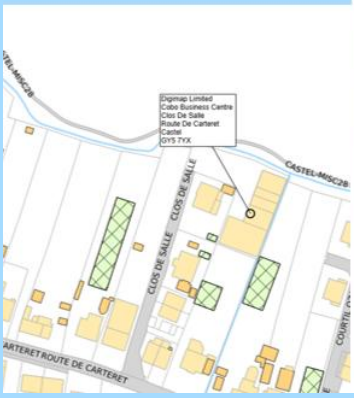
ADDRESS LOCATOR 4



USER GUIDE

Digimap Ltd
www.digimapci.com
info@digimap.gg

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 provides address look up and navigation
- Standard – includes 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 historic aerial photos and maps.

This document provides a walk-through of the full functionality of the system. Please note that the data which is 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

Updated: 24/8/26

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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 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 Digimap or, if you work for an organisation where several people use Address Locator, then your user administrator will have set this. Please contact Digimap on tel. 01481 700321 or info@digimap.gg if you are unsure who is your user administrator.

Overview of the screen

Figure 1 shows the key features of the screen.

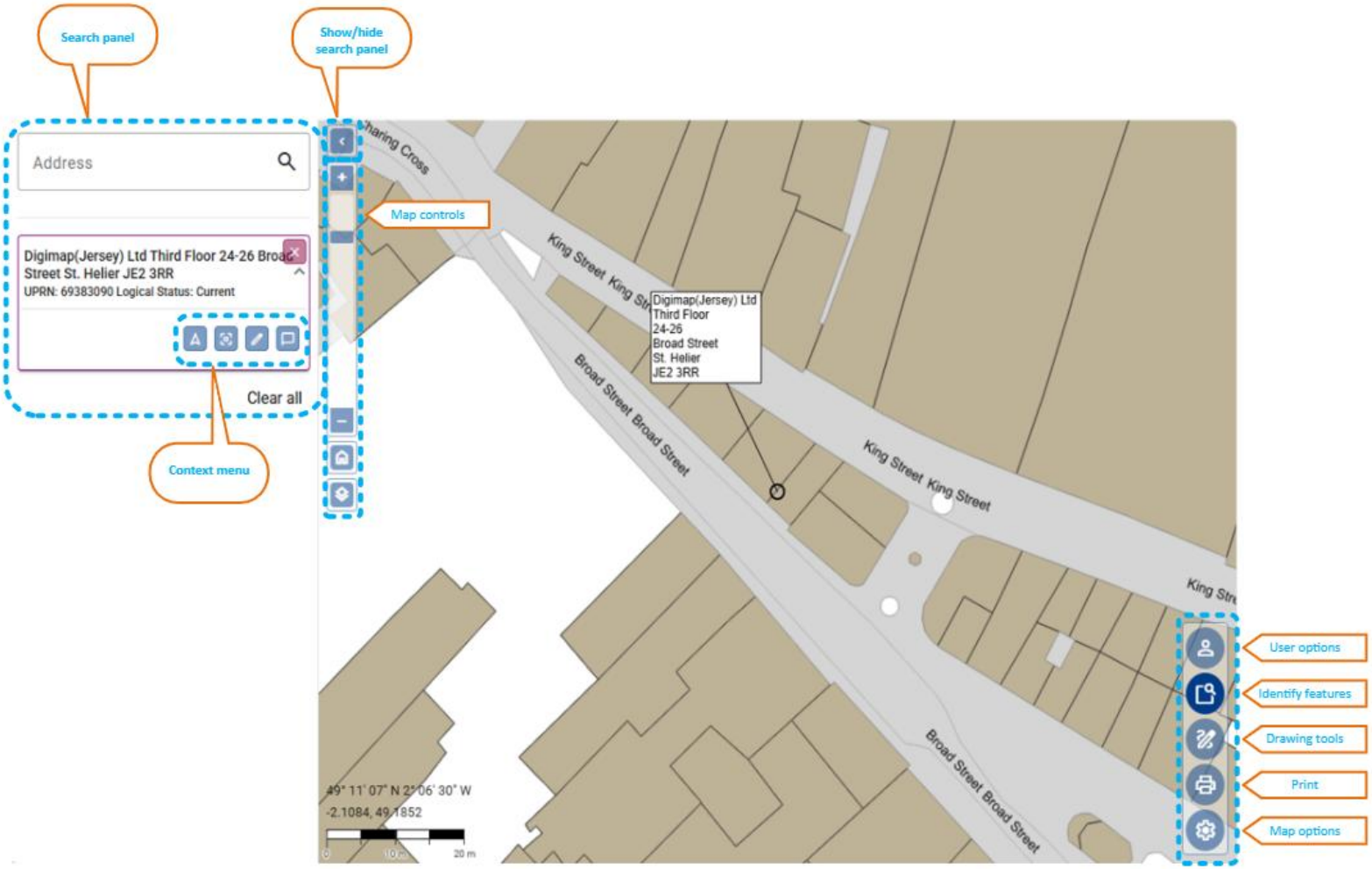


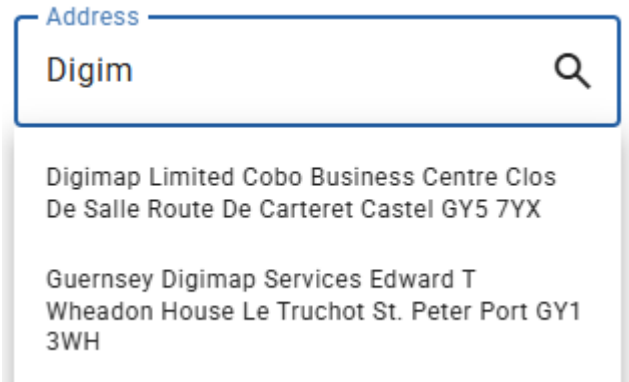
Figure 1 Screen Layout

Searching and using the map

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

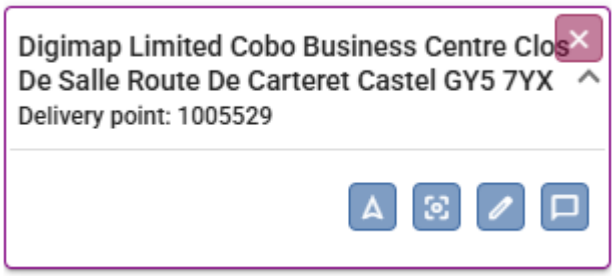
Finding an address

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.



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

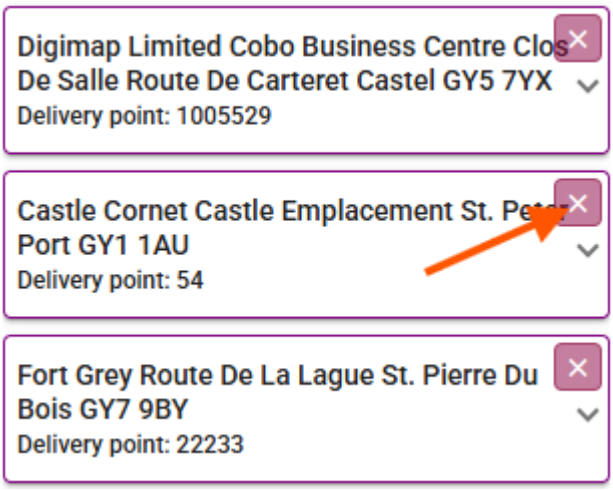
The software searches official government data, if the address you are searching for is not found or you find an error please report it:

Jersey: addresses@gov.je
Guernsey: Address.ValidationUnit@gov.gg

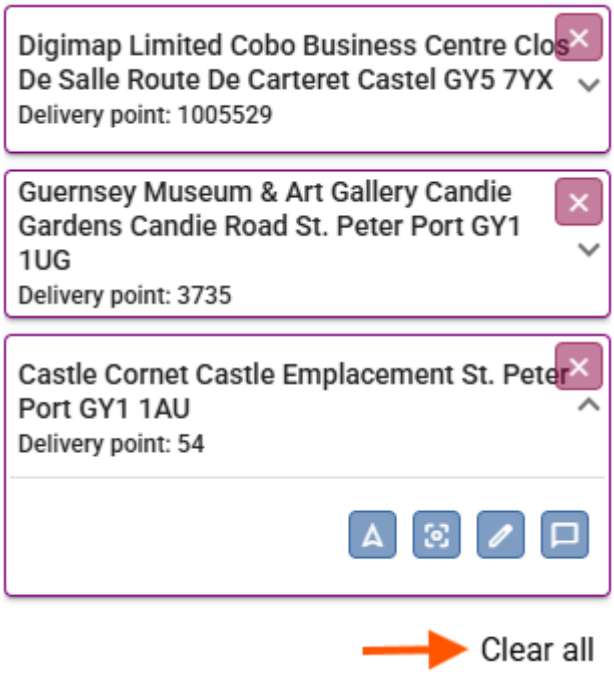
Removing items from the search panel

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:



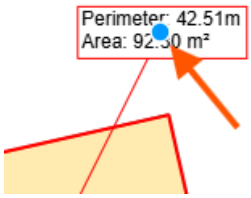
Accessing the context menu

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.

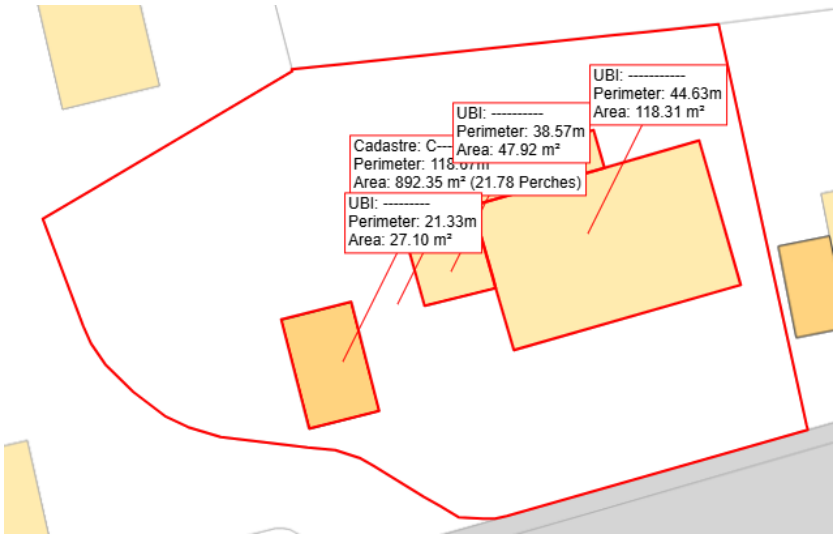


Figure 2 Automatic placement of annotations

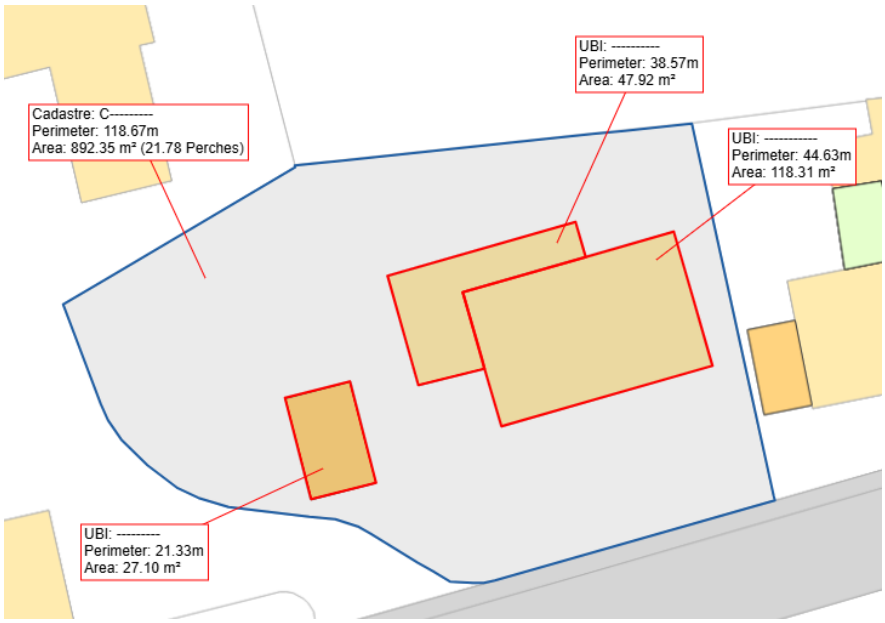


Figure 3 After manual rearrangement of annotations

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 search panel

Zoom in

Zoom slider

Zoom out

Show full map extent

Turn aerial photo on or off (professional edition only)

Aerial photography

Subscribers to the Professional edition of Address Locator have access to aerial photography. Click this icon to turn it on, and again to turn it off:

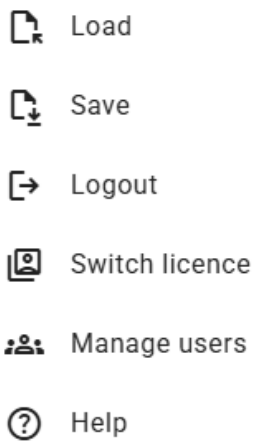
An additional subscription gives access to historic aerial photos and maps, please see Changing visible orthophotos

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.

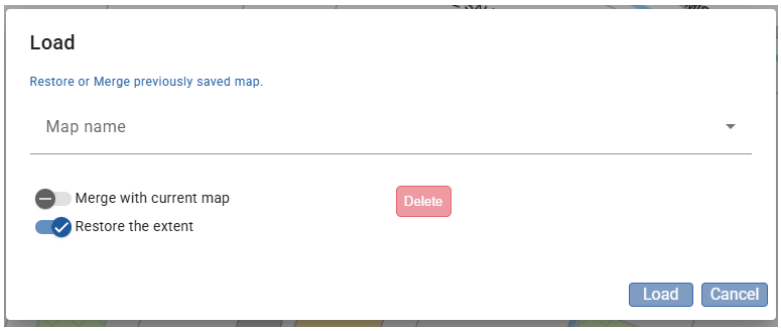
User Options

Click on the icon to expand the menu:



Loading a saved map

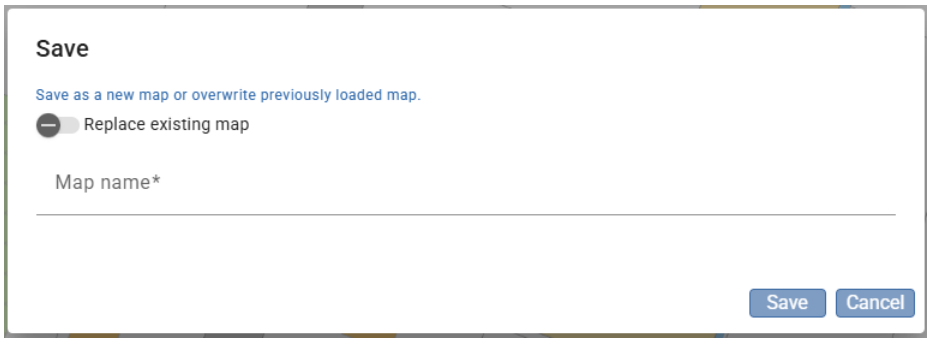
To reload a saved extent, click 'Load' and the load options are shown:



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:



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

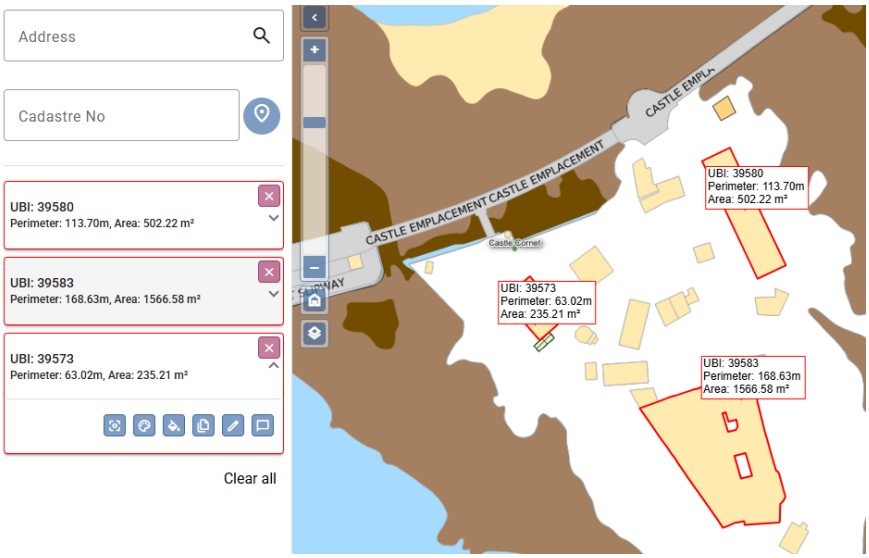
Licence administrators can quickly get access to the Digimap authorisation system by choosing this option. This is necessary to change which colleagues have access to the software. For more information, please see Instructions for User Administrators.

Help

Choose this option to access the user guide.

Identify Features

Click on the icon and click on a feature in the map.
Information about the feature will appear in the search panel:

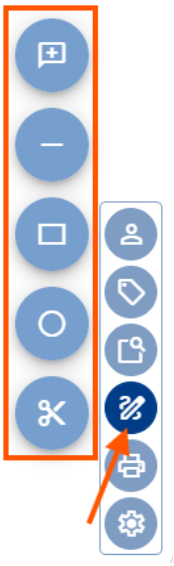


A single click retrieves information about the feature which is closest to the mouse cursor. Double clicking identifies all items on the visible layers at that point (see Moving annotations to make the map clearer):

See Context menu functions

Drawing tools

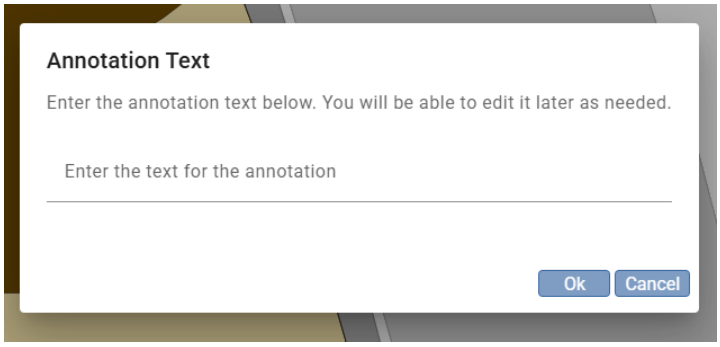
Click the pencil icon to display drawing tools which allow you to add text and shapes to the map:



Add Annotation

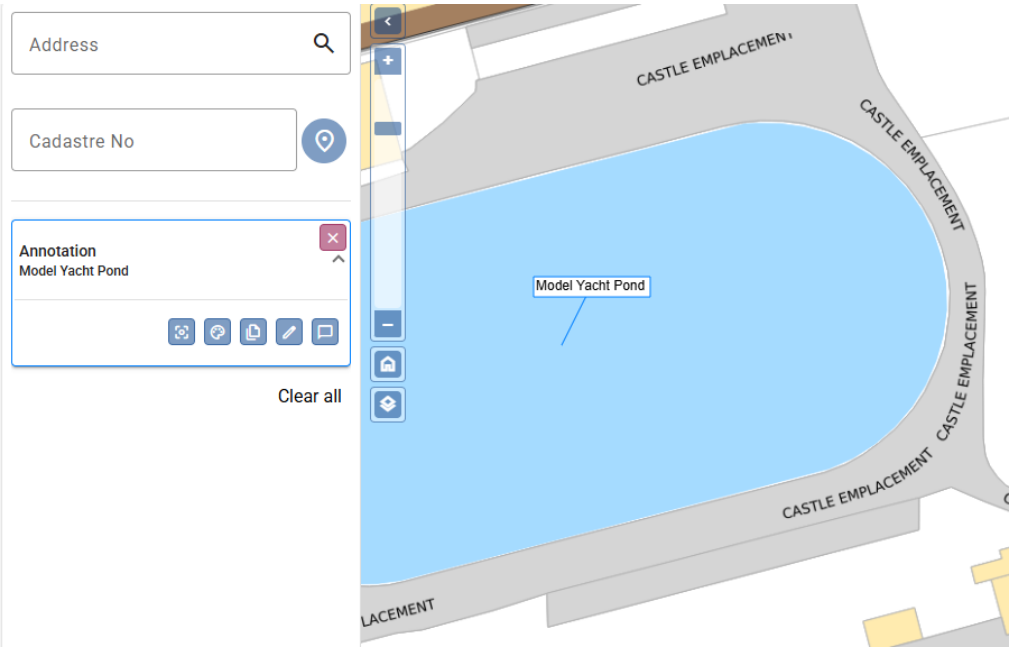
Click on the icon, then click within the map to place an annotation at that point.

The annotation will appear on screen.



Type the label and click OK when finished.

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

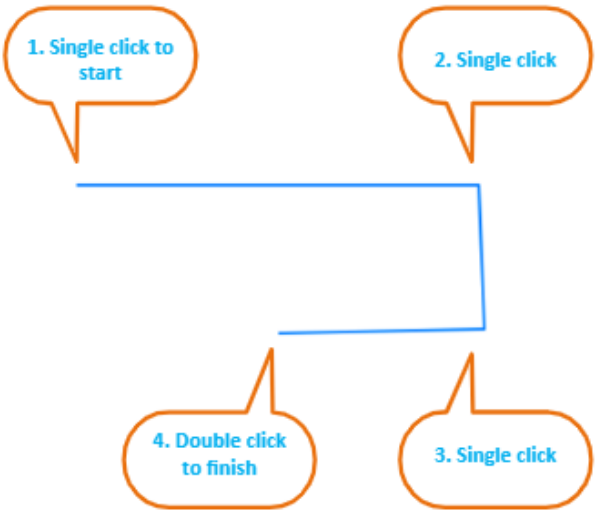


See [Context menu functions]() for more information.

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 land parcels that have 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.

Note that snapping is only available if there is a highlighted map feature within sight.

Once it is complete, the line will appear in the search results side panel, including information about it's length. To edit the appearance of the line and to annotate it, click the down arrow to gain access to the Context menu functions

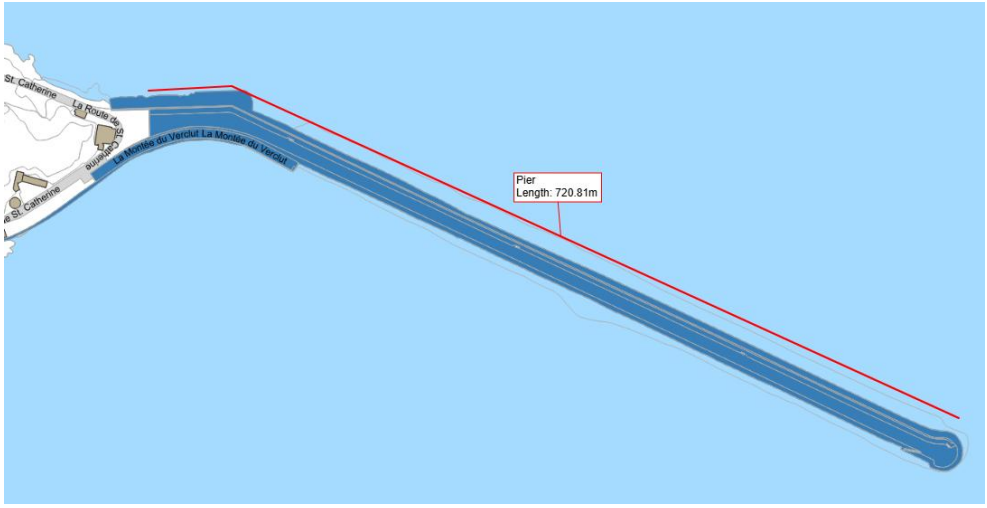


Figure 4 Example of a line feature

Measuring with a line

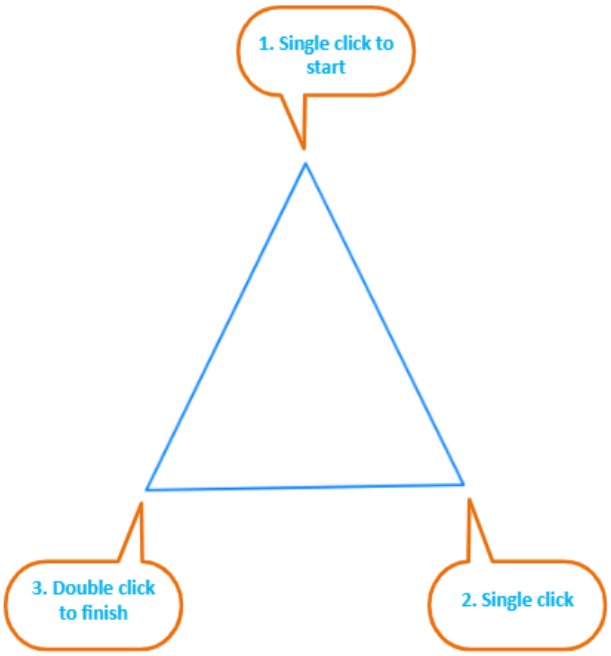
The total length of the line at the cursor will be displayed as you draw it. To turn this off click the toolbar at the top of the screen so the tick alongside Show Length disappears, or use the keyboard shortcut by pressing the 'm' key to turn measuring on and off.

Note that the system shows the total length of all the segments in the line.

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



A polygon can be drawn to align with all or part of a land parcel – see Snapping

Once it is complete, 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.

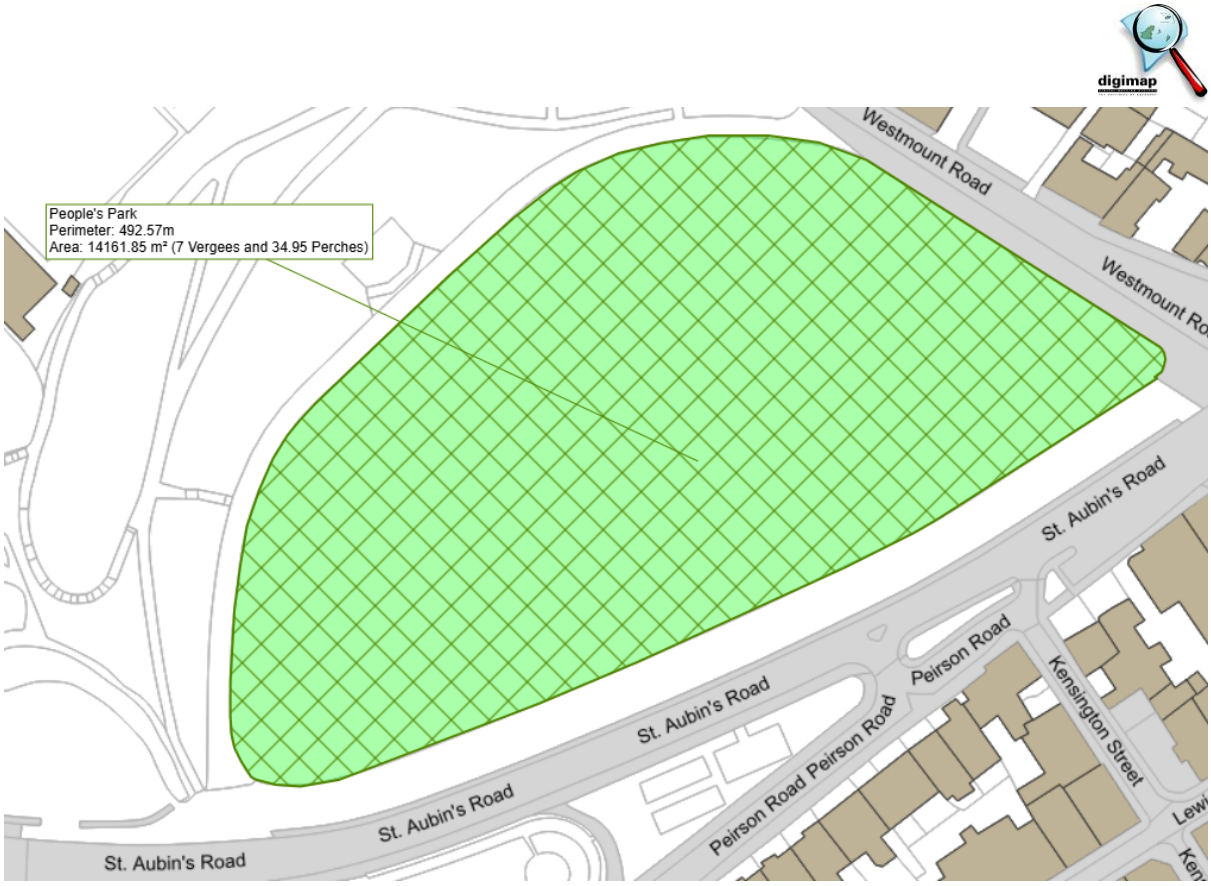


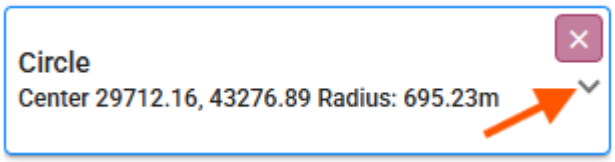
Figure 5 Example of a polygon feature

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.

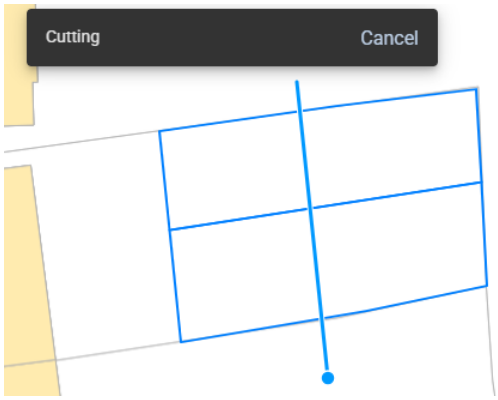


Cut Geometry

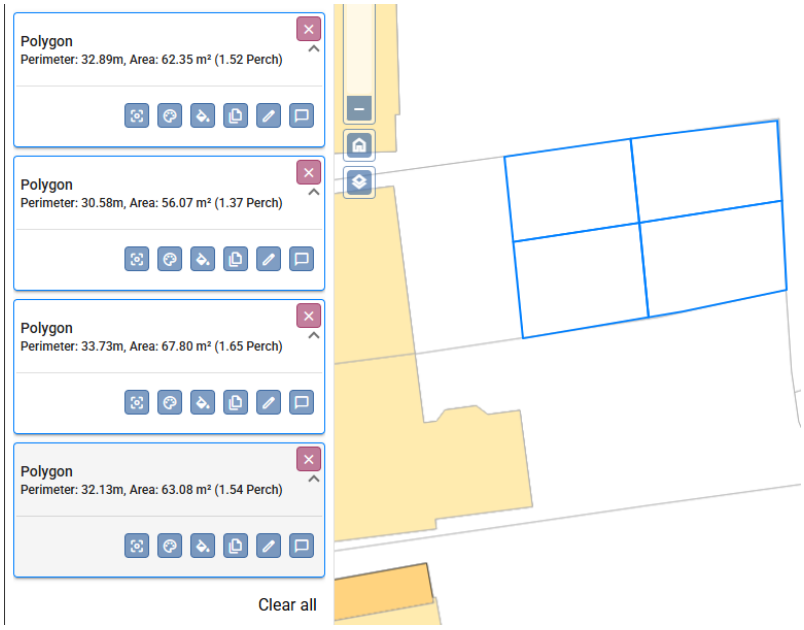
The cutting tool can be used to cut any drawn shape into smaller shapes. Click the scissors icon displayed in the bottom right of the map.

'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.



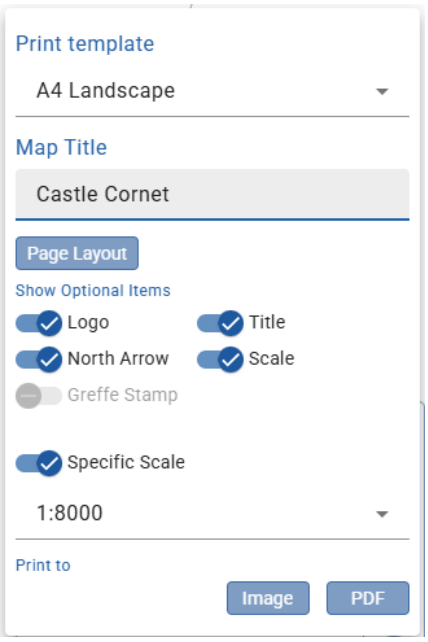
Each ‘portion’ of the new subdivided shape will have its own information panel and context menu so changes can be made to each one:



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:

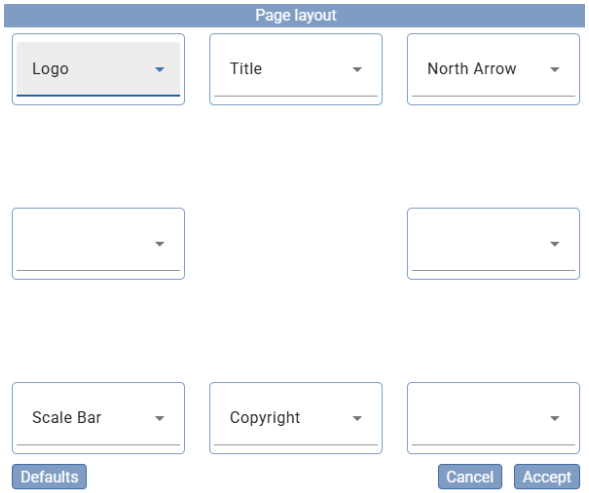


Print template

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

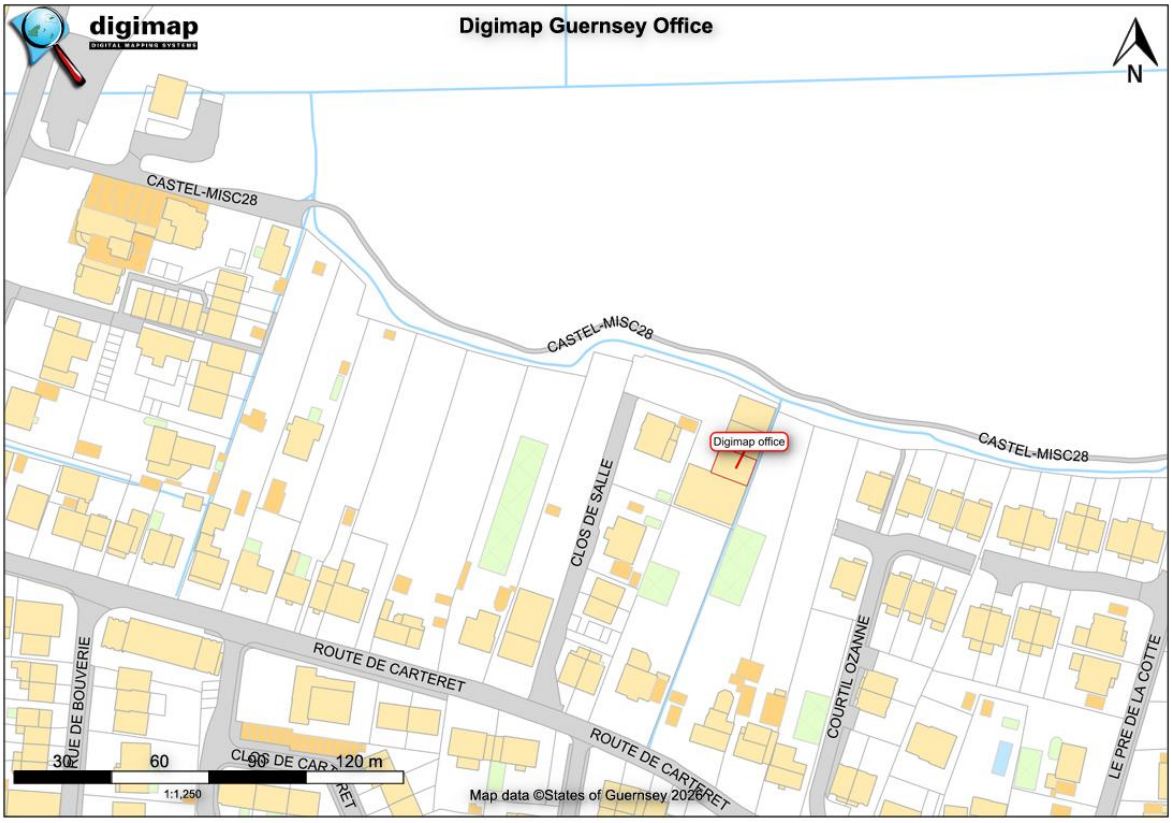
Page layout

Click this button to open the page layout controls:



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

For corporate customers who use Address Locator Standard or Professional, Digimap can 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 (for example, the Logo and Title) can be hidden from the print using the slider controls.

Scale control

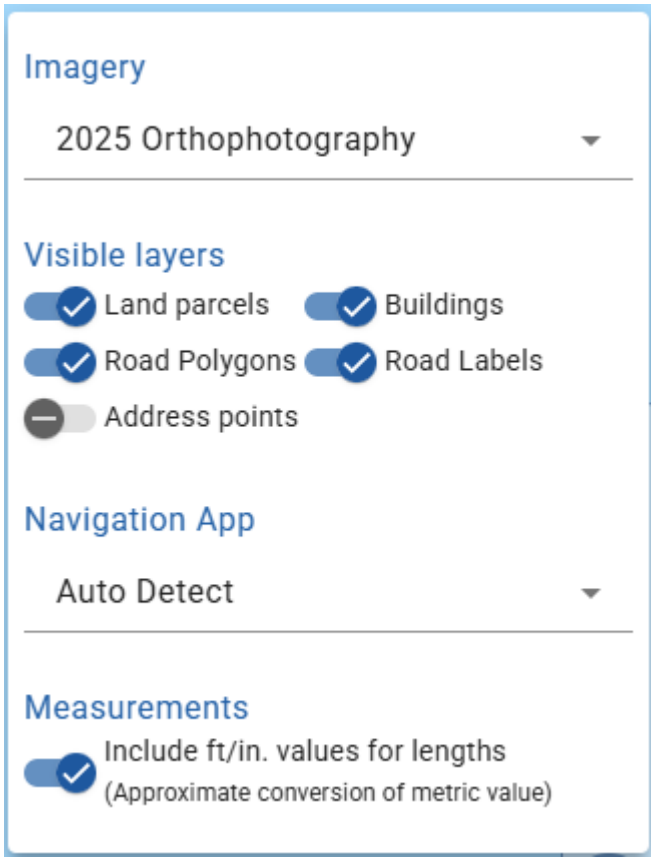
Slide the control across to choose from a range of pre-set drawing scales. The display will indicate the approximate outline of area to be printed.

Print to

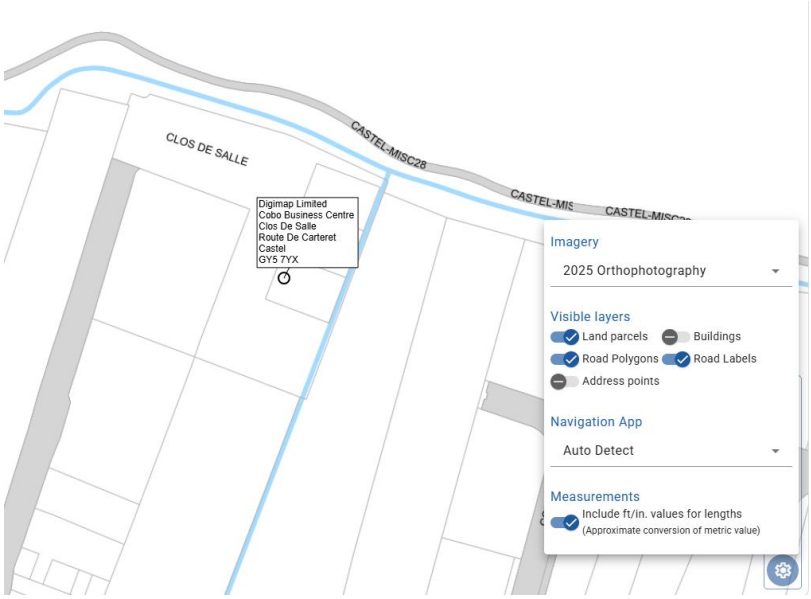
Click the buttons in this section to create the printout in either PDF or image format. The printout will open in a new browser tab from where it can be downloaded or printed. (You may need to adjust your browser settings to permit pop-ups, otherwise the new tab may be blocked.)

Map Options

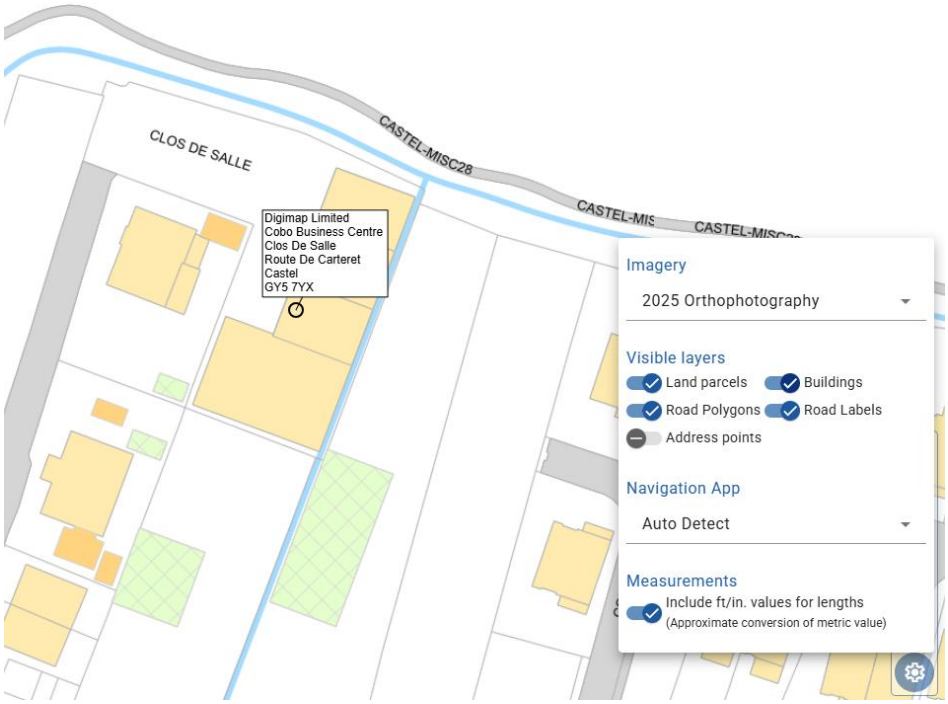
Clicking the 'cog' icon displays the layer visibility tools:



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:

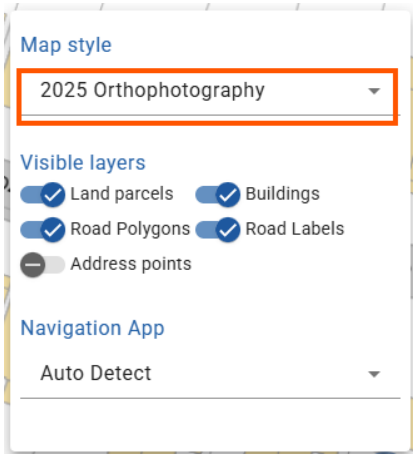


Selecting measurement units

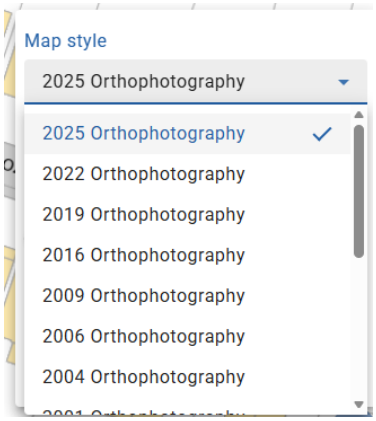
Use the control at the foot of the map options to select line measurements in imperial units.

Changing visible orthophotos

If you have the 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).

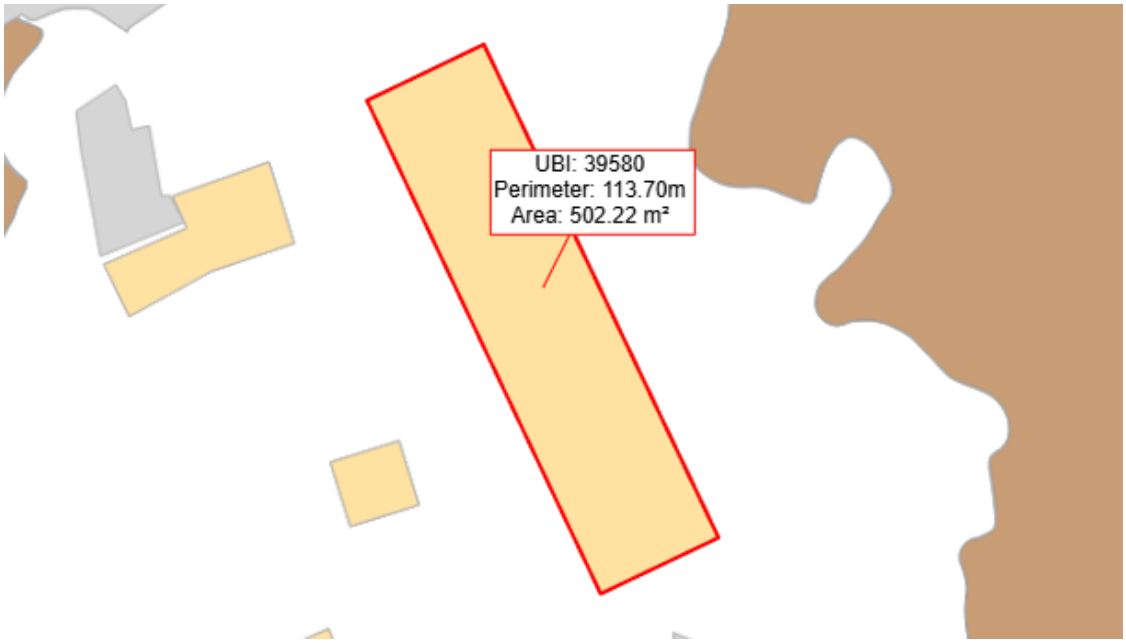
Context menu functions

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

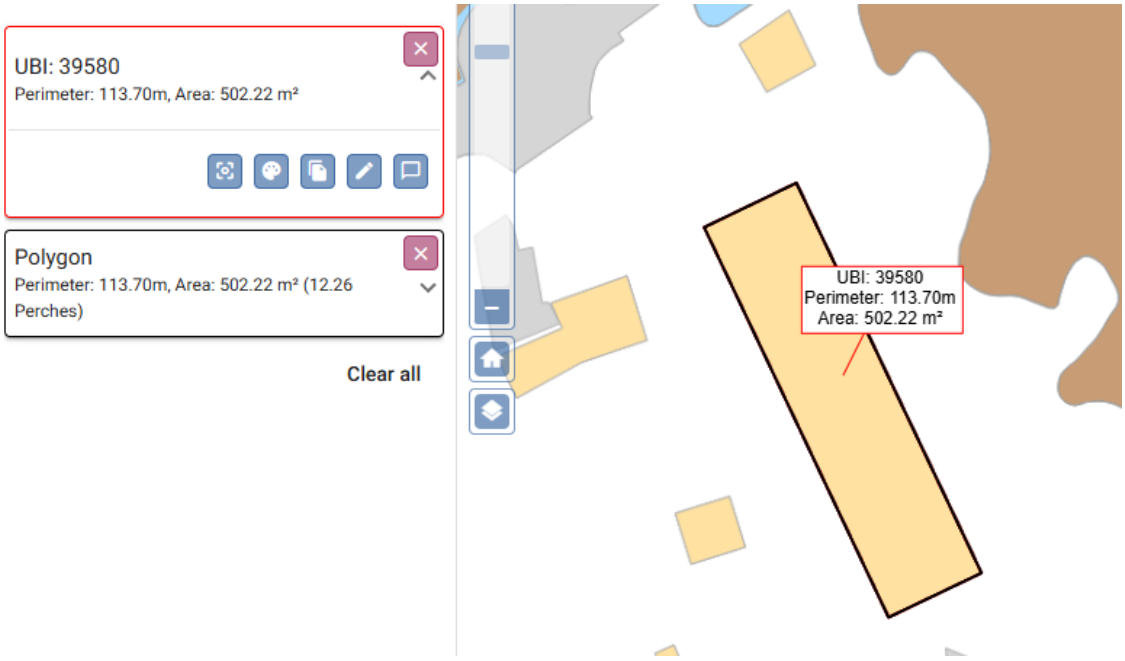
	Open the navigation app or application on your device and set the destination to this search result.
	Centre the map on the address.
	Change feature line colour – pick a colour and click OK to change the outline colour of this feature on the map
	Change feature fill colour – pick a colour and click OK 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

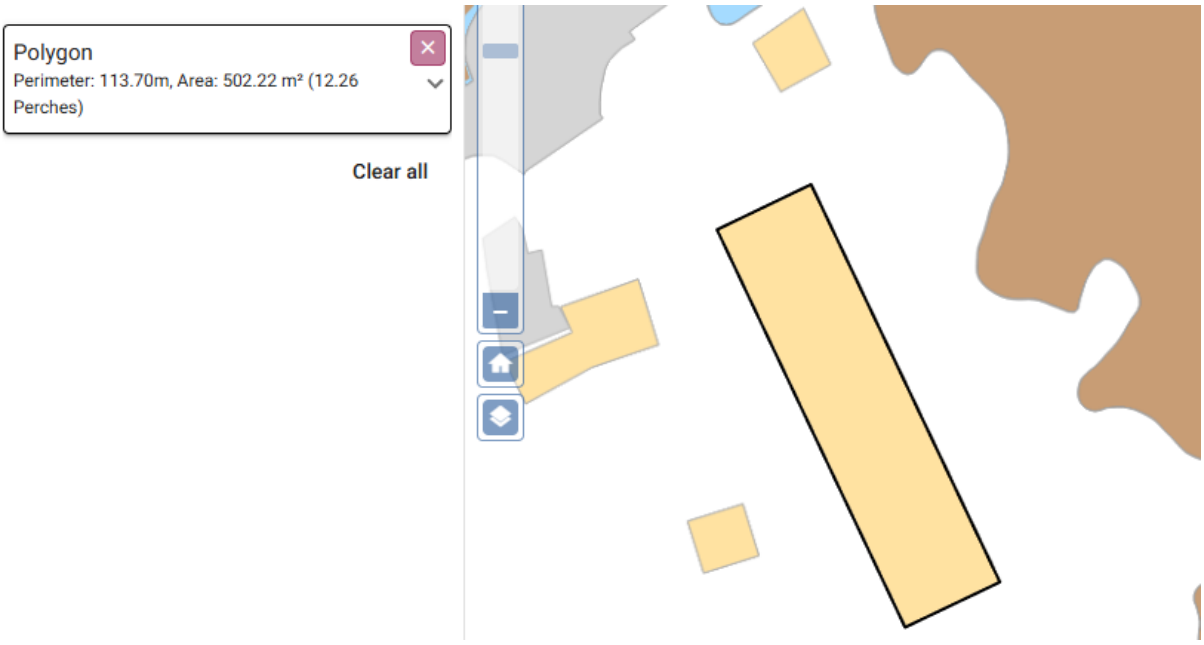
This option allows you to copy a feature in the map and draw new versions of it. For example, Identify Features has been used to select a building polygon:



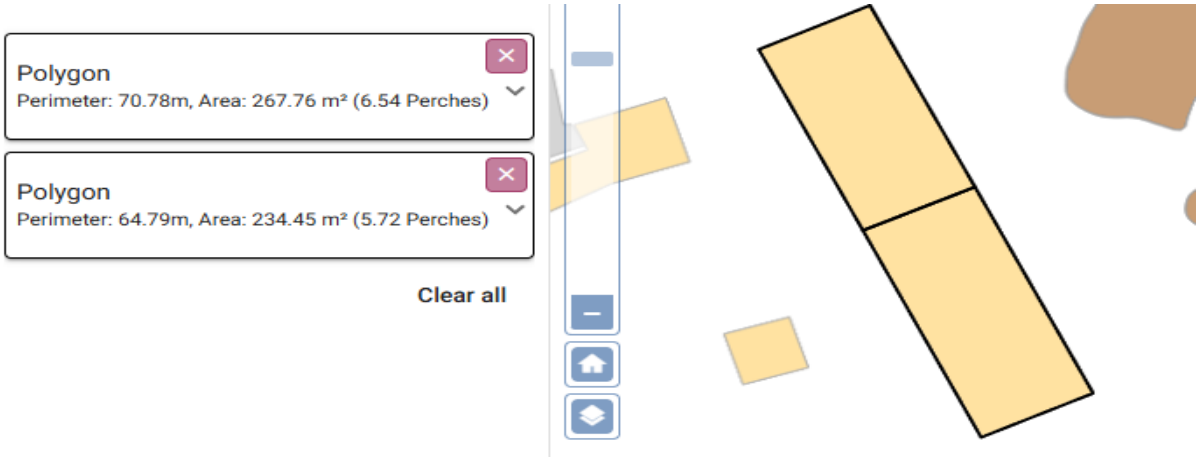
Opening the context menu for the shape and clicking copy geometry creates a new identical shape indicated by the black outline:



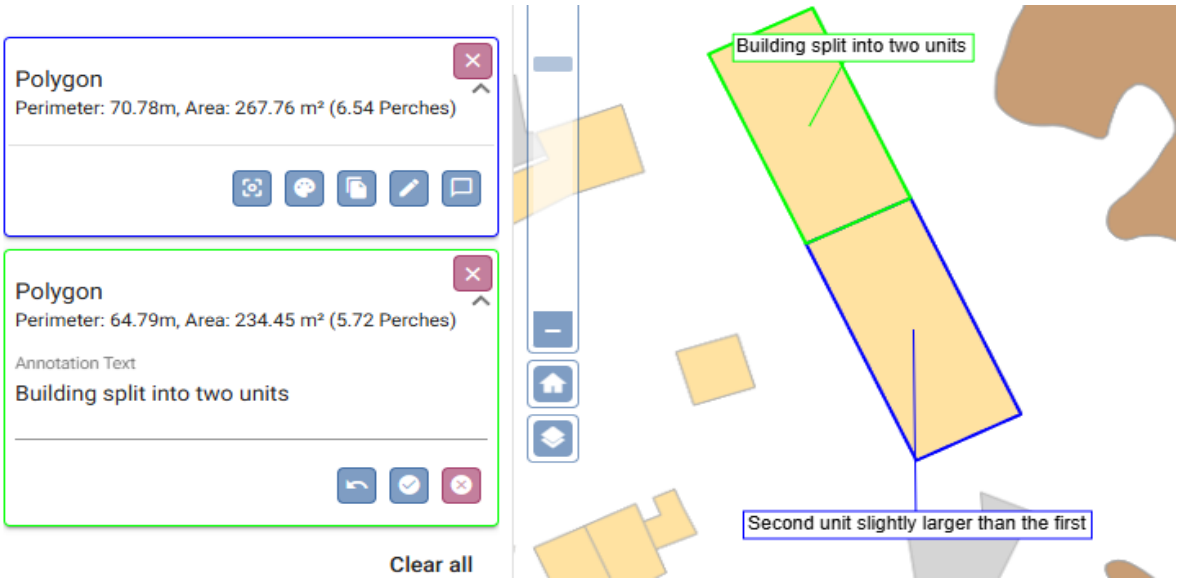
The original shape can then be deselected by clicking the close cross, leaving just the new shape:



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:



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

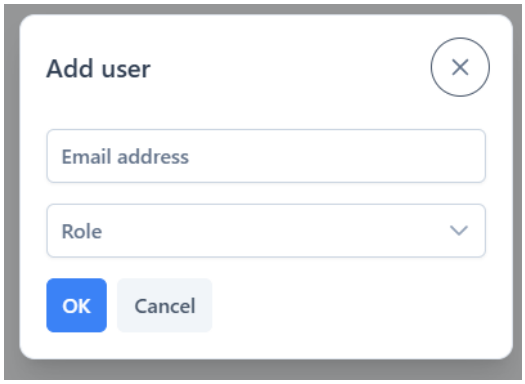
Before adding colleagues, please note the explanation above about device limits.

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 '+'

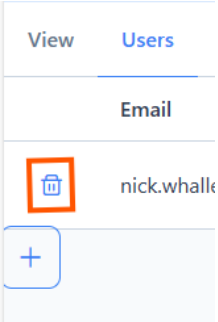
In the next dialogue box, provide an email address and specify whether the person will be an administrator or user, then click OK.



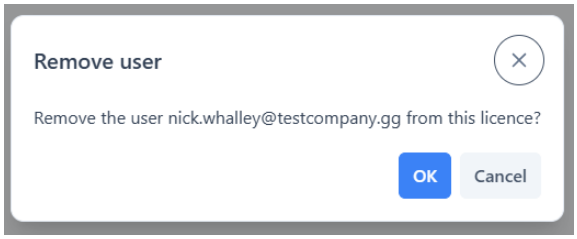
The new user will need to be told they have a licence and asked to login. If they have not used the Digimap authorisation system before then they will need to set their password by choosing the 'Forgot password' option and following the instructions on-screen.

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.

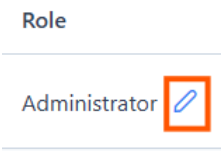


You will be asked to confirm your choice.



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.

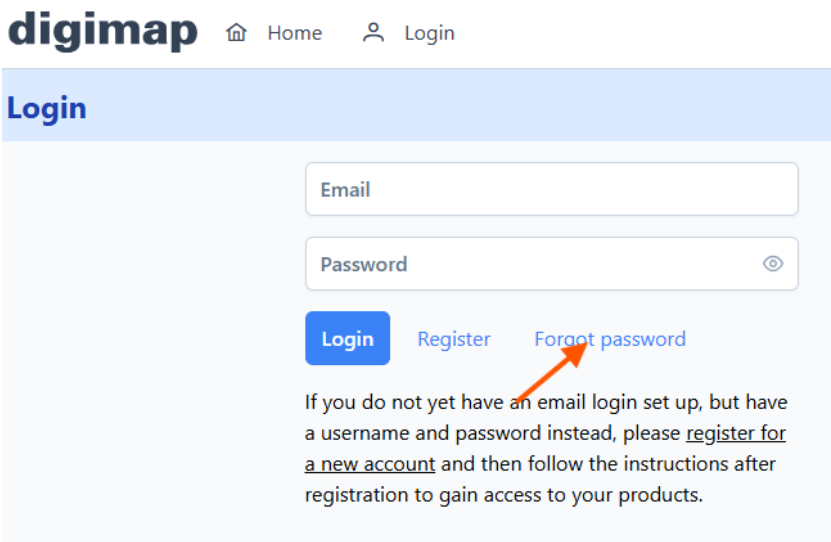
Setting or changing your password

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

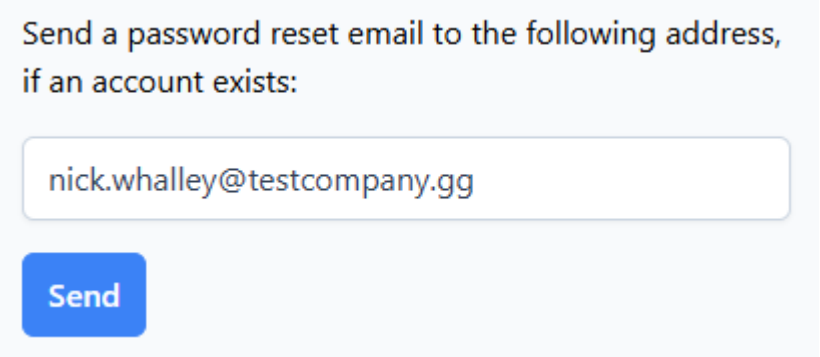
Go to the Advocates Tool https://advocates.digimap.gg

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

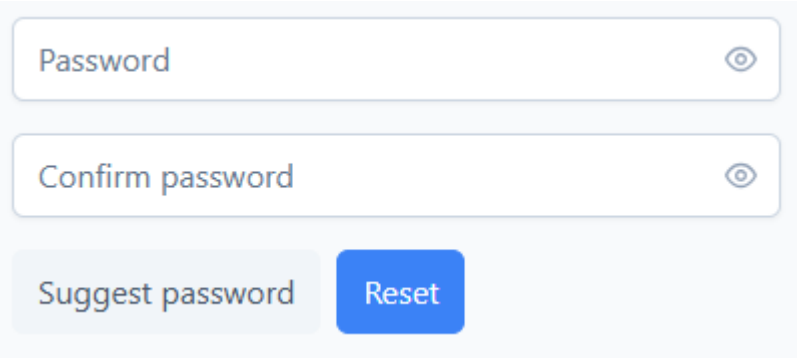
Choose 'Forgot password'



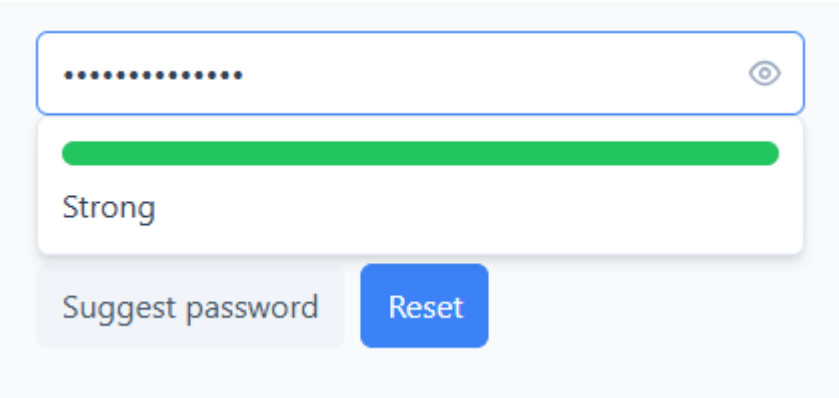
The next screen will ask for confirmation of the email address. If it is correct, then click 'Send'.



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



The system will provide feedback on the password strength.



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.