NHDES OneStop Data Mapper User Guide

Introduction

This document provides guidance for users of the OneStop Data Mapper. It contains an overview of tools as well as instructions for performing common tasks such as displaying data, printing maps, and downloading data.

Please also refer to NHDES OneStop Data Mapper FAQs for answers to frequently asked questions.

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Contact

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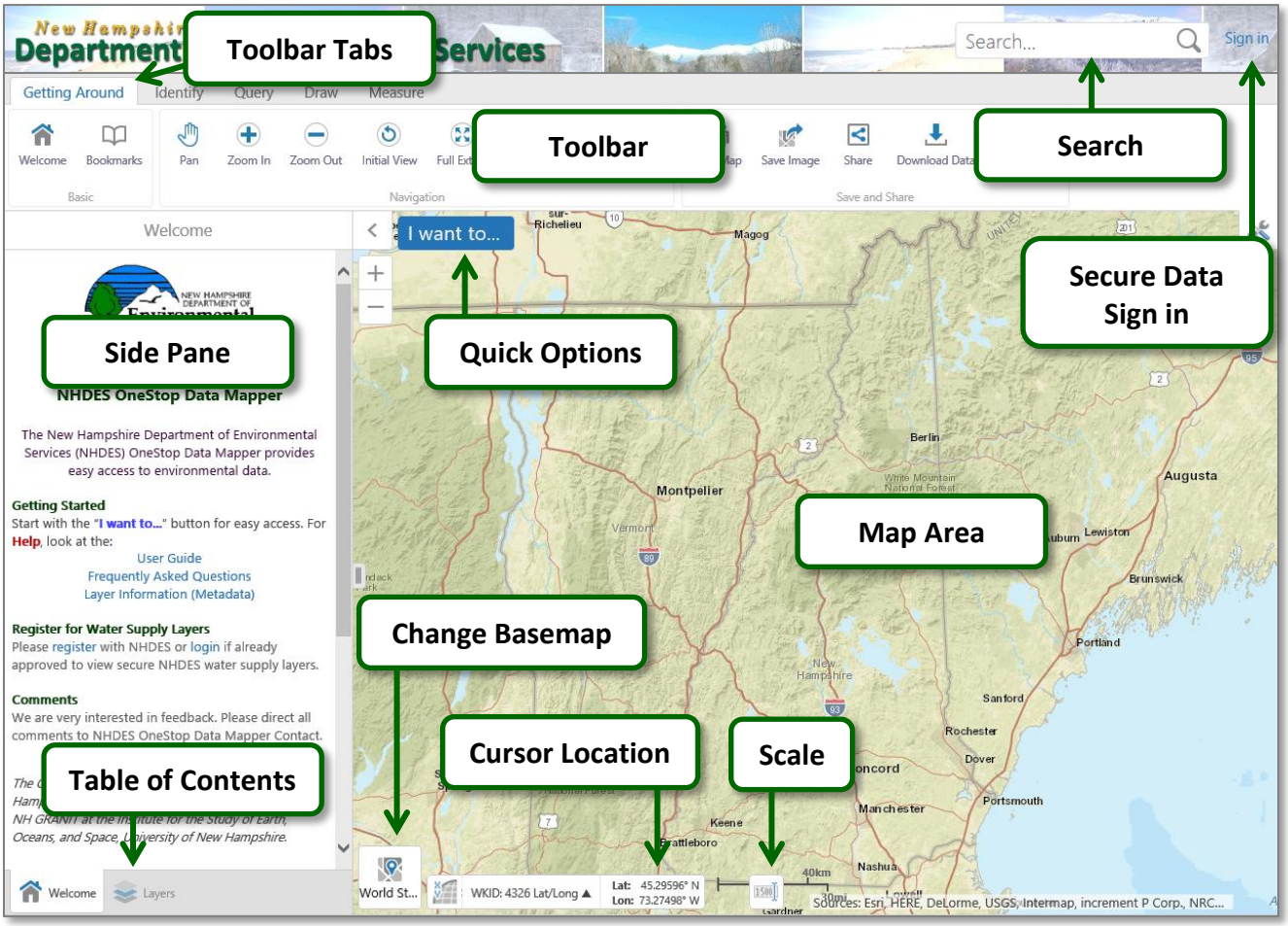
Navigate the Initial View

The following screen is visible when you open the OneStop Data Mapper. This user guide refers to elements of the viewer as defined by the terms in the figure and the bulleted list below. The bulleted list briefly describes each tool and function.



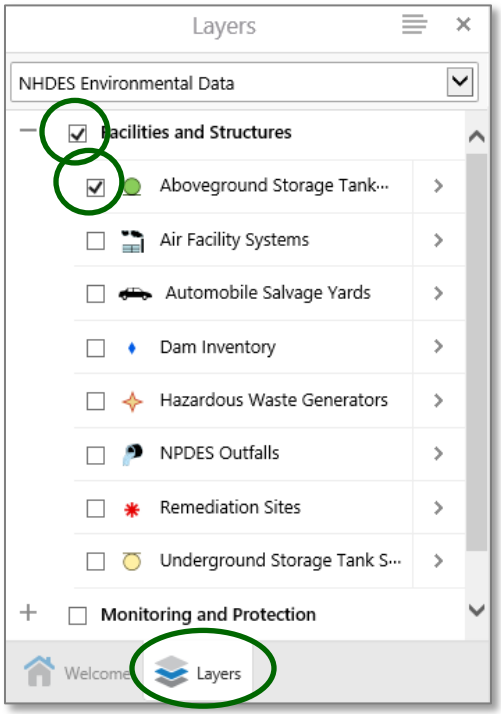
- **Change Basemap** – Provides a selection of background maps to display.
- **Cursor Location** – Displays the coordinates of the cursor position in various coordinate systems and units.
- **Table of Contents** – Click the layers icon to display a list of available layers.
- **Map Area** – Displays the data layers that are turned on in the Table of Contents.
- **Quick Options** – Click "I want to…" to display a list of frequently used actions.
- **Scale** – Click to view the current map scale or to set the scale to a specific value.
- **Search** – Type in addresses, site names and identification numbers to search the map.
- **Secure Data Sign In** – If you have credentials to view secure water supply data, sign in here with second set of credentials. Don't see this link on your page? Try using a different browser.
- **Side Pane** – This is the go-to panel for current activities. Map information, a table of contents, and options and results for selected tools and functions are displayed here. At the bottom of the panel, icons will appear for tools and functions that have recently been selected. In the initial view, the two icons available are the Welcome Panel and the Table of Contents.
- **Toolbar** – Contains tools used to interact with the map, data, and website.
- **Toolbar Tabs** – Contains categories into which the tools are organized.

Display Data

Table of Contents

Click the "I want to…" button for a list of quick options. Select "View map layers" and the layer list will open. Click layer categories to expand the layer list.

Another way to open the layer list is by clicking the layer icon, located at the bottom left of the side pane (see image on right).



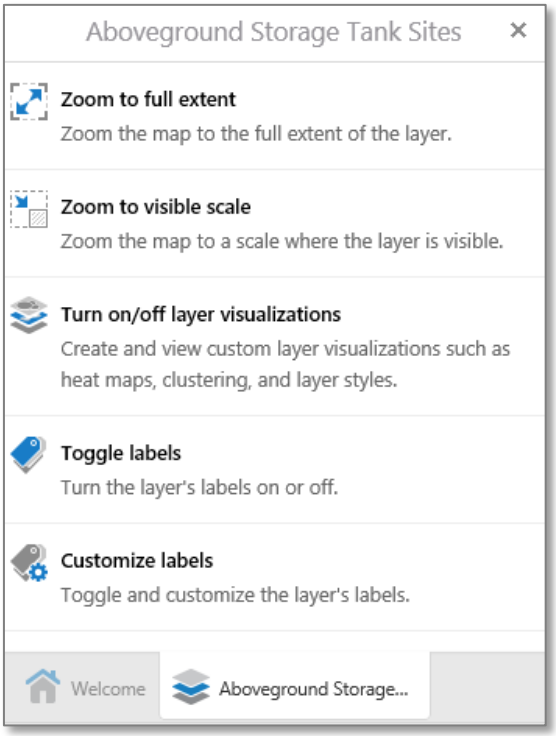
Turn on Layers

First, click the check box next to the layer category name (Facilities and Structures is shown). This activates the layers within the category and allows the individual layers to be turned on. Then click the check box of the desired layer to display the data on the map.

Tip: If the layer category box is not checked, layers will appear greyed out and will not display on the map.

Change Layer Symbology

Layer symbol and color can be edited within the Mapper for some layers. Click the arrow next to the layer to display a list of layer options (options shown in the image below). If layers can be edited, an option will appear in the list called "Turn on/off layer visualizations." Click the option. In the side pane, a dropdown menu (Select a visualization for your layer) will appear. Change the visualization from "none" to "Custom layer style…" to display all the options to change the layer symbols. When you have chosen your desired symbol settings, click Apply to finalize the new symbols on the map.



Labels

Labels are available for all datasets. Some labels are turned on by default and display when you are zoomed in to a scale of at least 1:24,000. If labels are not turned on by default, they are still available.

Click the arrow next to the layer to display labelling options (options shown in the image to the left).

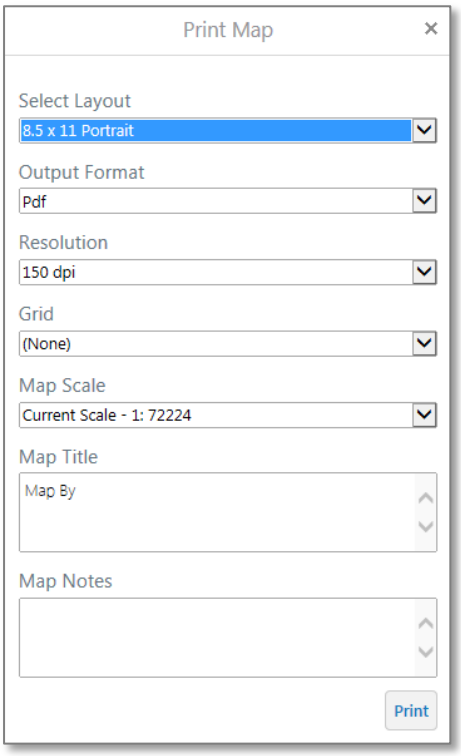
You can turn labels on or off by clicking "Toggle labels."

You can customize your labels by clicking "Customize labels" (and the customize button if it is available to you) and changing the settings. The field displayed in the label, text size, text color, and label placement can all be changed. Click Apply to add label changes to the map.

Tip: If labels are not displaying, double check that you are zoomed in to the right scale (at least 1:24,000) and that labels are turned on. See page 2 to learn where to set the scale.

Print Maps

Print Map and Save Image are two tools that can be used to print maps. Both are located on the Getting Around tab but differ in the format of the final product.



Print Map

Select Print to create a standard map with map details such as a title and table of contents. When Print is clicked, a print pop-up opens (see figure on left) where you can set several options including page orientation, file format, resolution, grid, scale, title, and notes. Once the options are selected, click the print button to create the map in a new window. The side pane will let you know when the document is ready.

Save Image

Save Image creates an image of the map area without any details, such as a table of contents or title. When you select Save Image, a menu opens with file format options for the image. Saved map images are available in a popup window.

Tip: In order to view the printed maps, popup blockers must be set to accept popup windows from the site.

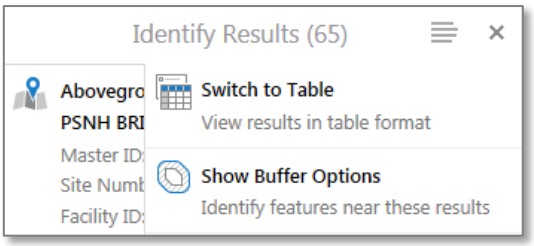
Download Data

You may download OneStop Data directly from the Mapper in multiple formats. The download method differs depending on the type of file you want to download. See each category below for more information on file formats. At this time, the Mapper does not have a tool that directly exports data in a spreadsheet format. However, you may use either of the methods below to extract a table.

Note: Secure water supply locations or coordinates are not available for download but may be requested from the GIS contact at gis@des.nh.gov.

Small Tables

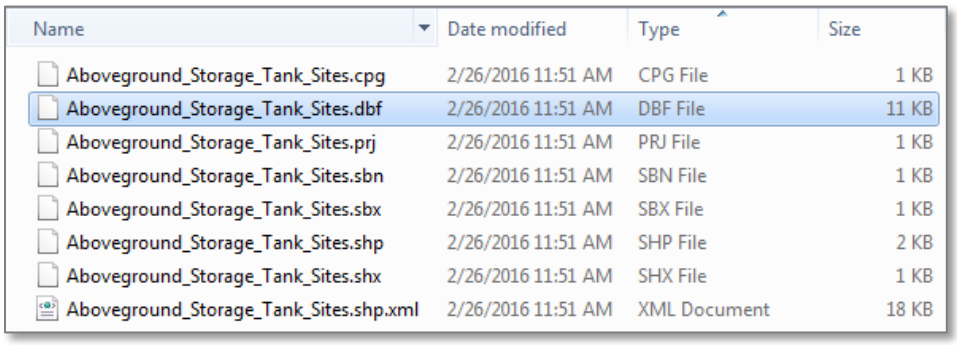
Select features of interest. In the Results side pane, click the icon to the left of the X to open additional options (see image on right). Select "Switch to Table" and a table should appear at the bottom of the map.



In the table, scroll down to the last cell on the right. Click and hold to select all records in the table, including column headings. Note that you may have more data located in the second page of the table. Copy the highlighted text and paste it directly into your desired spreadsheet application (i.e. Excel).

Large Tables

1) First, open your desired spreadsheet application (i.e. Excel). Then return to the Mapper.
2) Use the **Download Data** tool to download data in a shapefile format by selecting "Shapefile – SHP -.shp" as an output format. See the next section (Shapefiles and Other Spatial Data Files) for instructions if needed.
3) When you receive the message "Your download is complete," click the link to download data.
4) Open the file.
5) The file will download in a .zip folder and will need to be "extracted" before it can be used. Navigate to the folder named output.zip. (output.zip)
6) Extract files from output.zip by right clicking on the folder and selecting "Extract All…" A popup will ask you to select a destination for the files. Leave the default destination and select "Extract."
7) You will see a window with the folder named "zipfolder." Open the folder.
8) Find the file that is a DBF file type (.dbf).



Name	Date modified	Type	Size
Aboveground_Storage_Tank_Sites.cpg	2/26/2016 11:51 AM	CPG File	1 KB
Aboveground_Storage_Tank_Sites.dbf	2/26/2016 11:51 AM	DBF File	11 KB
Aboveground_Storage_Tank_Sites.prj	2/26/2016 11:51 AM	PRJ File	1 KB
Aboveground_Storage_Tank_Sites.sbn	2/26/2016 11:51 AM	SBN File	1 KB
Aboveground_Storage_Tank_Sites.sbx	2/26/2016 11:51 AM	SBX File	1 KB
Aboveground_Storage_Tank_Sites.shp	2/26/2016 11:51 AM	SHP File	2 KB
Aboveground_Storage_Tank_Sites.shx	2/26/2016 11:51 AM	SHX File	1 KB
Aboveground_Storage_Tank_Sites.shp.xml	2/26/2016 11:51 AM	XML Document	18 KB

9) Drag the file into the spreadsheet application you opened in Step 1. The data will appear in a spreadsheet format.

10) Click “Save As” and save the file in a desired file format. Do not save the file as a dbf type.

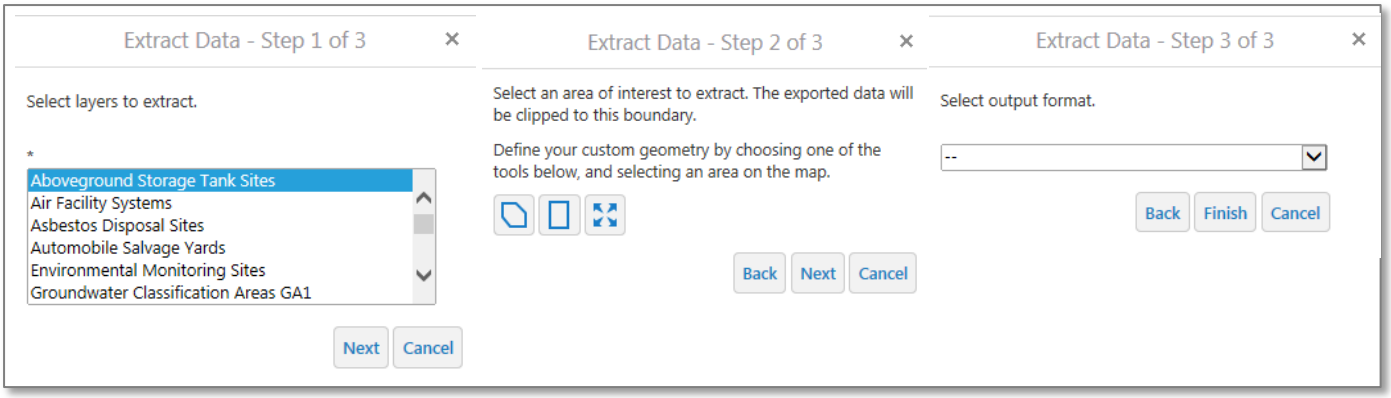
Shapefiles and Other Spatial Data Files

Use the three-step **Download Data** tool to download spatial data. To access the tool, click the Download Data icon in the Getting Around toolbar or click the “I want to…” quick option menu and select Download Data from the list of menu options. When Download Data is selected, a popup appears warning users about data limitations. Click “Continue” to open the Extract Data tool in the side pane.

In Step 1, select one or multiple layers to download data from. Click “Next” for Step 2. Select an area to download using a rectangle, polygon, or the current map view. (To view layers on the map, navigate to the table of contents and check the layers you want displayed.) In Step 3, select a format from the list of options to download the data in. Data formats that are missing from the drop-down list are not available at this time.

Tip: To select multiple layers, hold down the CTRL key and click additional layers from the list.

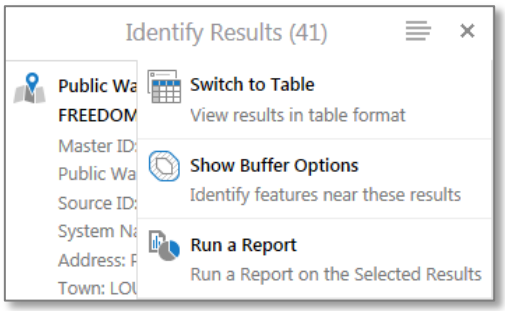
Click “Finish” to finalize the data download. When the message, “Your data extract is complete” appears, click the link to download data. Click “Save As” to save the data in a desired file location. The data will be saved in a .zip folder. It is unusable until it is extracted or ‘unzipped’ from the folder.



Tip: To download data for the State of New Hampshire, zoom out to view the whole state and click the tool with the four arrows ( ) in Step 2.

Public Water Supply Wells

You may download a PDF report for public water supply well data. Select public water supply wells of interest. In the Results side pane, click the icon to the left of the X to open additional options (see image on right). Select “Run a Report”.



The only report available will be the “Features Report.” Select the report and click “Download report file.” The report will open in a separate window.

Shapefiles for public water supply wells must be requested by emailing gis@des.nh.gov.

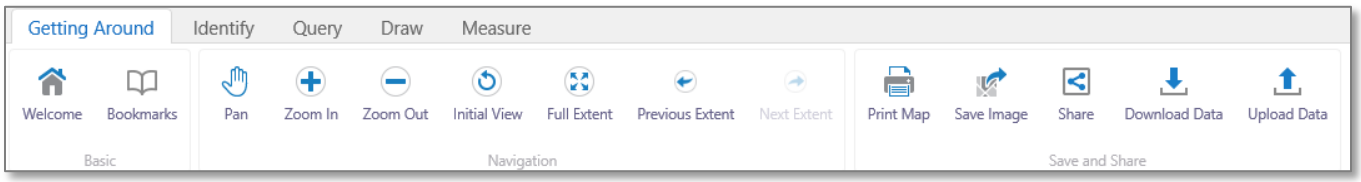
Toolbars and Functions

The OneStop Data Mapper offers many tools organized in several groups or "tabs." The following section provides brief descriptions on the available tools, organized by toolbar tab.

Getting Around

The Getting Around toolbar tab contains tools that can be used to move around the map or perform simple tasks. Click the **Welcome** icon to return to the Welcome side pane, visible when the Mapper was first opened. The **Bookmarks** tool allows you to save locations in a bookmark list to quickly return to bookmarked locations at a later time.

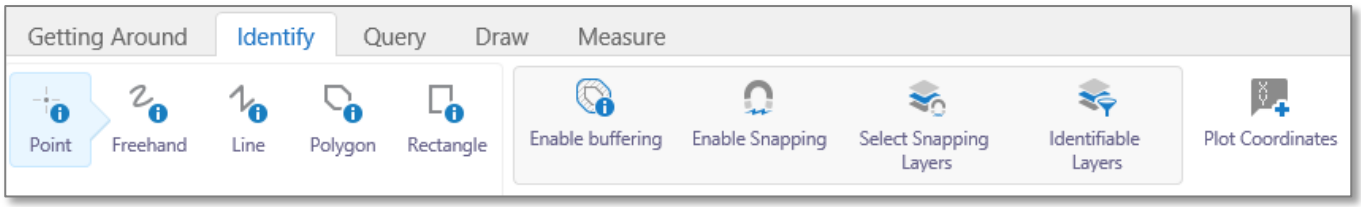
Click **Pan, Zoom In,** and **Zoom Out** to change the scale and extent (view) of the map. **Initial View** returns the map area to its original view. **Full Extent** displays the State of New Hampshire. To return to the last map view, click **Previous Extent.**



Save Image and **Print Map** both allow the current map to be saved in various formats. The Save Image tool will save an image of the current view while the Print Map tool creates a map formatted with a title, table of contents, and notes. See the Printing Maps section for more details on printing and exporting a final map. There is also an option to **Share** your map using a variety of applications.

You may also use the **Download Data** tool to download shapefiles or other file types (see the Download Data section for more information). Although export to spreadsheet is not listed as an option within the Download Data tool, the Download Data section describes steps to get data in a spreadsheet. **Upload Data** allows you to add your own data to the map. Supported file types are .csv, .xlsx, .kml, .shp, .gpx, or a .zip containing a FileGDB or shapefiles.

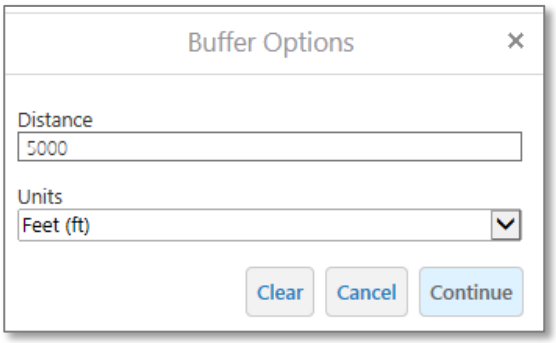
Identify



The tools in the Identify tab are designed to help you obtain more information about particular map features. Click the various tools to select features by **point**, **freehand**, **line**, **polygon**, or **rectangle**. Results appear in the side pane or in a table at the bottom of the window (more information on page 7). **Plot Coordinates** will take you to a location on the map based on the input coordinates. With this tool, you can also click on a location on the map to obtain coordinates for the location.

When each **Identify** tool is selected, more options appear to enable buffering and select identifiable layers.

Enable buffering allows users to select features within a specified distance of a point or boundary. Clicking "Enable buffering" displays buffer options in the side pane. Customize buffer distance and units and select continue to begin.



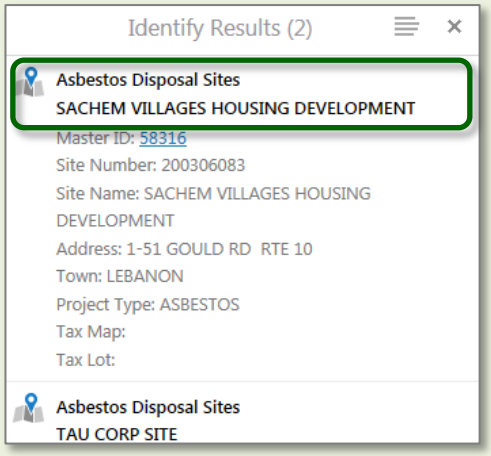
After selecting continue, click on the map to select features within a specified distance of the clicked point. When you click and hold, you will be able to create a box to select features within a specified distance of the shape.

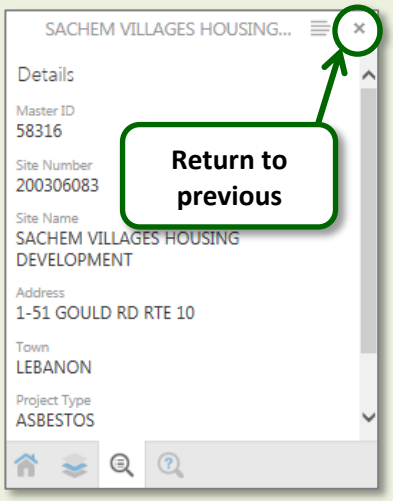
If multiple layers are displayed on the map, you may not want features from all layers included in the identify results. To limit the layers that the Find tool will select, click **Identifiable Layers** and select only the layers you want more information on. A checklist of all available layers will open. Check the layers that contain information of interest.

Working with Results

Results from searches, the Identify tool and the Find tool will always appear in the results side pane. This section will provide information on working with results.

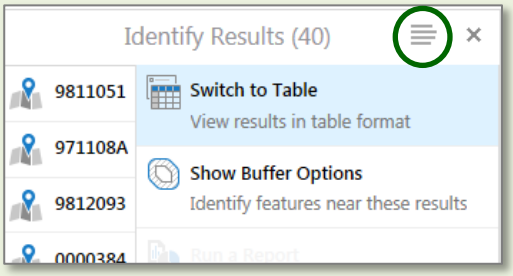
Results appear by feature name on the side pane. For more information about a feature, click on the feature name to display details. To return to the previous pane, click the "X" at the top right corner of the side pane (circled in the figure on right).





Multiple Results

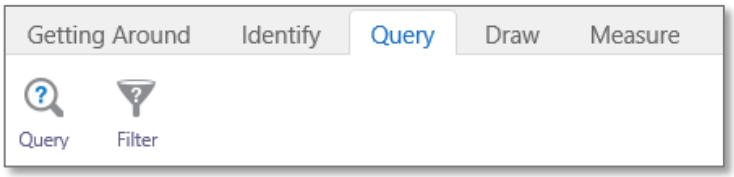
If your selection contains multiple results, you may find it easier to view results in a table format. Click the icon to the left of the "X" at the top of the side pane (see circled icon in figure on right). Select "**Switch to Table**" to display a table located at the bottom of the map area.



Tip: To return to the Results side pane, just click the same icon located in the top right corner of the table.

Query

The Query toolbar tab has two tools that will search for data based on set criteria.

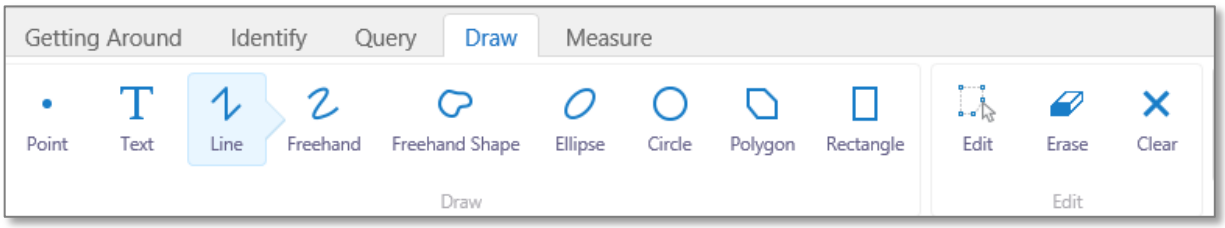


For results in a list/table, use the **Query** tool. The Query tool will search for features in a layer based on attribute information. Results will be shown on a list in the side pane, with an option to view as a table. See the "Working with Results" section on page 8 for more information.

For results displayed on the map, use the **Filter** tool. Filter lets you decide which features you want displayed on the map based on attribute information.

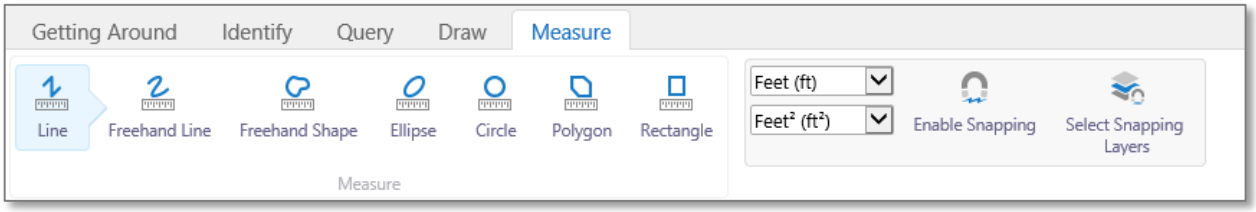
Draw

The Draw toolbar tab has many drawing options available to use on the map. Click each tool to add points, lines, shapes, and text to the map. You may customize the drawing by clicking the **Styles** tool, available when a draw tool is selected. **Snapping** helps connect new drawings to points of existing lines or shapes.



Once at least one drawing or text box has been created, the Edit, Erase, and Clear tools will become available. To edit existing drawings, click **Edit**. Click the drawing you want to move or change. You will be able to change the style, resize the shape, or delete the drawing altogether. Click the tools next to Edit to **Erase** a single drawing or **Clear** all drawings.

Measure



The Measure toolbar tab also allows you to draw on the map, and offers several drawing options. Distances and areas display directly on the map. Once you select the desired measuring tool, additional options become available to change the units and use snapping (as described in the Draw section).

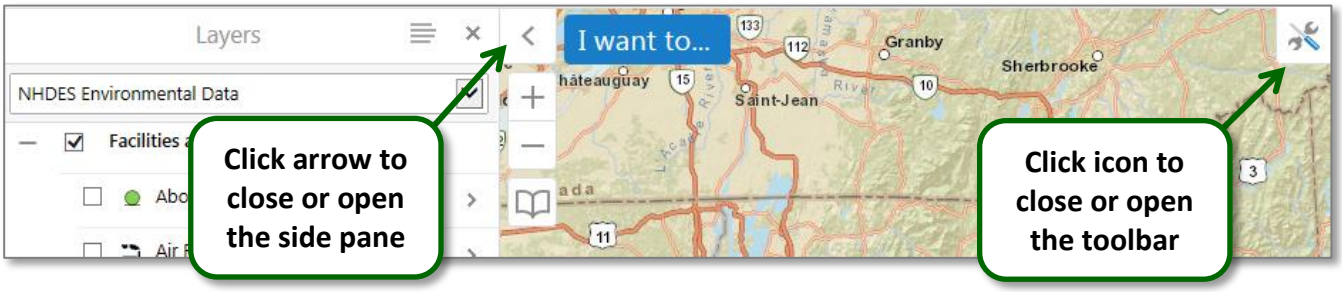
General Tips

Search

The search bar at the top of the window allows you to search the map for addresses and specific sites. Searches are not limited to New Hampshire, so make sure to include town and state when searching street addresses. Results will appear in the side pane, with street addresses appearing first, and sites appearing second.

Click the or to the left of the result to locate the site after searching.

The search tool is intended to help you navigate the map. To view sites based on specific criteria, use the Query tool in the Find/Query toolbar tab.

Hiding the Toolbar & Side Pane

Maximize the map area by closing the toolbar and the side pane. See the figure below for more information.