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WELCOME TO TOWNSVILLEMAPS WEB MAPPING SERVICE

The TownsvilleMAPS Web Mapping Service is the Business Management System (BMS) for accessing Council’s corporate geospatial information.

It can be used to view, identify and print geospatial information within the Townsville City Council Local Government area (LGA).
Map Area and Side Panel

The **Map Area** is where your map features are visually displayed.

The **Side Panel** also displays Results from Identify, Search and Query tools used.

### Toolbars

There are a variety of tools located at different points on the screen; with most of them at the top of the page in the four toolbars above the Side Panel and map area.

The toolbar can be closed or reopened by clicking on button on top right side of map area.
Aerial photography is only available on the TownsvilleMAPS Premium service.

The **Basemaps** button is found in the bottom left hand corner of the map area.

This has records for **2014 Rural, 2013 Urban, 2011/2012**. **No Aerial** turns it off.

Within each photography group, there is a slider which allows you to adjust layer opacity (ie image transparency). To access this feature, you must change from Home tab to Layers tab at the bottom of the Side Panel.

**Default Full Image:-**

- **Aerial Photography**
  - Aerial 2014 Rural
  - Aerial 2013 Urban
  - Aerial 2011/2012

**Adjusted Image:-**

- **Aerial Photography**
  - Aerial 2014 Rural
  - Aerial 2013 Urban
  - Aerial 2011/2012
Coordinates Widget

The **Coordinates Widget** button is found in the bottom left hand corner of the map area.

Click on the icon to show the current Latitude/Longitude coordinates.

Click on the arrow to show the available coordinate systems.

Scale

The **Scale bar** is found in the bottom left hand corner of the map area. The scale is the relationship existing between distance on the map, and the corresponding distance on the Earth. (i.e. the actual distance on the ground.)

The **Scale Input Box** allows you to set the scale you wish to use.

Click on the icon to open the entry field which has a dropdown list of set scales available.

Note: Set the required scale **before** choosing a Print Map option to avoid incorrect area print.

Global Search

The **Global Search** box is a free text field at the top right of the banner ribbon within the mapping service.

Examples of some useful searches are:-

**Numbers:** Property (Parent), Pump Station, Meter Serial

**Names:** Park, Owners <Surname>,<Given Name/s>)

Please be aware that this may return a lot of results because it is going through all of the available data layers.

Specific Property and Land Parcel searches would be best done using the **Enhanced Property Search** within the **Search Tools** tab. (see Page 21)
Point Identify

The **Point Identify** tool can be used in conjunction with search queries and the selection tools, to add, remove or reselect features.

The sub menu shows the coordinates of the point and has five actions, including **Query this Location**, **Create Point**, **Plot a Coordinate**, **Add Text Label** and **Centre the Map Here**.

To activate this tool, right click mouse within map area.

1. **Query this Location**
   A green pin is drawn on the specific location within the map area. Identify Results Side Panel shows relevant information.
   Note: You need to perform a Point Query before a Search because it removes existing Search Results from the Side Panel, unless you have saved the Search Results beforehand. (see Page 17)

   ![Identify Results Side Panel](image)

2. **Create Point**
   A blue point symbol is drawn on the specific location within the map area.
3. **Plot a Coordinate**
A callout label with the coordinates will label the specific point queried within the map area. The Side Panel will allow you to change the coordinate system by using the dropdown arrow.

3.1. A panel actions menu is available in top right hand corner of Side Panel.

- **Hide All Coordinates** will remove callouts from map area. To undo hide, click on **Show All Coordinates**.

- **Delete All Coordinates** will permanently remove callouts from map area. To undo hide, click on **Show All Coordinates**.

3.2. There are also three actions available for each coordinate point which you can access by clicking on `····` at the end of the line.

- **Hide Coordinate** will remove callout from map area.

- **Edit** will allow you to modify the coordinate system, X and/or Y entries. Callout will be blue in Edit mode.

- **Delete Coordinate** will permanently remove callout from map area.

4. **Add Text Label**
A popup box will open to allow free text labelling of the specific point queried within the map area.

5. **Centre the Map Here**
Right click on map area, choose action and map area will pan to centre around the green pin.
STANDARD TOOLS TAB

The Standard Tools tab has the most commonly used functions for TownsvilleMAPS. It is split into four function groups:— Basic Tools, Identify, Navigation and Help Guides.

Basic Tools

Within the Basic Tools function group are Home and Change visible map layers.

Home

The Home button returns the Side Panel to the original format including Quick Links. (see Page 4)

Change Visible Layers

The Change visible map layers button allows the user to alter visibility of map group layers, perform layer actions and view their respective legends. Each layer contains specific parameters, graphical and spatial information.

1. Click Change visible map layers on the Standard Tools tab on top toolbar.

Notes:-

- When you open a map, some layers may be turned on while others may be turned off by default. Likewise, some folders may be open and others closed.
- Ticked boxes show which layers are turned on and displayed on the map.

Opening and closing folders does not turn layers on or off. It simply helps you stay organised. ie You can only see the layers of relevance to the work you are doing.

- Attribute symbology is shown by clicking on + which expands the layer. — will hide symbology.
Scale Dependent Layers

Some layers are only available at certain scales. If the layer is not within visible scale, it becomes greyed out.

Clicking > provides the option to Zoom to full extent or Zoom to visible scale. The layer will then display once you have reached its correct scale.

A tooltip displays if the layer is within or out of the visible scale. (ie hover the mouse over the checkbox to display tooltip)

Identify (Selection)

Within the Basic Tools function group is an Identify (Point) dropdown arrow which allows the user to find out about a location on the map. It also acts as a Selection tool.

1. Click the dropdown arrow next to Point icon to choose an option.
Once an Identify selection is made, a sub menu of tool options will appear.

1.1. Point, Line and Polygon

**Point** - layers at that exact location
**Line** - layers that intersect with the line drawn
**Polygon** - layers that are within, or intersect with, the polygon drawn

1.2. Freehand - layers that intersect with the freehand line drawn

*Snapping functions are not available because there are no vertices created while drawing.

1.3. Rectangle - layers that are within, or intersect with, the rectangle drawn

*Snapping functions are not available because the rectangle can only be drawn on a true horizontal plane.

2. Click on a property or feature (eg manhole) or drag cursor over feature/s within map area.

3. All selected feature information results are displayed in the Side Panel (Identify Results).
4. Within the **Identify Results** Panel, click on one of the highlighted results to expand the available information. The specific selection will be zoomed to at this time. To return to the results list, click on the x in top right hand corner.

**Buffering**

**Buffering** can be applied either prior to an **Identify (Selection)** function (see Page 11-13) or after viewing Identify Results in the Side Panel using **Panel Actions Menu** (see Page 15).

Note: If you don’t **Disable Buffering**, your next identified features will have existing buffer applied.

1. **Apply Buffer** prior to Identify (Selection):
   - After a tool option is chosen, another sub menu will appear including **Buffering, Snapping** and **Identifiable Layers**.

1.1. After selecting **Enable buffering**, an entry pane will appear.

   **Distance** field is free text. This can include several distances, comma separated, as well as negative distances if an internal buffer of a polygon is desired.

   **Units** field is a dropdown list.

   Click Continue to set buffer
1.2. Identify features (see Page 11) using one of the 5 options. A pink shaded buffer polygon and red pins for each of the identified assets will appear in the map area.

---

**Snapping**

Enable Snapping:

This tool may help your selection by allowing you to snap to objects within the map. It is available when using the point, polygon or line feature.

To turn off the snapping function itself, click on the **Disable Snapping** button.

*Snapping functions are not available for Freehand or Rectangle Identify actions.*

Select Snapping Layers:

This allows you to select and / or deselect specific layers to snap to. Click on button to open Layer list in the Side Panel then tick box next to relevant layer/s.

---

Identifiable Layers

This allows you to deselect any layers that you don't want to identify as part of your selection.
Open the Panel Actions Menu

1. **Switch to Table**
   This allows you to view results shown in the Side Panel in a table format. Each asset type is split into a separate tab within the table.

   ![Switch to Table.png](image)

To return to Side Panel view, click on the icon in top right hand corner and choose **Switch to List**.

2. **Show Buffer Options**
   See Page 13 for function details.

3. **Export to CSV**
   A popup box will appear after selection.
   Click ok to download file.
   Choose Open or Save from Windows Internet Explorer popup box.
4. **Export to XLSX**

A popup box will appear after selection.

Click ok to download file.

Choose Open or Save from Windows Internet Explorer popup box.

5. **Open Saved Results**

This allows you to choose from a list of previously saved results.

A list of saved results will appear in the Side Panel.

There are 2 options next to each saved file:
- Edit file name
- Delete saved results

6. **Save Results**

This function allows you to save the list of results for future use.

A popup box will appear after selection.

Type file name.

Click Save

Side Panel will now show as below:-

![Side Panel Image]
7. Combine Results
This tool allows you to add or subtract saved results, and match intersecting results. There must be at least one layer or feature selected otherwise this icon will be “greyed out.”
Note: For these functions to work, you must have already created a set of saved results.

8.1 Add to results: Combine a saved set of results with your current results list.
Select the saved results and click ok.

8.2 Subtract saved results: Remove a saved set of results from your current list of results.
Select the saved results and click ok.

8.3 Match intersecting results: Only show results that are in both your current list and a saved set of results.
Select the saved results and click ok.

Add to Results

Add to Results allows you to retain currently selected features and add new features to the selection.

1. Make initial selection by using one of two methods:-
1.1. Identify tool (see page 11)
1.2. Enhanced Property Search tool (see page 21)

2. Use the mouse pointer (left click) to make a new selection

3. A pane will appear in the top left hand corner of the map area with some of the features details.
Click Add to Results and the feature will appear in the Side Panel results list.
Remove From Results

There are two ways to remove features from your selection.

1. With the previous selection still selected, select the object you want removed within the Side Panel results list.

   1.1. Once the additional details are shown in the Side Panel, select \[ \text{Remove from Results} \] in the top right hand corner.

   1.2. Scroll down the dropdown menu list and select Remove from Results

   1.3. The map will refresh and remove the area/s and features that are selected for removal.

2. If you click the link inside the added Identify popup box it will remove that specific result from the Side Panel list.

Clear Selection

Click on the \[ \text{Clear Selection} \] in the top right hand corner of the result pane to clear the current selection.

Navigation

The Standard Tools tab has most of the basic navigation tools.
**Pan**

- **The Pan tool** moves the centre of the map without changing the map scale. Using the **Pan tool**, you are able to move the map up, down, left or right to display areas that were outside your current view.

1. Select the **Pan** tool
2. Left click on the map and drag mouse across map area.
3. Release the mouse button when required. The map is now displayed in the desired position.

**Zoom In and Zoom Out**

- **Zoom In** mode allows you to view a greater level of detail and specific map features. It zooms to the specified area of the map, altering the scale accordingly.

- **Zoom Out** mode zooms out to the specified area of the map, altering the scale accordingly.

1. Select the **Zoom In** or **Zoom Out** icon shown above. You then have three zoom methods as below:-
   - **1.1.** Left click and drag to highlight the area.
   - **1.2.** Double left click will zoom in by a system set amount.
   - **1.3.** Use the mouse wheel to zoom in and out.

**Initial View**

- **Initial View** displays the default map image. The current map must already be zoomed or altered in some degree for this feature to work.

**Previous and Next Extent**

- The **Previous Extent** tool displays the previous map view. The button will only be active if you have altered your map in your current session.

- The **Next Extent** tool displays the next map view. The button will only be active if you have used the **Previous Extent** tool already.
**Zoom To Feature**

This tool is not located in the Navigation area. It appears in the Panel Actions Menu when a specific feature is selected.

1. Use one of the three Selection tools (see page 11) to select the locations and/or objects on the map. Note **Zoom to Feature** icon will be inactive until a selection has been made.

2. Click the in the Side Panel and select **Zoom to Feature**. The map will refresh and zoom to the extent of the selected feature.

**Bookmarks**

The functionality for Bookmarks is **not** the same as it was in Mosaic. It's only function is to save Locations and / or Extents within the map area for that active session.

It can be found on the Standard Tools toolbar or next to the Side Panel.

**Create New Bookmark**

1. Click on the **Bookmarks** icon

2. Click **Bookmark Current Extent**

3. Type the name in the **Bookmarks** field.

4. Click OK

**Delete Existing Bookmark**

1. Click the **Bookmark** icon.

2. Click the **x** next to the bookmark

**Guide (Training Manual)**

There are two User Guides available and they are found on the far right hand side of the Standard Tools tab.

The Quick Start Guide covers basic functions and layout of the service. The User Guide is a more in-depth training manual.
SEARCH TOOLS TAB

This tab is specifically for searching for Properties and Land Parcels. The results are based on the search type and parameters used. It is quite fast because it has limited layers to search.

Enhanced Property Search

Once the Enhanced Property Search button is selected, a number of search types become available in a dropdown list in the Side Panel. After the selection is made, the results will automatically appear within the Side Panel. You can view additional information, export tabular data or interact with the individual selected or identified features.

The five options to choose from are Address, Property Number, Assessment Number, Lot on Road or Lot & Plan.

Address

Once selected, an entry pane will appear where you can search by House Number and Street Name, or Street Name only.

Adjacent Properties can also be included in the search by ticking the Select Adjacent Properties box at the bottom of the pane. This will include the details of any property that shares a boundary with the original property address entered.

Press the Search button to activate the request.
Property Number

Once selected, an entry pane will appear where you can search by specific Property number.

Adjacent Properties can also be included in the search by ticking the Select Adjacent Properties box at the bottom of the pane. This will include the details of any property that shares a boundary with the original property number entered.

Press the Search button to activate the request.

Assessment Number

Once selected, an entry pane will appear where you can search by specific Assessment number.

Adjacent Properties can also be included in the search by ticking the Select Adjacent Properties box at the bottom of the pane. This will include the details of any property that shares a boundary with the original property assessment number entered.

Press the Search button to activate the request.

Lot on Road

Once selected, an entry pane will appear where you can search by Lot and Street name, Street name only, or Street and Suburb names. Each will return list of Land Parcels and Land Numbers.

Press the Search button to activate the request.

Lot & Plan

Once selected, an entry pane will appear where you can search by Lot Number and Plan number and Plan type, Lot and Plan number or Plan number only.

Once you enter a specific Plan number, it will only show the relevant Plan type (ie SP).

Press the Search button to activate the request.
Clear Selection

This button will clear the current selection and remove highlight.

DRAW AND MEASURE TAB

The **Draw and Measure** tools allow you to draw freely, measure and create call outs which contain feature information on the map.

The tab contains icons to create point symbols, lines, circles, rectangles, polygons, ellipse, freehand shapes, text, measuring and plot coordinates. These can be saved as a PDF through the print map function but are not saved when you close the mapping session.

Measure: Length and Area

The **Measure** tool allows you to measure a specific length or area on the map. It defaults to a **Line** feature and you are able to choose from a list of feature types by clicking on the dropdown arrow.

![Image of Measure tool](image)

Note: Click once then move cursor to define length and shape. Double click to end drawing.

As soon as the feature type is chosen a tool tip will appear at bottom of map area. If you close it, the measure / draw function is stopped also.

![Image of Measure tool](image)

After clicking on the tool type, the measurement units and snapping are able to be changed.

![Image of Measure tool](image)
Notes on Measurement units:-

- 1st field = Length or perimeter; Line feature labels both use this field only
- 2nd field = Total length or area; not applicable to Line feature
- If multiple features drawn, unit changes will affect all features.

**Snapping** functions can also be enabled so that specific layers and any drawn features can be snapped to.

**Enable Snapping:**
This tool may help your selection by allowing you to snap to objects within the map. It is available when using the point, polygon or line feature, including those created using the Measure or Draw tools.

To turn off the snapping function itself, click on the **Disable Snapping** button.

**Select Snapping Layers:**
This allows you to select and / or deselect specific layers to snap to. Click on button to open Layer list in the Side Panel then tick box next to relevant layer/s.

**Draw: Point, Line, Polygon, Text**

This tool allows you to draw on the map. It defaults to a **Point** feature but has the same feature types available in the Measure tool, as well as **Text**. (see Page 26)

Unlike the Measure tool, you can set the feature colour and style **before** you start drawing by clicking on the **Styles** button.

Note: Lines, polygons & points drawn on the map can be saved as a PDF through the print map function but are **not** saved when you close the mapping session.
Edit Drawings

Once a feature has been drawn using either the Measure or Draw tools, it is able to be edited in number of ways. (ie style, colour and configuration)

1. Click on Edit and then on the drawn feature to activate the editing function.

Once you have the drawn feature selected, the Styles button will appear at the end of the Edit Drawings field.

1.1 A popup box with the available styles will appear across the map area. Click the desired style and the drawn feature will update accordingly. Click cursor outside the edit field to complete.
## Drawing Tool Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Draw Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Point Icon" /></td>
<td>Choice of three styles and six colours</td>
</tr>
<tr>
<td><img src="image2" alt="Line Icon" /></td>
<td>Choice of three styles and six colours</td>
</tr>
<tr>
<td><img src="image3" alt="Freehand Shape Icon" /></td>
<td>Choice of three outline styles and six colours</td>
</tr>
<tr>
<td><img src="image4" alt="Text Icon" /></td>
<td>Write a variety of text fonts on the map</td>
</tr>
</tbody>
</table>
Plot Coordinates

This allows you to plot coordinates on the map.

Once activated, **Snapping** functions become available. (see Page 14)

After selecting **Plot Coordinates**, an entry pane will appear in the Side Panel.

Coordinate System can be changed using dropdown arrow.

Type in required coordinates (ensuring that your cursor remains in the Side Panel) and click Add.

**NOTE:** If you move the cursor into the map area before clicking Add, it will auto-populate the coordinates from the cursor location and override your typed entry.

You can enter multiple coordinate sets. (see Page 9)

**PRINTING TAB**

Within the Print Tab, there are two function groups, **Print Tools** and **Reference/Legend**.

**Print Tools**

**Export Image** saves the current map view as an image file.

**Print Map** will print the map with a border, a legend and property details.
Export Image

Export Image allows the user to take a basic screen capture of the map area and excludes template and legend details.

1. Click on Export Image button and a new pane will open over the map area. This allows you to choose the output image format.

2. Select Image Format from dropdown list

3. Tick box to Include Georeference Data
   Note: Only available for BMP, JPEG, PNG or TIFF

4. Click Create Image button to start export process.

5. Click View Image button

6. There will be two types of Open / Save options, depending on which format is chosen.
Print Map

The legend shown on the map types is not dynamic and only shows the Base layer features.

As soon as this print option is chosen, a pink shaded box will appear over the map area and represents the exact area included in print. You are able to zoom out to see full extent of print area and pan around the map if the Lock print preview with map is ticked on. If you un-tick this box, it means that you are changing the printable area.

1. Select the required Layout, Output Format, Resolution and Map Scale.

2. Click Print and the pane will change and a message will appear to advise that the file is ready.

3. Click Open File and the map will open in another tab.
### Reference

This is a printable legend for reference only.

### Asset Infrastructure Full Legend

Located within the printing toolbar tab, it provides a reference to the full symbology legend for Asset Infrastructure (ie Storm Water, Water, Waste Water, Fibre Optics).

By clicking on the icon, it will prompt you to choose between **Open**, **Save** or **Save as** the pdf.

- **Open**: document opens on screen and gives option to print
- **Save**: saved to Users Download folder
- **Save as**: saved to specified folder