



CEMP MAPPING PLATFORM

TABLE OF CONTENTS

I. ACCESSING MAPPING TOOL

- SIGNING INTO ArcGIS ONLINE..... 1
- INITIAL ACCOUNT SET UP..... 1
- NAVIGATING TO CEMP MAPPING PORTAL..... 1
- LOCATING COMMUNITY MAP TOOL.....2

II. USING THE MAP APPLICATION

- SPLASH SCREEN.....3
- DOWNLOADING INSTRUCTIONS..... 3
- LEGEND..... 3
- SEARCH BAR..... 3
- ZOOMING IN/OUT..... 4
- LAYER LIST..... 4
 - Turning Layers On/Off..... 4
 - Changing Layer Transparency..... 4
 - Disabling Pop-Up.....4
 - Access to Exporting Data Set.....4
- BOOKMARKS..... 5
 - Creating New Bookmarks..... 5
- BASEMAP GALLERY..... 5
- PDF GENERATION.....6
- ATTRIBUTE TABLE.....6
 - Exporting Data as CSV File..... 7
- LAYER POP-UP BOXES.....7
 - Tabbing through Overlapping Feature Boxes.....8

III. CREATING AND EDITING DATA

- LOCATING EDITOR TOOL..... 9
- CREATING NEW FEATURE..... 9
 - Adding Attachment..... 9
 - Scrolling through Feature Box..... 10

- EDITING FEATURES.....	10
• Relocating a Feature.....	10
• Deleting a Feature.....	10
- HOW TO STOP EDITING.....	10

IV. OTHER MAP NOTES

- TURNING OFF GRAY SHADING.....	11
- AERIAL IMAGERY LAYER ACCESS.....	11
- RESTRICTIONS.....	12
- REQUESTING PRIVATE DATA OR MAP.....	12
- CURRENT FEATURE ACCURACY.....	13



CEMP MAPPING PLATFORM

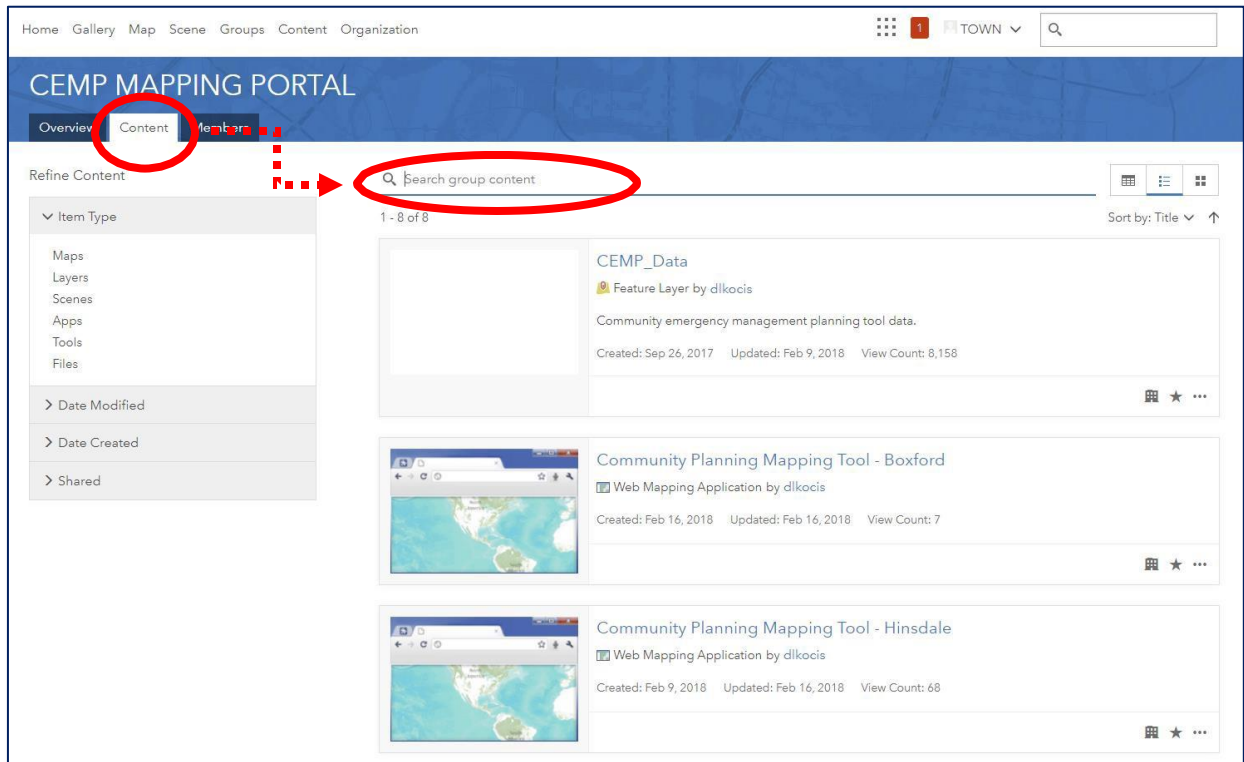
I. ACCESSING MAPPING TOOL

ArcGIS Online: <https://memamaps.maps.arcgis.com/home/signin.html>

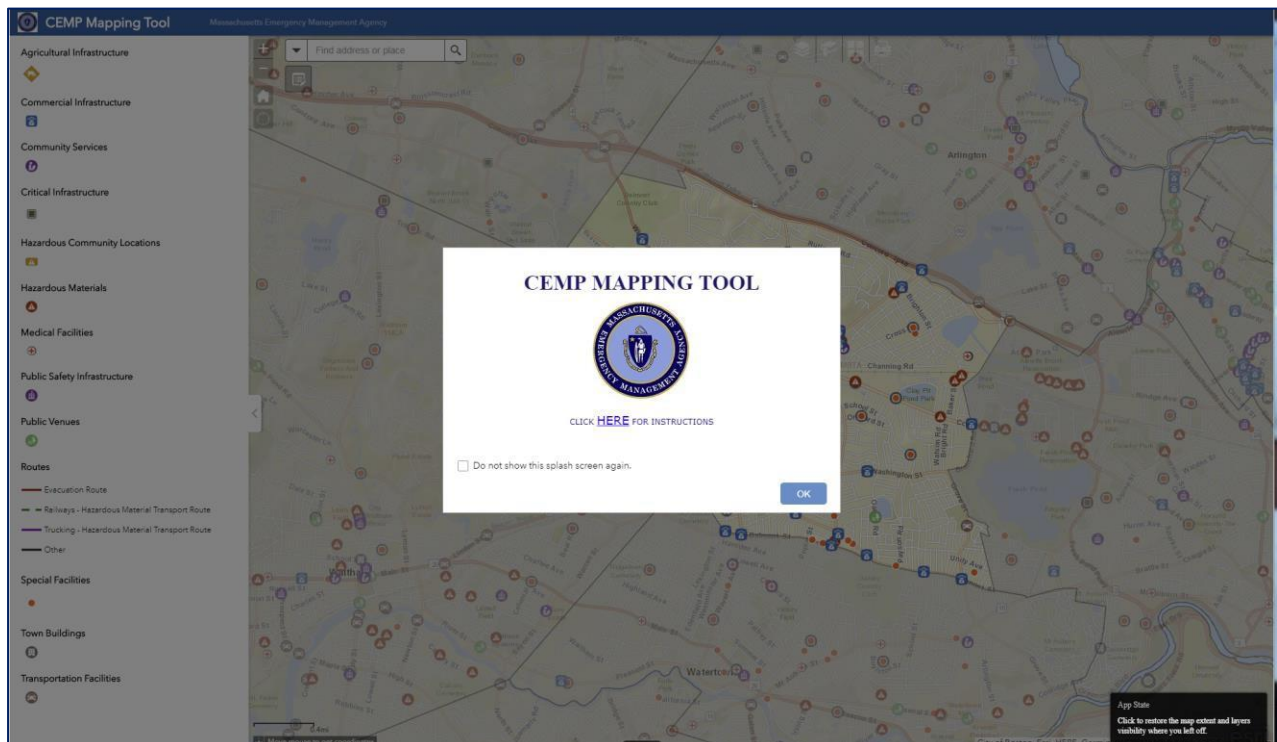
1. If account requested from MEMA, enter assigned username and password
 - Initial Sign In: Change password, create security question
2. Click “Groups” at top of page, then select **CEMP MAPPING PORTAL**

- **NOTE: Do NOT click “Leave Group.” This will permanently remove your account from the group.**

3. Click **Content** tab. In the search tab, type in your town's name and select the item called "Community Planning Mapping Tool"



4. You should reach a page that looks like this:



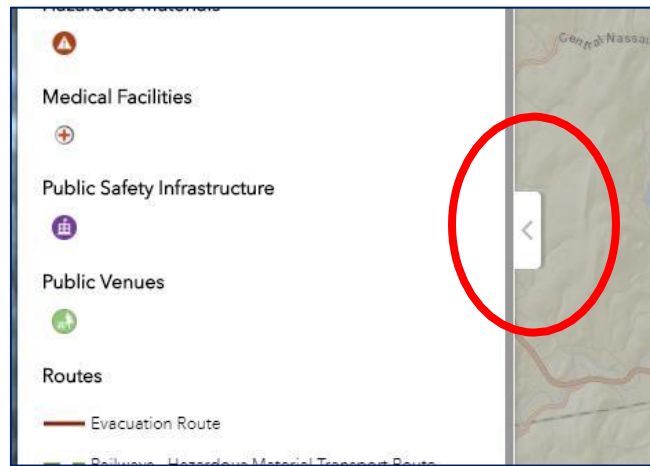
II. USING THE MAP APPLICATION

1. Splash Screen:

- A copy of these instructions can be downloaded by clicking [“HERE”](#)
- Option to select “Do not show this splash screen again”
- Click **OK** to exit screen

2. Legend:

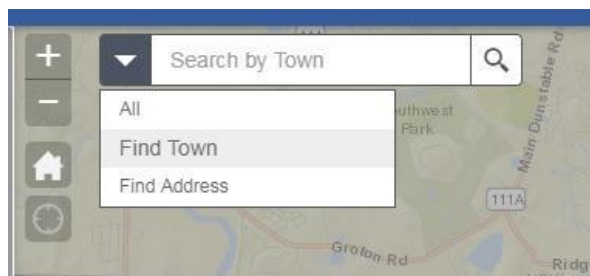
- Default is to show legend on the left
- Hide legend by clicking arrow along its edge ->



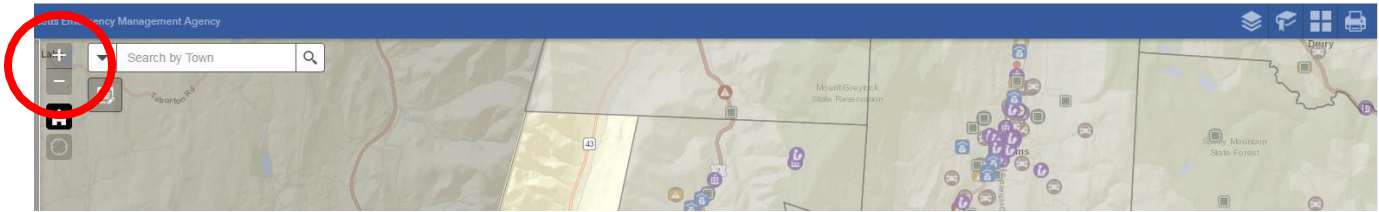
3. Search Bar:



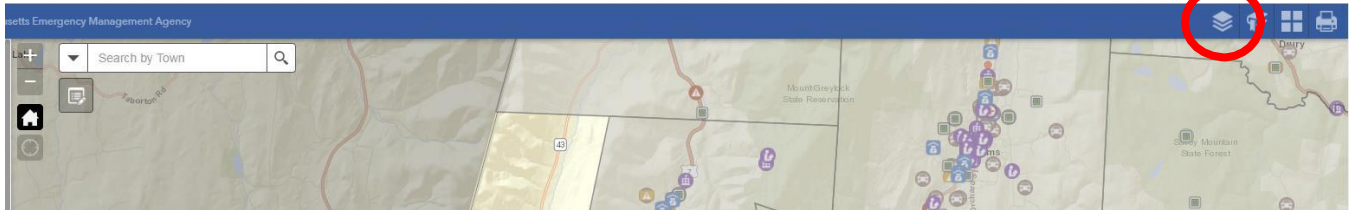
- Type known address into search bar and either hit **ENTER** or click the magnifying glass icon on bar.
- Can also search for towns by selecting **“Find Town”**



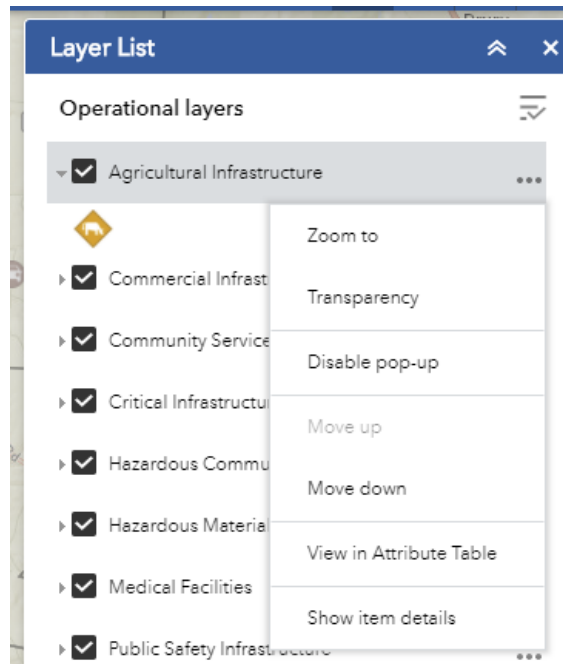
4. Zoom in/out:



5. Layer List:

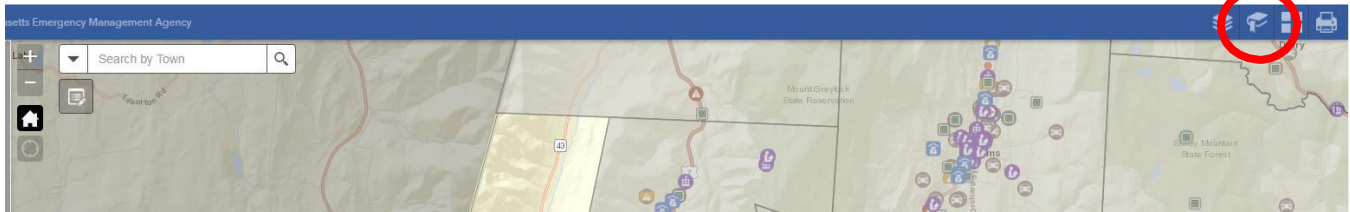


- Check/Uncheck layers to turn them on or off.
- Expand option by clicking three dots at right of layer name

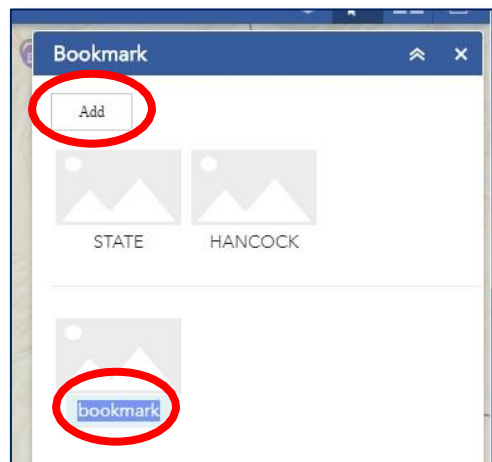


- **Transparency:** option to make layer more or less see-through
- **Disable Pop-Up:** Turns off pop ups boxes that show for that layer when a point is clicked on in the map
- **View in Attribute Table:** Opens downloadable table that shows layer details
- **Show Item Details:** Navigates user to a page where data can be exported to various formats (shapefiles, csv)
NOTE: This will download entire data set, including data for other towns.

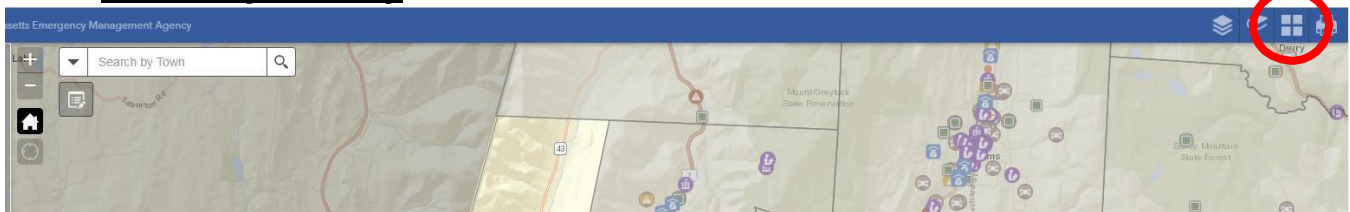
6. Bookmarks:



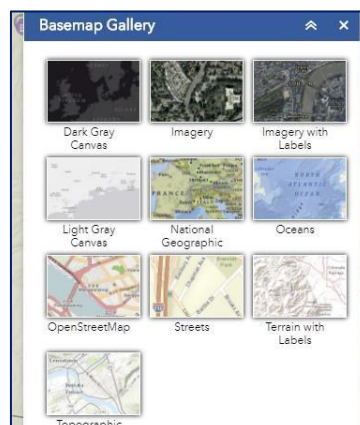
- Select **STATE** to quickly zoom to state view
- Select your town name to quickly zoom to your town
- Can add new bookmark by zooming to area of interest, selecting **Add** and naming bookmark as desired.



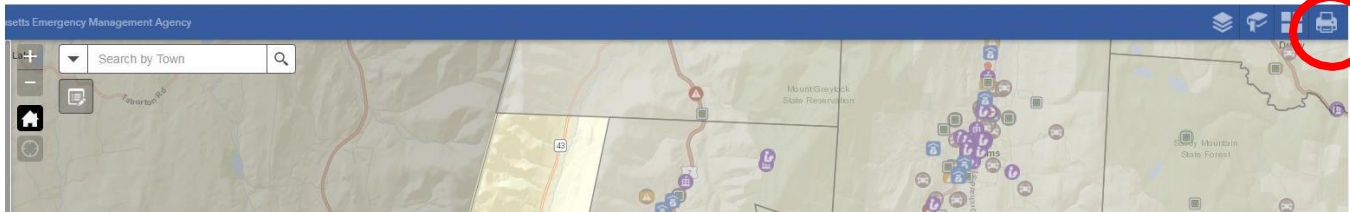
7. Basemap Gallery:



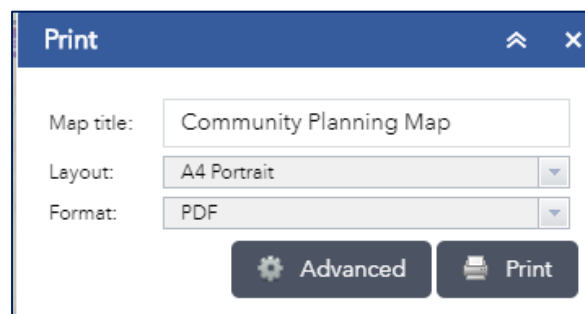
- Choose desired basemap from options provided:



8. **PDF Generation:** (in development)



- This tool generates a pdf of the map as currently viewed/appearing in your web browser.
- Provide desired title to appear on map in “Map title”, select layout (default is A4 Portrait), and format (default is pdf).

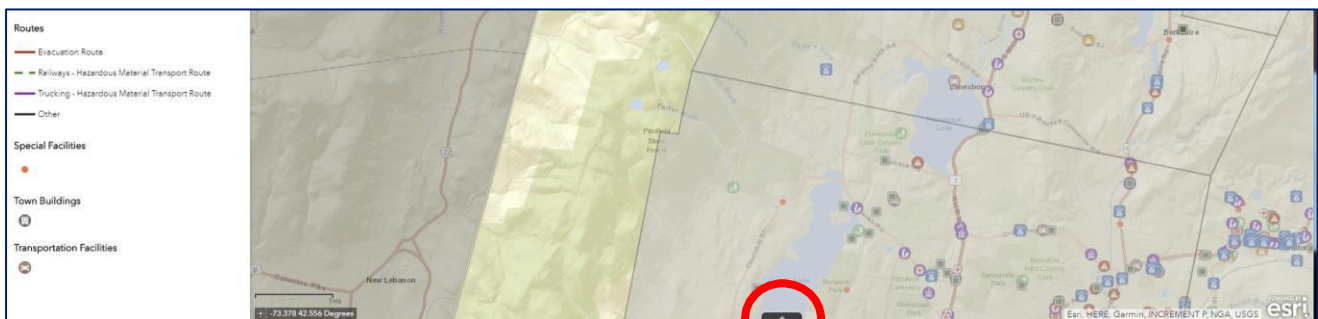


- Advanced button opens other options, such print quality (*increasing 96 dpl to 300 dpi will greatly increase clarity of image, for example*)
- Click Print to generate PDF

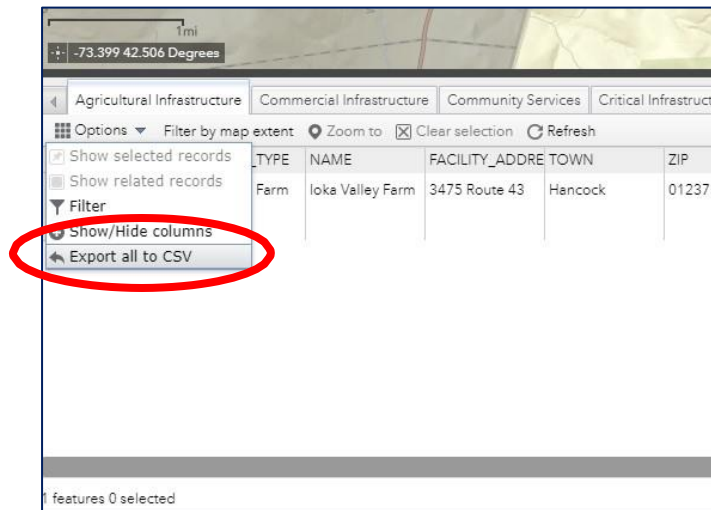
NOTE: This pdf generator has restrictions. A better version is anticipated in the future. As an alternative resolution, print directly from your web browser, or use the print screen button on your computer.

9. **Attribute Table:**

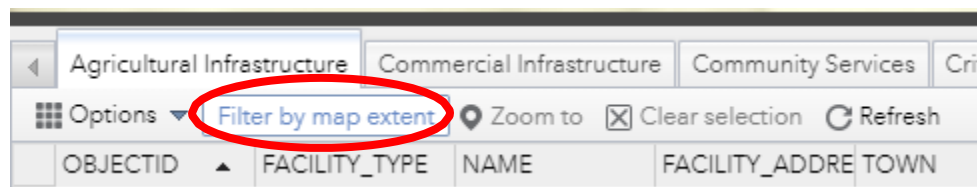
- Expand the attribute table by selecting the arrow tab at the bottom of the page.



- Separate tab for each layer.
- Copies of table can be exported by clicking option, then “Export all to CSV”



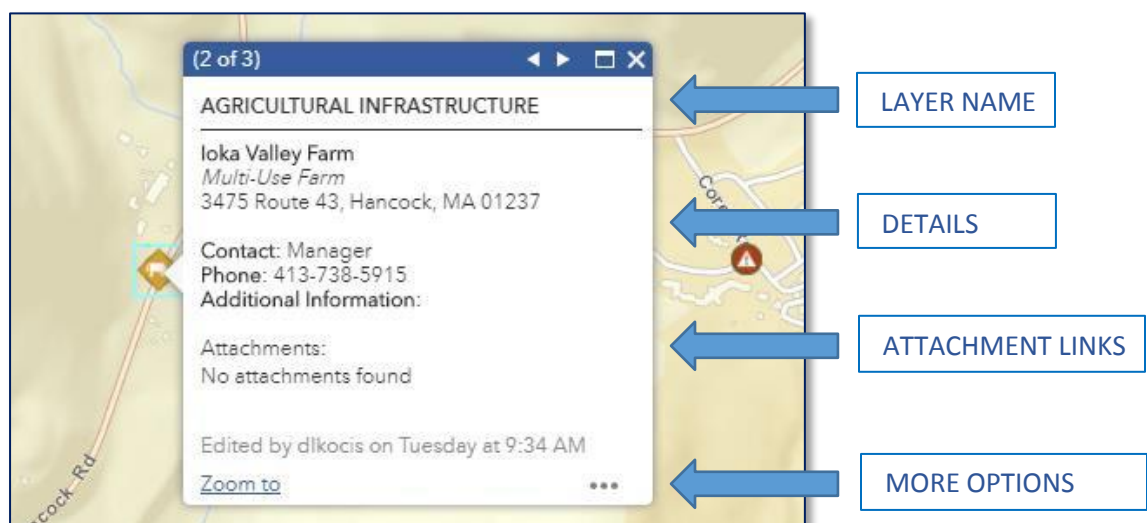
- Select the “Filter by map extent” button to only list items visible in the current map view above.



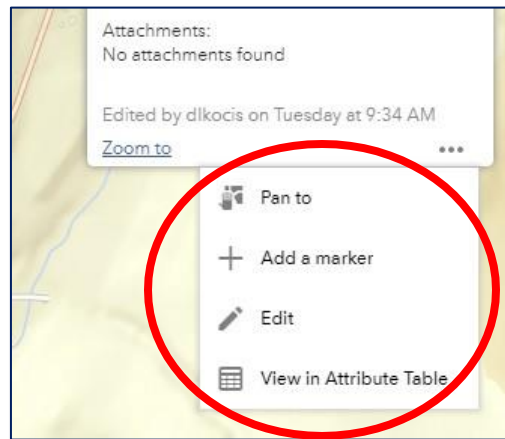
- Hide/minimize the attribute table by reclicking the arrow tab.

10. Layer Pop-Ups:

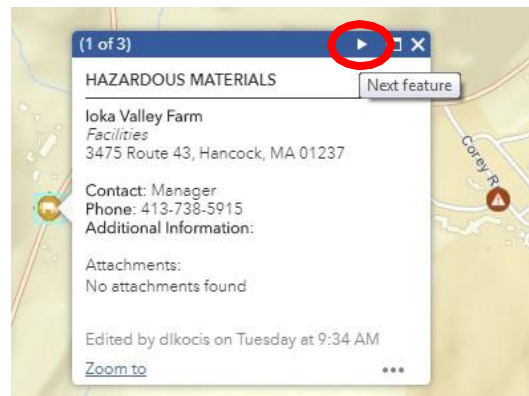
- Clicking on point on the map will generate a pop up box with more information about that feature:



- Selecting three dots at bottom of box provides more options, as seen below:

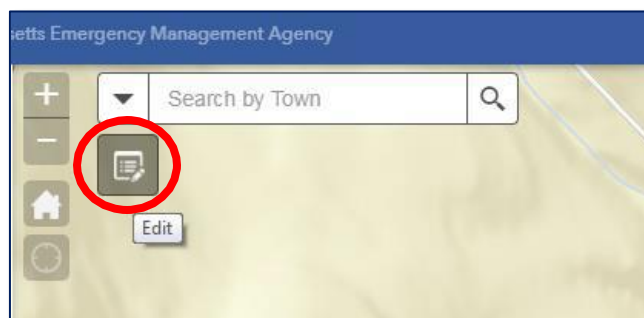


- NOTE: Some boxes will have small arrows in the top right corner indicating that more than one point is in this location. Select the arrow to tab through and see other points.

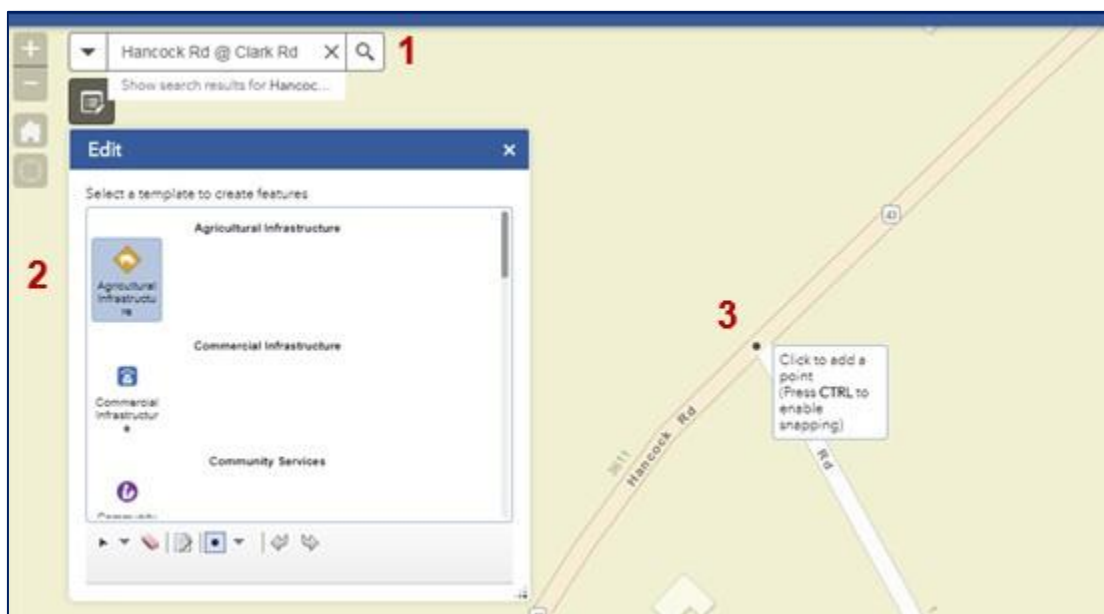


III. CREATING AND EDITING DATA

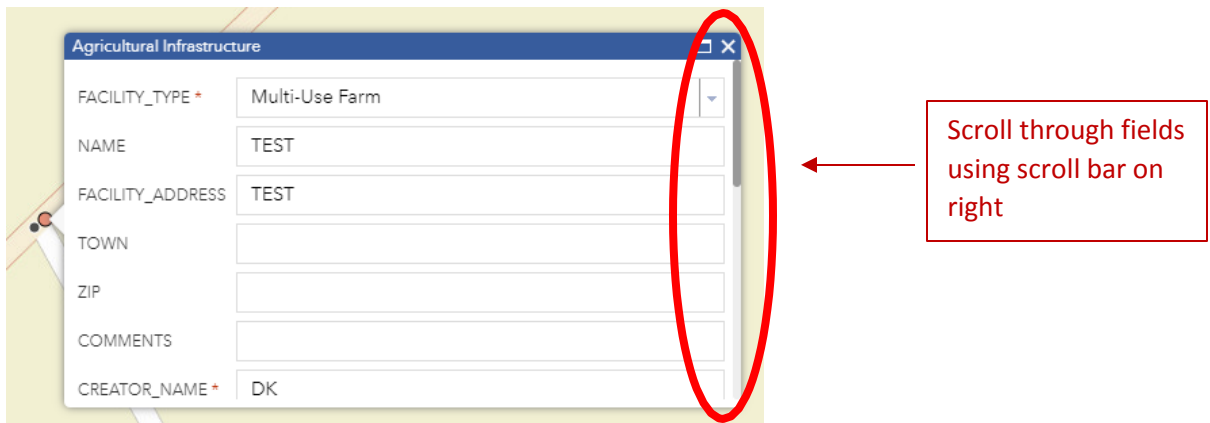
1. Click on EDITOR tool located under Search Bar



2. To CREATE a feature, (1) zoom to location where point will be placed (either manually or by typing address into search bar), (2) select a template from the layer list in the box and (3) click on map.



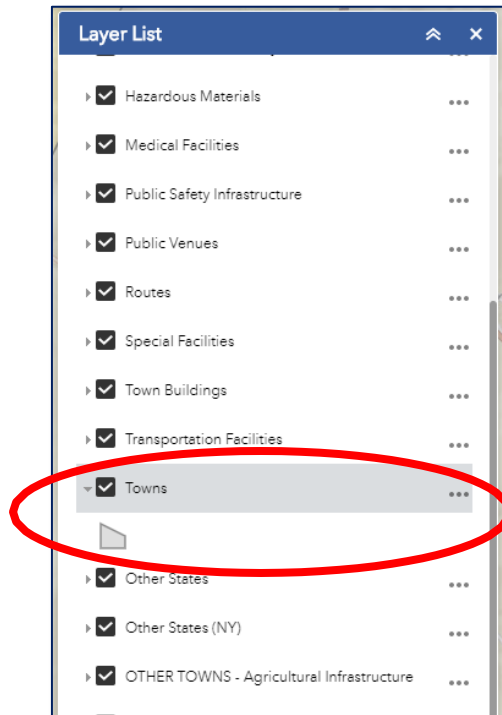
- Once point is created, a box will pop up with options to fill out details. **NOTE:** Facility Type, Creator Name and Creator Agency are **required** fields.
- Attachments (picture, spreadsheet, document, etc) can be tied to the point by clicking “[Choose File](#)”
- Hit [Save](#) at bottom and close



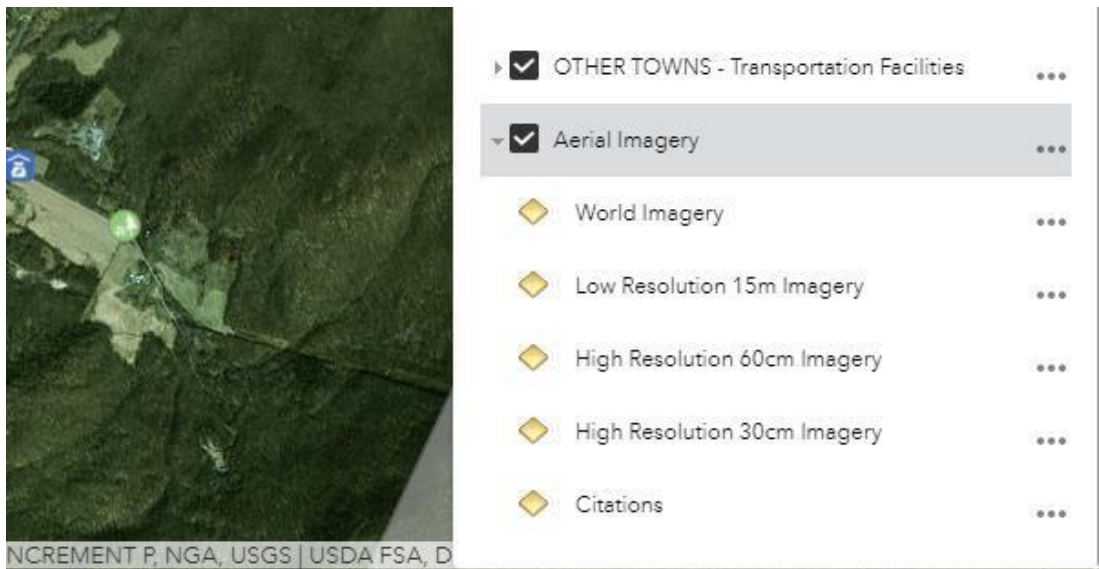
3. To EDIT a feature, select feature on the map, click three dots on bottom and hit [Edit](#).
 - Box will pop up and user can edit fields.
 - To **delete** a feature, scroll to bottom of box and select [Delete](#)
 - To **relocate** a feature, click out of the box, click on point and drag to new location.
4. To stop editing, simply click out of the Editor tool box

IV. OTHER MAP NOTES

1. Outside communities are grayed out. To remove the gray shading, open the Layers List, scroll to Towns and uncheck the box



2. Aerial Imagery can be quickly overlaid when zoomed to your community by Checking "Aerial Imagery" at bottom of Layer List.

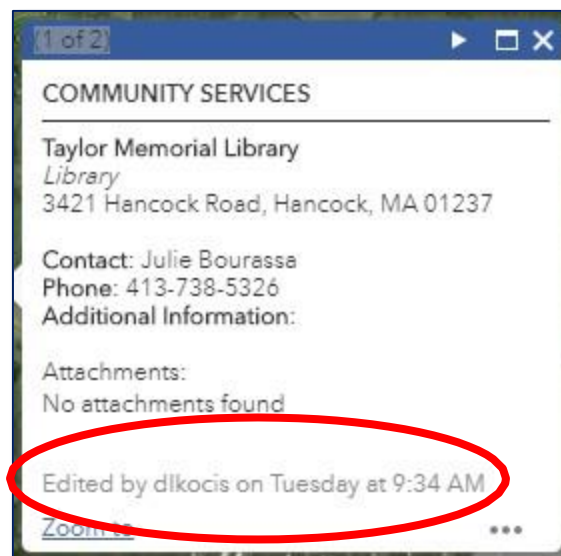


3. Other town's data can be viewed, but not edited.

IMPORTANT:

- **DO NOT OPEN ANOTHER TOWN'S APPLICATION WITHOUT PERMISSION FROM THAT COMMUNITY**
- **NEVER EDIT ANOTHER TOWN'S DATA IN THEIR APPLICATION WITHOUT PERMISSION FROM THAT COMMUNITY**

NOTE: *A record is kept of users who edit or create features in each map. To view last editor of a feature, either click on the feature in the map :*



Or expand the attribute table and viewing "Editor" :

Community Services

Critical Infrastructure

Hazardous Community Locations

Hazardous Materials

Medical Facilities

Public Safety Infrastructure

Public Venues

Routes

Special

Clear selection

Refresh

ZIP	COMMENTS	CREATOR_NAME	CREATOR_DATE	CREATOR_AGENCY	GlobalID	CreationDate	Creator	EditDate	Editor	PHONE
01237		Bonnie Roy	3/5/2017, 7:00 PM	MEMA	0be0e19c-56db-4abc-aae9-68583ec621ea	2/20/2018, 9:34 AM	dlkocis	2/20/2018, 9:34 AM	dlkocis	413-41
01237		Bonnie Roy	3/5/2017, 7:00 PM	MEMA	43ed6913-b8e1-493e-a92e-8c54d86ac8f8	2/20/2018, 9:34 AM	dlkocis	2/20/2018, 9:34 AM	dlkocis	413-71

** If you do not want your community's application or data viewable to other towns, options are available. Please contact your MEMA representative.*

4. Features on map were generated from spreadsheets taken from previous CEMP system using an automated geocoder. **Location of points may not be accurate**. Incorrect addresses, typos in the spreadsheets and similar problems likely resulted in features being placed in the wrong location or not placed at all. It is each town's duty to ensure the accuracy of all features.