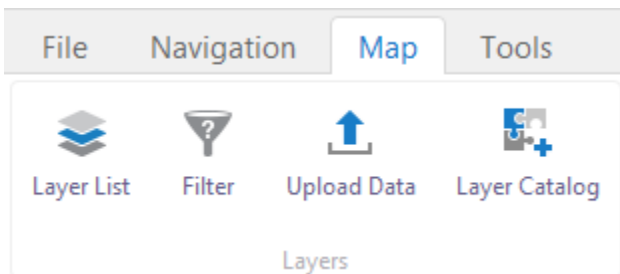# Geospatial Systems Web GIS Quick Start Guide

Toolbar Tabs:

File	Navigation	Map	Tools

Open Save Save as Print Export

Tasks

File	Navigation	Map	Tools

Pan Zoom In Zoom Out Initial View Previous Extent Next Extent Bookmarks

Navigation

File	Navigation	Map	Tools

Layer List Filter Upload Data Layer Catalog

Layers

File	Navigation	Map	Tools

Point Distance Edit Export Drawings Rectangle Query Plot Coordinates Create New Feature

Draw & Measure Identify & Query Coordinates Edit

Open a Previously Saved Project:
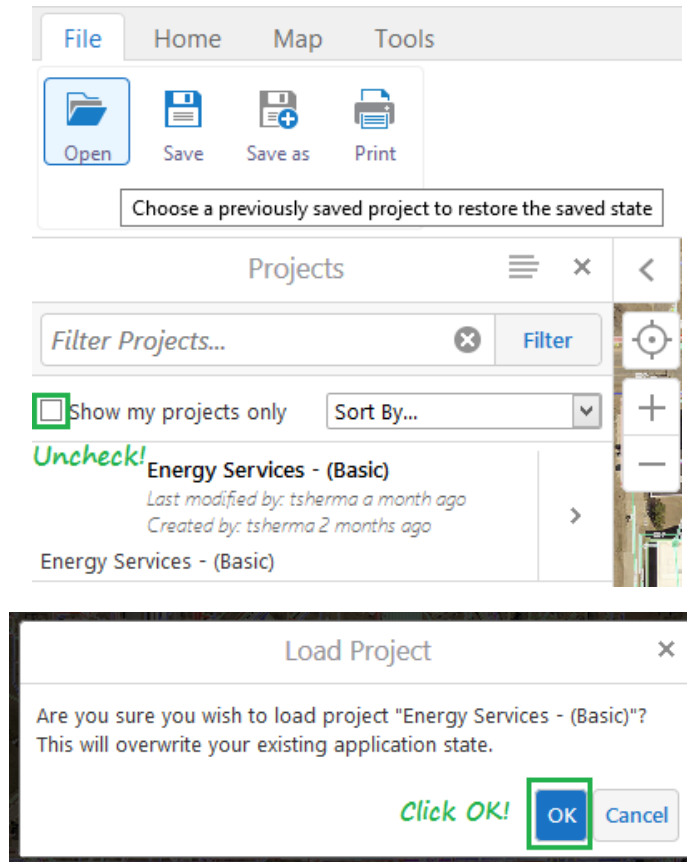
Save and Share Project:
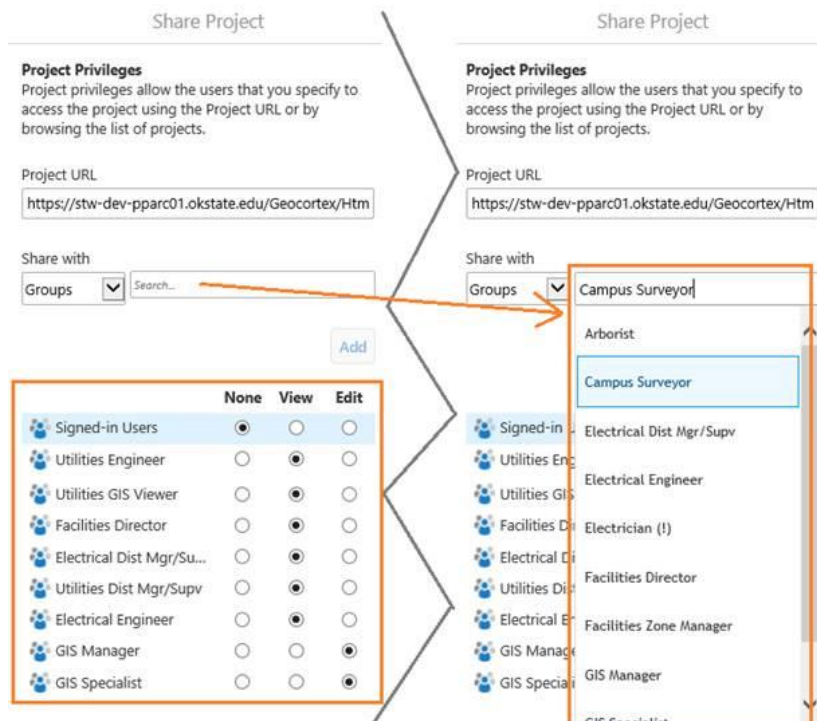
Preliminary Web GIS Groups:

Arborist	Meter Technician (!)
Campus Surveyor	Plumber (!)
Electrical Dist Mgr/Supv	Steam Fitter
Electrical Engineer	Telecom Engineer (!)
Electrical Technician	Telecom Locator
Electrician (!)	Utilities Dist Mgr/Supv
Facilities Director	Utilities Engineer
Facilities Zone Manager	Utilities GIS Viewer
GIS Manager	Utilities Locator
GIS Specialist	
Landscape Svcs GIS Viewer	

Print Map to PDF:

File   Home   Map   Tools

Open   Save   Save as   Print

Global Tasks

Create a printable version of the map

Print Map   ✕

Select Layout

FMES 11" x 17" Landscape

Output Format

Pdf

Map Scale

1" = 200'

Title

Oklahoma State University - Facilities Management - Ene

☑ Lock print preview with map

Print   Cancel

Layer Catalog – Add layers to the map:

Create New Feature – Provide Feedback to GIS Staff
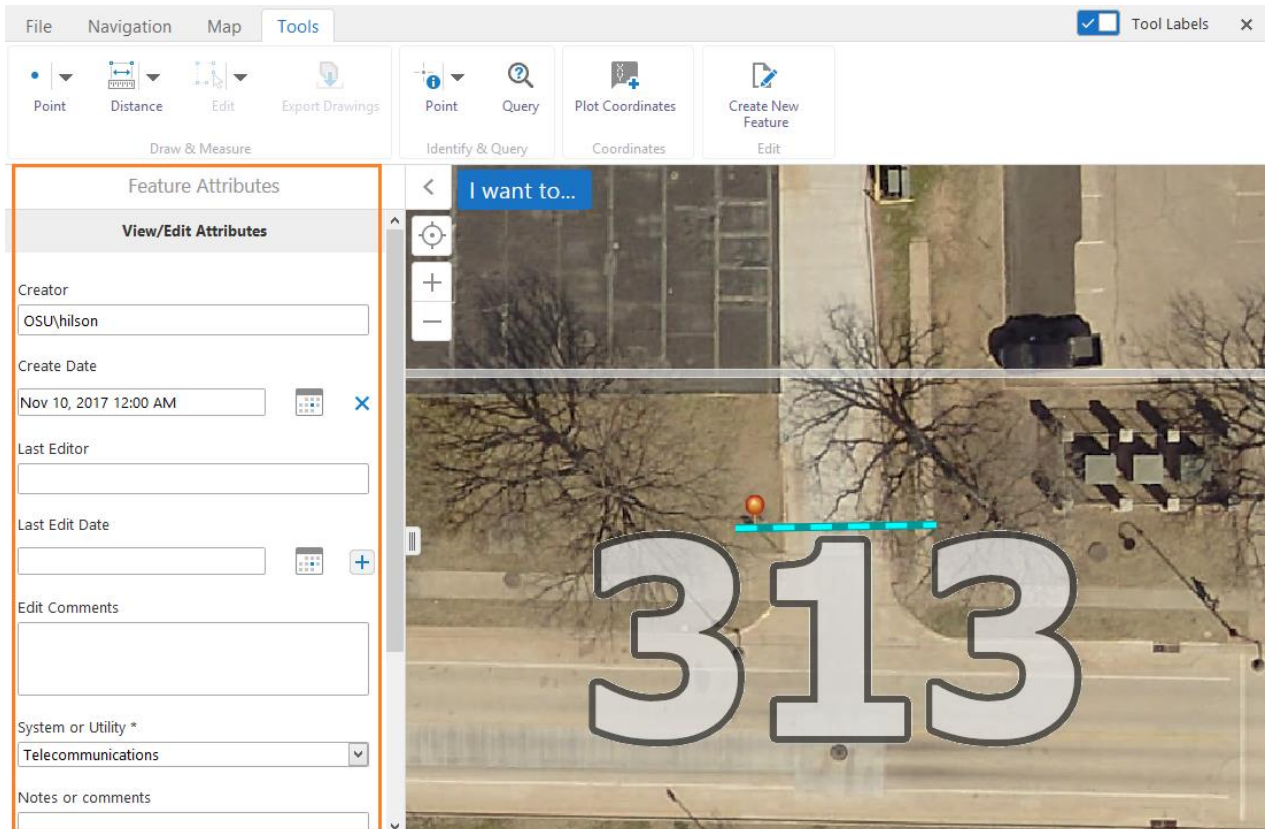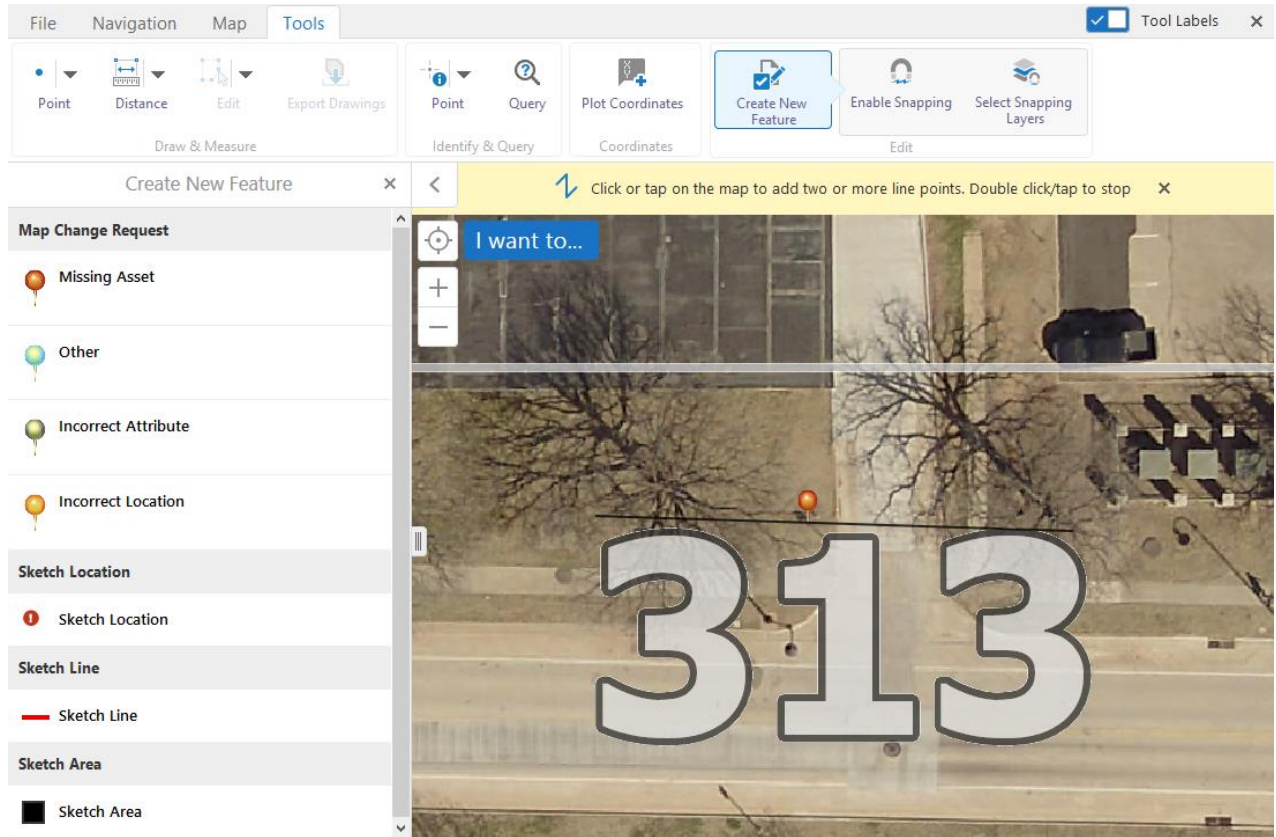
I want to... Menu:
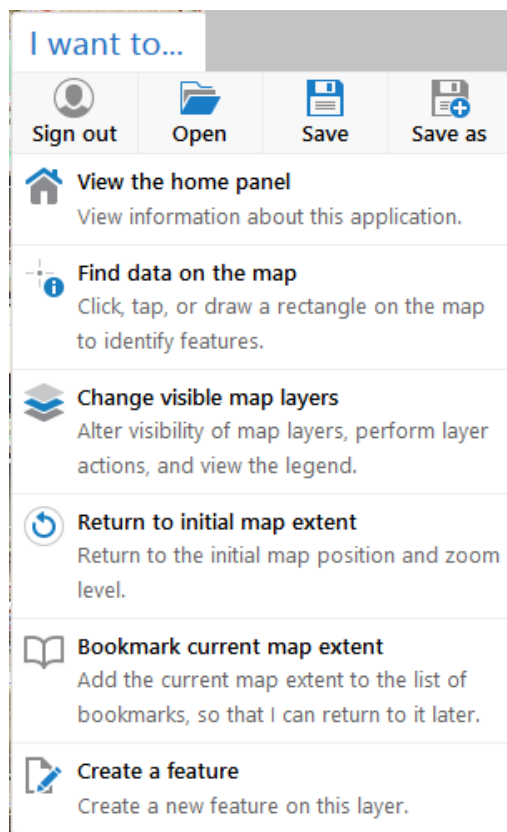
Upload Data to the map from your computer:

File	Home	Map	Tools

Layer List   Filter   **Upload Data**   Layer Catalog

Upload layers from your computer onto the map

Add Data To Map   ✕

Choose files to upload from your computer, and they will
become temporarily available on the map.

Supported file types include: *.csv, .xlsx, .kml, .shp, .gpx,
or a .zip containing a FileGDB or shapefiles*

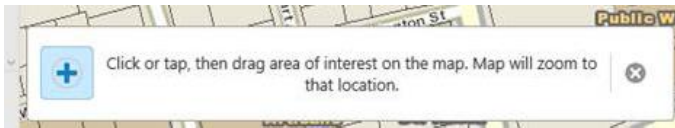| Browse...	No files selected.

Upload   Cancel

User Interface

GeoSys Web GIS has a context-sensitive user interface, in that the user can get assistance by interacting with the application, e.g. hovering over or activating map tools and controls will display instructions at the top of the map.

Searching

Use the Search to find features on the map. You can search for features such as Utilities Tile ID, Utilities Asset ID, Building Number, Building Name, Street Name and more.
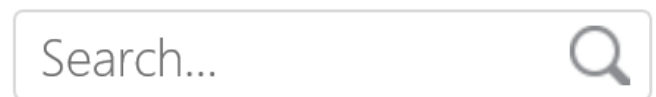
Measuring

You can measure lines and areas. As you draw shapes on the map, distance and area are automatically calculated in the unit of measure that you select. Note: Deselect the measuring tool before you can select and delete a measurement.
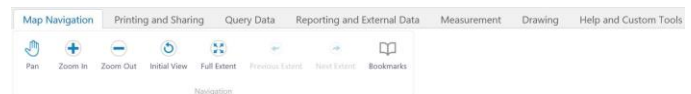

Tools

Show the toolbar if it is closed. Click the tools icon to display the toolbar. Click the "x" icon on the toolbar to hide the toolbar.

Printing Maps

GeoSys Web GIS allows you to print custom maps. You can print maps with the currently displayed layers, drawings and measurements. The Print Map window allows you to select the layout, resolution, map scale, output format, and add your own title.

Print

Drawing on Maps

The Draw tools provide tools to add points, lines polygons and text to the map.

Point   Text   Line   Freehand   Freehand Shape   Ellipse   Circle   Polygon   Rectangle

You can pick a color and type from the Styles tool.


Styles

Identifying Features

The Identify tools are used to identify features contained within the layers of the map. Simply select the tool, click or draw on the map.

Point   Freehand   Line   Polygon   Rectangle

The selected map features results will be displayed in the Information Panel.

Several options are available in the Action Panel Menu for working with the results.
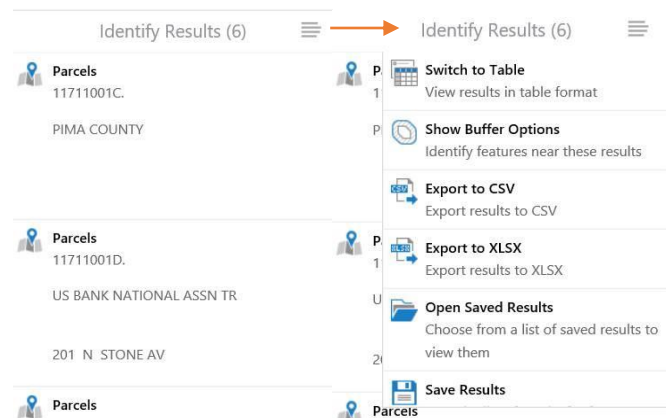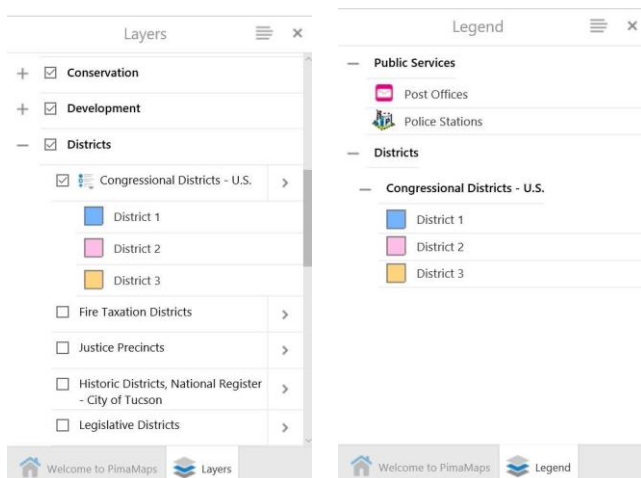
Map Layers

The Layers list. Use the checkboxes to show or hide layers.

Map layers may become (un)available at certain map scales. Zoom in closer or zoom out to view the layer. Click the + next to a group name to see layers inside.

Legend symbols are displayed next to their layers. Click or tap the Show Legend button to view the legend for all visible map layers.

Mouse Coordinates

This tool lets you change the map coordinates of your mouse cursor. WKID 2911 is Oklahoma State Plane HARN.

WKID: 4326 Lat/Long

WKID: 4326 DMS

Default WKID: 2911 X/Y

WKID: 4326 Lat/Long ▼ | **Lat:** 32.25089° N
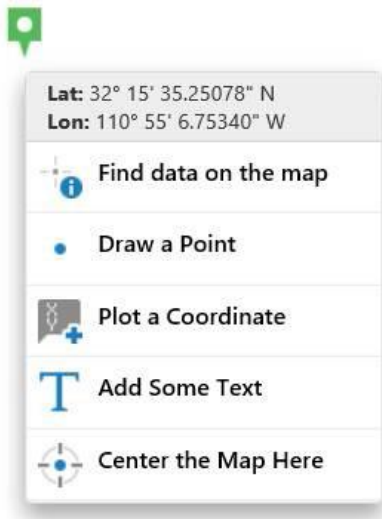**Lon:** 110.90152° W

Navigation Tools

Use these tools to interact and move around the map window.

Pan   Zoom In   Zoom Out   Initial View   Previous Extent   Next Extent

Right-Click Menu

If you right click on the map this menu will appear.

It contains shortcuts to some commonly used tools.

I want to…

This menu contains common tasks such as showing the map layer list, identifying map features, printing a map and more.

Export Map

This tool exports the map as an image either a .png, .bmp, .jpg, .tiff, .pdf or geotiff format.

Select the format you want and where to save the image.

Add Data to Map

Customize your map by uploading unofficial data layers from your computer.

Supported formats include: .csv, xlsx, .kml, kmz or .shp.

Plotting Coordinates

Plot Coordinates allows you to click on the map and get coordinates or to enter coordinates and have it add a callout on the map. Unit options: DD, DMS, and State Plane.

Plot Coordinates

1   Lat: 32.21831° N
Lon: 111.01591° W

Attribute Queries

The Query tool lets you select map features in a single layer that match your criteria. For example, to select all the 12" domestic water lines:

Diameter = 12"

Query

Filtering Features

The Filter tool can be used to exclude data that you are not interested in on a layer. This can be helpful with complex layers and reduce amount of data on the map.

Filter

Bookmarks

Bookmarks allows you to jump to predefined areas on the map from the dropdown menu or to create your own bookmarks of any area on the map.

Bookmarks