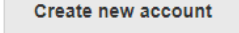


## Account Settings

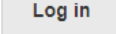

### 1. Create New Account

- Within the *Home* page, click **Create New Account**.
- Within the *User account* page, supply the required information (denoted by the red asterisks\*).
  - Once the form is filled out, read and **Accept** Terms & Conditions of Use.

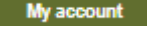


**Accept Terms & Conditions of Use \***

- Click **Create new account** at the bottom of the page. 
  - A message will be displayed on the *Home* page, indicating that further instructions have been sent to the email address entered during account creation. This verifies that the email address is valid and minimizes spam submissions.
- Open the email and click on the provided link to activate the new account.

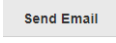
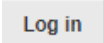

### 2. Log In/Out

- Within the *Home* page, enter your registered **E-mail** and **Password** and click on the  button.
- Once logged in, proceed to the desired menu to begin working.
- To log out from any page, click  in the upper right corner and you will be returned to the home page.

### 3. Make Changes to Account Settings

- From any page, click  in the upper right corner.
- Within your account page, click the  button to modify your user settings.
  - To change the **E-mail address** or **Password** associated with the account, first enter your **Current Password**.
  - **NOTE:** If you have forgotten your password, click on **Request new password** under the **Current password** text box.
- Click  at the bottom of the form.
- A message will appear at the top of the page indicating the changes have been saved.



### 4. Request a new password

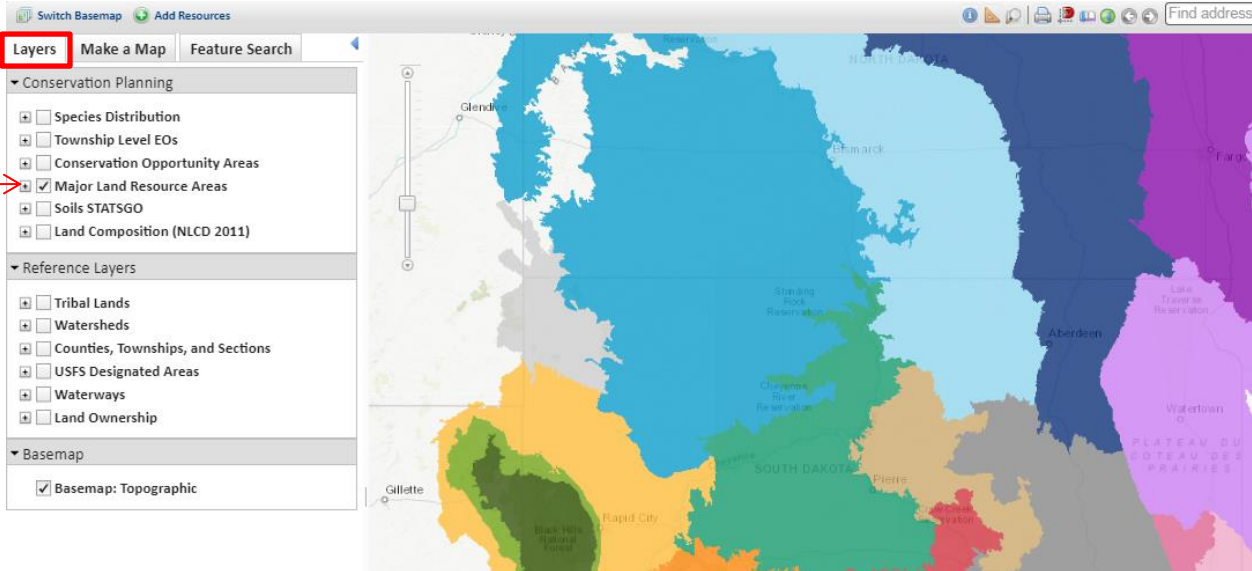
- Within the *Home* page, click **Request new password**.
- In the *User Account* page, enter the **E-mail** associated with your account and click .
- A message will be displayed indicating that further instructions have been sent to the e-mail address entered.
- Within the *Reset password* page, click .
- Open the email and click on the link provided to activate the new account.
- Create a new password and click  at the bottom of the form.


- A message will appear at the top of the page indicating the changes have been saved; the new account is now enabled

## Map Display

### 1. View Map Layers

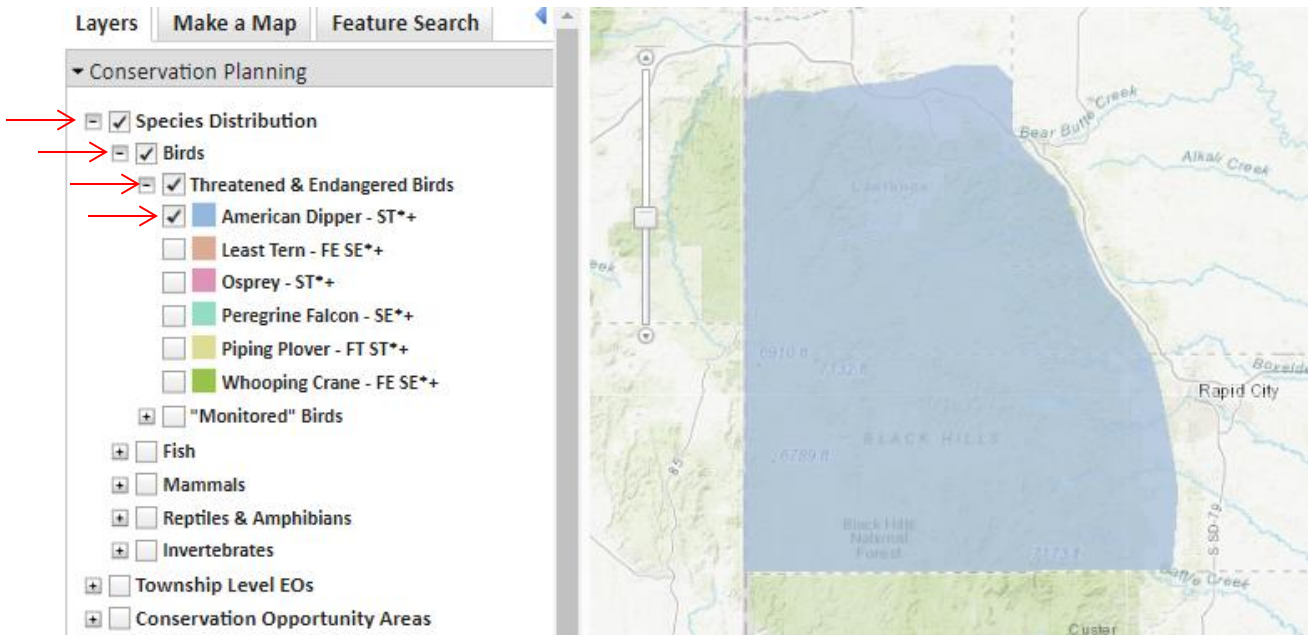
- Within the *Layers* tab of the map, layers are separated into sections which can be contracted by clicking the  button or expanded by clicking the  button.
- You can make a layer visible/invisible by clicking the checkbox to the left of its name.



- **NOTE:** Certain layers are only visible at certain map scales. If a map is not available at a given map scale the layer will be grayed out until you zoom in closer.
- Click the  icon to expand a layer to view its symbology.




- Some map layers are composed of multiple layer groups for origination. Be sure to click on the check box at each organizational level to make the map layer appear.



- Hover over a layer name and click the dropdown icon to the right to view the tasks available for the layer.
  - **Transparency** – allows the transparency of the layer to be adjusted by sliding the indicator along the bar.
  - **Zoom to** – zooms to the full extent of the layer.
  - **Remove** – removes the layer from the map. **NOTE:** this option is only available for layers added by the user.
  - **View details** – opens the details for the layer within the ArcGIS Services Directory. If a secure service, a user name and password will be required to view the information. See the **Min Scale** and **Max Scale** values to determine a layers scale dependency.

## 2. Filter Map Layers

The Filter tool is available for specific layers. A filter can be applied to individual layers (with the exception of cached map services published from ArcGIS Online) in order to limit the features displayed on the map to those that meet the filter criteria. More specific details on how to develop queries are provided in the [Build a Query](#) topic.

- Within the *Layers* tab, click the dropdown icon  to the right of the map resource to be filtered and choose **Filter** from the available options.
- If the map resource contains multiple layers, a dropdown identifying the layers will be displayed. Select the layer to be filtered from the *Layer* dropdown list.
- Select the attribute to use in the query from the *Attribute* dropdown and click **Select**.

- Click an operator (=,<,>,...).
- To see a list of values for the attribute, click **Get Unique Values**. Double-click one of the values or alternatively, type an expression directly into the query field.

- Click **Apply** to apply the filter.

**NOTE:** If there is a typographical error, or if the filter has been improperly defined (i.e. ‘burrowing owl’ instead of ‘Burrowing Owl’), no records will be displayed.

Within the Map Resources, **(Filtered)** will be displayed next to the layer to indicate it has been filtered.

- To **remove the filter**, click the **X** icon in the filter dialog.

### Building a Filter Query

- Strings, or text queries, must always be enclosed within single quotes and are case sensitive. For example:

CommonName = ‘Golden Eagle’

- The LIKE operator (used in place of the = operator) is used to build a partial string search. For example, the following query would select species with the common names Dakota Buckwheat, Dakota Skipper and Dakota Vertigo.

CommonName Like 'Dakota%'

- The OR operator allows you to combine expressions that are mutually exclusive. For example, the following query would select record of species that are either Federal Endangered or Federal Threatened.

Fed\_stat = 'FE' or Fed\_stat = 'FT'

- The AND operator can be used to combine expressions that are not mutually exclusive. For example, the following query would select all records of bird species that are Federal Endangered.

TaxGroup\_Spec = 'Bird' And Fed\_state = 'FE'

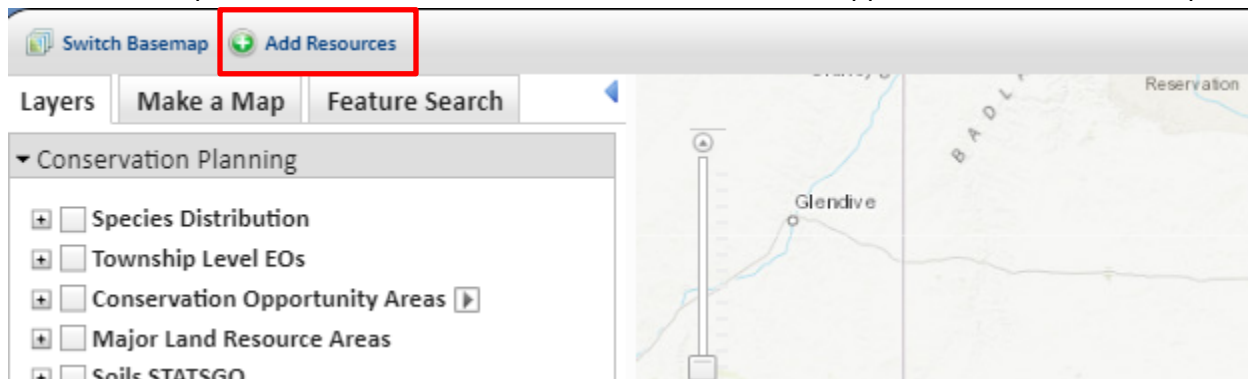
- Wildcard Characters - A wildcard is a symbol that stands for one or more unknown characters. A '%' wildcard is used to indicate that anything is acceptable in its place; one character, multiple characters, or no character. Alternatively, a '\_' wildcard is used to represent a single character in a search.

### 3. Add Resources to Map Viewer

Content can be added to the map viewer from:

- A map service (via its URL)
- File (current file type only includes shapefiles)

Within the map, click the **Add Resources** button, located in the upper left corner of the map title bar



- The resulting *Add Resource* dialog provides options to add resources to the map, either a map service via its URL or a shapefile.

#### URL:

Both Map Services and Image Services published on ArcGIS Online, on GIS servers that are available on a local machine or network, or from servers publicly available on the Internet are available for use. Cached services must be in the WGS 84 Web Mercator (Auxiliary Sphere) projection.

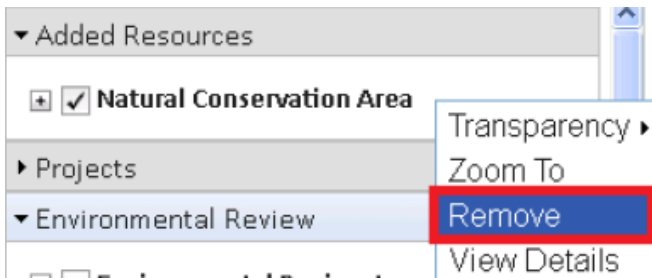
**NOTE:** Cached map service published through ArcGIS Online do not support all of the capabilities of cached map services published through ArcGIS Server. Since the underlying data is not retained, the Identify tool is not supported.

- On the *Add Resource* dialog, select the **URL** button
- Enter the **URL of Map Service to Add** and enter a **Unique Title For Resource**
- Click **Add Mapservice**

**FILE:**


Current functionality only allows for shapefiles to be added. The shapefile and all component files must be put into a zipped file with no additional directories or files. A valid .prj file must be included in the zip file. Maximum file size cannot exceed 2 GB.

- On the *Add Resource* dialog select the **File** button.
- Enter a **Unique Title for Resource.**
- Click on **Select File to Upload** and navigate to the file containing the layer to add to the map viewer.
- To remove a map service from the map, click on the dropdown icon to the right of the resource in the *Map Resources* and choose **Remove.**



#### 4. Switch Basemap

A basemap provides a background geographical context for the content displayed on the map. Within the map viewer, the basemap can be changed at any time by choosing a layer from the basemap gallery (e.g. topography, imagery, streets).

- Within the Map, click the **Switch Basemap**  **Switch Basemap** button located in the upper left corner of the map title bar.
  - Within the *Switch Basemap* dialog, click the thumbnail of the basemap to be used in the map.






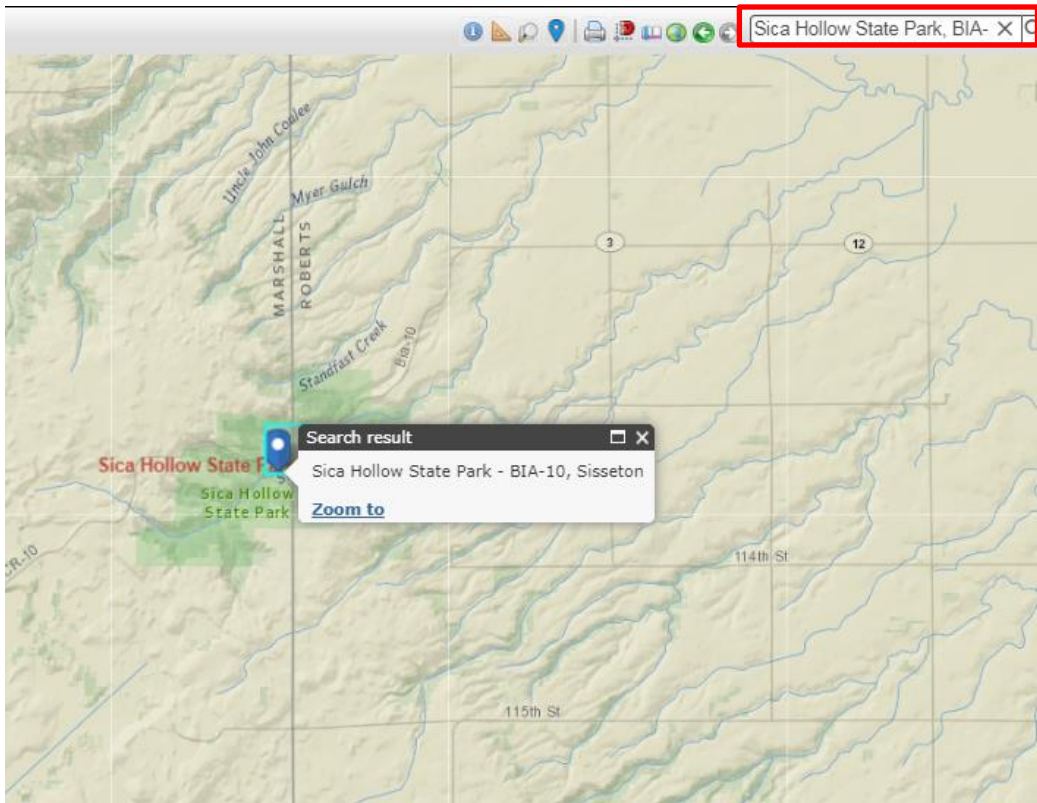
## Map Navigation

Several tools are available for efficiently moving to specific locations and changing the display in the map viewer.

- Navigation Tools:
  - Find Address or Place
  - Scale Bar
  - Zoom to Coordinates or Scale
  - Overview map
  - Spatial Bookmarks
- Extent Tools:
  - Default Extent
  - Previous Extent
  - Nest Extent
- Shortcuts:
  - Zoom In
  - Zoom out

### 1. Find Address or Place

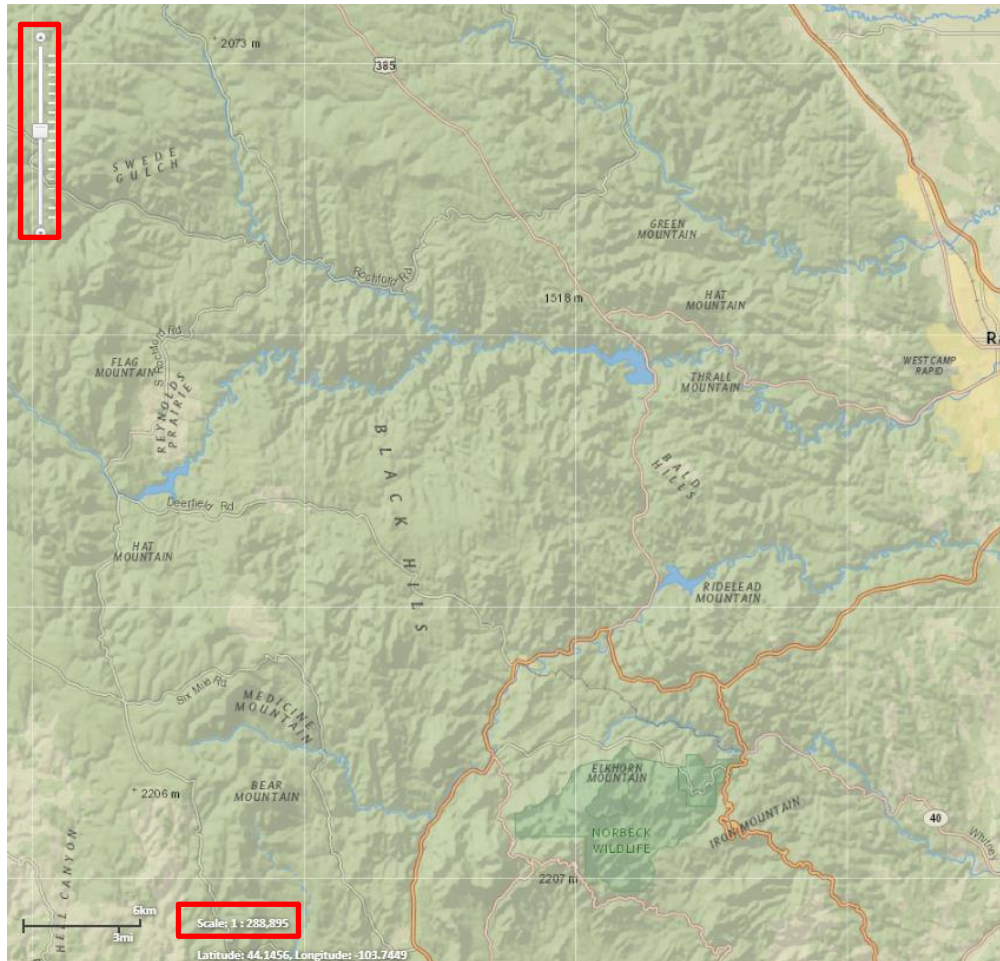
- In the upper right corner of the Map, the **Find address or place** tool can be used to find a desired location. For example, type in Sica Hollow State Park and click enter or the  icon. A Search result window will appear where you can click **Zoom** to zoom in closer.



## 2. Scale Bar


- Slide the scale bar up and down to zoom in and out respectively, changing the map extent.

**NOTE:** The map scale and coordinates are visible in the bottom left hand corner of the map viewer and change accordingly when the scale bar or any other navigation tools are used.

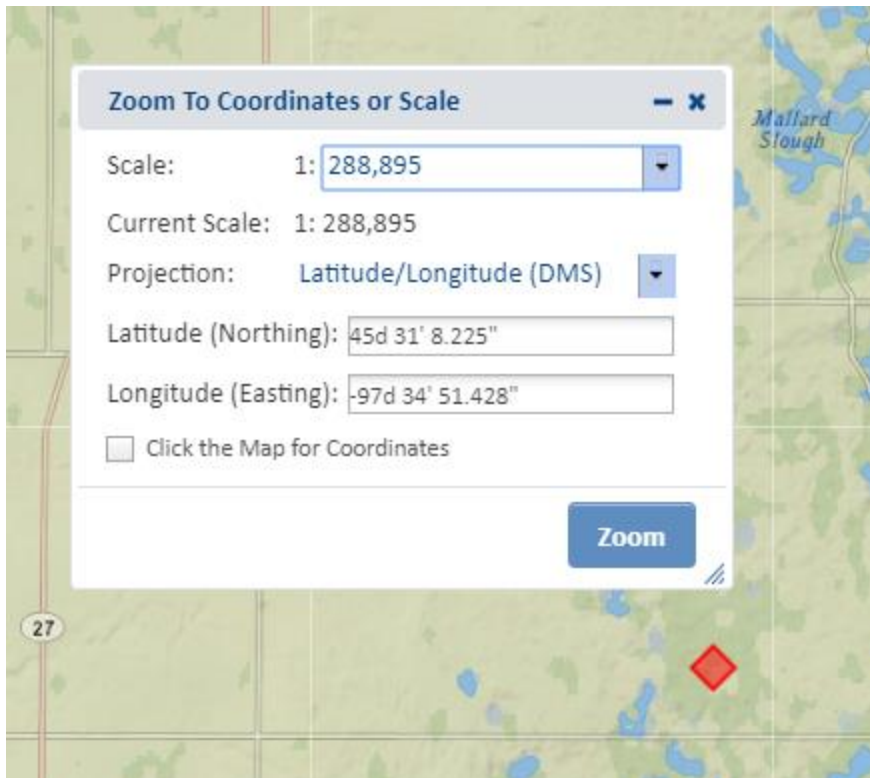


## 3. Zoom to Coordinates or Scale

This navigation tool is used to quickly adjust the map display according to either the coordinates or map scale specified by the user.

- Within the *Map*, click the **Zoom to Coordinates or Scale**  icon located in the upper right corner of the map title bar. The dialog window opens, displaying the current map scale and coordinates, indicated on the map by a red diamond.





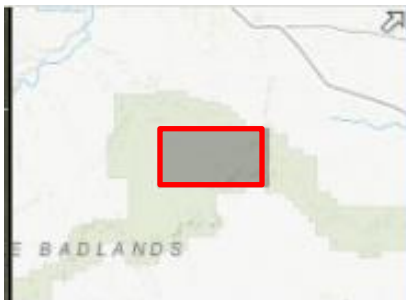


- Select the desired scale, or to zoom to a different location select the **Projection** and enter the desired **Latitude** and **Longitude**
- Click **Zoom**. A red diamond indicated the location on the map which will be removed when the dialog is closed.

#### 4. Overview Map

The Overview Map is located in the upper right corner of the map and is useful for keeping track of your location within the state when zoomed into an area on the main map.




- Show the Overview Map by clicking the arrow icon  in the upper right corner of the main map.
- Hide the Overview Map by clicking the arrow icon again 
- Change the map extent by dragging the gray box within the Overview Map. The main map adjusts when the mouse button is released.



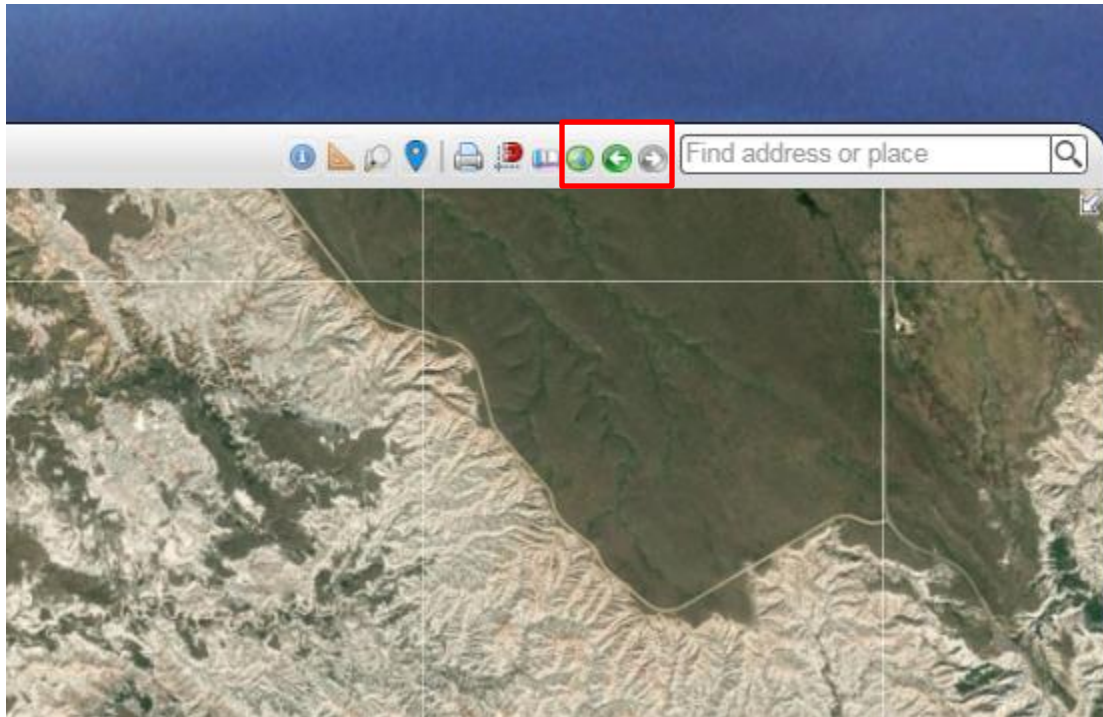
#### 5. Spatial Bookmarks




Bookmark the map at a particular extent and location to return to for later use during the same logged in session.

- Within the *Map* menu, navigate to your desired location.

- Click the **Spatial Bookmarks** icon  located in the upper right corner of the map title bar
- Within the *Spatial Bookmark* window that appears:
  - Add a bookmark by clicking **Add Bookmark** to enter a name. Hit the tab or enter key on the keyboard to save.
  - Edit a bookmark name by clicking the Edit  icon .
  - Remove a bookmark by clicking the Remove  icon .
  - Zoom to an existing spatial bookmark by clicking its name.

## 6. Extent Tools



- **Default Extent** – zoom to the initial extent of the map by clicking on the  icon.
- **Previous extent** – zoom to the previous extent by clicking on the  icon.
- **Next Extent** – zoom to the next extent by clicking on the  icon.


## 7. Shortcut Tricks




- **Zoom in** – Hold the SHIFT key while dragging a box on the map.
- **Zoom out** – Hold the SHIFT and CTRL keys while dragging a box on the map.

## Other Map Tools

### 1. Measure


The measure tool is used to determine the size of an area, the distance of a line, and the coordinates of a specific location.

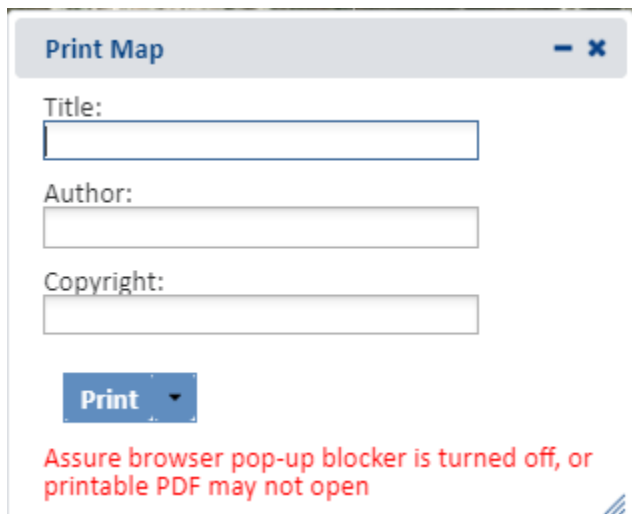
- Within the map, click the measure icon  located in the upper right corner of the map title bar
- Select the desired measurement tool and the appropriate unit of measure from the dropdown list.

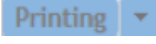
- Area 
- Distance 
- Location 
- Digitize the feature to be measured
  - Point – click the desired location
  - Line – digitize a line, double-click to complete
  - Polygon – digitize a polygon, double-click to complete
- The *Measurement Result* is reported in the specified units once the shape is completed
- **NOTE:** the measurement unit can be changed after the feature has been digitized and the measurement result will be displayed in the newly selected unit.

## 2. Print

Allows the user to create a printable version of the map view.

- Within the *Map* menu, click the  icon located in the upper right corner of the map title bar.
- Within the *Print map* window, enter pertinent information within the **Title**, **Author**, and **Copyright** text boxes only if intending to print to **Landscape Layout**. This information is not utilized by the **Map Only** print options and hence need not be included if printing the map only.




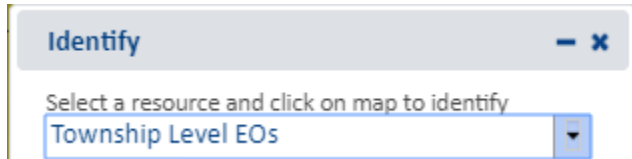
- From the **Print** dropdown menu, select the desired print option:
  - **Landscape Layout (PDF)** – provides a pdf of the map including the Title, Author, and Copyright information provided.
  - **Map Only (PDF, PNG, or JPG)** - provides a PDF, PNG, or JPG of just the map itself. Neither Title, Author, nor Copyright information is utilized.
- The Print dropdown reflects **Printing**  while the map is being generated.
- The map opens in a separate tab within the web browser. **NOTE:** The printed map cannot be opened in a new tab unless the pop-up blocker is turned off. If prompted, always choose to allow pop-ups from this site.
- From the *File* menu of the web browser, select **Save As** to indicate where the map should be saved.



### 3. Identify

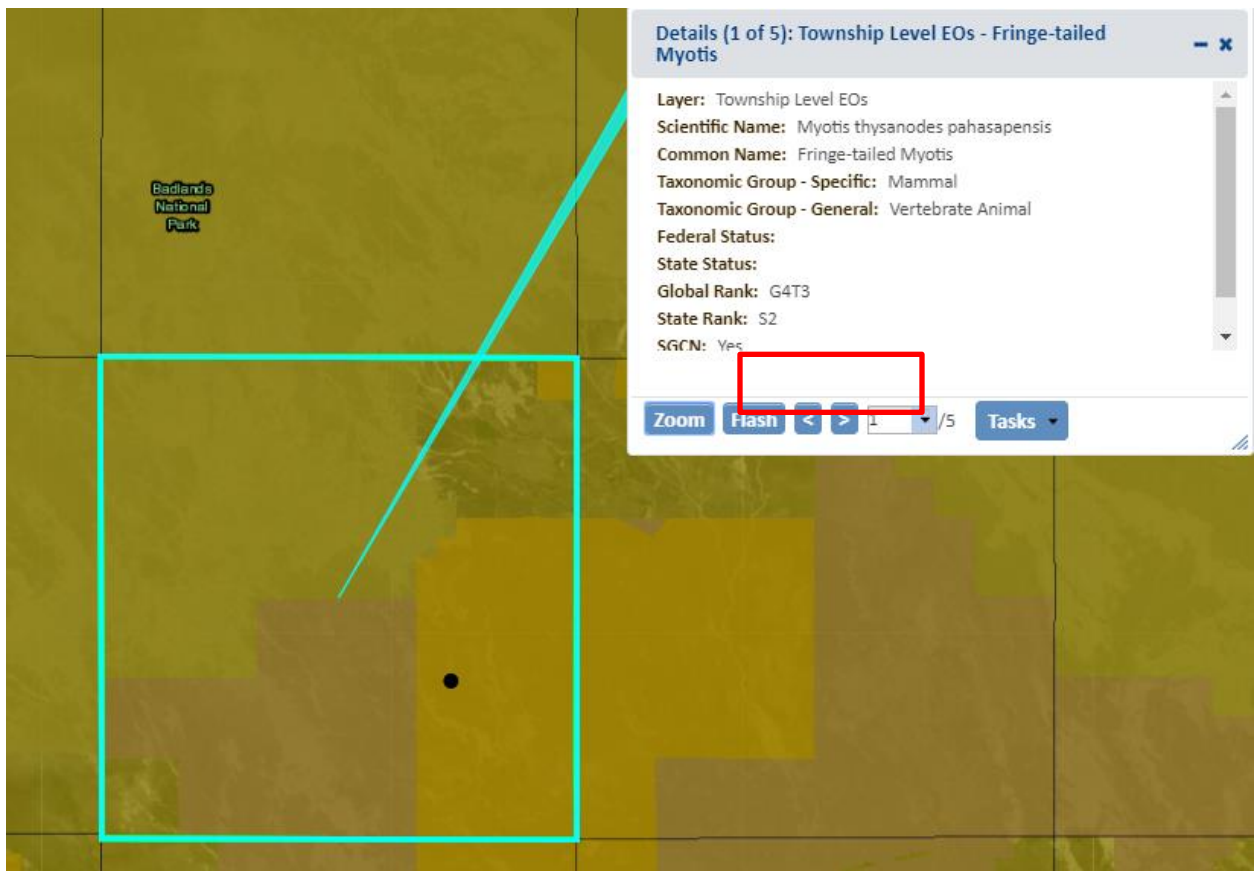
The Identify tool is used to display the details of the geographic feature(s) or place(s) selected in the Map.

**NOTE:** The Identify tool cannot be used with cached map services published from ArcGIS Online because such services do not support all of the capabilities of those published through ArcGIS Server.

- Within the Map, click the  icon located in the upper right corner of the map title bar.
- Select the desired layer from the dropdown list in the *Identify* window. The layer will be displayed on the map.




- Click on the mapped feature to be identified.
- The *Details* window displays attributes of the target feature, and uses a red callout to point to the feature which is highlighted.
- If more than one feature occurs in the area selected, the bottom of the *Details* window will indicate that you are viewing 1 of x records (see below). Click on the arrows   to scroll through the records.



### Feature Search

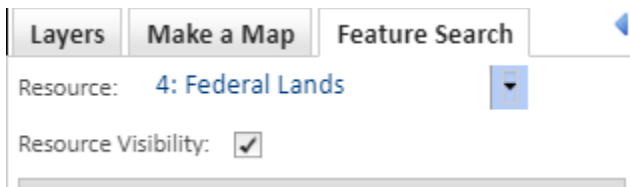
The **Feature Search** tool provides the ability to identify features in a layer, including those added to the Map via the [Add Resources](#) tool, according to criteria specified by a query.

Once the search has been completed, the search criteria are saved for your convenience. Therefore, the next time the *Feature Search* tab is opened, the previously used search criteria still applies. If you want to define a new search, click .

**NOTE:** The Feature Search option is not available for cached map services published from ArcGIS Online because such services do not support all of the capabilities of those published through ArcGIS Server.

You can search for a feature based on an **Attribute Search** or **Spatial Search**.

- Within the Map, navigate to the **Feature Search** tab on the upper left side of the screen.
- Select the **Resource**, or the layer on which the search is to be performed, from the dropdown menu.
- The layer will automatically be displayed on the map and the **Resource Visibility** checkbox indicated.



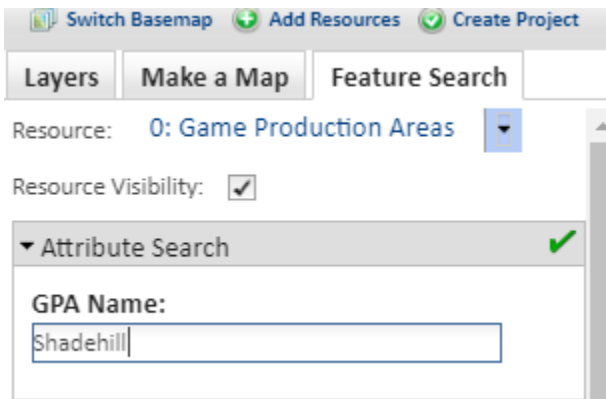
- Define search criteria according to an [Attribute Search](#) and/or designating a location in which to perform a [Spatial Search](#).
- To clear the defined expression, click the  button.

**NOTE:** A green check mark icon on a section indicates that criteria have been defined within that section of the *Feature Search* tab.

## 1. Attribute Search

The fields in the Attributes section differ according to the layer specified in the **Resource** dropdown.

- Click the **Attributes** label to expand the section if it isn't already.
- Define the search criteria by typing a value into the attribute search fields.



## 2. Spatial Search

The Spatial Search enables selection of *Resource* features based on their location in relation to the selected features defined within *Search By*.

- Click **Spatial Search** to expand the accordion section.
- From the **Search By** dropdown, select how the search area will be defined.
  - **Box, Polygon, Point, or Line** – digitize the search area according to the tooltip instructions.



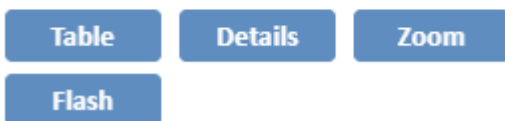
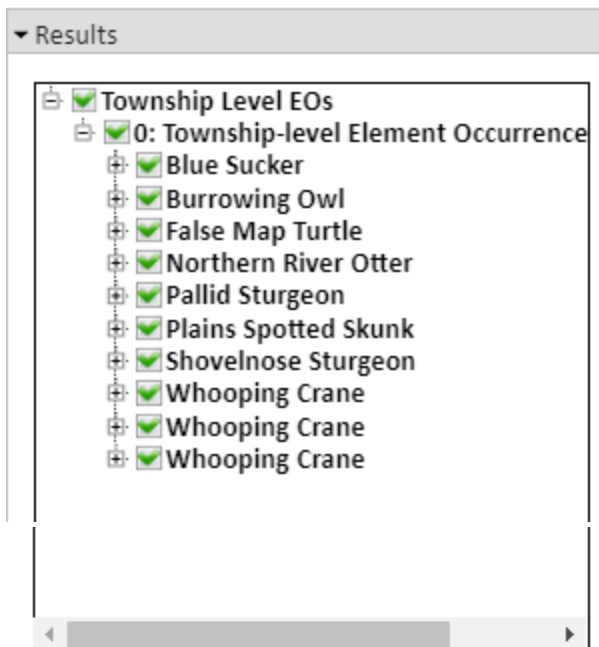
- To re-define the search area, click the **Select by Drawing** button to digitize the search area.
- **Features from map resource:**
  - From the *Resource* dropdown menu, select the layer from which to copy the shape(s).
 

**NOTE:** If the chosen Resource is comprised of multiple layers, an additional *Layer* dropdown list will be displayed from which to select the given layer to copy the shape(s).
- Click the **Select from Resource** button.
- Holding the mouse button down, draw a box on the map to select the features within the layer.
- The *Details* dialog of the selected features will be displayed. To remove a feature from the selection, within the *Details* dialog, from the *Tasks* menu select **Remove from Include List**.
- The number of features selected will display in the Spatial Search section to the right of **Select From Resource**.
- To display the *Details* dialog of the selected features again, click **View**.
- Indicate **Use Buffer** to buffer the selected spatial feature(s). Enter the desired buffer distance and select the distance unit from the dropdown. A graphic will display the buffered area.
 

**Note:** A positive distance will buffer outside the feature whereas a negative distance will buffer within the feature.
- From the **Search Type** dropdown, define how features within the **Resource** will be selected by the shape(s) specified within the Spatial Search.
  - **Intersects** – selects features from the **Resource** which are crossed by or are contained within the search selection.
  - **Contains** – selects features from the **Resource** which are completely contained by the search selection (nothing outside the search selection).
  - **Within** – selects features from the **Resource** which the search selection falls entirely within (nothing outside the Resource shape).
  - **Touches** – selects features from the **Resource** which the search selection touches, even by sharing a border or vertex.
- To clear the spatial graphic representing the search area, uncheck the  Show Spatial Graphic checkbox.

### 3. Results

- Click **Search** to run the search based on the define criteria.
- The search results will be displayed within the **Results** accordion section at the bottom of the *Feature Search* tab.
- The **Results** section provides the following functionality, which will be applied to selected records. Select/deselect records by checking/unchecking individual records. Alternatively, select/deselect all records within a level of the tree by checking/unchecking the higher level entry.



- **Table** – displays the results within a table format. In addition to the same **Zoom** and **Flash** functionality below, the table format also enables the user to **Print to PDF** and **Export as CSV**.

Attribute Table: Township Level EOs (10 features shown)

| <input type="checkbox"/> | Scientific Name             | Common Name          | Taxonomic Group - Specific | Taxonomic Group - General | Federal Status | State Status | Global Rank | State Rank | SGCN | County |
|--------------------------|-----------------------------|----------------------|----------------------------|---------------------------|----------------|--------------|-------------|------------|------|--------|
| <input type="checkbox"/> | Cycleptus elongatus         | Blue Sucker          | Fish                       | Vertebrate Animal         |                |              | G3G4        | S3         | Yes  | Hughes |
| <input type="checkbox"/> | Athene cunicularia          | Burrowing Owl        | Bird                       | Vertebrate Animal         |                |              | G4          | S3S4B      | Yes  | Hughes |
| <input type="checkbox"/> | Graptemys pseudogeographica | False Map Turtle     | Reptile                    | Vertebrate Animal         |                | ST           | G5          | S3         | Yes  | Hughes |
| <input type="checkbox"/> | Lontra canadensis           | Northern River Otter | Mammal                     | Vertebrate Animal         |                | ST           | G5          | S2         | Yes  | Hughes |
| <input type="checkbox"/> | Scaphirhynchus albus        | Pallid Sturgeon      | Fish                       | Vertebrate Animal         | FE             | SE           | G2          | S1         | Yes  | Hughes |

Close Zoom Flash Print to PDF Export as CSV

- **Details** – to view the *Details* dialog of the indicated feature(s)
- **Zoom** to indicated features
- **Flash** indicated feature(s)

**NOTE:** The search criteria are saved for your convenience. Therefore, the next time the *Feature Search* tab is opened, the previously used search criteria still applies. If you want to define a new search click

**Reset**

## Make a Map

The *Make a Map* tab within the map enables the addition of annotation (graphics and text) to the map. These annotations can be used to [Create Project](#). Graphics can be added for [Polygons](#), [Lines](#), [Points](#) and [Text](#).

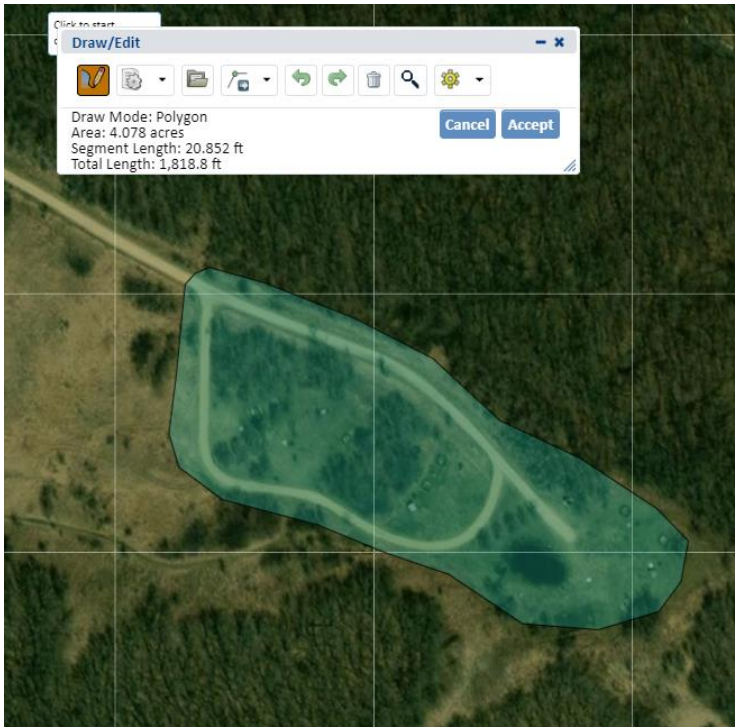
### 1. Polygons

- Zoom to the area of interest.
- From the **Drawing Type** dropdown, select **Polygons**.
- Click **Add** to start drawing.
- Within the *Annotation Settings* section, select the desired **Fill Style**, **Fill Color**, **Transparency**, **Outline Style**, **Outline Color** and **Outline Thickness**.

The screenshot shows the 'Make a Map' interface. At the top, there are three tabs: 'Layers', 'Make a Map', and 'Feature Search'. Below the tabs, the 'Drawing Type' is set to 'Polygons' with a dropdown arrow and an 'Add' button. The 'Annotation Settings' panel is expanded, showing the following options:

- Fill Style: Solid (dropdown)
- Fill Color: A teal color swatch
- Transparency: A slider from 0% to 100% with a value of 50% entered in a text box
- Outline Style: Solid (dropdown)
- Outline Color: A black color swatch
- Outline Thickness: A slider with a value of 1 px entered in a text box

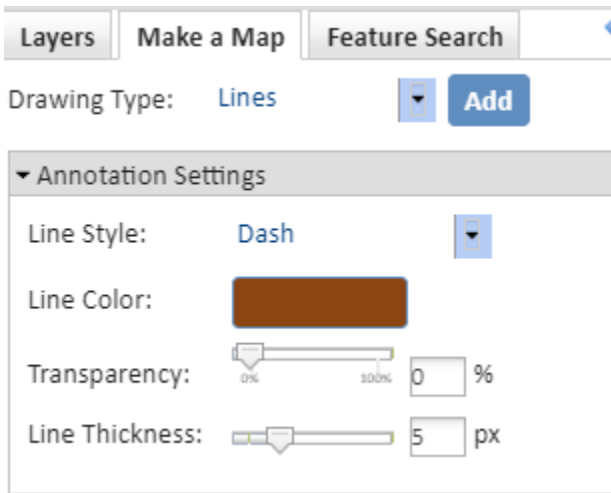
- Draw a polygon(s) or use the [Additional Mapping Options](#) tool to copy a polygon(s) from an existing Map Resource.
- Within the *Draw/Edit* toolbar, click **Accept**.



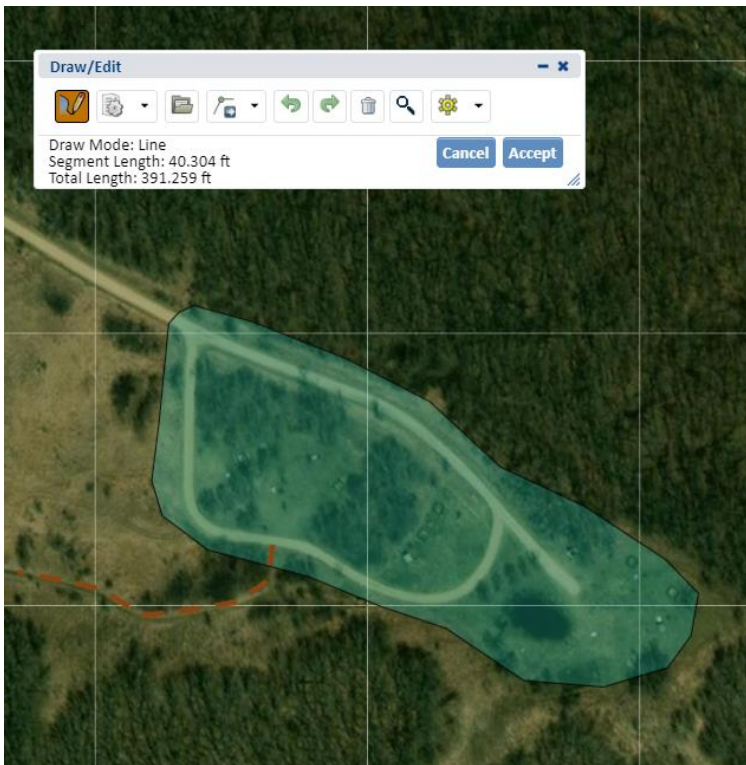
- To change the annotation (drawing), click the **Edit Annotations** button within the *Annotation Layer Settings* section and click the annotation to edit.

## 2. Lines

- Zoom to the area of interest.
- From the **Drawing Type** dropdown, select **Lines**.
- Click **Add** to start drawing. The *Draw/Edit* toolbar and *Annotation Settings* section will appear.
- Within the *Annotation Settings* section, select the desired **Line Style**, **Line Color**, **Transparency**, and **Line Thickness**.



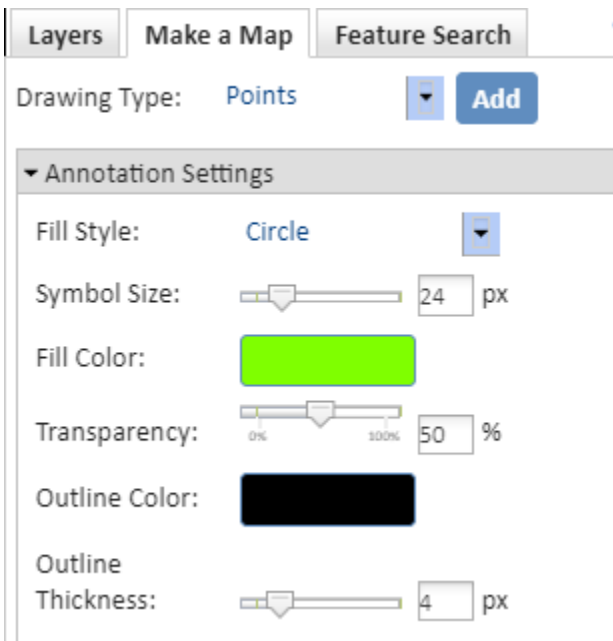
- Draw a line(s) or use the [Additional Mapping Options](#) tool to copy a line(s) from an existing Map Resource.
- Within the *Draw/Edit* toolbar, click **Accept**.



- To change the annotation (drawing), click the **Edit Annotations** button within the *Annotation Layer Settings* section and click the annotation to edit.

### 3. Points

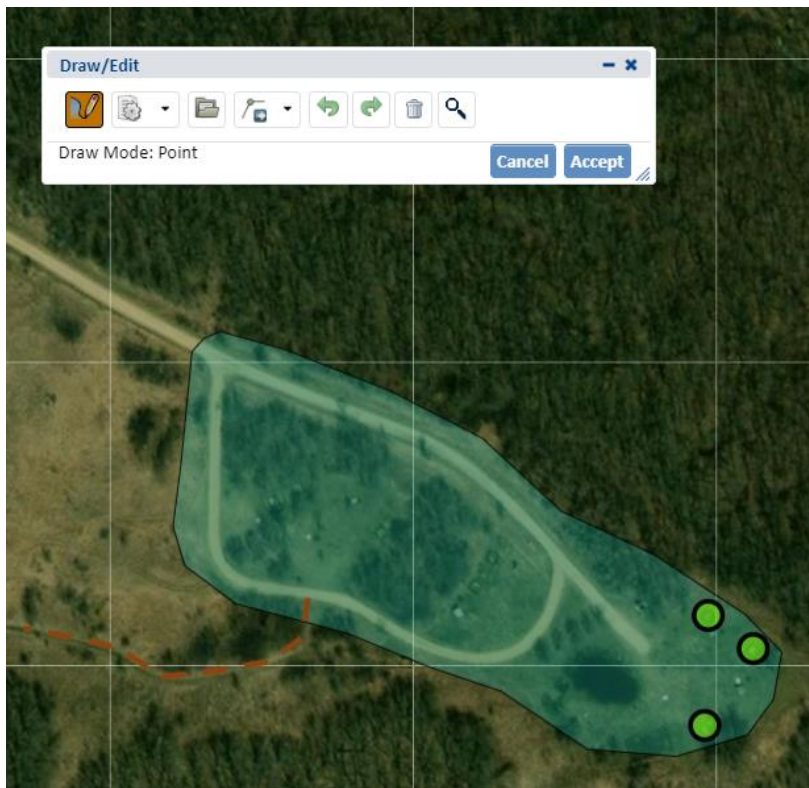
- Zoom to the area of interest.
- From the **Drawing Type** dropdown, select **Points**.
- Click **Add** to start drawing. The *Draw/Edit* toolbar and *Annotation Settings* sections will appear.
- Within the *Annotation Settings* section, select the desired **Fill Style**, **Symbol Size**, **Fill Color**, **Transparency**, **Outline Color** and **Outline Thickness**.



- Click the map to place the point(s) on the map or use the [Additional Mapping Options](#) tool to copy a line(s) from an existing Map Resource.

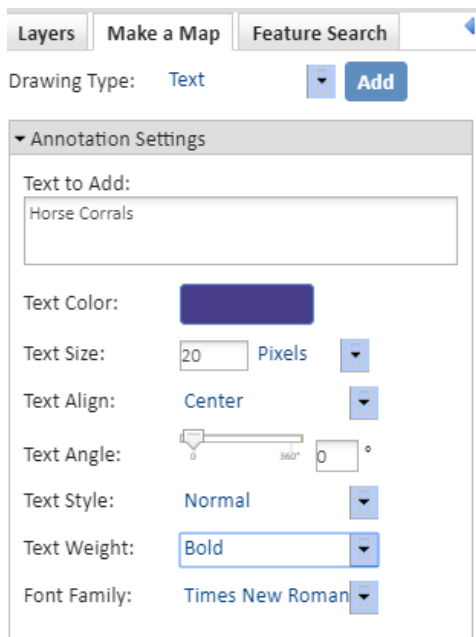


- Within the *Draw/Edit* toolbar, click **Accept**



#### 4. Text

- Zoom to the area of interest.
- From the **Drawing Type** dropdown, select **Text**.
- Within the *Annotation Settings* section, enter the **Text to Add** within the text box and then select the desired **Text Color**, **Text Size**, **Text Align**, **Text Angle**, **Text Style**, and **Text Weight**.



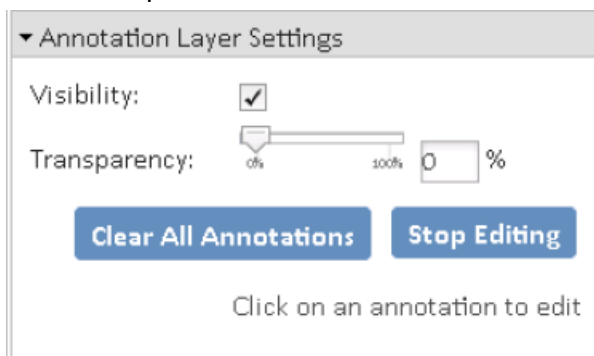
- Click **Add** and then click on the map where you would like the text placed.



- Repeat steps to add the same text in multiple locations or enter different text.
- To change the annotation, click the [Edit Annotations](#) within the *Annotation Layer Settings* section and click the annotation to edit.

## 5. Annotation Layer Settings

- The configurations within the *Annotation Layer Settings* section applies to all annotations added to the map.



- **Visibility** – set to display annotation by default. Uncheck the Visibility checkbox to turn off all annotation.

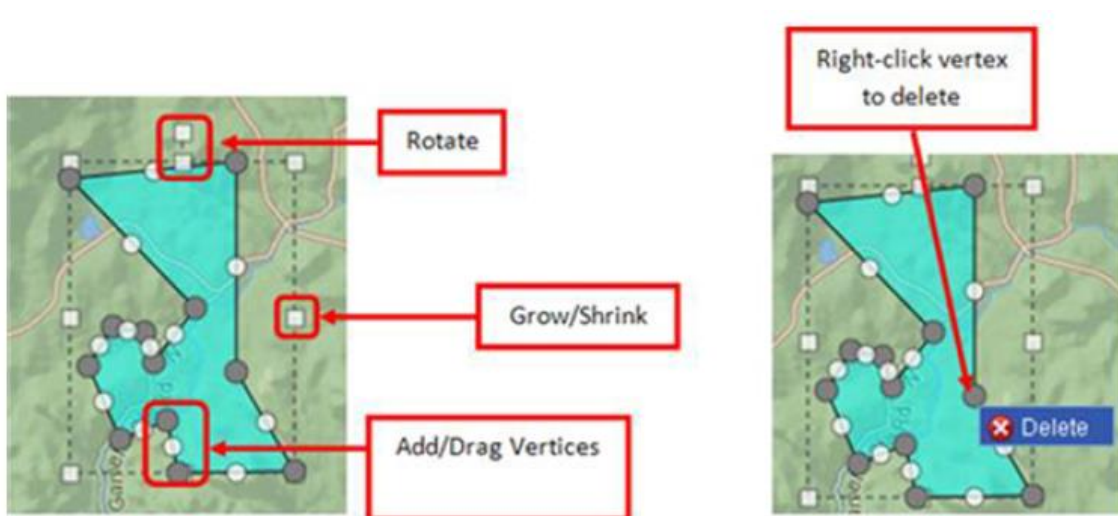
Visibility:

- **Transparency** – allows the transparency of the layer to be adjusted by sliding the indicator along the bar.

Transparency:  0% 100%  %

- **Clear All Annotations** - removes all annotations from the map
- **Edit Annotations** – allows for editing of individual annotations
  - Click [Edit Annotations](#)
  - Select the desired annotation to edit – the according section for the annotation type will be expanded to provide access to the appropriate settings.

- **Edit spatial feature** by dragging, rotating, expanding, or shrinking the entire feature; and/or by adding, deleting, or dragging vertices.





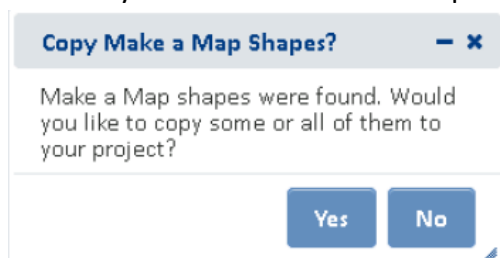
- Click **Stop Editing** after making the desired changes or the **Delete Annotation** to delete the feature.

## Create a Project for Review

### 1. Create Project

Create Project can be initiated on its own or after adding features to the map within the [Make a Map](#) section.

- Use the [Draw/Edit](#) toolbar
  - Within the *Map*, click .
  - The *Draw/Edit* toolbar opens.
  - Use the various tools available with the [Draw/Edit](#) toolbar to define the spatial parameters of the project area.
  - Continue to the **Create Project** dialog.
- Use feature drawn via [Make a Map](#)
  - Within the *Map*, click .
  - A prompt will ask if you would like to copy some or all of the shapes to create the project boundary. Click **Yes** to use the shapes previously drawn or **No** to utilize the [Draw/Edit](#) toolbar.



- The *Details* dialog of the Make a Map feature(s) are displayed. To remove a feature from the selection, from the *Tasks* menu, select **Remove from Include List**. One removed, the option to **Add to Include List** becomes available in the *Tasks* menu.



- Within the *Additional Mapping Options* dialog, the number of features selected is displayed to the right of the **Select from Resource** button.
  - The **View** button allows the user access to the *Details* dialog again to add/remove additional features to/from the selection.
  - **Select from Resource** allows the user to create a new selection.
  - Click **Next** to use the features as they exist or **Modify** to further modify the selected features.
- In the *Draw/Edit* toolbar click **Accept** unless further edits are needed.
- Continue to the **Create Project** dialog
- After clicking **Accept** in the *Draw/Edit* toolbar, the *Create Project* dialog opens.

**Create Project**

*Fields marked with red asterisks are required fields.*

Project Title \*  
Enter a descriptive and brief title for this project.

User Project Number(s)  
Organization-specific project number(s) for user tracking purposes (optional)

Project Type \*  
Select only one Project Type per project


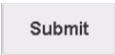
Agriculture

Communications

Conservation Planning Report

Development (urban and suburban)

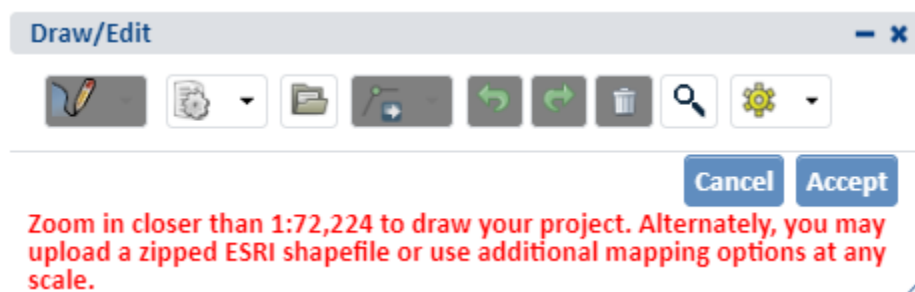
Education/General Knowledge

- Within the *Create Project* dialog, enter the following information to describe the project. **NOTE:** required fields are labeled with a red asterisk \* .
  - **Project Title** – title which will help to distinguish it from other project submissions
  - **User Project Number(s)** – optional user specific number of tracking purposes
  - **Project Type** – select one Project Type per submitted project. Click the  button to expand the accordion sections
  - **Project Type Activities** - Activities relevant to the project type selected. This is optional and only available for some project types.
  - **Project Description** - succinctly describe the proposed work within the project area
  - **Contact Information** - this data will be auto-populated according to the information associated with the logged in user. Change as appropriate. The e-mail will be used to notify the logged in user once the review has been completed.
  - **File Attachments** such as photographs, survey documents, site plans, etc. can be uploaded and attached to the project form. **Browse** to the desired file(s) then click **Upload**. **NOTE:** Files must be less than 2 MB in size. Only files with the following extensions may be uploaded: jpg, jpeg, gif, png, txt, docx, xlsx.
- Click  to submit the project for review
- A message will be displayed indicating that the project has been successfully submitted and that the results will be emailed to the address provided.
- Navigate to the [My Projects](#) menu to view the Submission Status of each of your projects
- After the initial review of the project has been completed, an email containing the link to the project report is sent. Click on the link within the email to view the project report. Alternately, access the project report via [My Projects](#).

## 2. Draw/Edit

The *Draw/Edit* toolbar opens automatically upon choosing to [Create a Project](#) or add a spatial feature via [Make a Map](#).



If accessed via [Create a Project](#) and the map is not zoomed in closer than 1:72,224 only the [Upload Shapes](#) tool will be available. To access the other draw tools, zoom in to 1:72,224 or closer.




A number of different tools are provided on the *Draw/Edit* toolbar, enabling various actions ranging from digitizing a shape, moving boundaries, removing an area from within a feature, to buffering a polygon. Some of these tasks require different modes, which are displayed on the lower left of the toolbar.

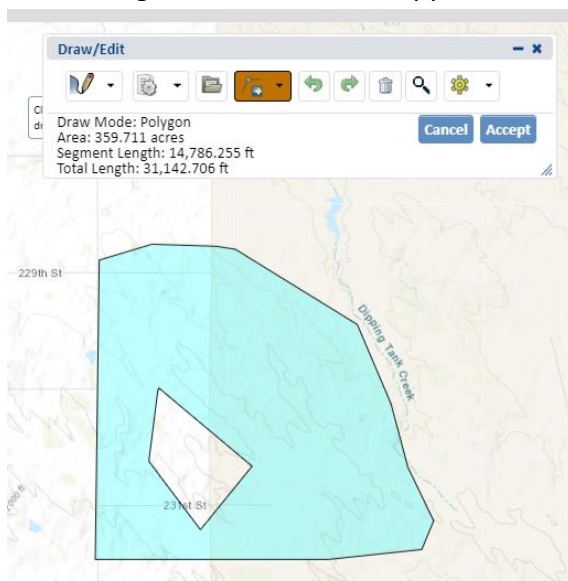


## Draw Shape

- Features can be digitized using either the default drawing tool, which utilizes vertices, or with a freehand tool.
- Using the default **Draw Shape tool**:
  - If not already in Draw mode, click the **Draw Shape** icon .
  - Select if you want to draw a Polygon, Line or Point.
  - Single click to draw a point.
  - For lines and polygons, click every location a vertex is to be placed and double-click to complete feature.
- Using the **Freehand drawing tool**:
  - From the *Draw Setting* dropdown  select **Use Freehand**.
  - Holding down the mouse button, draw the feature.
  - Release the mouse to finish digitizing the feature.
  - Click **Accept** to complete the feature. Alternatively, use the edit tools described in the following sections to make changes to the feature before clicking Accept to save.

## Edit Shape

- **Edit Entire Shape and/or Vertices**
  - Enter Edit mode by clicking the **Edit Shape** icon .
  - The vertices and extent of the feature will be displayed.
  - Edit feature by:
    - Dragging, rotating, expanding, or shrinking the entire feature; and/or by
    - Adding, deleting, or dragging vertices
- **Erase Inside Drawn Area**
  - Enter Erase mode by selecting **Erase Inside Drawn Area** from the **Edit Shape** dropdown.
  - Digitize a polygon circumscribing the area to be cut from the feature by single-clicking to add each vertex and double-clicking to complete the polygon.
  - The digitized area will be clipped from the original feature.




- **Crop Outside Drawn Area**

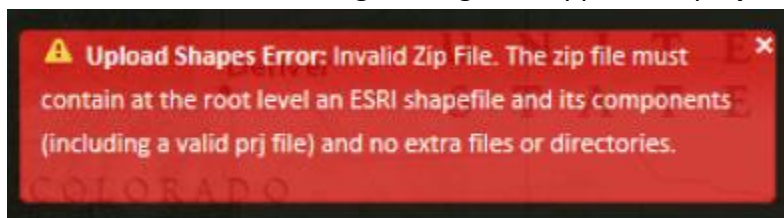
- Enter Crop mode by selecting **Crop** from the **Edit Shape** dropdown.
- Digitize a polygon that contains the portion of the feature to be retained, by single-clicking to add each vertex, and double-clicking to complete the polygon.
- The area within the polygon drawn will be retained, while the portion of the feature outside the polygon will be deleted.



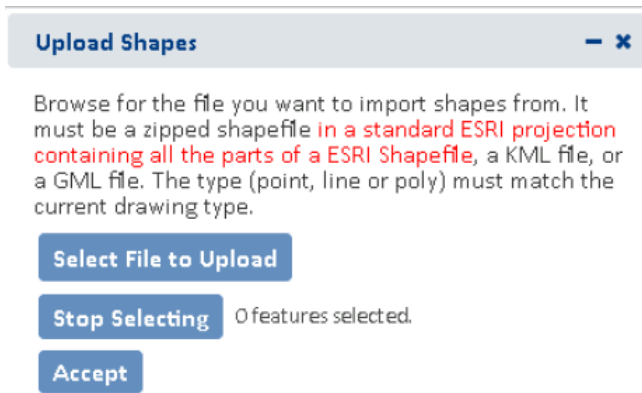
## Upload Shape

Current functionality allows for ESRI shapefiles to be added. To upload a shapefile, all component files must be zipped into a zip file with no additional directories or files. A valid .prj file must be included in the zip file. Maximum file size not to exceed 2 GB.

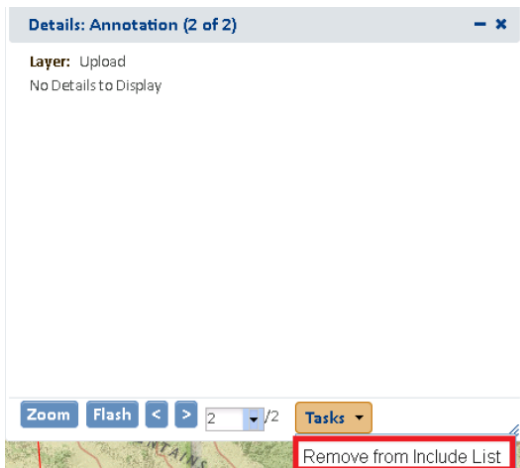
- Click on the *Upload Shapes* Icon .
- Within the *Upload Shapes* dialog, click **Select File to Upload**.
- Navigate to and select the shapefile to add.
- **NOTE:** The following message will appear if a projection file (.prj) is not included in the zip file.



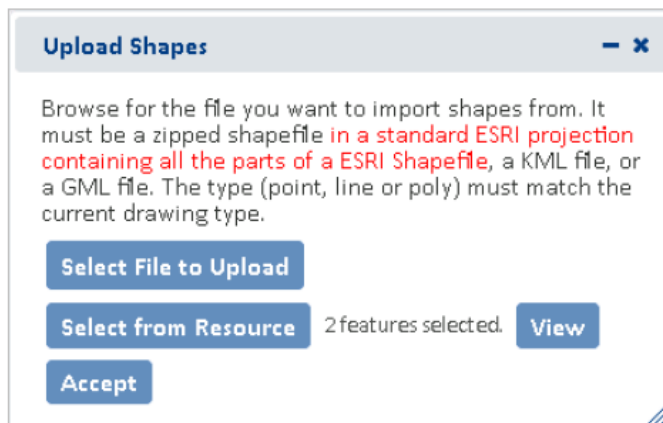
- The map will zoom to the extent of the spatial feature(s) within the uploaded file.
  - If a file with multiple shapes has been selected, draw a box on the map to select the desired feature(s) within the uploaded layer.



- The *Details* dialog of the selected feature(s) will be displayed. To remove a feature from the selection, from the *Tasks* menu, select **Remove from Include List**. Once removed, the option to **Add to Include List** becomes available in the *Tasks* menu.





- The number of features selected will be displayed in the section to the right of the *Select From Resource* button along with a **View** button, which allows the user access to the *Details* dialog again if they need to remove additional features from the selection. Alternately, create a new selection by clicking the **Select from Resource** button again.



- Click **Accept** within the *Upload Shapes* dialog
- In the *Draw/Edit* toolbar click **Accept**

## Buffer Shape

The Buffer Shape tool can be used in conjunction with the [Draw Shape](#) tool or [Additional Mapping Options](#).

- Either draw a shape using the [Draw Shape](#) tool or create a shape using the [Additional Mapping Options](#) tool
- Enter Buffer mode by selecting **Buffer** from the **Edit Shape** dropdown
- In the *Buffer* dialog, enter a buffer *Distance* and select the desired distance unit from the dropdown. Click  **Buffer**
- Use of Buffers
  - A positive distance will buffer outside the feature whereas a negative distance will buffer within the feature. Negative distances cannot exceed the size of the shape, nor can they be used with Point or Line features.
  - Buffers are additive. Thus, if one distance is used to buffer a polygon and then another distance is entered, the second buffer will be added to the first buffer rather than to the original feature.
  - To apply different buffers to a polygon without combining them, **Undo Last Drawing Change**  must be used before specifying the second buffer distance. This will cause the original buffer to be removed prior to applying the second.
- Once the buffer is applied the user is returned to the *Draw/Edit* toolbar to further modify the feature if desired. Click **Next** to continue the process.

### Additional Map Options

The **Additional Mapping Options** dialog allows the user to:

- Copy a shape from [Map Layers](#)
- Copy shapes created via [Make a Map](#)
- Enter [Coordinates](#)


This tool can be used reiteratively for multiple edits and use of various tools within a given editing session. As such, the *Additional Mapping Options To:* is used to indicate how to use the new shape:

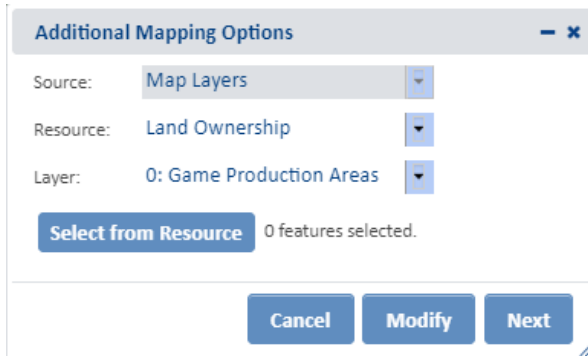
- **Add to original drawing**
- **Replace original drawing**
- **Erase areas of overlap**
- **Crop to copied feature**

Following are the instances when this dialog will be displayed:

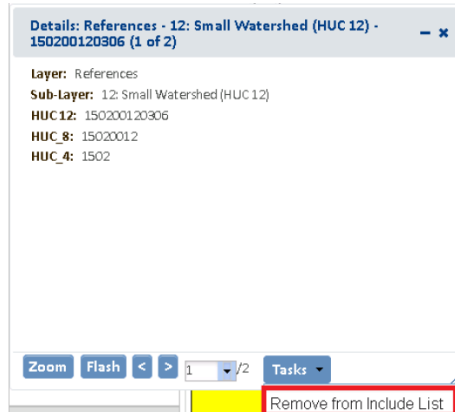
- If there is a drawing in the primary draw toolbar whose feature type (point, line, polygon) is the same as the current shape, then the **Add to original drawing** and **Replace original drawing** options will be available.
- If there is a drawing in the primary draw toolbar and the feature type of the current shape is a polygon, then the **Erase areas of overlap** and **Crop to copied feature** options will be available.
- If the feature type of the drawing in the primary draw toolbar is polygon, as is that of the current shape, then all 4 options will be available.

## Map Layers

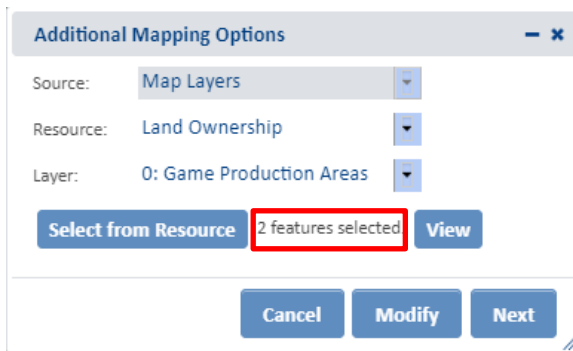
- Click the **Additional Mapping Options**  icon
  - In the *Additional Mapping Options dialog*, from the *Source* dropdown menu, select **Map Layers**.
  - From the *Resource* dropdown menu, select the map resource from which to copy the shape(s). The options depend on the layers available within the [Layers](#) section of the map.
- NOTE:** If the chosen Resource is comprised of multiple layers, an additional *Layer* dropdown list will be displayed from which to select the given layer to copy the shape(s).



- Click the **Select from Resource** button and holding the mouse button down, draw a box on the map to select the desired feature(s) within the Resource/Layer.
- The *Details* dialog of the selected feature(s) will be displayed. To remove a feature from the selection, from the *Task* menu, select **Remove from Include List**. Once removed, the option to **Add to Include List** become available in the *Task* menu.




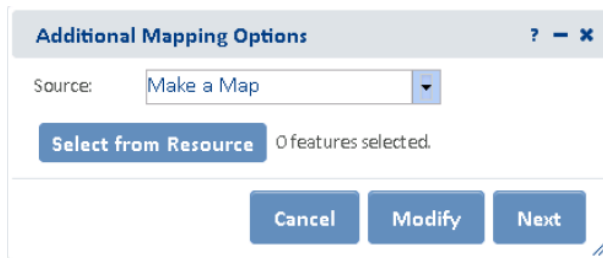
- The number of features selected will be displayed to the right of the *Select From Resource* button along with a **View** button, which allows the user access to the *Details* dialog again if they need to remove additional features from the selection. Alternatively, create a new selection by clicking the **Select from Resource** button again.



- To further modify the selected features, click **Modify** or **Next** to use the features as they exist.
- In the *Draw/Edit* toolbar click **Accept** unless further edits are needed.


### From Make a Map

- Click the **Additional Mapping Options**  icon.
- In the *Additional Mapping Options* dialog, from the *Source* dropdown menu, select **From Make a Map**.
- Click the **Select from Resource** button and click on the desired feature(s).



- The number of feature selected will be displayed in the Spatial Search section to the right of the *Select From Resource* button along with a **View** button, which allows the user access to the *Details* dialog again if they need to remove additional features from the selection. Alternatively, create a new selection by clicking the **Select from Resource** button again.
- In the *Draw/Edit* toolbar click **Accept** unless further edits are needed.

### Coordinates

- Click the **Additional Mapping Options**  icon.
- In the *Additional Mapping Options* dialog, from the *Source* dropdown menu, select **Coordinates**.
- Select the desired **Projection** and enter coordinates.
- Click **Zoom and Preview**
- To further modify the selected features click, **Modify** or **Next** to use the features as they exist.
- In the *Draw/Edit* toolbar click **Next** unless further edits are needed.



Additional Mapping Options
— ✕

Source: Coordinates ▾

Projection: Latitude/Longitude (DMS) ▾

Latitude (Northing): 43d 54' 29.304"

Longitude (Easting): -99d 58' 19.715"

Click the Map for Coordinates

Zoom and Preview

---

Cancel
Modify
Next

### Other Draw/Edit Tools

- **Undo**
- **Redo**
- **Clear Shape**
- **Zoom to Current Shape**
- **Draw Settings**
  - **Use Freehand** provides the ability to digitize a feature freehand rather than by clicking to add individual vertices.
  - **Disable Navigation while Drawing** – a setting that is on by default – improves drawing performance by switching map navigation (i.e., pan and zoom functionality) off once the first vertex of a shape has been placed, and re-enabling navigation when the shape is closed. Leaving this draw setting enabled prevents the application from interpreting a longer touch on the cursor while digitizing as an attempt to pan, which would cause the map to be refreshed and any vertices digitizing as an attempt to pan, which would cause the map to be refreshed and any vertices digitized to be lost.

### 3. My Projects

The *My Projects* page reflects each of the projects a user has submitted along with basic information pertaining to the project, including **Title**, **Date Submitted**, **Project Description**, **Edit Status**, and **Project Status**.

| Title                                       | Date Submitted      | User Project Number(s) | Project Description | Edit Status | Project Status |
|---|---------------------|------------------------|---------------------|-------------|----------------|
| Slca Hollow horse trail improvements - test | 2019-08-02 08:50 AM |                        | erosion control     | Draft       | Saved          |
| Test-CLH                                    | 2019-06-10 03:17 PM |                        | test                | Draft       | Saved          |
| Test_CLH                                    | 2019-04-26 10:31 AM |                        | test report         | Draft       | Saved          |
| Test2                                       | 2019-03-25 09:16 AM |                        | test                | Draft       | Saved          |
| Test  | 2019-01-22 02:20 PM |                        | test                | Draft       | Saved          |

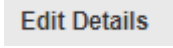

## 4. Edit Project

Project edits are limited to projects with *Project Edit Status* of **Saved** (not **Final**). **NOTE:** Evaluators and Administrators of the system have additional privileges which allow them to edit Final Projects.

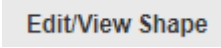


There are two means for editing the Project – by editing the [details](#) associated with the project and by editing the project's [spatial boundary](#). Project edits trigger a new project review to be initiated. Each edition will be reflected within the *Project Details* page, available via [View Project](#).

- Navigate to the *My Projects* tab.
- Within *My Projects*, click on the **Title** of the project to be edited.
- Edit the **details** or **spatial boundary** of the project.

### Edit Details

- Within the *Project Details* page, click the  button at the top of the page.
- Edit the desired content. **NOTE:** *Project Type* is only editable by users with Evaluator or Administrator privileges.
- Click on  to save the edits.

### Edit Spatial Boundary

- Within the *Project Details* page, click on .
- Within the *Map*, click the  in the toolbar. **NOTE:** To cancel the edit and return to the main Map, click the  in the toolbar.
- Use the various tools available within the [Draw/Edit toolbar](#) to edit the spatial boundary of the Project and click **Accept**.
- A message will be displayed indicating that the updates have been made.