Digimap Online Address Locator
User Guide

Online Address Locator is an online mapping tool which will locate any address in the Bailiwick and provides useful tools for viewing, drawing, measuring and interacting with the map.

This document provides a walk-through of the functionality of the system, if you have any questions about the system or suggestions for improvement, please get in touch using the details at the bottom of the page.

Getting Started

Login to the system using the username and password you have been provided with at:
https://al4.digimap.gg

Search for an Address

Type in part of an address, the full address, or a Postcode in the box on the top left and click the spyglass or hit return to perform a search.

Depending on how much detail you have entered you will get an exact match or a match list, if you click on any of the addresses listed, it will zoom to that address on the map.

When you have selected an address and zoomed to it, the address text will display in a dialog box below the search box and on the map:

 The red X icon will Remove the address from the results.

If you have made multiple searches, then there is a 'Clear all' button which will clear down the list:

Digimap Limited Cobo Business Centre
Clos De Salle Route De Carteret Castel
GY5 7YX
Delivery point: 1005529

La Boue Cottage Rue Des Vinaires St.
Pierre Du Bois GY7 9HA
Delivery point: 22492

Guernsey Digimap Services Sir Charles
Frossard House La Charroterie St. Peter
Port GY1 1FH
Delivery point: 1008776

Clear all

Address Search Context Menu

There is a context menu for the Address, click the down arrow next to the address on the right-hand side of the dialog box and the icons shown below are displayed:

Digimap Ltd Route De La Ramee St. Peter
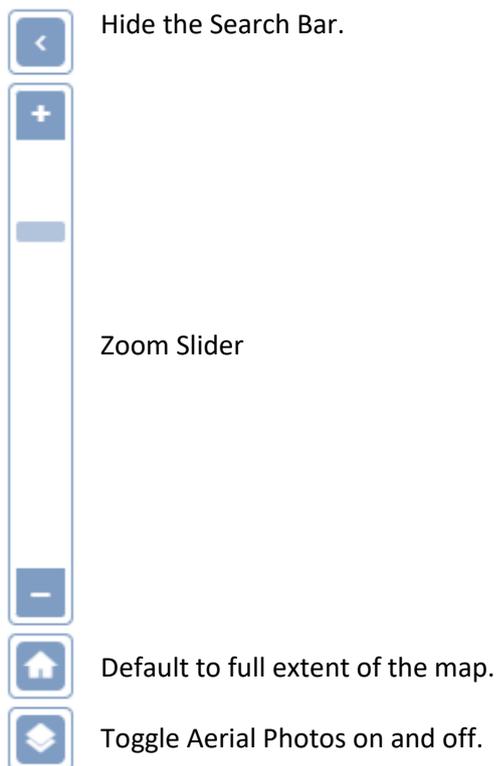Port GY1 2ET
Delivery point: 35368

Turn off / on the address label / dialog box.

Edit the text of the dialog box.

Centre the map on the address.

This is the navigation button which will open the default navigation app or application on your device.

Map tools and Icons Displayed in the Map

This section covers the options available from the icons in the map
Map navigation is in line with most online maps:

To navigate round the map – left click hold and drag.
Zoom in and out – Move the Mouse wheel forward and back.
The icons shown here are on the left-hand side of the map pane:

Hide the Search Bar.

Zoom Slider

Default to full extent of the map.

Toggle Aerial Photos on and off.

Map Tools Button

At the top right-hand side of the map pane the 'tools' button   is displayed:

When clicked this button displays three options, 'Save,' 'Load,' and 'History'.

Save

This button can be used to save the current view, so that it can be re-used.

The down arrow on the button shows two options, Save as New Map or Replace existing map, the default is to Save a new map.

Saving a new map

Click 'Save', type a name into the map name field, then click the Save button: and the map will be saved.

Loading a saved map

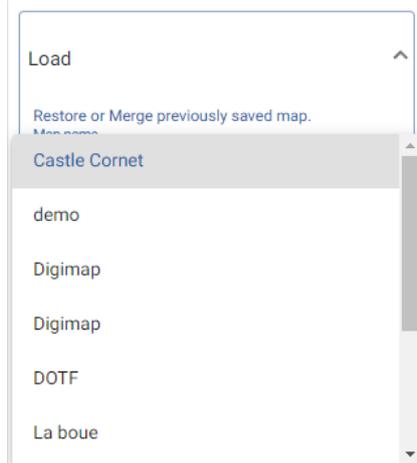To reload a saved extent, click the down arrow next to 'Load' and the load options are shown:

The name of the last saved view is displayed by default, but if you have multiple saved views, you can click the down arrow next to the name to access other views:

Click the required view and then the Load button and that view will be displayed.

History

Clicking the history button will show a list of previous actions sorted by date, this can be useful for recalling previous search terms.
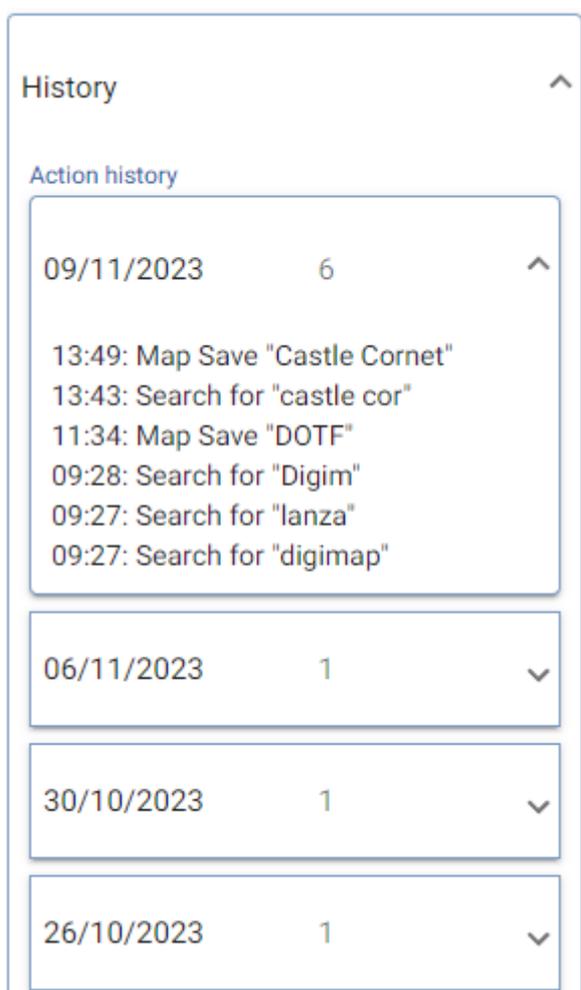
Drawing, Printing and Map Tools

In the bottom right corner of the screen there are three icons:

These are tools are for 'Drawing and Cutting,' 'Printing' and 'Layer Visibility', which are covered in the following sections.

Drawing and Cutting tools

Drawing tool

The drawing tool in online address locator allows you to draw custom shapes over the basemap.

To access the drawing tool, click the pencil icon displayed in the bottom left of the map:

then click the drawing tool icon:

The drawing context menu will be displayed:

Drawing style
Line

Line weight
2

Hatched?
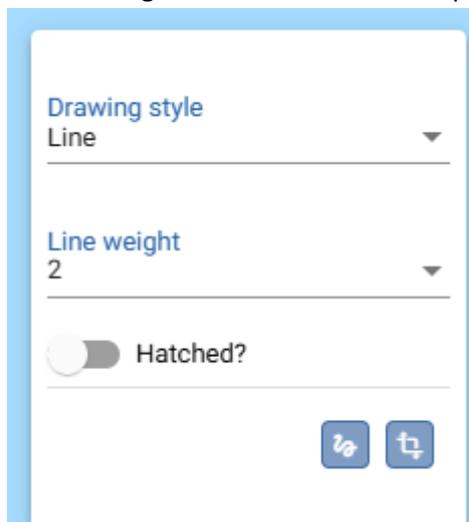
Drawing Style allows you to choose what type of shape you want to draw on the map, click the down arrow next to 'Line' to choose the shape you want to draw:
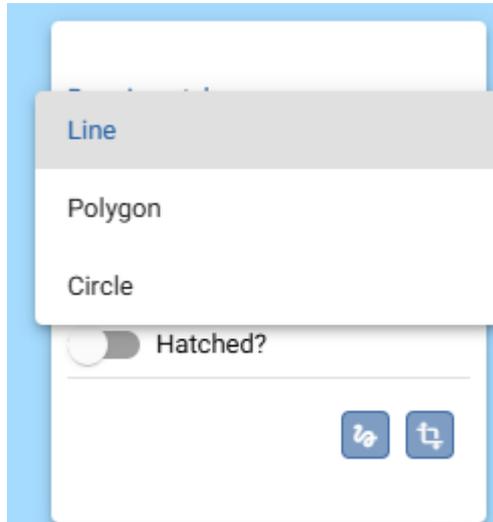
You can choose the thickness of the line, polygon or circle by clicking 'Line Weight' and changing the value to any shown:
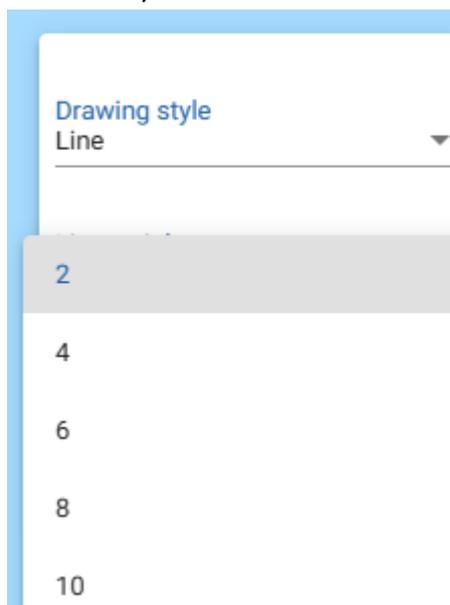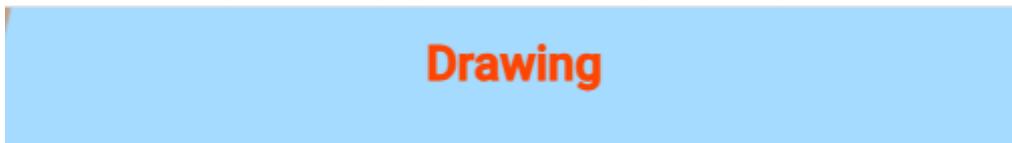

You can also choose to draw a shape with hatching which is only relevant for polygons and circles.
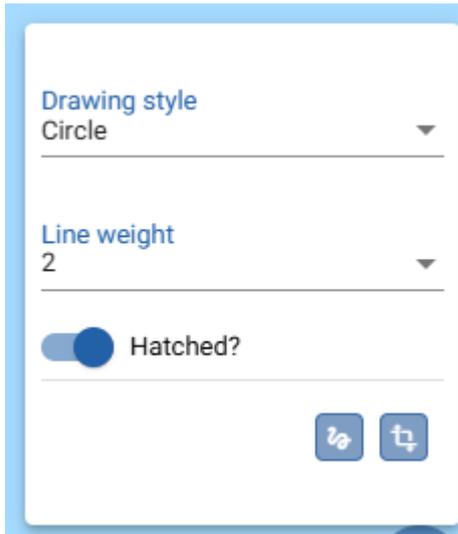
Drawing mode is activated by clicking on the drawing icon:

The word "Drawing" will be displayed in red at the top of the map to indicate that drawing is active:
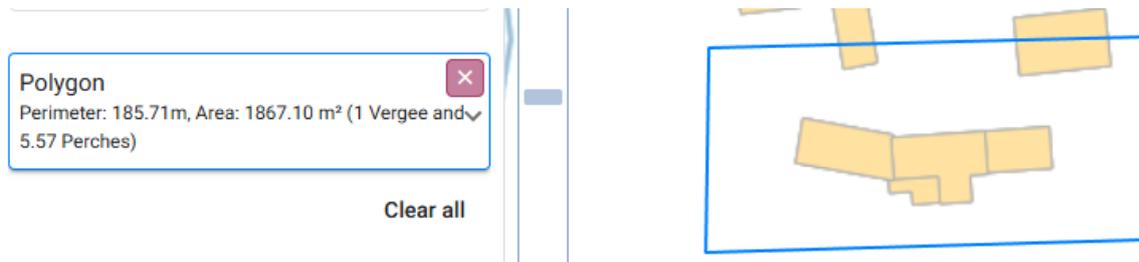

To begin drawing click once anywhere on the map to active drawing mode, a blue dot will be displayed underneath the cursor:
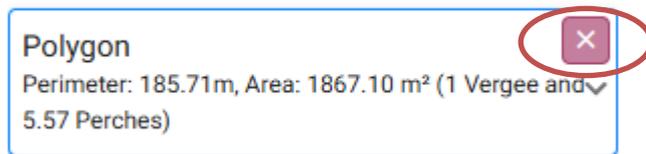

Click again to commence drawing and then each subsequent click will create a drawing segment:
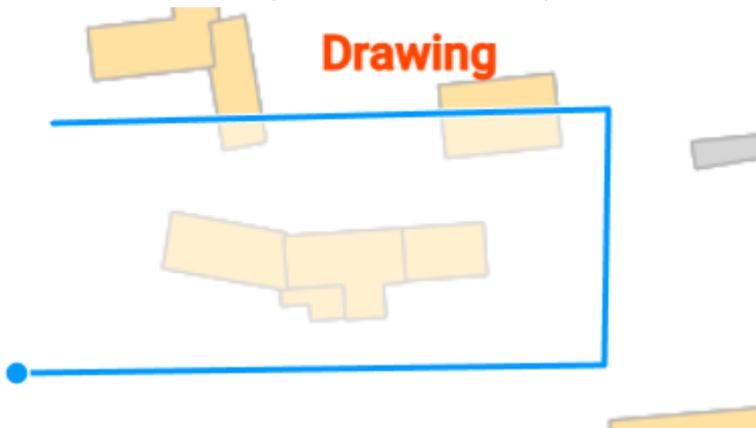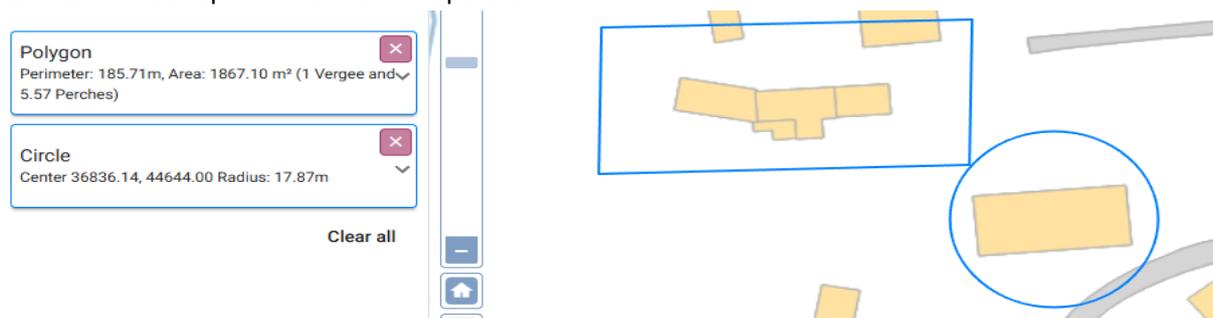
Double click to finish the drawing and the measurements of the shape created will be displayed:

To delete the drawing, click the red 'X' displayed in the shape detail box displayed on the left of the screen:

More than one drawing can be displayed on the map at any one time, but the process shown above will have to be repeated for each shape drawn:

Each drawn shape has a context menu, available from the drop-down arrow next to the menu:

The options are as follows:

 Centre on the shape

 Change the colour of the shape outline

 Copy Geometry (this is covered separately below)

 Edit text

 Toggle label

The Cutting Tool

The cutting tool can be used to cut any drawn shape into smaller shapes:

To access the cutting tool, click the pencil icon displayed in the bottom left of the map:
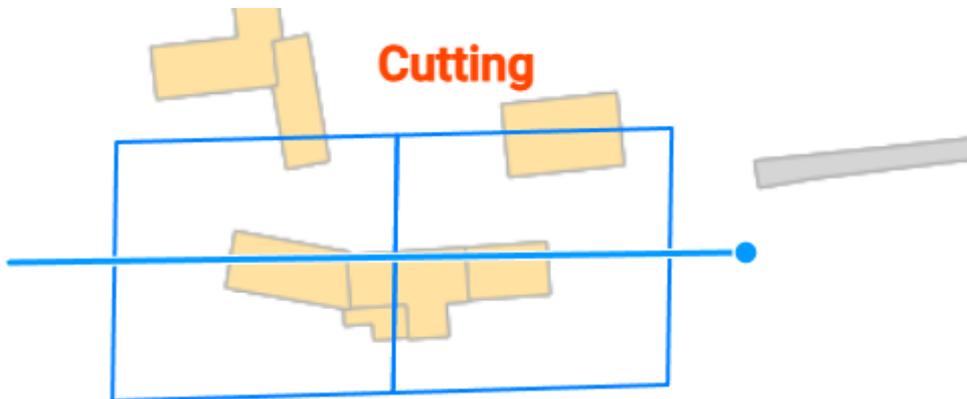

Then click the cutting tool icon:

This will start cutting and 'cutting' will be displayed at the top of the map to indicate that it is active:
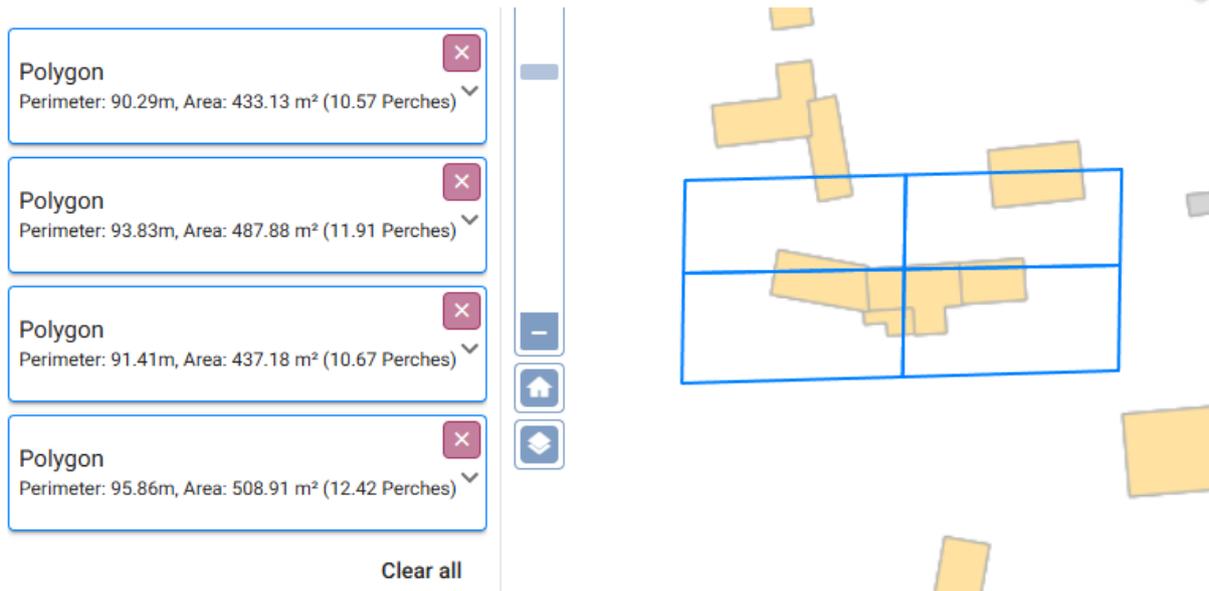

To divide a shape, click outside of the shape to start the cut and then double click outside of the shape to finish the cut.

Each 'portion' of the new subdivided shape will have its own information panel and context menu so changes can be made to each one:
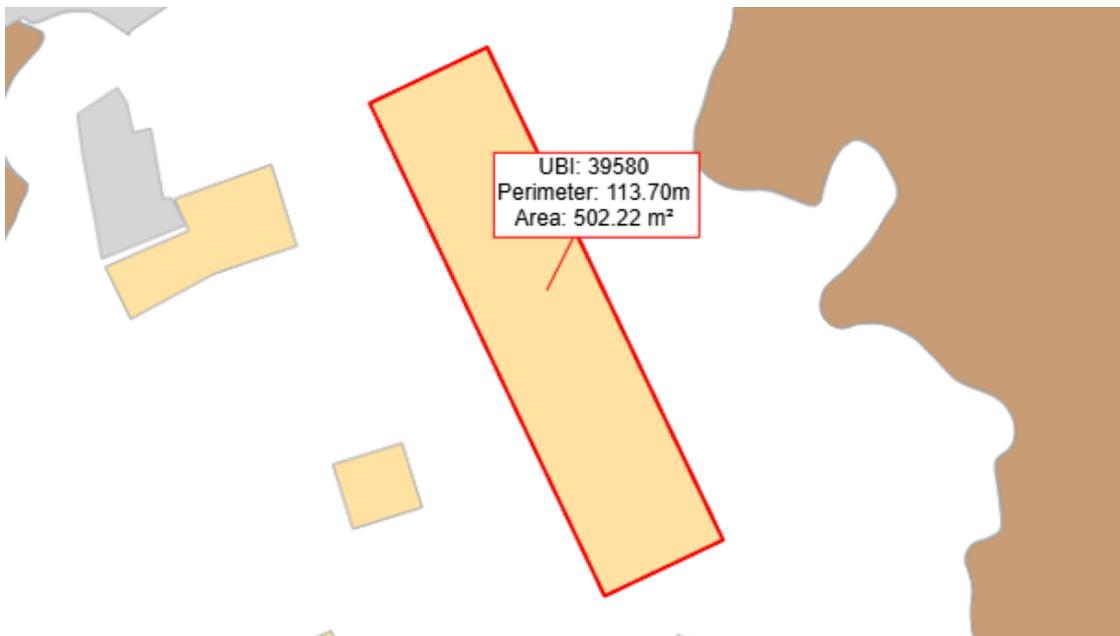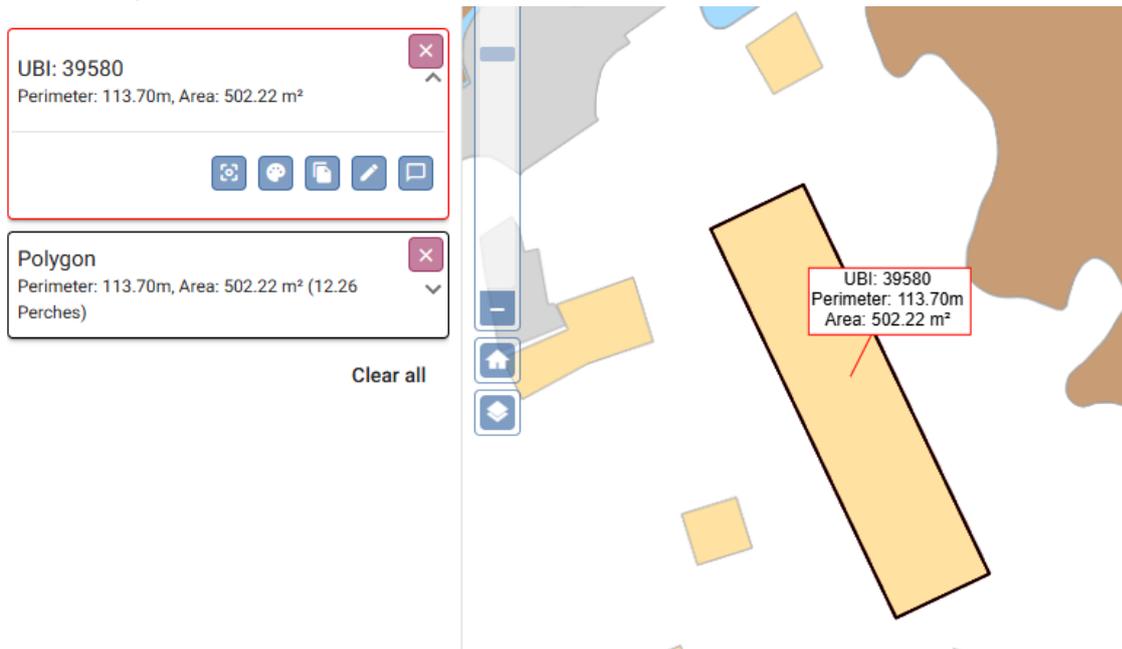
Copy Geometry

This option allows you to copy a feature in the map and then use the copy to draw new versions of it. For example:
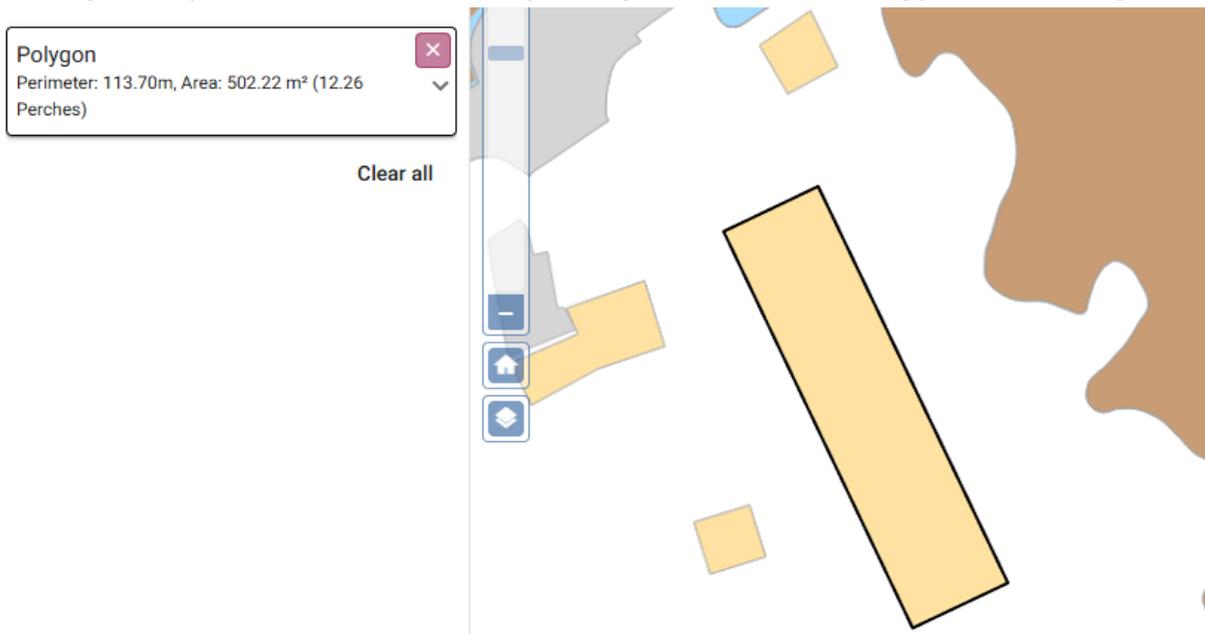
Here 'Click to Identify Map features' is switched on and a building polygon has been selected:
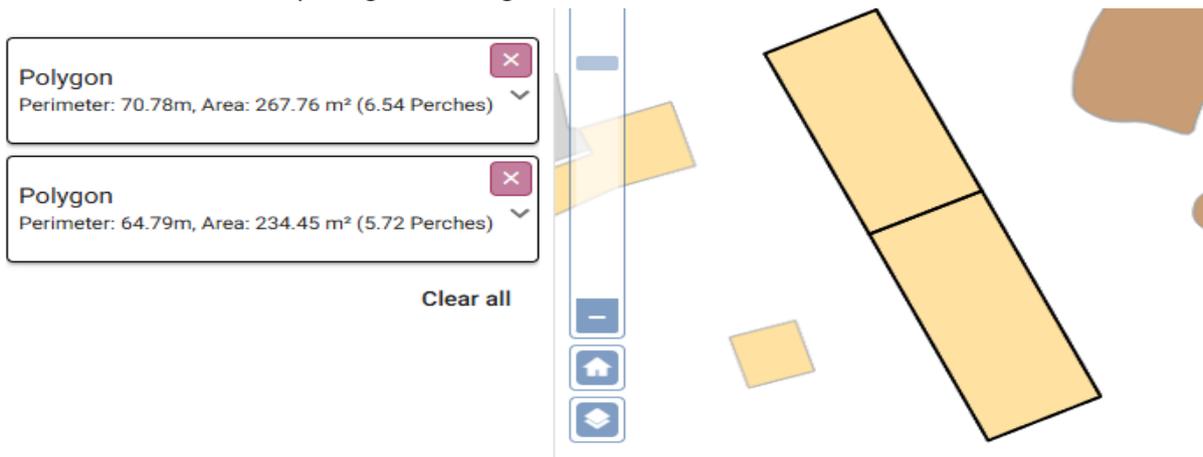
Opening the context menu for the shape and clicking copy geometry creates a new identical shape indicated by the black outline:
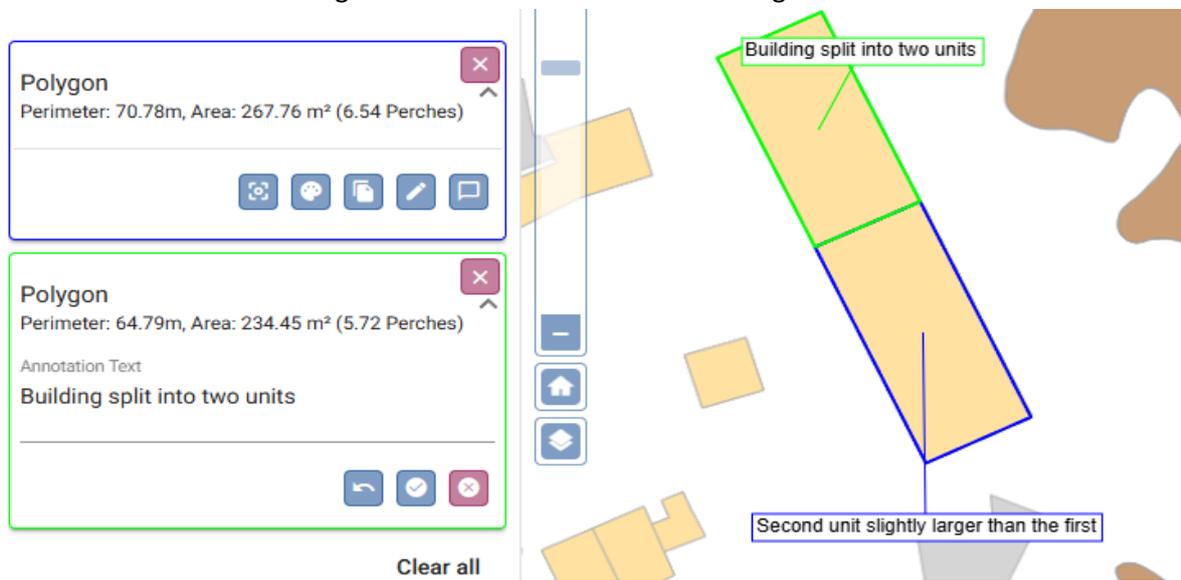

The original shape can then be deselected by clicking the close cross, leaving just the new shape:

This can then be edited by using the cutting tool:

Polygon
Perimeter: 70.78m, Area: 267.76 m² (6.54 Perches)

Polygon
Perimeter: 64.79m, Area: 234.45 m² (5.72 Perches)

Clear all

Annotation and colour changes can then be added to the drawing to make it more useful:

Polygon
Perimeter: 70.78m, Area: 267.76 m² (6.54 Perches)

Polygon
Perimeter: 64.79m, Area: 234.45 m² (5.72 Perches)

Annotation Text
Building split into two units

Clear all

Building split into two units

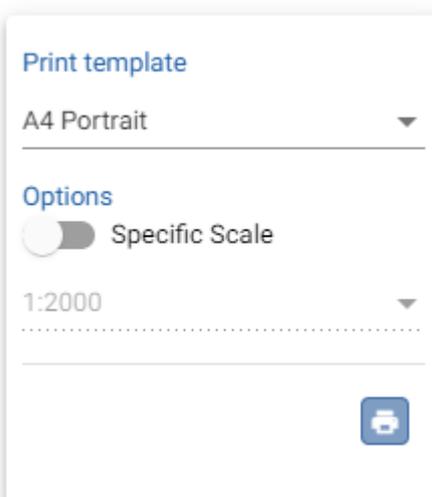Second unit slightly larger than the first

Printing

The Print button is the middle icon of the three located in the bottom right-hand corner of the map:
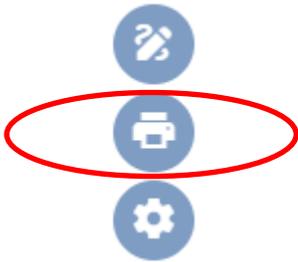

Print Options

- A4 Portrait will create a .PDF and output this to a new browser window, which can be downloaded and saved.
- A4 Landscape will create a .PDF and output this to a new browser window, which can be downloaded and saved.
- Image only Print will create an image in a new browser window which can be saved by right clicking the image and using the options in the browser dialog.
- The specific scale toggle can be used to choose a set scale from the drop-down.
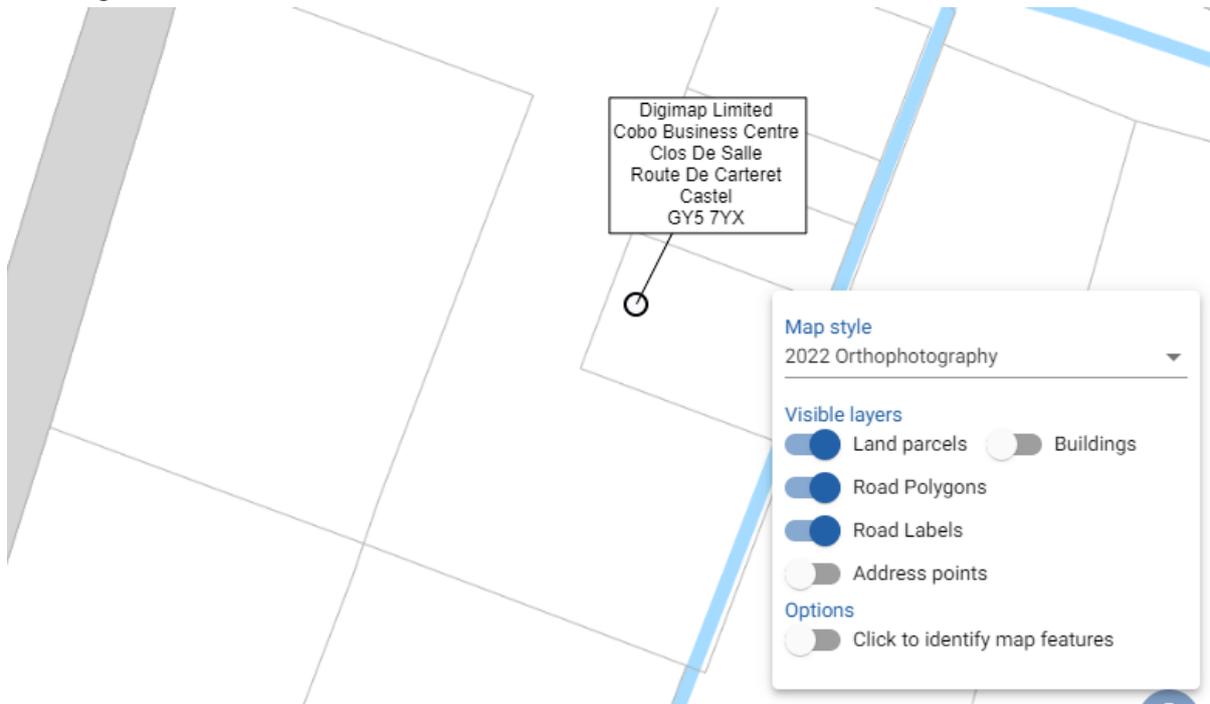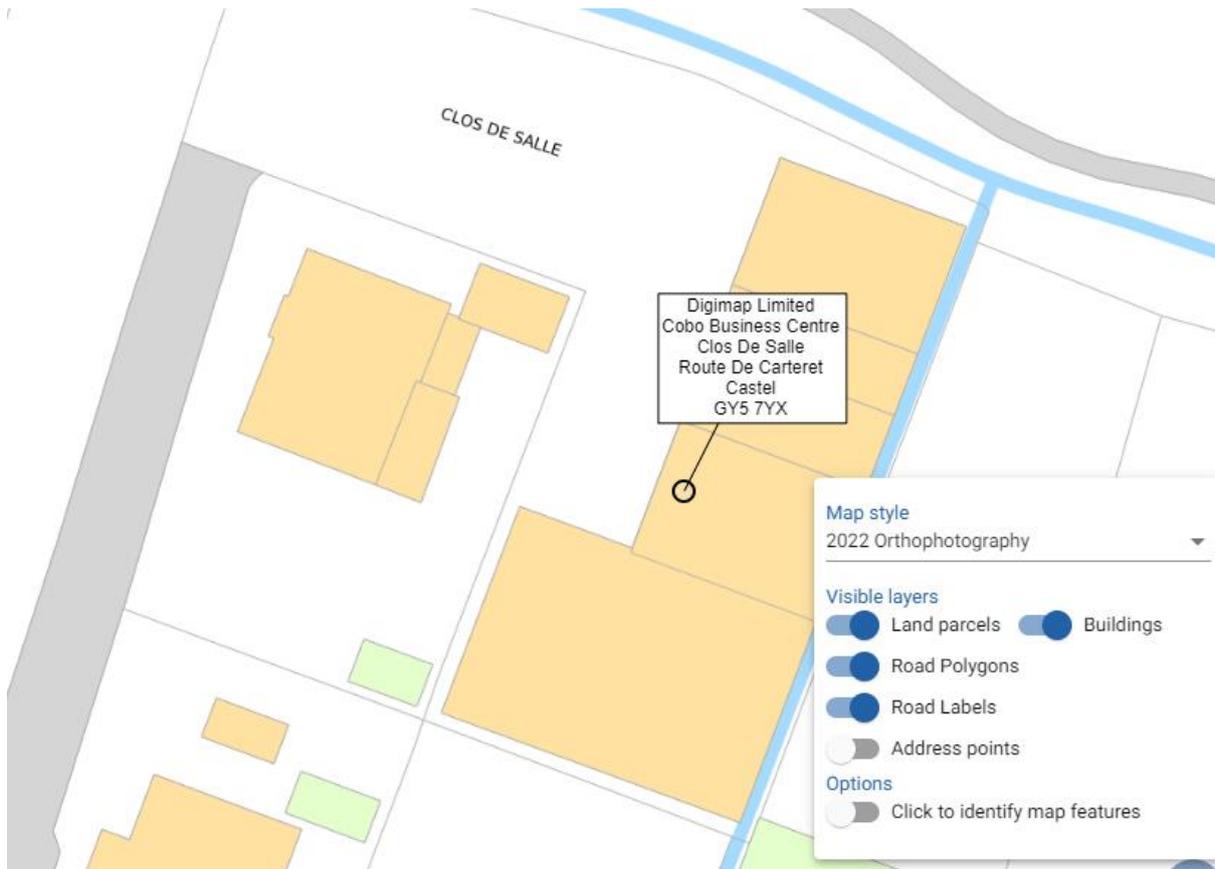
Layer Visibility Tools

Clicking The 'cog' icon displays the layer visibility tools:
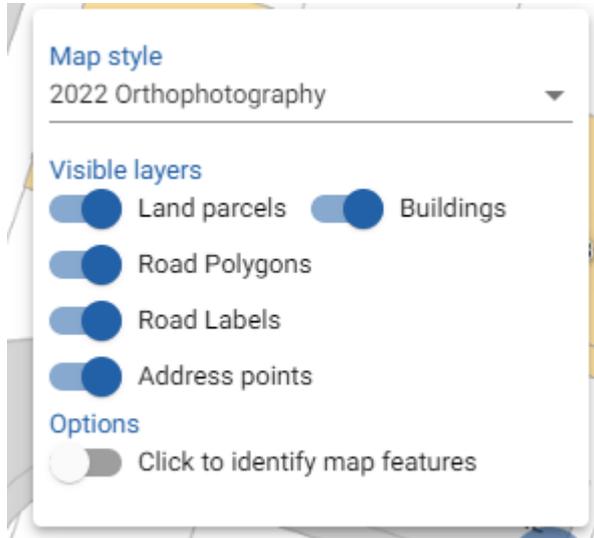
By selecting the relevant button, individual map layers can be toggled on and off, so for example 'Buildings' is selected 'off' in the screenshot below:

And is 'on' in this screenshot:

Enabling Click to identify map features will enable the highlighting of any feature that is selected by a mouse click