

CREATING & USING PERSONAL LOCATIONS

Introduction

The BDRS supports both PERSONAL and SHARED SURVEY based locations.

This document focuses on Personal locations

Personal Locations

Users can create personal locations for use on surveys* including points, lines (transects) and areas using the My Locations mapping tools in the BDRS.

The My Locations screen provides access to ALL of the locations you have created simultaneously.

Each location has a name and this name is used to identify the location within the survey so naming is important – and you can't select a single compound location comprising multiple objects (e.g. a line with points on it).

* Notes

Surveys need to be 'open' to using user created locations in order for them to be selectable – see admin section below on setting up an open survey.

Limitations

- Currently user created locations cannot be shared with other users
- User based locations are not shown in the reporting options either as facets or filters

Future versions may support

- User created locations being made public – a clickable checkbox option
- Inclusion in reporting views

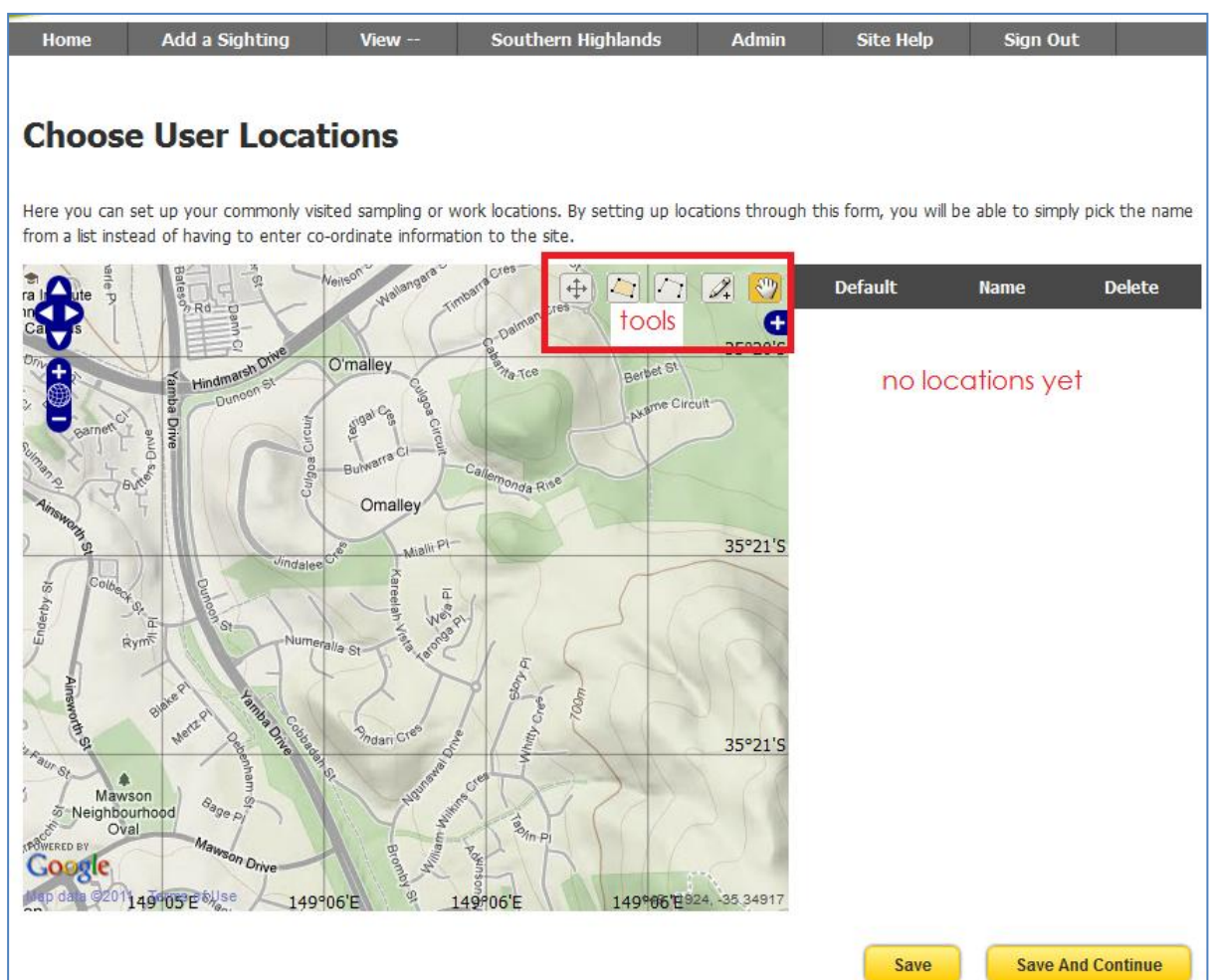
PART 1: CREATING MY LOCATIONS

Instructions:

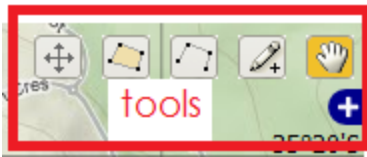
1. Log in to the target site
2. Click on the Admin – Personal Details – My Locations menu option




3. The default My Locations screen








4. Notice the tools located on the map for drawing points, lines and shapes – called map features.



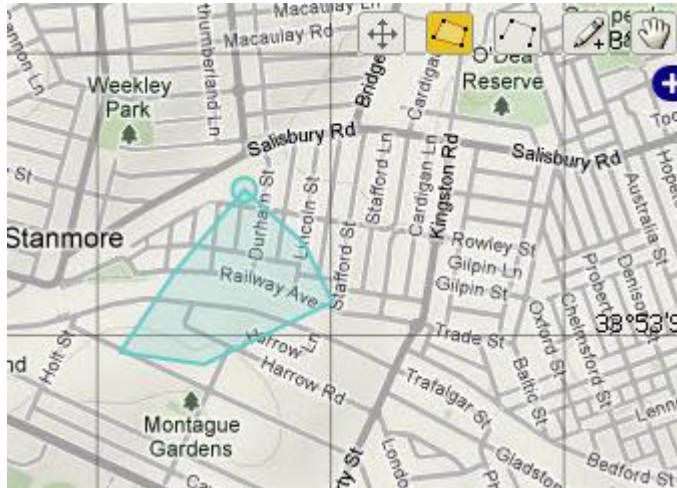
The tools all share common characteristics including

- mouse clicks to start,
- double clicks to finish, and
- defaulting back to the drag a feature  mode when completed

Icon	Tool Tip	Function
	Select and modify feature	Use this tool to select the map feature to move it or the points it is made up of (polygons & lines)
	Draw a polygon	<p>Polygons can be used to map land holdings, reserves, or any area of interest.</p> <p>They can be used to set boundaries within which surveys and other activities are to be performed</p>
	Draw a line	<p>Use this tool to draw a line – for example a survey transect.</p> <p>You can draw multiple lines on a map by reselecting this tool</p>
	Draw a point	<p>Use this tool to draw points</p> <p>You can draw multiple points on a map by reselecting this tool</p>
	Drag a feature	Use this tool to select and drag a feature

5.  DRAWING A POLYGON

- a. Polygons are created using multiple points.
- b. Click on the draw polygon tool
- c. Click on the map, moving the cursor and clicking again to outline the desired shape



- d. Double click to complete the shape.



- e. Give the shape a meaningful name – for example your name, the name of your property, the reserve or other text that makes it easy for you to distinguish between multiple locations of your own (and in a later version, between your and other people locations)
- f. Choose whether this will be the default shape for any survey you are completing
- g. Save the shape

TIP

Naming of locations is very important – each location has a name and this name is used to identify the location within the survey so you need to be able to tell them apart.

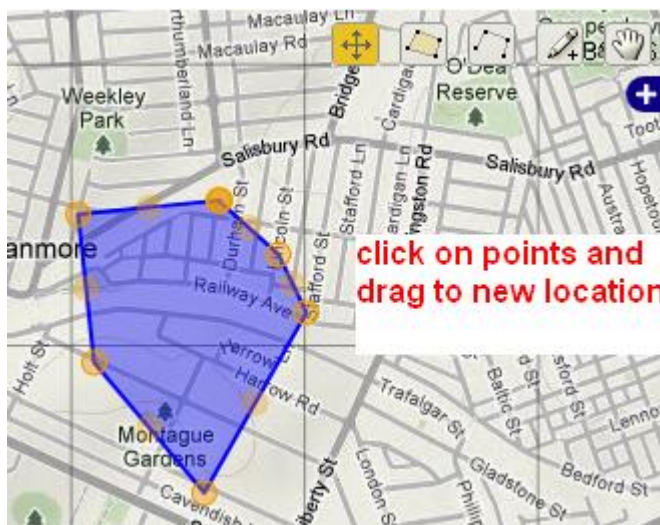
This will be even more important when you can share your personal locations with others in a later version of the BDRS.

 **SELECT AND MODIFY FEATURE**

- h. Click on the select and modify tool icon
- i. Click on the feature you wish to modify
- j. This example shows the previously created polygon



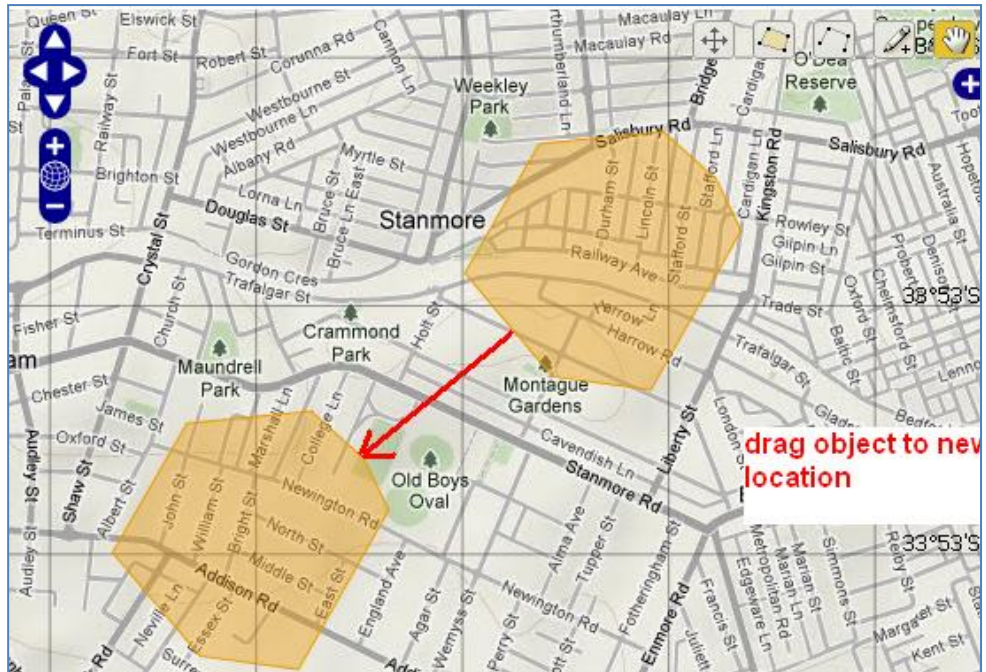
- k. You can then select the points that make up the feature and drag them to a new location



- l. Save your changes

6.  **DRAG A FEATURE**

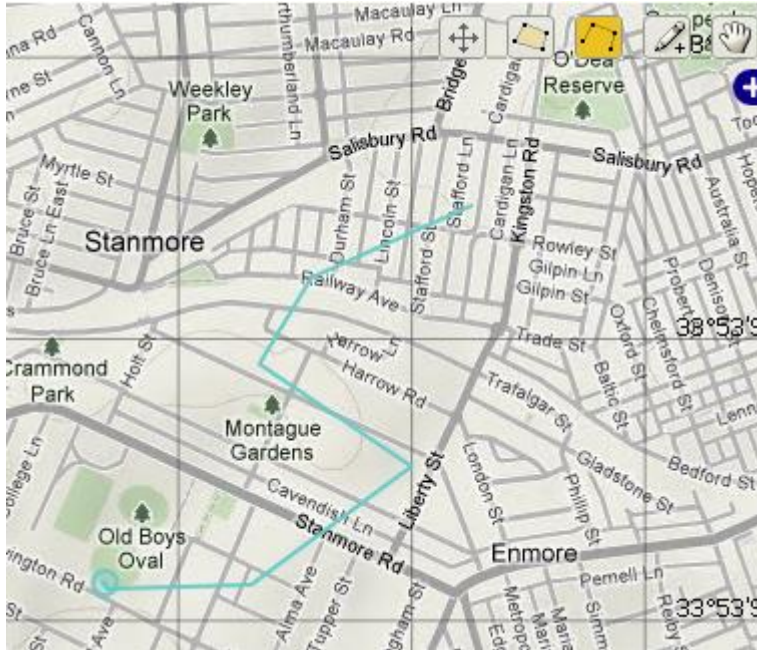
- a. Click on the drag a feature tool icon
- b. Click on the feature you wish to move
- c. hold the mouse button down to drag the feature to the new location



- d. Save your changes

7. DRAWING A LINE

- a. Lines are created using multiple points.
- b. Click on the draw line tool
- c. Click on the map, moving the cursor and clicking again to draw the desired line



- d. Double click to complete the line.



- e. Save the new line

PART 2: MY LOCATIONS IN SURVEYS

This part describes how Personal Locations can be used in some surveys and highlights some common issues.

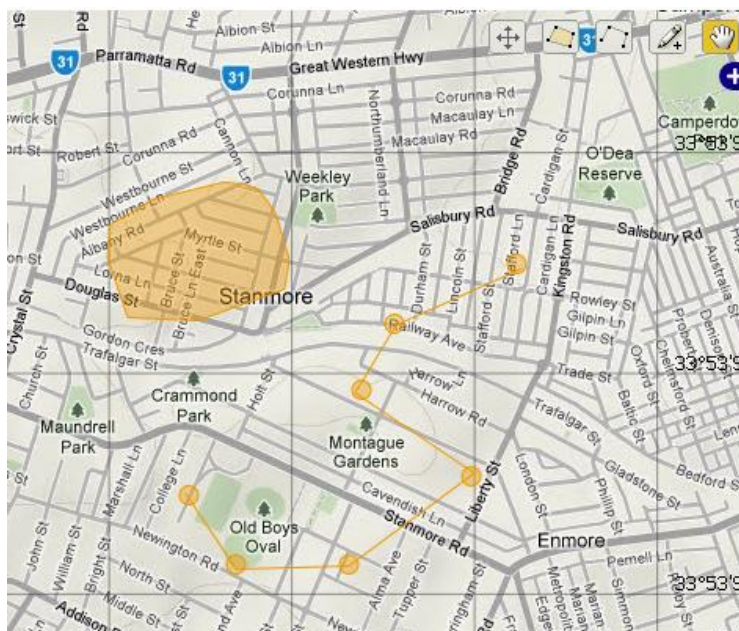
My Locations

The My Locations screen provides access to ALL of the locations you have created.

While this means you can add multiple separate named features to your personal My Locations page you can't select a single compound location comprising multiple objects (e.g. a line with points on it) when choosing a location in a survey.

Example:

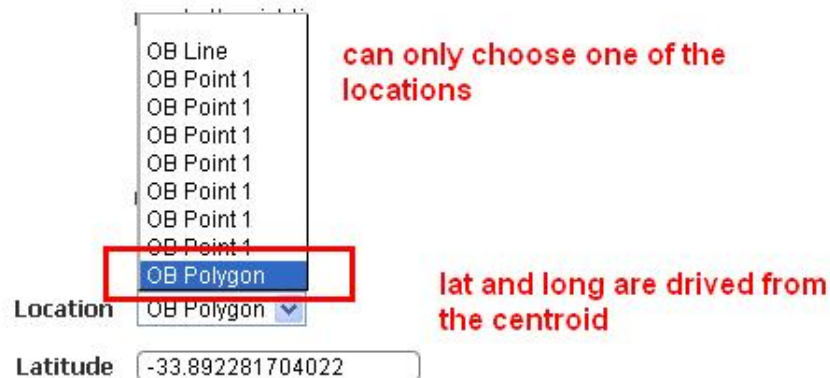
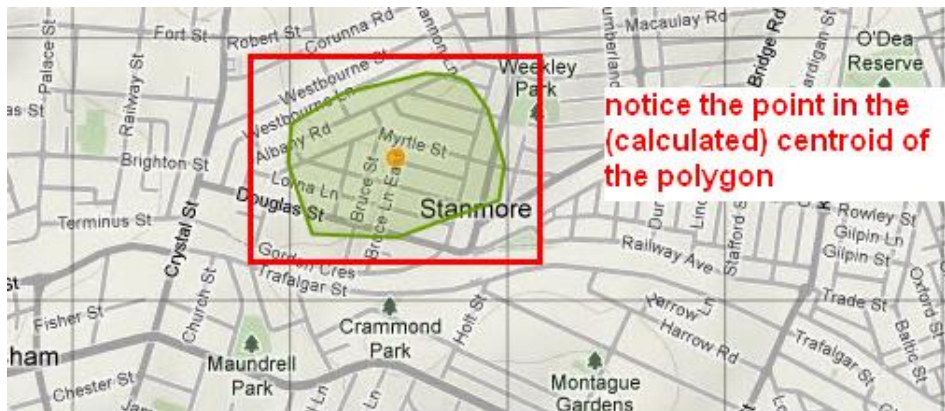
This location page shows a line, a polygon and multiple points arrayed on the line



Default	Name	Delete
<input type="radio"/>	OB Line	✗
<input type="radio"/>	OB Point 1	✗
<input type="radio"/>	OB Point 1	✗
<input type="radio"/>	OB Point 1	✗
<input type="radio"/>	OB Point 1	✗
<input type="radio"/>	OB Point 1	✗
<input type="radio"/>	OB Point 1	✗
<input type="radio"/>	OB Point 1	✗
<input type="radio"/>	OB Point 1	✗
<input checked="" type="radio"/>	OB Polygon	✗

My Locations in Surveys

When you open a survey that allows you to use your own locations (see admin section below) only one location feature can be selected at a time:



WARNING

When you select a polygon such as the one shown in the diagram above you can click to select the centroid point and move anywhere on the map – this is a known bug.

Complete the survey as usual.

ADMINISTRATORS: Allowing users locations to be used in surveys

Surveys with associated locations can either be locked to those locations or open to allow users to use their own locations.

To check or change status:

1. Log in as an administrator
2. Select Admin – Manage Surveys – Manage Surveys from the menu
3. Select the relevant survey and click on the locations edit option

Edit Projects

The table below lists the Projects that are set up in this Portal. You can work through the setup process by clicking on the "Add Project" button, or you can click on the name of the Project to edit it.

[Enlarge Table](#) [Add Project](#)

Start Date	End Date	Name	Taxonomy	Form	Locations	Access	Publish
01 Oct 2011		Bird Atlas Habitat form for 2ha Search Areas	Edit	Edit	Edit	Edit	Edit
10 Apr 2011		Casual Sighting - Birds	Edit	Edit	Edit	Edit	Edit
15 Oct 2011		Cescil Hoskins Reserve	Edit	Edit	Edit	Edit	Edit
01 Jan 2011		Site-based Bird Survey	Edit	Edit	Edit	Edit	Edit
01 Oct 2011		Weed extent mapping form	Edit	Edit	Edit	Edit	Edit

4. The new screen shows the list of locations applied to this survey and whether the survey allows other locations to be used:

Edit Project: Locations

Project Locations are presented to the User as a drop down list of sites that they can choose from, instead of having to lick on the map to define the co-ordinates. This is particularly useful if you are monitoring particular sites. While Users can also define their own Locations, you can restrict Users to only be able to record from the list you set below by checking the box at the bottom.

[Add Location](#)

Location Name	Delete
<input type="checkbox"/> Restrict record locations to this list only	

[Save](#) [Save And Continue](#)

5. To allow users to use their own locations uncheck the 'Restrict record locations to this list only' box and save
6. Open the survey from the menu – Add a Sighting – Casual Bird Sighting

- 7. In the locations selection box the user will be able to use their own locations as well as those created by administrators.

The screenshot shows a form with the following fields and values:

- Submitter:** admin
- Location:** OB Polygon (dropdown menu is open)
- Latitude:** OB Line
- Longitude:** OB Point 1
- Location confidence level:** OB Point 1
- Coordinate Uncertainty in Meters:** OB Point 1
- Date:** OB Polygon
- Time:** 10:05 (two dropdown menus)

The dropdown menu for 'Location' is open, showing a list of options: OB Line, OB Point 1, OB Point 1, OB Point 1, OB Point 1, OB Point 1, OB Point 1, OB Point 1, OB Polygon, and admin survey location. The 'admin survey location' option is highlighted in blue.

WARNING

When you select allow users to use their own locations they can click to select the centroid point of both their own AND admin locations and move anywhere on the map – this is a known bug.