

Digimap Advocates Tool

User Guide

The Advocates Tool is an online system to locate any address in the Bailiwick, assist property research and provides useful functions 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.



Contents

Getting Started	4
First time use and registration	4
Overview of the screen	4
Search for an Address	6
Search for a Cadastre number	6
Removing items from the search panel	7
Accessing the context menu	8
Moving annotations around the map	8
Viewing the map	10
Map Tools Panel	11
Save	11
Saving a new map	11
Replace existing map.....	11
Loading a saved map.....	12
History.....	13
Additional Functions	14
User Options	14
Logout	14
Switch Licence.....	14
Manage Users	14
Help	14
Identify Owner	15
Identify Features	16
Drawing tools	17
Add Annotation.....	17
Draw Line	19
Draw Polygon	21
Draw Circle	23
Cut Geometry.....	23
Print.....	25
Template.....	25
North Arrow	25
Grefte Stamp	25



Scale control.....	26
Map Options	27
Changing visible orthophotos	29
Context menu functions.....	30
Copy Geometry	30
Instructions for User Administrators.....	33
Add colleagues to your organisation's licence	33
Remove colleagues	33
Amend colleague role	34
User registration and password reset	35
Setting or changing your password.....	35



Getting Started

Open your web browser and go to: <https://advocates.digimap.gg>

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

First time use and registration

The first time you use the Digimap authorisation system you will be prompted to verify your email address and set a password.

Your email must have been given permission by the user administrator for your organisation. Please contact Digimap on tel. 01481 700321 or info@digimap.gg if you are unsure who that is.







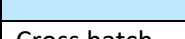
Overview of the screen

Figure 1 shows the key features of the screen.



Figure 1 Screen Layout

Map features are colour coded

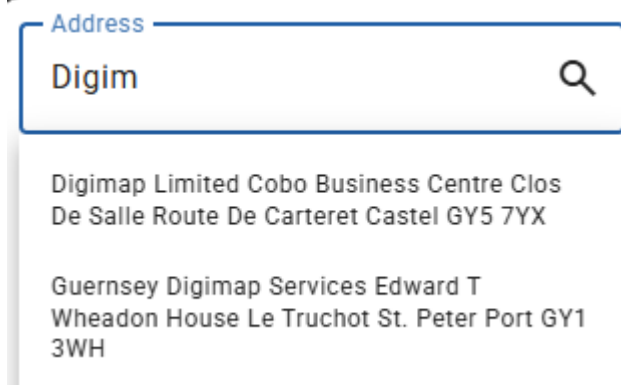
Water tank	
Conservatory	
Church	
Garage	
Shed / store	
All other	
Water, swimming pool	
Greenhouse	Cross hatch

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 spyglass or hit return to perform a search.



Address

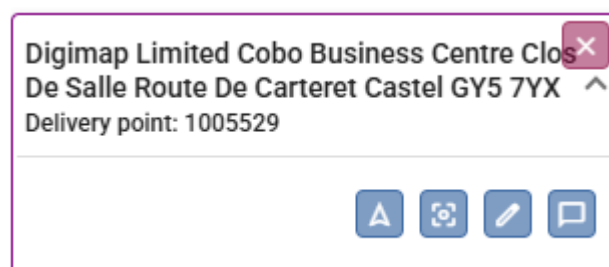
Digim 



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

Search for a Cadastre number

To ensure the search panel is visible, click the Toggle search panel button:



Type the Cadastre number and click the icon, or hit return, to perform a search.

Cadastre No 







It is necessary to enter the Cadastre number in full and only exact matches will be returned.

The property will appear in the search results, and it will be highlighted and labelled on the map.

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:


- Digimap Limited Cobo Business Centre Clos** 
De Salle Route De Carteret Castel GY5 7YX 
Delivery point: 1005529
- Castle Cornet Castle Emplacement St. Peter** 
Port GY1 1AU 
Delivery point: 54
- Fort Grey Route De La Lague St. Pierre Du** 
Bois GY7 9BY 
Delivery point: 22233

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

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

Guernsey Museum & Art Gallery Candie
Gardens Candie Road St. Peter Port GY1
1UG
Delivery point: 3735

Castle Cornet Castle Emplacement St. Peter
Port GY1 1AU
Delivery point: 54




 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:

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



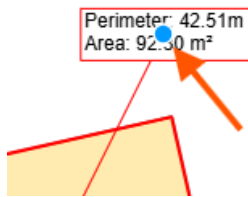
Digimap Limited Cobo Business Centre Clos
De Salle Route De Carteret Castel GY5 7YX
Delivery point: 1005529



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.

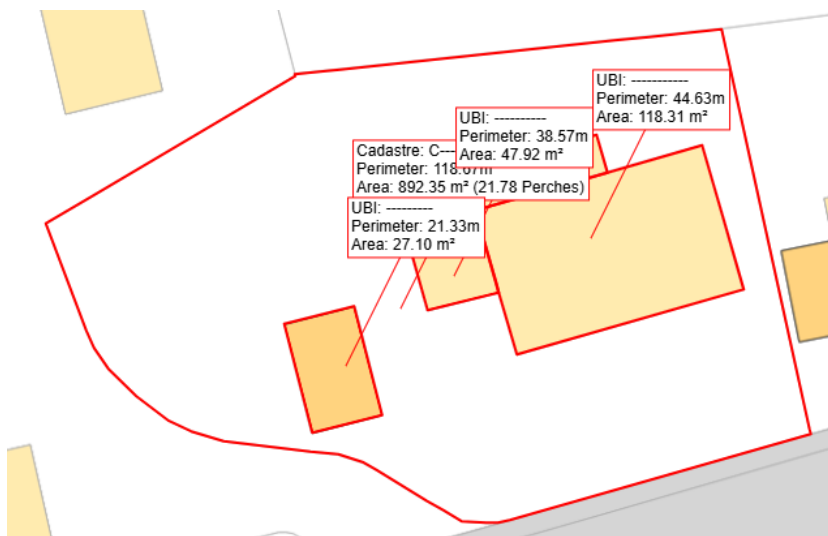


Figure 2 Automatic placement of annotations

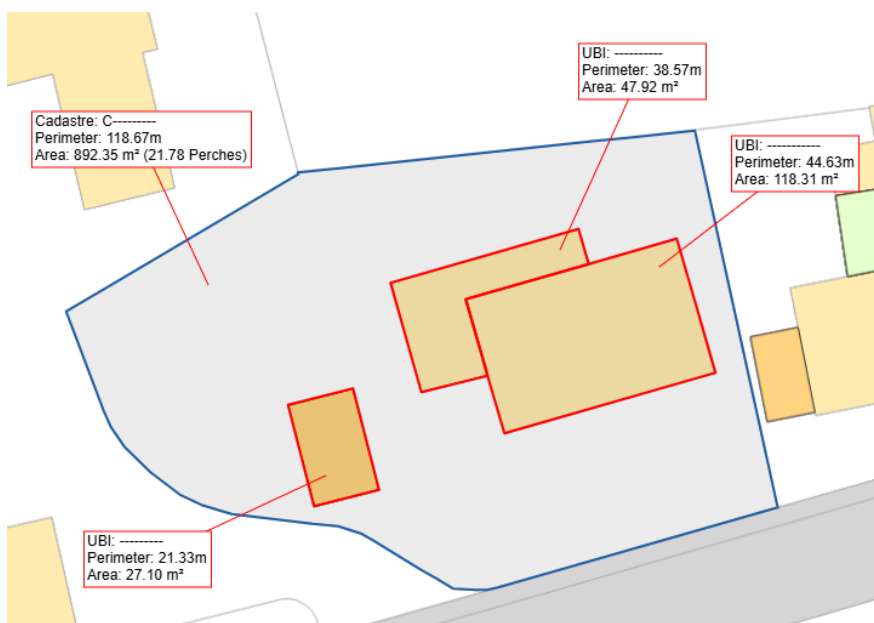


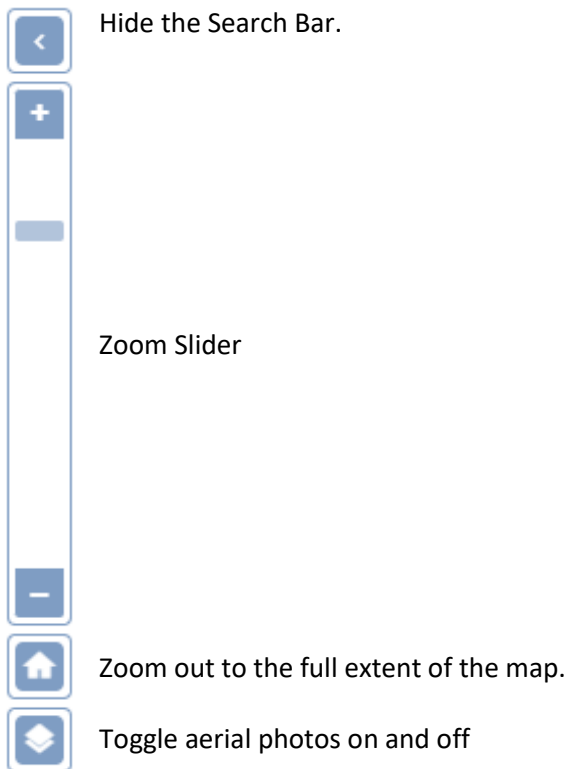
Figure 3 After manual rearrangement of annotations

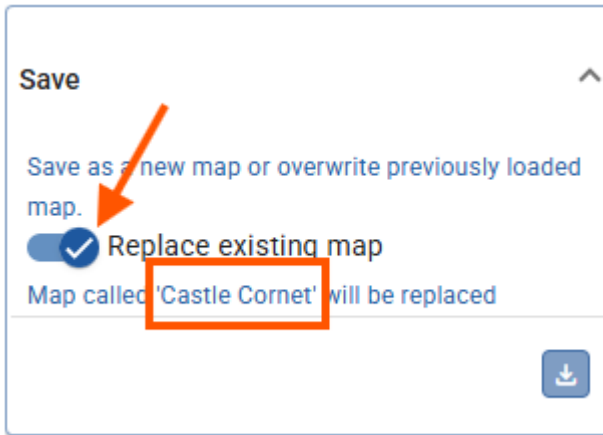
Viewing the map

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.

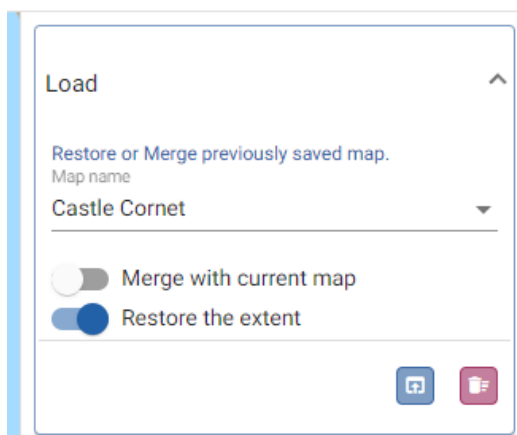
The icons shown here are on the left-hand side of the map pane:



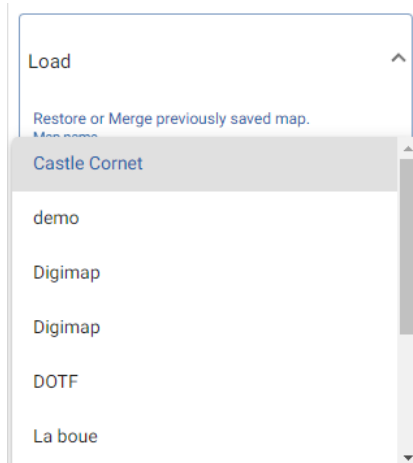



Loading a saved map

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.

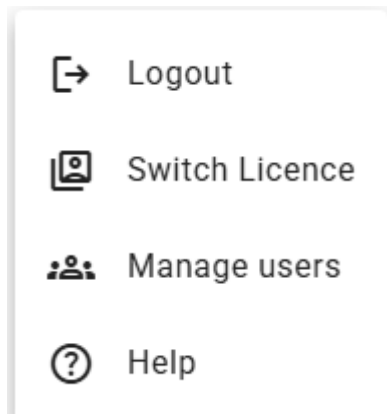
Additional Functions

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.

User Options



Click on the icon to expand the menu:



Logout

Click Logout to leave the application. The next time you use the system you will need to provide your email address and password.

Switch Licence

If you have access to more than one licence (for example, if you have a consultancy role with several organisations), use this function to change licence.

If your access to optional features within the software has been changed then clicking this option will ensure those changes have taken effect.

Manage Users

Licence administrators can quickly get access to the Digimap authorisation system by choosing this option. This is necessary to change which colleagues have access to the software. For more information, please see [Instructions for User Administrators](#).

Help

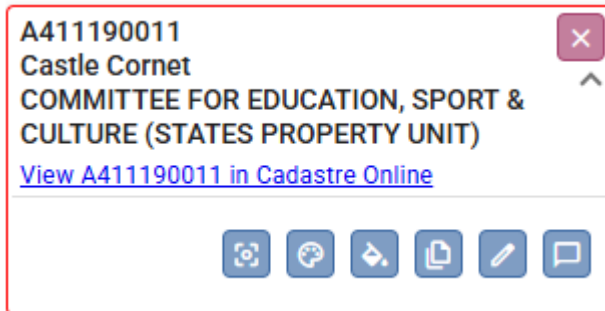
Choose this option to access the user guide.

Identify Owner



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

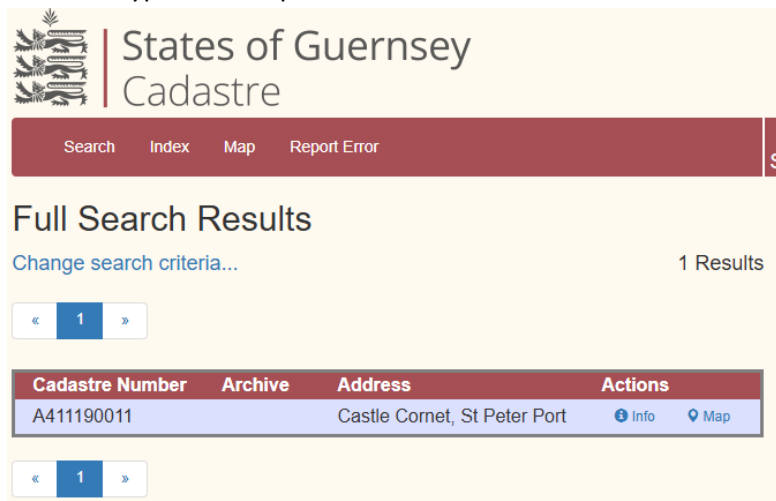
The system will retrieve ownership information about the land parcel at that point and display it in the search panel:



information will be retrieved about the underlying land parcel irrespective of which layers are visible, as chosen in the [Map Options](#) control.

If properties overlap, such as flats, then all ownership records for the land parcel will be shown.

Click the hyperlink to open a new window in Cadastre Online:



The Cadastre search results as shown in the screenshot above are free of charge so no expense would be incurred by accidentally clicking on the link to View. However, if you then proceed to view deeds and other documents then the normal usage charges will apply.

See also [Context menu functions](#)

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:

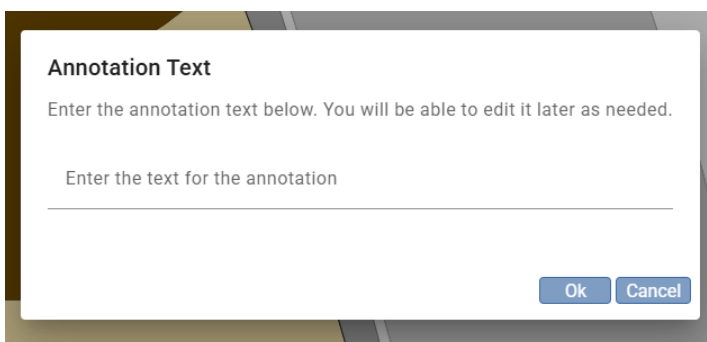


Add Annotation



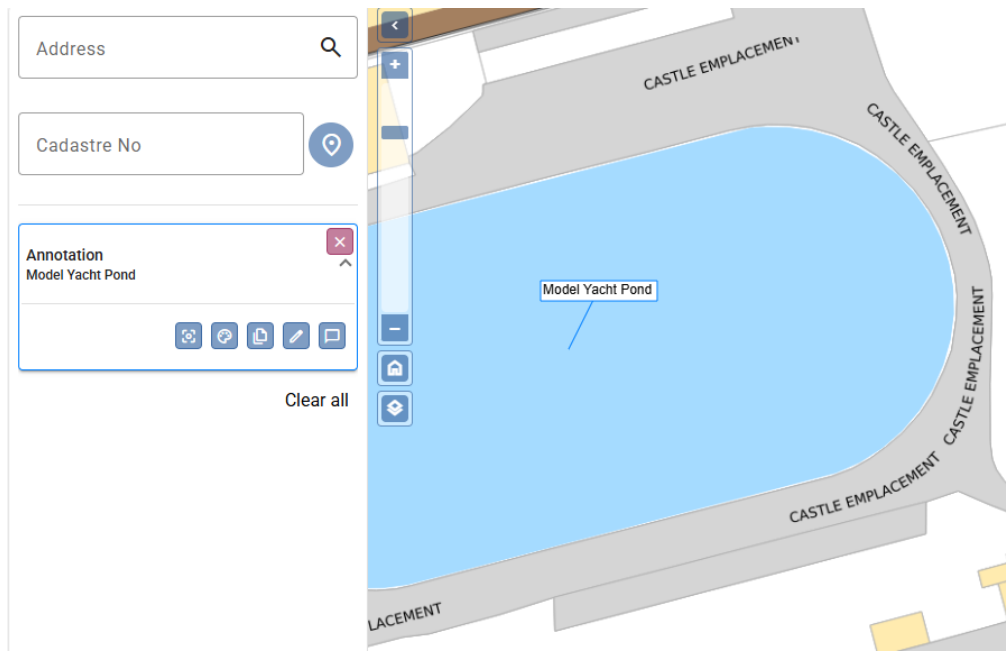
Click on the icon, then click within the map to place an annotation at that point.

The annotation will appear on screen.

A dialog box titled "Annotation Text". It contains the text "Enter the annotation text below. You will be able to edit it later as needed." Below this is a text input field with the placeholder text "Enter the text for the annotation". At the bottom right of the dialog are two buttons: "Ok" and "Cancel".

Type the label and click OK when finished.

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



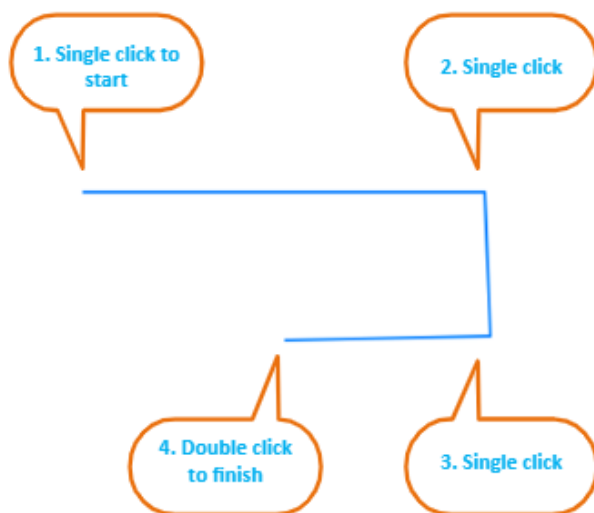
See [Context menu functions](#) for more information.

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](#)





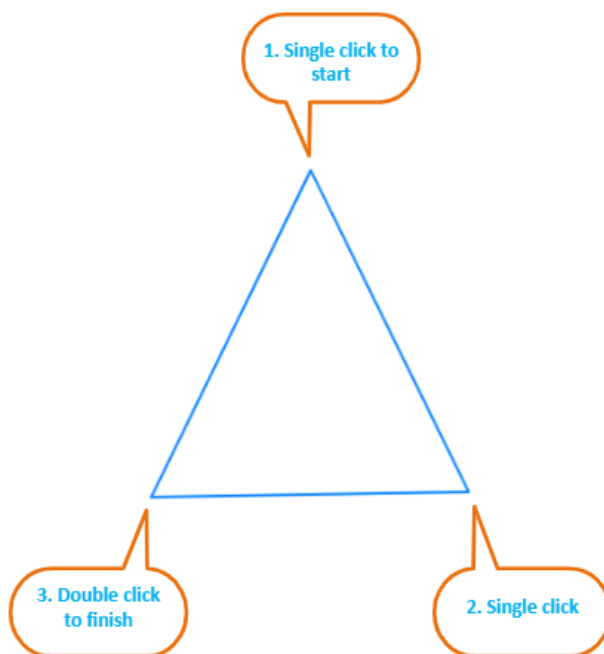
Figure 4 Example of a line feature

Draw Polygon

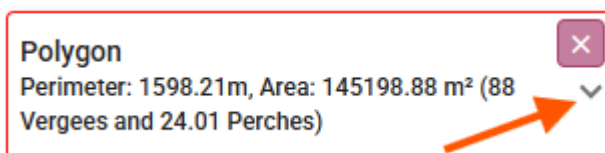


Click on the icon, then

- 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](#).



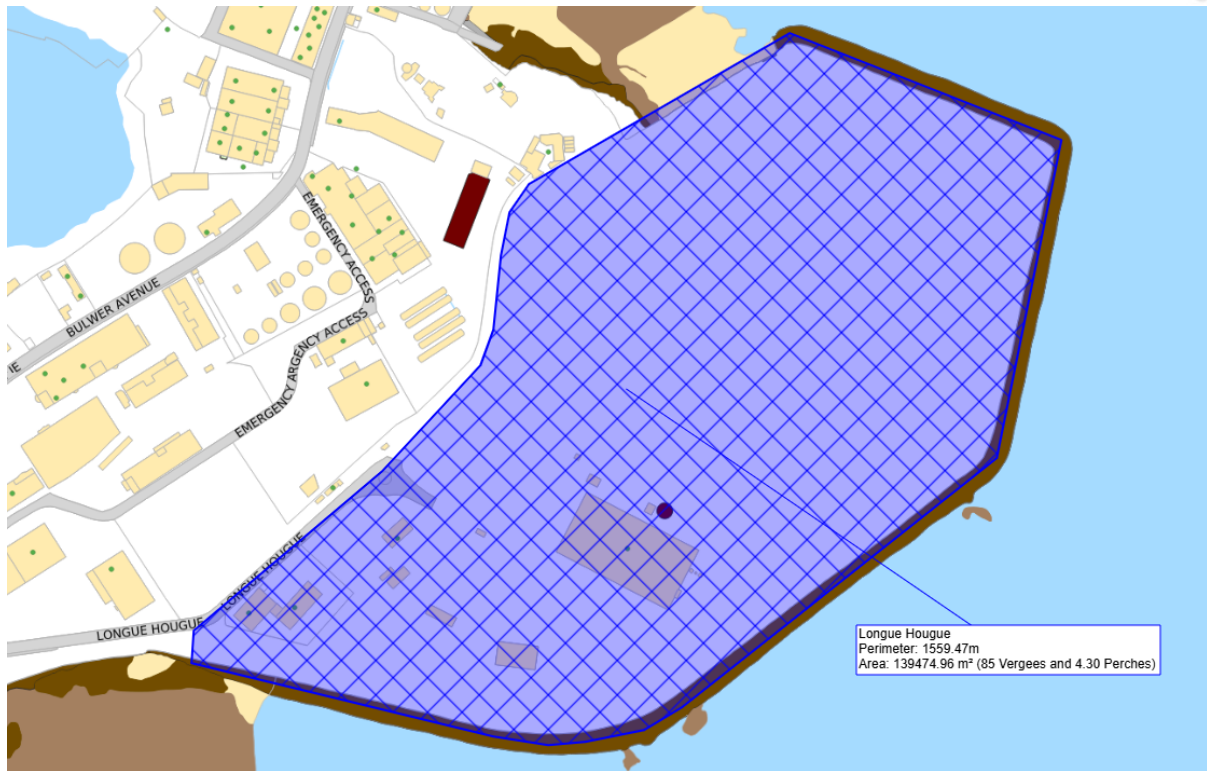


Figure 5 Example of a polygon feature

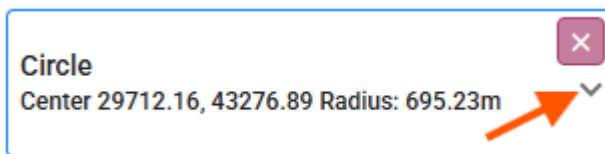
Draw Circle



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

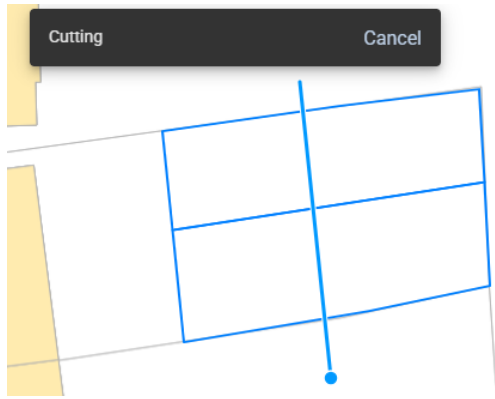


The cutting tool can be used to cut any drawn shape into smaller shapes. Click the scissors icon displayed in the bottom right of the map.

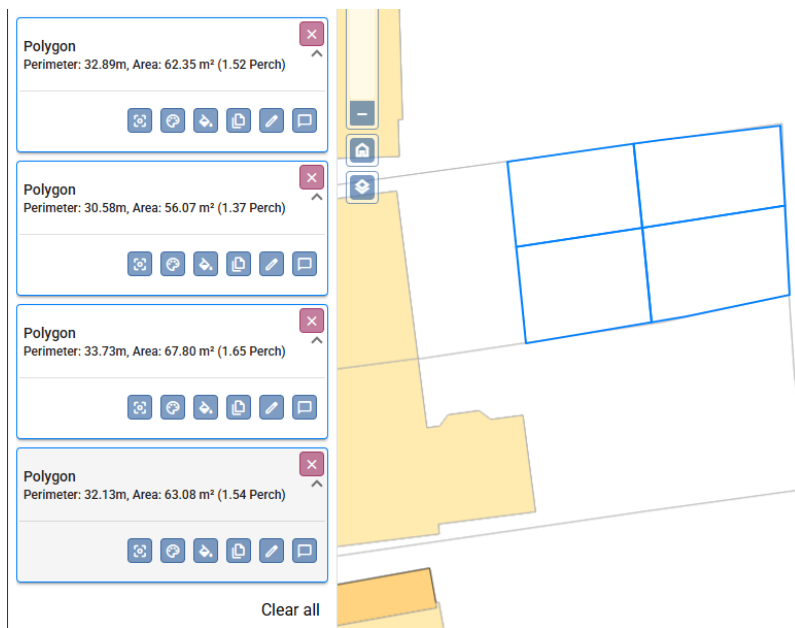
'Cutting' will be displayed at the top of the map to indicate that it is active:



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:

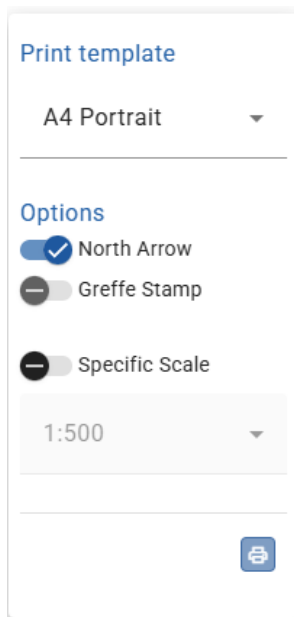


Print



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:



Template

Different output formats are available:

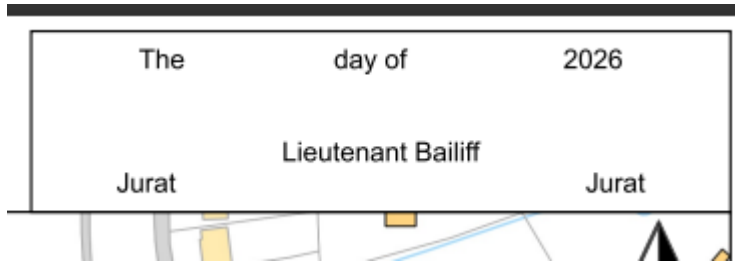
- A4 Portrait will create a .PDF and output this to a new browser window, which can be downloaded and saved.
- A4 Landscape will create a .PDF and output this to a new browser window, which can be downloaded and saved.
- Image only Print will create an image in a new browser window which can be saved 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.

Grefe Stamp

Slide the control across to show or hide a Grefe stamp on the printout.



Scale control

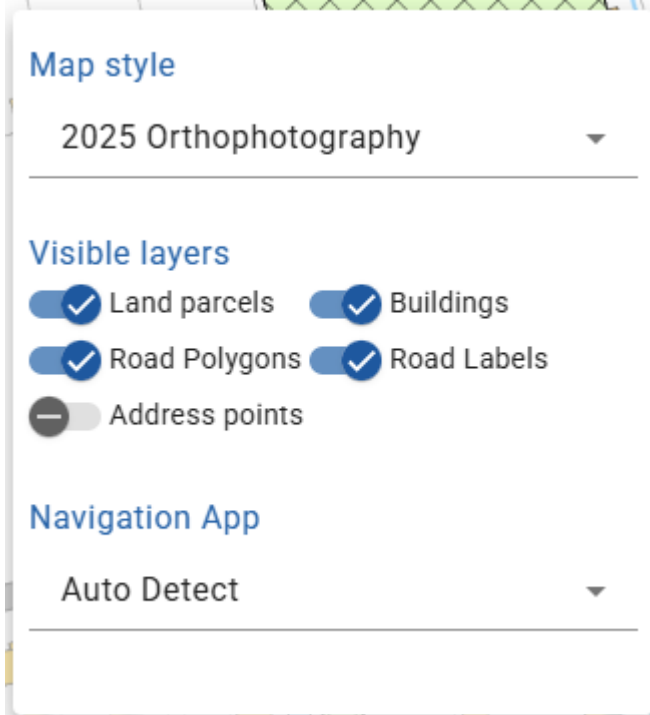
Slide the control across to choose from a range of pre-set drawing scales. The display will indicate the approximate outline of area to be printed.



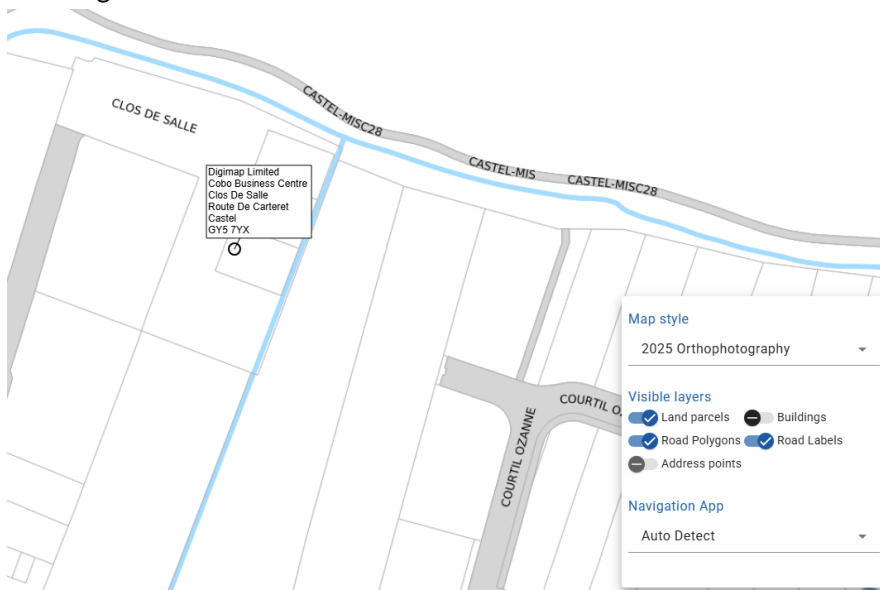
Map Options



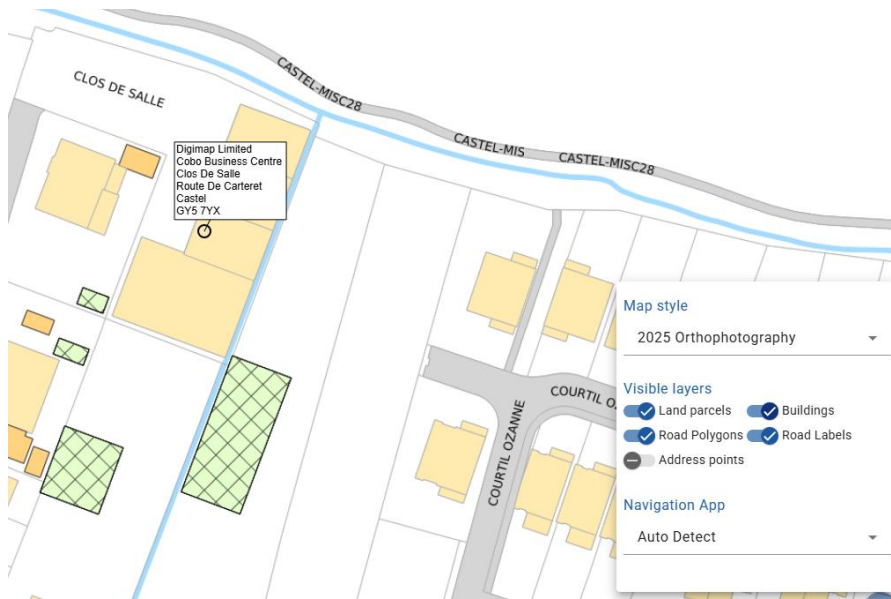
Clicking the 'cog' icon displays the layer visibility tools:



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

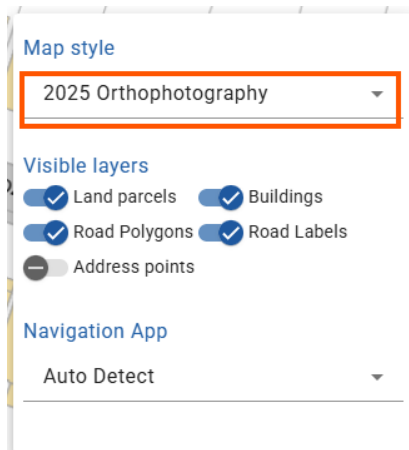


And is 'on' in this screenshot:

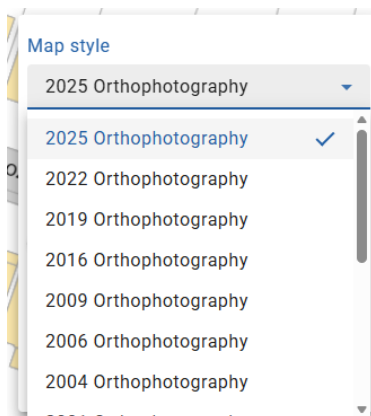


Changing visible orthophotos

If you have the 'Old Orthophoto' version of Address Locator Online, 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.

Context menu functions

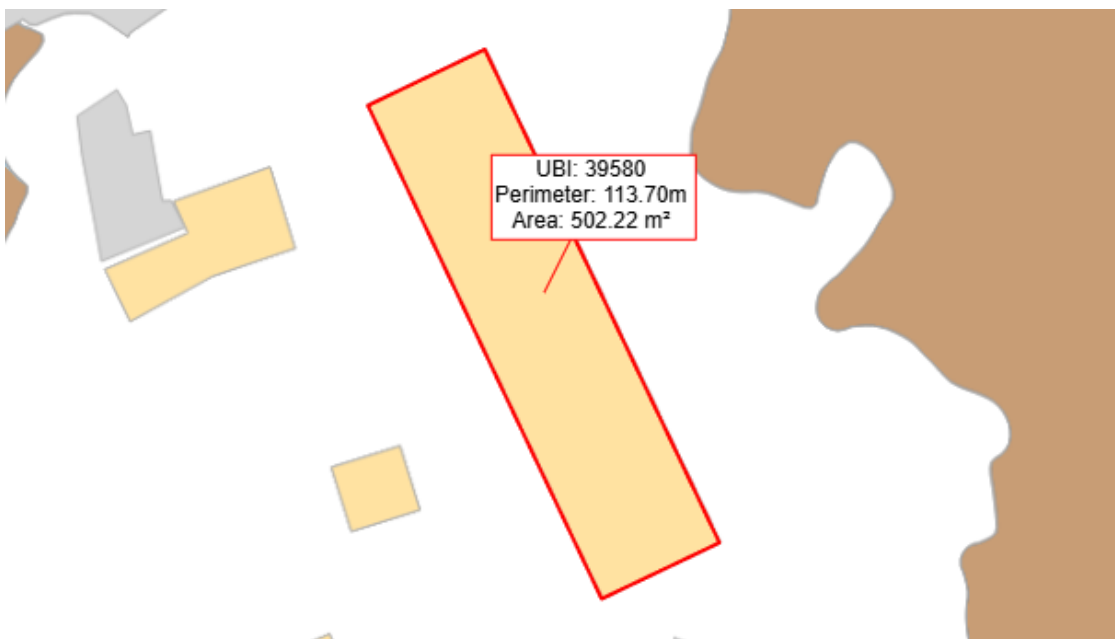
All items in the search panel have a context menu which gives access to extra functions. The table below shows all the functions:

	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.

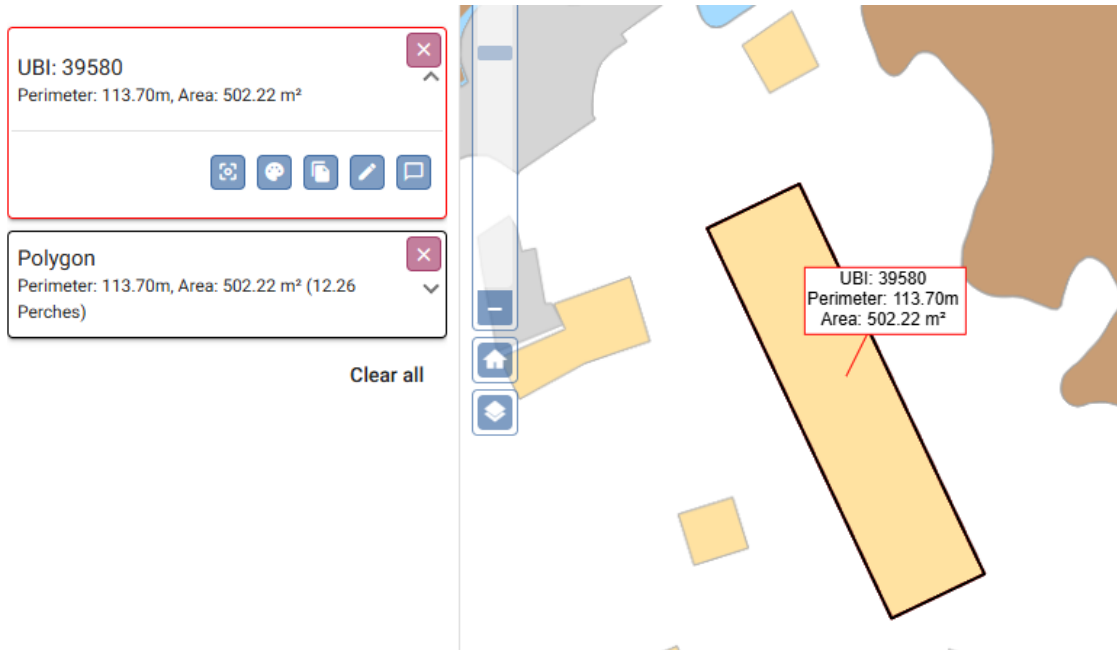
Copy Geometry



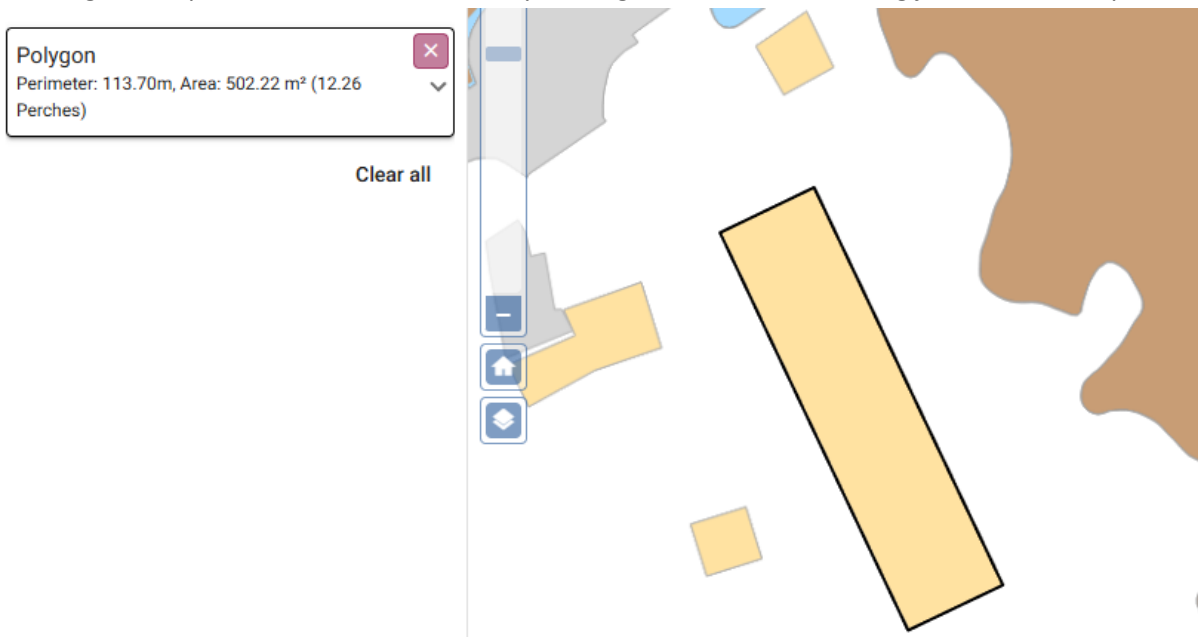
This option allows you to copy a feature in the map and draw new versions of it. For example, [Identify Features](#) has been used to select a building polygon:



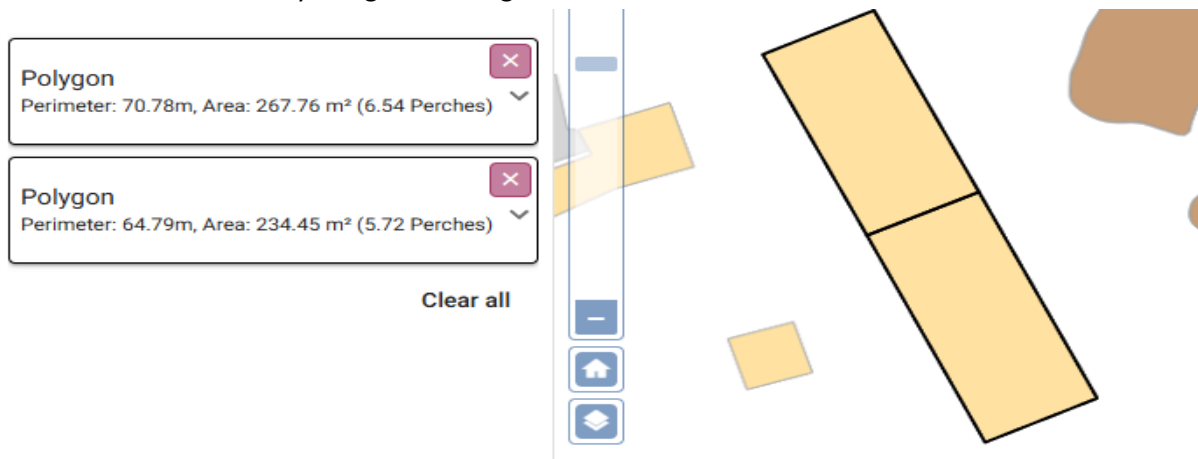
Opening the context menu for the shape and clicking copy geometry creates a new identical shape indicated by the black outline:



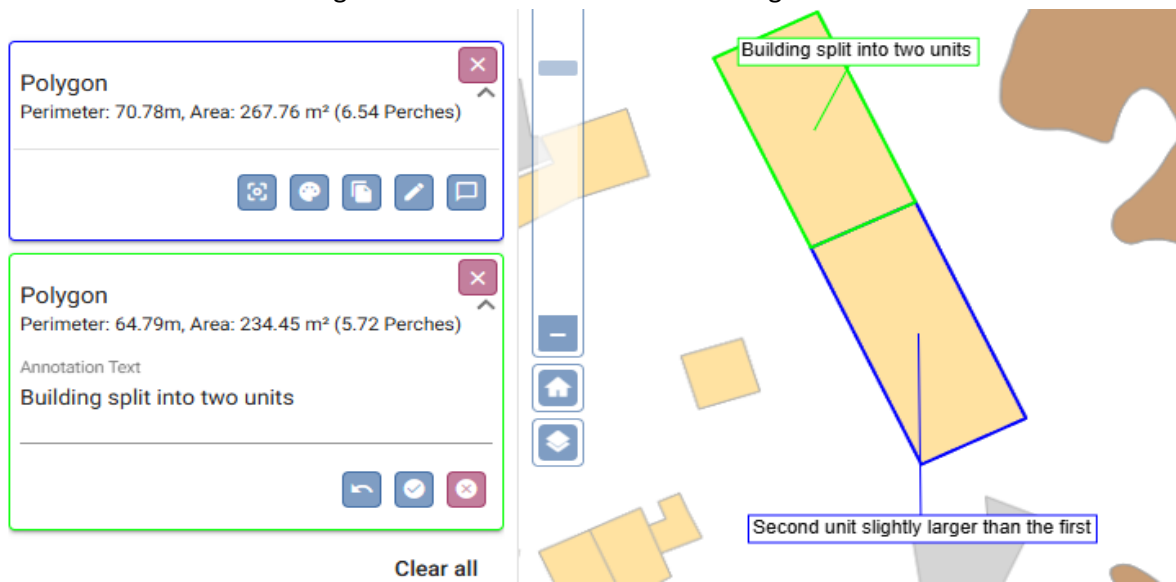
The original shape can then be deselected by clicking the close cross, leaving just the new shape:



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:



Instructions for User Administrators

The user administrator can:

- Add and remove users on their own licence.
- Nominate other colleagues to be a user administrator

If you are unsure who is the administrator for your organisation then please contact Digimap Ltd tel.01481 700321.

A limit is set on the number of devices that can use a single licence. This deters misuse by people who, for example, are using the same email address and password to login. When the device limit is exceeded, the system will email users with a verification code which they must enter before they can use the system. If the device limit is causing disruption and needs to be amended then please contact Digimap Ltd.

Add colleagues to your organisation's licence

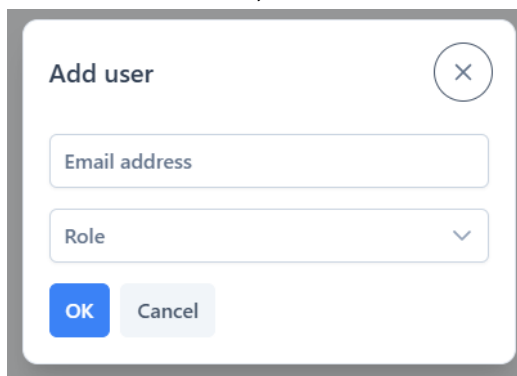
Before adding colleagues, please note the explanation above about device limits.

Go to the application and login. Choose the User Management function and go to 'Manage Users'.

The system will show your licences, click on the licence to which you want to add users.

Click on 'Users' to display who is currently licensed to use the application. Click '+'

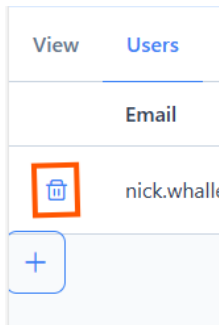
In the next dialogue box, provide an email address and specify whether the person will be an administrator or user, then click OK.



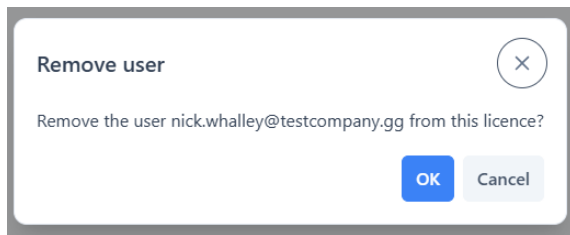
The new user will need to be told they have a licence and asked to login. If they have not used the Digimap authorisation system before then they will need to set their password by choosing the 'Forgot password' option and following the instructions on-screen.

Remove colleagues

To remove a user from a licence, pick the appropriate Licence, go to the Users screen and click the bin icon alongside their name.

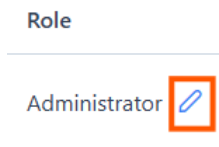


You will be asked to confirm your choice.



Amend colleague role

To change a standard user into an administrator, or vice versa, pick the appropriate licence and from within the Users screen. Locate the name of the colleague you wish to change, click the pen icon next to their name and pick the new role from the drop-down menu.



User registration and password reset

To use the system your email must be given permission by the user administrator for your organisation. Please contact Digimap on tel. 01481 700321 if you are unsure who that is.

You then need to set your password, by following the instructions below.

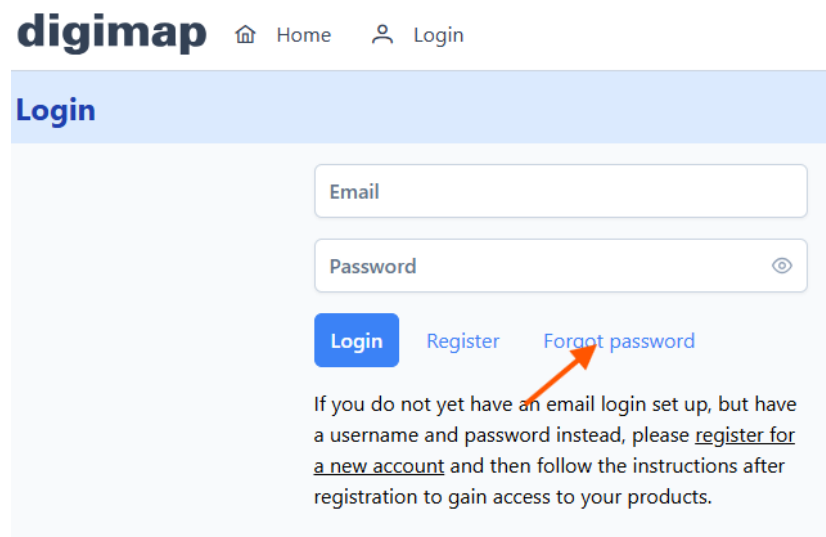
Setting or changing your password

Before starting, please ensure that you have access to your email.

Go to the Advocates Tool <https://advocates.digimap.gg>

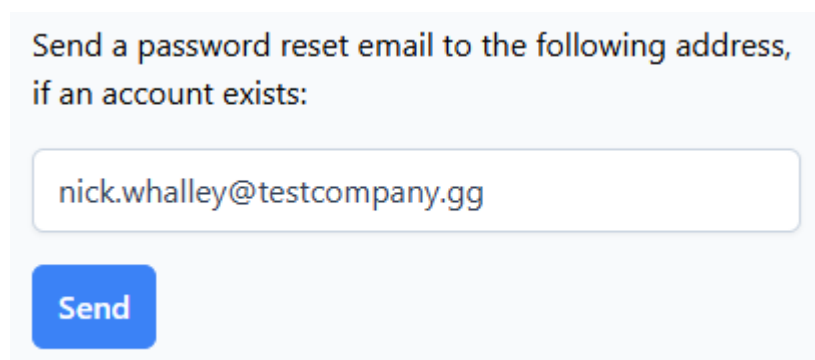
The system will automatically redirect you to <https://auth.digimap.gg>.

Choose 'Forgot password'



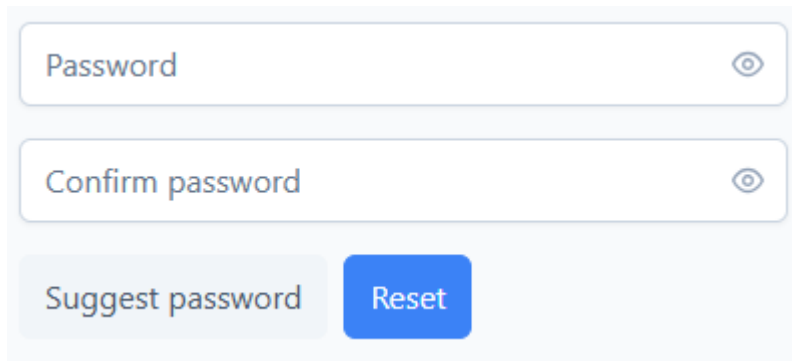
The screenshot shows the digimap login page. At the top left is the digimap logo, followed by a home icon and the text 'Home', and a user icon with the text 'Login'. Below this is a blue header with the word 'Login'. The main content area contains two input fields: 'Email' and 'Password'. Below the fields are three buttons: 'Login' (blue), 'Register' (light blue), and 'Forgot password' (light blue). An orange arrow points to the 'Forgot password' button. Below the buttons is a paragraph of text: 'If you do not yet have an email login set up, but have a username and password instead, please [register for a new account](#) and then follow the instructions after registration to gain access to your products.'

The next screen will ask for confirmation of the email address. If it is correct, then click 'Send'.

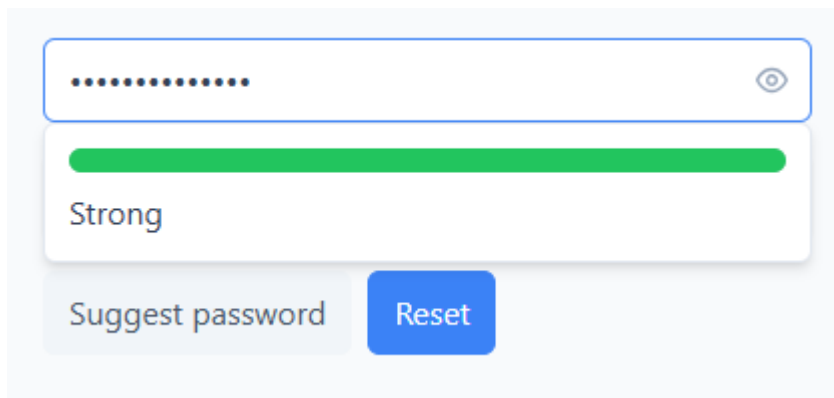


The screenshot shows a confirmation screen for sending a password reset email. It contains the text: 'Send a password reset email to the following address, if an account exists:'. Below this is a text input field containing the email address 'nick.whalley@testcompany.gg'. At the bottom left is a blue button labeled 'Send'.

A password reset link will be emailed to that address. Click the link within the email to provide and confirm a new password.

A form for creating a password. It contains two input fields: "Password" and "Confirm password", each with a toggle icon on the right. Below the fields are two buttons: "Suggest password" and "Reset".

The system will provide feedback on the password strength.

The same password creation form as above, but with feedback. The "Password" field is filled with dots. Below it is a green progress bar and the word "Strong". The "Suggest password" and "Reset" buttons remain.

To apply the new password, click Reset.

After you have set your new password, you will be redirected back to the Advocates Tool.

The next time you use the application, if you are asked to login, enter your email address and the password that you set up in this process.