TOWNSVILLE MAPS EXTERNAL USER GUIDE

TOWNSVILLE CITY COUNCIL

103-143 Walker street, Townsville City QLD. 4810

VERSION 1.0 (12 JANUARY 2022)

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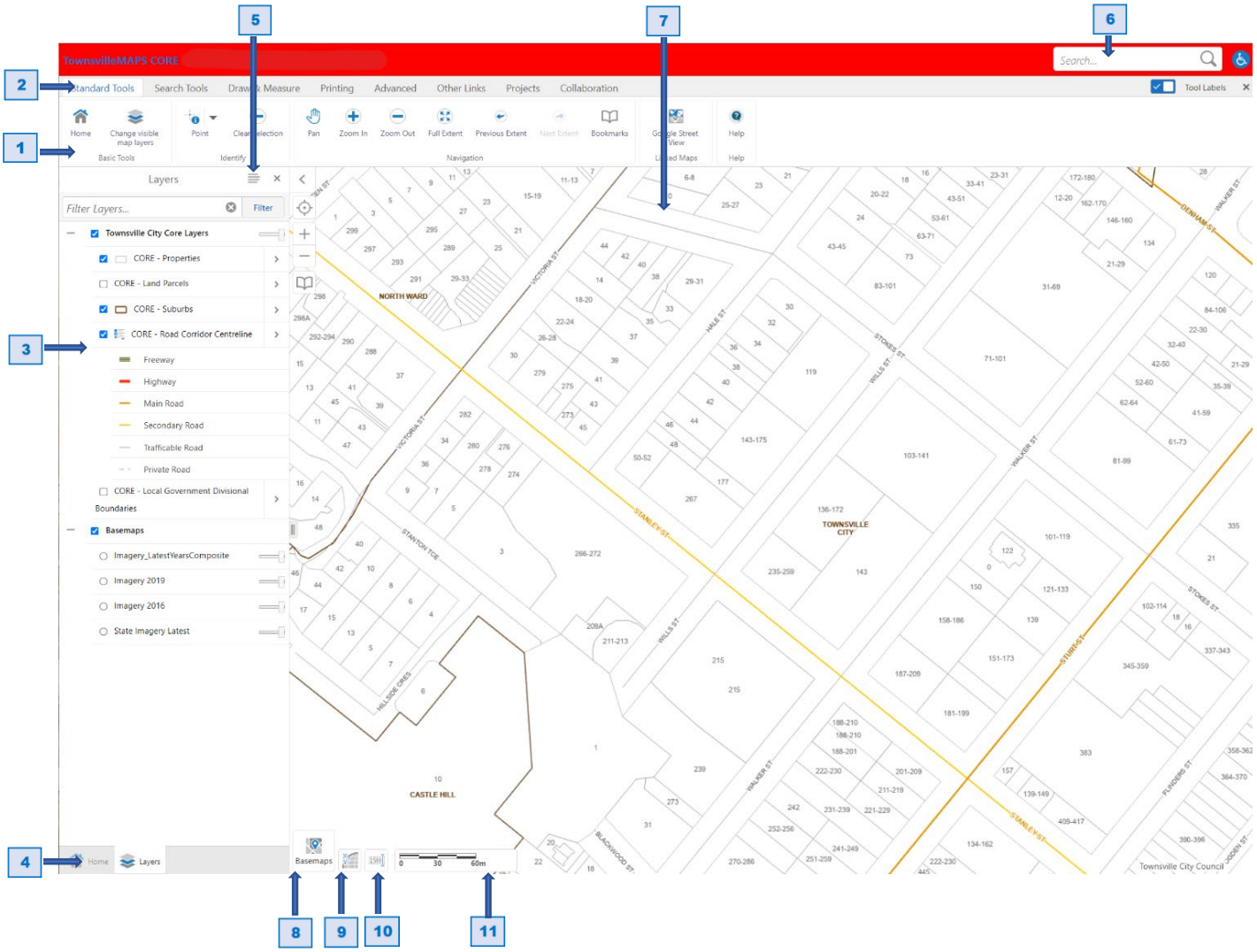
TOOLBAR OPTIONS

STANDARD TOOLS	BASIC TOOLS	Home	Returns Side Panel to default Home layout.
		Change visible map layers	Allows you to turn on and off layers visible in the map area.
	IDENTIFY & SELECTION	Point	Various Identify/Selection options to find out about a location on the map. Once features have been selected, a Feature Actions menu will become available to choose from a list of other useful functions.
		Open Results	Choose from a list of saved results to be opened.
		Clear Selection	Clears all selected results.
	NAVIGATION	Pan	Allows you to move the map by dragging the map to reposition it.
		Zoom In	Click or tap, then drag area of interest on the map. Map will zoom to that location.
		Zoom Out	Drag a rectangle on the map to zoom out while keeping that area centred.
		Full Extent	Zoom to the full extent of the map. (entire Townsville City Council LGA)
		Previous Extent	Returns to previous extent of the map.
		Next Extent	Next Extent button is used to return to an extent that you had previously undone by using Previous Extent.
		Bookmarks	Zooms map to a pre-set Location.
	HELP	Quick Start Guide	Short version of user manual available for download.
		User Guide	Full user manual available for download.
SEARCH	SEARCH TOOLS	Property	Based on the TCC Properties spatial layer, this search uses data extracted from the Property and Rating system. There are 3 types:- Address, Property Number & Assessment Number.
		Land	Based on the TCC Land Parcels spatial layer, this search uses data extracted from the Property and Rating system. There are 3 types:- Lot & Plan, Land Number & Lot on Road.
	FLOOD QUERY	Flood Point Query	Query a point for Flood Level Information. Provides Height / Depth values corresponding with the 1% and 2% AEP Flood layers.

DRAW & MEASURE	MEASURE	Distance	Offers various measurement methods available from dropdown list. Once measurement type is chosen, options for measurement units the ability to choose Snapping Layers become available.
	DRAW	Point	Various drawing markup options available from dropdown list. (Shapes, Text). Once chosen, options for the ability to choose Snapping Layers and Styles becomes available. (Style, Image, Colour, Outline)
	EDIT DRAWINGS	Edit	Edits an existing drawing. (Edit, Erase and Clear)
		Export Drawings	Drawings will be downloaded as shapefiles.
	CO-ORDINATES	Plot Coordinates	Add point/s at specified coordinates on the map.
PRINT & EXPORT	PRINT & EXPORT	Export Image	Saves a map image in a variety of formats, including Georeference Data, if required.
		Print	Prints pdf map using defined TCC templates. (Portrait or Landscape; A4 or A3)
	REFERENCE	Asset Infrastructure Full Legend Reference	Asset Infrastructure Full Legend is a pdf showing all symbology for council's infrastructure assets.
ADVANCED	MAP LAYERS	Change Layer Drawing Order	Change how layers are stacked on the map.
	FEATURE TOOLS	Query Selection	Generates a selection of features from the available map layers, which must be enabled from within the Change visible map layers function.
		Filter Visible Layers	Shows simple filter builder and changes the way the data is displayed.
OTHER LINKS	TCC	TCC GIS OpenData	Links opens to council's Open data portal which is a catalogue of all externally available datasets.
		Aerial Imagery & LiDAR	Link open to council's download tool for all available aerial imagery and LiDAR data.

TOWNSVILLEMAPS ANATOMY

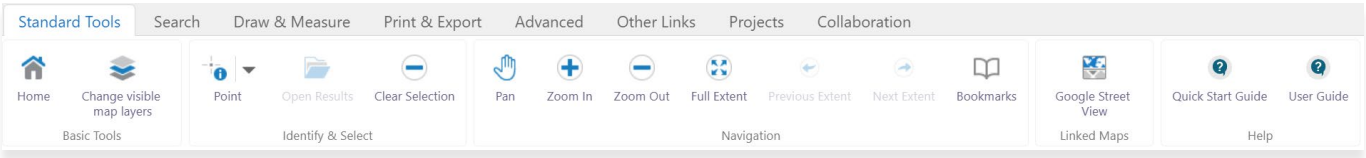


Number	Screen Element
1	**Toolbar:** contains tools that are grouped by function on separate tabs
2	**Toolbar tabs:** functional tool groups - Standard, Search, Draw & Measure, Printing, Advanced, Other Links, Projects, Collaboration
3	**Side Panel:** information lists based on map interactions.
4	**Side Panel Tabs:** new tabs appear each time a new function is performed. Tabs can show Layer lists or Query results.
5	**Panel Action Menu:** optional tools or actions which vary depending on where the menu is being used.
6	**Global Search:** free text field that works on all available layers so results may be extensive. Not all data layers will be searchable in this option.
7	**Map area:** features visually displayed within the extent.
8	**Basemaps:** quick access menu of available basemaps, including imagery.
9	**Coordinates:** choose coordinate system from list.
10	**Scale input field:** allows scale to be set manually. (1:XXX)
11	**Scale bar**: shows actual distance on the ground relative to map extent.

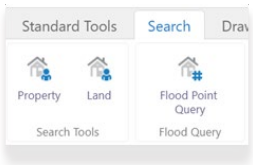
WHAT'S ON SCREEN

Toolbar ribbon across the top has multiple tabs of grouped tools.

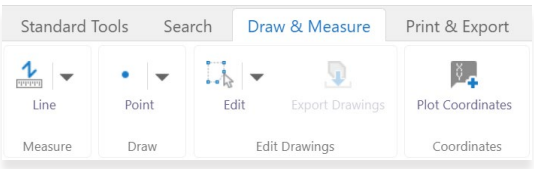
STANDARD TOOLS



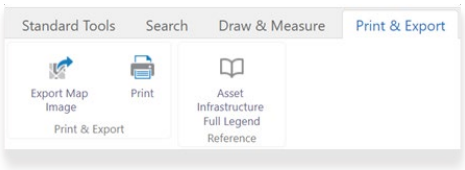
SEARCH TOOLS



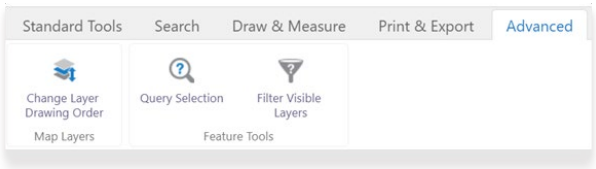
DRAW & MEASURE



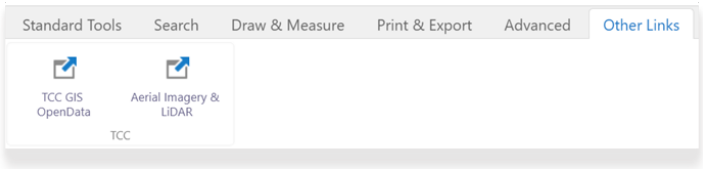
PRINT & EXPORT



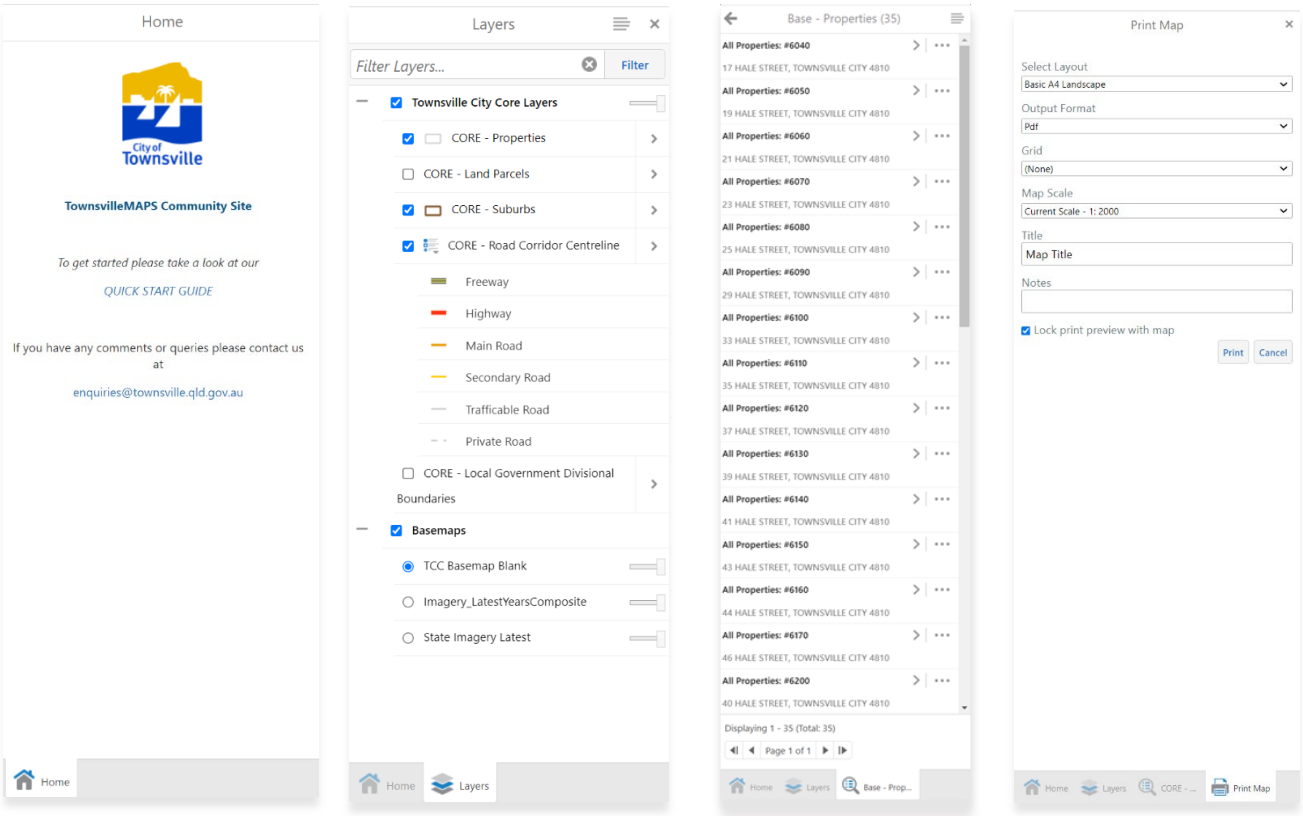
ADVANCED



OTHER LINKS



Side Panel along left-hand side of screen has multiple displays depending on tool usage.



Viewing Map Layers

Upon opening a site, the Side Panel has a Home tab and behind that a Layers tab.

To view the Layers tab, you can either click the Change visible layers option in the Standard Tools group or click the side panel tab name at the bottom.

Map layers will vary depending on which TownsvilleMAPS site you are using.

Some layers are only available at certain scales. If the layer is not within visible scale, it becomes greyed out.

The layers are interactive allowing the user to: -

- make them visible in the map by ticking or unticking the box on the left
- expand layer groups clicking on the + on the left
- expand the feature legend by clicking on the list icon in front of the name
- change the transparency level by moving the slider bar on the right of the layer name
- use the Filter Layers field at the top to find a specific dataset. Useful when there are long layer lists.

Global Search

The Global Search box is a free text field at the top right of the banner ribbon within the mapping service.

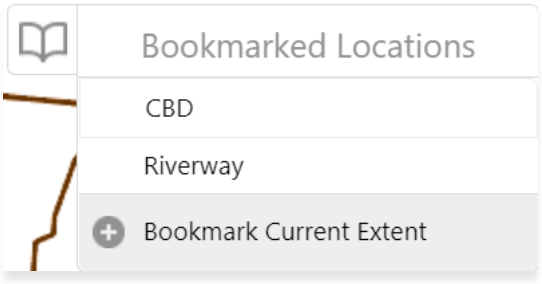
Examples of some useful searches are: -

Property address: <number> <street name>
Names: Street, Park, Councillor, Property

Please be aware that this may return a lot of results because it is going through all the available data layers. Specific Property and Land searches would be best done using the tools within the Search Tools tab.

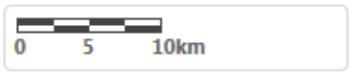
Bookmarks

Pre-defined extent locations have been set up in all sites and can be accessed by using the button in the Navigation group within the Standard Toolbar or by using the button at the top left of the map area.



Map Scale

The Scale bar is found in the bottom left-hand corner of the map area. It represents the relationship existing between distance on the map, and the corresponding distance on the Earth.



(i.e., the actual distance on the ground)

The Scale Input Box allows you to set the scale you wish to use.

Click on the icon to open the entry field which has a dropdown list of set scales available.

Note: Set the required scale before choosing a Print Map option to avoid incorrect area print.

MAP LAYERS – STANDARD & ADVANCED

Identify & Selection

The tool has a dropdown list allowing a user to choose how they select data from layers visible on the map. Results will be displayed in the Side Panel.

Point – layers at that exact location

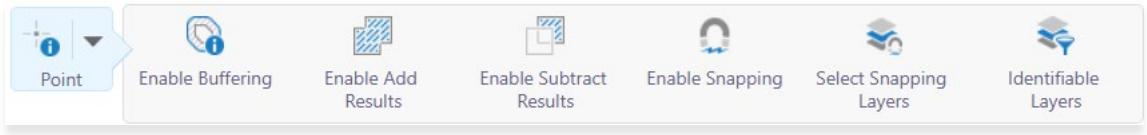
Freehand – layers that intersect with the freehand line. Snapping function is not available because there are no vertices created.

Line – layers that intersect with the line

Polygon – layers that are within, or intersect with the polygon

Rectangle - layers that are within or intersect with the rectangle. Snapping function is not available because it can only be drawn on a true horizontal plane.

Once option is chosen, a sub-menu appears with more refinement options.



Enable Buffering – allows you to select an additional area around selected object

Enable Add Results – allows you to select more objects to add to current results list

Enable Subtract Results – enables removing objects from current results list

Enable Snapping – enables active tool to snap to specific layers within the map

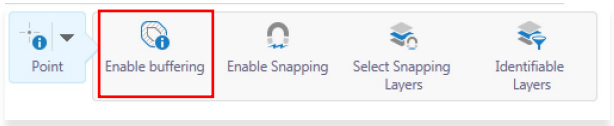
Select Snapping Layers –change which layers are snappable

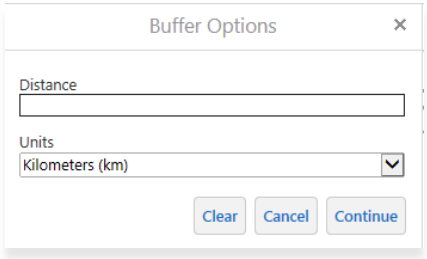
Identifiable Layers –choose which layers active tool can select from

Buffer

Buffering can be applied either prior to an **Identify / Selection** or after viewing Identify Results in the Side Panel using Panel Actions Menu.

Apply Buffer <u>prior</u> by using the sub menu within the tool.



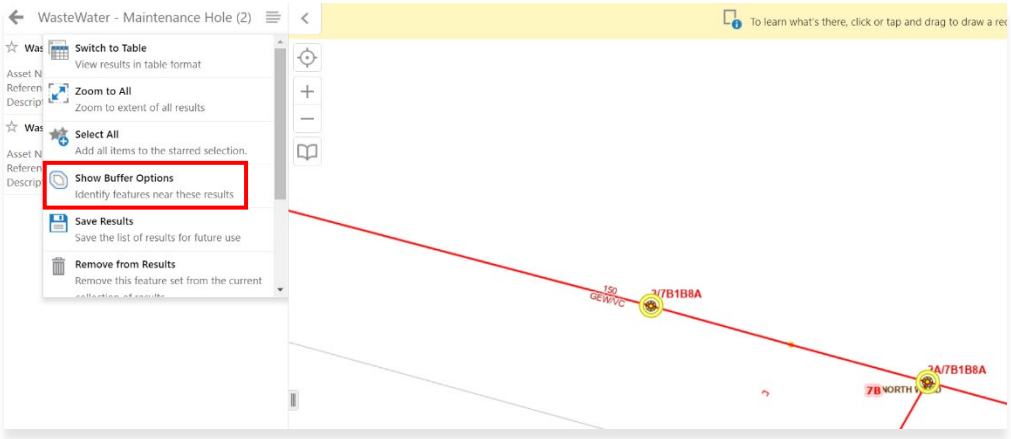


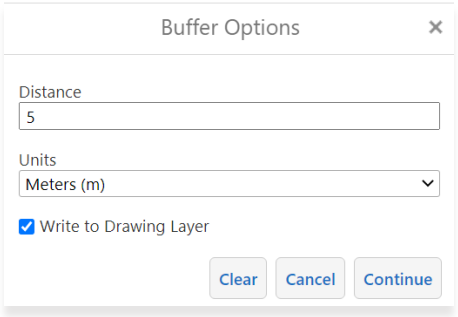
After selecting Enable buffering, enter free text buffer distance and units.

This can include several distances, comma separated, as well as negative distances if an internal buffer of a polygon is desired.

Click Continue to set buffer.

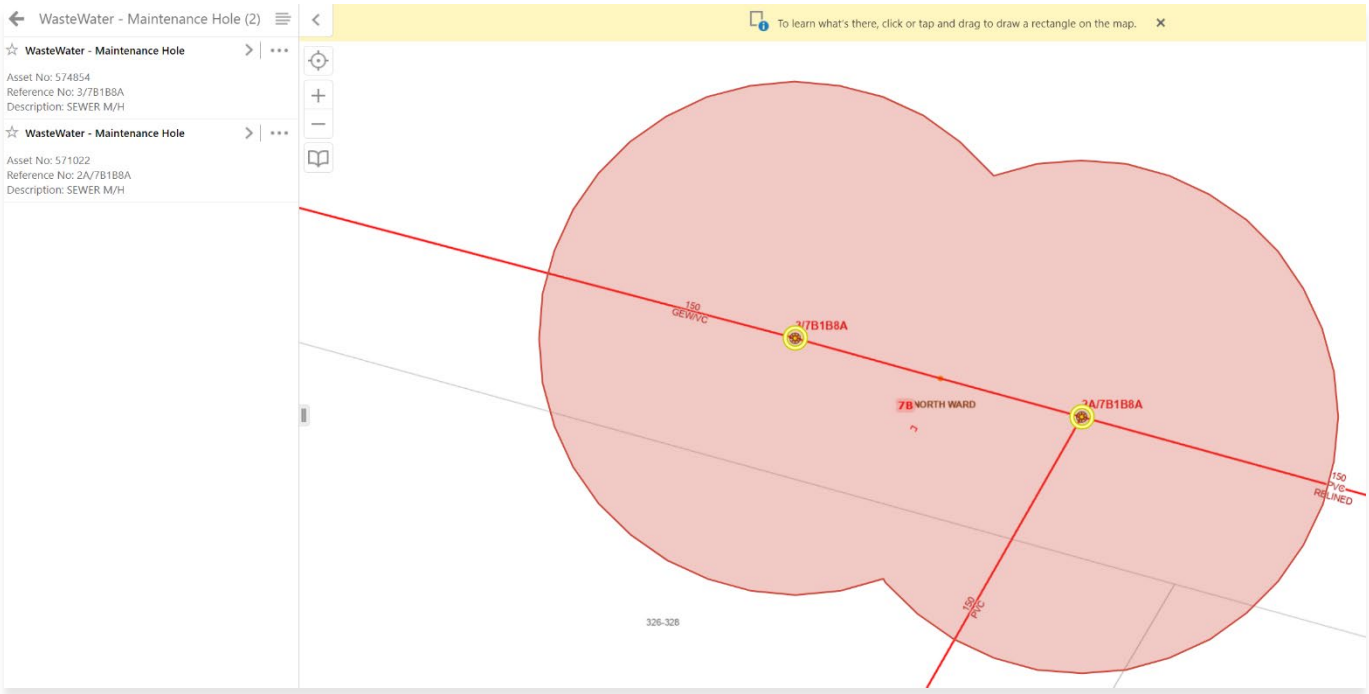
Apply Buffer after viewing Identify results by selecting from the Panel Actions Menu.





There is an extra option to **Write to Drawing Layer** which gives you the ability to export the buffer polygon as a shapefile. It is only available when performing the buffer on selected features.

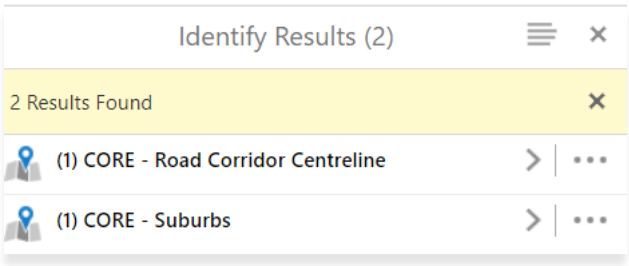
A pink shaded buffer polygon and yellow highlights for each of the identified assets will appear in the map area.

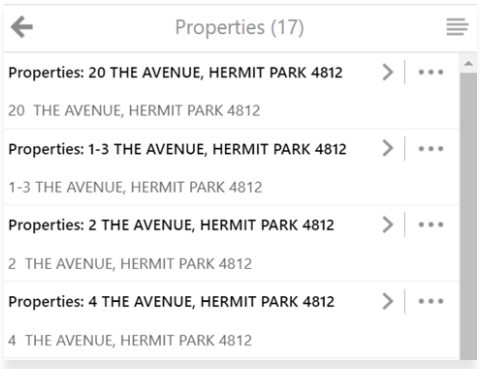


Results

Initially results will appear in a new side panel tab in a List view, showing how many were returned and which layers they are from.

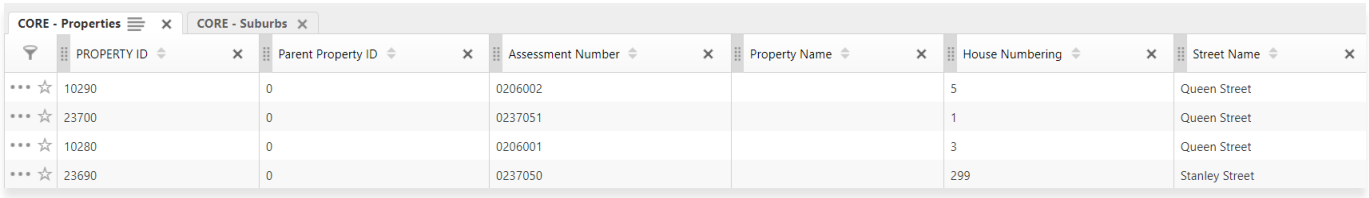
LIST VIEW





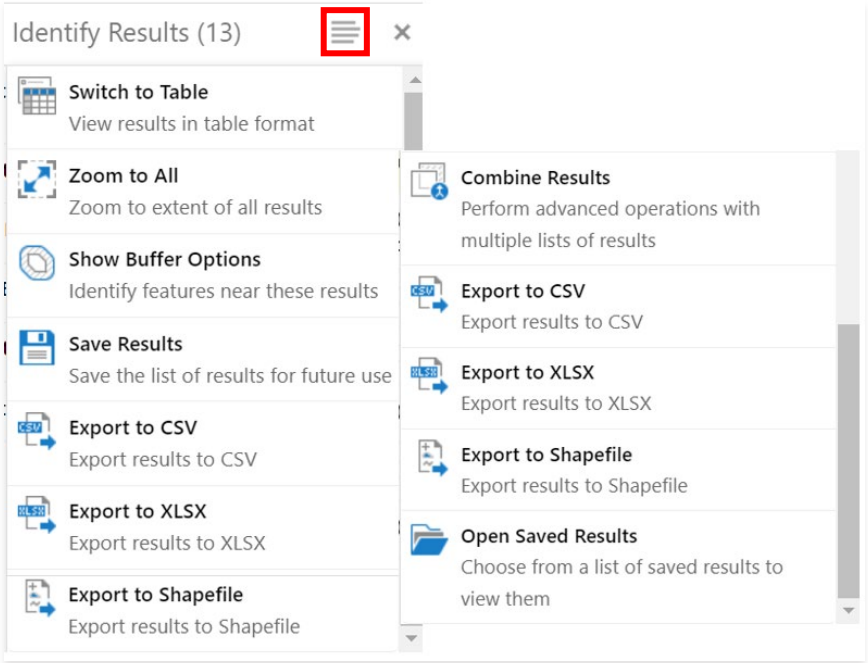
Using the Panel Actions menu, you can change the display format to a Table view.

TABLE VIEW



Working With Data – Panel Actions Menu

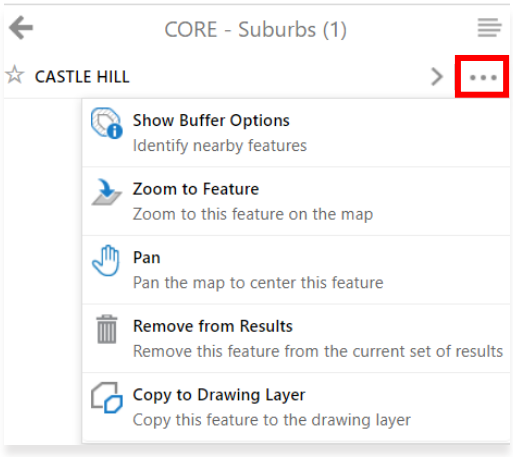
Available options for results of tool action include further refinement, saving and exporting data.



Results are only saved in the current session and will be removed once you close TownsvilleMAPS.

Working With Data – Feature Actions

Available options for a specific selected feature that include basic navigation and drawing.



Snapping

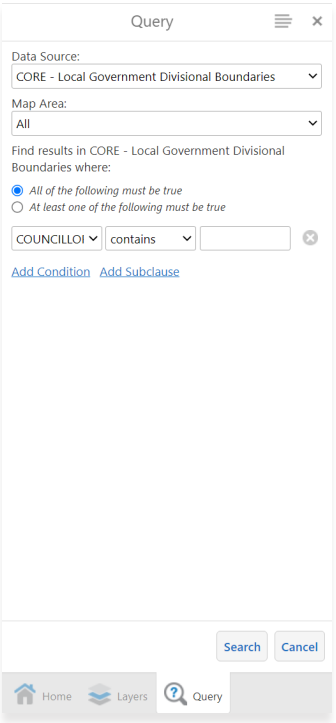
Enable Snapping tool may help your selection by allowing you to snap to objects within the map. It is available when using the point, polygon, or line feature, including those created using the Measure or Draw tools.

To turn off the snapping function itself, click on the Disable Snapping button.

Select Snapping Layers tool allows you to select and / or deselect specific layers to snap to.
Click on button to open Layer list in the Side Panel then tick box next to relevant layer/s.

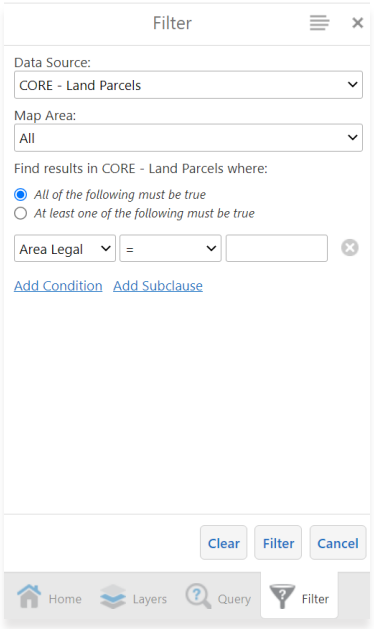
Query

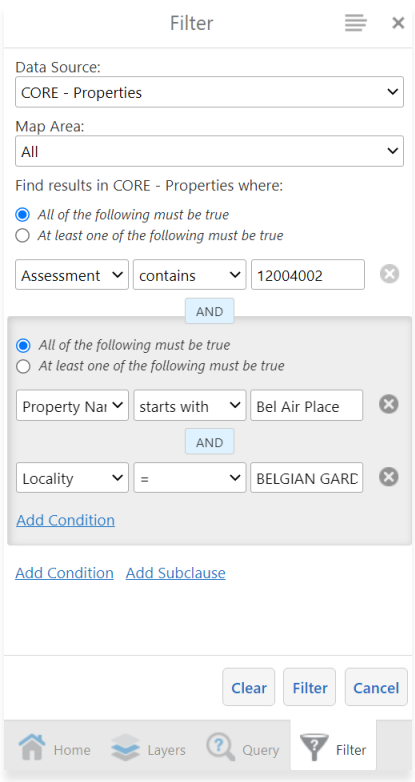
Query Selection – runs a query against available layers using Condition/s and / or Subclause/s to refine result/s.



Filter

Filter Visible Layers – refines the way data is displayed in the map.





SEARCHES

Cadastre - Property

TCC Properties is a spatial layer that uses Property record data extracted from Property & Rating (PnR). Searching can be done by street address or Property number.

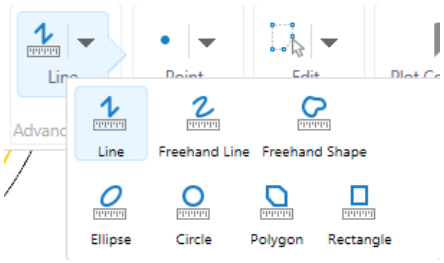
Cadastre - Land

TCC Land Parcels is a spatial layer that uses Land record data extracted from Property & Rating (PnR). Searching can be done by Lot & Plan, Land number (Land ID) or Lot on Road.

MEASURE

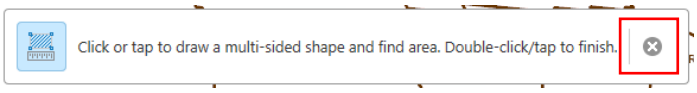
Length & Area

The **Measure** tool allows you to measure a specific length or area on the map. It defaults to a Line feature and you are able to choose from a list of feature types by clicking on the dropdown arrow.

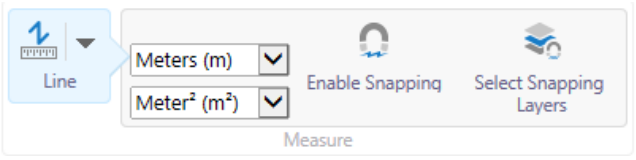


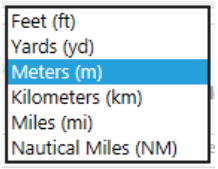
Note: Click once then move cursor to define length and shape. Double click to end drawing.

As soon as the feature type is chosen a tool tip will appear at bottom of map area. If you close it, the measure / draw function is stopped also.



After clicking on the tool type, the measurement units and snapping can be changed.





Notes on Measurement units: -

- 1st field = Length or perimeter; Line feature only uses this field
- 2nd field =Total length or area; not applicable to Line feature

If multiple features drawn, unit changes will affect all features.

Enable Snapping tool may help your selection by allowing you to snap to objects within the map. It is available when using the point, polygon, or line feature, including those created using the Measure or Draw tools.

To turn off the snapping function itself, click on the Disable Snapping button.

Select Snapping Layers tool allows you to select and / or deselect specific layers to snap to.
Click on button to open Layer list in the Side Panel then tick box next to relevant layer/s.

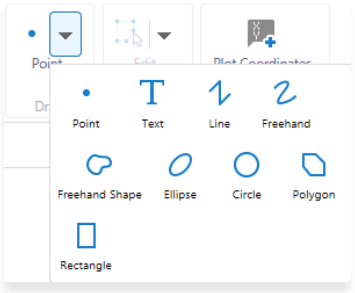
DRAW

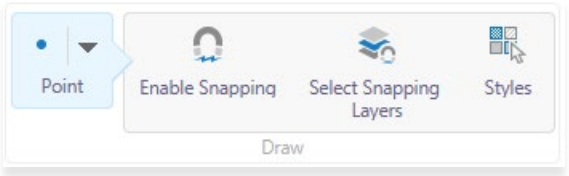
Create

All drawing tools can be accessed by clicking on the default Point feature tool within the Draw & Measure tab.

Once chosen, other tools are available.

- Snapping: allows you to snap to a point or polygon feature within the map
- Select Snapping Layers: choose which layers to set snapping to
- Styles: choose from various colours, shapes, outlines and fonts



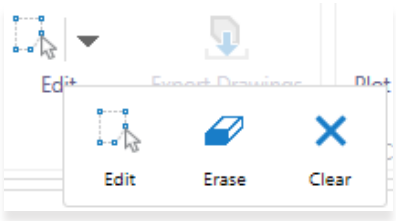


Note: Lines, polygons & points drawn on the map can be saved as a PDF through the print map function but are not saved when you close the mapping session.

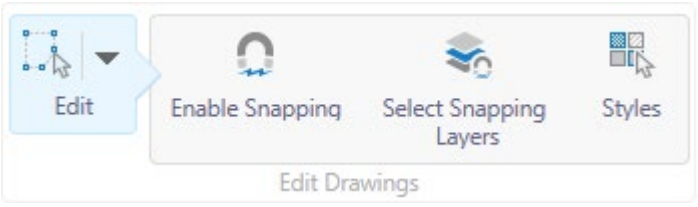
Edit

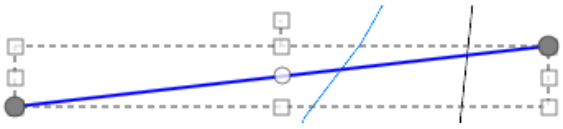
Once a feature has been drawn using either the **Measure** or **Draw** tools, it is able to be edited in number of ways. (ie style, colour and configuration).

Erase & **Clear** options are also available from within this tool.

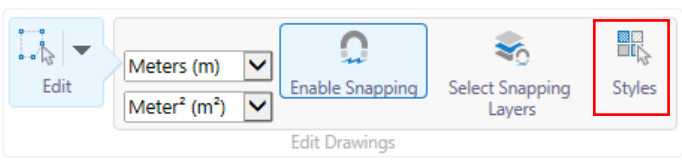


Click on **Edit** and then on the drawn feature to activate the editing function.



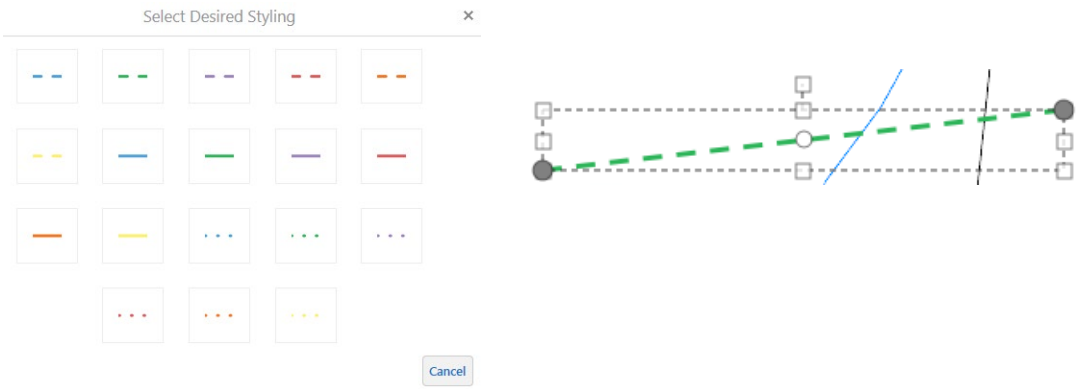


Once selected, the **Styles** button becomes available.

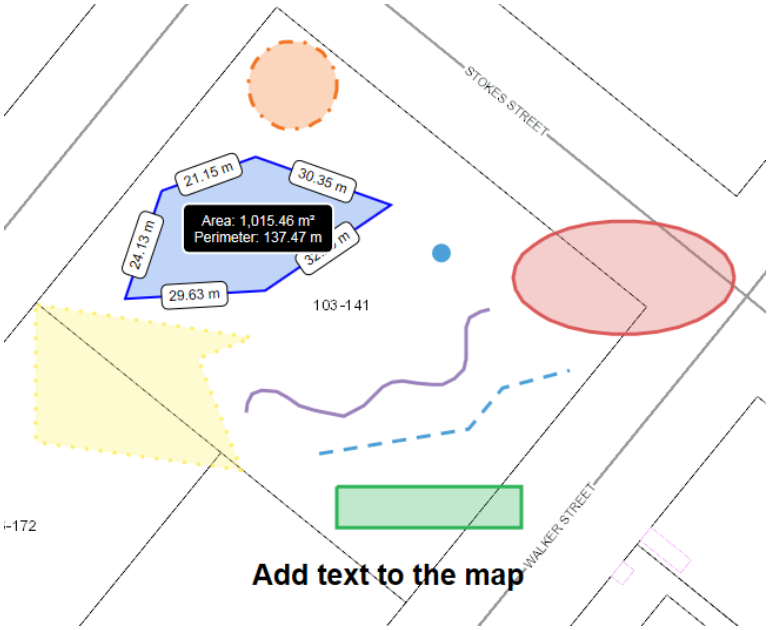


A popup box with the available styles will appear across the map area. Click the desired style and the drawn feature will update accordingly. Click cursor outside the edit field to complete.

Example of Line Styles

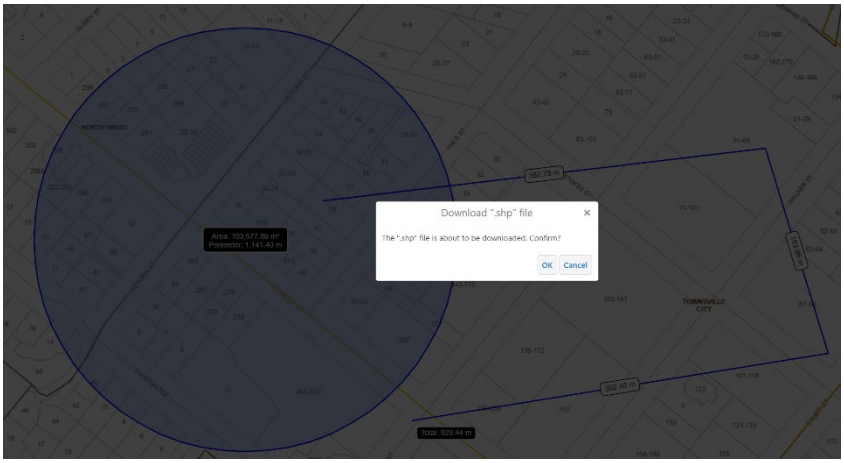


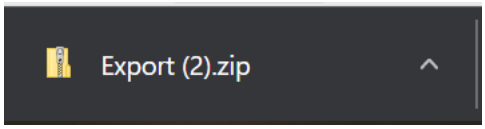
Example use of drawing tools



Export

After drawing is completed, it is possible to export them out to a shapefile. A zipped export file will appear on the left bottom toolbar that can then be extracted to your pc.

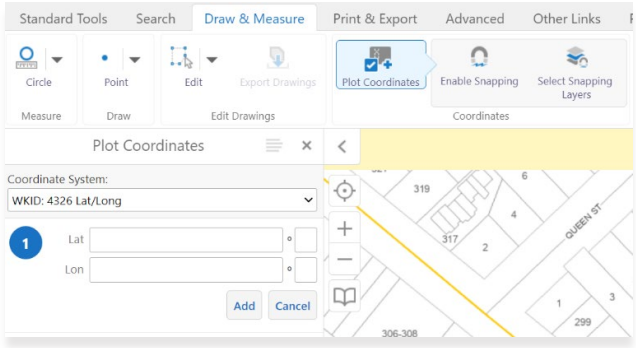


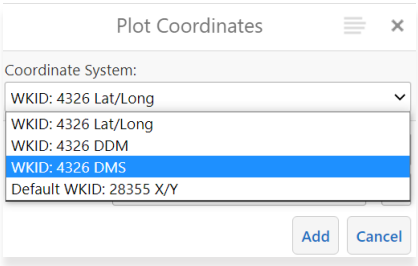


Plot Coordinates

This allows you to plot coordinates on the map. Snapping is also available.

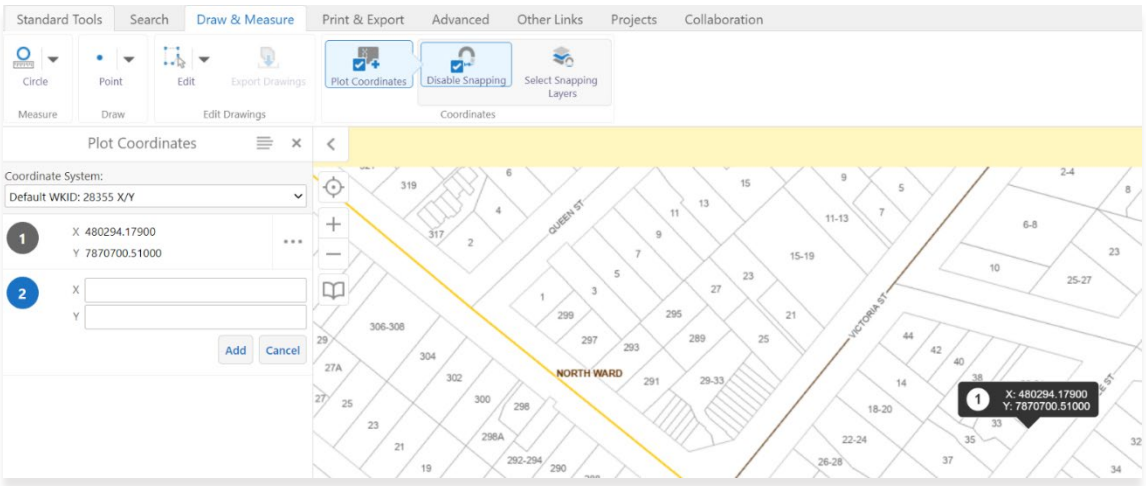
Choose between 4 coordinate systems from the dropdown list.





Use Snapping to plot coordinates of specific map features.

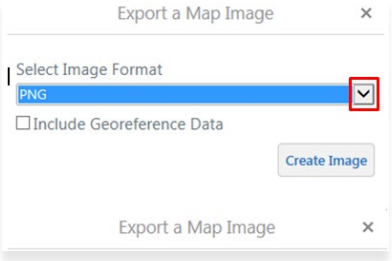
Coordinates will appear as flags within the map area and in the list in the side panel.

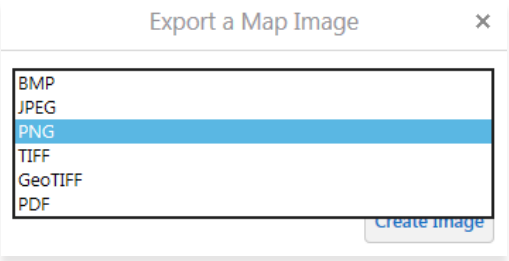


PRINT & EXPORT

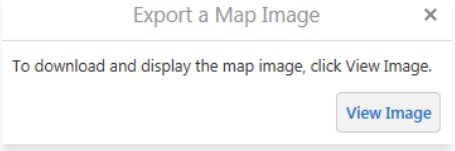
Export Map Image

Allows the user to take a basic screen capture of the map area and choose from several image formats.
Tick box for Include Georeference Data is only available for BMP, JPEG, PNG or TIFF.





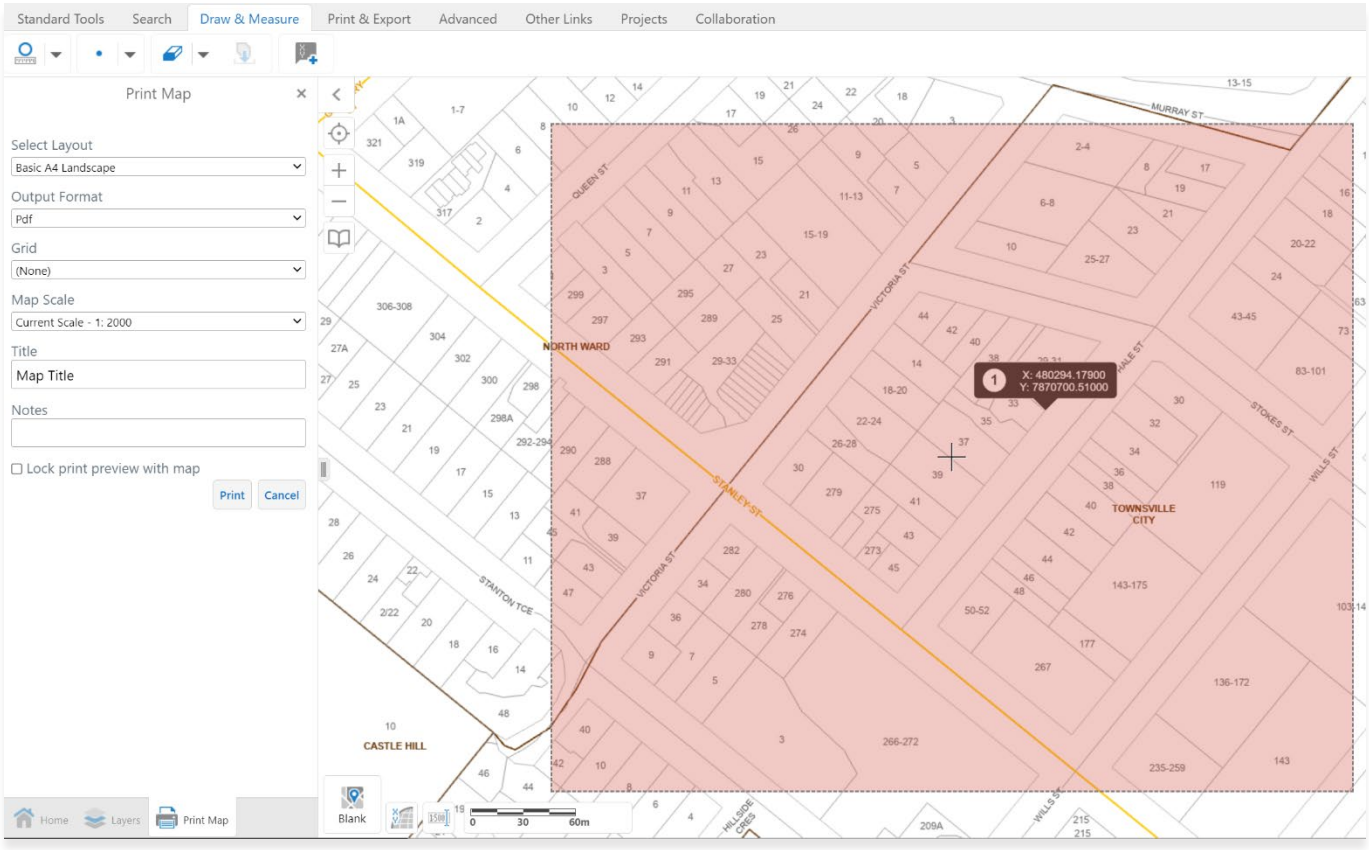
Depending on the image format, the View Image will take you directly to the image file or create an export zip to extract.



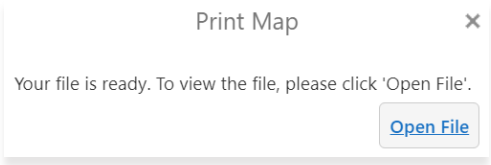
Print Map Layout

The legend shown on this map layout is not dynamic and only shows the Base layer features.

As soon as this print option is chosen, a pink shaded box will appear over the map area and represents the exact area included in print. You can zoom out to see full extent of print area and pan around the map if the **Lock print preview with map** is ticked on. By un-ticking this box, you change the printable area.



To view the print, click on Open File and it will open in another tab.



Asset Infrastructure Full Legend

The full suite of asset infrastructure features is extensive and does not easily fit into the map legend. This is basically a printable reference document.

OTHER LINKS

TCC

These take the user directly to council's Open Data portal and Aerial Imagery & LiDAR download sites. These are also accessible via the Townsville Dashboards site.