

University

WebEOC Mapper
Professional 3.0
End-User



UNIVERSITY

WebEOC[®]

Mapper Professional 3.0

Student Manual

Module 2- End User

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Printed in USA.

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Chapter 2: User's Guide

Introduction

WebEOC® *Mapper Professional* integrates geographical information systems (GIS) with WebEOC boards. *Mapper Professional* allows data from one or several boards to be viewed simultaneously on the same map and displayed with icons representing the state of the information. Layers from other data sources, such as land parcels, demographic data, and traffic cameras, can also be integrated and displayed on the map.

With *Mapper*, you can do the following.

- View live or update multi-user board data on a map
- Display data from multiple boards on a single map
- Combine WebEOC data with other types of GIS data
- Access, edit, and update boards from the map
- Run reports on map points directly from the map

This user's guide provides an overview of the *Mapper* user interface, its features and functions, as well as detailed instructions on the following.

- How to Access *Mapper Professional*
- How to Add Data to *Mapper Professional*
- How to Use Menus
- How to Use Tools

NOTES

How to Access Mapper

Access to *Mapper Professional* is controlled by the board permissions assigned to the user’s group. There are three ways you can access *Mapper*.

- Logging in directly to *Mapper Professional*
- *WebEOC Mapper* link on the *Control Panel*
- The map button from a *Mapper*-enabled board

Logging in Directly to Mapper

It is sometimes desirable to provide a direct log in to *Mapper Professional* for users external to WebEOC who need to get a quick overall operational view of an event. Using an external log in, guests and WebEOC users alike, can access all the available menus and tools in *Mapper Professional*. This section provides login instructions for a guest and WebEOC user.

- Logging in to *Mapper* as a Guest
- Logging in to *Mapper* as a WebEOC User

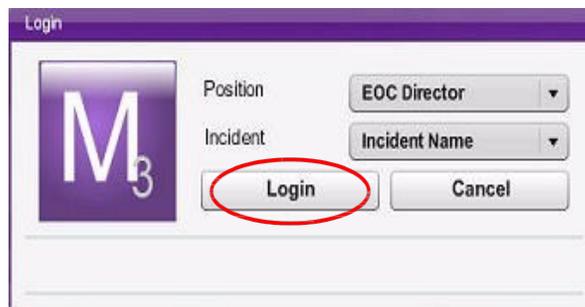
NOTES

Logging in to Mapper as a Guest

A guest can access *Mapper Professional* directly using the URL provided to them by the WebEOC Administrator.

To log in to *Mapper* directly as a guest, follow the steps below.

1. Obtain the **Mapper URL** from the WebEOC Administrator.
2. Enter the **URL** for *Mapper* in your browser. The *Mapper Login* window will appear with the assigned *Position* and *Incident* in the drop-down menu. No password is required.
3. Select the **Login** button, or select the **Cancel** button to abort the login.



NOTES



5. In the *Menu* window, select the **Logout** button.



NOTES

Logging in to Mapper as a WebEOC User

WebEOC users, provided with the URL from their WebEOC Administrator, can log in directly to *Mapper Professional* as if they were logging in to WebEOC. Users can access all the *Mapper* menus, tools, and view all the information of the boards assigned to them. Everything in *Mapper Professional* is the same as if they were logged in to *Mapper* through WebEOC. The only limitation is that WebEOC users cannot add or annotate any of the WebEOC board data using the direct login to *Mapper Professional*.

To log in to *Mapper* directly as a WebEOC User, follow the steps below.

1. Obtain the **Mapper URL** from the WebEOC Administrator.

Note: The "Mapper URL" is the same as the WebEOC url with /map added to the end.

2. Enter the **URL** for *Mapper* in your browser.
3. If the following Login screen appears, select the **Cancel** button to log in using your WebEOC user name and password.



NOTES

- a. If you selected the *Login* button you would be logged in under the guest account. You may get a *Login failed* message.



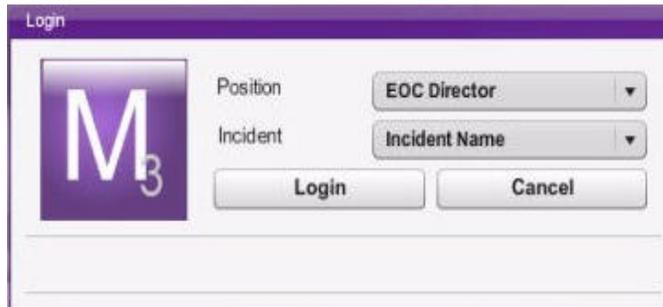
- b. Select the **Cancel** button.
4. Enter your WebEOC **User Name** and **Password**.



5. Select the **Login** button.

NOTES

6. Select your **Position** and **Incident** from the drop-down lists.



7. Select the **Login** button, or select the **Cancel** button to abort the log in.

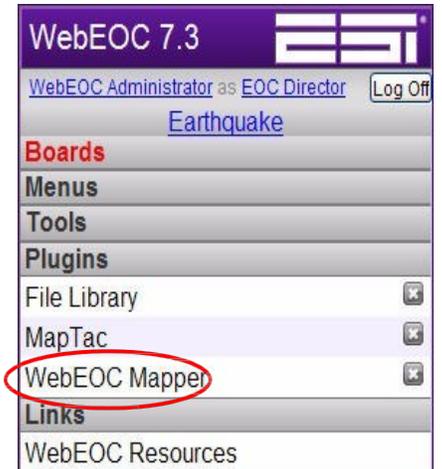
Mapper Professional will open as if you were logged in to WebEOC.



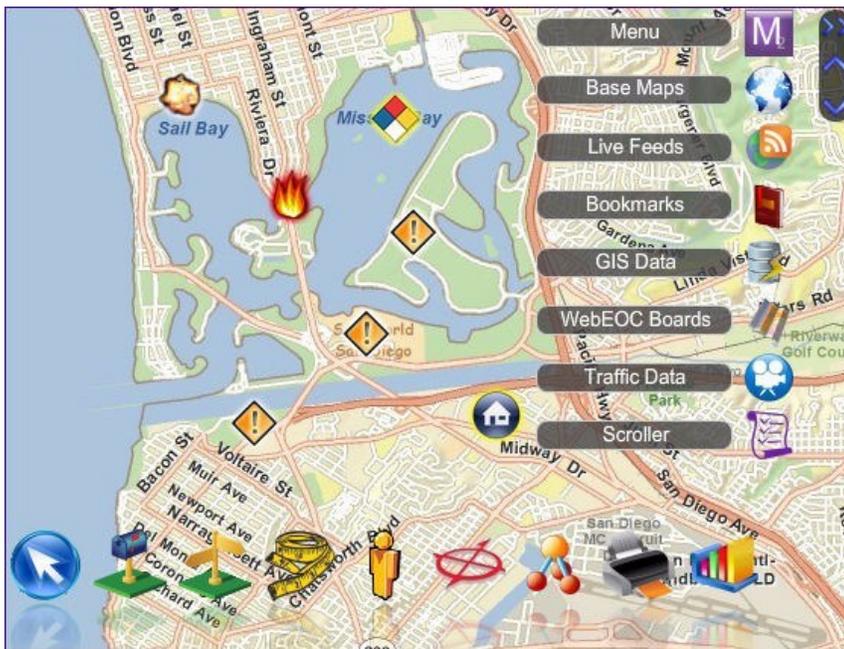
NOTES

Accessing Mapper from the Control Panel

To access *Mapper Professional* from the *Control Panel*, select the **WebEOC Mapper** link in the *Plugins* section on the *Control Panel*.



Mapper will open and automatically zoom to a particular display based on the default setting configured by the administrator.



NOTES

Accessing Mapper through a Board

To open *Mapper Professional* through a *Mapper*-enabled board, follow the steps below.

1. Select a **board** from the *Boards* section on the *Control Panel*.



2. In the display, select the **Map** button to open the *Mapper* window.



The screenshot shows the 'Shelters' board display. It has a table with the following columns: Name, Status, Capacity, Occupancy, Available, ARC, SN, PF, and Detail. The first row is for 'Peninsula' with status 'CLOSED', capacity 100, occupancy 50, and 50 available. The second row is for 'Central' with status 'OPEN', capacity 100, occupancy 0, and 100 available. The third row is for 'North Park' with status 'CLOSED', capacity 100, occupancy 100, and 0 available. Each row has a 'Map' button in the first column, which is circled in red for the 'Peninsula' row.

Name	Status	Capacity	Occupancy	Available	ARC	SN	PF	Detail
Map Peninsula	CLOSED	100	50	50	+	♿	🐕	Details
Map Central	OPEN	100	0	100	+	♿	🐕	Details
Map North Park	CLOSED	100	100	0	+			Details

NOTES

Mapper will open to the data entry point on the map.



Note: Only board entries that have been geocoded from a data entry record will contain the *Map* button. If no points are geocoded, then you cannot access *WebEOC Mapper* from that board.

NOTES

How to Add Data to Mapper

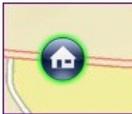
Introduction

To add a data point to a map, the address must be geolocated during data entry. There are two ways to do this.

1. Through a *Mapper*-enabled board
2. Through the *Mapper* interface

When you enter data to be mapped, the symbols or markers that were assigned to the board by a WebEOC administrator, will be displayed on the map. When the *Map It* button is selected, the address is geolocated, and a data point represented by a symbol will appear on the map.

Each mapped point is highlighted with a particular halo color. For example, mapped points for shelters can be highlighted with different colors each representing a particular status.



Point Colors

A newly-added point will pulse when it is first displayed on the map. A data point has been updated will be surrounded with a light color glow. If the status of the mapped point changes, the color will change.

For example, this shelter symbol is surrounded by a green light or halo, which indicates that the shelter is open.



NOTES

This shelter symbol is surrounded by a red light or halo, which indicates that the shelter is closed.



Point Labels

When you hover the cursor over a mapped point, a label will appear. The label displayed on the map is the name of the location that is entered in the data entry record for that point.



Clustering Icons

Icons that are near each other, or are hidden by over-lapping icons, can be grouped together as a single “cluster” of icons. You can zoom into any single data point by selecting the cluster and a pop-up list will be displayed. In addition, the user will be able to zoom to the extent of the entire cluster for faster navigation.

When zoomed out, icons are clustered. The size and color of the cluster become more emphasized as the number of data points included in the cluster increase.



NOTES

To access a specific point, hover the cursor over the cluster to display a list showing the items.



Select the item you want and *Mapper* will automatically zoom to the data point.



NOTES

Adding Data through a Board

To add a point to the map through a board, follow the steps below.

1. Select the **input view** for a board in the *Boards* section on the *Control Panel*.

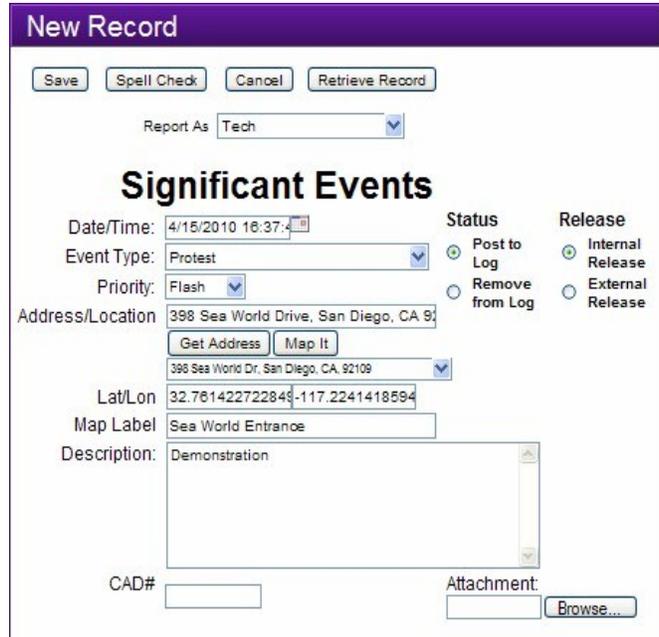


NOTES

2. In the *New Record* view, complete the fields as applicable.
3. Enter the **street number, street name, city, and state** in the *Address/Location* field.

Note: The street number or name is not required to plot a point.

4. Select the **Get Address** button. If matches are found, a drop-down list will appear with a list of addresses.
5. Select the **address** from the drop-down list. The *Lat/Lon* coordinates will automatically populate.
6. Enter a **name** in the *Map Label* field. This label will be displayed next to the point on the map.
7. Select the **Map It** button. (Optional) *Mapper* will open and display the geocoded point on the map using the markers configured for the board.
8. Select the **Save** button to save the record, or select the **Cancel** button to abort the operation.



NOTES

Adding Data through Mapper

The address or lat/long coordinate that is associated with the entry record is geocoded and the assigned symbol is used to represent the data point on the map display.

To add a data point through *Mapper Professional*, follow the steps below.

1. Select the **WebEOC Mapper** link in the *Plugins* section on the *Control Panel*.

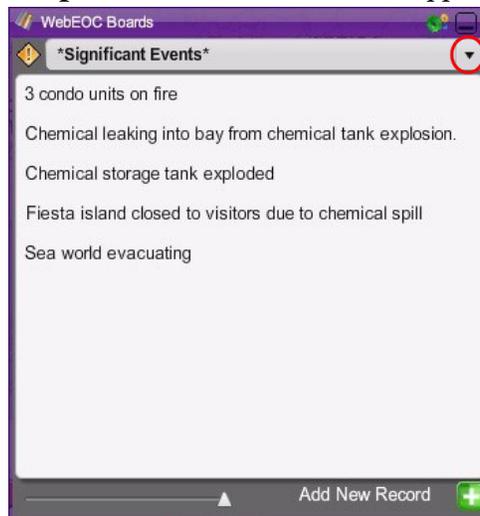


NOTES

2. In the *Mapper* window, select the **WebEOC Boards** icon.

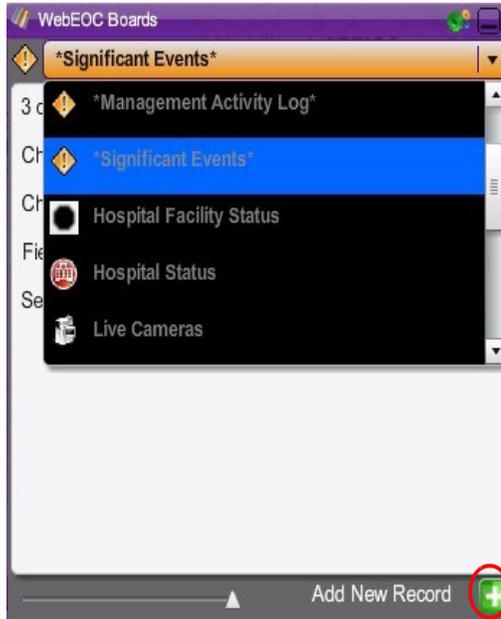


3. Select the **drop-down** list to view a list of *Mapper*-enabled boards.



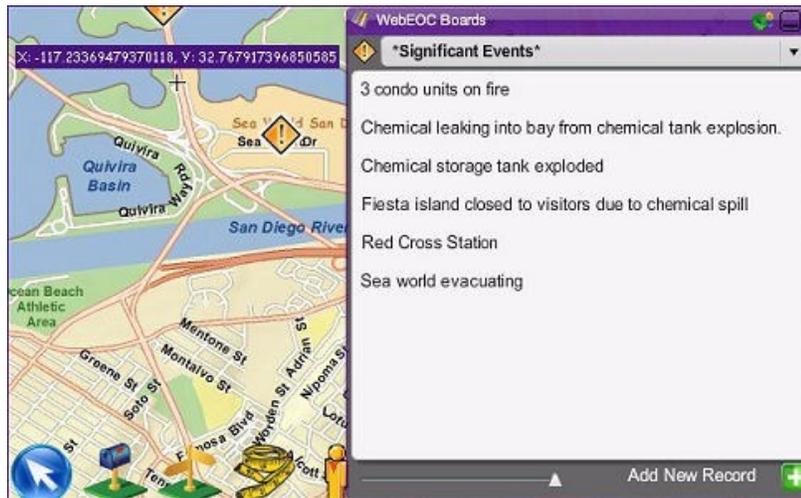
NOTES

- 4. Select the **board** name from the drop-down list.
- 5. Select the **Add New Record**



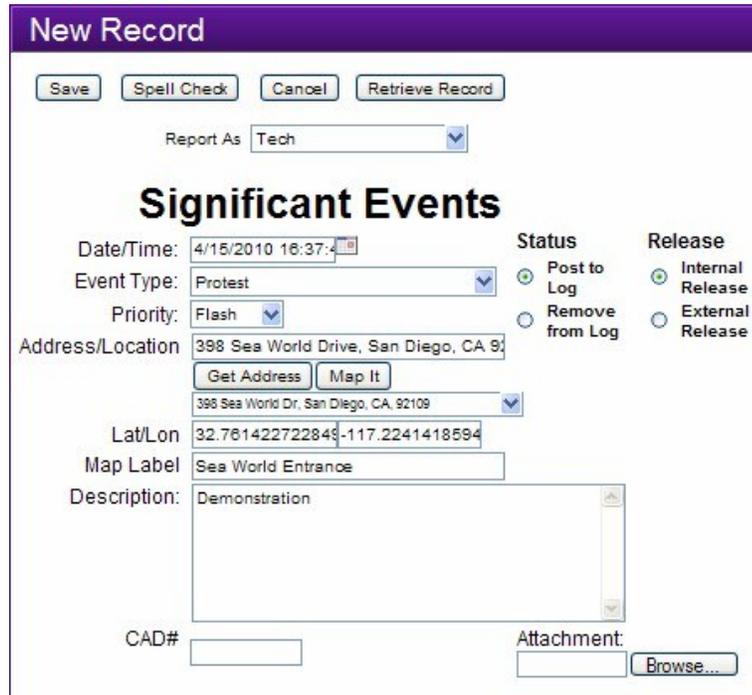
NOTES

- Place the **crosshairs** on the desired location on the map, and select using the **left mouse** button to open the *New Record* window.



NOTES

- In the *New Record* window, complete the fields as applicable. The *Lat/Lon* fields will be already be populated with the coordinates.



- Select the **Save** button to save the record, or select the **Cancel** button to abort the operation.

NOTES

Accessing Data through Mapper

The *WebEOC Boards* menu allows you to access board data without leaving the map interface. Depending on your permissions, you can view, add, or edit board data directly from *Mapper Professional*.

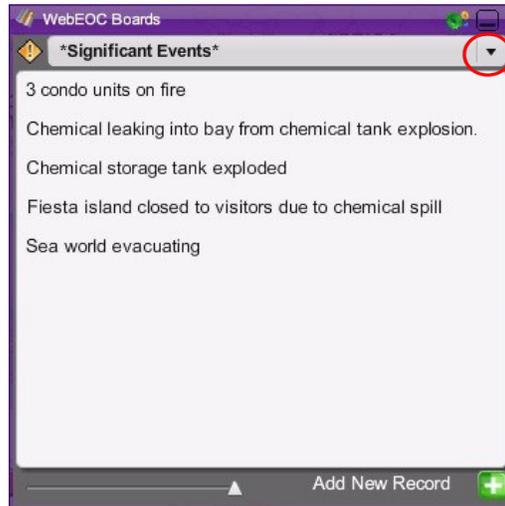
To access board data through *Mapper*, follow the steps below

1. In the *Mapper* window, select the **WebEOC Boards** icon.



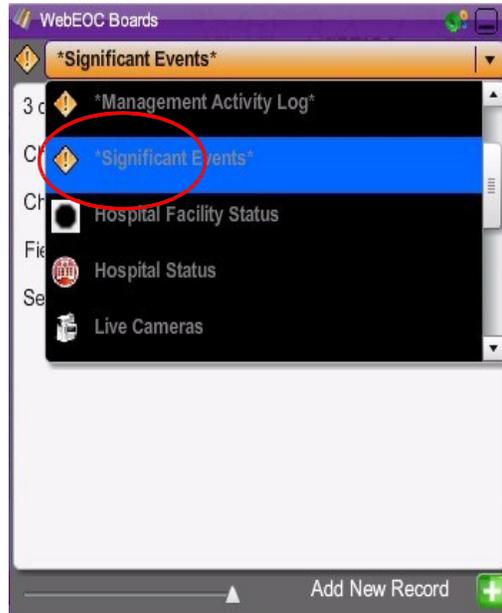
NOTES

2. Select the **drop-down** to view a list of *Mapper*-enabled boards.



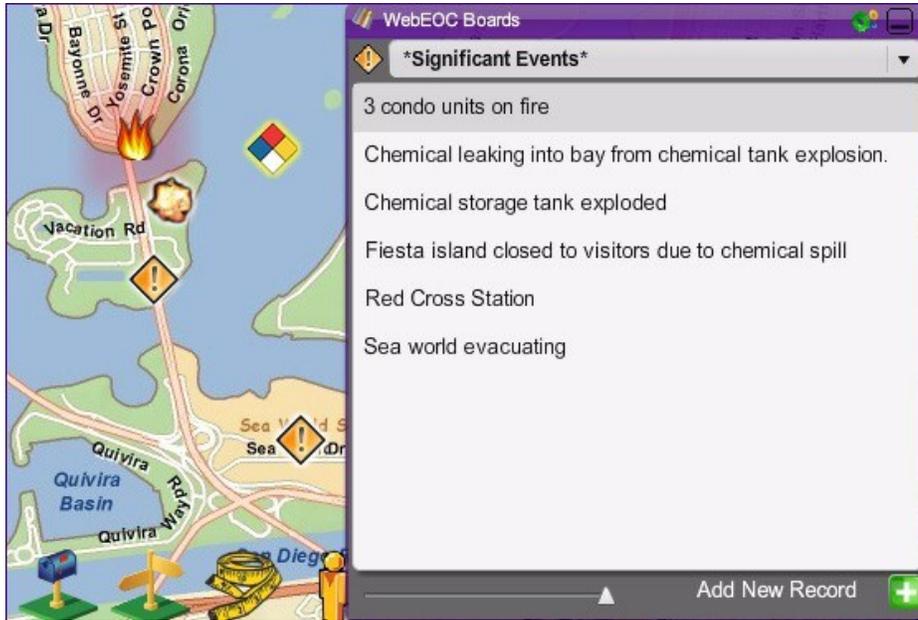
NOTES

3. Select the **board** name from the drop-down list. A list of the mapped points for the board will display in the window.



NOTES

4. In the list of mapped entries, select the **mapped point**. *Mapper* will automatically zoom to and highlight the point that you selected.



NOTES

Editing Data Points

Mapper Professional provides several tools that enable you to edit data points directly from the map. From a mapped point, you can choose to move the data point, edit, or update the data record, or review the data points that are mapped from the same board.

To edit a data point on a map, select the **symbol** on the map. The map symbol opens to display four options.



Move Location of a Data Point

To move the location of a data point, select the **Move** icon. A pop-up window with four options will appear.

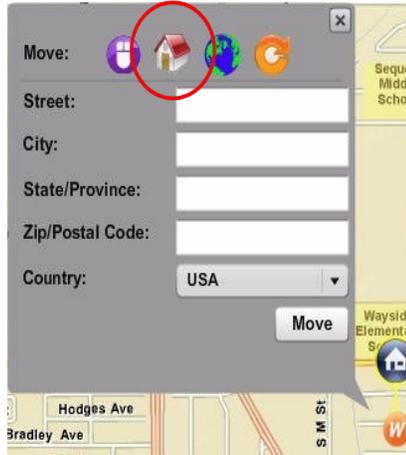
To move a point, select one of the following four options.

1. **By mouse:** Select the **mouse** icon. A crosshair will appear with the latitude and longitude highlighted. Move the **crosshair** to a new point on the map and release.



NOTES

2. **By address:** Select the **address** icon, and enter the **address**. Select the **Move** button. The point will move to the new location.



3. **By lat/long:** Select the **globe** icon to move the point to a predetermined latitude and longitude. Enter the **Decimal Latitude** and **Decimal Longitude**, and select the **Move** button. The point will move to the new coordinates.



NOTES

4. **To previous location:** Select the **To Previous Location** icon to move the point back to its previous location.



Editing Board Data through Mapper

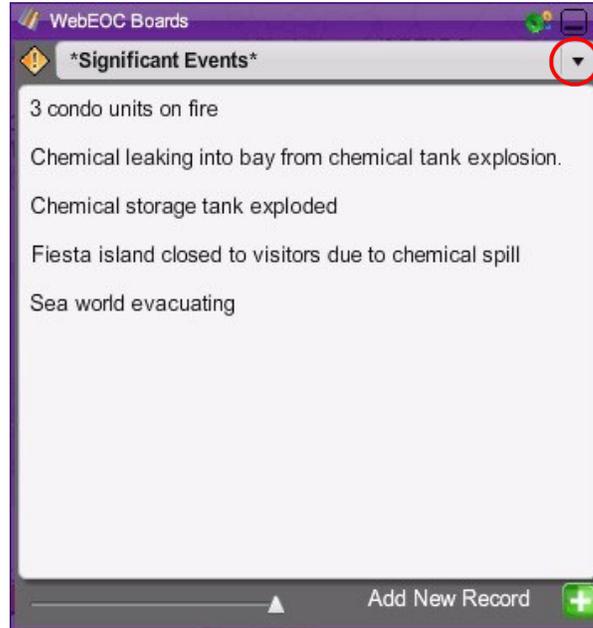
To edit board data through *Mapper*, follow the steps below.

1. In the *Mapper* window, select the **WebEOC Boards** icon.



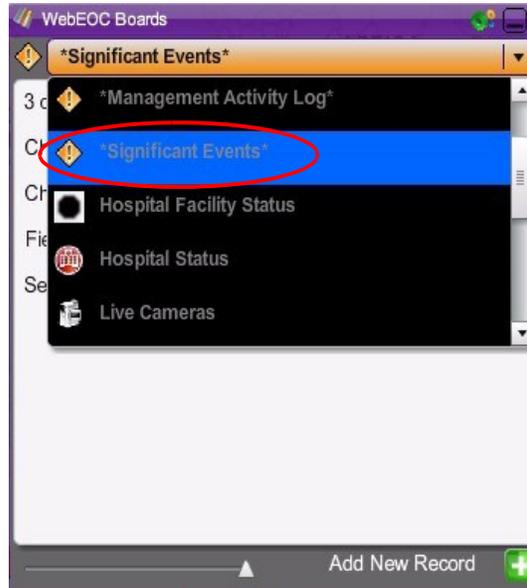
NOTES

2. Select the **drop-down** list to view a list of *Mapper*-enabled boards.



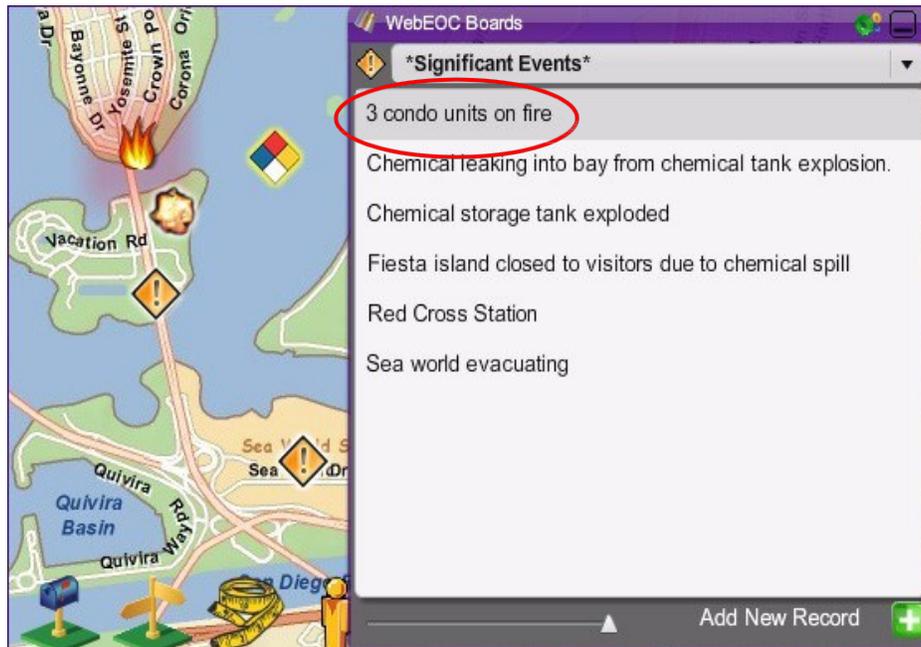
NOTES

3. Select the **board** name from the drop-down list.



NOTES

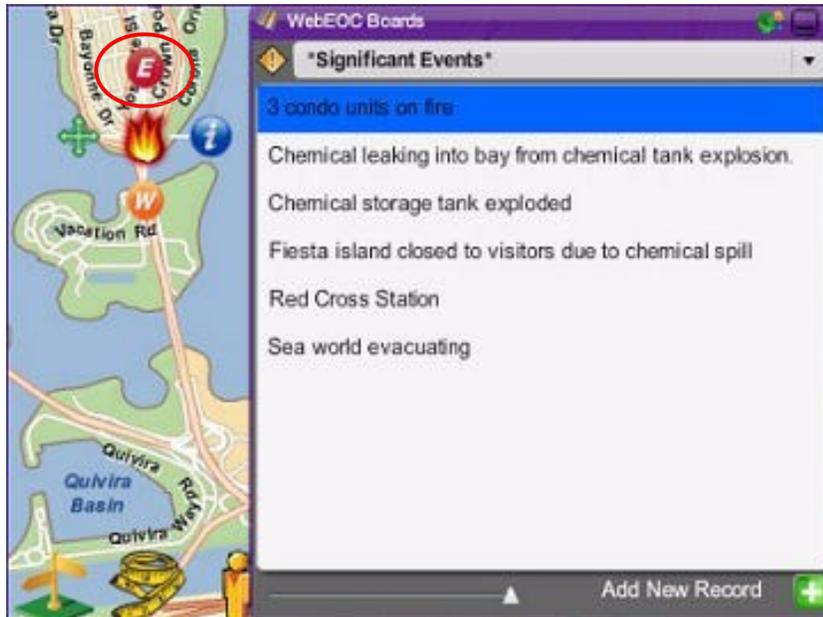
4. Select the **mapped point** from the drop-down list. *Mapper* will zoom and highlight the point that you selected.



5. Select the **point** on the map to access the edit icon. The point will flare open.

NOTES

6. Select the **Edit in WebEOC** icon. An *Update Record* window will open.



NOTES

- In the *Update Record* window, edit the record and select the **Save** button.

Update Record 84

Significant Events

Date/Time:

Event Type:

Priority:

Address/Location:

Lat/Lon:

Map Label:

Description:

CAD#:

Attachment:

Status

Post to Log

Remove from Log

Release

Internal Release

External Release

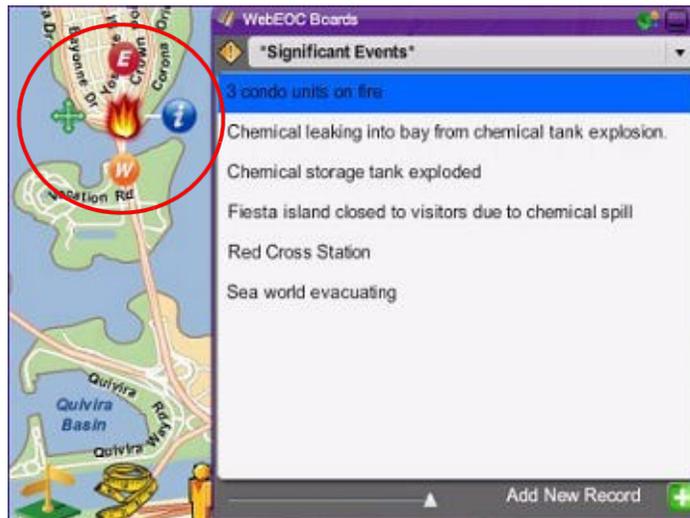
When the record is updated, *Mapper* will zoom to the data point, and the point will flash on and off to indicate that an update was made.

NOTES

Viewing a WebEOC Board Entry

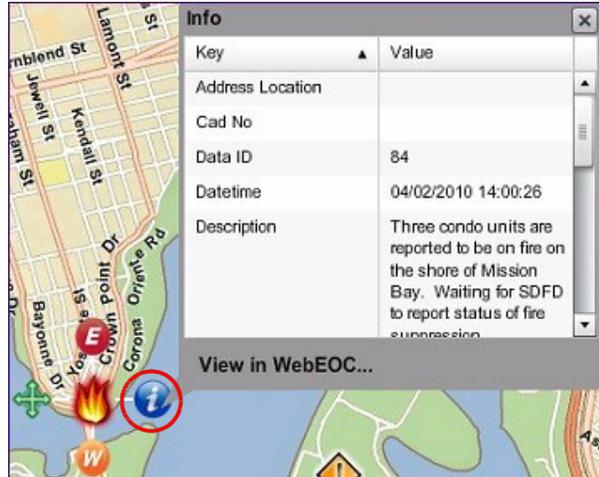
To view a WebEOC board entry from the map, follow the steps below.

1. In the *Mapper* window, select the **WebEOC Boards** icon.
2. Select the **drop-down** list to view a list of *Mapper*-enabled boards.
3. Select the **board name** from the drop-down list.
4. Select the **mapped point**. *Mapper* will zoom and highlight the point that you selected.
5. Select the **point** on the map to display the view option. The point will flare open.



NOTES

- To view the record detail, select the *Info* icon. An *Info* pop-up window will open and display the record information. You can also select the *View in WebEOC* link to access the record from the status board display.



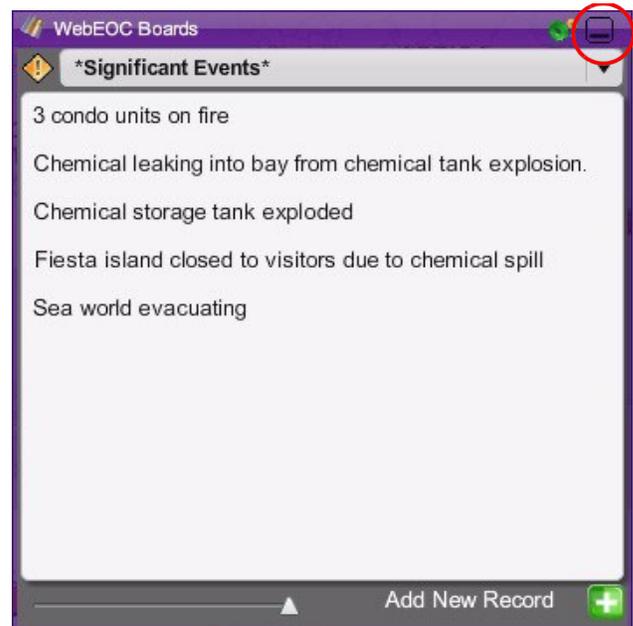
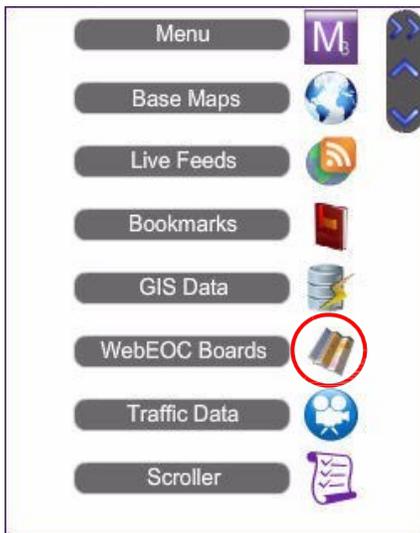
NOTES

How to Use Menus

Menus provide an easy way to access the options available each menu in *Mapper: Main Menu, Base Maps, Live Feeds, Bookmarks, GIS Data, WebEOC Boards, and Scroller*. This section provides you with detailed instructions on how to use each menu.

Navigational Features

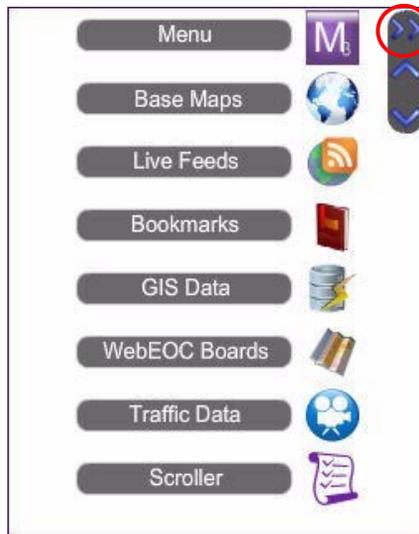
Menus are located in the upper right corner of the map. Each menu is labeled and has an associated icon on the right. Select the **icon** to open the menu. To close the menu, select the **minimize** button.



NOTES

To hide all menus from view, select the **double arrows**. To re-display the menus, select the **double arrows** again.

When several menus are open at the same time, you can use the **down** or **up** arrow to scroll to the menu you want.



NOTES

Using the Main Menu

The main menu in *Mapper Professional* controls access to all the available *Menus* and *Tools*. Most *Menus* and *Tools* are displayed by default when *Mapper* is initially opened. You have the option to display or hide a menu or a tool from the map display.

Displaying and Hiding Menu Items

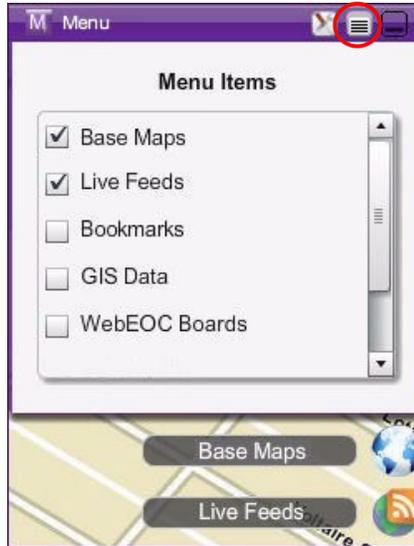
To display or hide menu items in the map window, follow the steps below.

1. In the *Mapper* window, select the **main menu** icon.



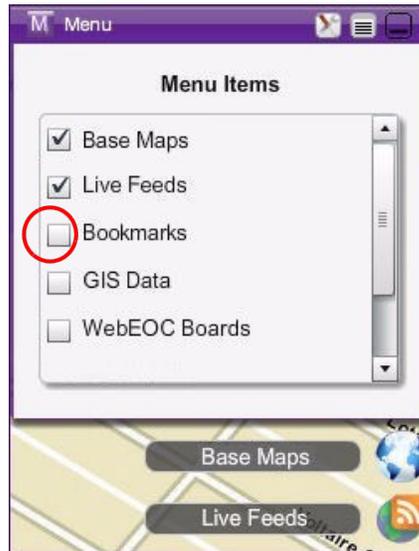
NOTES

2. Select the **Menu Item Selection** icon. A *Menu Items* list will be displayed.



NOTES

3. Select the **checkbox** of the menu item that you want to add to the *Mapper* window.



4. Deselect the **checkbox** of the menu item that you do not want to remove from the *Mapper* window.
5. Minimize the *Menu* window.

NOTES

Displaying Tools

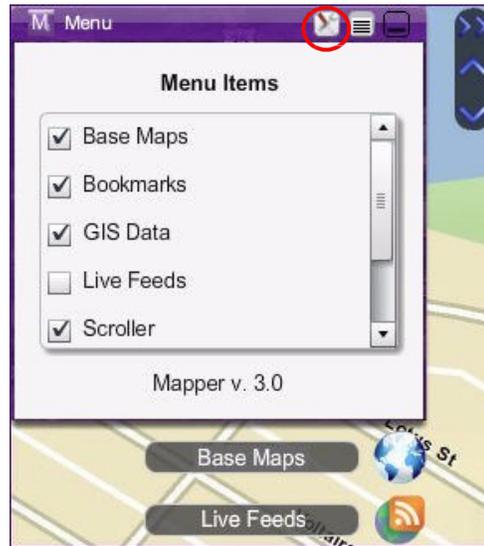
To display or hide a tool on the map display, follow the steps below.

1. In the *Mapper* window, select the **main menu** icon.

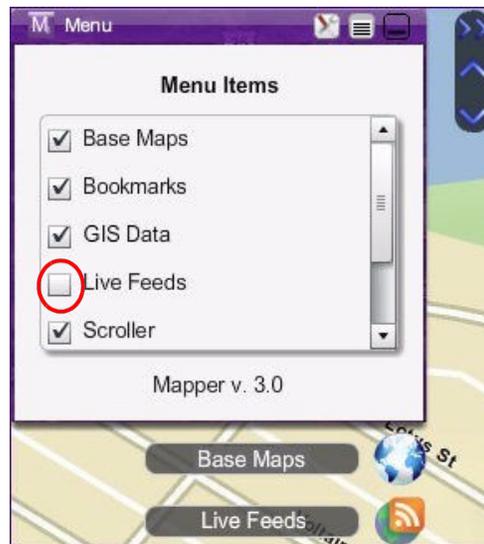


NOTES

2. Select the **Toolbar Selection** icon. A *Toolbars* list will appear.



3. Select the **checkbox** of the tool that you want displayed.



NOTES

The tool icon will appear in the *Toolbar* on the map display.



4. To remove a tool icon from the *Toolbar*, deselect the **checkbox**.
5. Minimize the *Menu* window

Using the Base Maps Menu

In the *Base Maps* menu, you can configure how the base maps or layers are displayed in the *Mapper* window. You can change the order, the opacity level, or remove a base map from the *Mapper* window.

The following topics are covered in this section.

- Changing the opacity
- Setting the auto-refresh
- Arranging the order of base maps
- Removing a base map from the display
- Adding base maps (preconfigured and custom)

NOTES

Changing the Base Maps Opacity

Opacity refers to how opaque or transparent you want to make the base map. You can change the opacity settings for each base map while viewing the map display. You can set the sliding opacity scale starting from 100% opaque (non-transparent) to zero (completely transparent). The less opaque, the more transparent the layer attributes become making the next layer more visible.

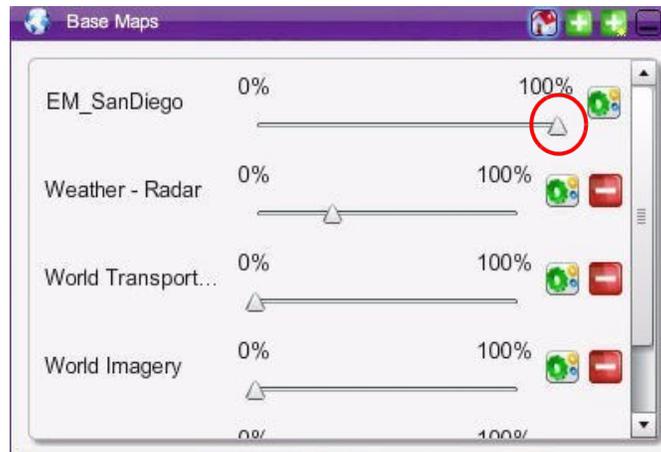
To change the opacity of a base map in *Mapper*, follow the steps below.

1. In the *Mapper* window, select the **Base Maps** icon.



NOTES

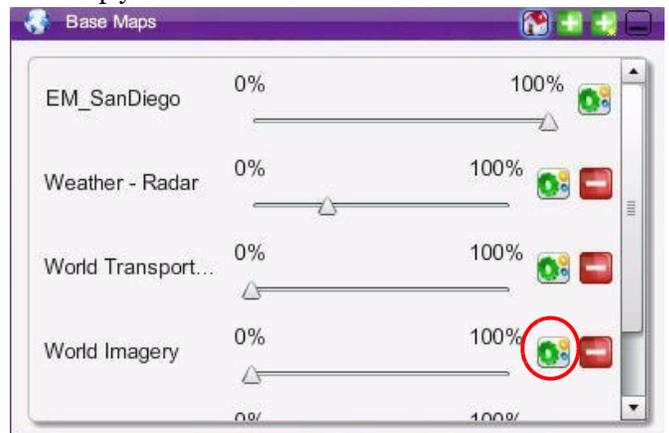
- In the *Base Maps* window, set the **opacity scale** for the base map by sliding the arrow to the desired level. As you decrease the opacity level, the more visible the next layer becomes.



Setting the Auto-Refresh for a Base Map

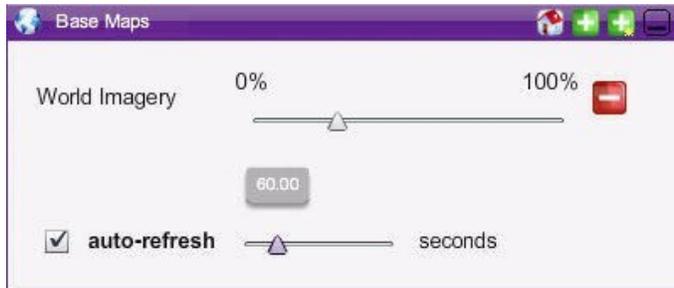
You can set an auto-refresh time for how often the base map display will update. To set the auto-fresh for a base map, follow the steps below.

- In the *Mapper* window, select the **Base Maps** icon.
- Select the **Layer Settings** button for the base map you want to set the auto-refresh value.



NOTES

3. Select the auto-refresh **checkbox**, and set the number of seconds (5-240 seconds) for the time interval between refreshes.

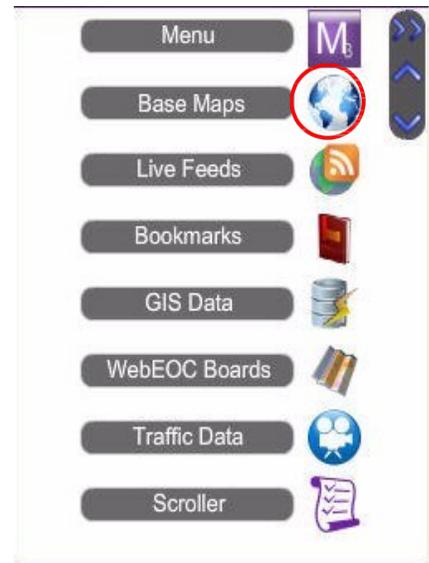


Changing the Order of Base Maps

You can arrange the order of how the base maps are displayed in the *Mapper* window. The base maps are ordered from the top (first) layer to the bottom (last) layer. Depending upon the opacity settings, the top layer is more visible than the other base maps.

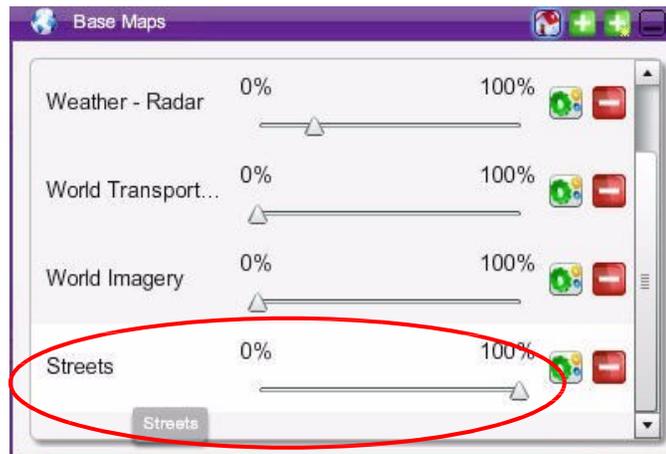
To arrange the display order of base maps, follow the steps below.

1. In the *Mapper* window, select the **Base Maps** icon.



NOTES

- In the *Base Maps* window, left click on the **base map**, and drag-and-drop it to the desired position in the list.



Removing a Base Map

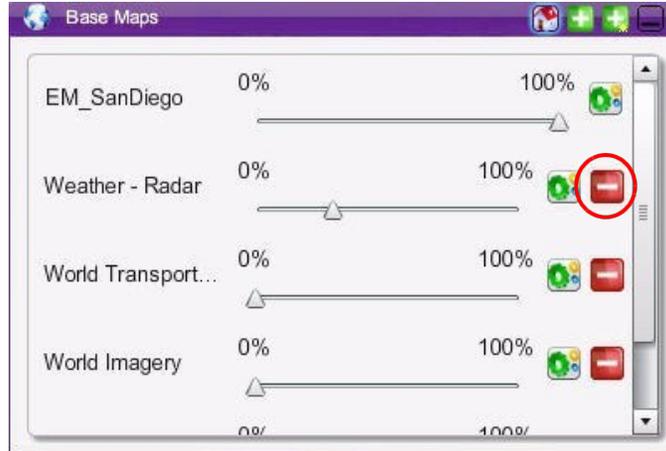
To remove a base map from the map display, follow the steps below.

- In the *Mapper* window, select the **Base Maps** icon.



NOTES

2. In the *Base Maps* window, select the **Remove Layer** button for the base map you want to remove. This will permanently remove the base map from *Mapper*. No dialog window will appear to confirm the removal of the base map.



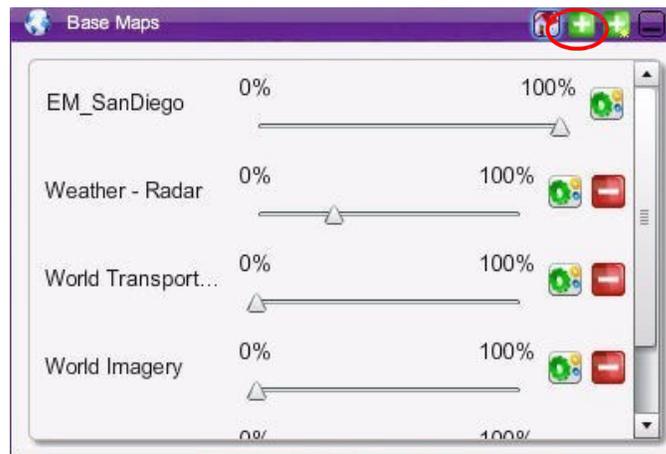
NOTES

Adding a Preconfigured Base Map

Preconfigured base maps are permanent maps the WebEOC Administrator has setup in WebEOC *Mapper Admin*. They can be removed (or hidden) from the *Mapper* window, but cannot be deleted from the application itself. Preconfigured base maps are listed separately in the *Base Maps* menu and are available for display in *Mapper*.

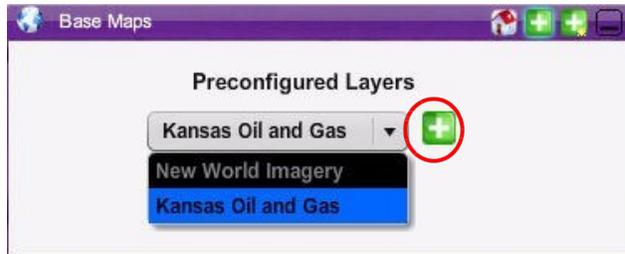
To add a preconfigured base map to the map display, follow the steps below.

1. In the *Mapper* window, select the **Base Maps** icon.
2. In the *Base Maps* window, select the **Add Preconfigured Layer** button.



NOTES

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 *Base Maps*.



NOTES

The *Preconfigured Layer* will appear at the top of the base map list, and displayed in the *Map-per* window.



Note: If the preconfigured layer does not appear in your display, zoom out to increase your display view, and then pan to the location where the layer would be located.

NOTES

Adding a Custom Base Map

You can add a custom base map to *Mapper*. Custom base maps added through the *Base Maps* menu are only available during your current log-in session. The custom base map will not be saved after you log out of your WebEOC session. See your administrator to have a base map permanently added to *Mapper*.

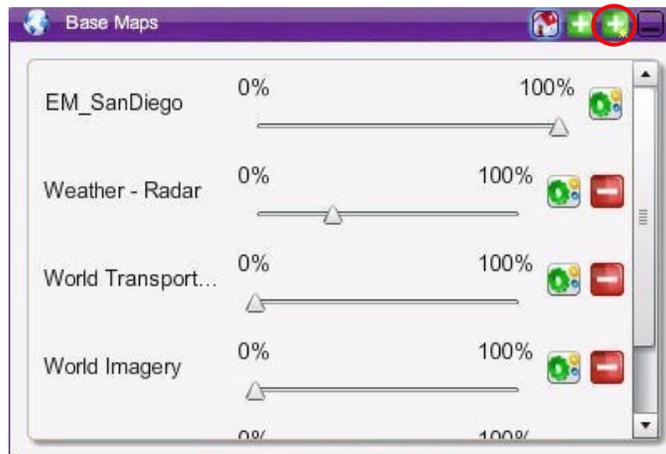
To add a custom base map, follow the steps below.

1. In the *Mapper* window, select the **Base Maps** icon.

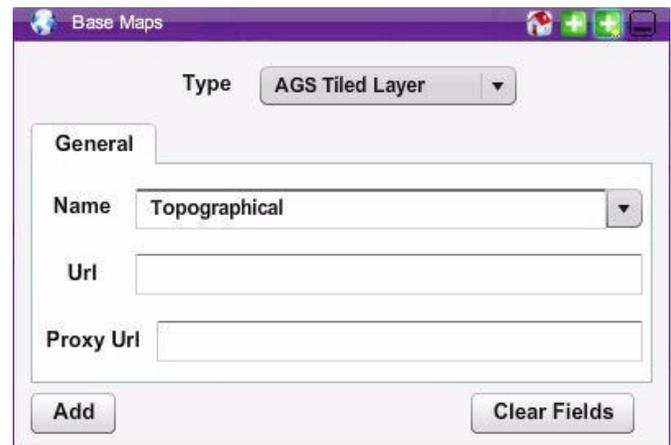


NOTES

- In the *Base Maps* window, select the **Add Custom Layer** button.



- Select the **Type** from the drop-down list.
- Enter the **name** for the base map in the *Name* drop-down list.
- Enter the **URL**.
- If required, enter a **Proxy URL**.
- Select the **Add** button to add the base map, or select the **Clear Fields** button to abort the operation.
- Select the **Layer List** button to return to *Base Maps*. Base maps that have been added will appear at the bottom of the list.



NOTES

Using Live Feeds Menu

The *Live Feeds* menu enables you to add a *GeoRSS* feed to *Mapper Professional*. This provides you with a geographical picture to track natural or man-made events in real-time.

Note: Live feeds added to *Mapper* using the *Live Feeds* menu are temporary. For a live feed to be permanent, it must be added in the *WebEOC Mapper* admin manager.

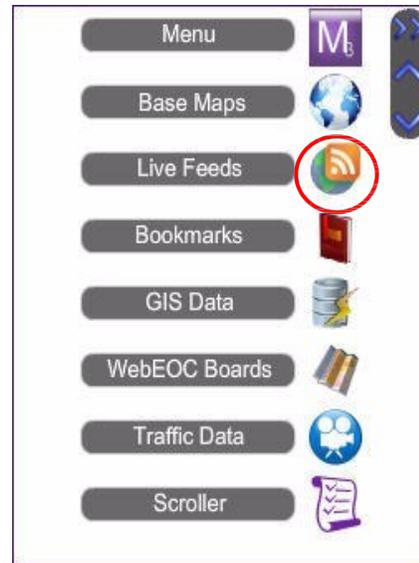
The following tasks are covered in this section.

- Accessing Live Feed Information
- Changing the Opacity Level for Live Feed Markers
- Adding a Live Feed (GeoRSS or KML) to the *Mapper* Display
- Removing a Live Feed from the *Mapper* Display
- Adding a new GeoRSS or KML Live Feed to *Mapper*.

Accessing Live Feed Information

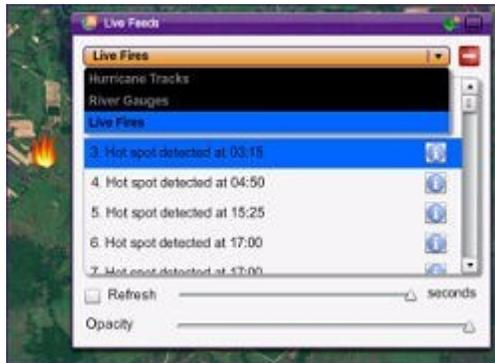
To access *Live Feeds* information, follow the steps below.

1. In the *Mapper* window, select the **Live Feeds** icon.

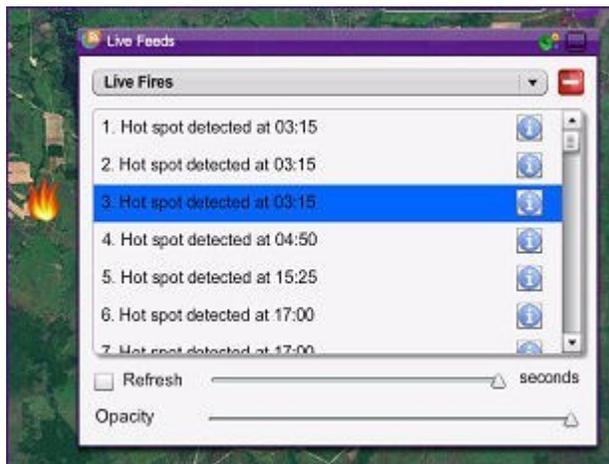


NOTES

- In the *Live Feeds* front view, select the **name** of the live feed from the drop-down list. A list of data points will be displayed.

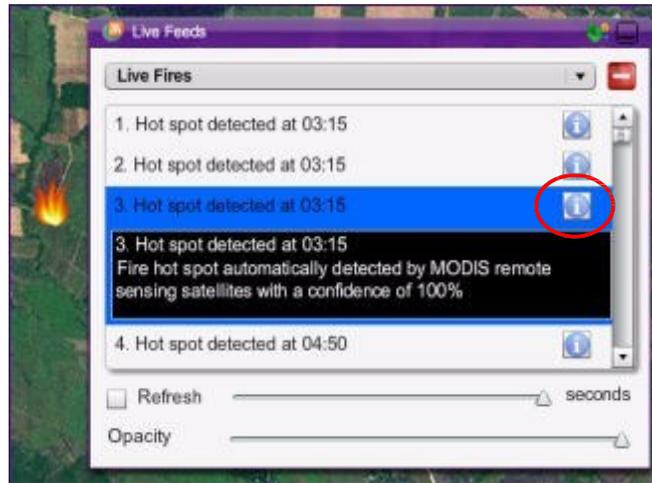


- To view the location for any of the live feed data points, select a **live feed entry**. *Mapper* will move to the location.



NOTES

4. To view a description of the data point, select the **information** button. A drop-down box with a description will be displayed.

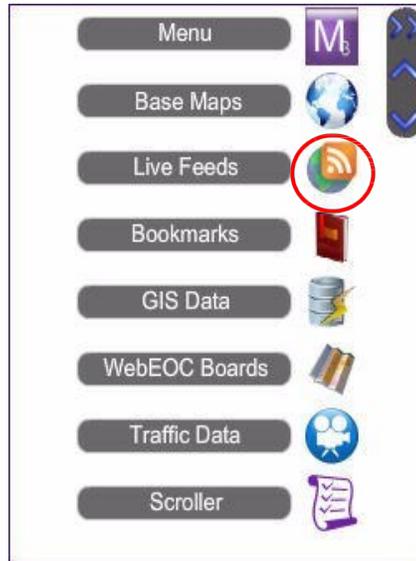


NOTES

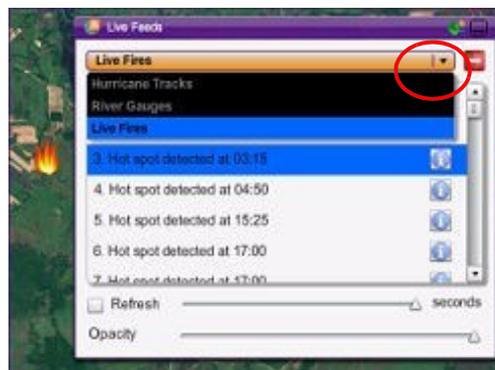
Changing the Opacity Level for Live Feed Markers

To change the opacity level for *Live Feeds* markers, follow the steps below.

1. In the *Mapper* window, select the **Live Feeds** icon.

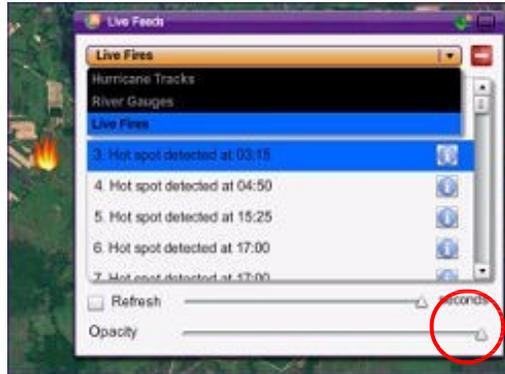


2. In the *Live Feeds* front view window, select the **name** of the live feed from the drop- down list.



NOTES

- Set the **opacity scale** at the bottom of the *Live Feeds* window by sliding the **arrow** to the desired level.

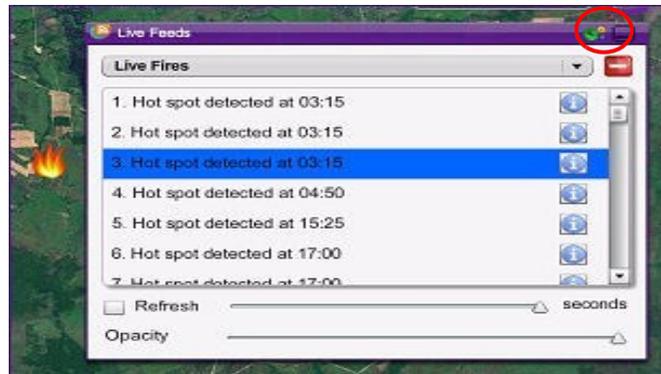


Adding a Live Feed to the Mapper Display

The administrator may have already added live feeds through the admin manager that are available for you to display in *Mapper*. As with most of the menu options, you can choose which live feed items you want to be displayed on the map at any given time.

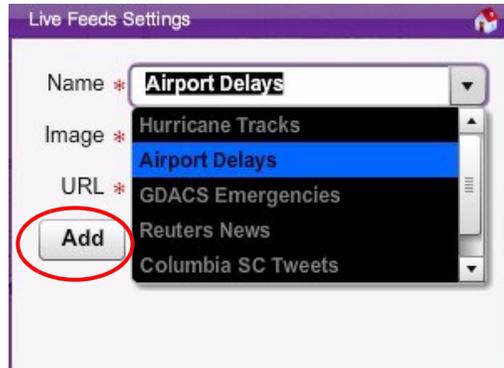
To add a live feed to the map display, follow the steps below.

- Select the **Live Feeds** icon.
- In the *Live Feeds* window, select the **Settings** button. The window will flip to the *Live Feeds Settings* side.



NOTES

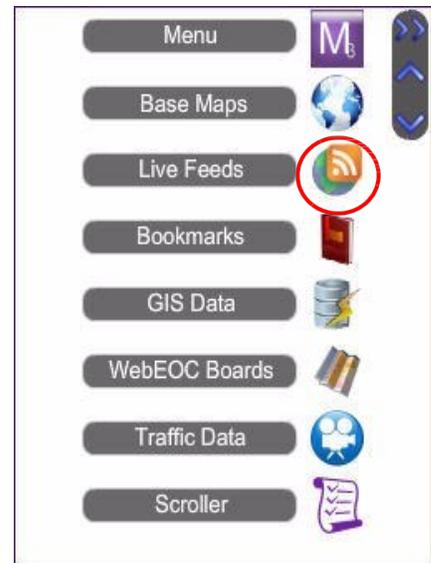
3. Select the **name** of the live feed from the drop-down list, and select the **Add** button. This will add it to the list of live feeds for you to display on the map.



Hiding a Live Feed

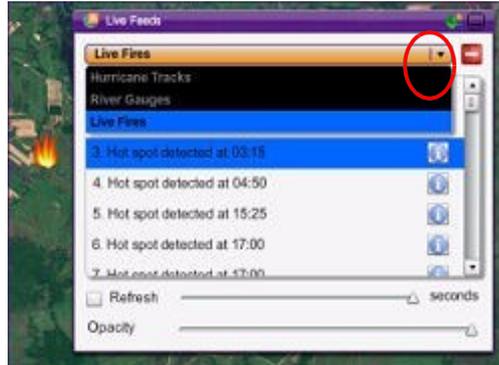
To hide a live feed from the display, follow the steps below.

1. In the *Mapper* window, select the **Live Feeds** icon.

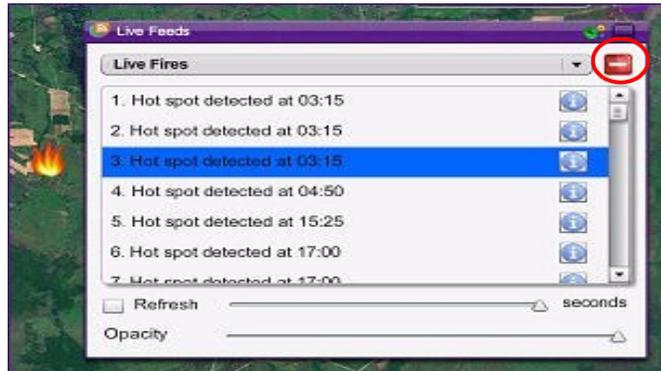


NOTES

2. Select the **name** from the *Live Feeds* drop-down menu.



3. Select the **remove** button new to the *Live Feeds*. The live feed will be removed from the *Mapper* display.



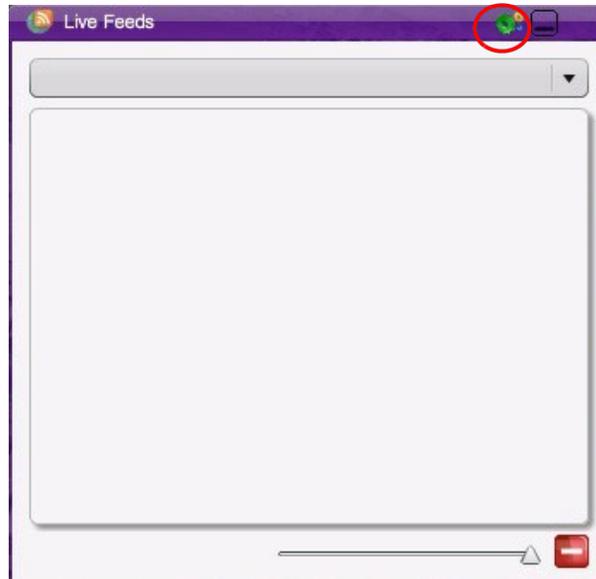
NOTES

Adding a Custom Live Feed

In addition to those live feeds that have been added by the WebEOC Administrator, you can add a custom live feed (GeoRSS or KML) directly to *Mapper*.

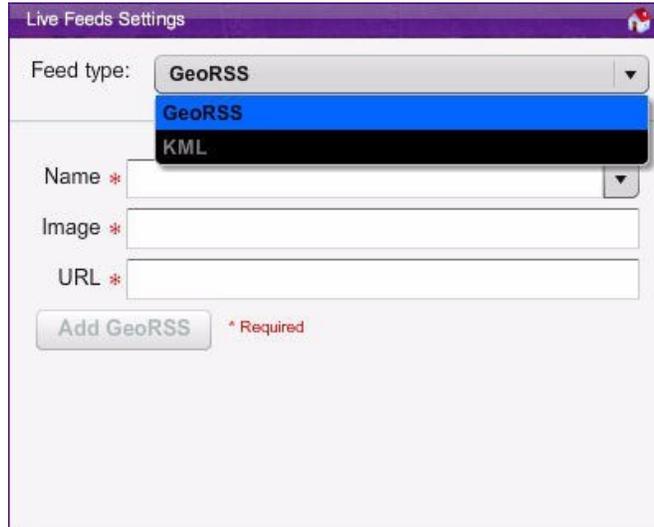
To add a custom live feed to *Mapper*, follow the steps below.

1. In the *Mapper* window, select the **Live Feeds** icon.
2. In the *Live Feeds* window, select the **Settings** button. The window will flip to the *Live Feeds Settings* side.



NOTES

3. Select **GeoRSS** or **KML** from the *Feed type* drop-down menu.

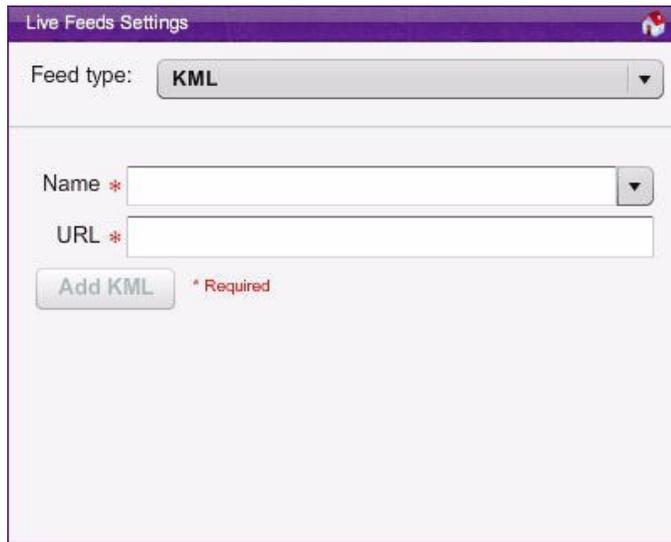


4. Enter the **Name** for the live feed in the drop-down field for *GeoRSS* or *KML*.
5. If you selected *GeoRSS* feed type, enter a **URL** in the *image* field. The preferred image file format is a PNG file, 32 x 32 pixels. The extension for the URL should end in.PNG.

Note: If you selected *KML* feed type, no URL is needed for the image.

NOTES

- For a *KML* feed type, enter the **URL** in the *URL* field. The *URL* will end with a.kml extension.



- Depending on the feed type, select the **Add GeoRSS** or the **Add KML** button. The live feed will be added to the top of the list in the *Live Feeds* menu.

Note: The live feed settings will not be saved after you log out of your WebEOC session. See your administrator to permanently add a live feed to *Mapper*.

NOTES

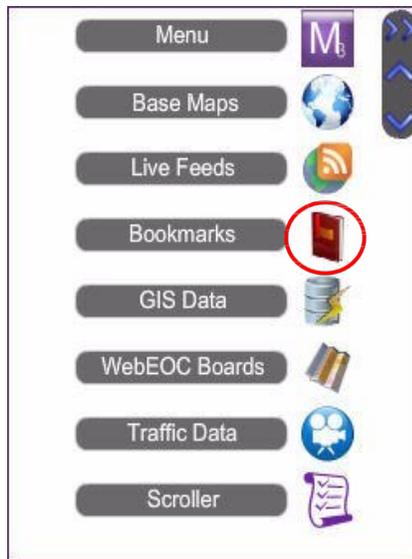
Using the Bookmarks Menu

The *Bookmarks* menu provides you with the tools to create a place holder on a map that can be quickly accessed later. Bookmarks are useful to share drawings, text, or other pertinent annotations associated with a specific data point.

Adding Bookmarks

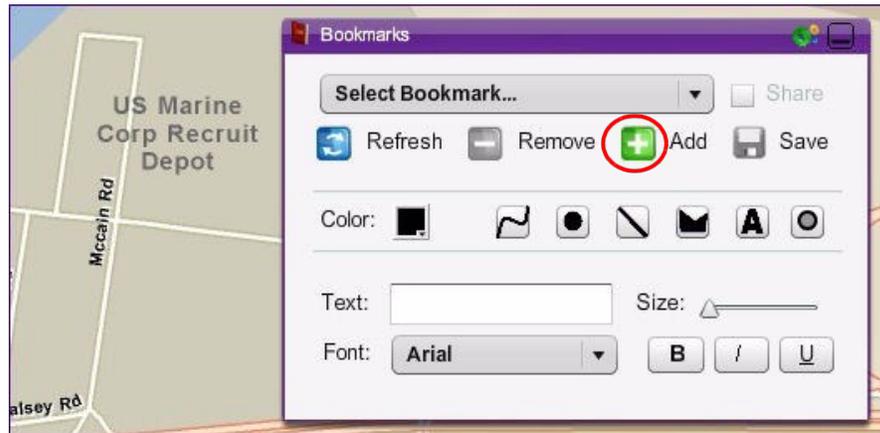
To add a bookmark to *Mapper*, follow the steps below.

1. In the *Mapper* window, zoom to a specific location on the map display.
2. Select the **Bookmarks** icon.

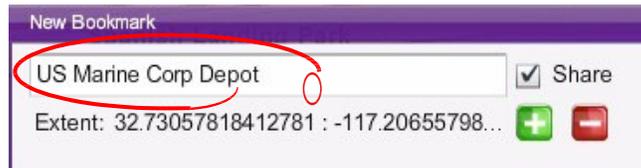


NOTES

- In the *Bookmarks* window, select the **Add Bookmark** button.



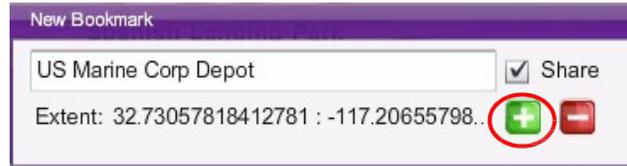
- In the *New Bookmark* window, enter a **name** for the bookmark.



- If you want to share the bookmark with others, select the **Share** checkbox.

NOTES

6. Select the **Add** button to continue.



7. Select the **Save** button. The name of the bookmark will be added to the drop-down list.

Sharing Bookmarks

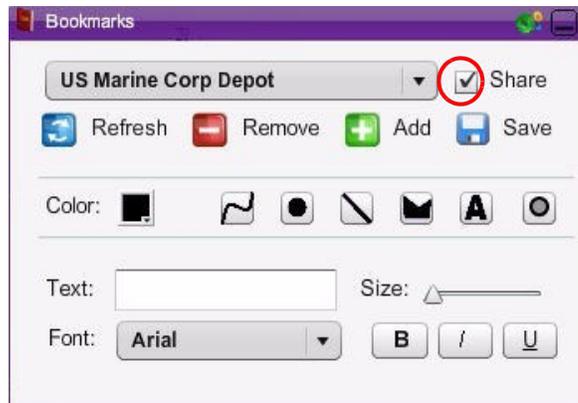
To share a bookmark with other users, follow the steps below.

1. In the *Mapper* window, select the **Bookmarks** icon.
2. In the *Bookmarks* window, select the **name** of the bookmark in the drop-down list.



NOTES

3. Select the **Share** checkbox. The bookmark will be available for other users who have access to *Mapper*.



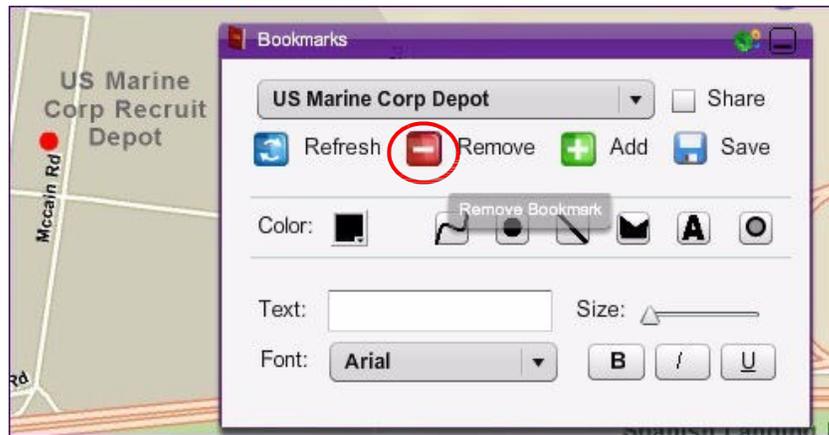
NOTES

Removing Bookmarks

Removing a bookmark will also remove all the annotations associated with the bookmark.

To remove a bookmark from *Mapper*, follow the steps below.

1. In the *Mapper* window, select the **Bookmarks** icon.
2. In the *Bookmarks* window, select the **name** of the bookmark in the drop-down list that you want to remove.
3. Select the **Remove Bookmark** button.



4. In the *Delete Bookmark* pop-up window, select the **Yes** button to remove the selected bookmark, or select the **No** button to abort the operation.

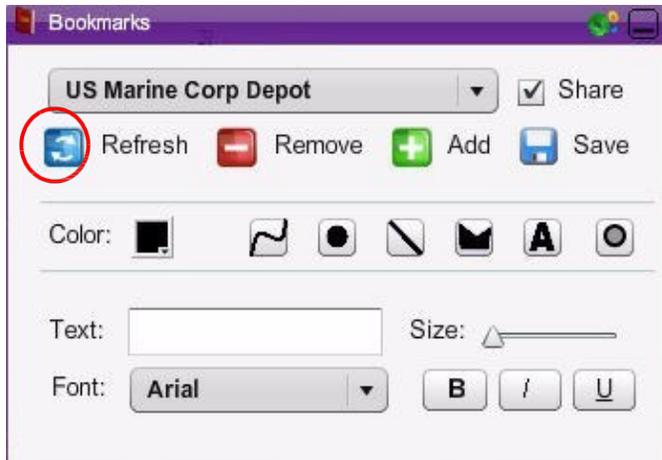
Note: The name and all the annotations associated with the bookmark will be removed.

NOTES

Refreshing Bookmarks

To refresh bookmarks, follow the steps below.

1. In the *Mapper* window, select the **Bookmarks** icon.
2. In the *Bookmarks* window, select the **Refresh Bookmarks** button. This will refresh the display of the bookmark annotations and any recent changes.



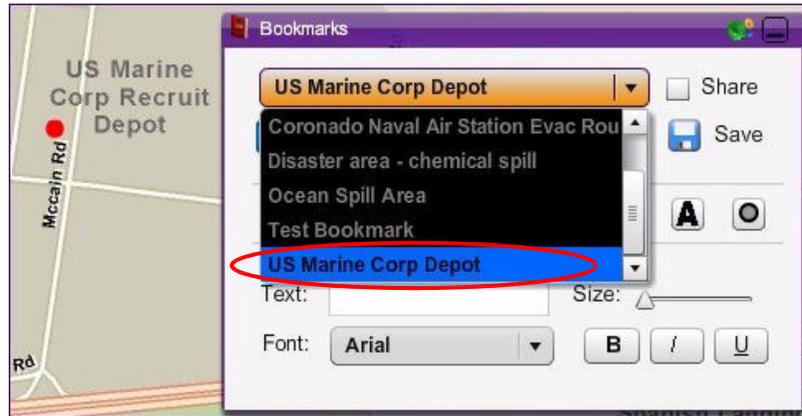
NOTES

Adding Annotations to Bookmarks

Several annotation tools (drawing and text) allow you to add a variety of shapes and text with different colors displayed in *Mapper*. The annotations can be saved with the bookmark for later use.

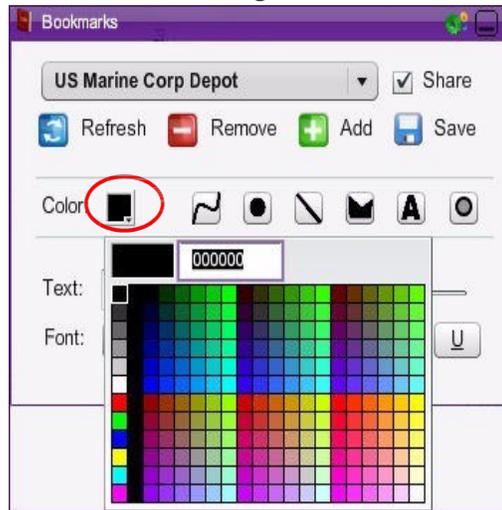
To add a drawing or text to a bookmark, follow the steps below.

1. In the *Mapper* window, select the **Bookmarks** icon.
2. In the *Bookmarks* window, select the **name** of the bookmark in the drop-down list that you want to add a drawing or text.



NOTES

3. Select the **color** for the drawing or text from the color picker.

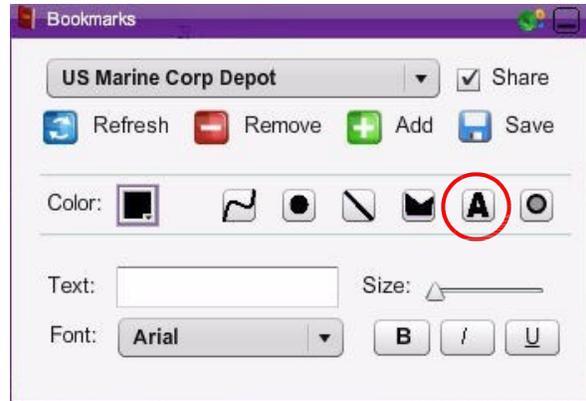


4. Select the **Free Form, Point, Line, Polygon, or Circle** button to create the desired shape on the map.

Note: After you use each tool, you must deselect the button to deactivate it.

NOTES

5. To add text to the map, follow the steps below.
 - a. Select the **Text** button to activate the text tool.
 - b. Enter the **text** in the *Text* field.
 - c. Set the font size by sliding **arrow** to the font size you want.
 - d. Select the **font** from the *Font* drop-down menu.
 - e. You can create **bold**, **italics**, or **underlined** text.
6. Move the **cursor** to the desired point or location, and **left-click** the mouse to place the text on the map.



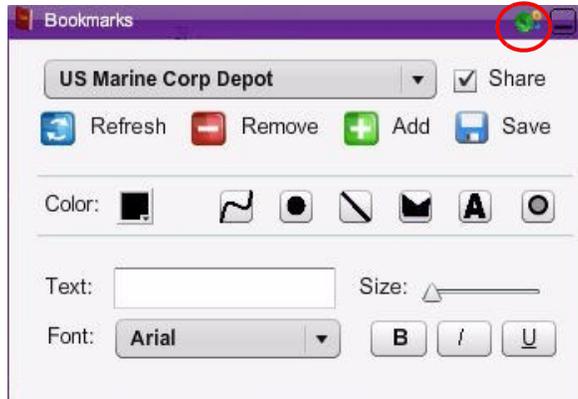
7. Select the **Text** button again to deactivate the tool.
8. Select the **Save** button to save your annotations.

NOTES

Deleting Annotations to a Bookmark

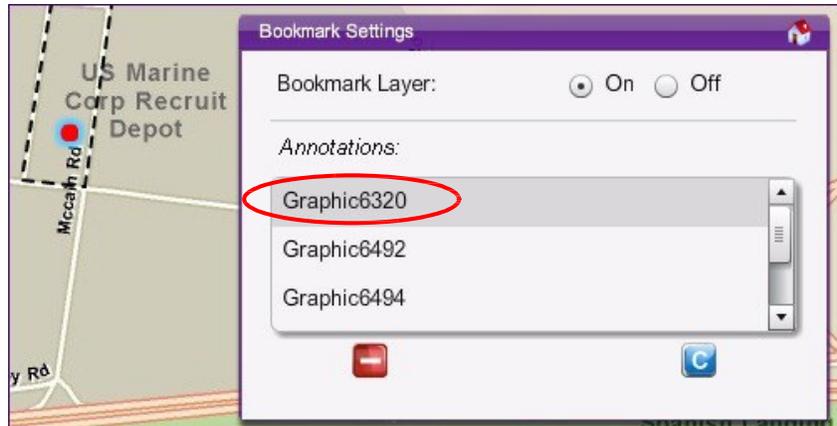
To delete text or a drawing for a bookmark, follow the steps below.

1. In the *Mapper* window, select the **Bookmarks** icon.
2. In the *Bookmarks* window, select the **name** of the bookmark in the drop-down list that you want to edit.
3. Select the **Settings** button. The *Bookmarks* window will flip to *Bookmark Settings*.

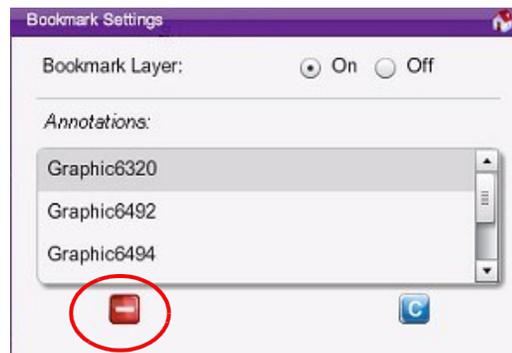


NOTES

4. In the *Bookmark Settings* window, select the **annotation** from the annotation list that you want to delete. The annotations are listed by a graphic number. When you select the graphic number from the list, the associated annotation will be highlighted on the map.



5. Select the **Delete Annotation** button to delete the annotation that is highlighted.

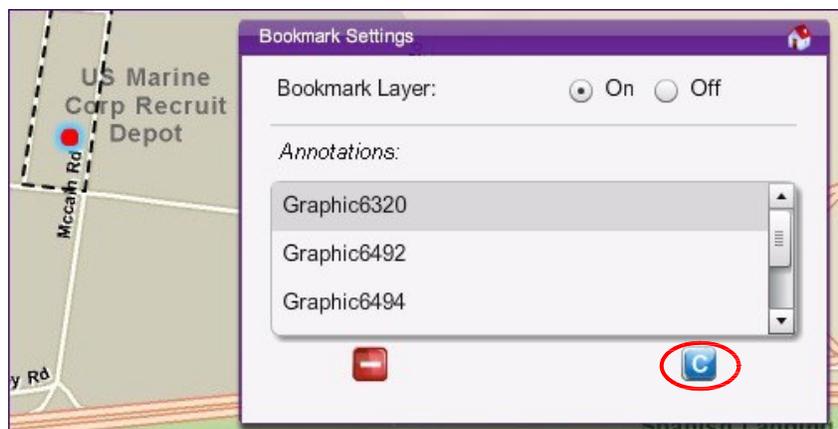


NOTES

Clearing Annotations to a Bookmark

To clear annotations associated with a bookmark, follow the steps below.

1. In the *Mapper* window, select the **Bookmarks** icon.
2. In the *Bookmarks* window, select the **name** of the bookmark in the drop-down list to clear all the annotations.
3. Select the **Settings** button. The *Bookmarks* window will flip to the *Bookmark Settings* side.
4. In the *Bookmark Settings* window, select the **Clear all Annotations** button. All annotations will be deleted.

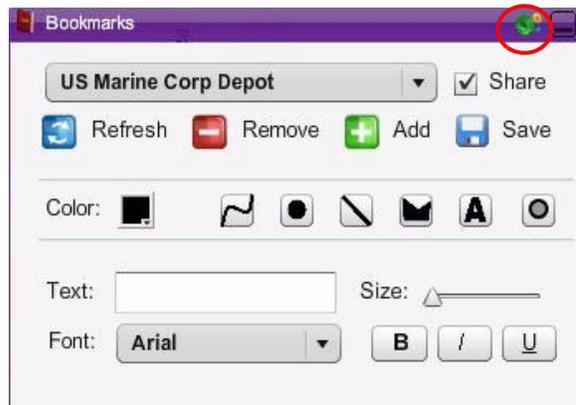


NOTES

Turning Off Bookmark Layers

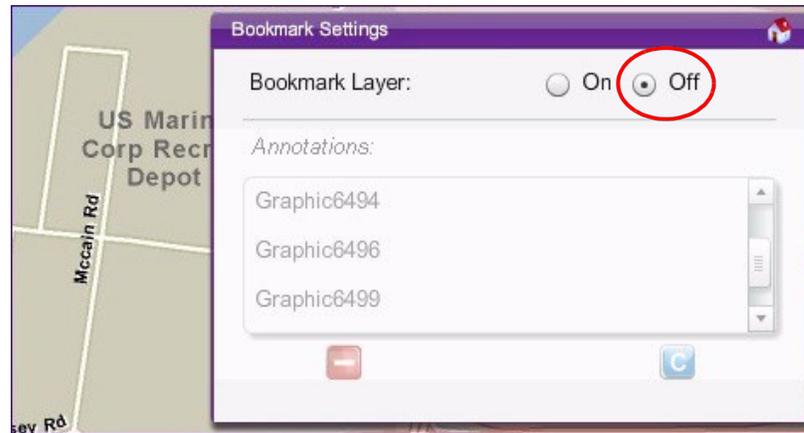
To turn off a *Bookmark Layer*, follow the steps below.

1. In the *Mapper* window, select the **Bookmarks** icon.
2. In the *Bookmarks* window, select the **name** of the bookmark in the drop-down list.
3. Select the **Settings** button. The *Bookmarks* window will flip to the *Bookmark Settings* side.



NOTES

- In the *Bookmark Settings* window, select the **Off** radio button. All the annotations in the list will be grayed out.



The annotations for the bookmark will remain in the *Annotations* list, but will not be visible on the map.

NOTES

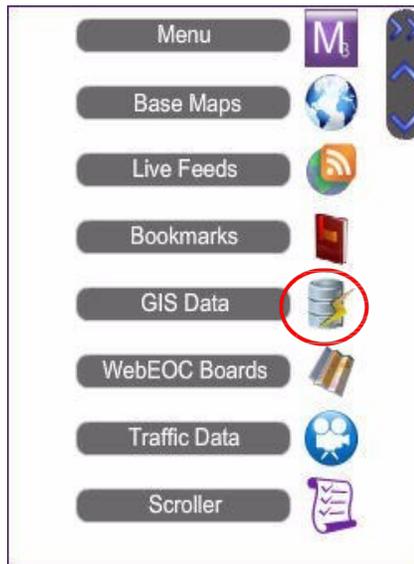
Using the GIS Data Menu

The *GIS Data* menu allows you to 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 include all the file data layers that make up the *ESRI* shape file.

Displaying a Plume Footprint in Mapper

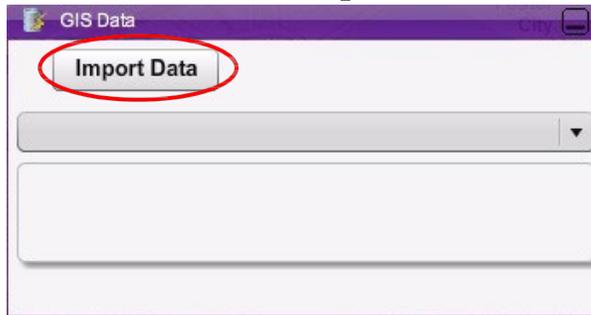
To display a plume footprint in *Mapper Professional*, follow the steps below.

1. In the *Mapper* window, select the **GIS Data** icon.

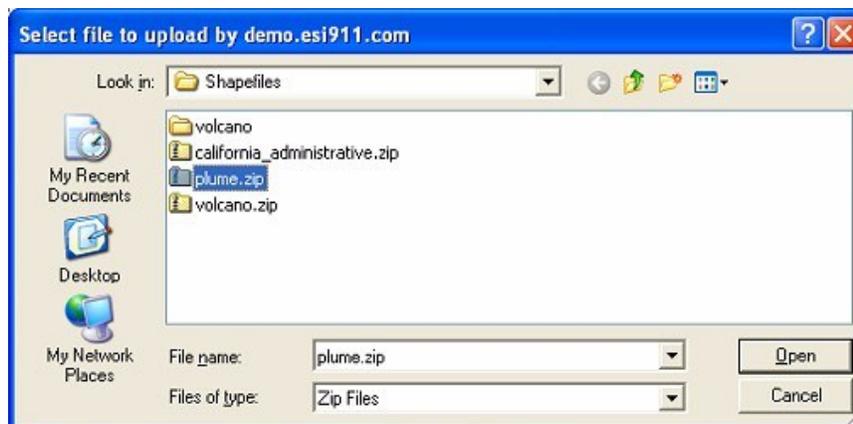


NOTES

- In the *GIS Data* window, select the **Import Data** button.

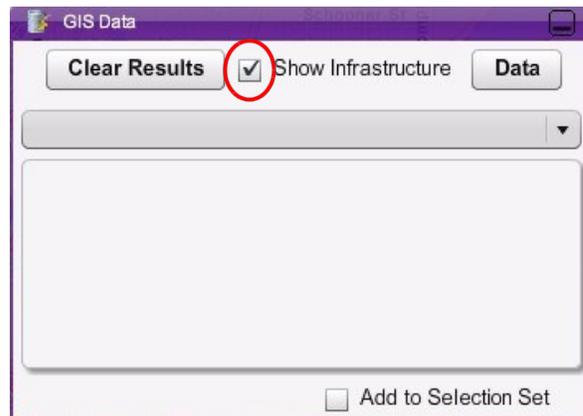


- In the *Select file to upload* window, locate the **zip folder** containing the shape files, and select the **Open** button.

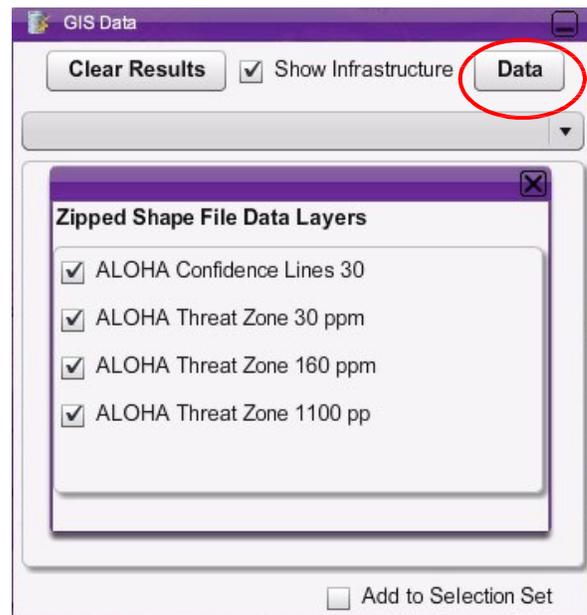


NOTES

4. Select the **checkbox** for *Show Infrastructure* to display a list of infrastructures located in the downwind plume zone in the GIS Data window.

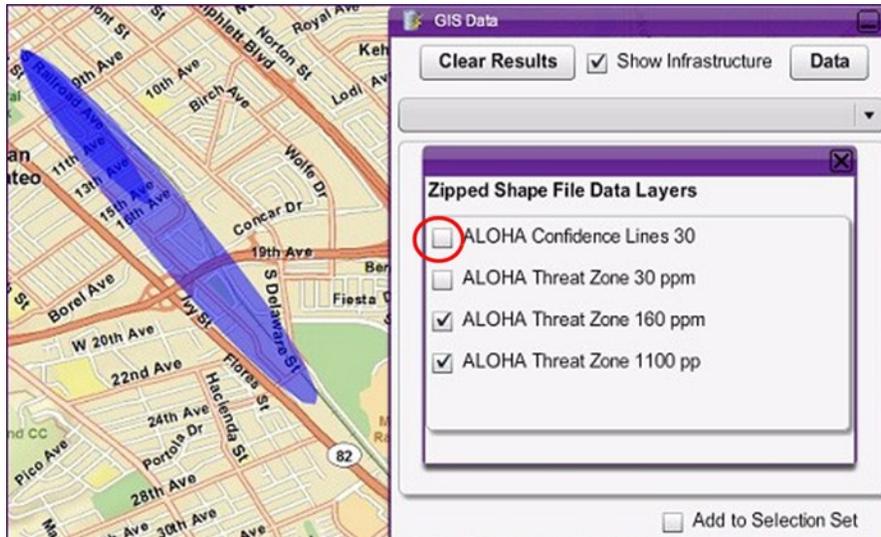


5. Select the **Data** button to display the *Zipped Shape File Data Layers*. By default, all the data layers are checked.



NOTES

- Deselect the **checkbox** for a data layer that you want to remove from the display.



- To clear the data results, select the **Clear Results** button. No confirmation window will appear, and all the files will be removed from *Mapper*.

NOTES

Using WebEOC Boards Menu

This section provides instructions on how to use the *WebEOC Boards Settings*. The following topics are covered in this section.

- Changing Opacity Settings
- Activating View Labels
- Enabling Board Clustering
- Hiding Board Layers
- Displaying Board Layers

Note: When you exit *Mapper Professional*, all of the changes that you made to *WebEOC Boards Settings* will reset to the default settings.

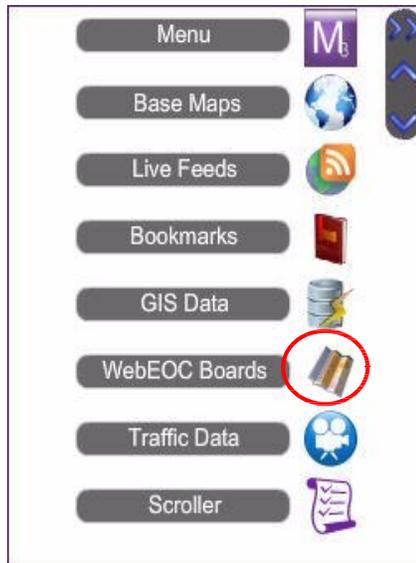
NOTES

Changing Opacity Settings

To maintain the visibility of the background map and to better view street names and locations, you can change the opacity level of the board layer markers. Setting the opacity level allows you to “see through” a marker and view the base map behind it.

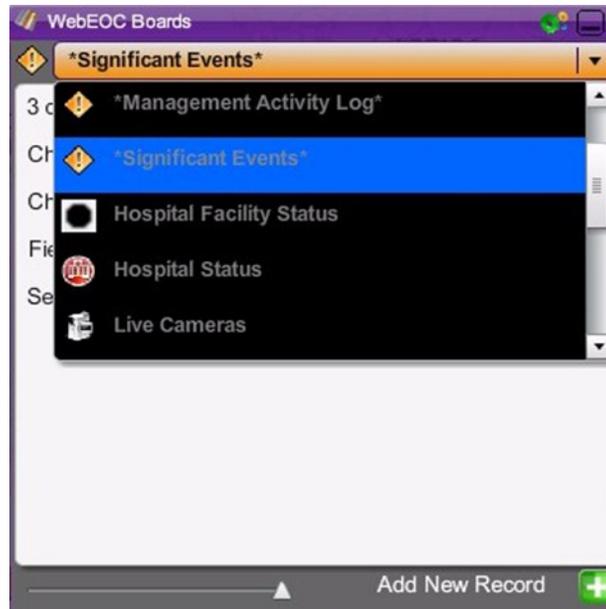
To change the opacity settings for a board layer, follow the steps below.

1. In the *Mapper* window, select the **WebEOC Boards** icon.



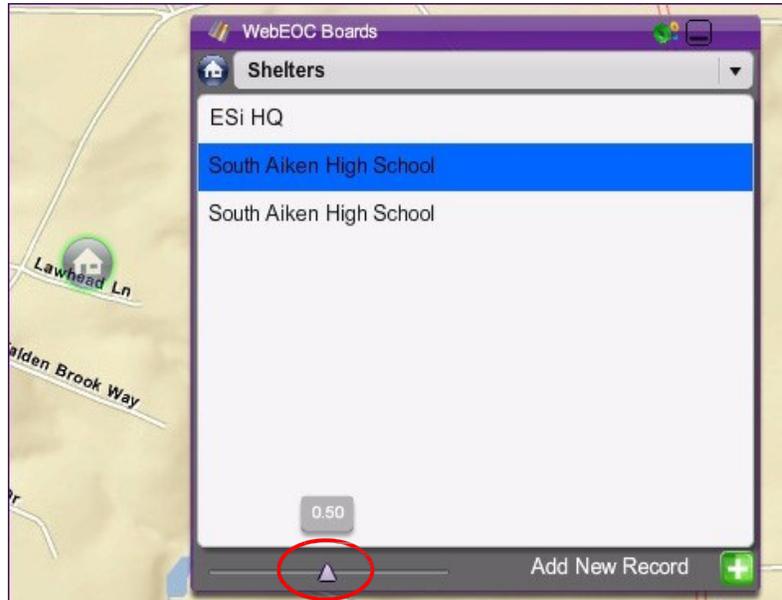
NOTES

- In the *WebEOC Boards* window, select the **name** of the board from the drop-down list.



NOTES

3. In the *WebEOC Boards* window, set the opacity level by sliding the **arrow** to the left. All of the markers for the selected board layer will become less opaque.

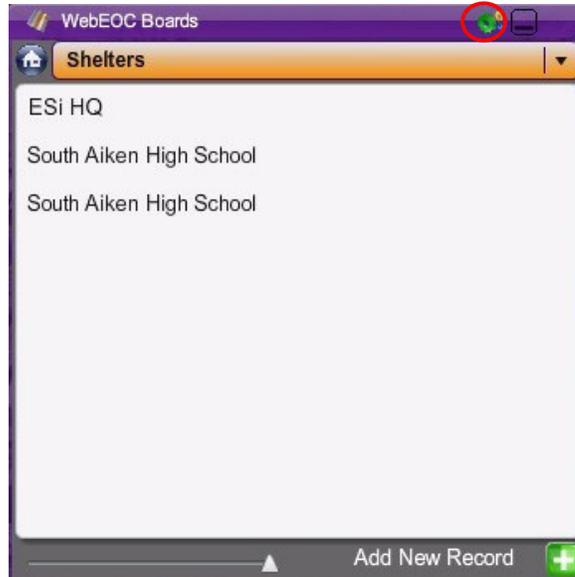


NOTES

Activating View Labels

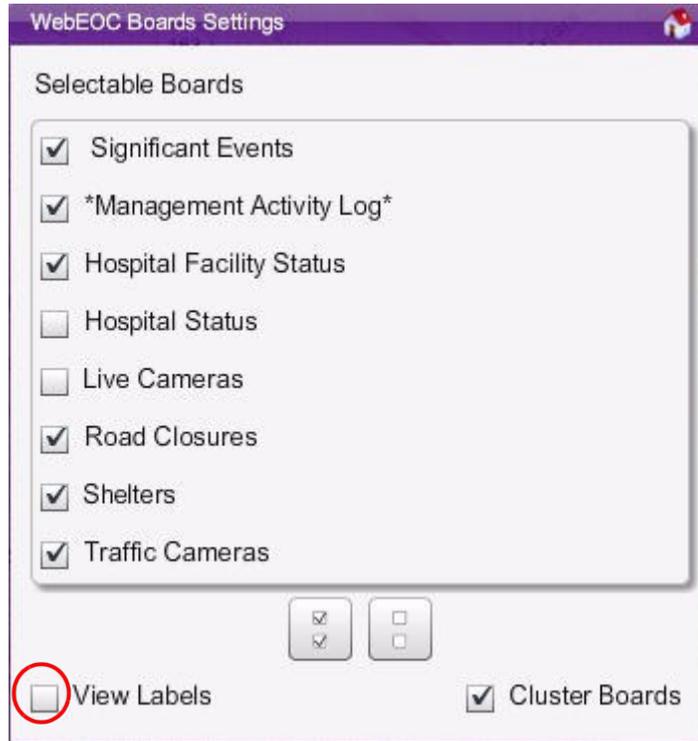
To display labels with the markers, follow the steps below.

1. In the *Mapper* window, select the **WebEOC Boards** icon.
2. In the *WebEOC Boards* window, select the **Settings** button. The *WebEOC Boards* view will flip to the *WebEOC Boards Settings* view.



NOTES

3. In the *WebEOC Boards Settings* view, select the *View Labels* **checkbox** to display the labels for the mapped points.



4. To hide the labels in the map view, deselect the **checkbox**.

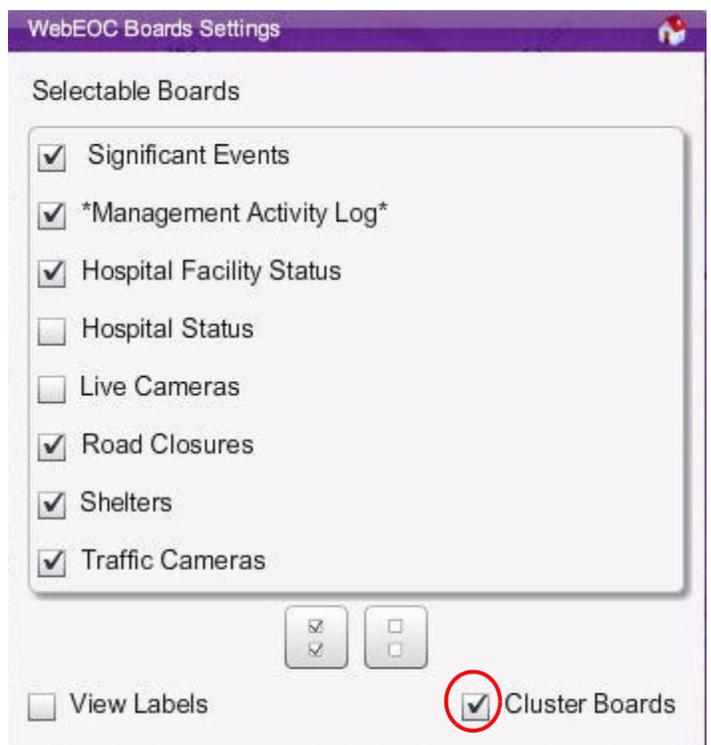
NOTES

Enabling Board Clustering

To enable the *Cluster Boards* feature, follow the steps below.

1. In the *Mapper* window, select the **WebEOC Boards** icon.
2. In the *WebEOC Boards* window, select the **Settings** button. The *WebEOC Boards* view will flip to the *WebEOC Boards Settings* view.
3. Select the **checkbox** for *Cluster Boards*.

Data points from boards can now be shown as a cluster on the map display. See the section Titled *Clustering Icons* for additional details.

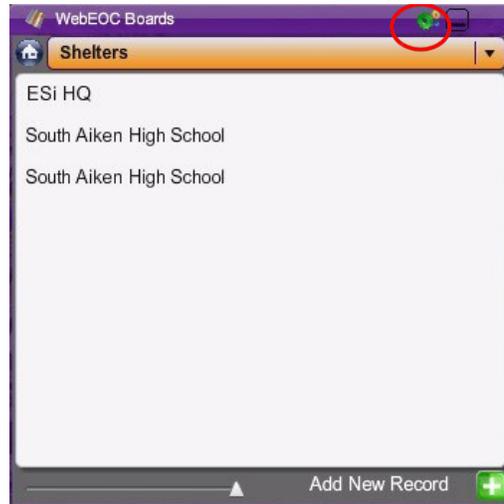


NOTES

Hiding Board Layers

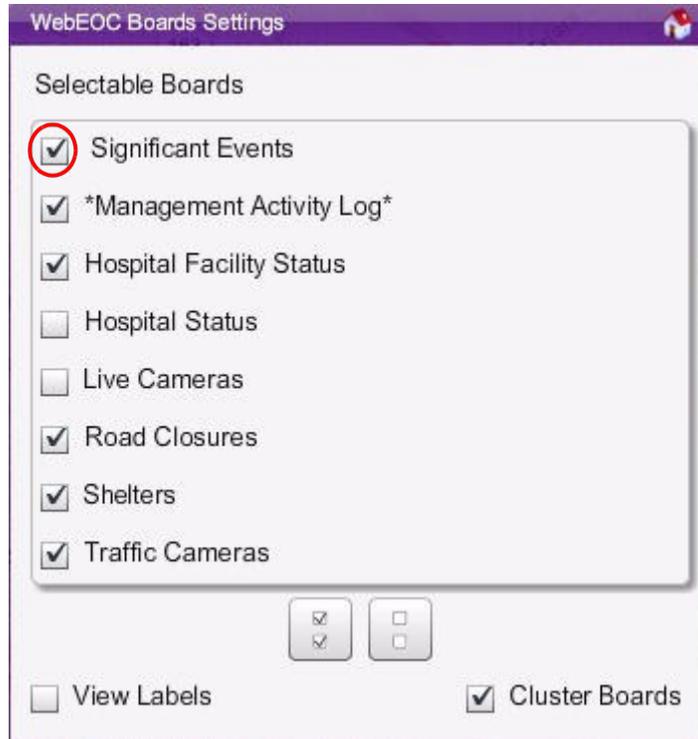
To hide board layers on the display in *Mapper*, follow the steps below.

1. In the *Mapper* window, select the **WebEOC Boards** icon.
2. In the *WebEOC Boards* window, select the **Settings** button. The *WebEOC Boards* view will flip to the *WebEOC Boards Settings* window.



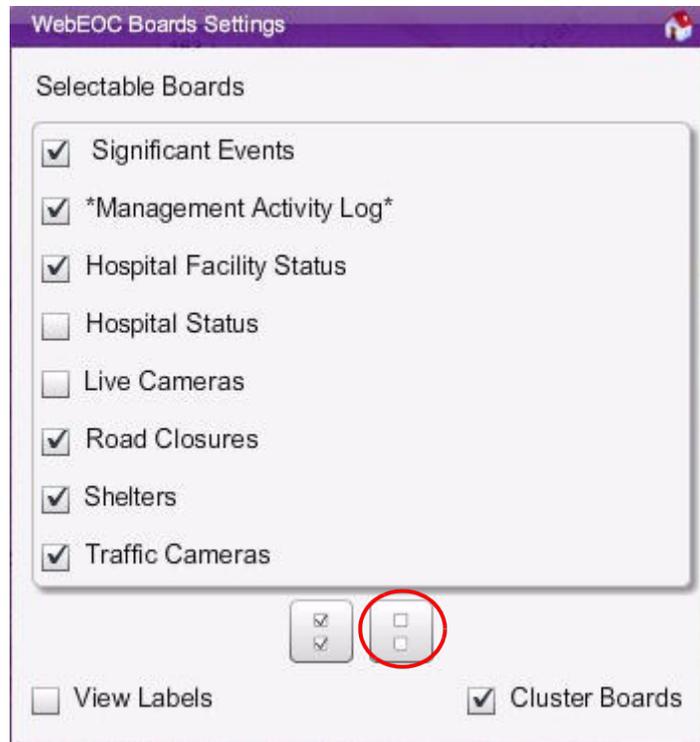
NOTES

- In the *WebEOC Boards Settings* window, deselect the **checkbox** next to the board layer that you want to remove.



NOTES

4. To clear all board layers from the map display, select the **Clear All** button.

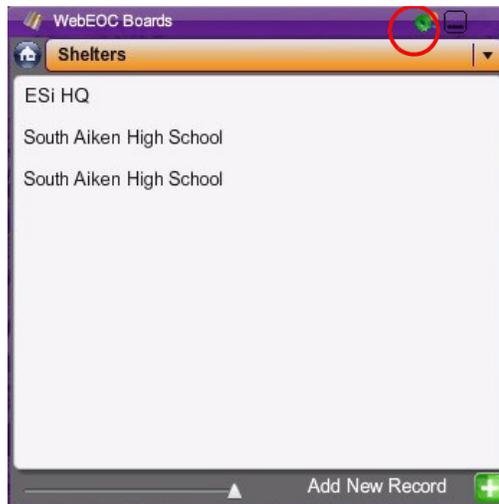


NOTES

Displaying Board Layers

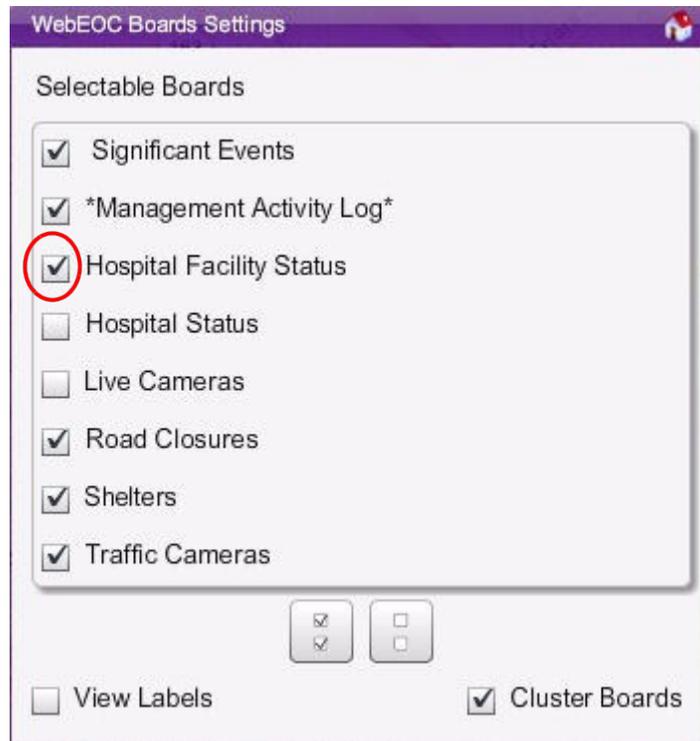
To display board layers, follow the steps below.

1. In the *Mapper* window, select the **WebEOC Boards** icon.
2. In the *WebEOC Boards* window, select the **Settings** button. The *WebEOC Boards* window will flip to the *WebEOC Boards Settings* window.



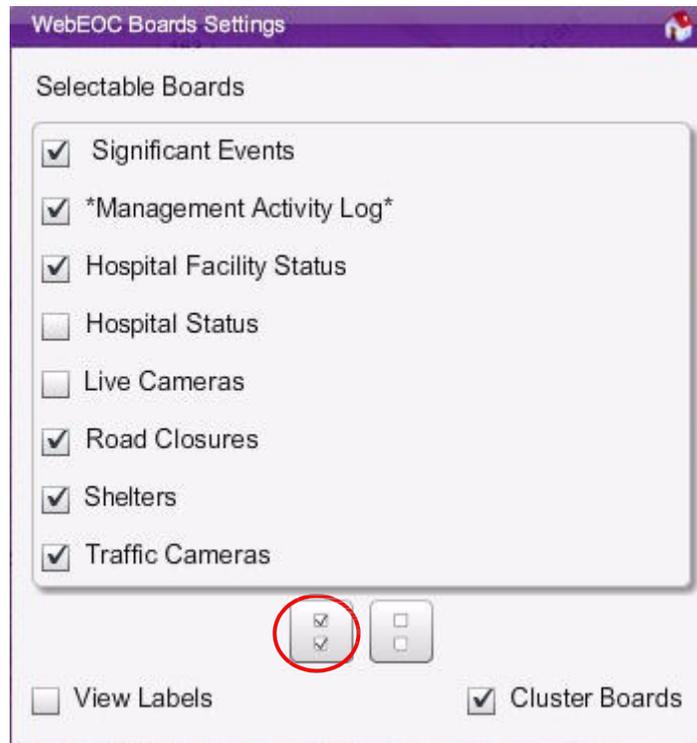
NOTES

3. Select the **checkbox** for each board you want to display on the map.



NOTES

4. To select all board layers, select the **Select All** button.



NOTES

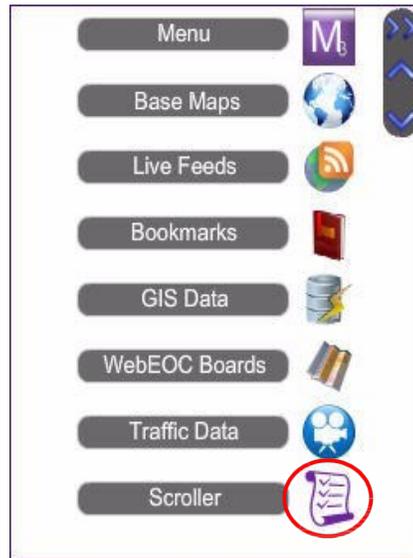
Using the Scroller Menu

The *Scroller* feature allows you to cycle through the views of your *Mapper*-enabled boards at 10-second intervals. *Scroller* is turned off by default.

Turning Scroller On

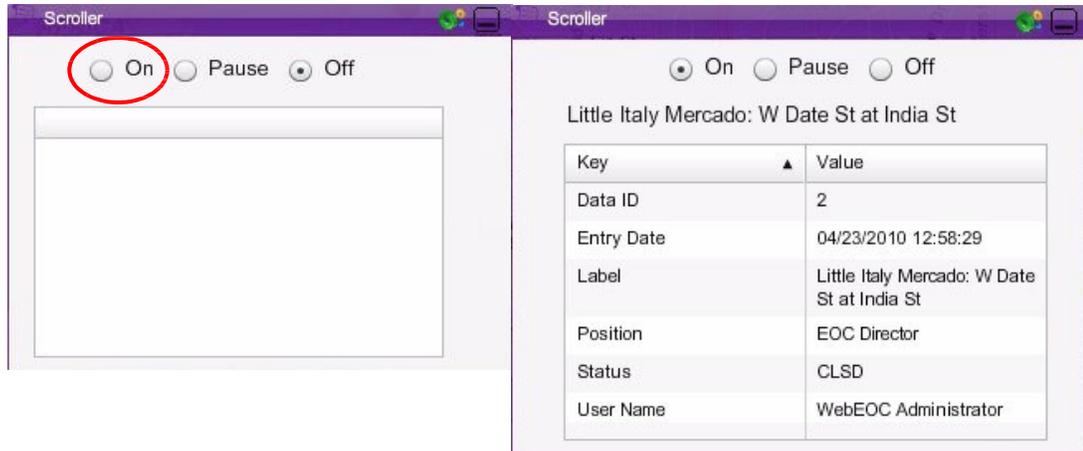
To to turn on *Scroller*, follow the steps below.

1. In the *Mapper* window, select the **Scroller** icon.



NOTES

2. Select the **On** radio button.



Pausing Scroller

To pause *Scroller*, select the **Pause** radio button.

Turning Scroller Off

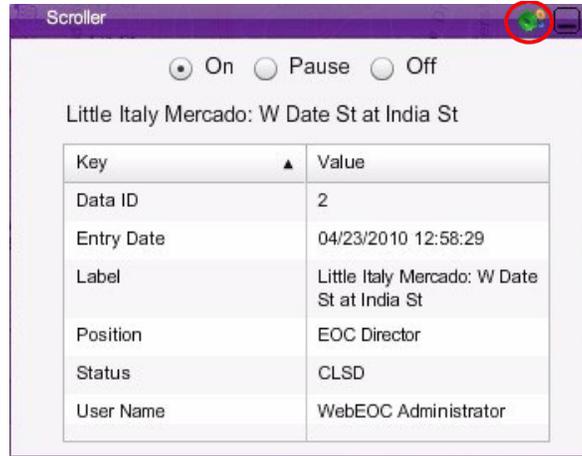
To turn off *Scroller*, select the **Off** radio button.

NOTES

Changing Scroller Settings

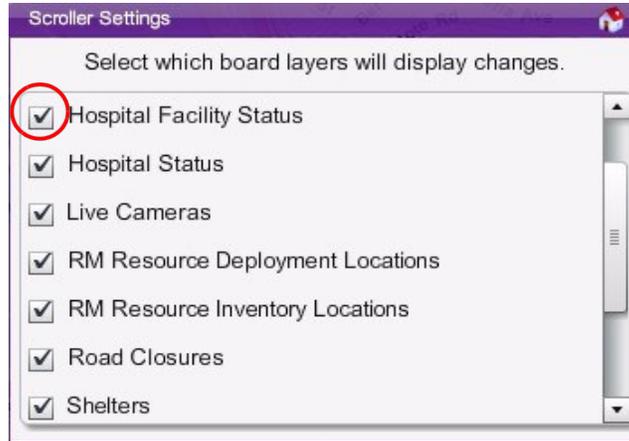
To change the *Scroller* settings, follow the steps below.

1. In the *Mapper* window, select the **Scroller** icon.
2. In the *Scroller* window, select the **Settings** button. The window will flip to the *Scroller Settings* view.



NOTES

- In the *Scroller Settings* window, deselect the **checkbox** of the board layer that you do not want to display in *Scroller*.



NOTES

How to Use Tools

The tool bar located at the bottom of the *Mapper* window, provides all of the tools needed to view, edit, and create data. To open a tool, select the icon and tool options will open in a new window.

Note: The tools displayed in the tool bar are added or removed through the main *Menu*.

NOTES

Available Tools

The table below shows the icon, and name, and a description of how the tool is used. The tools are discussed in this section.

Icon	Name	How the tool is used
	Selection Tool	Use this tool to query the data layers in a an area of interest and view the results in a table format.
	Find Address	Use this tool to find or display a specific location for an address.
	Measure	Use this tool to measure the distance between points or to measure the size of an area.
	Google Street View	Use this tool to view street imagery. (This tool is not enabled by default.)
	Pictometry/Birds Eye View	Use this tool to get a bird's eye imagery view of an area on the map. (This tool is not enabled by default.)
	ERG Plume Model	Use this tool to project a plume from a hazardous material incident and show the impact to an area.
	Print	Use this tool to print a display of a map (scaled or unscaled) showing geocoded points and any annotations.
	Routing	Use this tool to determine the route between one or several points. You can also use the tool to determine an alternate route around roadblocks.
	Reports	Use this tool to generate a report on the data associated with the geocoded points displayed on the map.

Using the Selection Tool

The *Selection* tool allows you to query the data layers in a dynamic map for an area of interest, and view the results either in a table format or see it graphically displayed in *Mapper Professional*.

Note: This option is only available when dynamic maps are available and may not be available in your *Mapper* interface.

Setting up the Overlay Base Map

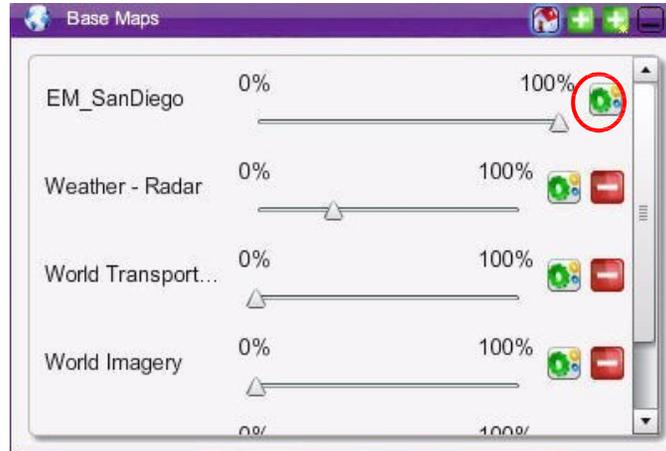
The overlay base map must be selected in order to view the results when using the *Selection* tool. To setup the overlay base map, follow the steps below.

1. In the *Mapper* window, select the **Base Maps** icon.



NOTES

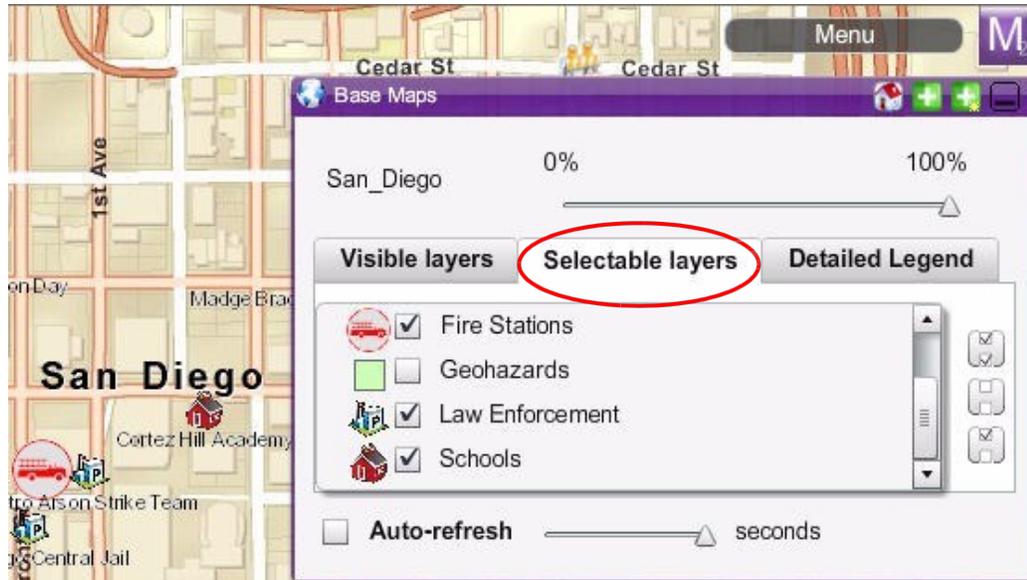
- In the *Base Maps* window, select the **Layer Settings** button for the base map of interest.



Note: Only the map overlay layer will work with the *Selection* tool.

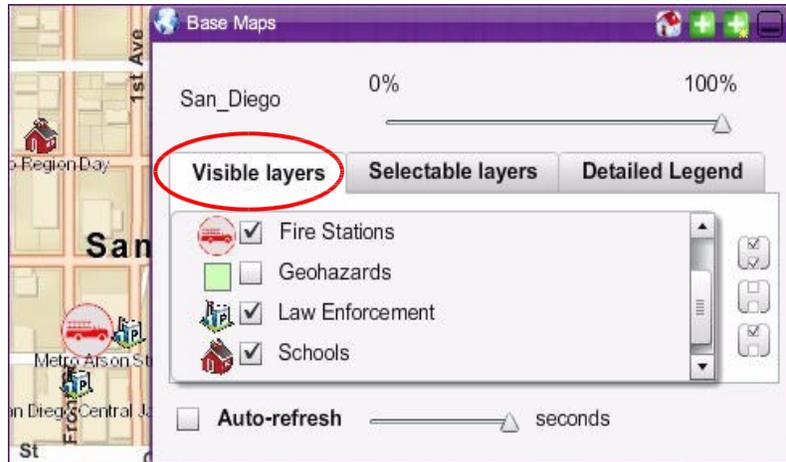
NOTES

3. To display the results for the *Select Tool*, perform the following.
 - a. In the *Base Maps* window, select the **Selectable layers** tab.



NOTES

- b. Select the **checkbox** next to each data layer you want to query and view the results.
- c. Select the **Visible layers** tab.



- d. Select the **checkbox** of the item that you want displayed on the map.

NOTES

- e. Select the **Detailed Legend** tab to view the key identifying the meaning for the colors or symbols used.



NOTES

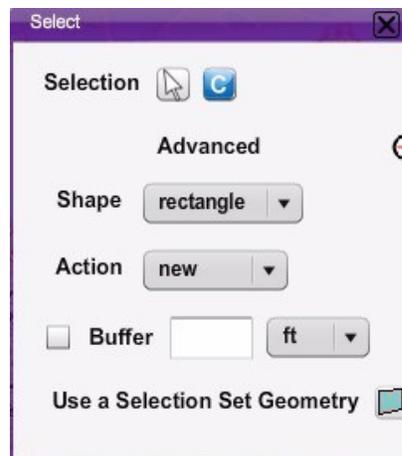
Setting up the Selection Tool

After selecting the data layers you want to view, you can select the tool options for the shape and size of the area selected. To set up the selection tool, follow the steps below.

1. In the *Mapper* window, select the **Selection** tool icon from the tool bar.

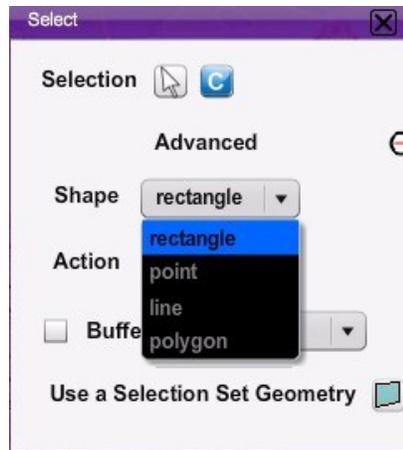


2. In the *Select* pop-up window, select the **green plus** button to access the *Advanced* options that you want to apply to the area of interest. The window will expand showing the *Selection* tool options.

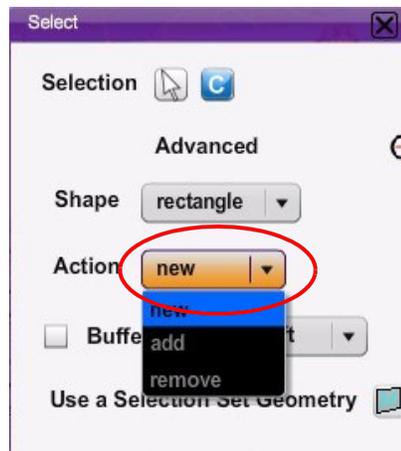


NOTES

3. Select the **shape** (rectangle, point, line, or polygon) from the drop-down menu. This will define the type of share you will draw on the map display. Drawing a rectangle or polygon will provide more results.

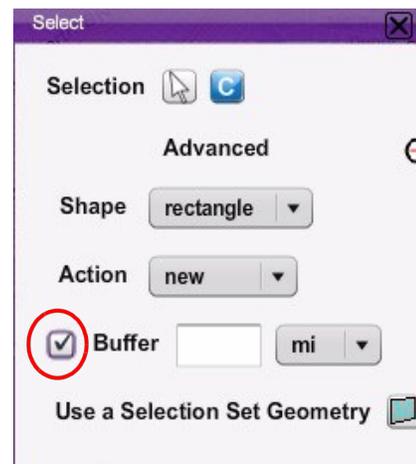


4. Select the **Action** you want to execute from the drop-down menu for the type of selection.



NOTES

- a. **new:** A new query will be initiated and will replace the previous query results.
 - b. **add:** The results will be added to the existing data and will not replace any data.
 - c. **remove:** Delete specific results from the existing data.
5. To expand the area drawn on the display, *Buffer* will draw a radius around the area selected. To define the area using *Buffer*, perform the following.
- a. Select the **checkbox** for *Buffer*.
 - b. Enter the **distance**, and select the **unit** from the drop-down list. *Mapper* will display (with a shaded area) a radius.



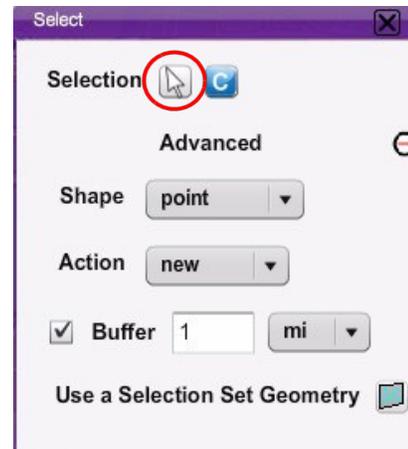
NOTES

Drawing the Area of Interest

After you have configured the *Selection* tool, you are ready to draw an area of interest on the map.

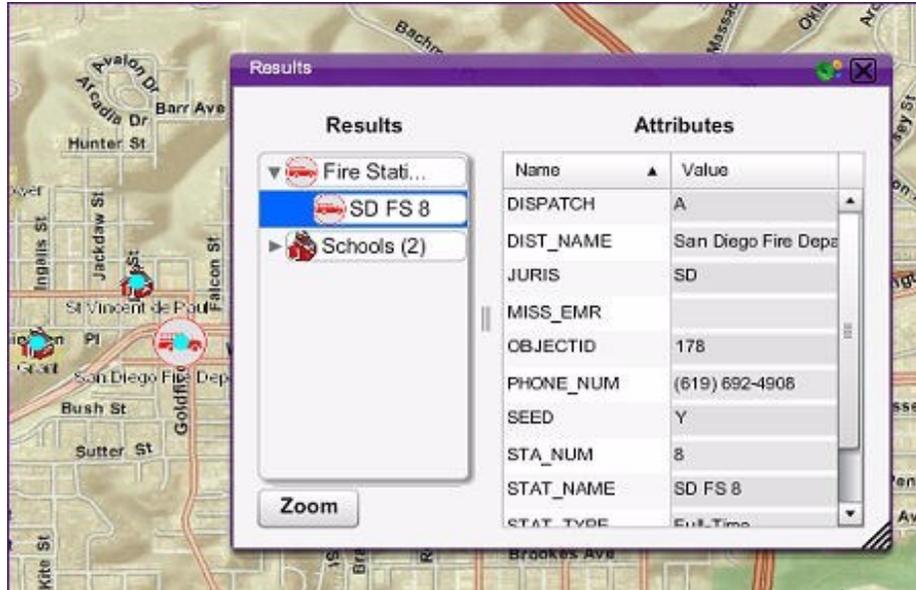
To draw an area of interest on the map, follow the steps below.

1. In the *Select* window, select the **Selection** button to activate the tool.
2. Select a **shape** from the drop-down menu.
3. **Draw** the area of interest on the map. A shaded area will be drawn on the map based on the *Selection* tool setup.

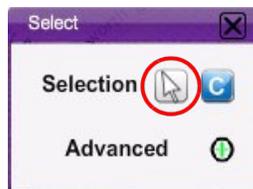


NOTES

A *Results* window split in two sections will appear. On the left side list the *Results*, and the right side list the *Attributes* associated with each of the data points.



4. With the *Selection Tool* enabled, you can reselect (draw) **additional areas of interest** using the same settings. You can also change the *Selection* tool options, or change the selectable layers that you want to view.
5. To deactivate the *Selection* tool, reselect the **Selection** tool button to deactivate the tool. When the *Selection* tool has been deactivated, the pan (hand) will be the active cursor.

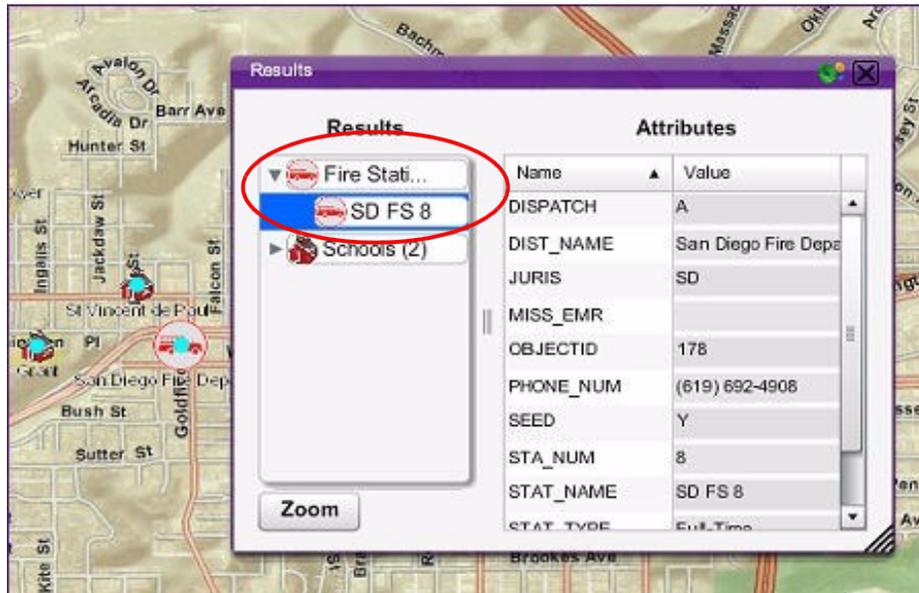


NOTES

Viewing Results for the Selection

To view the results of your selection, follow the steps below.

1. In the *Results* window, select the **layer name** drop down list (Fire Station, Schools etc.) located in the *Results* section of the window.

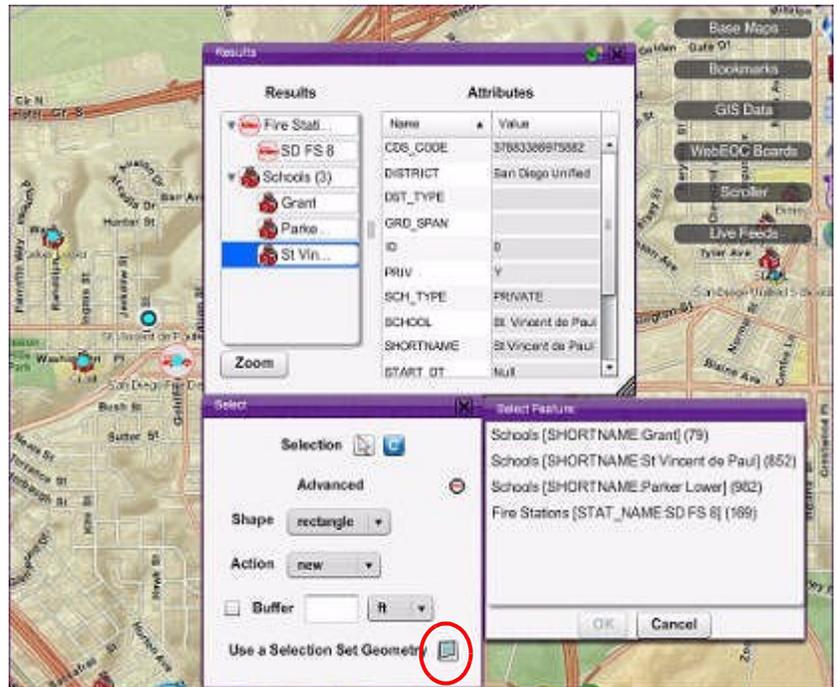


2. Select the **sub-layer name** to view the *Attributes* (Telephone number, station number, jurisdiction, etc) associated with the data point.

NOTES

3. To view the results for a specific sub- layer name use the *Use a Selection Set Geometry* option. a. In the Select tool window, select the **Use a Selection Set Geometry** button. A *Select Feature* window will open listing the results within the area selected.

b. In the *Select Feature* window, **highlight** the item. A yellow dot will appear on the icon on the map. To view the associated data, select the **OK** button.

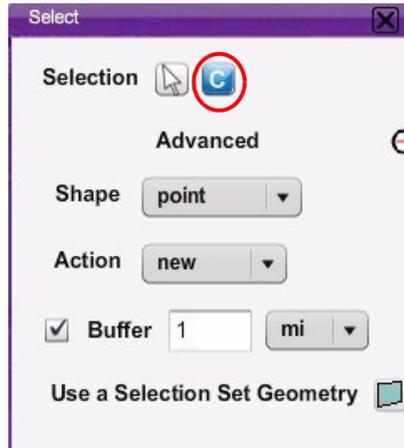


NOTES

Clearing Results for the Selection Tool

To clear the selection tool results, follow the steps below.

1. In the *Mapper* window, select the **Selection** tool icon from the tool bar.
2. In the *Select* tool window, select the **Clear** button.



NOTES

Using the Find Address Tool

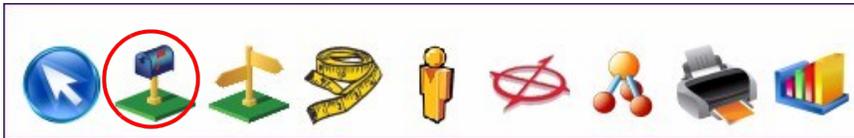
To find and/or display an address on the map using the *Find Address* tool, you can choose one of two options.

- Use the *Address Look-up* to display an address for a selected point.
- Enter an address and *Mapper Professional* will zoom to the location.

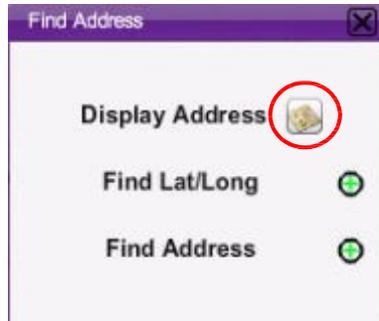
Finding an Address Using Address Lookup

To find an address using *Address Lookup*, follow the steps below.

1. Select the **Find Address** icon from the tool bar. A *Find Address* window with the *Address Lookup* button will appear.

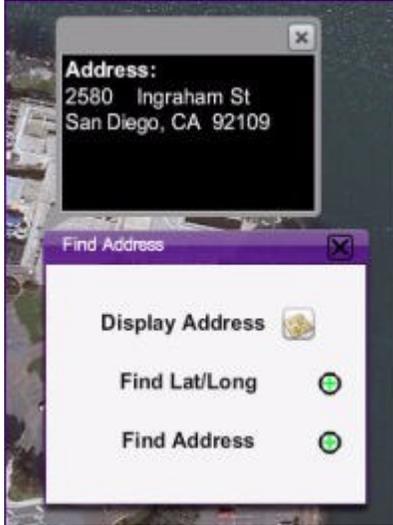


2. Select the **Display Address** button to activate the tool.



NOTES

- Place the cursor on the desired map location, and click the **left mouse** button on the map. A *Reverse Geocode* pop-up window will appear with an address for the point selected. You can select as many points on the map as you need. Each time another point is selected on the map, a new *Reverse Geocode* pop-up window will appear with an address.



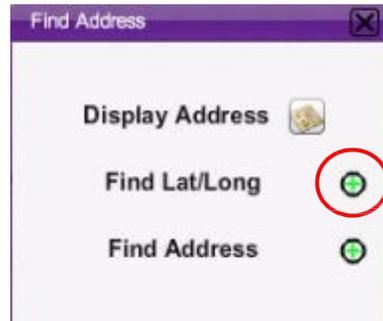
- To turn-off the address look-up, reselect the **Look-up Address** button.

NOTES

Finding a Location by Lat/Long

To find a specific location using latitude and longitude coordinates, follow the steps below.

1. In the *Mapper* window, select the **Find Address** icon.
2. In the *Find Address* window, select the **Add** button to open the *Find Lat/Long* window.



NOTES

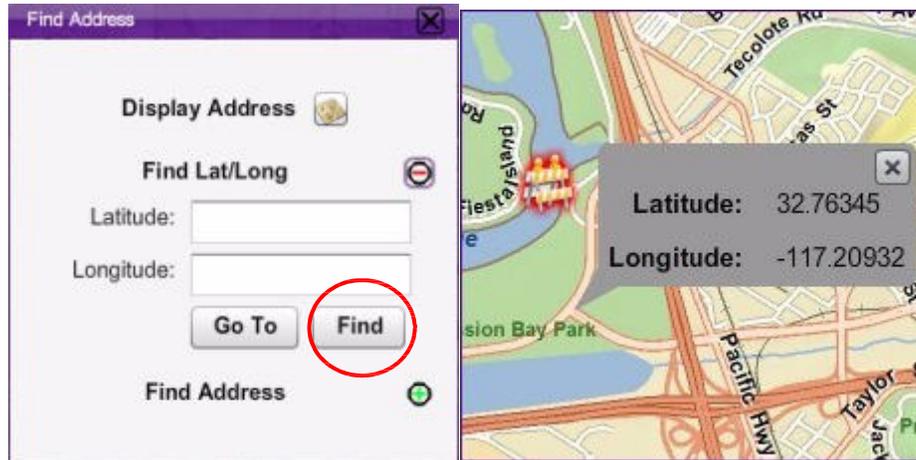
3. If the lat/long coordinates are known, enter the **coordinates** for the *Latitude* and *Longitude*.



4. Select the **Go To** button. The map will automatically zoom to the location, and a red dot will flash at the location of the lat/long.

NOTES

- To find the specific lat/long coordinates, select the **Find** button, and click on the map display. A gray pop-up window will display the latitude and longitude values for the desired point. You can continue to click on various points on the map. For each new point selected, a new set of latitude and longitude coordinates will be displayed in a new gray pop-up window.



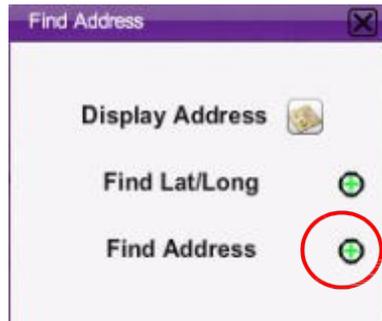
- Deselect the **Find** button to deactivate it.

NOTES

Finding an Address

To find a specific address, follow the steps below.

1. In the *Mapper* window, select the **Find Address** icon.
2. In the *Find Address* window, select the **Add** button for *Find Address*.



NOTES

3. Enter the **address** information in the appropriate fields.
4. Select the **Find Address** button to continue, or select the **Clear** button to abort the search.
5. If multiple points appear, hover the **cursor** over each point to verify the address. An address label will appear. Match the address label to the address information entered.



Find Address ✕

Display Address

Find Lat/Long

Find Address

Street:

City:

State:

Postal Code:

6. Select the **Clear** button to clear the address and the points displayed on the map.

NOTES

Using the Measure Tool

The *Measure* tool allows you to:

- Find the latitude and longitude of a point;
- Measure linear distance on the map; and
- Measure area on the map.

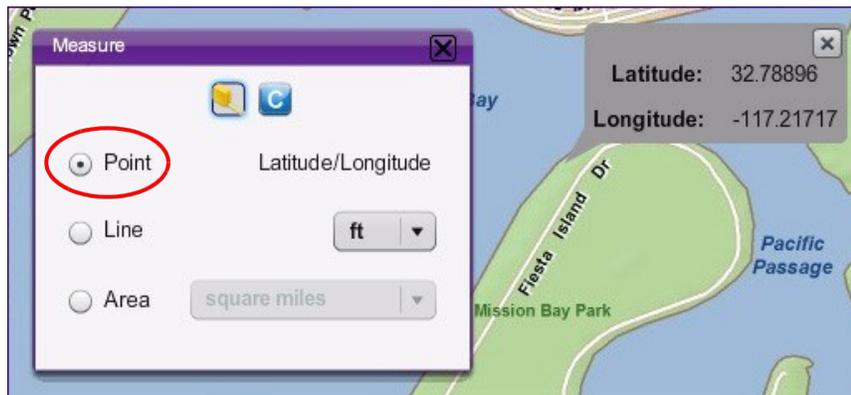
Finding Latitude and Longitude for a Point

To find latitude and longitude for a point on the map, follow the steps below.

1. In the *Mapper* window, select the **Measure** icon from the tool bar.

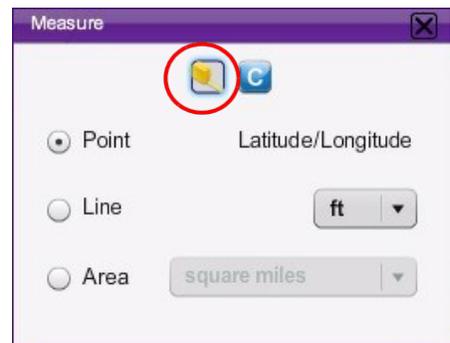


2. In the *Measure* window, select the **Point** radio button.



NOTES

3. Select the **Measure** button to activate the tool. The *Measure* button will glow to indicate that it is activated.
4. Select a **point** on the map to display the latitude and longitude coordinates. A gray pop-up window will display the latitude and longitude values for the desired points. You can continue to click on various points on the map. For each new point selected, a new set of latitude and longitude coordinates will be displayed in a new gray pop- up window.
5. Select the **Measure** button again to deactivate the tool. Select the X in the gray pop-up window to close it.



NOTES

Measuring Linear Distances

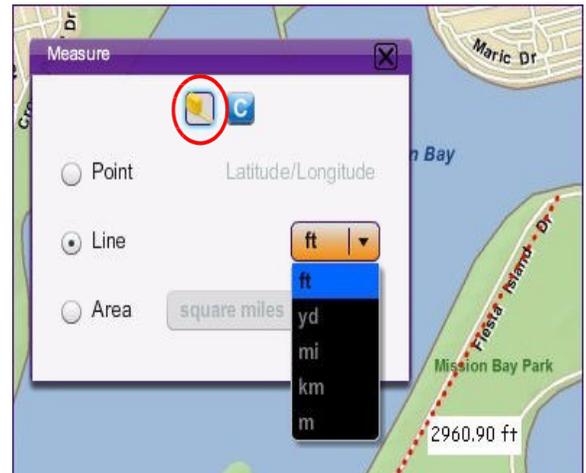
To measure linear distances, follow the steps below.

1. Select the **Measure** icon from the tool bar.
2. In the *Measure* window, select the **Line** radio button.
3. Select the **Measure** button to activate the tool.
4. Select the **unit of measure** from the drop-down list.
5. On the map, click the **left mouse** button at the starting point and extend the measuring line. Click the **left mouse** button once each time you change directions. Continue this process to the desired end point on the map.
6. Double-click the **left mouse** button at the end point. The total distance will be highlighted at the end of the line.
7. Select the **Measure** button to deactivate the tool.

Note: Closing the *Measure* window will not deactivate the tool. You must reselect the *Measure* button to turn off the Measure tool.

8. Select the **Clear** button to remove your measurements from the map.

Note: The measurements will display until you select the *Clear* button.



NOTES

Measuring Area on the Map

To measure an area on the map, follow the steps below.

1. Select the **Measure** icon from the tool bar.
2. In the *Measure* window, select the **Area** radio button.

3. Select the **Measure** button to activate the tool.

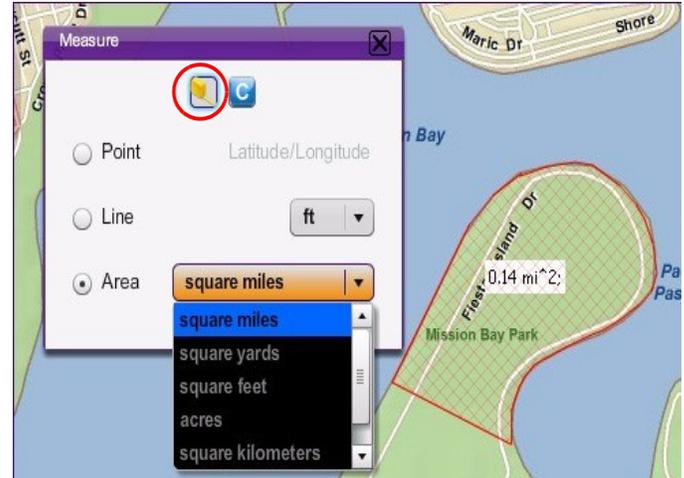
4. Select the **unit of measure** from the drop-down list.

5. On the map, click the **left mouse** button at the beginning point on the map. As you draw the line, click once each time you change direction. Draw the line so that it connects to the starting point.

6. Double-click the **left mouse** button to end drawing the area. The total area will be highlighted inside the drawn area.

7. Reselect the **Measure** button to turn the tool off.

8. Select the **Clear** button to remove your measurements from the map.



NOTES

Using the ERG Plume Model Tool

Plume modeling is an essential tool emergency responders and managers use to assess the impact of a hazardous release to the health and safety of the public. The Emergency Response Guide (ERG) Plume Model tool can quickly display a plume projection within *Mapper Professional* and identify the area impacted by a hazardous release.

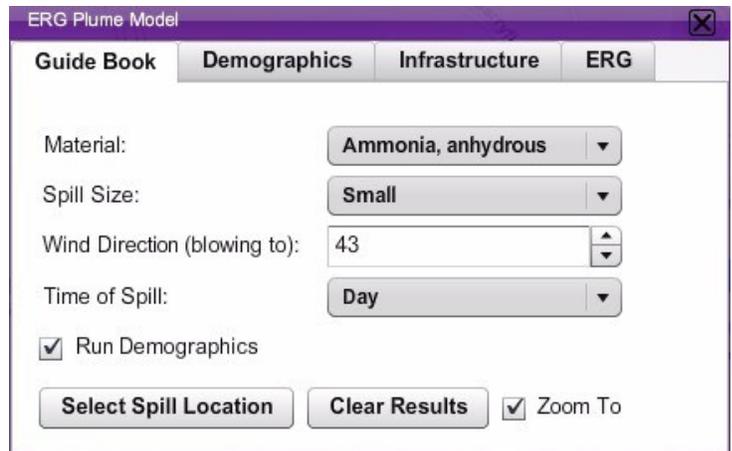
Projecting a Plume on the Map

To project a plume on the map, follow the steps below.

1. In the *Mapper* tool bar, select the **ERG Plume Model** icon.

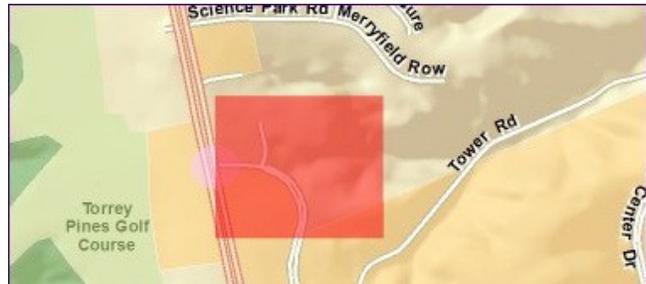


2. In the *ERG Plume Model* window, select the **Guide Book** tab.
3. For the *Material*, select the **chemical** from the drop list.
4. For *Spill Size*, select **Small** or **Large** from the drop- down list.
5. For *Wind Direction*, enter the direction that the wind is blowing to in **degrees**. You can use the up/down arrows or enter the number of degrees.



NOTES

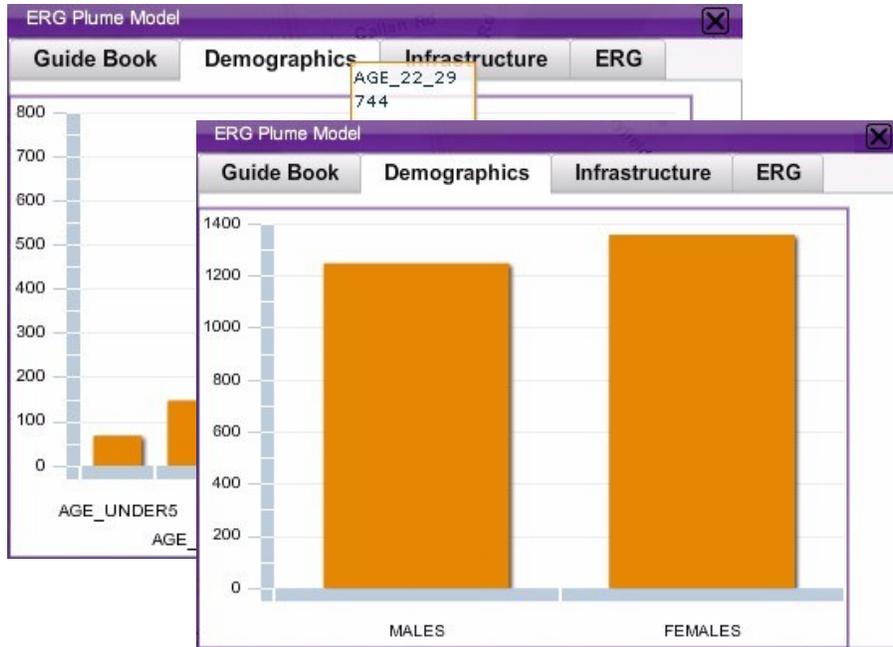
6. Select **Day** or **Night** for the *Time of Spill*.
7. Select the **checkbox** for *Run Demographics*. This will provide information on the population residing in the downwind path of the plume release.
8. Select the **Select Spill Location** button. Place the **crosshairs** on the location in *Mapper. ERG Plume Model* will calculate the projection and display a plume overlay of the impacted area downwind.



NOTES

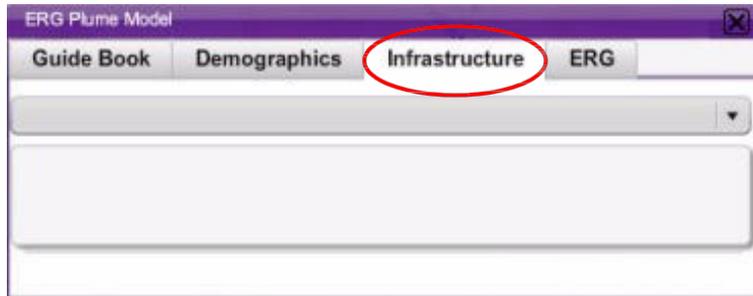
Viewing Plume Model Data

1. In the *Mapper* tool bar, select the **ERG Plume Model** icon.
2. In the *ERG Plume Model* window, select the **Demographics** tab. A graph displaying the number of people impacted by the release by age groups. You can also click on each age group to get a breakdown of males and females.



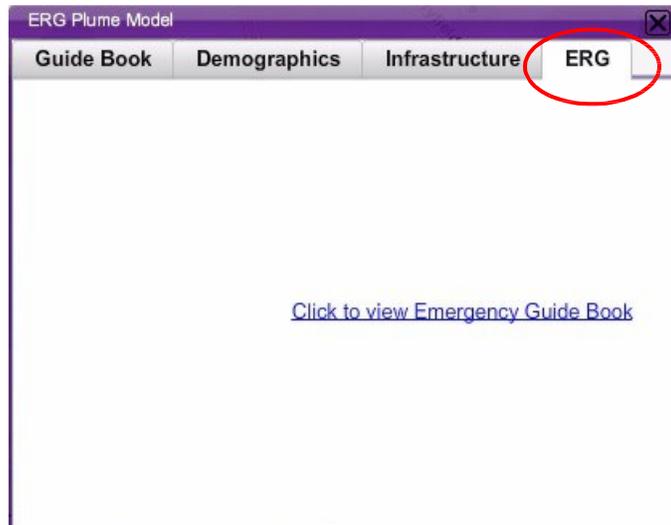
NOTES

3. Select the **Infrastructure** tab to display data on various structures that are impacted by the release.



Accessing the Emergency Guide Book

1. In the *Mapper* tool bar, select the **ERG Plume Model** icon.
2. In the *ERG Plume Model* window, select the **ERG** tab.

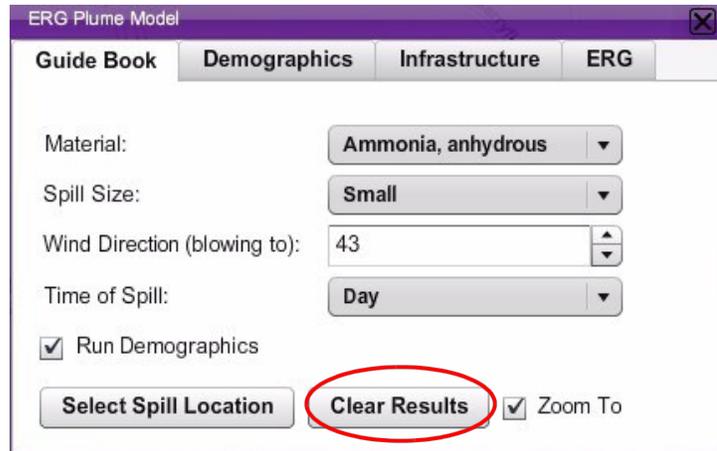


3. To view the *Emergency Guide Book* for hazardous chemicals, select the **hyperlink**. The guide book will open in another window.

NOTES

Clearing Plume Data Results

1. In the *Mapper* tool bar, select the **ERG Plume Model** icon.
2. In the *ERG Plume Model* window, select the *Guide Book* tab.
3. Select the **Clear Results** button to clear the projection.



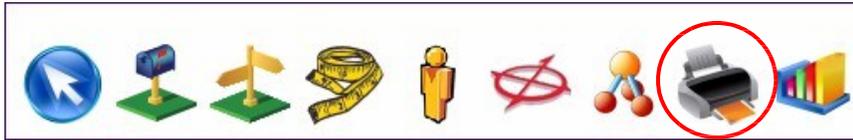
NOTES

Using the Print Tool

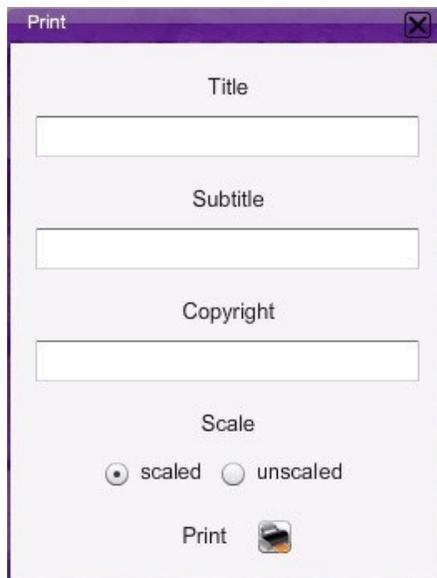
The *Print* tool will print the area of the map that is currently visible in the browser window. You can add a title, subtitle, or copyright and set the scale option for the map you are printing.

To print an area of the map, follow the steps below.

1. In the *Mapper* window, select the **Print** icon in the Tool bar.



2. In the *Print* window, enter the **Title**, **Subtitle**, and **Copyright** information in the appropriate fields.

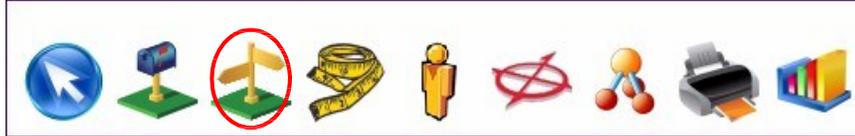


3. Select the **scaled** radio button to print the map on one page, or select the **unscaled** radio button to print the map on multiple pages.
4. Select the **Print** button.

NOTES

Using the Routing Tool

The *Routing* tool will automatically calculate a route between the start and end points on the map. All you need to do is select the departure point, the via points, and the final destination on the map. The *Routing* tool will take in to account any barriers when generating the route on the map.



NOTES

Adding Routing Points

Routing points are added to the map by either clicking on the map, or by typing in an address. To add routing points to the map, follow the steps below.

1. Select the **Routing** icon in the *Mapper* tool bar.
2. In the *Routing* pop-up window, select the **Add Stop** button to activate the tool.

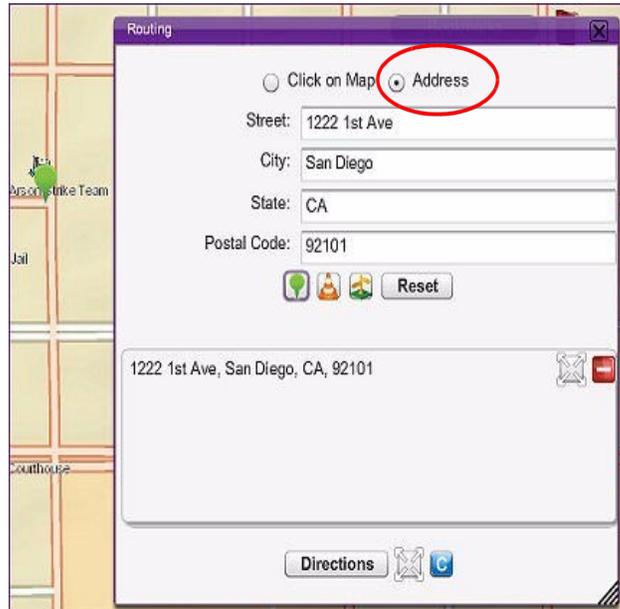
Note: By default, the radio button for **Click on Map** will be selected.
3. Select the beginning route **point** on the map. The starting point icon will always be green.



4. Select as many via points as you need.

NOTES

- To add a stop or point for a known address, select the **Address** radio button and enter the information. The final destination stop on the map will always be red.



- Select the **Add Stop** button. A point will appear on the map based on the address information you entered.

NOTES

7. Select all the **locations** on the map where stops are made, including the final stop or final destination. The via points are always indicated by the yellow icons.



8. When you are finished adding stops, select the **Add Stop** button to deactivate the *Add Stop* feature.

NOTES

Changing the Route

You can rearrange the order of the stops (locations), or delete a stop from your route by following the steps below.

1. To rearrange the order of the route.
 - a. In the *Routing* window, select the **location**.
 - b. Hold right mouse down, then drag-and-drop the **location** to the order you desire.



2. To remove a location, select the **Remove** button.

NOTES

Adding and Removing Barriers

To add or remove a barrier on the map, follow the steps below.

1. In the *Routing* window, select the **Add Barrier** button.



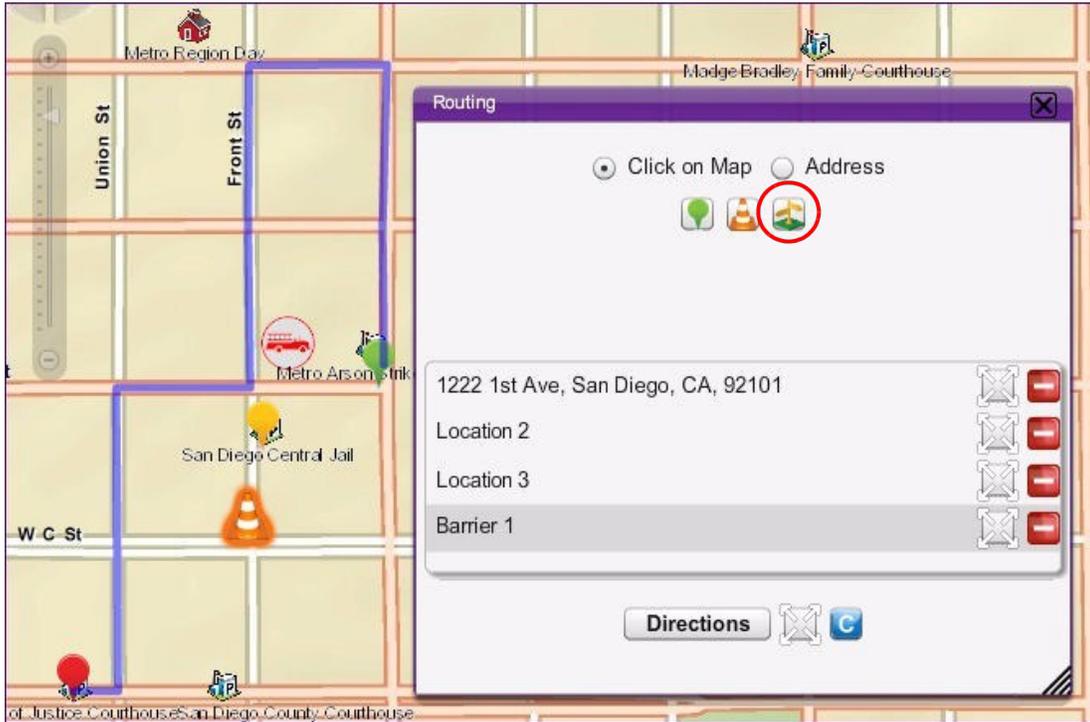
2. Select the **point** on the map where you want to add the barrier. You can add as many barriers as you need.
3. To remove a barrier from the route, select the **remove** button of the barrier to be removed.
4. To deactivate the tool, re-select the **Add Barrier** button to deactivate the tool.

NOTES

Routing Lines

After you add all your stops and any barriers, *Mapper* will automatically connect all of the points, take into account the location of barriers and one way streets, and then display the route on the map.

To generate the routing lines on the map, select the **Route** button in the *Routing* window.



A routing line will appear, connecting all of the points that you entered on the map.

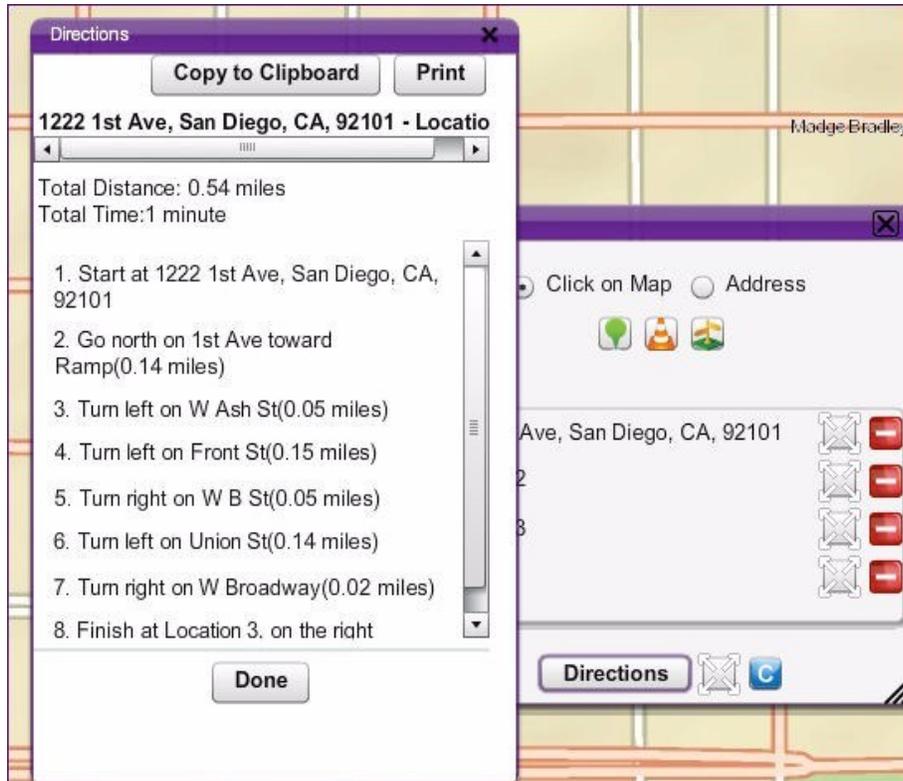
NOTES

Printing Route Directions

You can print or post a copy of the directions of the route generated by *Mapper*. The directions provide detailed driving instructions, as well as the overall distance and estimated time to complete the route.

To print the directions for a route, follow the steps below.

1. In the *Routing* pop-up window, select the **Directions** button to activate the tool.



NOTES

2. In the *Directions* pop-up window, use the following **options**.
 - a. **Copy to Clipboard:** Use this option if you want to save the directions and then send them electronically.
 - b. **Print:** You can print out a hard copy and then fax the directions.
 - c. **Done:** Close the window.

Clearing the Route

Select the **Clear** button to remove the route from the map.

NOTES

Using the Report Tool

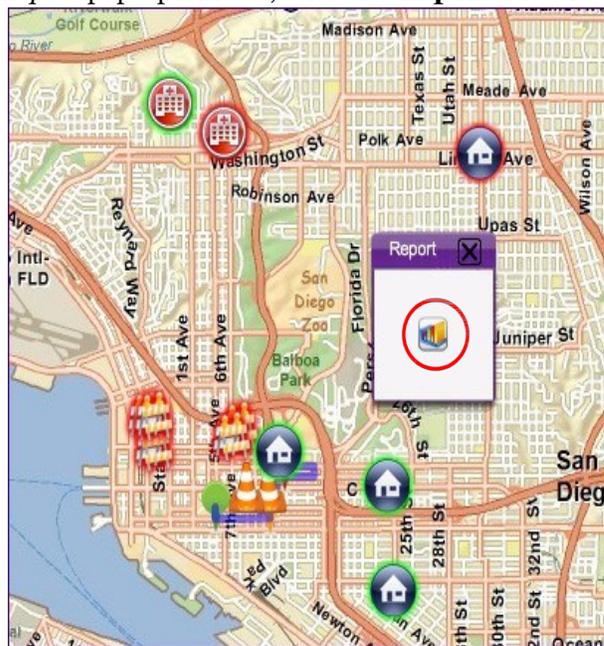
The *Report* tool generates a report in a PDF format for the points that are currently displayed on the map. The report that is printed includes board information and a map of the points in the window.

To generate a report on the points being viewed, follow the steps below.

1. In the *Mapper* window, select the **Report** icon.



2. Pan to the **area** on the map where the points of interest are located.
3. In the *Report* pop-up window, select the **Report** button.

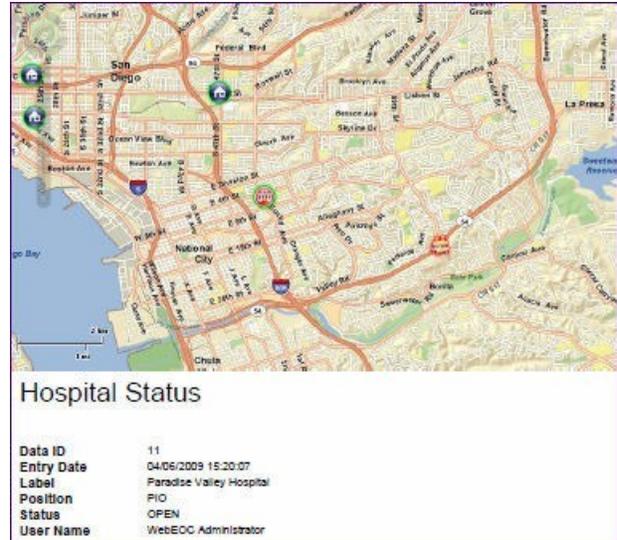


NOTES

- In the *File Download* dialog window, select the **Open** button to view the report, or select the **Save** button to download the file.

The report will display a map and list the board information of the points.

The report can be saved, printed, or e-mailed in the same manner as any other PDF.



The screenshot displays a map of San Diego with a red pin indicating a location. Below the map is a table with the following data:

Hospital Status	
Data ID	11
Entry Date	04/06/2009 15:20:07
Label	Paradise Valley Hospital
Position	F10
Status	OPEN
User Name	WebEOC Administrator

NOTES

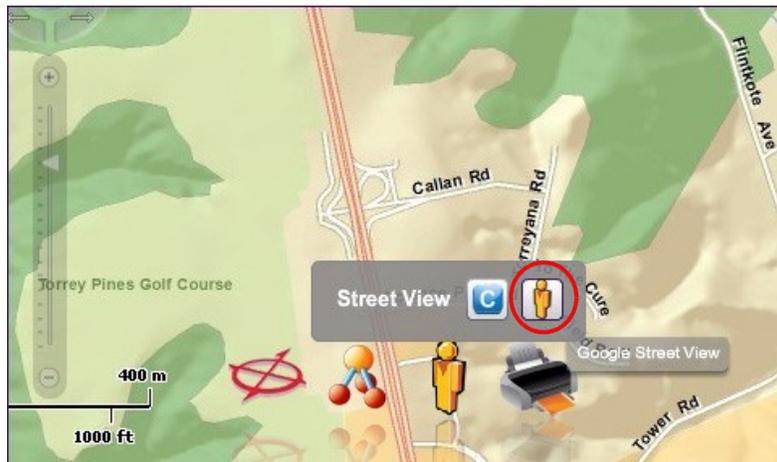
Using the Google Street View Tool

Google Street View® gives you actual street imagery of the street and a 360o view of the surrounding environment.

Note: This tool will not be enabled by default. A Google Enterprise® license or other agreement may be required in order for you to use this tool.

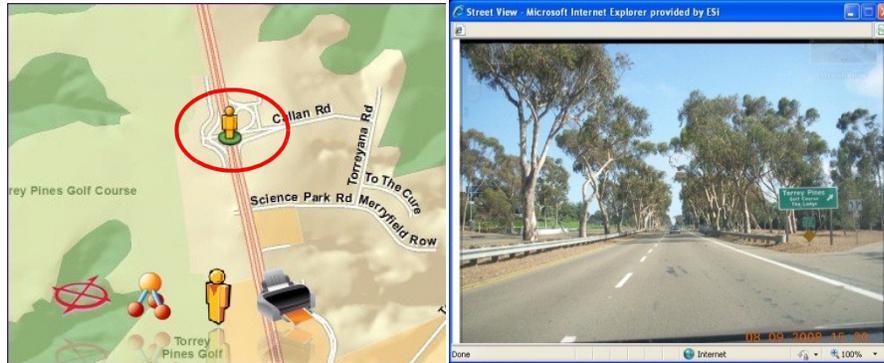
To use the *Google Street View*® tool, follow the steps below.

1. Select the **Street View (man)** icon. A popup window will appear. Select the **Google Street View** button.



NOTES

- Left-click the mouse on the street that you want to view.
In a separate window the picture will appear, and the *Google Street View®* icon will appear in *Mapper Professional*.



- To clear the *Google Street View®* for the location, select the **Clear** button.



NOTES

Using the Pictometry® Tool

The *Pictometry*® tool provides the user a bird’s eye view of a point selected in *Mapper Professional*, and requires a subscription to Virtual Earth® or Pictometry® data.

Note: This tool will not be enabled by default. Additional custom configuration may be required to enable this tool. Contact ESI Customer Support to ask if this is possible for your configuration.

To use the *Pictometry*® tool, follow the steps below.

1. Select the **Pictometry**® icon. A popup window will appear.



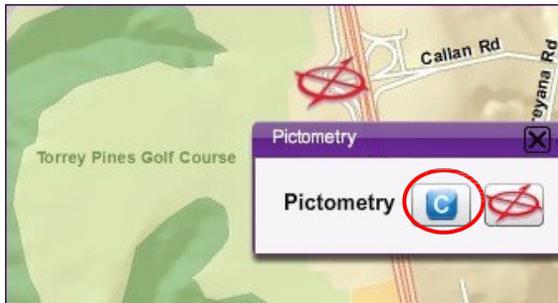
NOTES

2. Select the **Pictometry**® button from the pop-up window.

A new window will open with a bird's eye view of the area selected. The *Pictometry* icon will also appear in *Mapper*.



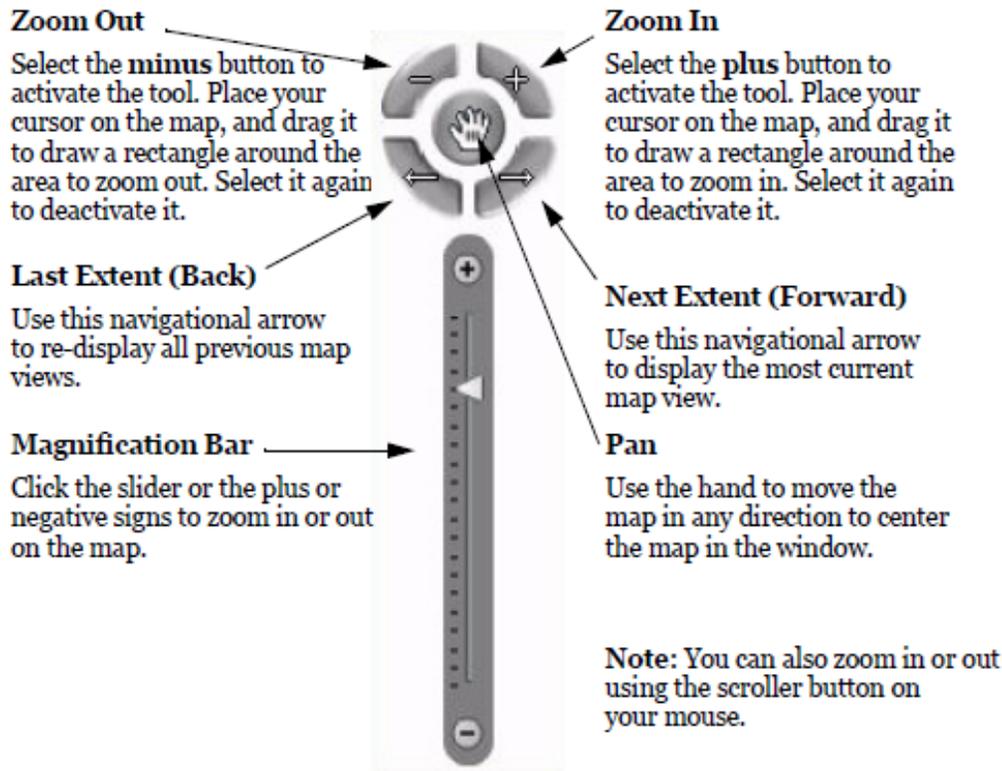
3. To clear the *Pictometry* icon for the location, select the **Clear** button.



NOTES

Using the 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.



NOTES

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