

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.

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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.

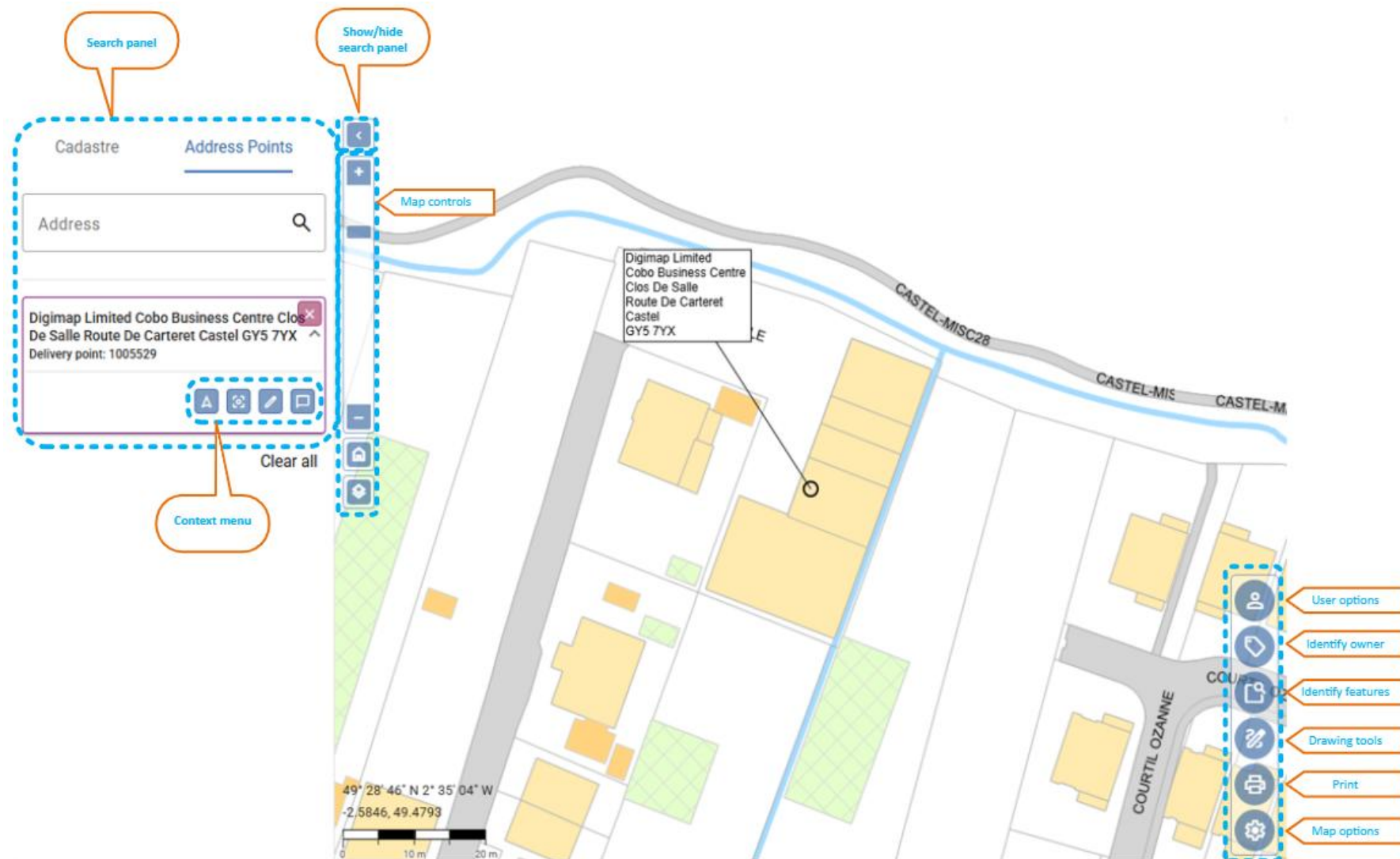


Figure 1 Screen Layout

Map features are colour coded

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

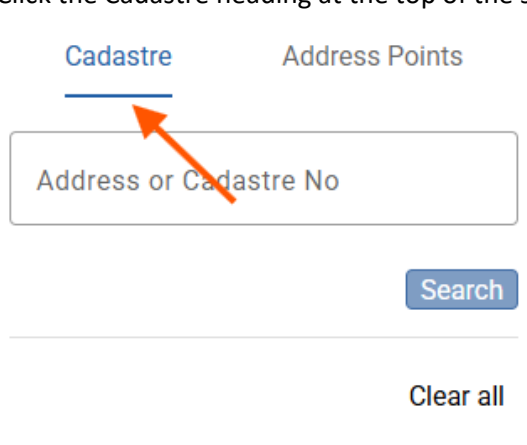
Searching and using the map



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

Search Cadastre

Click the Cadastre heading at the top of the search panel:



The image shows a search panel with two tabs: 'Cadastre' and 'Address Points'. The 'Cadastre' tab is selected, indicated by a blue underline and an orange arrow pointing to it. Below the tabs is a text input field with the placeholder text 'Address or Cadastre No'. To the right of the input field is a blue 'Search' button. Below the input field and button is a 'Clear all' link.

Type in all or part of a Cadastre number, or all or part of an address, then click the Search button.

A list of possible matches will be displayed. Click on the list to pick one and it will be outlined and labelled on the map. Summary details will also be displayed in the search panel.

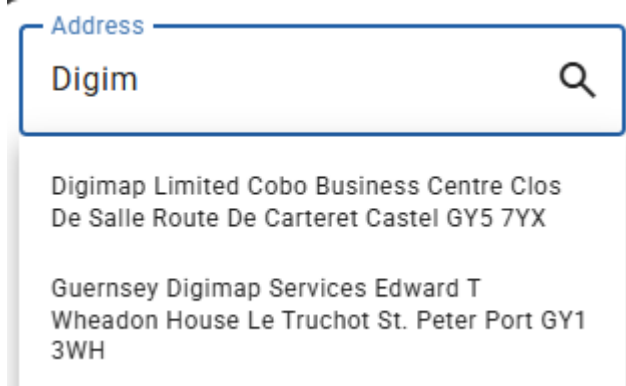
Please note that the Cadastre search may return fewer, or different, results than the address search (see below). This is because the address search checks the Corporate Address File (CAF). CAF records can relate to property ownership but they are also created to ensure that delivery companies are able to serve the occupiers of those premises. For example, a CAF search may indicate who is the tenant of a building they do not own. Also, some land parcels, such as fields, do not have an entry in the CAF because they would not receive deliveries. In contrast, the Cadastre search is solely concerned with land parcels.

Finding an address

Click the Address Points heading at the top of the search panel:

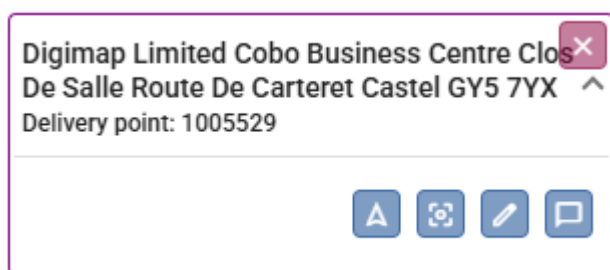


Type in part of an address, the full address, or a postcode in the box on the top left. As you type, the system will suggest possible matches. Click the spyglass or hit return to perform a search.



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:



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:

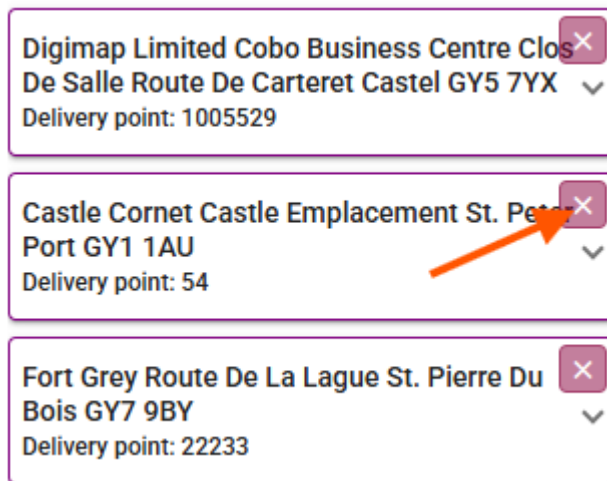
Jersey: addresses@gov.je

Guernsey: Address.ValidationUnit@gov.gg

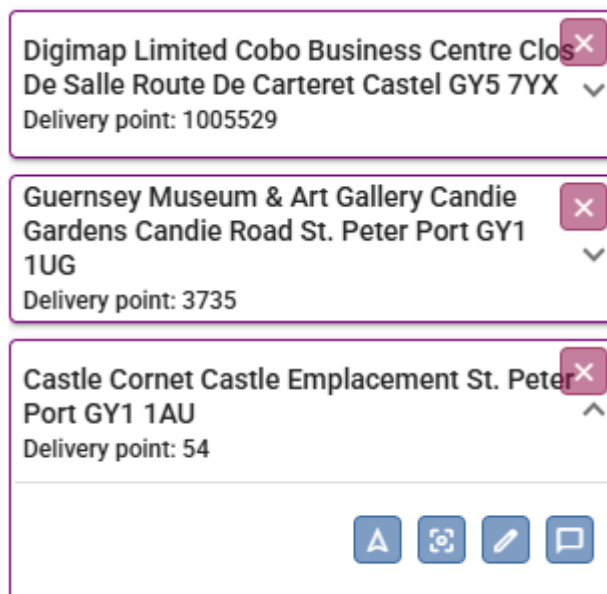
Removing items from the search panel

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:



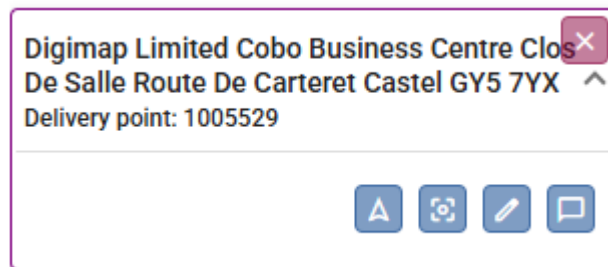
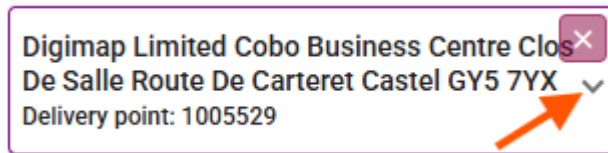
If you have made multiple searches, then clicking 'Clear all' will remove every item from the list:



 Clear all

Accessing the context menu

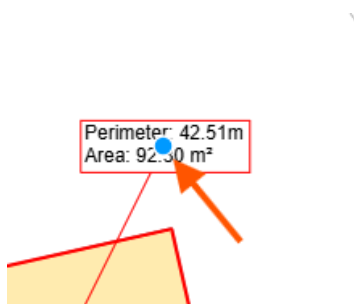
Items in the search results have a context menu which gives access to additional functions. Click the down arrow on the right-hand side of the dialog box to make it visible:



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.

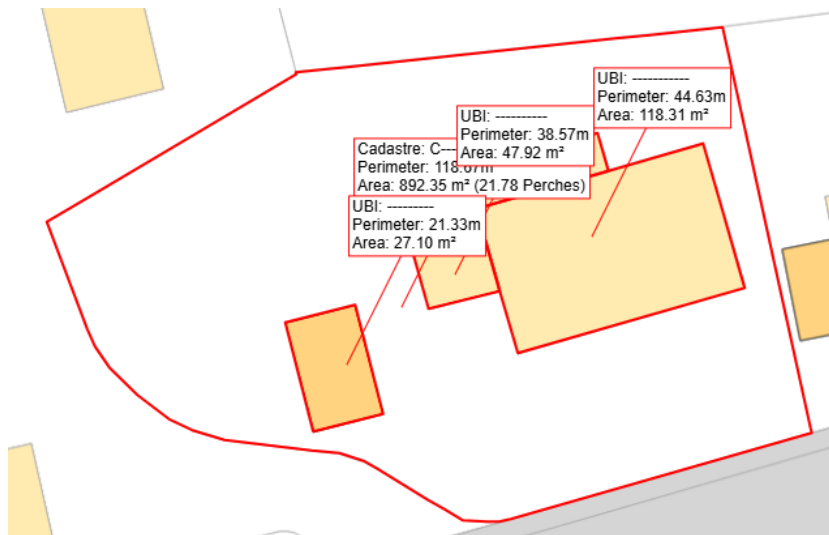


Figure 2 Automatic placement of annotations

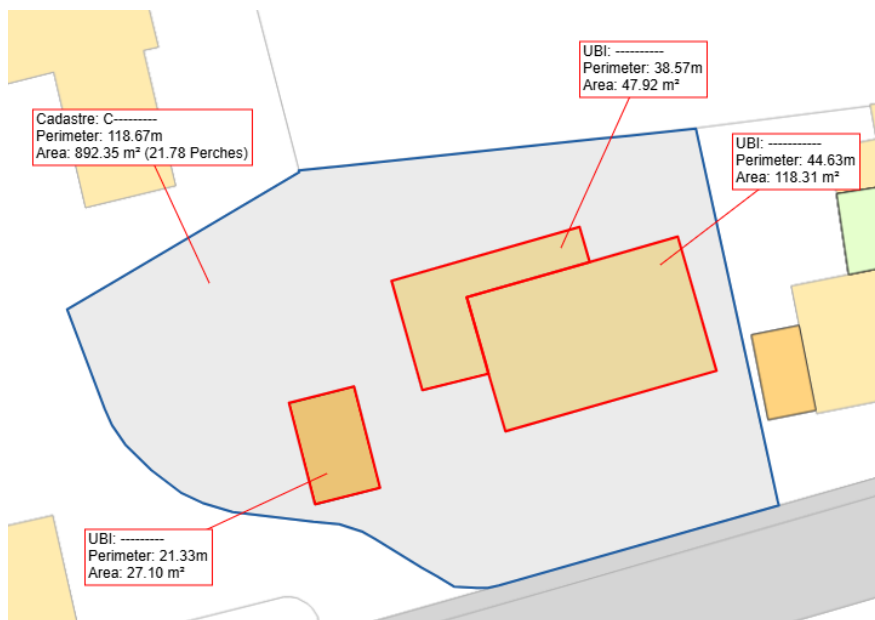


Figure 3 After manual rearrangement of annotations

Viewing the map

Map navigation is in line with most online maps:

- To pan 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:



Hide the Search Bar.



Zoom Slider



Zoom out to the full extent of the map.



Toggle aerial photos on and off*

* Please see [Changing visible orthophotos](#)

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

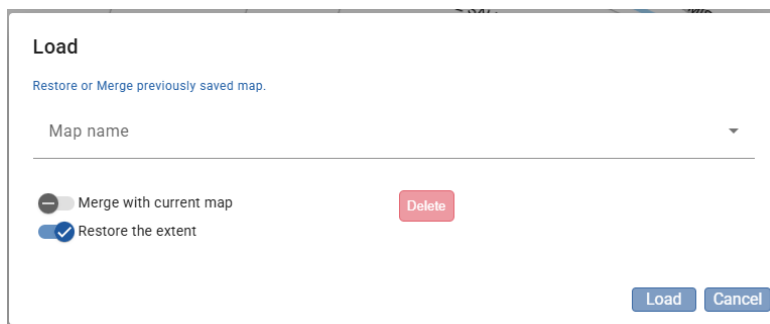


Click on the icon to expand the menu:

-  Load
-  Save
-  Logout
-  Switch licence
-  Manage users
-  Help

Loading a saved map

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



The 'Load' dialog box contains the following elements:

- Title: Load
- Link: Restore or Merge previously saved map.
- Field: Map name (with a drop-down arrow)
- Toggle: Merge with current map (currently off)
- Toggle: Restore the extent (currently on, indicated by a blue checkmark)
- Button: Delete (red)
- Buttons: Load, Cancel (blue)

Click the drop-down arrow and pick the name of the saved view from the list.

To remove a saved view, pick the name from the list and click the Delete button.

To add the saved map to your current view, slide the 'Merge with current map' control so that it shows a tick.

Save

To save the current view so that it can be re-used, click Save to display the options:

Save

Save as a new map or overwrite previously loaded map.

☐ Replace existing map

Map name*

Save Cancel

Type the name of your map and click Save.

To overwrite or update a map that you have just loaded, slide the 'Replace existing map' control' so that it shows a tick.

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

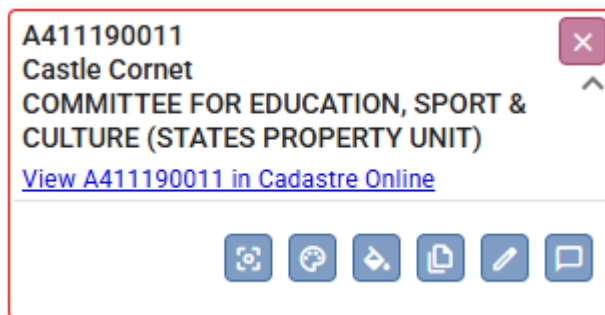
Choose this option to access the user guide.

Identify Owner



Click on the icon.

Click on a property in the map. The system will retrieve ownership information about the land parcel at that point and display it in the search panel:

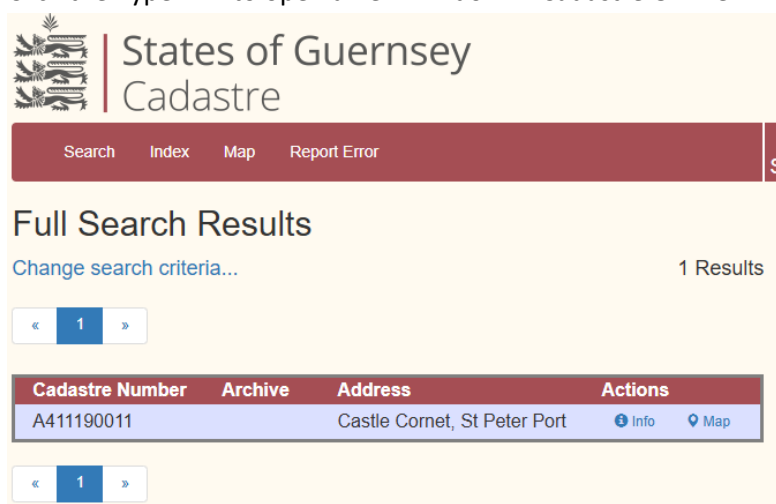


Please note that the Cadastre records accessed by the system only hold ownership data for Guernsey properties.

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](#)

Label and outline option

When the Identify Owner tool is active, a control will appear at the top of the screen. This can be used to select whether a red outline is placed around land parcels in addition to the ownership label:

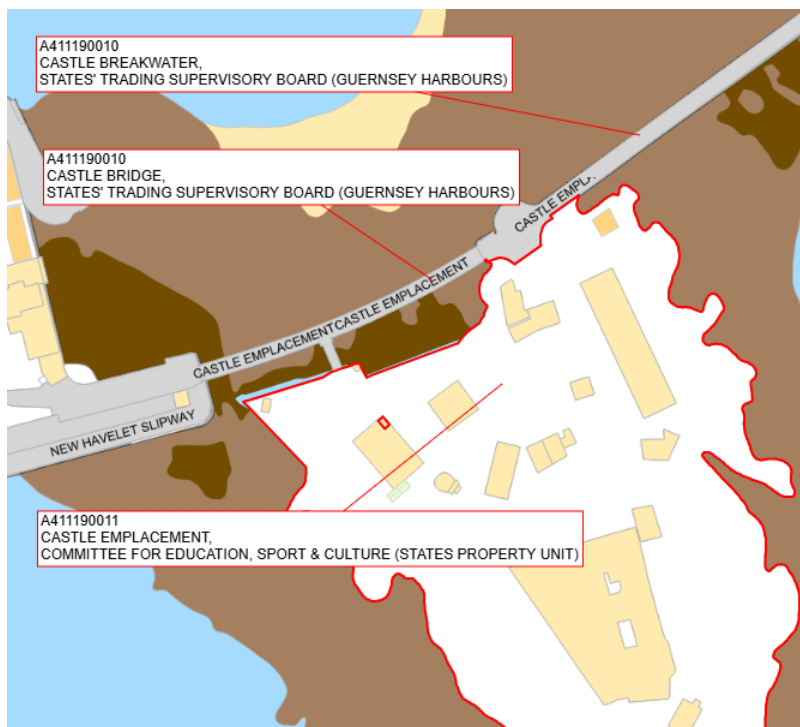
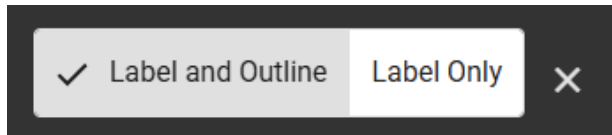


Figure 4 Example of turning off the outline in the Identify Owner tool

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):

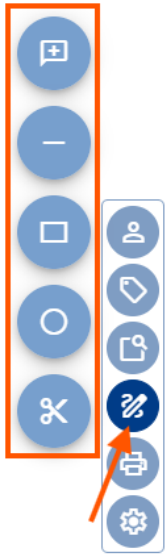


See [Context menu functions](#)

Drawing tools



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

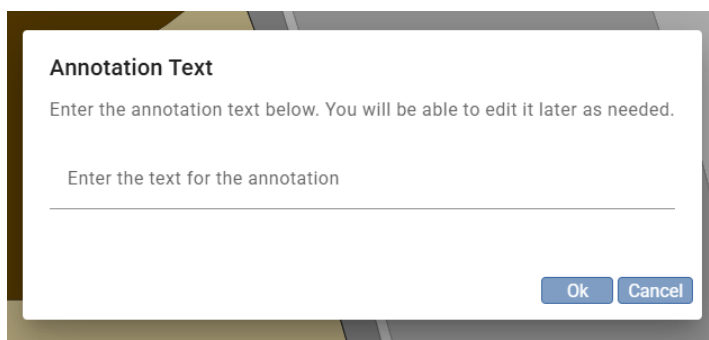


Add Annotation



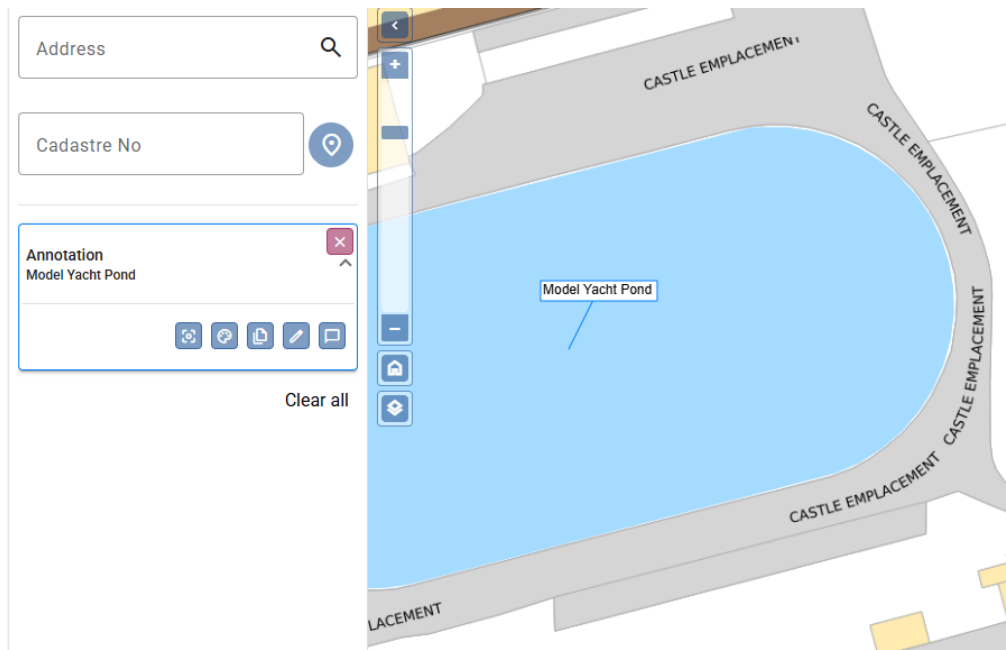
Click on the icon, then click within the map to place an annotation at that point.

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." and a text input field with the placeholder "Enter the text for the annotation". At the bottom right, there are "Ok" and "Cancel" buttons.

Type the label and click OK when finished.

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



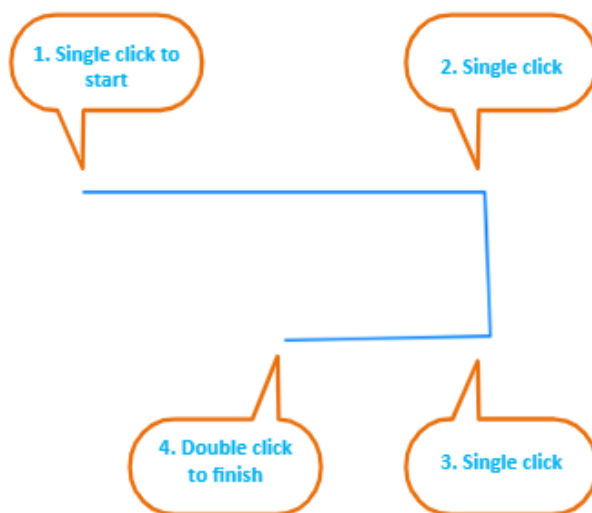
See [Context menu functions](#) for more information.

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.



Snapping

While drawing a line, a banner will appear at the top of the screen to indicate whether 'snapping' is active. When it is, the end of the new line will automatically align to any nearby feature that has been highlighted.

Snapping can be turned on and off by pressing the 's' key. For example, if you need to draw a line close to, but not touching, a land parcel then snapping should be turned off.

Once it is complete, 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](#)

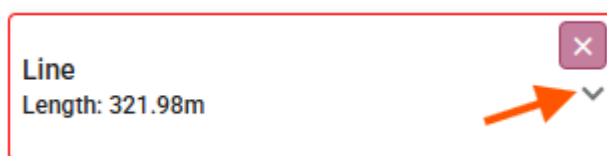




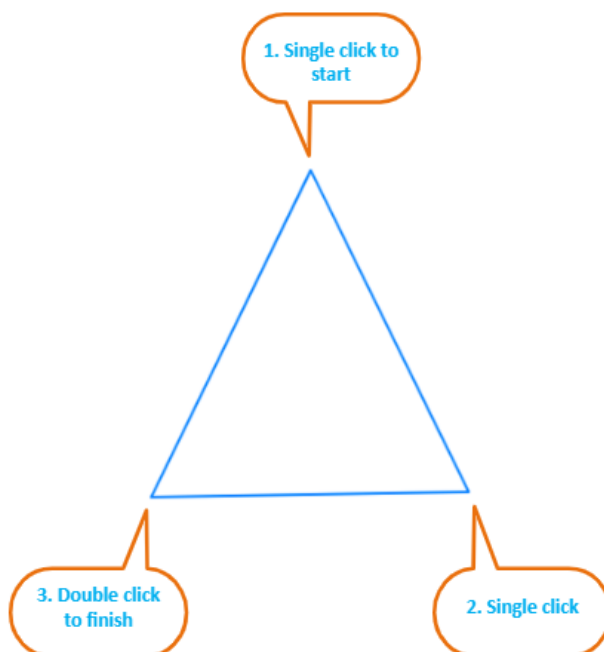
Figure 5 Example of a line feature

Draw Polygon

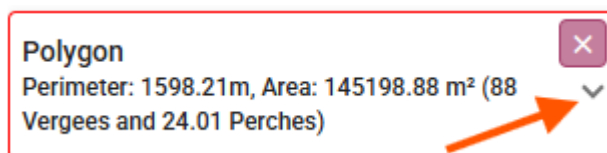


Click on the icon, then

- 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](#).



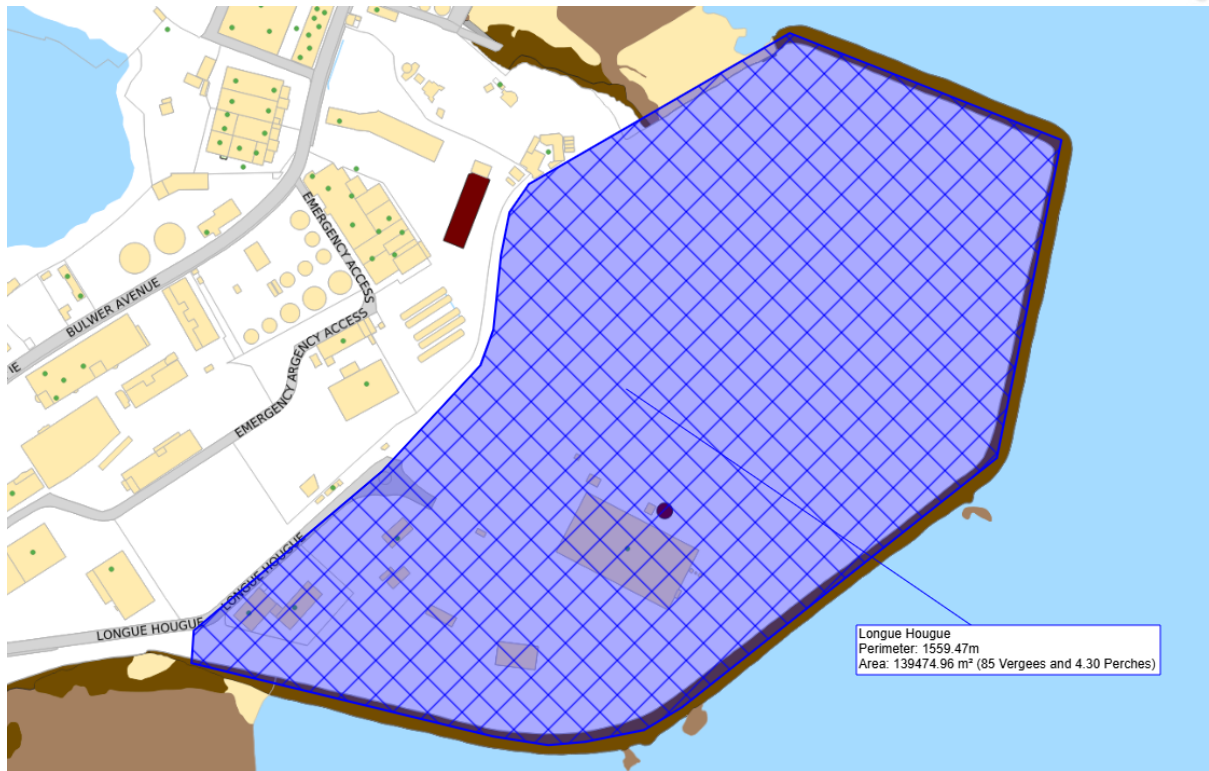


Figure 6 Example of a polygon feature

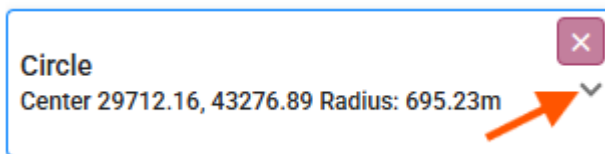
Draw Circle



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

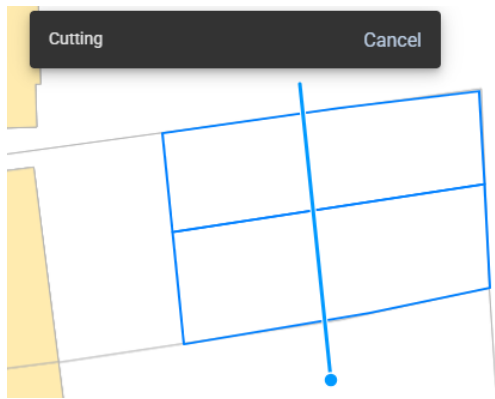


The cutting tool can be used to cut any drawn shape into smaller shapes. Click the scissors icon displayed in the bottom right of the map.

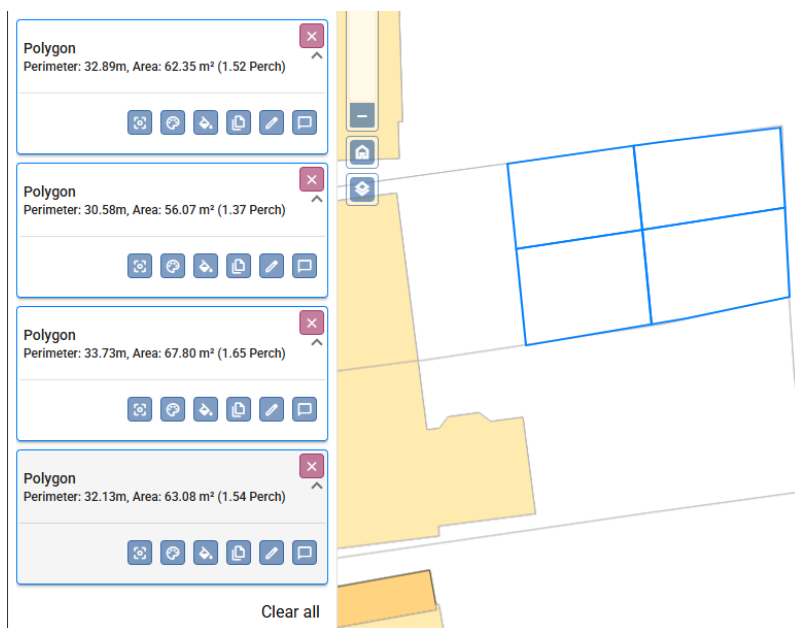
'Cutting' will be displayed at the top of the map to indicate that it is active:



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:

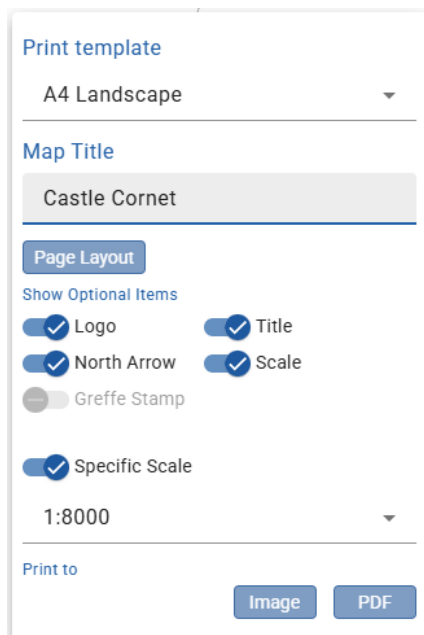


Print



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:



The print options dialog box is titled "Print template". It features a dropdown menu for "A4 Landscape". Below this is a "Map Title" section with a text input field containing "Castle Cornet". A "Page Layout" button is present. Under "Show Optional Items", there are toggle switches for "Logo", "Title", "North Arrow", "Scale", and "Grefte Stamp". The "Specific Scale" toggle is also checked, with a dropdown menu showing "1:8000". At the bottom, there is a "Print to" section with "Image" and "PDF" buttons.

Print template

The orientation of the print output can be set to A4 landscape or portrait with this drop-down.

Page layout

Click this button to open the page layout controls:

Page layout

Logo

Title

North Arrow

Scale Bar

Copyright

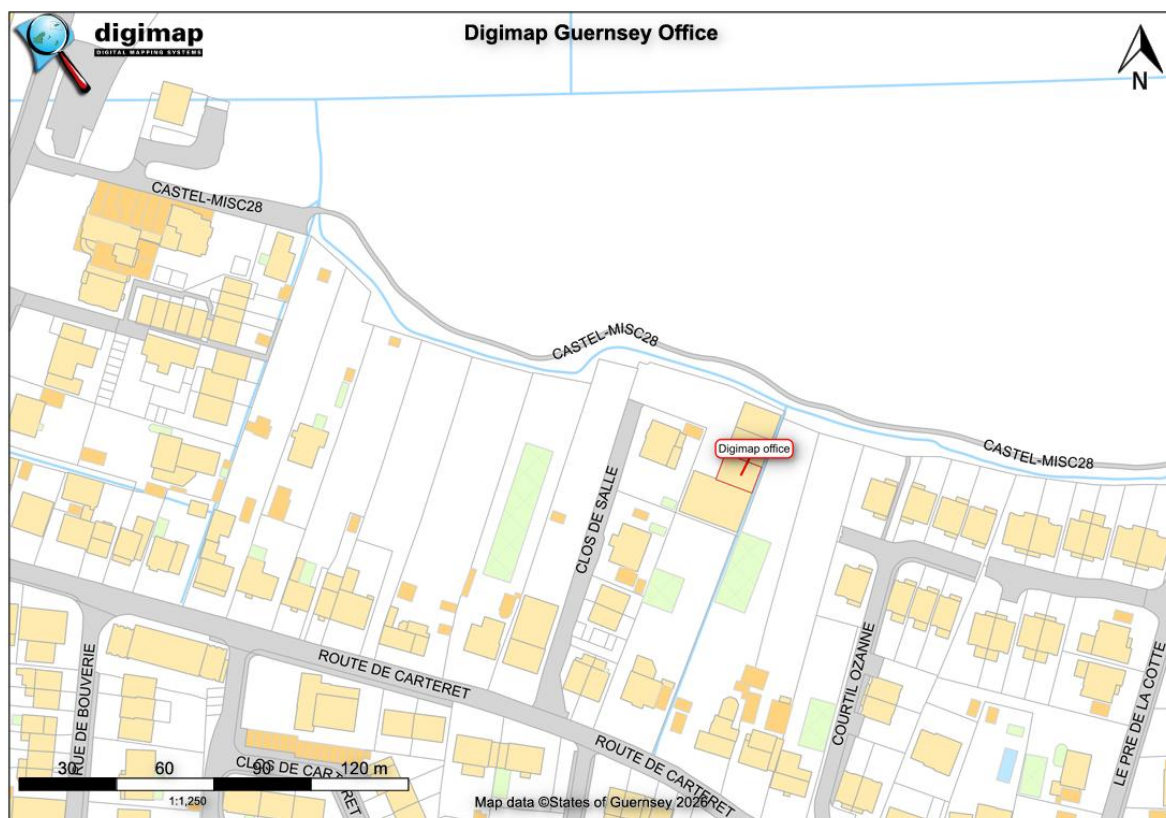
Defaults

Cancel

Accept

Each drop-down list corresponds to a location on the printed page. Pick items from each drop-down list to determine where it will appear on the page.

For example, the settings above will produce this page layout:



Custom logos

Digimap is able to put your company logo on printouts. If you would like this option, then please send your logo to info@digimap.gg.

Please note that the image must:

- Be suitable for overlaying on top of the map. A solid background in a frame may be appropriate, but transparent backgrounds can also be suitable.
- Have a rectangular shape in landscape orientation
- Have a height of at least 200 pixels
- Fit within a maximum overall size of 400(h) x 800(w) pixels
- Be in .png file format

Show Optional Items

Items can be hidden from the print using the slider controls.

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.



Print to

Click the buttons in this section to create the printout in either PDF or image format. The printout will open in a new browser tab from where it can be downloaded or printed.

You may need to adjust your browser settings to permit pop-ups which can otherwise be blocked.

Map Options



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

Imagery

2025 Orthophotography ▼

Visible layers

☒ Land parcels

☒ Buildings

☒ Road Polygons

☒ Road Labels

☐ Address points

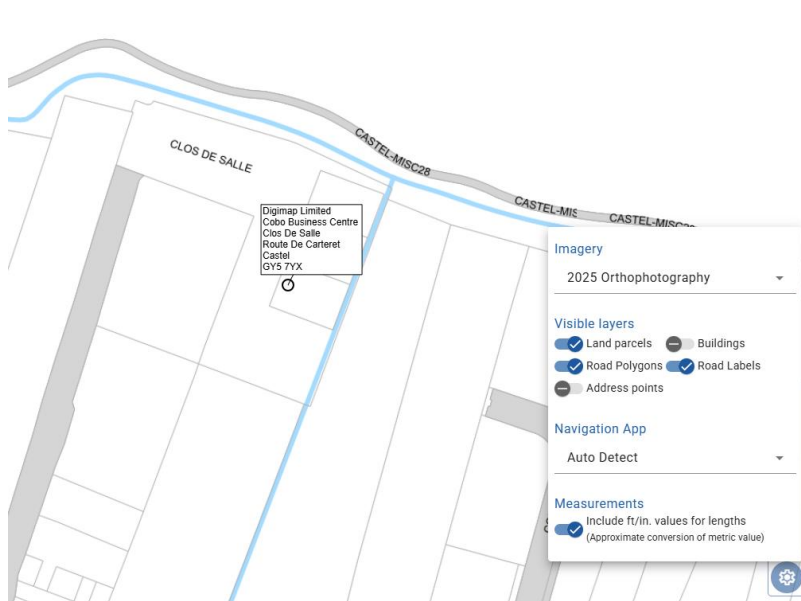
Navigation App

Auto Detect ▼

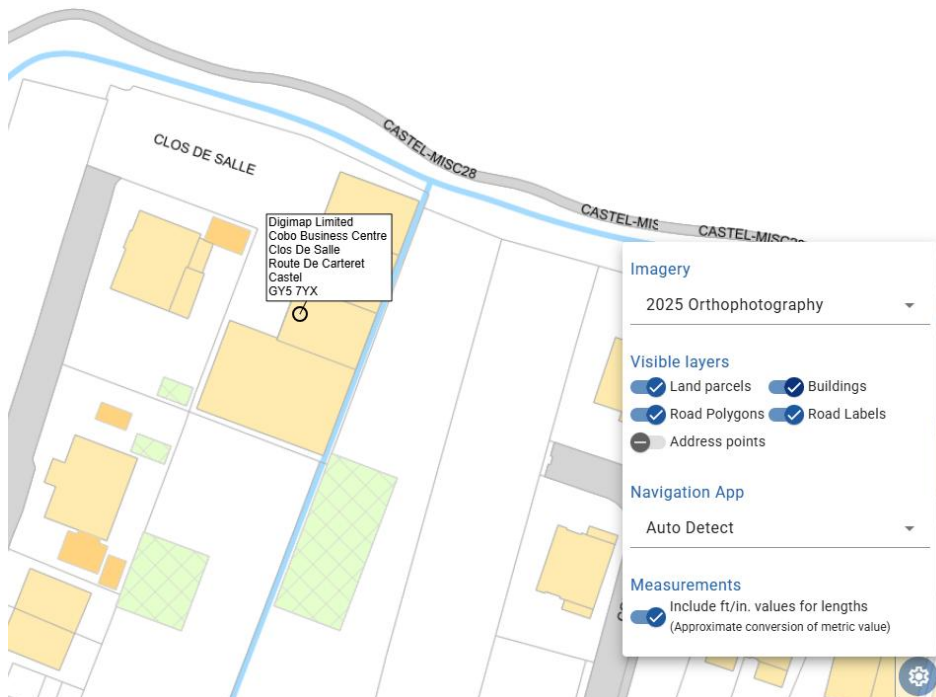
Measurements

☒ Include ft/in. values for lengths
(Approximate conversion of metric value)

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:

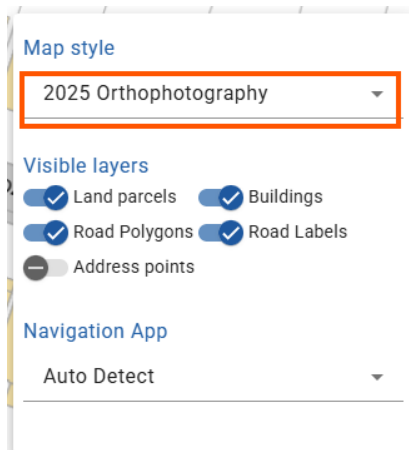


Selecting measurement units

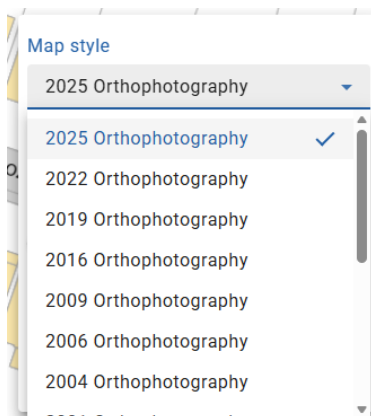
Use the control at the foot of the map options to select line measurements in imperial units.

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

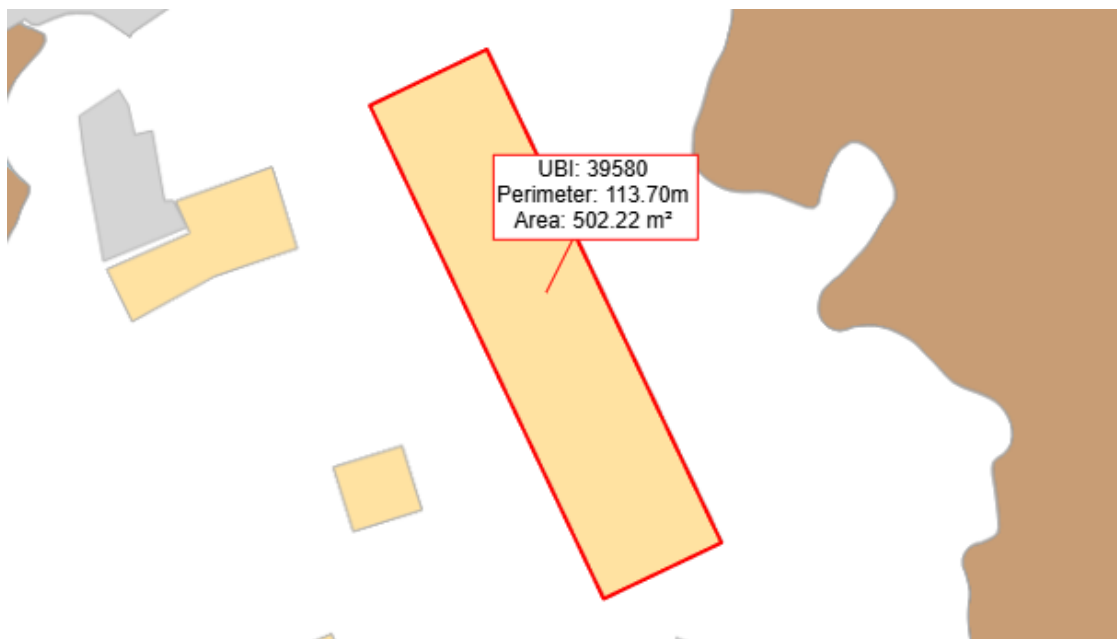
All items in the search panel have a context menu which gives access to extra functions. The table below shows all the functions:

	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.

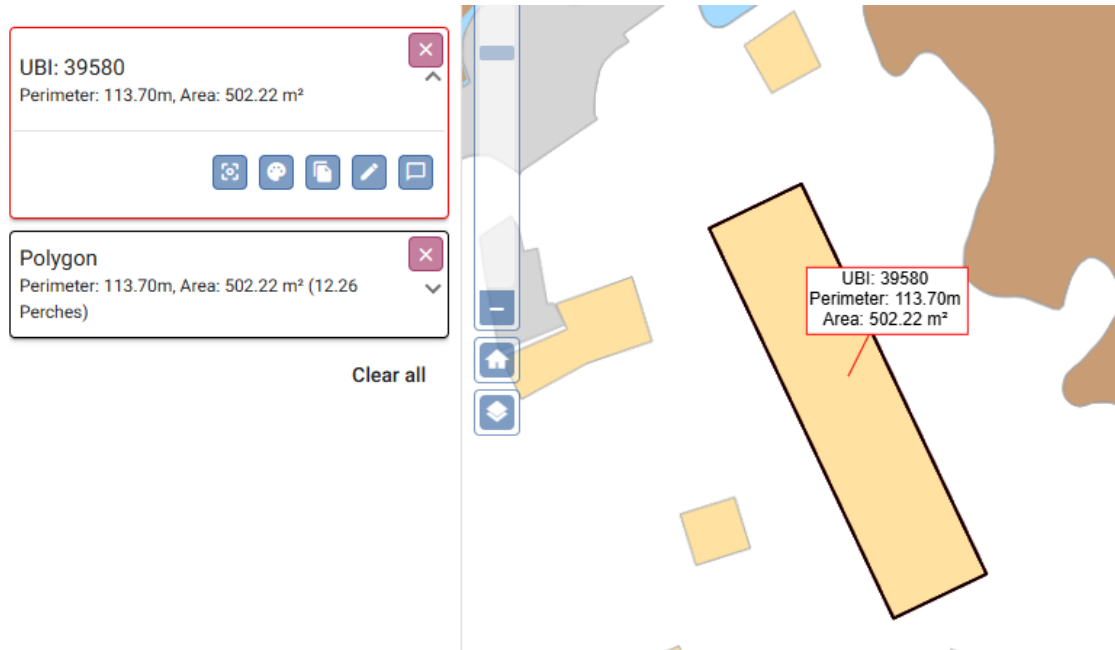
Copy Geometry



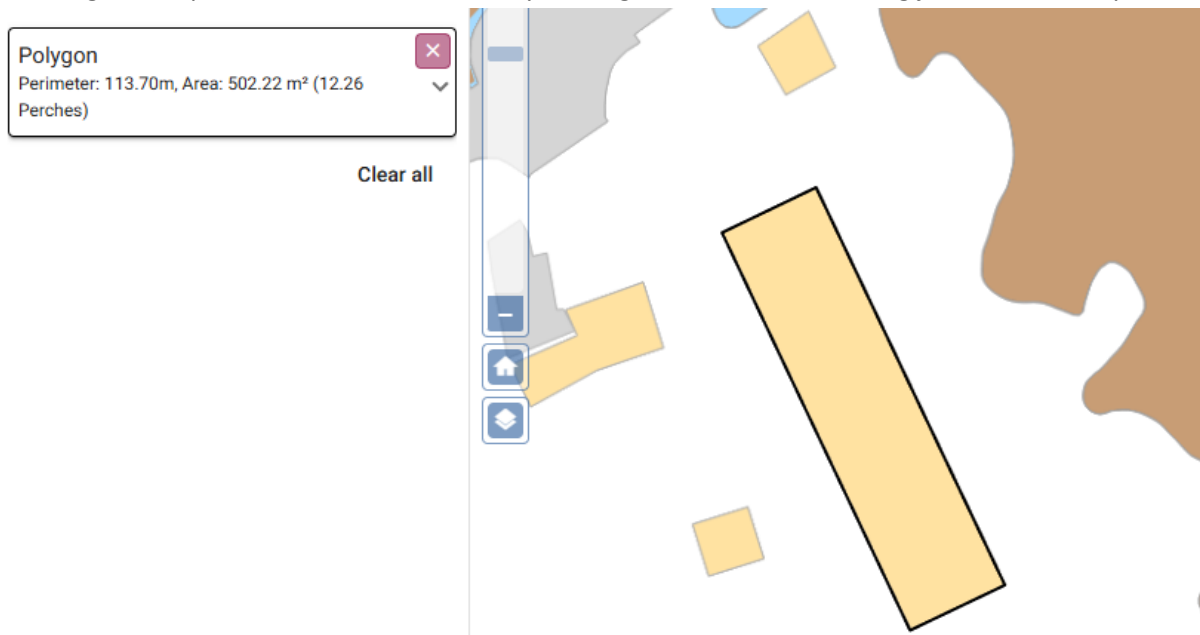
This option allows you to copy a feature in the map and draw new versions of it. For example, [Identify Features](#) has been used to select a building polygon:



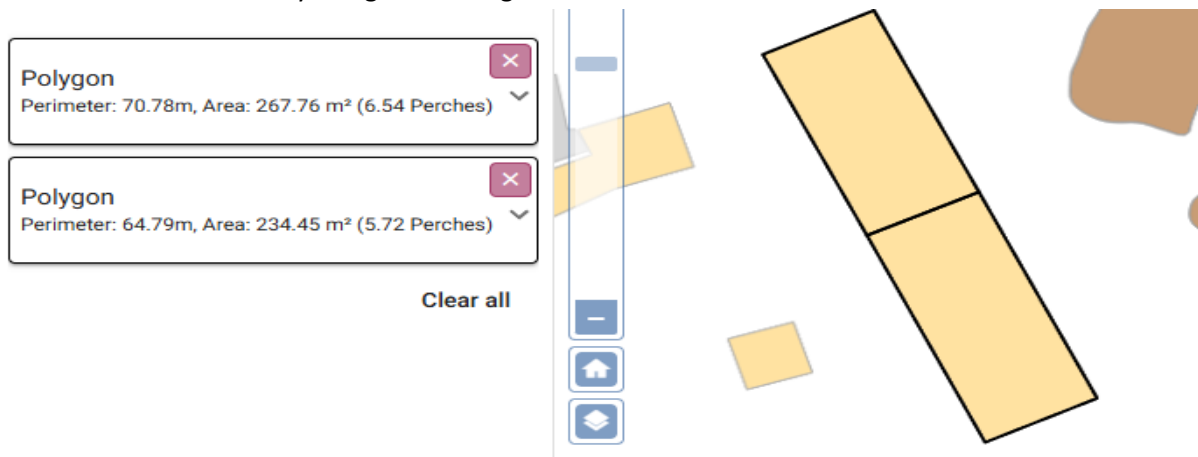
Opening the context menu for the shape and clicking copy geometry creates a new identical shape indicated by the black outline:



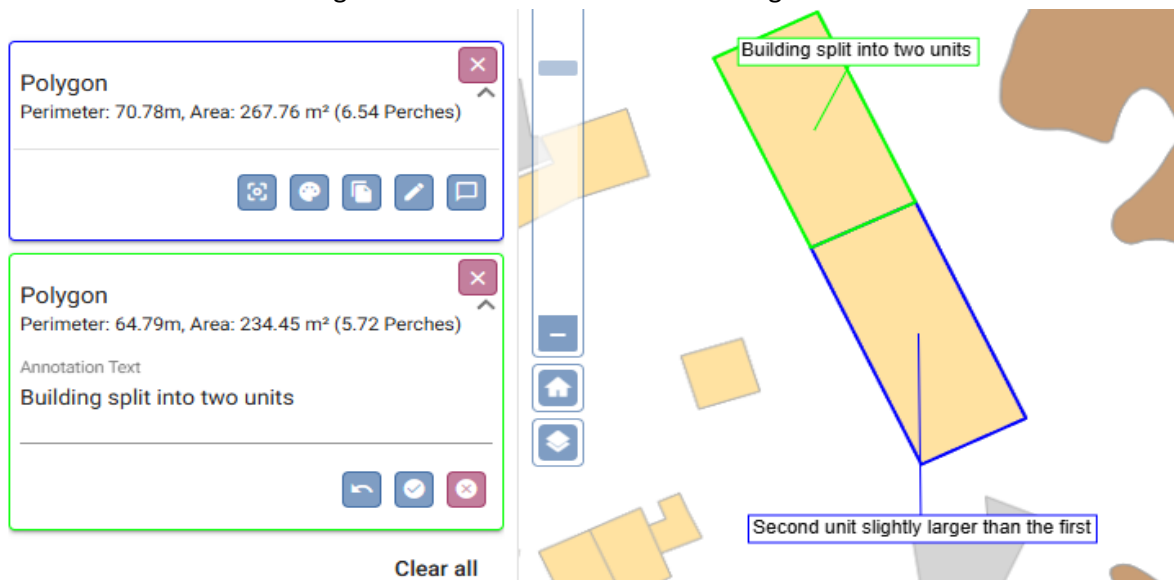
The original shape can then be deselected by clicking the close cross, leaving just the new shape:



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

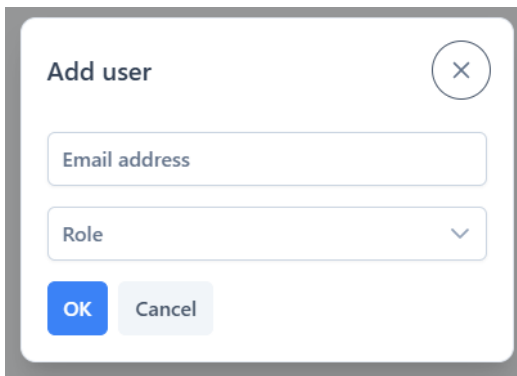
Before adding colleagues, please note the explanation above about device limits.

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 '+'

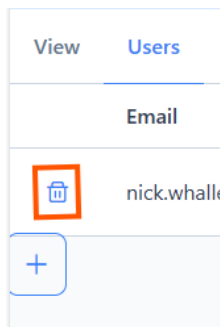
In the next dialogue box, provide an email address and specify whether the person will be an administrator or user, then click OK.

A screenshot of a 'Add user' dialog box. It has a title bar with a close button (X). Inside, there is a text input field labeled 'Email address', a dropdown menu labeled 'Role' with a downward arrow, and two buttons at the bottom: 'OK' (blue) and 'Cancel' (grey).

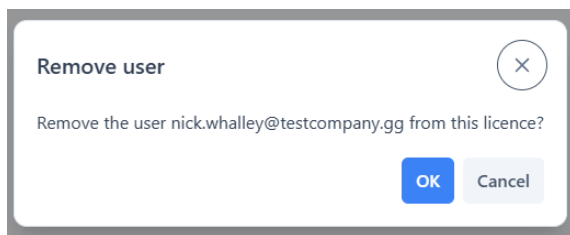
The new user will need to be told they have a licence and asked to login. If they have not used the Digimap authorisation system before then they will need to set their password by choosing the 'Forgot password' option and following the instructions on-screen.

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.

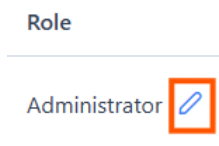


You will be asked to confirm your choice.



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.

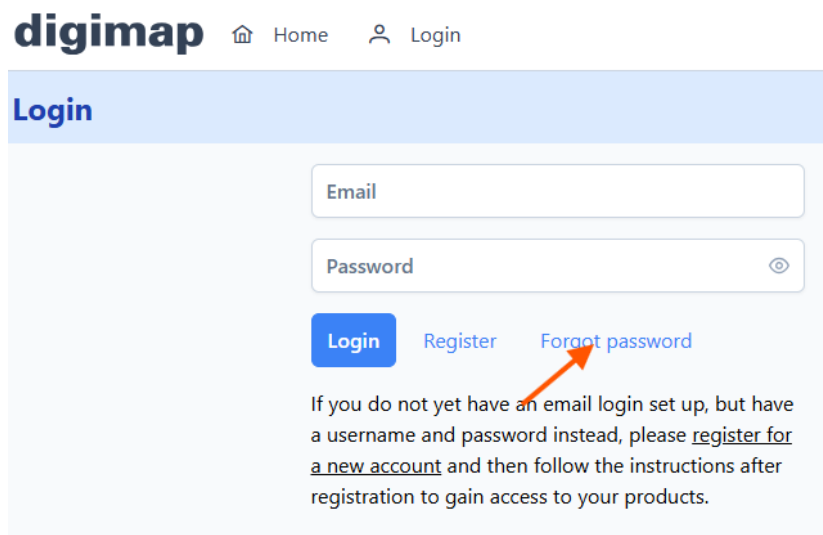
Setting or changing your password

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

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

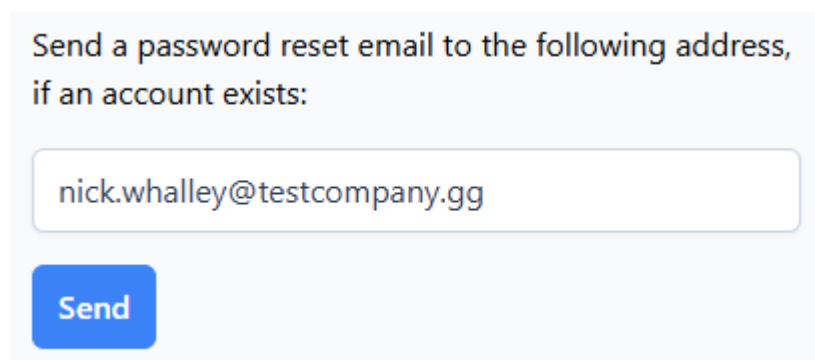
The system will automatically redirect you to <https://auth.digimap.gg>.

Choose 'Forgot password'



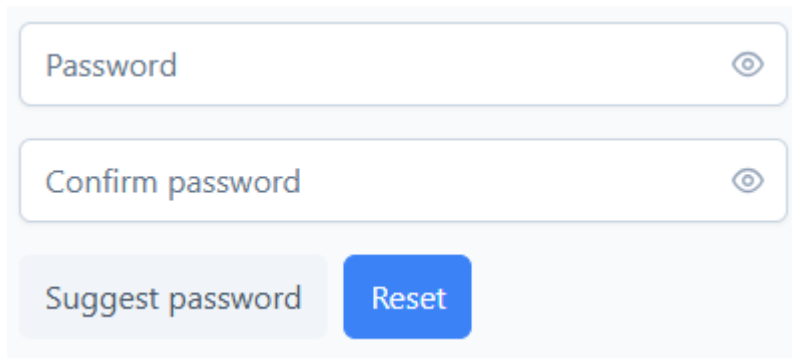
The screenshot shows the digimap login page. At the top, there is a navigation bar with the digimap logo, a home icon, and a login icon. Below this is a light blue header with the word 'Login'. The main content area contains two input fields: 'Email' and 'Password'. Below these fields are three buttons: 'Login' (blue), 'Register' (light blue), and 'Forgot password' (light blue). An orange arrow points to the 'Forgot password' button. Below the buttons, there 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 screen for sending a password reset email. It has a light blue background. At the top, it says '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, there is a blue button with the word 'Send' in white.

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

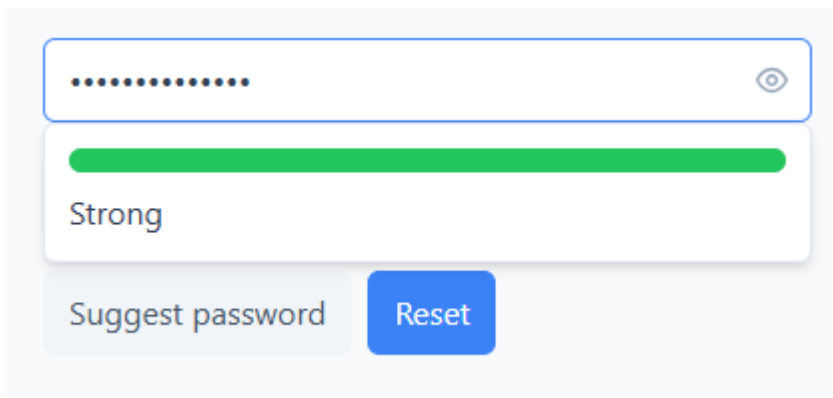
A form for resetting a password. It contains two input fields: "Password" and "Confirm password", each with a toggle icon on the right. Below the fields are two buttons: "Suggest password" and "Reset".

Password

Confirm password

Suggest password Reset

The system will provide feedback on the password strength.

A form showing password strength feedback. The "Password" field is filled with dots. Below it is a green progress bar and the word "Strong". At the bottom are "Suggest password" and "Reset" buttons.

.....

Strong

Suggest password Reset

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.