

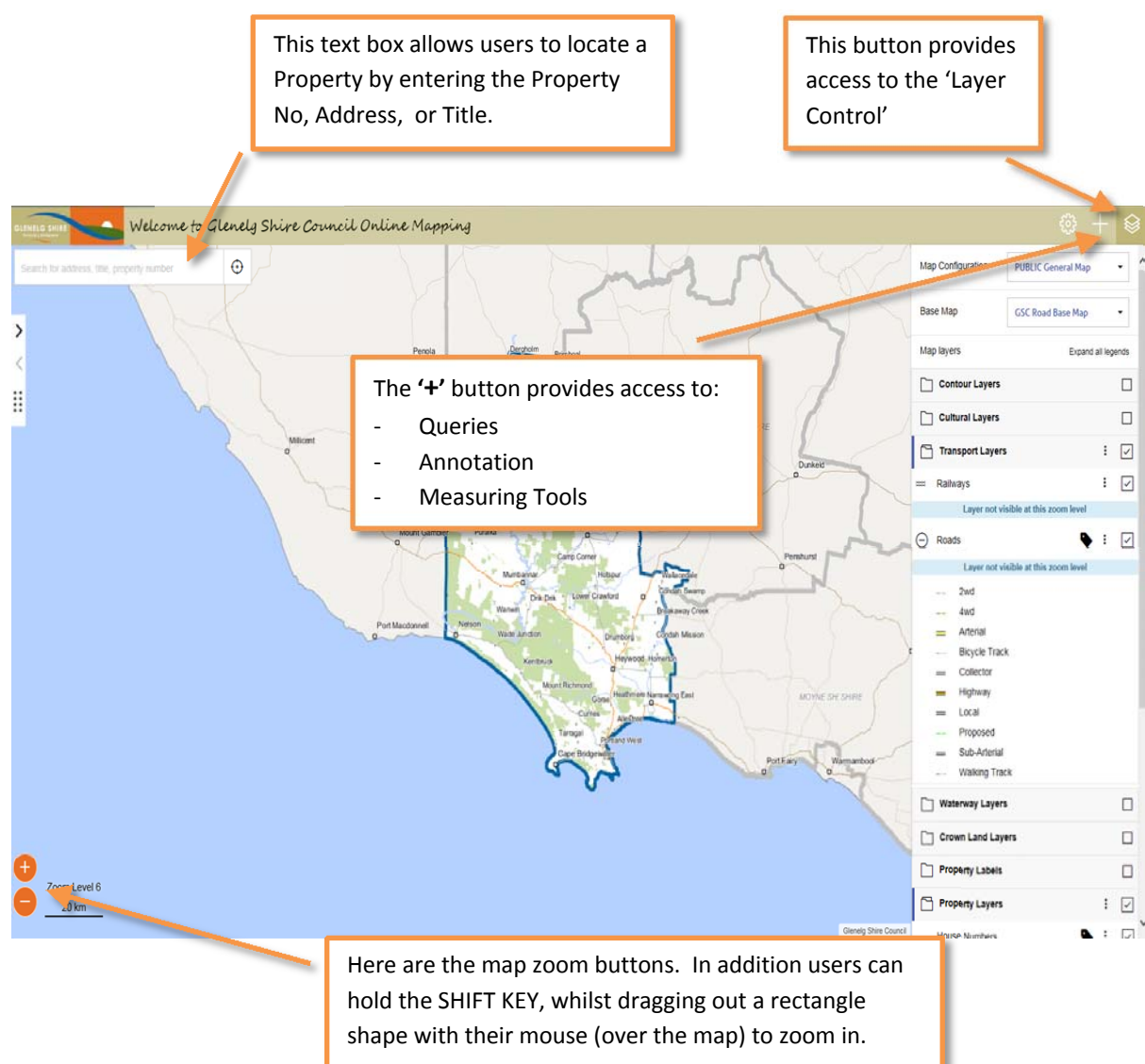
# Glenelg Shire Council

## SSA Public User Guide

January 2018

### Introduction

The new 'SSA' (Spectrum Spatial Analyst) program is our new Public Online Mapping system. The new system makes it easy to find properties, print maps and turn various map layers on or off.



### Map Navigation Controls

The key zoom and pan functions are described below:

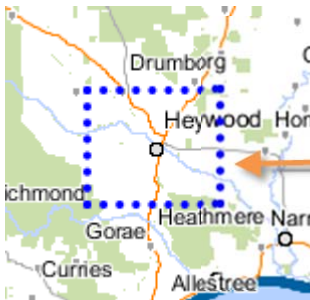
## Zoom In/Out

### Option 1 – Map Buttons



Here are the map zoom buttons. These functions will approximately halve/double the map zoom width, and retain the current map centre location.

### Option 2 – Draw Rectangle (holding SHIFT key)



Holding the SHIFT key, and then left mouse-click (& hold) to draw a rectangle shape on the map window.

This will result in the map enlarging to the area defined by your rectangle.

### Option 3 – Mouse Scroll

The third option for zooming control is via your mouse scroll wheel:

- Scroll forward to ZOOM IN
- Scroll backward to ZOOM OUT

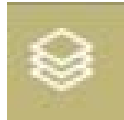
## Pan Map

The move the map around (and retain the current zoom level), simply left mouse-click (& hold) to drag the map to a new location.



Holding the left mouse button, and drag the map to relocate.

## Layer Control



When the SSA System first loads, there are a number of 'base' layers that appear by default (e.g. property boundaries and roads). Within the 'Layer Control' (or Legend) however, many more map layers are available for users to turn on as required (e.g. contours, transport, crown land).

This GIS Data Library contains the most up-to-date information from State Government.

Map Configuration: PUBLIC General Map

Base Map: GSC Road Base Map

Map layers: Expand all legends

Layer Group	Checkbox
Contour Layers	<input type="checkbox"/>
Cultural Layers	<input type="checkbox"/>
Transport Layers	<input checked="" type="checkbox"/>
Waterway Layers	<input type="checkbox"/>
Crown Land Layers	<input type="checkbox"/>
Property Labels	<input type="checkbox"/>
Property Layers	<input checked="" type="checkbox"/>
Boundary Layers	<input type="checkbox"/>

Currently the system only has one map configuration. The 'PUBLIC General Map' is the default and contains several layers that users can switch on/off when needed (e.g. Crown Land, contours etc).

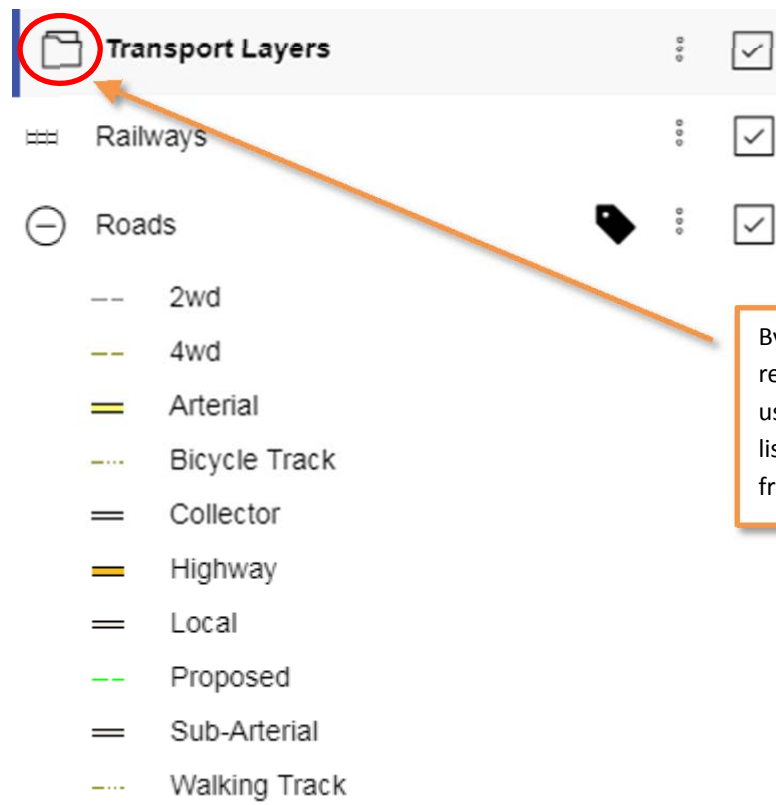
The Base Map allows users to switch between 'Roads' and various 'Aerials'.

Layers are grouped up in the Legend, and can be switched on/off either by TICKING the box to the right side of the Layer Group name (e.g. Boundary Layers).....OR.....by expanding the group and TICKING on/off individual layers (eg. Boundary Layers)

### **\*\* PLEASE NOTE \*\***

By default the system will auto-expand those Legend Groups that have been pre-configured to be switched on by default. For example 'Transport Roads' (see image below). It is therefore suggested to collapse these expanded layer groups when navigating the Legend in order to make the Layer listing less 'busy' and easier to view.

Example:



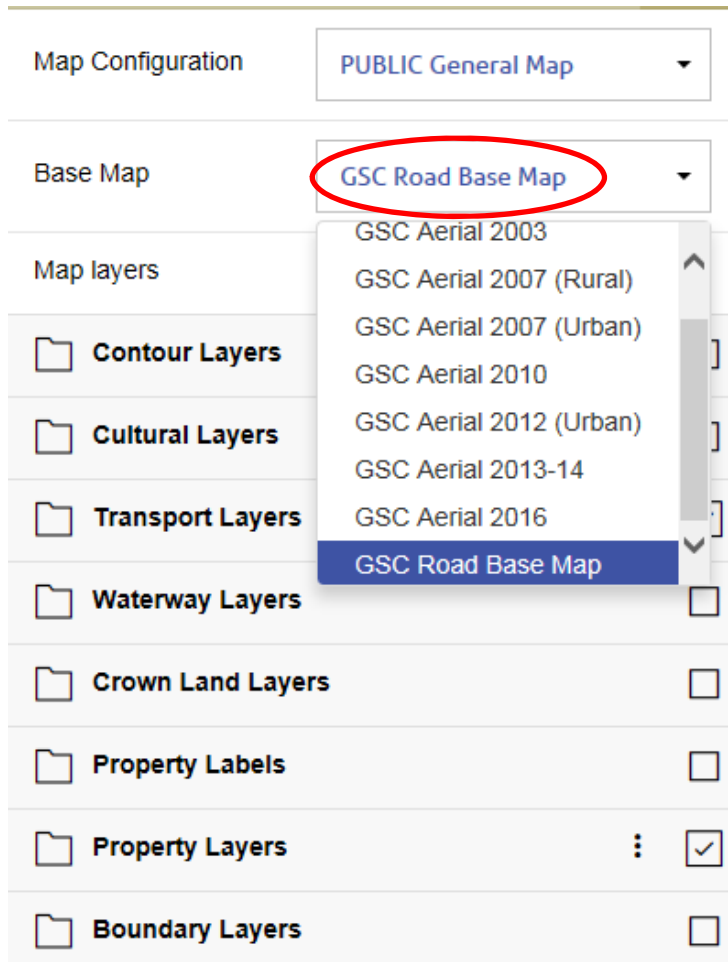
By clicking on the 'Collapse' button (refer to red circled area), the Legend will be easier to use as each main Layer grouping will be listed, rather than lots of individual layers from within default groups.

## Aerial Photographs

The aerial photographs are not listed in the Legend as an actual 'Layer', but rather they are available as a 'Base Map' option.




Click to open the Layer Control Panel.



The screenshot shows the Layer Control Panel with the following sections:

- Map Configuration:** A dropdown menu currently showing 'PUBLIC General Map'.
- Base Map:** A dropdown menu that is open, showing a list of options. The option 'GSC Road Base Map' is highlighted in blue and circled in red. Other options in the list include 'GSC Aerial 2003', 'GSC Aerial 2007 (Rural)', 'GSC Aerial 2007 (Urban)', 'GSC Aerial 2010', 'GSC Aerial 2012 (Urban)', 'GSC Aerial 2013-14', and 'GSC Aerial 2016'.
- Map layers:** A list of layer categories, each with a folder icon and a checkbox:
  - Contour Layers**
  - Cultural Layers**
  - Transport Layers**
  - Waterway Layers**
  - Crown Land Layers**
  - Property Labels**
  - Property Layers** (has a vertical ellipsis icon and a checked checkbox)
  - Boundary Layers**

By changing the 'Base Map' dropdown list to 'GSC Aerial #', the map will be refreshed with the aerial photograph as the backdrop to whatever other layers you have turned on at that time:



Map Configuration









PUBLIC General Map

Base Map

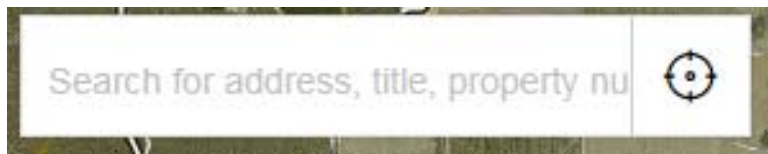
GSC Aerial 2016

Map layers

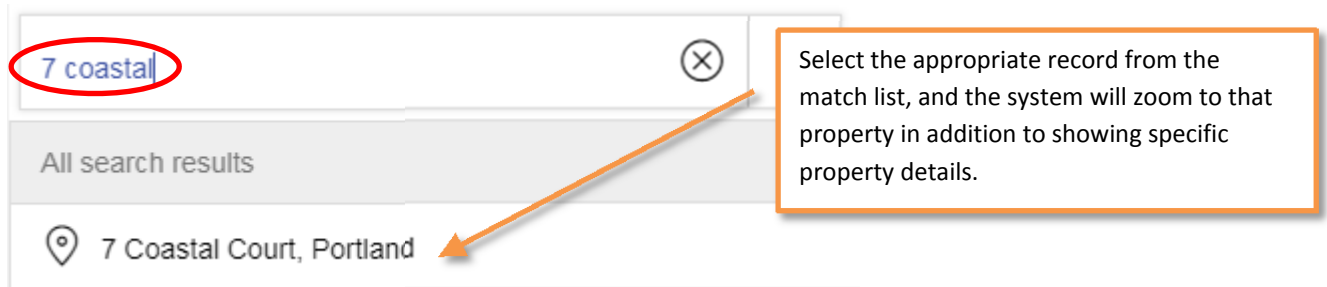
Expand all legends

	Contour Layers	<input type="checkbox"/>
	Cultural Layers	<input type="checkbox"/>
	Transport Layers	<div>⋮</div> <input checked="" type="checkbox"/>
	Waterway Layers	<input type="checkbox"/>
	Crown Land Layers	<input type="checkbox"/>
	Property Labels	<input type="checkbox"/>
	Property Layers	<div>⋮</div> <input checked="" type="checkbox"/>
	Boundary Layers	<input type="checkbox"/>

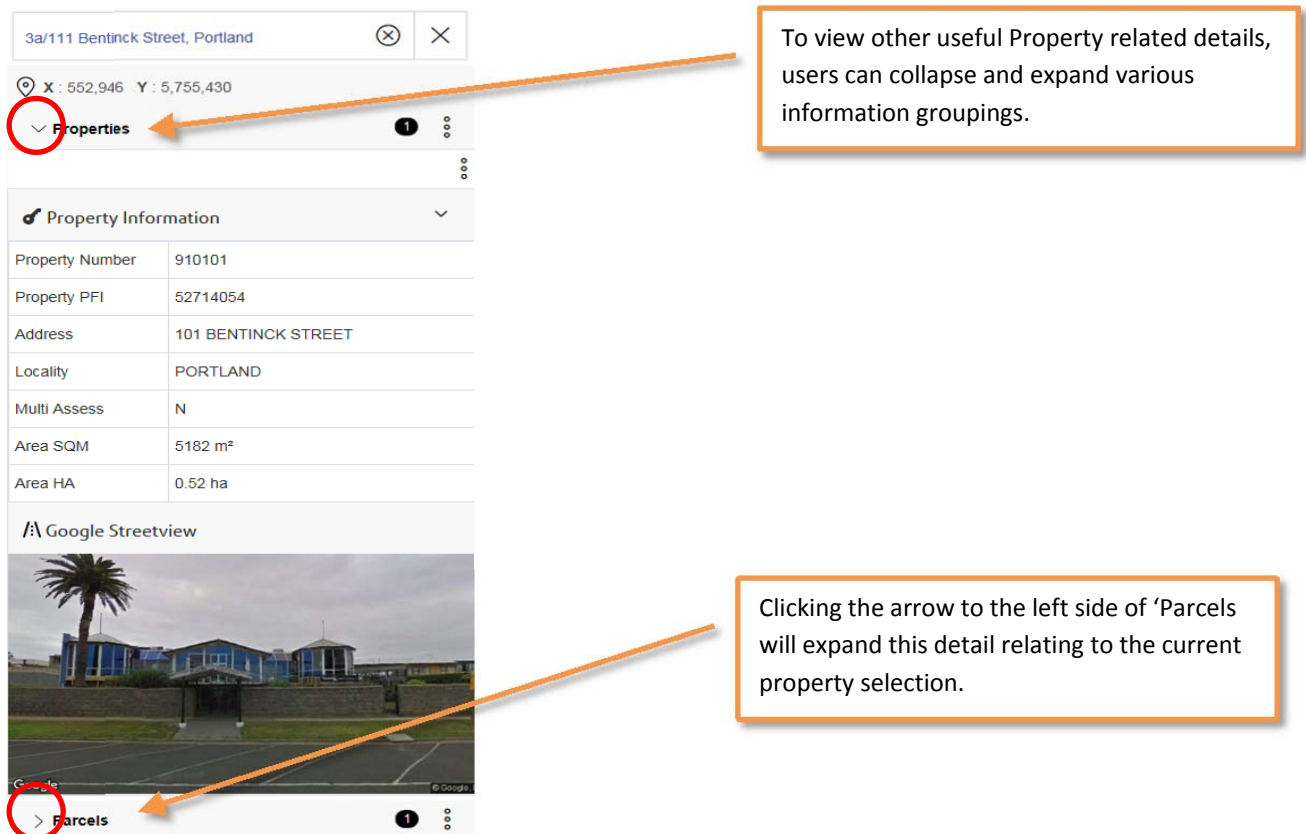
## Locate Index (Search Function)



Enter a Property Number, Address or Title and a list of matches will appear to select from. \*\*  
Simply type the first portion of the address to ensure a match is found. E.g. '40 Duncan')

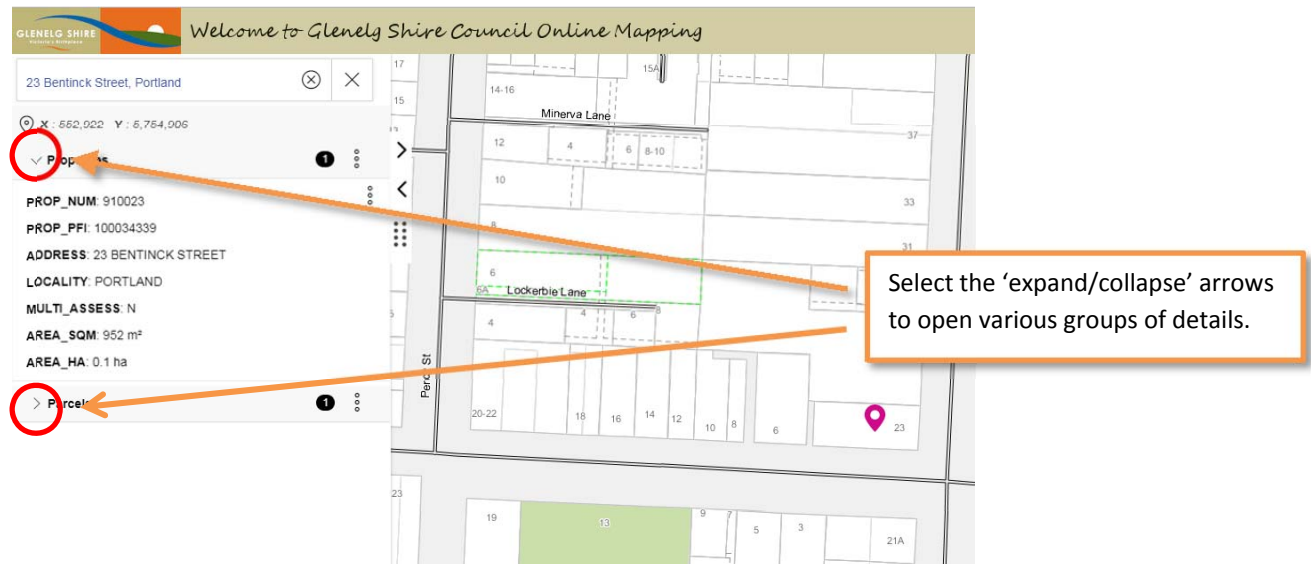


The following image illustrates the result of the selection. By default the 'Properties' detail is expanded to show key Property information. From here, users can collapse this 'Properties' detail and expand other useful information types such as 'Parcels'.



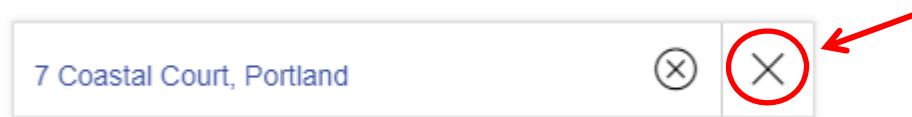
## How to Get Information from the Map

If you would like to view details against any map object (e.g. property, road or waterway), simply click on the map area with your left mouse button. The left side INFO panel will appear with related details



## How to Clear the Current Selection & Map Marker?

To remove the map marker/tab (i.e. clear your current selection), simply click the top-right 'X' button on the left locate panel (refer to image below).





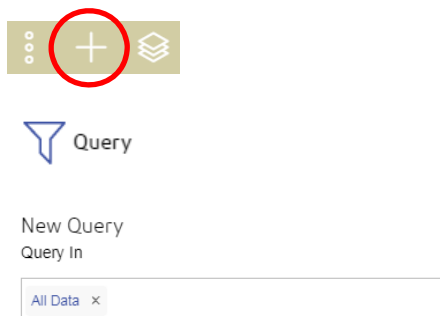
## Queries (Searching)

In addition to the 'Locate Index' search function (described above), users can develop their own custom searches. For example, you may wish to locate a road by the road name. The locate index will only allow for property numbers, address owner or title description. Therefore any other searches must be performed using 'Queries'.

### Custom Queries

Users can define their own query using any available map table. For example, search for waterways by name.

To access both 'Custom' queries follow similar steps as per the previous section (Saved Queries):



#### Example #1: Locate the Casterton Town Hall

The map table we will search is 'Community Venue':

From

Community Venue

The filter this time around will set to 'Custom Filter':

Filter

Custom Filter

Next, complete the following details for the Custom Search:



Once the results are located on the map & info panel, you may need to zoom out in order to properly view the selected map object:



**\*\* IMPORTANT \*\*** To clear the current selection(s) list, simply click the 'X' button on the top-right of the left INFO panel. To clear the actual map highlights, DELETE the annotation layer (e.g. 'Query1 – Community Venue') from the Legend (right panel).

To remove selections or annotations from the map window, follow these steps:

Access the Layer Control panel, and select the 'options' button as shown below:

Map Configuration PUBLIC General Map

Base Map GSC Road Base Map

Map layers Expand all legends

☒ **Query1 - Community Venue** ☰ ☒

Select from :  
**Community Venue**

Where :  
**NAME\_LABEL Like Casterton Town Hall**

Colour :

☐ **Contour Layers**

☐ **Cultural Layers**

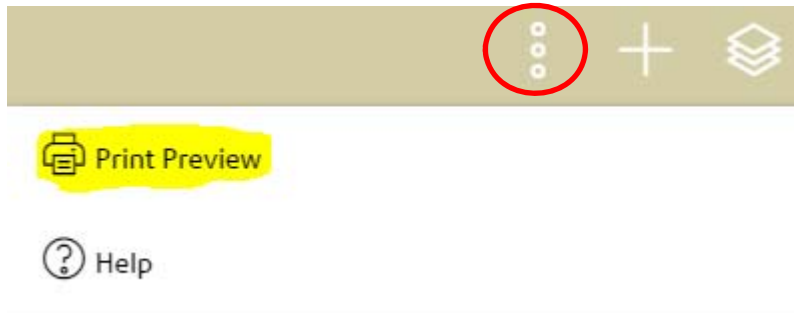
If you would like to subsequently remove the selection layer from the map, click the button below and select 'Delete'.

Next select 'delete' and the query or annotation will be removed. Alternatively you can simply untick the 'visibility' option for these same map layers, but this will result in them being retained in the Layer Control.

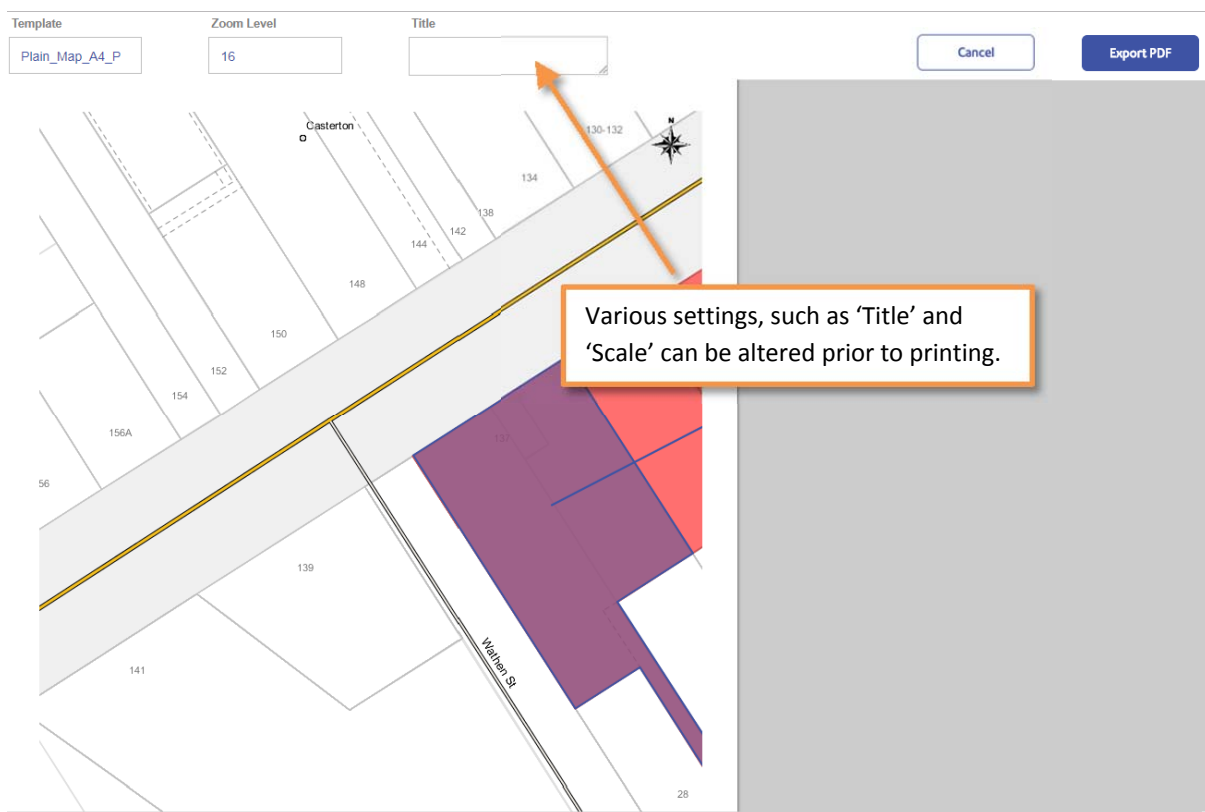
## Printing

Printing to either PDF or hard-copy is possible using the built-in 'Print Preview' function.

Firstly click on 'Tools' button at the top-right side of the main Legend panel, and select 'Print Preview':



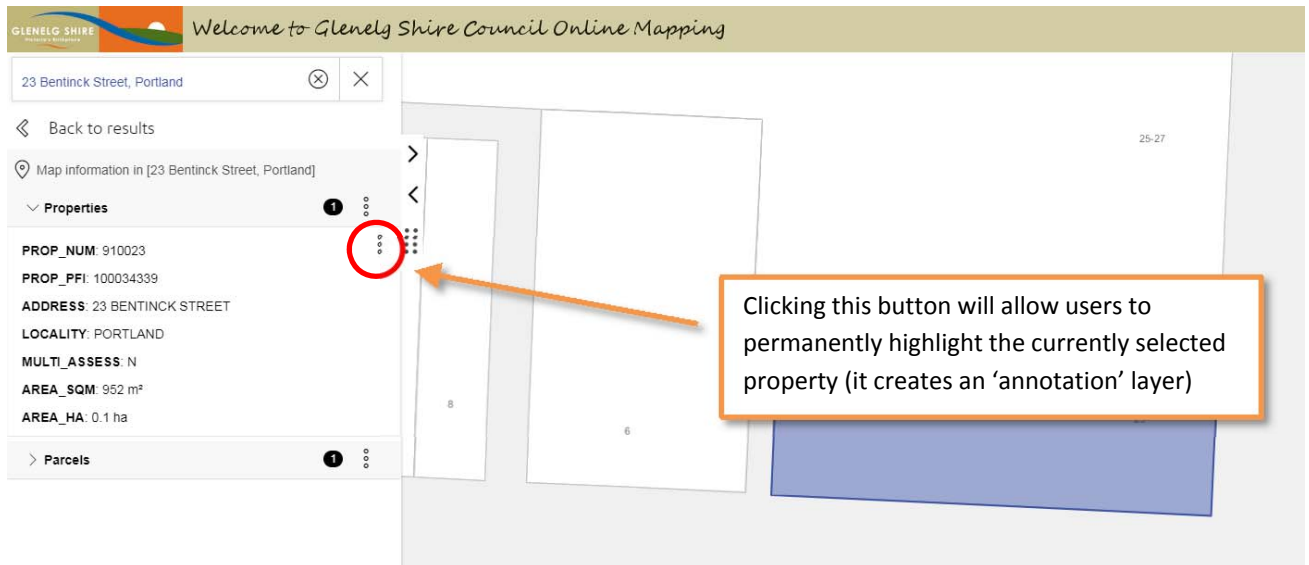
A new print preview window will appear allowing you to either 'Print to PDF' or Print using the standard File > Print function from your browser:



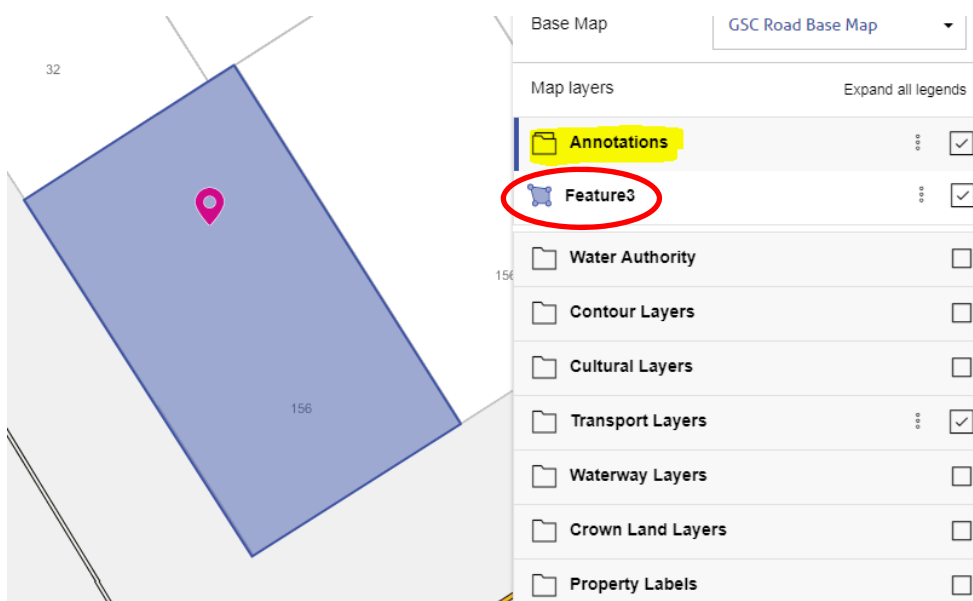
## Highlight Property on the Map (Create Annotation Layer)


It is sometimes useful to highlight a property object on the map. Initially, when a property is first selected a map marker appears on the map providing location coordinates. This map marker will disappear as soon as another selection is made or selection is cleared.

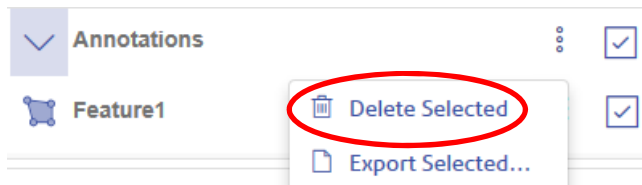
In order to have a more permanent highlight of a property (or properties), click the '3 small circles' button to the right side of the selection detail (in the left panel), and select 'Add as Annotation'



Once the selection is added as annotation layer, the right side Legend panel will display a new layer.



To remove Annotations either UNTICK the display box, or delete permanently by clicking the '3 small circles' button next to 'Annotations' in the right side Legend panel. 



## Measuring Tools

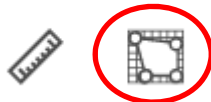
Similar to Exponare, SSA has the ability to measure distances and areas on the map window.

Click the '+' button on the top-right of your screen:



Select an appropriate measuring tool, for example 'Area':

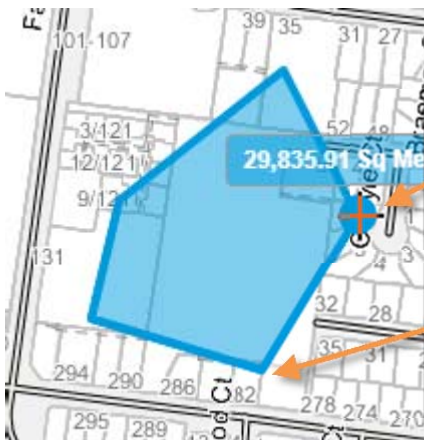
### Measurement Tools



Set the preferred measuring units:



Next, begin measuring your area but left-clicking and moving your mouse across the map window:



To close off your area, double-click.

To add a 'node' (or change direction) left-click.

To finish off the area, double-click.