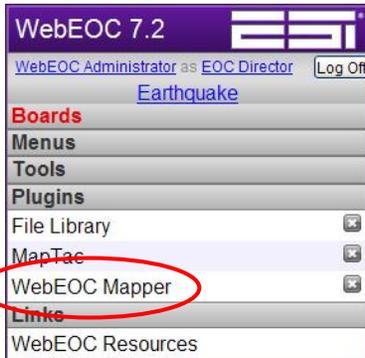


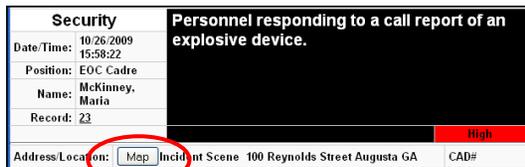
## Accessing Mapper

You can access *Mapper* in two ways.

- Select the WebEOC Mapper link in the Plugins section of the WebEOC Control Panel, or



- Select the **Map** button in an entry posted to a Mapper-enabled status board.



## The Mapper Window

The Mapper window is comprised of these main sections.

- Tool Bar
- Menu Bar
- Navigation Tool
- Map Display



## The Tool Bar



The Tool bar holds the tools that allow you to interact with the map:

### Selection Tool

Allows you to query the data layers in a dynamic map for an area of interest.

#### Setup the Overlay Map

- Select the **Map Layers** icon.
- Select the **Layer Settings** button for the map overlay layer.
- Select the **selectable layers** tab and select the **checkbox** for each layer.
- Select the **visible layers** tab and select the **checkbox** for each layer you want to display on the map.

#### Setup the Selection Tool

- Select the **Selection** tool icon from the tool bar.
- Select the **green plus** button to access the *Advanced* options.
- Select the shape: **rectangle**, **line**, **point**, or **polygon**.
- Select the action to apply to the results: **new**, **add** (to existing results), **remove** (from existing results).
- To expand area, select the **checkbox** for *Buffer* and enter the distance.

#### Select the Area of Interest

- Select the **Selection** button.
- Select (draw) the area of interest on the map.



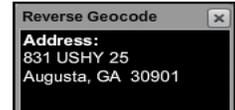
A shaded area will be drawn on the map based on the *Selection* tool setup. A *Results* window listing the data layer queried will automatically open. The *Results* icon will also appear in Tool Bar. You can reselect as many areas of interest you need.



## Find Address Tool

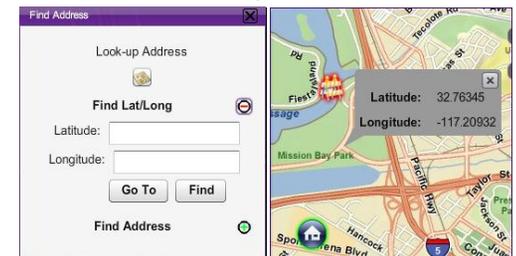
### Find Address by Point

- Select the **Find Address** tool.
- Select the **Look-up Address** button to activate the tool.
- Place the crosshair on the map point. A *Reverse Geocode* pop-up window appears with the address.
- Select the **Address Lookup** button again to deactivate the tool.



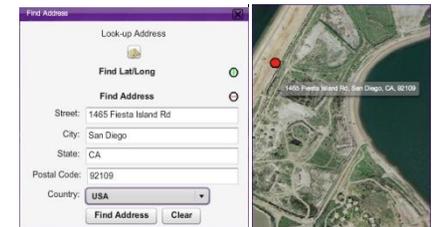
### Find address by Latitude/Longitude

- Select the **Find Address** tool.
- In the *Find Address* pop-up, select the **green plus** button for *Find Lat/Long*.
- Enter the coordinates and click **Go To**. The map will pan to the location.
- Select the **Find** button to display and locate coordinates on the map.



### Find an address

- Select the **Find Address** tool.
- In the *Find Address* pop-up, select the **green plus** button for *Find Address*.
- Enter the address information and select the **Find Address** button. The map will pan to the location and display a red dot.



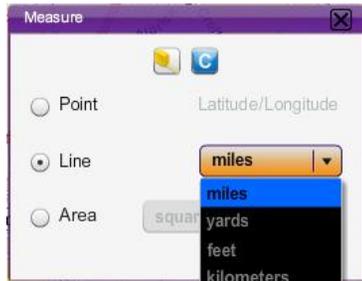
## The Tool Bar (continued)



### Measure Tool

#### Measure Distance

1. Select the **Measure** icon from the Tool Bar.
2. Select the **Line** radio button.



3. Select the **Measure** button.
4. Select the **unit** of measure (e.g., miles).
5. Click left mouse button at start point, extend the line to the end point, and left-click. Continue this process to include additional line segments until the desired end point is reached.
6. Double-click the left mouse button at the end point.
7. Total distance is displayed at the end of the line just drawn.

#### Measure Area

1. Select the **Measure Tool**.
2. Select the **Area** radio button.



3. Select the **Measure** button.
4. Select the **unit** of measure.
5. Click the left mouse button at the start point, extend the line to the end point, and left-click. Continue this process to include additional line segments until the desired end point is reached.

## Measure Tool (continued)

6. Double-click the left mouse button at the end point. Total distance is displayed at the end of the line just drawn.
7. Select the **Measure** button again to deactivate the tool.



### Routing Tool

**Note:** An Internet connection is required to fully utilize the Routing Tool.

Click the **Routing Tool** to access the routing options tool bar.



#### Add Routing Points (Start/Via/End)

1. Select the **Add Stop** icon.
2. Select the start point (green icon) for the route.
3. If the route has multiple stop points, select each intermediate (via) point. Yellow icons indicate via points.
4. Select the end point (red icon) for the route.



#### Add Barriers

1. Select the **Add Barrier** icon.
2. Select a point for each barrier you want to add to the route.



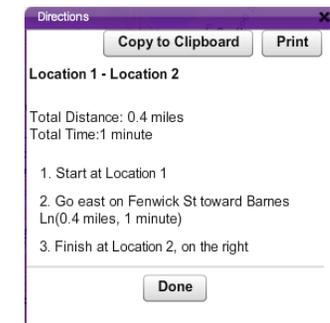
#### Calculate the Route

After routing points and barriers are marked, *Mapper* will calculate the route.

1. Select the **Route** icon from the tool bar.
2. Move your cursor to the map. A routing line will connect your points.

## View and Print the Route

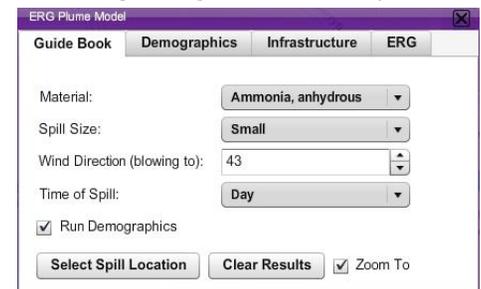
1. Select the **Directions** button.
2. You can **Copy to Clipboard** or **Print** the window.
3. Click **Done**.



### ERG Plume Model Tool

#### Projecting a Plume

1. Select the **ERG Plume Model** icon.
2. Select the **Guide Book** tab.
3. Select the **chemical** from the drop-down list.
4. For **Spill Size**, select **Small** or **Large**.
5. Select the **degrees** where wind is blowing to from the drop-down list.
6. Select **Day** or **Night** for **Time of Spill**.



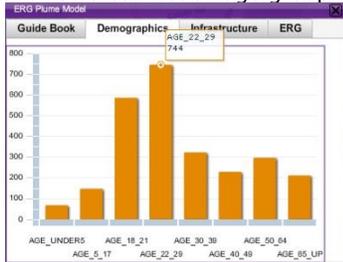
7. Select the **Spill Location** button and place the **crosshairs** on the map where the spill is occurring.



## **ERG Plume Model Tool (Continued)**

### Viewing Plume Model Data

1. Select the **ERG Plume Model** icon.
2. Select the **Demographics** tab. You can click on the bar graph to display breakdown of males and females in each age group.



3. Select the **Infrastructure** tab to view data on structures impacted by the release.
4. Select the **ERG** tab to view the Emergency Response Guide.
5. Select the **Clear Results** button to clear the data.

## **Report Tool**

The **Report** tool generates a report in PDF for the points currently displayed in the *Mapper* window. Information includes board information and a map of the points.

1. Set the view area displayed in the *Mapper* window.
2. Select the **Report Tool**.
3. You can select either **Open** to view the report, or **Save** to download the file.

## **Print Tool**

1. Select the **Print** tool.
2. Set the view area displayed in the *Mapper* window.
3. Select the **Print Tool**.
4. Enter **Title, Subtitle, and Copyright** information.
5. Select the Scale: **scaled** (print on one page) or **unscaled** (print on multiple pages).
6. Select the **Print** button.

## **Google Street View Tool**

1. Select the **Street View** icon.

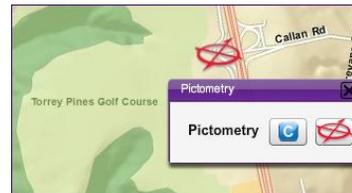


2. Select the **Google Street View** button.
3. Click the left mouse on the map of the street you want to view. An icon will appear on the map and a picture of the street view will appear in a separate window.



## **Pictometry Tool**

1. Select the Pictometry icon from the tool bar.
2. Select the Pictometry button from the pop-up.



A new window will appear with a bird's eye view of the area selected.



## The Menu

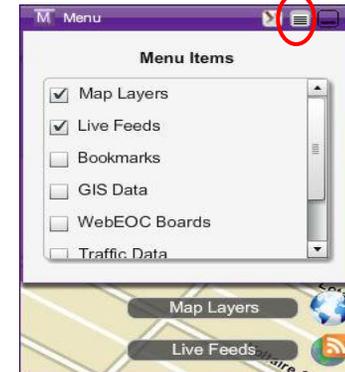
### Main Menu



The main menu in Mapper lists all the available Menus and Tools. When Mapper is initially opened from the *Control Panel*, or from a map-enabled board, most Menus and Tools are displayed in *Mapper* by default. You have the option to display or hide a menu or a tool from the map display.

### Displaying Menu Items

1. Select the **main menu** icon.
2. Select the **Main Item Selection** button.
3. Deselect or select the **checkbox** of the menu item you want to hide or display.



### Displaying Tool Items

1. Select the **main menu** icon.
2. Select the **Toolbar Selection** button.
3. Deselect or select the **checkbox** of the tool items you want to hide or display.

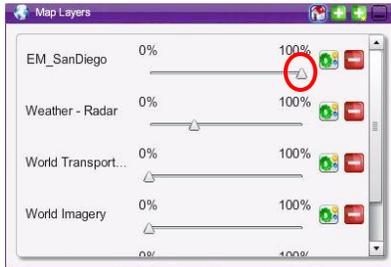


## The Menus (continued)

### Map Layers Menu

#### Changing the Map Layer Opacity

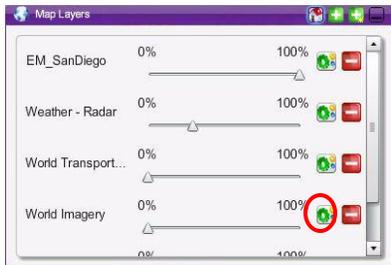
1. Select the **Map Layers** menu icon.
2. Select the **opacity scale** for the map layer and slide the arrow to desired level.



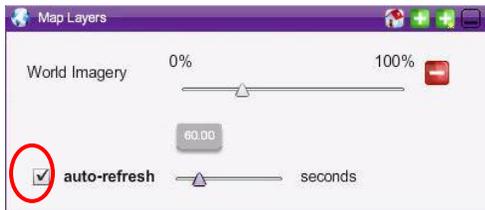
As you decrease the opacity level, the second layer will become more visible.

#### Setting the Auto-Refresh

1. Select the **Map Layers** menu icon
2. Select the **Layer Settings** button for the map layer you want.

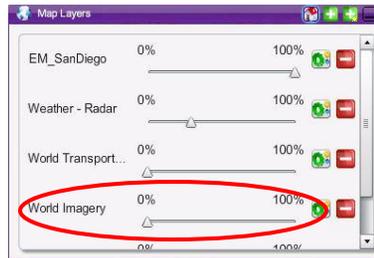


3. Select the **checkbox** for the auto-refresh and set the number of seconds for the time interval.



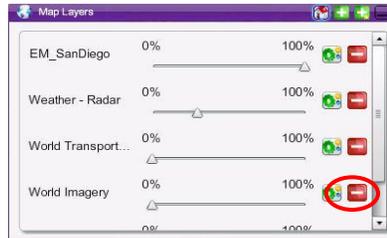
#### Changing the Order of Map Layers

1. Select the **Map Layers** menu icon.
2. From the Map Layers window, click on the map layer, and **drag the map** in the order you desire.



#### Removing a Map Layer from the Display

1. Select the **Map Layers** menu icon.
2. Select the **remove** button for the Map Layer you want to remove from Mapper.



Unless the map layer is a preconfigured layer, map layers removed from the menu will not be accessible during the rest of your session. You must close out and reopen Mapper for the map layer to reload.

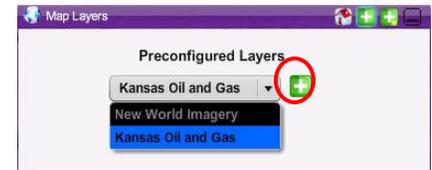
#### Adding a Preconfigured Map Layer

1. Select the **Map Layers** menu icon.
2. From the Map Layers window, select the **Add Preconfigured Layer** button.



#### Adding a Preconfigured Map Layer (continued)

3. Select the **name** from the Preconfigured Layers drop-down list and select the **Add** button.



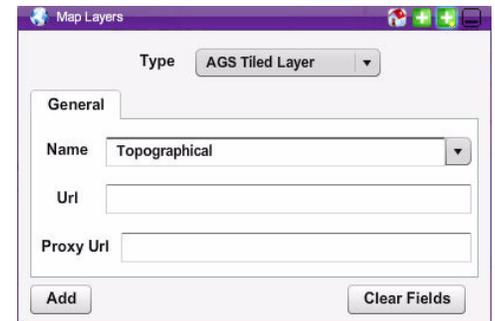
4. Select the **Layer List** button to return to Map Layers. The preconfigured layer will appear at the top of the map layer list.

#### Adding a Custom Map Layer

1. Select the **Map Layers** menu icon.
2. Select the **Add Custom Layer** button.



3. From the *Map Layers* window, select the **Type** from the drop-down list, enter the **Name**, **Url** and select the **Add** button.



If map layer type is a WMS layer, enter the **Name**, **Url**, and the **sublayers**.

## The Menus (continued)



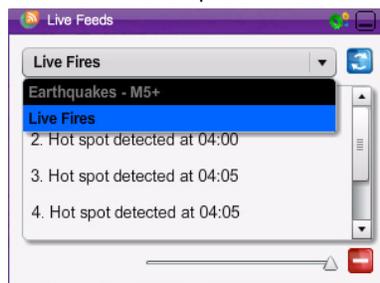
### Live Feeds Menu

Live Feeds allows you to view GeoRSS feeds and add temporary GeoRSS feeds to your *Mapper* session.

**Note:** Live feeds added through the user interface will not be maintained when you close the *Mapper* window.

### Accessing Live Feed Information

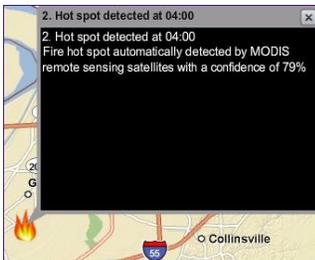
1. Select the **Live Feeds** icon.
2. From the *Live Feeds* window, select the **Live Feed** from the drop-down list.



3. To view information for any Live Feed data, select a **live feed entry**. Mapper will automatically move to the location on the map.

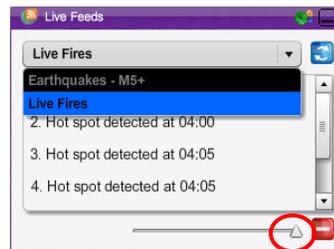


4. To view a description of the data point, select the **live feed symbol** on the map. A pop-up will appear.



### Changing the Opacity for Live Feed Markers

1. Select the **Live Feeds** icon.
2. From the *Live Feeds* window, select the **Live Feed** from the drop-down list.
3. Select the **opacity scale** and slide the arrow to the desired level.

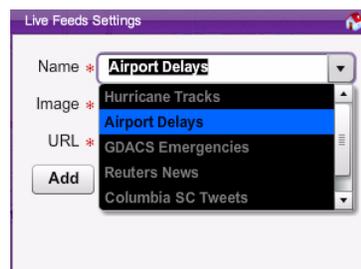


### Adding a Live Feed to the Mapper Display

1. Select the **Live Feeds** icon.
2. From the *Live Feeds* window, select the **Setting** button. The window will flip to the Live Feed Settings side.



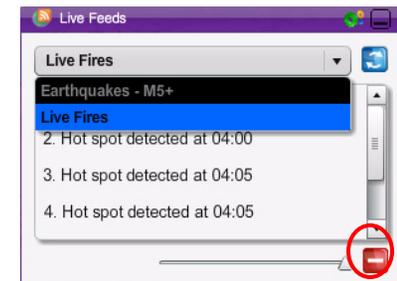
3. From the *Live Feeds Settings*, select the **name** of the live feed from the drop-down list and select the **Add** button.



The Live Feed will be added *Live Feeds* menu drop-down list.

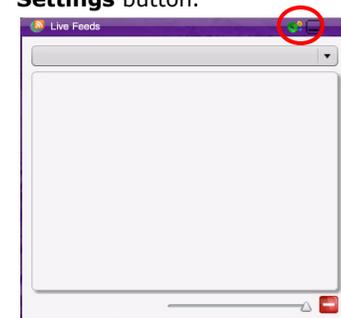
### Hiding a Live Feed from the Mapper Display

1. Select the **Live Feeds** icon.
2. From the *Live Feeds* window, select the **Live Feed** from the drop-down list.
3. Select the **remove** button. The live feed will be removed from the Mapper display.

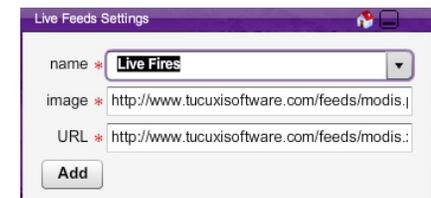


### Adding a Custom Live Feed

1. Select the **Live Feeds** icon.
2. From the *Live Feeds* window, select the **Settings** button.



3. The window will flip to the *Live Feeds Settings* side. Enter a **Name** for the Live Feed.



4. Add a **marker** image to be used for the data points in this live feed.
5. Enter the **URL** for the life feed.
6. Click the **Add** button. The Live Feed will be added to the *Live Feeds* menu.

After you log out of your session the live feed will not be saved. Contact your Administrator to add live feed.

## The Menus (continued)

Bookmarks

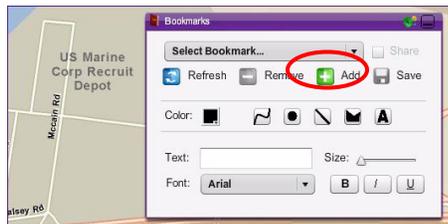


### Bookmarks

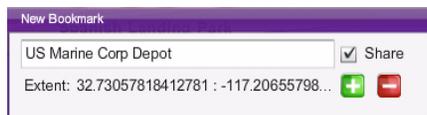
The Bookmarks menu allows you to create a place holder on a map that can be shared and accessed later.

#### Adding Bookmarks

1. Zoom to a specific map location.
2. Select the **Bookmarks** icon. The *Bookmarks* window opens. Select the **Add** button.



3. A New Bookmark window will appear. Enter a **name** for the bookmark.



4. Select the **checkbox** to share.
5. Select the **Add** button to continue.
6. Select the **Save** button. The name of the bookmark will be added to the drop-down list.

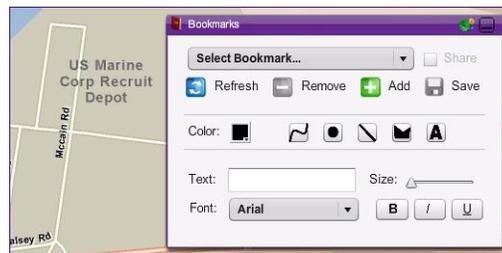
#### Removing Bookmarks

1. Select the **Bookmarks** icon.
2. Select the **name** of the bookmark.
3. Select the **Remove Bookmark** button.



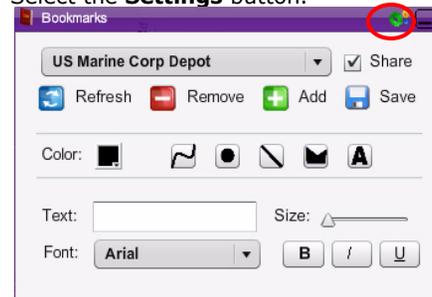
#### Adding Annotations to Bookmarks

1. Select the **Bookmarks** icon. The *Bookmarks* window opens.
2. Select the **name** of the bookmark.
3. Select the **Color** button to open the color palette.
4. To draw or place text on map with your cursor, activate the following.
  - a. Select the shape button: **Free Form**, **Point**, **Line**, or **Polygon**.  
**Note:** You must deselect the button for each to deactivate it.
  - b. To add text, select the **Text** button
  - c. Enter the **text** and select the **Size**
  - d. Move the cursor to the desired point on the map and left click the mouse to place text on the map.
  - e. Deselect the **text** button to deactivate it.
5. Select the **Save** button to save your annotations.



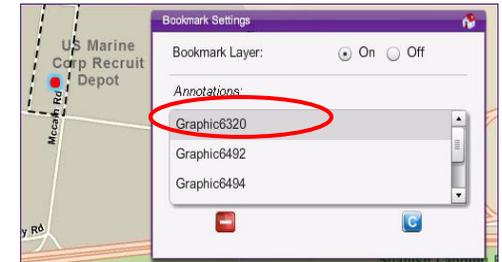
#### Deleting Annotations to a Bookmark

1. Select the **Bookmarks** icon. The *Bookmarks* window opens.
2. Select the **name** of the bookmark.
3. Select the **Settings** button.



#### Deleting Annotations (continued)

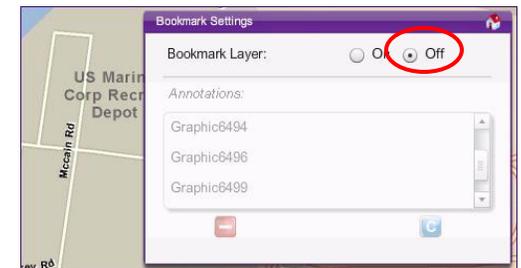
4. From the *Bookmark Settings* window, select the **annotation** you want to delete. The annotation selected is highlighted on map display.



5. Select the **Delete** button. This will remove the annotation selected.
6. To clear all annotations select the **Clear** button.

#### Turning Off Bookmark Layer

1. Select the **Bookmarks** icon. The *Bookmarks* window opens.
2. Select the **name** of the bookmark.
3. Select the **Settings** button.
4. Select the **Off** radio button. All the annotations in the list will be grayed out. The annotations will remain in the list but they will not be visible on the map.



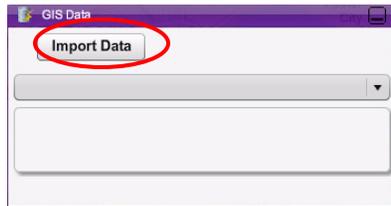
## The Menus (continued)



### Displaying a Plume Footprint in Mapper

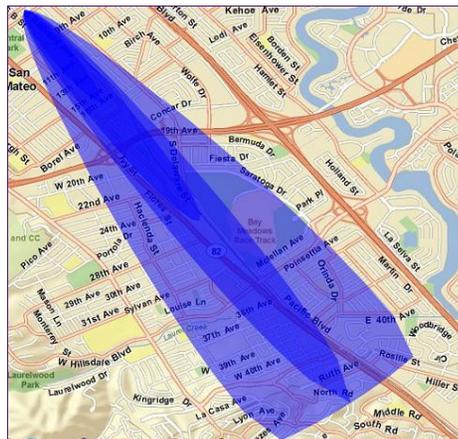
Through the GIS Data menu you can import a ZIP file that can be displayed in Mapper as a plume projection on the map. The file must be a ZIP file and must also include all the file data layers that make up the ESRI shape file.

1. Select the **GIS Data** menu icon.
2. From the *GIS Data* window, select the **Import Data** button.



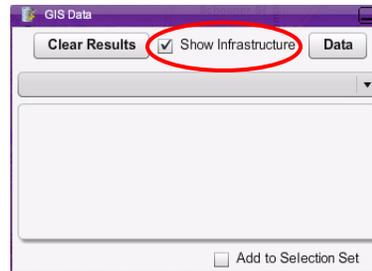
3. From the *Select file to upload*, locate the **zip folder** containing the shape file and select the Open button.

Mapper will automatically display the plume footprint on the map.

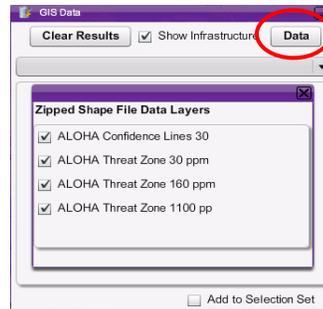


### Viewing Plume Data

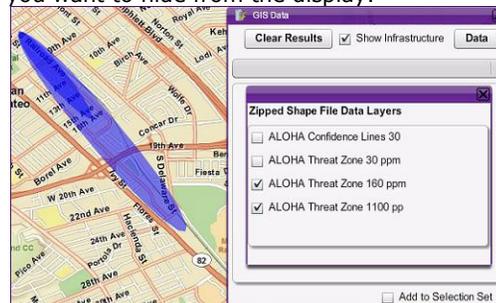
1. From the *GIS Data* window, select the **checkbox** to *Show Infrastructure*.



2. Select the **Data** button to display the *Zipped Shape File Data Layers*. By default all the data layers are checked.



3. Deselect the **checkbox** for any data layer that you want to hide from the display.



4. To clear data results, select the **Clear Results** button.

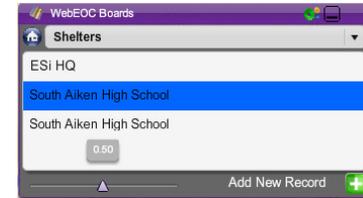


## WebEOC Boards

WebEOC Boards allows you to view and add board data.

### View Board Data

1. Select the **WebEOC Boards** icon.
2. Select the **down arrow** to view the list of *Mapper-enabled* boards.



3. Select the board name from the drop-down list to see a list of mapped points for the board.
4. Bring focus to a mapped point on the map by selecting the data point from the list.

### Change the Opacity for Board Layers

1. Select the **WebEOC Boards** icon.
2. Select the **board**.
3. Slide the **opacity scale** for the selected board to the desired level.

## The Menus (continued)



### Board Settings

1. Select the **WebEOC Boards** icon.
2. Select the **Settings** button  to flip to the *WebEOC Boards Settings* window.
3. Select the **checkbox** next to each board layer to be displayed in the map. Uncheck the **checkbox** to remove it from the view.

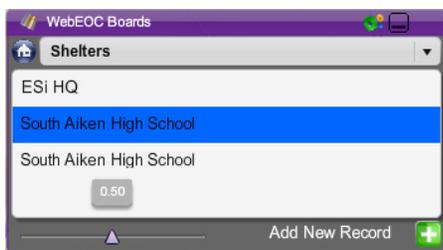


You can also use the shortcut **Select All** and **Clear All** buttons to select the board layers.

4. To display labels for mapped data points, select the **View Labels** checkbox.

### Add a new Board Data Point

1. Select the **WebEOC Boards** icon.
2. Select the **down arrow** to view the list of *Mapper-enabled* boards.
3. Select the **board name** from the drop-down list.



4. Select the **Add New Record** button.
5. Position the **crosshair** on the map point and click. The *New Record* window displays with the Latitude/Longitude values populated.
6. Complete the *New Record* window. You can geocode an address if desired.
7. Click **Save** to add the new data point to the map.

## Data Point "Flare" Tool

You can edit data points and view point information directly from the map using the "Flare" tool.

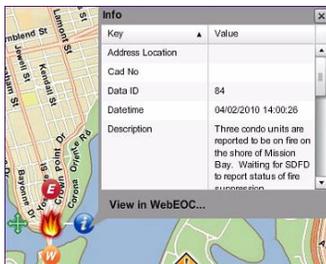
### Accessing the Flare Tool

Select the **board data point** on the map. The marker will "flare" to display a tool set.



### View Information

Select the **Information** icon. The board data for the mapped point opens.



**Note:** You can edit the data point by selecting the **View in WebEOC...** button at the bottom of the *Info* window.

### Edit a Board Data Point

1. Select the board data point on the map.
2. Select the **Edit** icon. The *Update Record* window for the data point opens.



3. Edit the entry and select **Save**.

### View Data Point in WebEOC

1. Select the **board data point** on the map.
2. Select the **WebEOC Entry** icon.
3. The board entry for the data point opens in WebEOC.

### Move Data Point

1. Select the **board data point** on the map.
2. Select the **Move** icon.
3. Select the method to geocode the new location.



**By Mouse:** Move the cross-hair and click to select the location on the map. The data point will move to the new location.

**To Address:** Enter the address information for the new location and select **Move**.

**To Lat/Long:** Enter the Decimal Latitude and Decimal Longitude values, and select **Move**.

**To Previous Location:** Select one time to move the data point to its previous location.

## The Menus (continued)

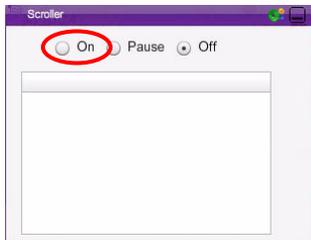
Scroller



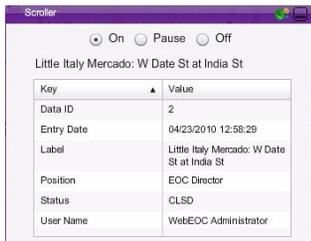
### Scroller

Scroller allows you to cycle through the views of your *Mapper*-enabled boards. By default the scroller is off.

1. Select the **Scroller** icon.
2. Select the **On** radio button.

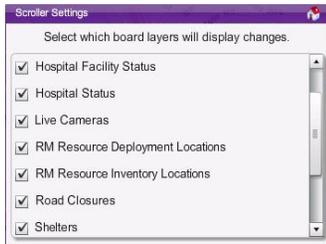


When record entries and updates are made, the Scroller window will scroll the updates for the board layers that have been selected.



You can **Pause** or turn Scroller **Off**.

3. To select the boards that will display in Scroller select the **Settings** button to flip to the *Scroller Settings* window.
4. Deselect the **checkbox** next to the board to be removed from *Scroller*.



## Navigational Tool

The navigational tool provides the controls that allow you to navigate or zoom quickly to points on the map. The diagram below describes how each control is used.

### Zoom Out

Select the **minus** button to activate the tool. Place your cursor on the map, and drag it to draw a rectangle around the area to zoom out. Select it again to deactivate it.

### Zoom In

Select the **plus** button to activate the tool. Place your cursor on the map, and drag it to draw a rectangle around the area to zoom in. Select it again to deactivate it.

### Last Extent (Back)

Use this navigational arrow to re-display all previous map views.

### Next Extent (Forward)

Use this navigational arrow to display the most current map view.

### Magnification Bar

Click the slider or the plus or negative signs to zoom in or out on the map.

### Pan

Use the hand to move the map in any direction to center the map in the window.

**Note:** You can also zoom in or out using the scroller button on your mouse.

