 CPD Points

This two-day intensive course introduces the core functionality of QGIS, taking you through all the tools you will need to get started with the software. QGIS is a free desktop GIS, providing the same GIS functionality as commercial desktop GIS solutions such as MapInfo or ArcGIS for Desktop.
The course is delivered using instructor-led real-world examples where you learn by 'doing'.
The course covers topics including, getting started with QGIS, map navigation and general mapping tips, selecting and querying your data, applying symbology, data analysis and editing, accessing external data sources and cartographic output.

Introduction to GeoServer (2 days) – 8 CPD Points

This two-day intensive course introduces you to the core functionality of GeoServer, taking you through all the tools you will need to load, publish, and share geospatial data.
The course is delivered using instructor-led real-world examples where you learn by 'doing'.
The course covers topics including, installation and configuration, familiarisation of the GeoServer user interface, publishing raster and vector data, map styling with SLD, applying attribute and spatial filters, connecting to WMS, WFS and WCS services and tile caching with GeoWebCache.

Open-Source GIS Integration (2 days) – 8 CPD Points

This two-day intensive course introduces you to the core functionality of PostGIS, QGIS, GeoServer and OpenLayers, taking you through all the tools you will need to load, transform, spatially analyse, publish, and then share geospatial data.

The course is delivered using instructor-led real-world examples where you learn by 'doing'.

The course covers topics including, installation and configuration of all software, loading vector data into a spatial database, connecting to a spatial database, and then undertaking GIS analysis, manipulating spatial data, publishing, and connecting to WMS and WFS services and utilising OpenLayers to design WebGIS solutions.

DynamicMaps Solutions

DynamicMaps provide a range of web enabled GIS software solutions to help you maximise your use of geographic data:

MapThat

MapThat is a web-based mapping solution that allows organisations to run live queries on its business intelligence data to make more informed commercial decisions.
MapThat has all the core mapping functionality, including 'Where's my Nearest', 'Location Finding', 'Thematic Styling', as well as highly accurate data creation tools and its flexibility and interoperability allow you to connect to all your business information no matter what the data source.

ReportIt

ReportIt is a DynamicMaps WebGIS module to capture information and is the incident reporting module for DynamicMaps WebGIS and can be integrated in public facing websites and back-office systems where reports can be disseminated to engineers. By utilising a map-based reporting application you can save time and money through decreased public interaction and increased accuracy of incident location reporting. ReportIt can also be integrated with the Local Land and Property Gazetteer to ensure that locations have a unique record which can be selected either by entering part of the details or by finding them on a map.

Address & Street Manager

Address and Street Manager is a web-based solution integrated into the DynamicMaps Suite designed to manage your LLPG and LSG.
An address record is the single most important and widely used piece of data by a local authority. DynamicMaps has been designed with this in mind. The Local Street Gazetteer (LSG) and the Local Land and Property Gazetteer (LLPG) modules were designed and built to directly comply and complement the BS7666 standard. DynamicMaps has been accredited with all the versions of the standard and is committed to its future development.

Street Naming & Numbering

It is important that every address is unique and unambiguous so that the Emergency Services can find it quickly and mail is delivered correctly. The process of applying for, managing, and then validating SNN requests can be very manual. The DynamicMaps SNN Application is an online web portal for Applicants to submit and provide payment for their applications (with supporting documentation) and an Administration console where the SNN Team can then manage that application and all Correspondence from their desktop without having to undertake time consuming manual tasks. Successful and validated SNN Applications can then seamlessly be linked into your Local Land and Property (LLPG) and Local Street Gazetteers (LSG).

DynamicMAPS
Street Naming & Numbering

Land Referencing

DynamicMaps Land Referencing solution is used by Land Surveyors to streamline and manage their Land Referencing Projects. Utilising a web mapping interface, you can visualise HMLR Title Deeds, Interests in Land, Easements & Wayleaves and Environmental Constraints in order to optimise new Infrastructure Projects. Providing a project dashboard, you can manage project milestones, mitigate project risk, plan site visits, and integrate communication from all interested parties.

DynamicMAPS
Land Referencing

Grounds Maintenance

The Grounds Maintenance application allows facilities management, schools, hospitals, and housing providers to accurately maintain their Grounds Maintenance inventory. Linking directly to an online mapping application you can intuitively interrogate, manipulate, and update your Grounds Maintenance assets. The online management portal also provides Inspection Reports and Notices allowing you to streamline your communication between contractors and GM Officers.

DynamicMAPS
Grounds Maintenance

GML Translator

GML Translator is a software solution integrated into the DynamicMaps Suite designed to translate Ordnance Survey MasterMap (OSMM) and OS VectorMap Local into geospatial layers in your spatial database.
Using the DynamicMaps GML Translator you can leave the translation, styling and loading of OSMM data into your spatial database to the experts, the resulting layers will be optimised for display and querying in your desktop or Web GIS. This service has the added benefit of saving you time processing heavy spatial datasets, thus allowing you to concentrate on undertaking your spatial analysis.

Spatial Importer

The Spatial Importer tool allows you to import GIS files, including, SHP, TAB, DXF, GeoJSON and KML, into an Oracle, SQL, or PostgreSQL database. You can import individual files, all files from a named folder and automatically migrate tables between multiple spatial databases.

If you are interested in any of the above Geospatial solutions, then please visit the Dynamic**Maps** website for more information: https://arkance.world/gb-en/products/dynamicmaps/ or alternately please contact info.uk@arkance.world

