

Information Services Induction

For mapping information regarding properties, assets and other services at your desk, laptop, mobile phone, tablet device or on an iPad. <https://www.mountisa.qld.gov.au/maps>

Lesson Plan

Lesson	Title
01	Accessing IsaMaps
02	Navigation
03	Search Tool
04	Pop Ups
05	Basemaps Tool
06	Layer List and Legend
07	Info Summary Tool
08	Measurement Tool
09	Draw and Measure Tool
10	Add Data Tool
11	Bookmarking
12	Coordinate Conversion Tool
13	Select Tool
14	Print Tool
P01	Asset Management and Services Policy
P02	<i>Data Custodian Policy (In Development)</i>

Other Data Source Links

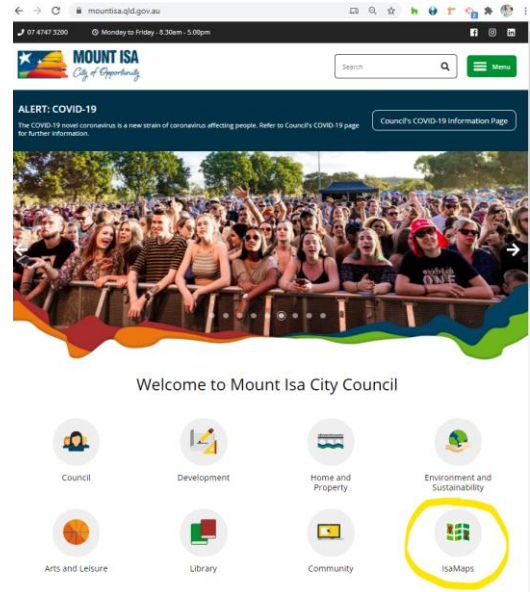
Title
Dial Before You Dig
Google Earth Pro
Google Maps
MICC ArcGIS Online
MICC ArcGIS Portal
QImagery
QLD Globe
QSpatial Catalogue
State Planning Policy (SPP)

Accessing the Portal

For mapping information at your desk, laptop, mobile phone, tablet device or on an iPad.

You can access maps through Council's Homepage "IsaMaps" or direct link: <https://www.mountisa.qld.gov.au/maps>

I also encourage you to check out [Queensland Globe](https://qldglobe.information.qld.gov.au/) for more datasets which you can load into the online map!
<https://qldglobe.information.qld.gov.au/>



Property Information

Infrastructure Services

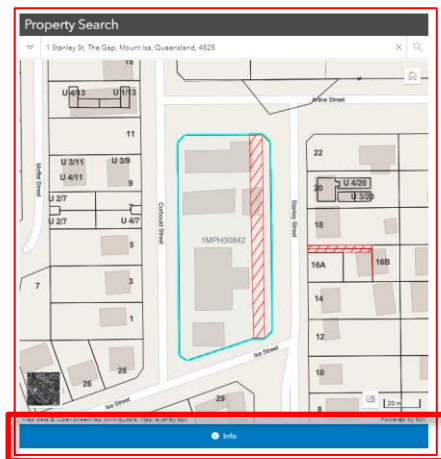
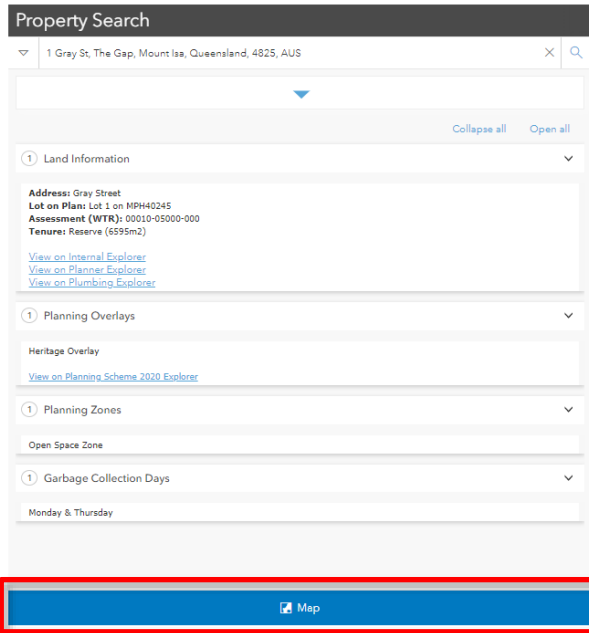
Internal Hyperlinks

[Internal Explorer](#)

[Sewerage Asset Custodian](#)

[Water Asset Custodian](#)

[Waste Asset Custodian](#)



1. Type an address, assessment, lot on plan into the Property Search to get publicly available information such as bin days, tenure, assessment, lot on plan, registered address, planning overlays and planning zones
2. Click Map to swap to the "Map View", right click to rotate the map if you wish.
3. Select the links from the Land Information Results to launch other maps such as the Planning Explorer, Internal Explorer or Plumbing Explorer

1 Land Information



Address: Gray Street
Lot on Plan: Lot 1 on MPH40245
Assessment (WTR): 00010-05000-000
Tenure: Reserve (6595m2)

[View on Internal Explorer](#)
[View on Planner Explorer](#)
[View on Plumbing Explorer](#)

Navigation

The Navigation panel (right) allows the user to change the current view extent via zooming, returning to default extent, moving to current GPS location (if using a GPS-enabled device), entering fullscreen, or moving between view extents.


Zooming In and Out

1. Click  to zoom in or  to zoom out
2. If your mouse has a scroll option, you can also use this to zoom in and out.
3. If you are using a touch-enabled device, you can also pinch to zoom in or out
4. Alternatively, to zoom in to a specific area of interest, hold down **SHIFT** while clicking and dragging on the map around the area of interest.


Panning

1. With a mouse, click and hold down the mouse button while dragging to the area you want to view, then release the click.
2. With a touch-enabled device, touch and drag to pan.



Return to default extent

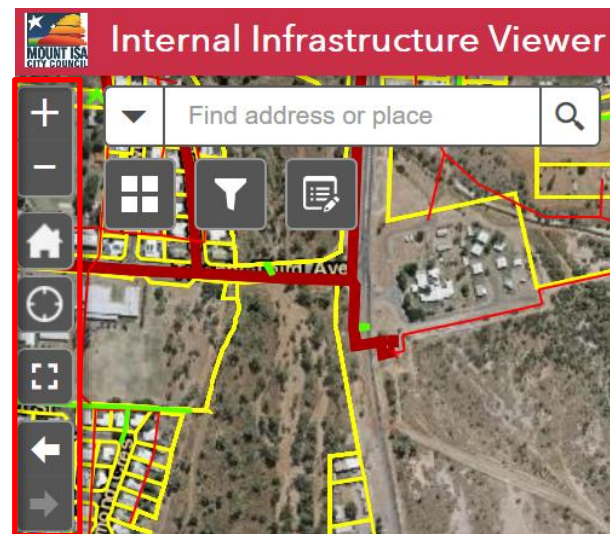
1. Click  to return the view extent to the preconfigured default.

Use my current location as view extent



1. If using a GPS-enabled device, click  to move the current view extent to your GPS location.

Entering fullscreen mode

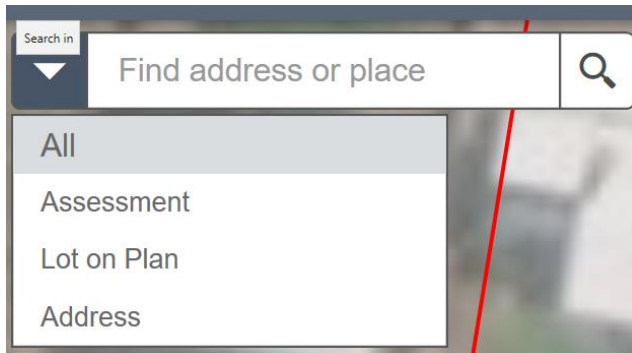
1. To enter fullscreen mode, click 
2. To exit fullscreen mode, click  or press the ESC key.



Cycle to previous or next view extent


1. Click  to cycle to the previous view extent.
2. Click  to cycle to the next view extent, if available

Search Tool



The Search Tool allows the user to navigate to an item of interest using a record such as an address, an assessment number, a lot on plan, a park, or a business as an example.

Search via a record type

1. By default, the search tool will search **all** lot on plans, assessments, addresses and place names. To search for a specific record type such as a lot on plan, click  then select the relevant record type from the menu.
2. Type the first few characters of the record you want to search for. A list of possible matches is generated. Click once on the result of interest to be taken to the location of that record.



3. A pop-up will appear with more information about that record.
4. Clear your search by selecting the X in the search tool and this will remove the blue outline.

Tips and Tricks

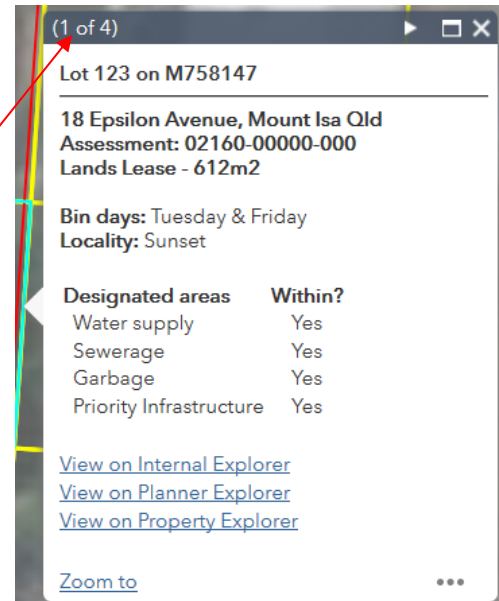
- Use the Draw and Measure Tool to draw property boundaries and create labels. Read more in **“IsaMaps – Draw and Measure Tool Fact Sheet”**

Layer Pop Ups

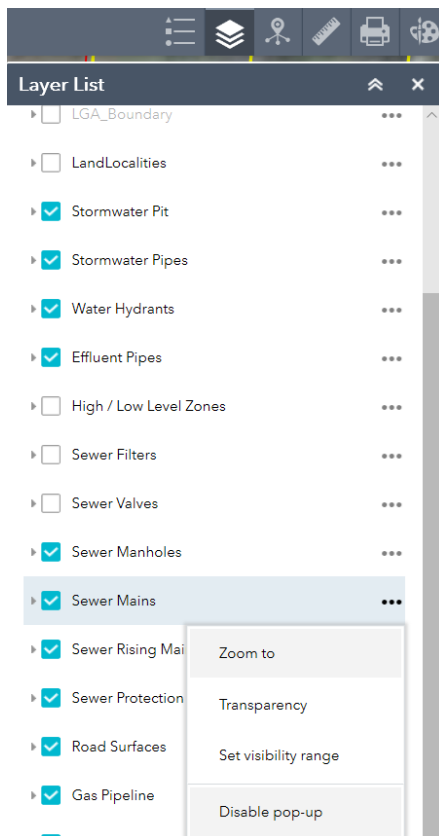
Pop ups allow the user to access the attributes of the selected feature. It's also called the Info Tool.

How to view a pop up

1. Click on a point, line or other feature in your map.
2. If multiple features have pop ups, you can cycle through them using the arrows in the top right-hand corner of the pop up window.



Pop ups can be turned on and off for any layer as required. Normally this would be if you're focusing on a particular service, e.g. to only get sewer manholes numbers instead of property information. This is done from the Layer List.



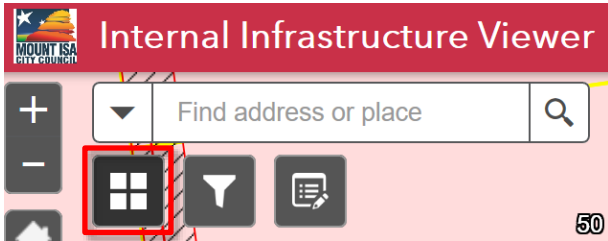
Activate / Deactivate Pop Ups

1. Open the **Layer List** and find the layer to change the pop up.
2. Select "..."/>


Basemap Gallery Tool














The Basemap Gallery Tool allows the user to select the desired basemap.



Selecting a Basemap

1. Click  to open the Basemap Gallery tool.
2. Select the desired basemap from the list.
3. The basemap visible within the view extent will change to your selected basemap.

Basemap Gallery
☰
□
✕

			
Dark Gray Canvas	Imagery	Imagery with Labels	Light Gray Canvas
			
National Geographic	Oceans	OpenStreetMap	Streets
			
Tenure Basemap	Terrain with Labels	Topographic	

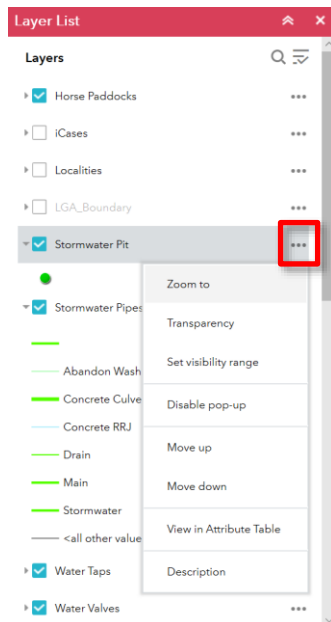


Layer List

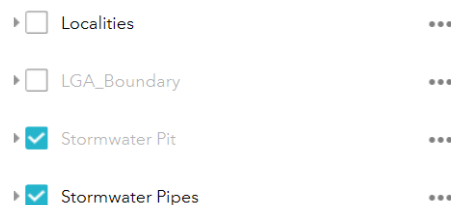


The Layer List allows the user to turn layers ON and OFF for viewing in the map.

1. Open the **Layer List** Window
2. To view layers, tick the box adjacent to the layer and if it's part of a nested group, tick all of the nested boxes.



3. To interact with the layer options, select “...” to access these options.
4. Greyed out items indicate the layers are not viewable at the current map scale, **zoom the map in or out to make these layers available**

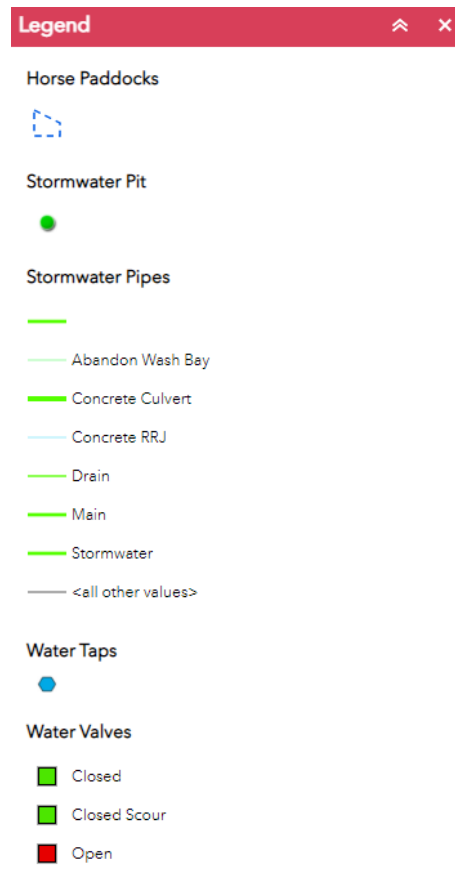


Legend



The Legend allows the user to interpret the representation of the layers currently on screen.

1. Open the **Legend** window
2. The Legend will display the symbols of any layer that is ticked on in the Layer List and is currently viewable on the screen.



Tips and Tricks

When you print the map through the **Print Tool**, only the layers visible on the map that you see, will show in the Legend. Refer to “**IsaMaps – Print Tool**” for instructions


Info Summary Tool



The Info Summary Tool allows the user to view a summary of information about items within the current view extent.

How to use the Tool

Info Summary		
<input checked="" type="checkbox"/>	Stormwater Pit	19
<input type="checkbox"/>	Stormwater Pipes	11
<input type="checkbox"/>	Water Hydrants	17
<input type="checkbox"/>	Sewer Filters	
<input type="checkbox"/>	Sewer Valves	
<input type="checkbox"/>	Sewer Mains	18
<input type="checkbox"/>	Sewer Rising Mains	0
<input type="checkbox"/>	Sewer Protection	1
<input type="checkbox"/>	Road Surfaces	30

1. Click  to open the info summary tool. A list of preconfigured layers will appear within the list.
2. Layers that are activated in the layer list will have a number showing how many records occur within the current view extent
3. Click on a layer to view the individual records that occur in the current view extent.

Info Summary		
<input checked="" type="checkbox"/>	Stormwater Pit	4
<input checked="" type="checkbox"/>	1044 - DM04.PIT.040 - Kerb Inlet & Access Chamber	
<input checked="" type="checkbox"/>	1045 - DM04.PIT.039 - Kerb Inlet & Access Chamber	
<input checked="" type="checkbox"/>	1046 - DM04.PIT.041 - Kerb Inlet & Access Chamber	
<input checked="" type="checkbox"/>	1047 - DM04.PIT.044 - Kerb Inlet & Access Chamber	

4. Click on a desired record to highlight that record within the view extent. A pop-up will appear containing more information about that record. The record will also flash and be highlighted on the screen.

Stormwater Pit	
FID	1044
AssetID	DM04.PIT.040
AssetGroup	Kerb Inlet & Access Chamber
AssetType	Concrete (Cast Insitu)
SurfaceLoc	
LidType	Cast Iron
LidThickne	0.000000
LidDuty	Not Captured
LidShape	Rectangular
LidLength	700.000000
LidWidth	700.000000
LidDiamete	0
Chart Info	
Zoom to	

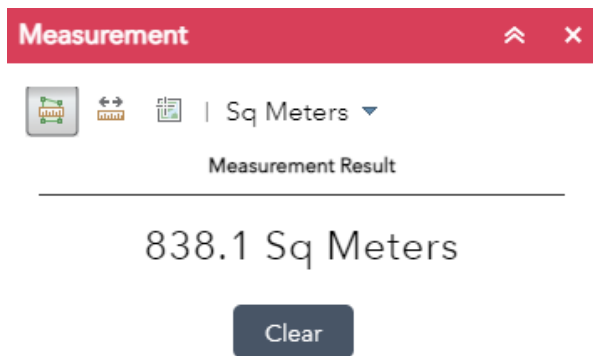
5. To **hide / show a layer**, either click on the icon to the left of that layer, or ensure it is ticked off / on in the layer list. Refer to **"IsaMaps – Legend and Layers Fact Sheet"**

Info Summary		
<input checked="" type="checkbox"/>	Stormwater Pit	19
<input checked="" type="checkbox"/>	Stormwater Pipes	11
<input checked="" type="checkbox"/>	Water Hydrants	17


Measurement Tool

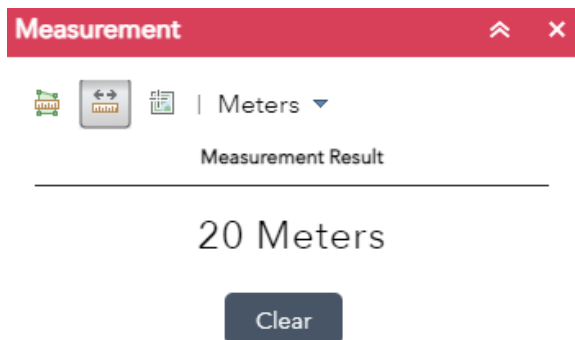


The Measurement tool allows the user to measure a distance or an area on the map. You can also get a coordinate from clicking on the map.




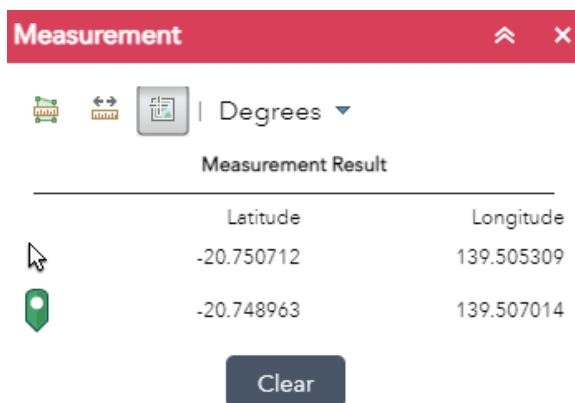
Measuring an area

1. Click the  button and ensure the measurement unit is correct by selecting from the drop down.
2. Click once to begin defining the drawing of your desired polygon. Continue clicking to complete the area drawing. The current area will display dynamically in the Measurement Result window.
3. Double click on the final point to finish the measurement. The final measurement will be displayed in the Measurement Result window



Measuring a distance

1. Click the  button and ensure the measurement unit is correct by selecting from the drop down.
2. Click once to begin measuring. The current distance will display dynamically in the Measurement Result window.
3. If measuring a distance with multiple segments, click again to add as many segments as required.
4. Double click to finish the measurement. The final measurement will be displayed in the Measurement Result window.



Getting Coordinates

1. Click the location button and ensure the coordinate format is correct by selecting either 'Degrees' (decimal degrees) or 'DMS' (degrees, minutes, seconds) from the drop down.
2. Click once at the desired location and the coordinates of that point will be displayed under the Measurement Result window.
3. The current coordinates of the mouse cursor will also be displayed dynamically in the measurement result window

Draw and Measure Tool



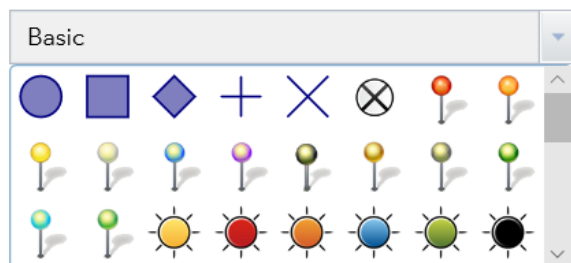
The Draw and Measure tool is a tool for creating graphics, annotations and mark ups. It also allows measurements.

Draw

Select draw mode



Preview:



Symbol size:

Color:

Transparency:


Outline color:

Outline width:

Show location measurement




Drawing Points


1. Click , select a symbol and click the left mouse button once on the map
2. Click the location measurement on to show coordinates on the map




Drawing Straight Lines

1. Click ,
2. Customise line colour, style and transparency
3. Click on the map and hold the left mouse button down from beginning to end
4. Click the length measurement on to show length of the line


Drawing Continuous Lines

1. Click ,
2. Customise line colour, style and transparency
3. Click on the map with left mouse button until you're finished. Double click to end line.
4. Click the length measurement on to show total length

Drawing Text

1. Click 
2. Customise text colour, size and text
3. Click on the map with left mouse button

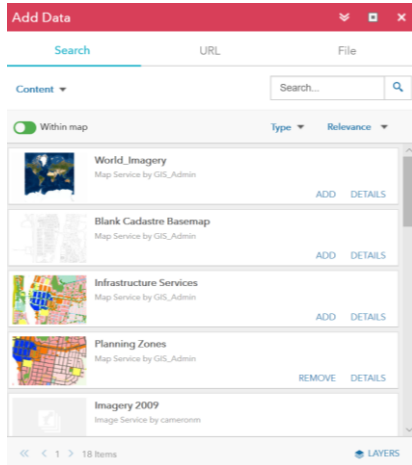
Drawing Areas

1. Click the icon 
2. Customise line and area colour, style and transparency
3. Click on the map with left mouse button until you're finished. Double click to close area.

Add Data Tool



The Add Data Tool allows the user to temporarily add data to the map by searching for layers in ArcGIS content, entering URLs, or uploading files.

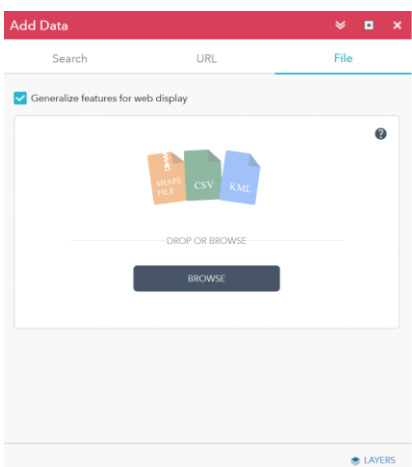
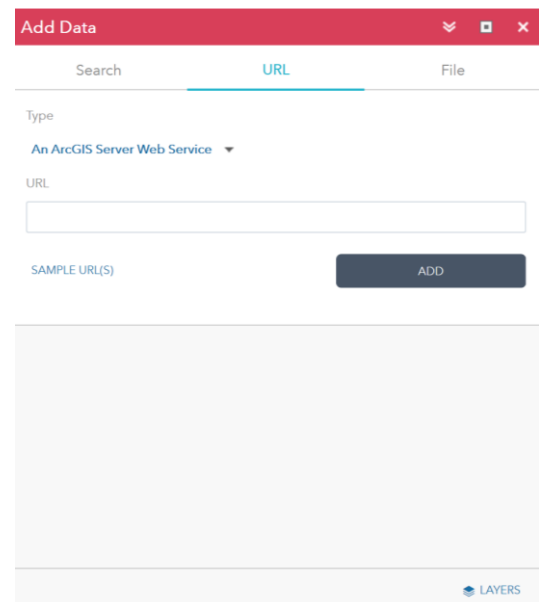


By Search

1. Select the **Search** tab in the Add Data tool.
2. Ensure **My Organization** is selected from the drop down menu to search for layers published by Council.
3. Enter keywords in the search bar to return related results, eg. 'sewer'.
4. Click **ADD** on the specific item to add it to the map. The added layer will appear in the Layer List widget as well. Click **REMOVE** to remove the layer from the map and layer list. Click **DETAILS** to view more information about a layer.

By URL


1. Select the **URL** tab in the Add Data tool.
2. Select the relevant URL type using the drop down menu. Supported formats include:
 - a. ArcGIS Server web service
 - b. WFS OGC web service
 - c. WMS OGC web service
 - d. KML layer
 - e. GeorSS feed
 - f. CSV file
3. To see a sample URL for reference, click **SAMPLE URL(S)** once a URL type is selected.
4. Enter the URL in the URL field and click **ADD** to add the layer to the map.

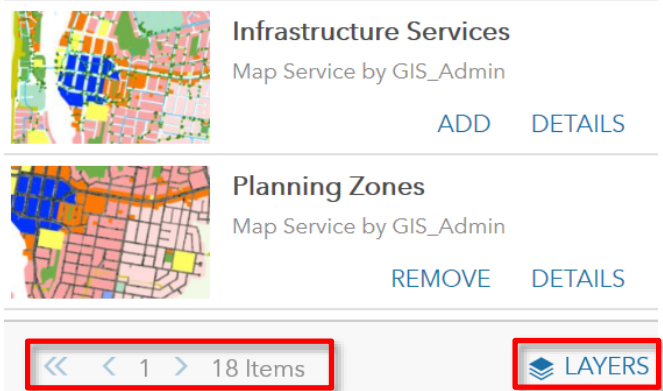


By File

1. Select the **File** tab in the Add Data tool.
 - a. Supported File types include:
 - i. Zipped shapefiles (.zip, ZIP archive containing all shapefile files)
 - ii. CSV files (.csv, with address or latitude, longitude and comma, semi-colon or tab delimited)
 - iii. KML files (.kml)
 - b. A maximum of 1000 features is allowed
2. Drag or browse to the required file to add it to the map.

Tips and Tricks

- When adding data By Search: If desired, toggle Within map to limit your search to layers that have data occurring within your current view extent.
- To view a list of the layers you have added, click  **LAYERS** on the bottom right of the Add Data tool. Alternatively, added layers will appear at the top of the list in the Layer List widget.
- If there are too many results returned after a search, use the page navigation buttons at the bottom left of the Add Data widget to scroll through additional pages of results.

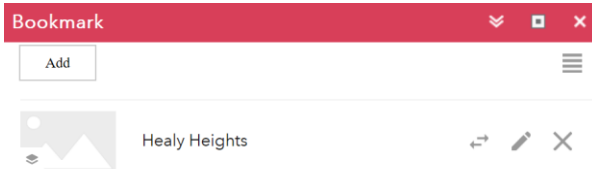
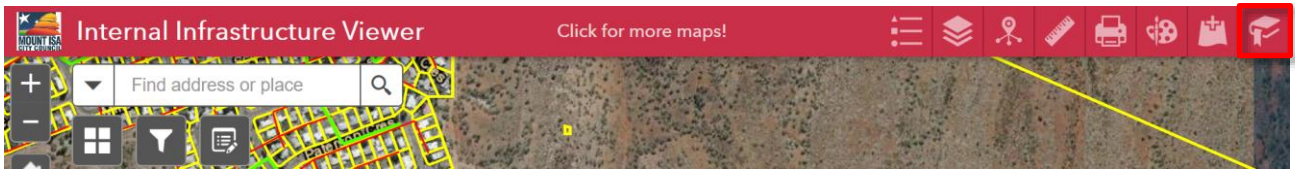


The screenshot shows the 'Add Data' tool interface. It features a search bar at the top with a 'Within map' toggle switch. Below the search bar, there are two search results, each with a small map thumbnail and a title: 'Infrastructure Services' and 'Planning Zones'. Both results are attributed to 'Map Service by GIS_Admin'. The 'Infrastructure Services' result has 'ADD' and 'DETAILS' buttons, while the 'Planning Zones' result has 'REMOVE' and 'DETAILS' buttons. At the bottom of the interface, there is a pagination control showing '<< < 1 > 18 Items' and a 'LAYERS' button with a stack icon. Red boxes highlight the pagination control and the 'LAYERS' button.

Bookmarks



Bookmarks are preconfigured combinations of layers and map extent.



Accessing Bookmarks

1. Open the Bookmark window
2. Select an existing Bookmark to activate the preconfigured map extent and layers.

You have the ability to create your own private bookmarks

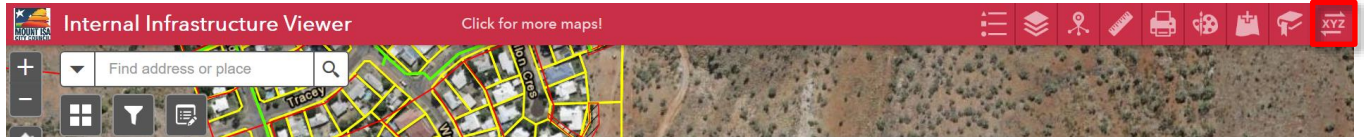
Creating a Bookmark

1. Pan and/or zoom the map to the required extent
2. Configure default layers for the bookmark by turning layers ON or OFF in the Layer List
3. Select in the Bookmark menu and specify the Bookmark name





Coordinate Conversion Tool



The Coordinate Conversion Tool allows the user to view the coordinates of a desired location in multiple formats that can be copied to the clipboard.



Viewing or converting coordinates

1. Click  to open the Coordinate Conversion tool.
 2. Click  and then on the map to automatically populate the input field with the coordinates of that location.
- OR**
3. Paste or enter the coordinates in the input field.
 4. The input coordinates will be converted and displayed by default in **UTM** (Universal Transverse Mercator), **DMS** (Degrees, Minutes, Seconds), and **DD** (Decimal Degrees).
 5. Click  to set a different Coordinate Format for a given field using the drop down menu
 6. Click  to copy the coordinates to the clipboard.

Coordinate Conversion

Input (DD)

Output + Add

DD

DDM

DMS

UTM

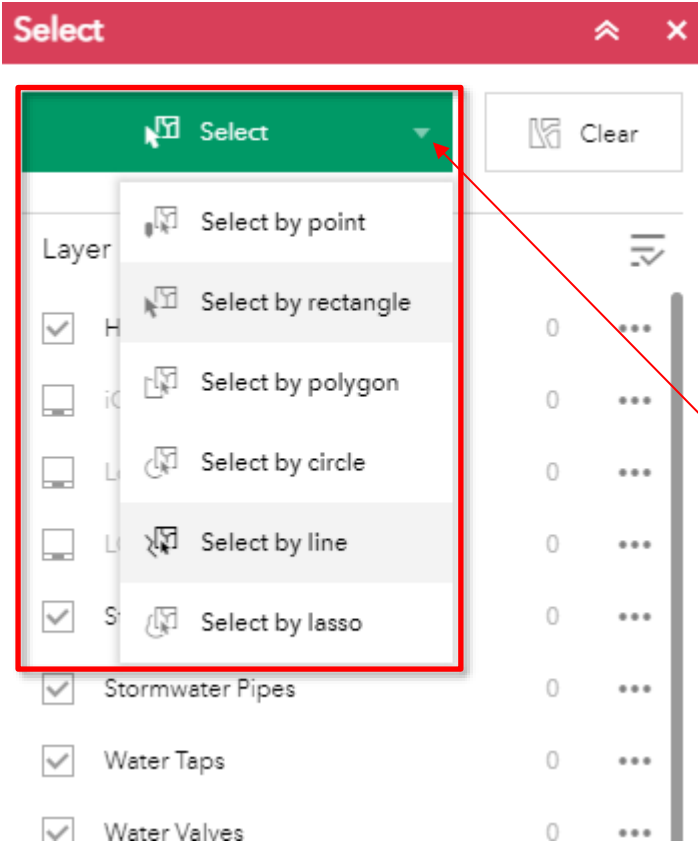
Tips and Tricks

- Add a CSV file if you have lots of coordinates to add. Refer to “**IsaMaps - Add Data Tool**” for instructions
- Hold Ctrl on your keyboard to snap to existing boundaries or points on the map

Select Tool



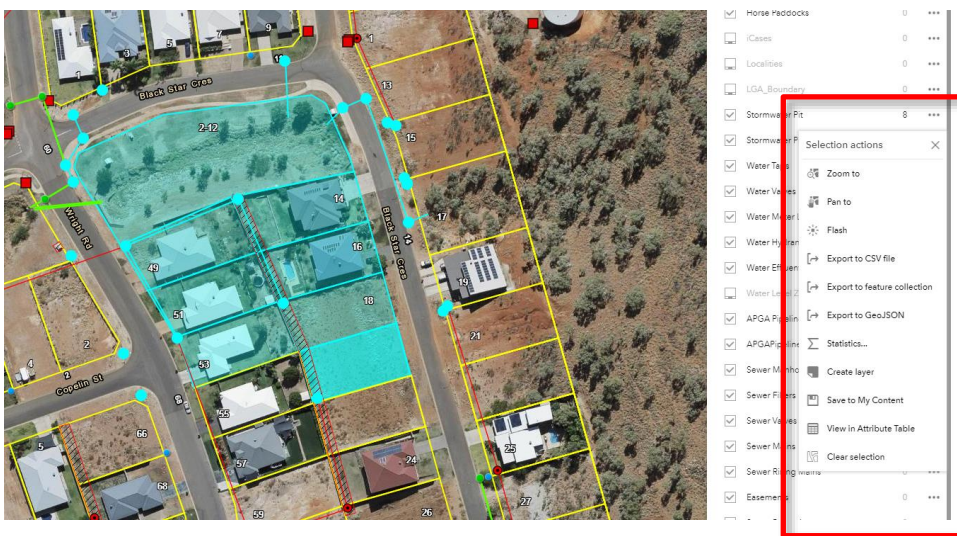
The select tool allows a user to highlight one or multiple features on a map.



Using the tool

1. Open the Select window to begin
2. Toggle **ON** or **OFF** the layers you want to select
3. Layer will be selectable when the layer is visible in the map, zoom the map in or out to make the layer visible (refer “**IsaMaps – Legend and Layers Factsheet**”)
4. Choose the selection method
5. Go to the map and follow the cursor hints to make the selection

6. Review the results of the selection and utilise the Selection Actions **☰**



Print Tool





The Print Tool allows the user to generate an output of the view extent in a variety of layouts and formats that can be saved to your device.

Set up your map for printing

Centre the view extent on the area of interest with all relevant layers turned on



Quick Print

1. Click  to open the print tool.
2. Choose your desired layout style from the layout drop down menu.
3. Enter a title, preferably the project name or property address.
4. Choose the relevant output file format from the format drop down menu
5. Click  to generate a file. The output file will appear below the Print Button.
6. Click on an output to open it. Multiple outputs can be generated and will remain until the end of your IsaMaps session.

Print ⌵ ✕

Map title:

Layout:

Format:

Map scale/extent:

Preserve: map scale map extent

Force scale:

Output spatial reference WKID:
WGS_1984_Web_Mercator_Auxiliary_Sphere

Labels:

Show labels:

Layout metadata:

Author:

Copyright:

Include legend:

Scale bar unit:

MAP_ONLY size:

Width (px):

Height (px):

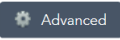
Print quality:

DPI:

Feature attributes:

Include attributes:

Advanced Print

There are 3 methods to define the printable area of the map from the menu. This also lets you change the scale bar units and author. 

Preserve map scale is the default, the printed map content will be printed at the same scale as the current map view. The included content will be determined by the size and orientation of the map layout.

Preserve Map Extent will ensure that the entire current map view is included in the printed map, regardless of page size and orientation. The scale of the map will change to ensure inclusion of all content

Forced Scale will print the map at the specified scale.