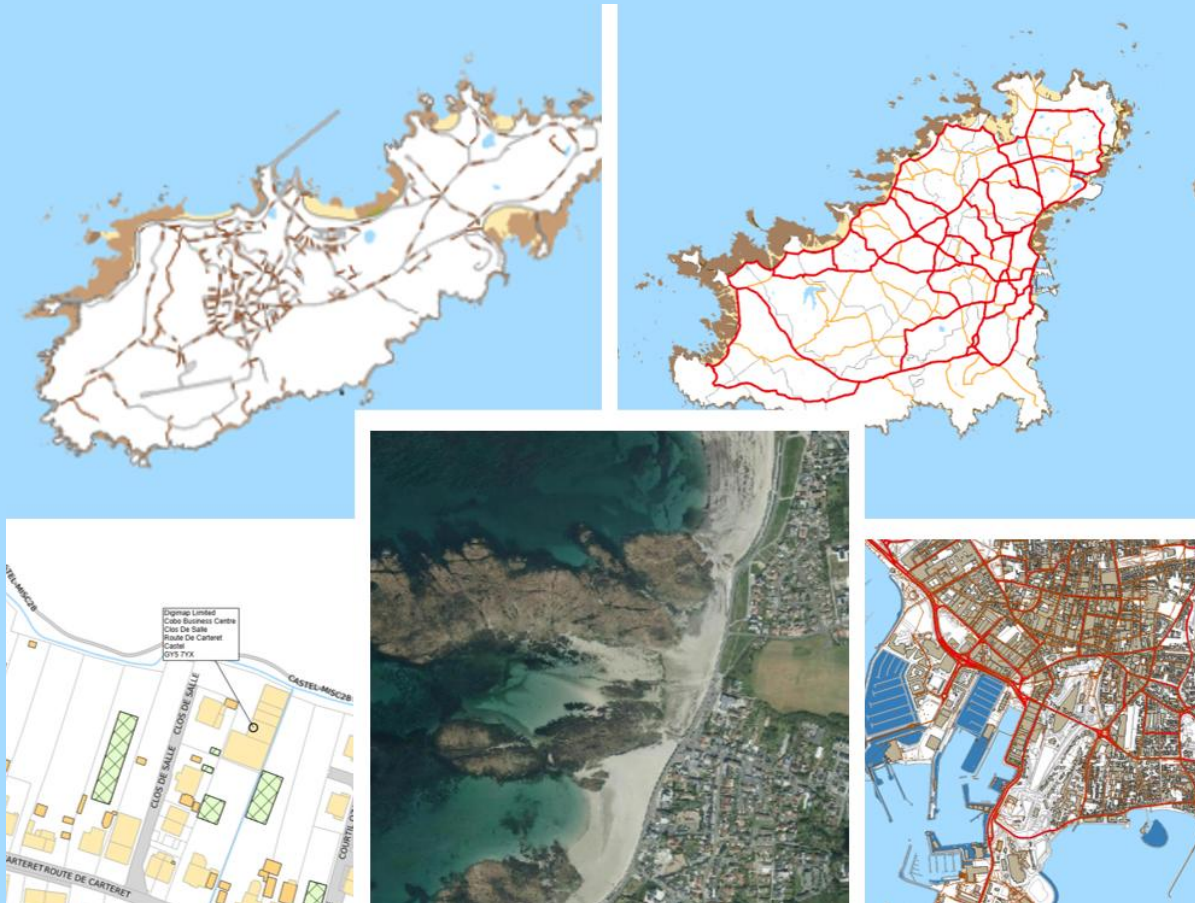
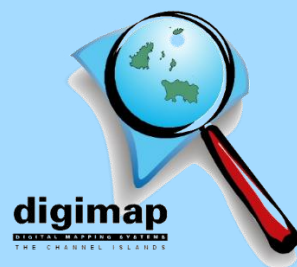


ADDRESS LOCATOR 4



USER GUIDE



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Digimap Address Locator

User Guide

Address Locator is an online system to locate any address in the Channel Islands. It is available in three versions:

- Deliveries – a low-cost edition which just provides address look up and navigation
- Standard – provides useful functions for viewing, drawing, measuring and interacting with the map.
- Professional – has all the features of the Standard edition and adds the ability to view the latest aerial photography. For an additional subscription, it is possible to view historical aerial photos and maps.

This document provides a walk-through of the full functionality of the system. Please note that the map data available in the Guernsey and Jersey editions is slightly different.

If you have any questions about the system or suggestions for improvement, please contact us at info@digimap.gg

If you find address data that is missing or incorrect then please refer to [Reporting missing or incorrect addresses](#)



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Getting Started

Open your web browser and go to

Jersey: <https://al4.digimap.je>

Guernsey: <https://al4.digimap.gg>

You will be redirected to the Digimap authorisation system: enter your username and password to login, and you will be redirected back to the application.

Overview of the screen

Figure 1 shows the key features of the screen.



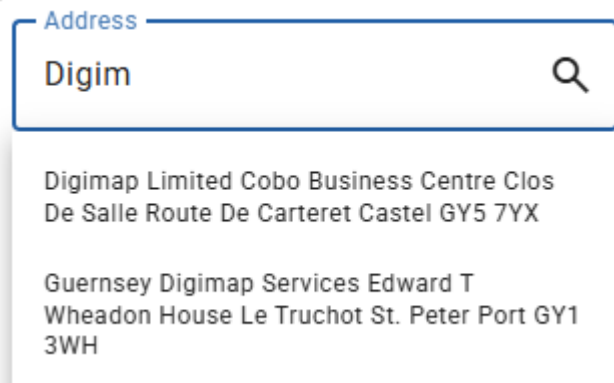
Figure 1 Screen Layout

Search for an Address

If the search panel is not visible, click the Toggle search panel button:



Type in part of an address, the full address, or a postcode in the box on the top left. As you type, the system will suggest possible matches. Click the magnifying glass or hit return to perform a search.



Address

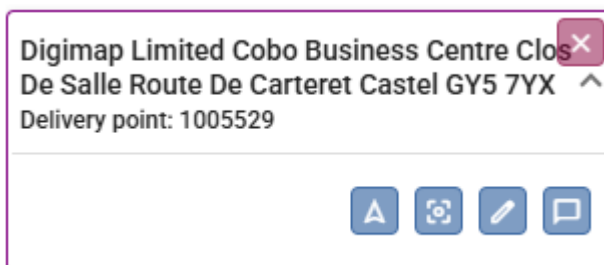
Digim

Digimap Limited Cobo Business Centre Clos De Salle Route De Carteret Castel GY5 7YX

Guernsey Digimap Services Edward T Wheadon House Le Truchot St. Peter Port GY1 3WH

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 and label it.

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



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

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Reporting missing or incorrect addresses

The software searches official government data, if the address you are searching for is not found or you find an error please report it:

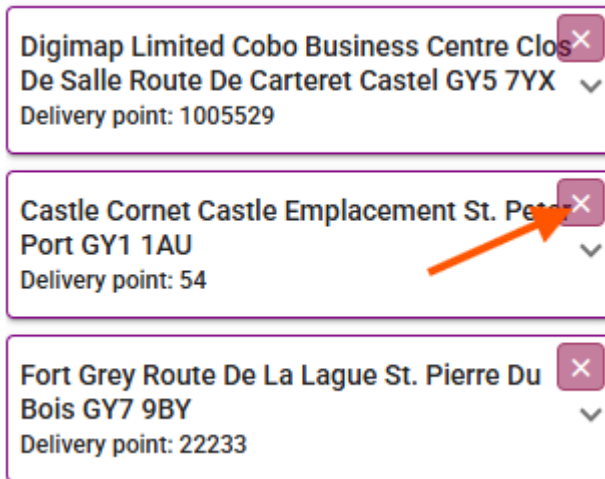
Jersey: addresses@gov.je

Guernsey: Address.ValidationUnit@gov.gg

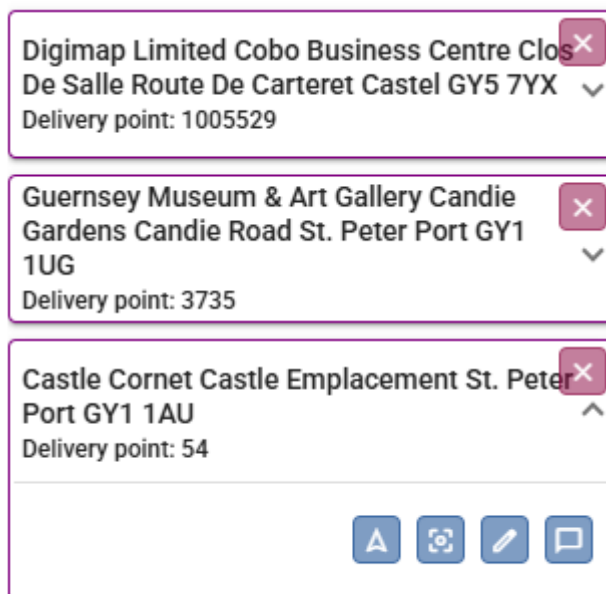
Removing items from the search panel

Search results, annotations and objects you have drawn will be added to the search panel.

To remove a single item, click the red X icon:



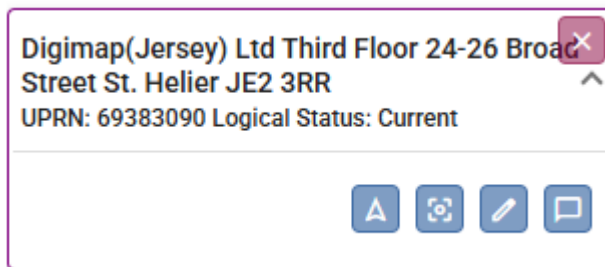
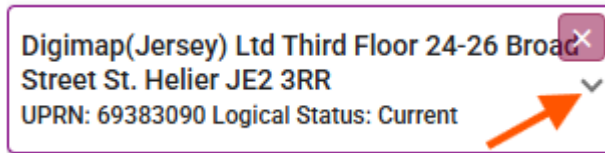
If you have made multiple searches, then clicking 'Clear all' will remove every item from the list:



 Clear all

Accessing the context menu

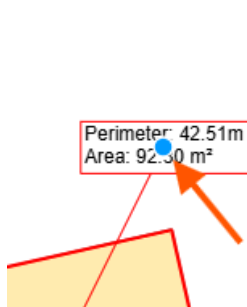
Items in the search results have a context menu which gives access to additional functions. Click the down arrow on the right-hand side of the dialog box to make it visible:



Context menu function provide additional functions to work with that item, please see [Context menu functions](#) for more information.

Moving annotations around the map

The system will automatically place labels on the map. To place them somewhere else, move the mouse cursor near to the centre of the text box, a blue dot will appear:



Click on the dot and drag it to move the annotation. The annotation tail can be moved in the same way.

Figure 2 shows how annotations are placed automatically and Figure 3 shows the annotations after they have been rearranged.

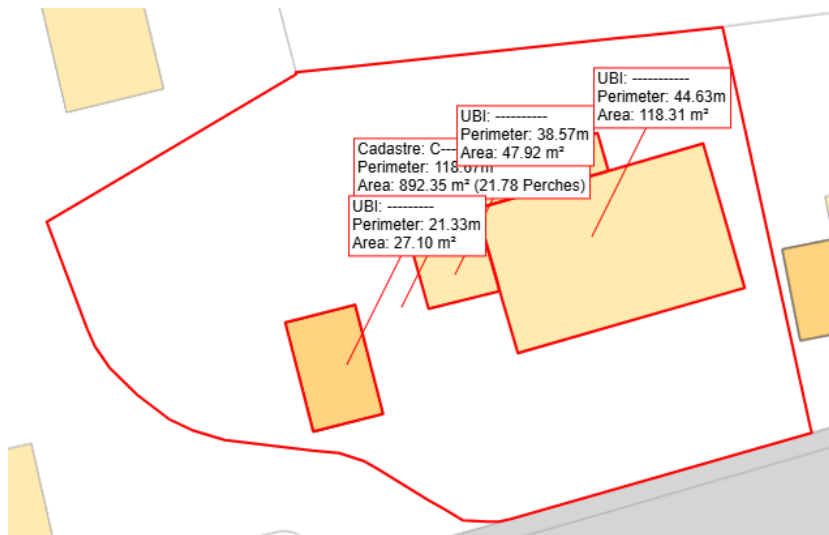


Figure 2 Automatic placement of annotations

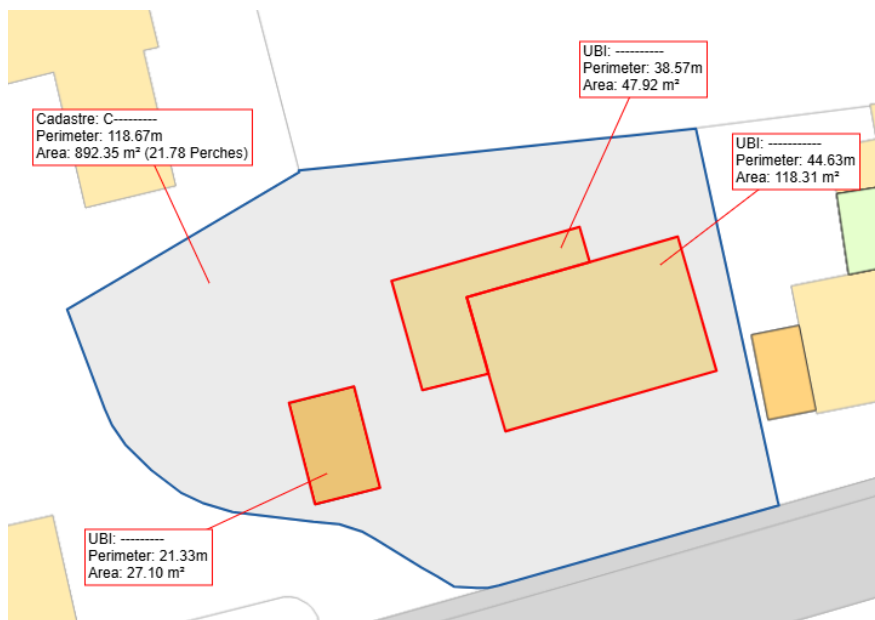


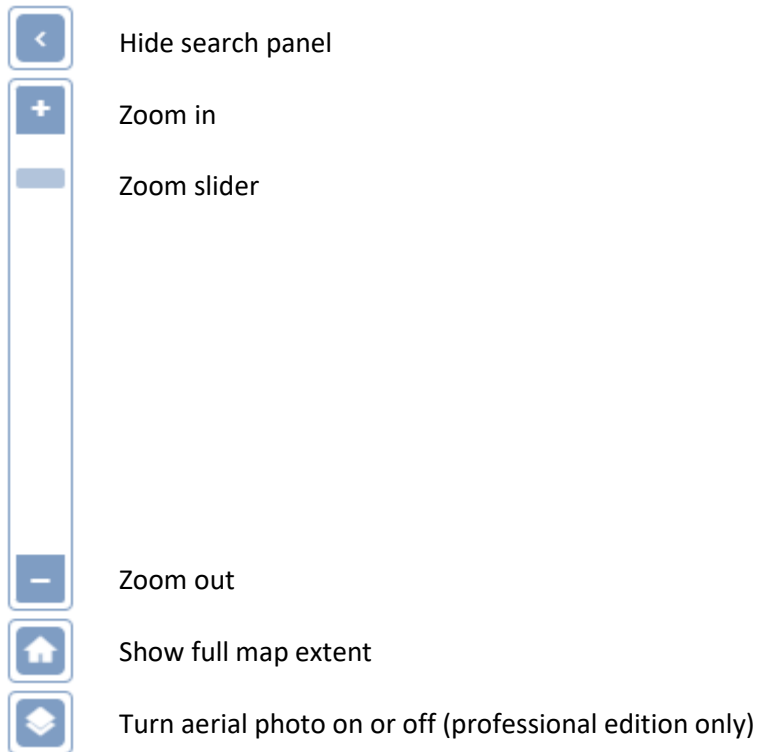
Figure 3 After manual rearrangement of annotations

Viewing the map

Map navigation is in line with most online maps:

- To navigate round the map – left click, then 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:




Aerial photography

Subscribers to the Professional edition of Address Locator have access to aerial photography. This is activated by this icon:



An additional subscription gives access to historic aerial photos and maps, please see [Changing visible orthophotos](#)

Map Tools Panel

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.

Save

Save as a new map or overwrite previously loaded map.

Replace existing map

Map name *

You must enter a value

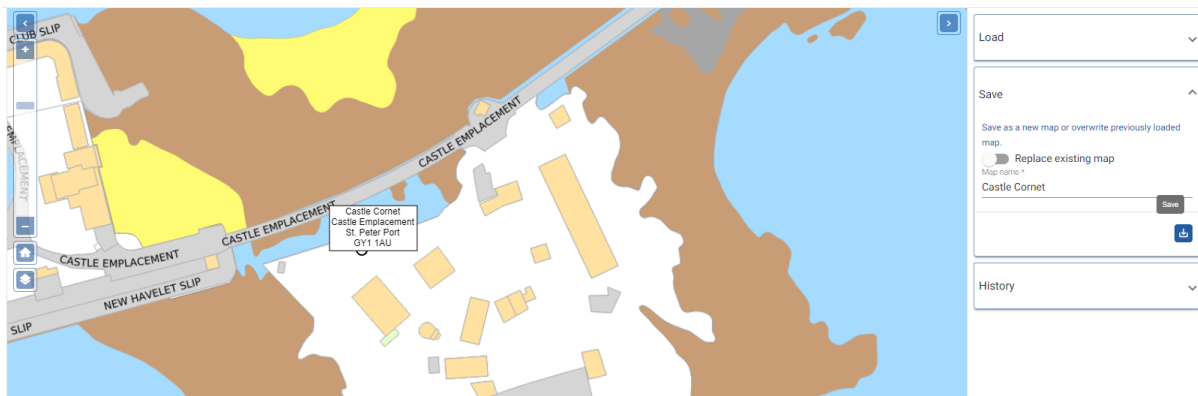


Saving a new map

Click 'Save', type a name into the map name field, then click the Save button:



and the



Replace existing map


To update a map that you previously saved, first Load it (see below), and after completing your changes, open the Save tool and move the slide control 'Replace existing map'. The system will show which map is being replaced.

Save

Save as a new map or overwrite previously loaded map.

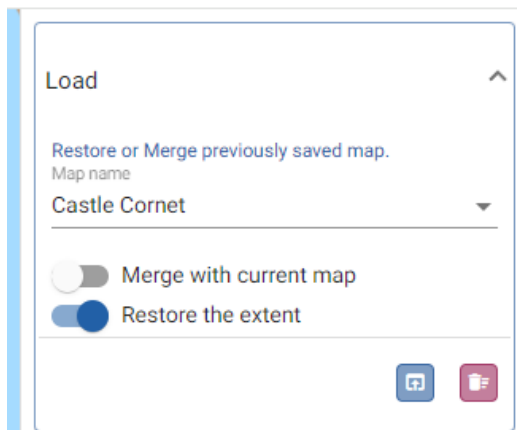
Replace existing map

Map called 'Castle Cornet' will be replaced

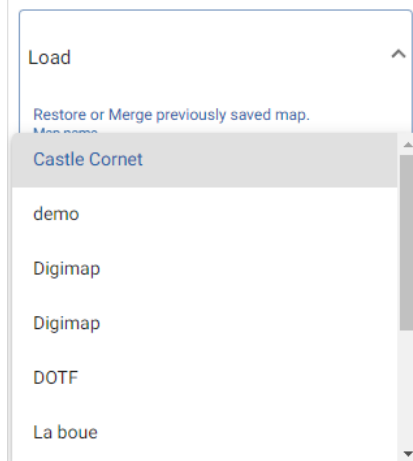



Loading a saved map

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.

Additional Functions

In the bottom right corner of the screen there are icons that give additional functions for querying and working with the map, covered in the following sections.

Identify Features



Click on the icon and click on a feature in the map. Please note that the Cadastre records accessed by the system only hold data about Guernsey properties.

Information about the feature will appear in the search panel:



A single click retrieves information about the feature which is closest to the mouse cursor. Double clicking identifies all items on the visible layers at that point (see [Moving annotations](#) to make the map clearer):



See [Context menu functions](#)

Drawing tools



Click the pencil icon to display drawing tools which allow you to add text and shapes to the map:

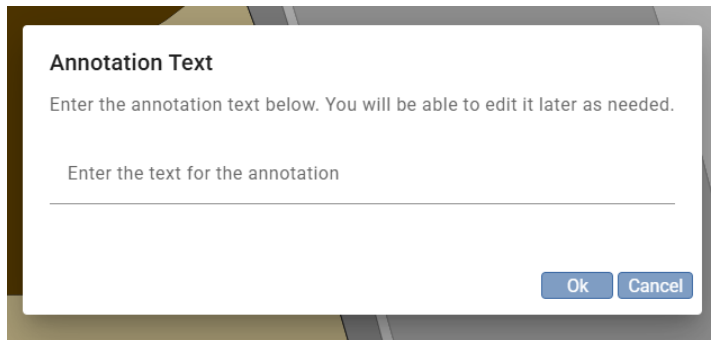


Add Annotation



Click on the icon, then click within the map to place an annotation at that point.

The annotation will appear on screen.



Annotation Text

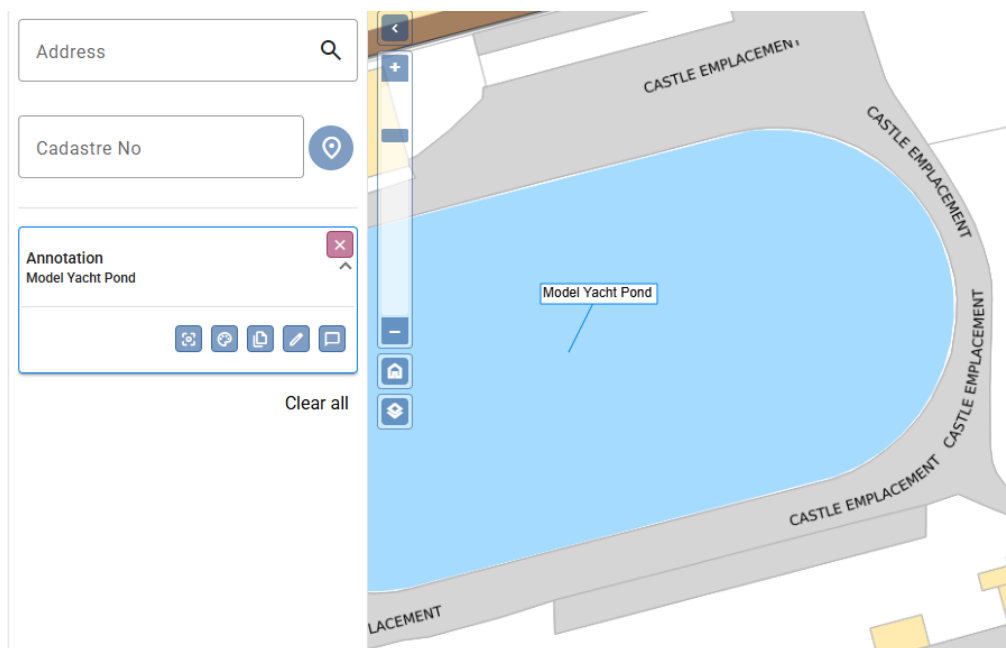
Enter the annotation text below. You will be able to edit it later as needed.

Enter the text for the annotation

Ok Cancel

Type the label and click OK when finished.

The label will appear on the map, with a corresponding entry in the search panel.



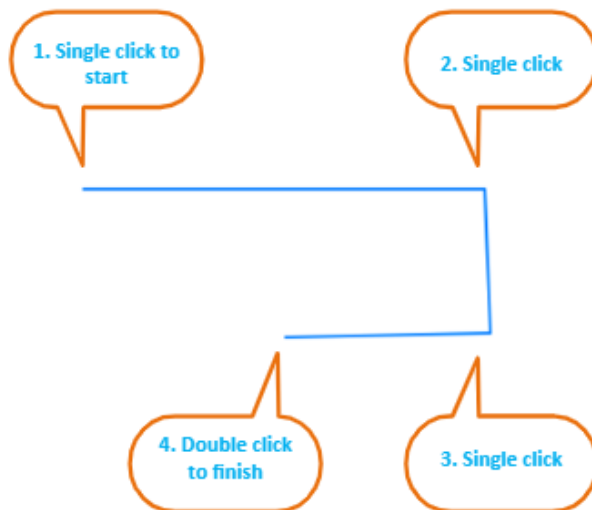
See [Context menu functions](#) for more information.

Draw Line



Click on the icon, then

- Click on the map to begin drawing a line
- Click once on the map to extend the line. Repeat as needed.
- Double click on the map to finish the line at that point.



The line will appear in the search results side panel, including information about its length. To edit the appearance of the line and to annotate it, click the down arrow to gain access to the [Context menu functions](#)

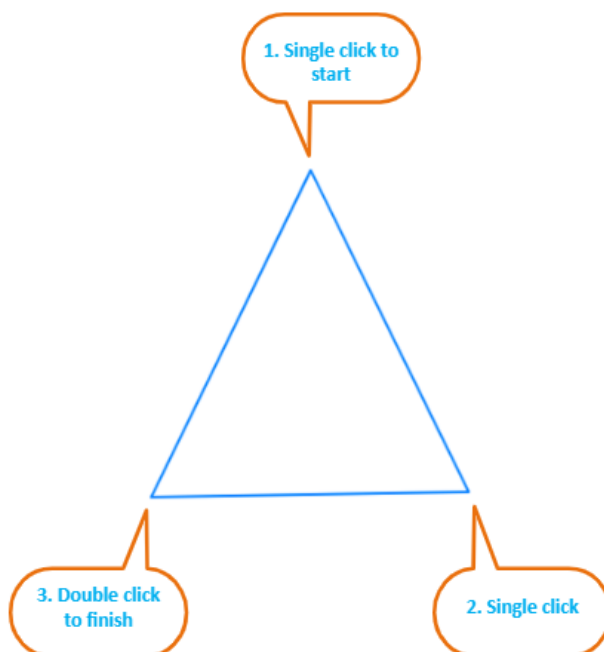


Draw Polygon

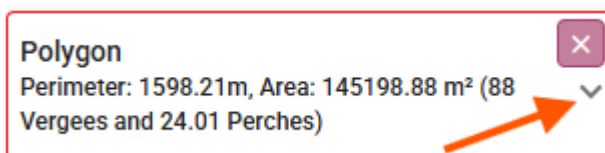


Click on the icon, then

- Click on the map to begin drawing a polygon at that point.
- Click once on the map to extend the outline. Repeat as needed.
- Double click on the map to close the polygon back to the first point



The polygon will appear in the search results side panel. To edit the outline, fill and annotation, click the down arrow to gain access to the [Context menu functions](#).



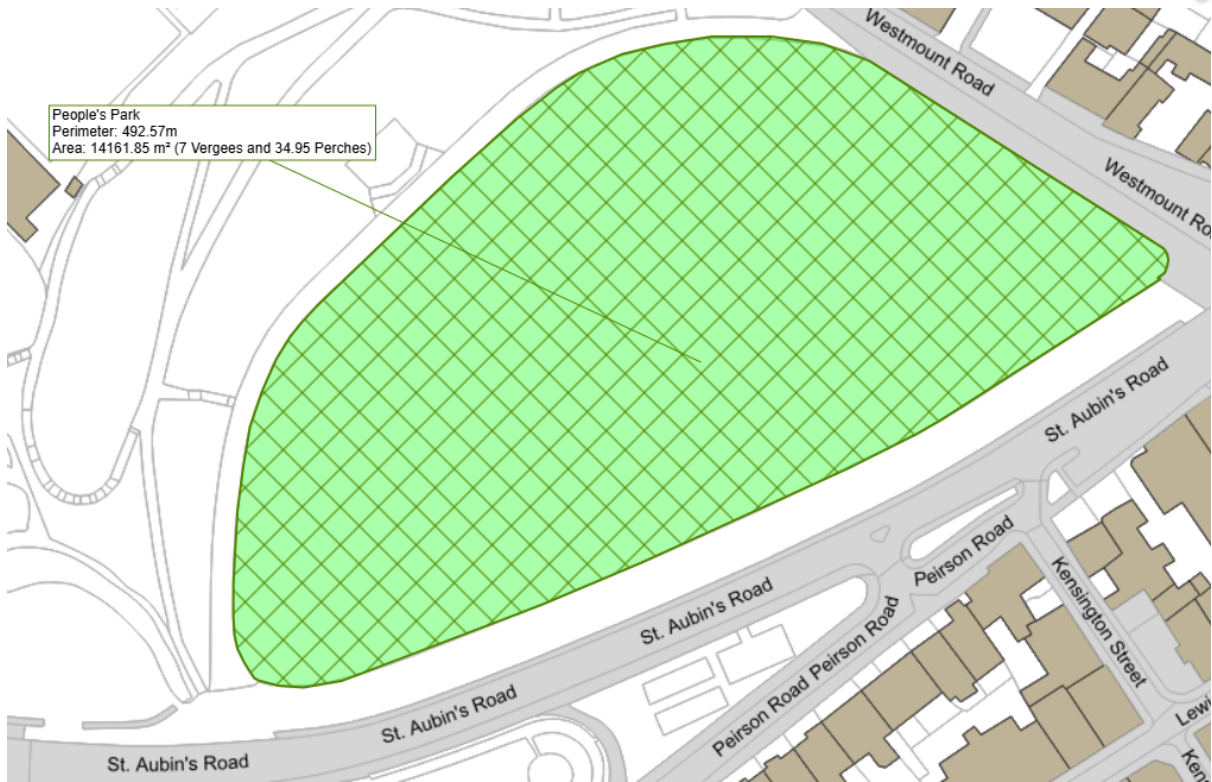


Figure 5 Example of a polygon feature

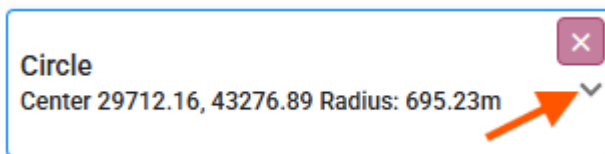
Draw Circle



Click on the icon, then

- Click on the map to begin drawing a circle which is centred at that point.
- Move the mouse to expand the circle and then click once to finish at the desired size.

The circle will appear in the search results side panel. To edit the outline, fill and annotation, click the down arrow to gain access to the [Context menu functions](#).



Cut Geometry

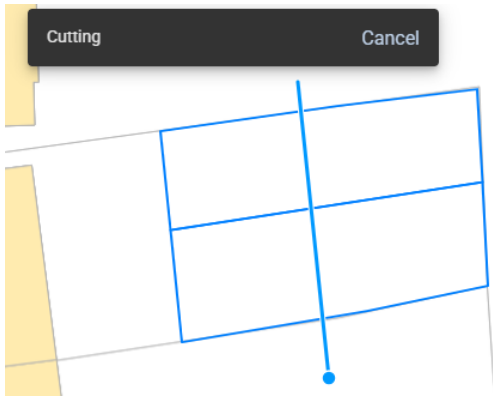


The cutting tool can be used to cut any drawn shape into smaller shapes. Click the scissors icon displayed in the bottom right of the map.

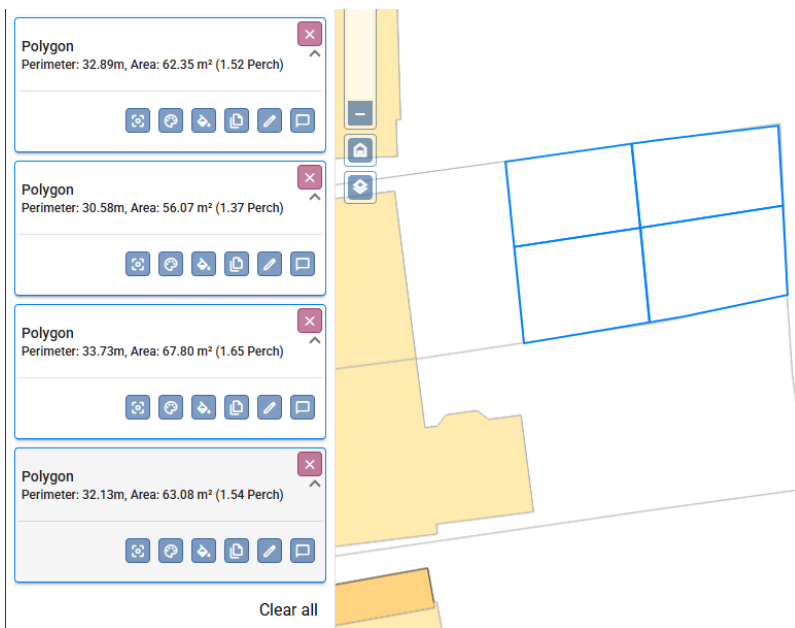
'Cutting' will be displayed at the top of the map to indicate that it is active:



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:

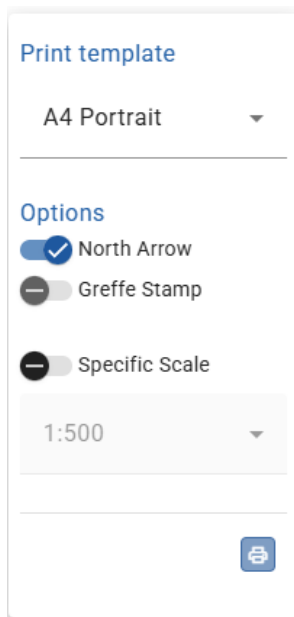


Print



When printing, the centre of the screen will be the centre of the printed page. If no scale has been chosen in [Scale control](#), then the printout will accommodate as much as possible of the on-screen map.

Click the print icon to open the print options:



Please set your browser print options to 'Actual Size' otherwise the drawing will not be to scale.

Template

Different output formats are available:

- 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.

North Arrow

Slide the control across to show or hide a north arrow on the printout.

Scale control

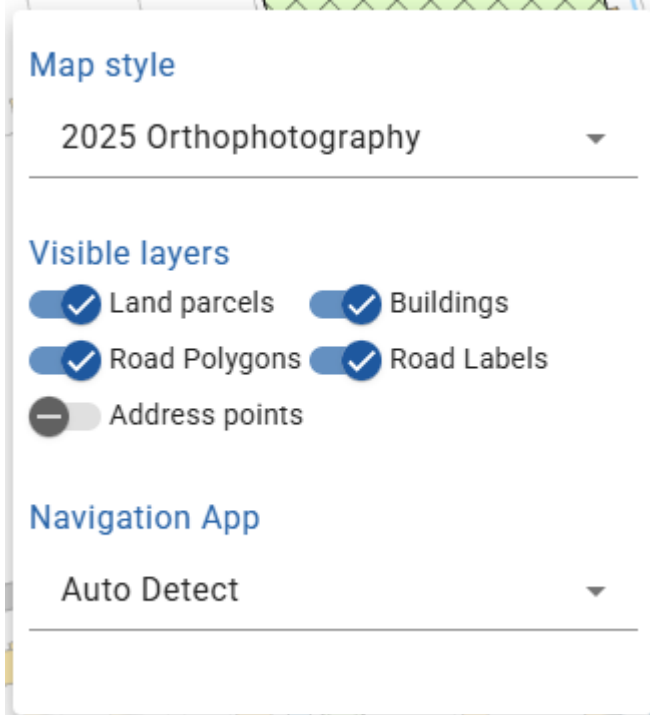
Slide the control across to choose from a range of pre-set drawing scales. The display will indicate the approximate outline of area to be printed.



Map Options



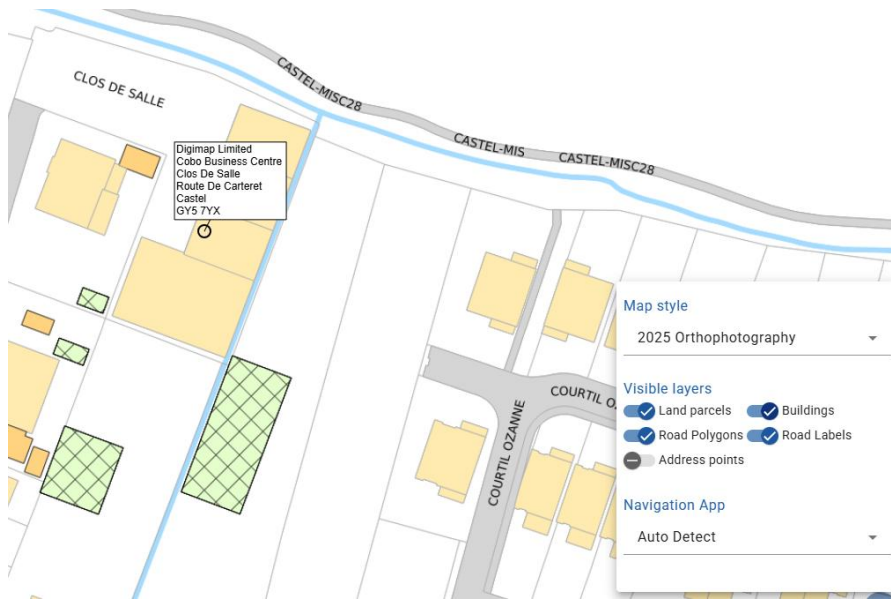
Clicking the 'cog' icon displays the layer visibility tools:



By selecting the relevant button, individual map layers can be toggled on and off. For example, 'Buildings' is selected 'off' in the screenshot below:

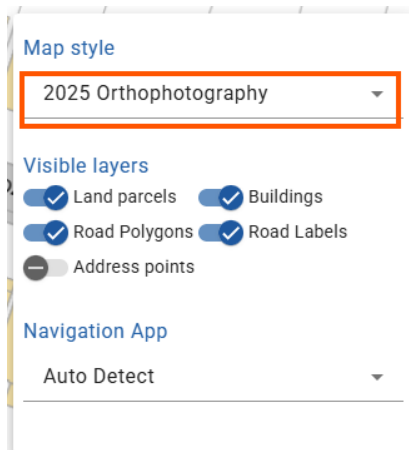


And is 'on' in this screenshot:

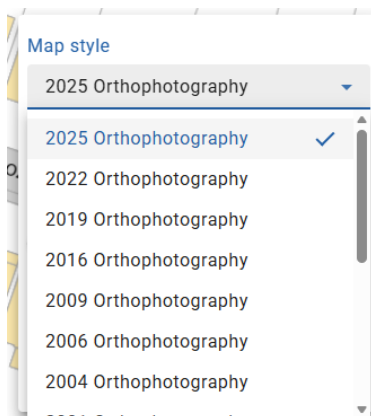


Changing visible orthophotos

If you have the Professional edition and subscribe to the 'Old Orthophotos', then you have the option to change the orthophoto that is displayed. To do this, click or touch the cog icon in the bottom right corner and you will see the 'Map Style' option at the top of the dialogue box, with a drop-down arrow next to it:










Click the Drop-down arrow and the list of available orthophotos will be displayed:



You can use the mouse wheel to scroll through the list and then simply click the one you want to display when the aerial photos are activated (see [Aerial photography](#)).

Context menu functions

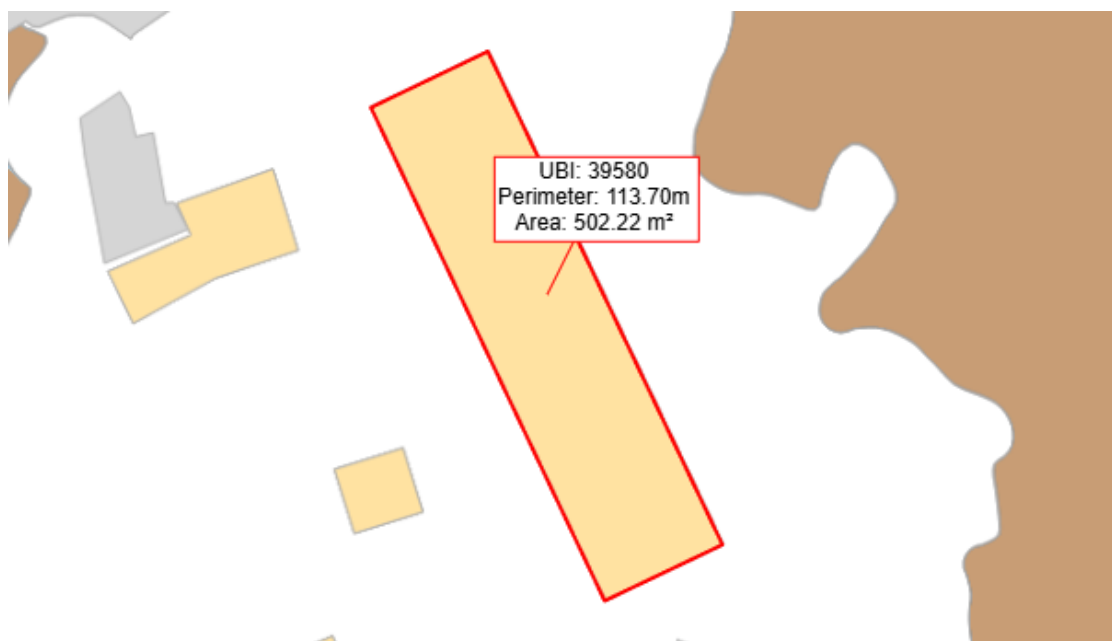
All items in the search panel have a context menu which gives access to extra functions. The table below shows all the functions:

	Open the navigation app or application on your device and set the destination to this search result.
	Centre the map on the address.
	Change feature line colour – pick a colour and click OK to change the outline colour of this feature on the map
	Change feature fill colour – pick a colour and click OK to change the fill colour of this feature on the map
	Copy geometry – this will create a duplicate of the feature’s outline. For more detail see Copy Geometry
	Edit annotation text. It is possible to edit all annotations including those created by the Identify Owner function and Drawing tools .
	Toggle callout label to turn the label on or off.

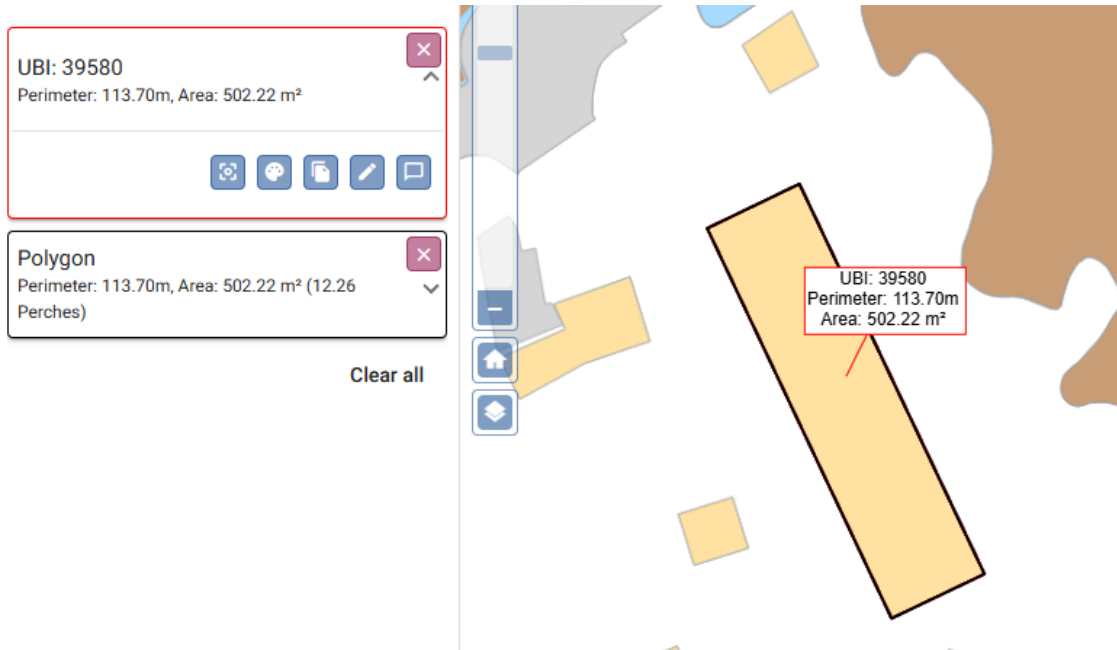
Copy Geometry



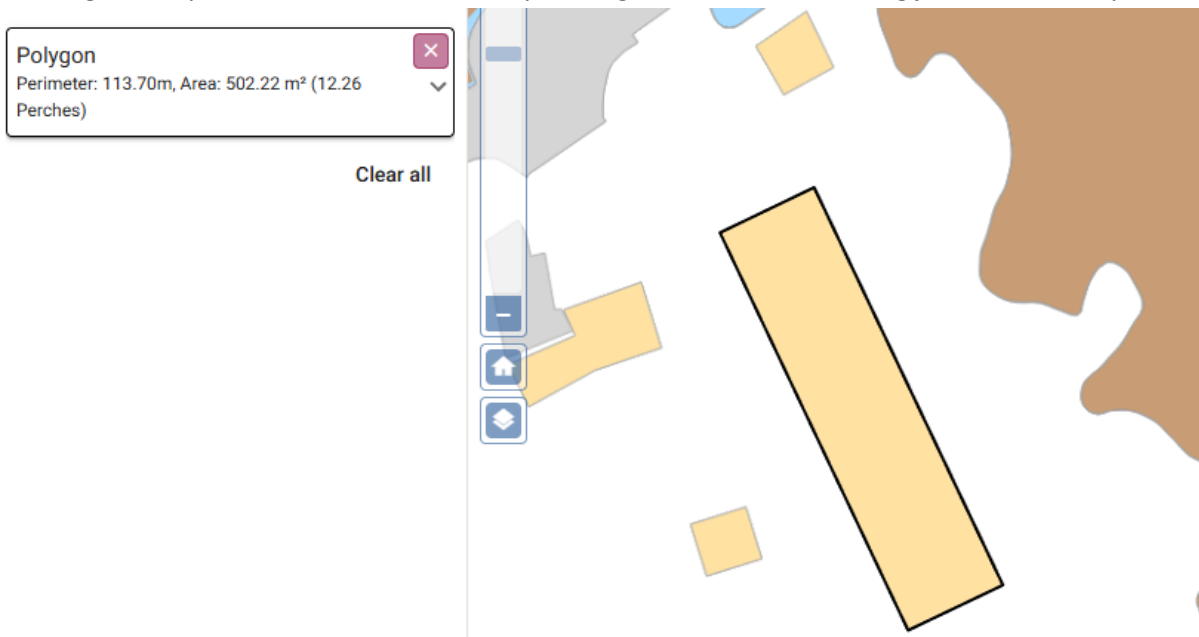
This option allows you to copy a feature in the map and draw new versions of it. For example, [Identify Features](#) has been used to select a building polygon:



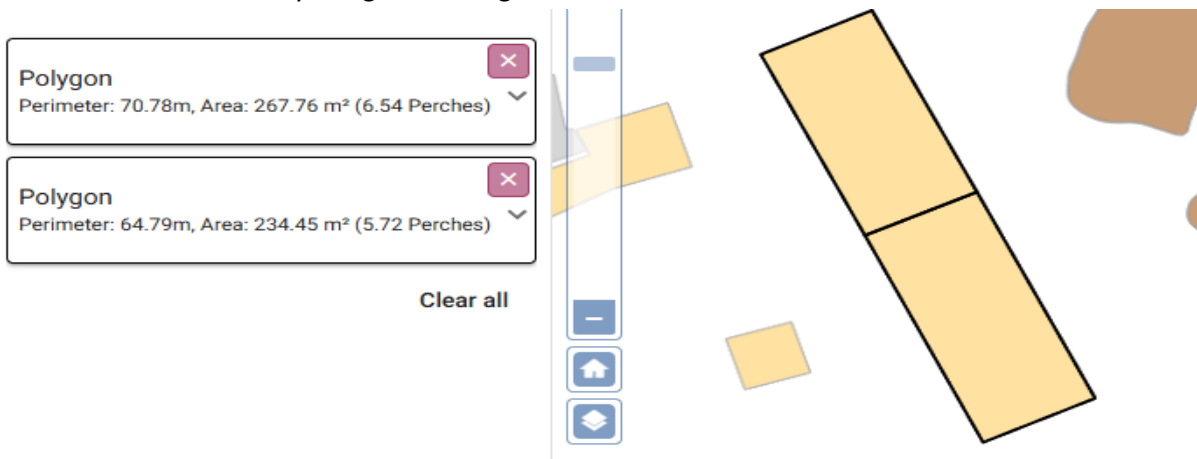
Opening the context menu for the shape and clicking copy geometry creates a new identical shape indicated by the black outline:



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:



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

