



MyMaps User Guide

Sunshine Coast Council
Web Mapping

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Acknowledgements

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Disclaimer

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Contents

Introduction.....	4
Map Navigation	5
Zooming In and Out.....	5
Panning	5
Return to default extent.....	5
Use my current location as view extent	5
Entering fullscreen mode.....	6
Cycle to previous or next view extent.....	6
Layer List	6
Legend	7
Change Basemap.....	8
Map Search Tool	8
Map Printing.....	10
Quick Print.....	10
Set up your map for printing.....	11
Advanced Printing.....	11
Print Legend.....	11
Current Map Extent	11
Current Map Scale.....	12
Set Map Scale.....	12
Add Layers	12
By Search.....	12
By URL	12
By File	14
Bookmark Tool.....	15
Creating a Bookmark	15
Accessing a Bookmark.....	15
Measurement Tool.....	16
Measuring a distance	16
Measuring an area	16
Coordinate Conversion Tool.....	17
Finding the coordinates of a point.....	17
Share Tool	18
Generating a sharing link.....	18
Sharing via QR.....	18
Drawing Graphics.....	19
Select Tool	20
Attribute Table.....	22
Accsesing the Tool.....	22
Using the Tool	22
Exporting.....	23
Advanced Filtering.....	23
Layer Pop Ups.....	24
Activate/Deactivate Pop Ups.....	24

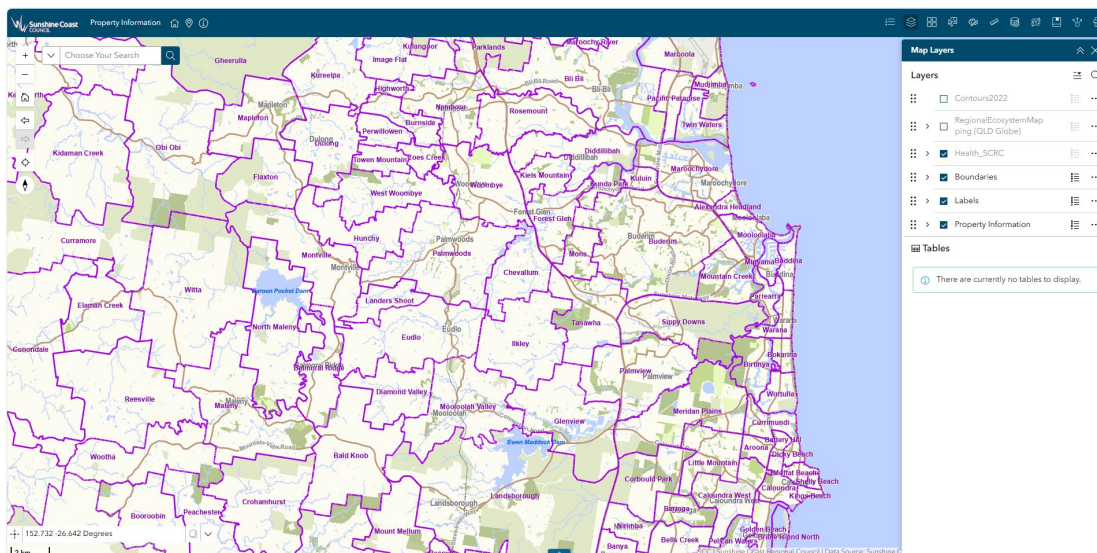
Introduction

MyMaps is the Sunshine Coast Council's regional mapping system and provides the community with quick and easy access to relevant and useful Council information in the form of interactive maps.

MyMaps is user friendly and highly interactive, offering up to date information with many useful features. Available information includes:

- Property Boundaries;
- Council Parks and Reserves;
- Planning Scheme and Development Information;
- Local Laws;
- Flooding Hazards;
- Services;
- Points of Interest;
- Marine Turtle and Flying Fox monitoring; and
- Council Contracts and Projects.

The following pages outline how to use MyMaps.



For further information or assistance with MyMaps
Contact Council:

Website:

<https://www.sunshinecoast.qld.gov.au/>

Phone:

(07) 5475 7272

Email:

mail@sunshinecoast.qld.gov.au

Map Navigation

The Navigation panel allows the user to change the current view extent via zooming, returning to default extent, moving to current GPS location (if using a GPS-enabled device), entering fullscreen, or moving between view extents.

Zooming In and Out

Click  to zoom in or  to zoom out

If your mouse has a scroll option, you can also use this to zoom in and out.

If you are using a touch-enabled device, you can also pinch to zoom in or out

Alternatively, to zoom in to a specific area of interest, hold down SHIFT while clicking and dragging on the map around the area of interest.

Panning

With a mouse, click and hold down the mouse button while dragging to the area you want to view, then release the click.

With a touch-enabled device, touch and drag to pan.

Return to default extent

Click  to return the view extent to the preconfigured default.

Use my current location as view extent

If using a GPS-enabled device, click  to move the current view extent to your GPS location.

Entering fullscreen mode

To enter fullscreen mode, click



To exit fullscreen mode, click  or press the ESC key in the bottom right-hand side of the screen.



Cycle to previous or next view extent

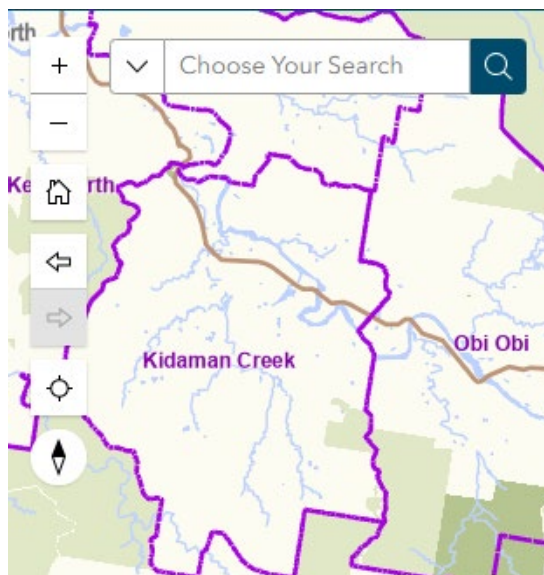
Click  to cycle to the previous view extent.

Click  to cycle to the next view extent, if available.

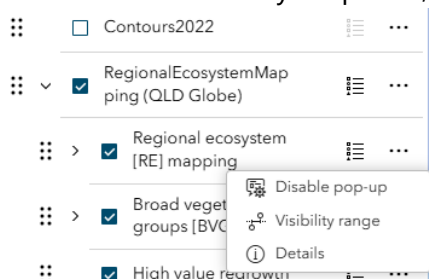
Layer List



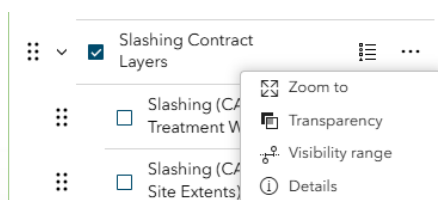
The Layer List allows the user to turn layers ON and OFF for viewing in the map.



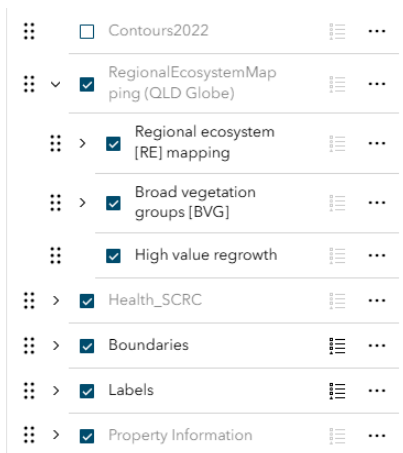
1. Open the Map Layers / Layer window
2. To view layers, tick the box adjacent to the layer and if it's part of a nested group, tick all of the nested boxes.
3. To interact with the layer options, select "..."/>



4. For more options select "..."/>



5. Greyed out items indicate the layers are not viewable at the current map scale, zoom the map in or out to make these layers available.



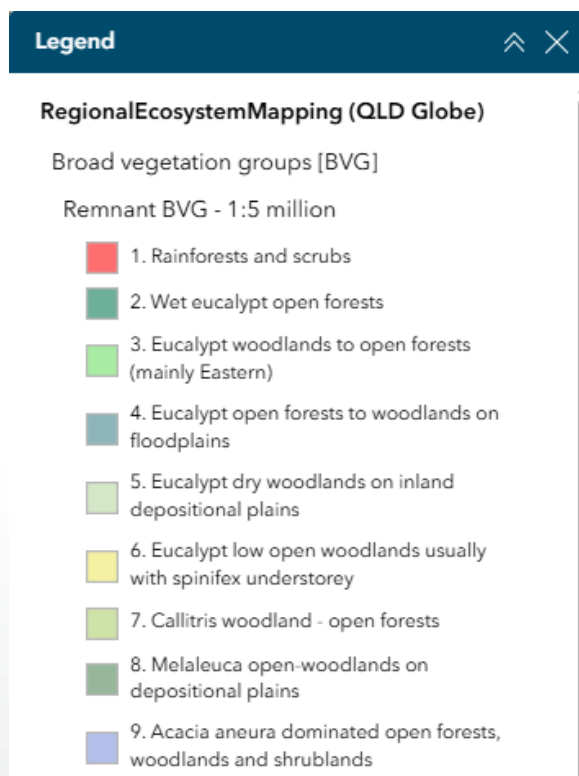
Legend

The Legend allows the user to interpret the representation of the layers currently on screen.

1. Open the Legend window



2. The Legend will display the symbols of any layer that is ticked on in the Layer List and is currently viewable on the screen.

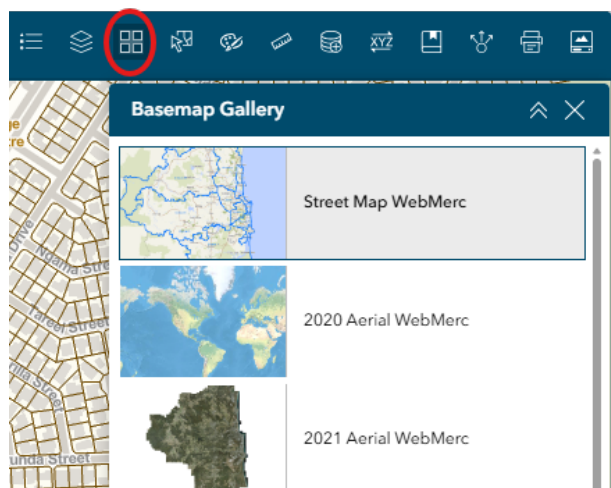


Change Basemap

The Basemap Gallery Tool allows the user to select the desired basemap.



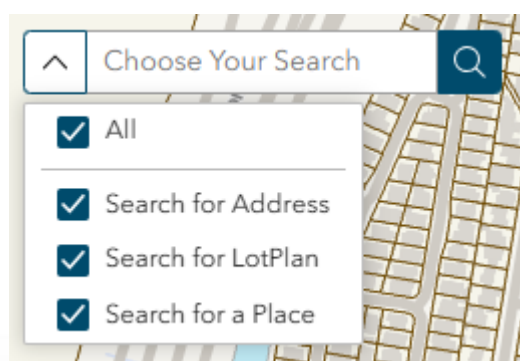
1. Click  to open the Basemap Gallery tool.
2. Select the desired basemap from the list.
3. The basemap visible within the view extent will change to your selected basemap.



Map Search Tool

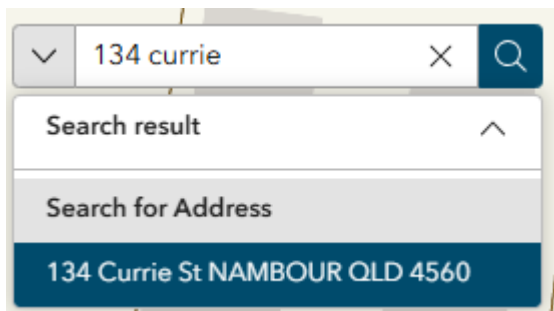
The Search Tool allows the user to navigate to an item of interest using a record such as an address, a property number, a lot plan, a park, or a beach access location as an example.

1. Choose the search you want to use from the drop-down list .

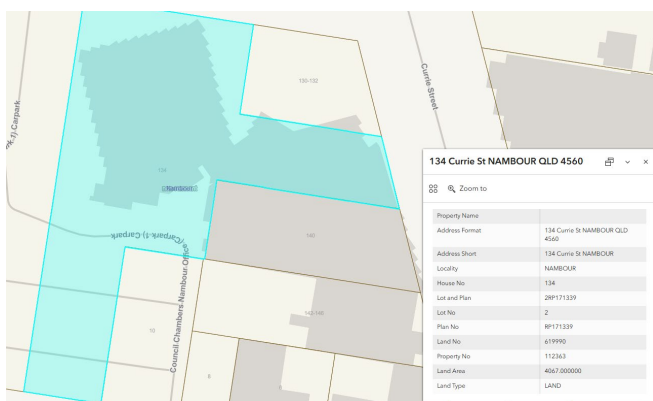


Note: The *All* search can be slow, try to pick the relevant search for your task.

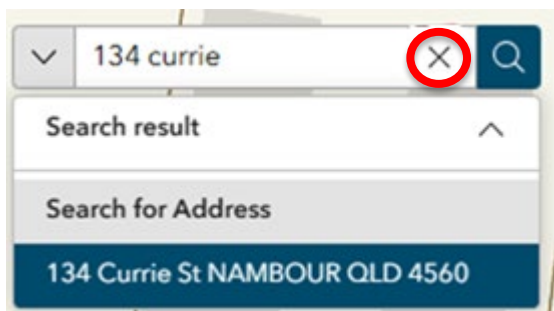
2. Type the first few characters of your search term. A list of possible matches is generated. Click on the result of interest to be taken to the location of that record.



3. The map will zoom to your search result, highlight it and show a pop up with more information.

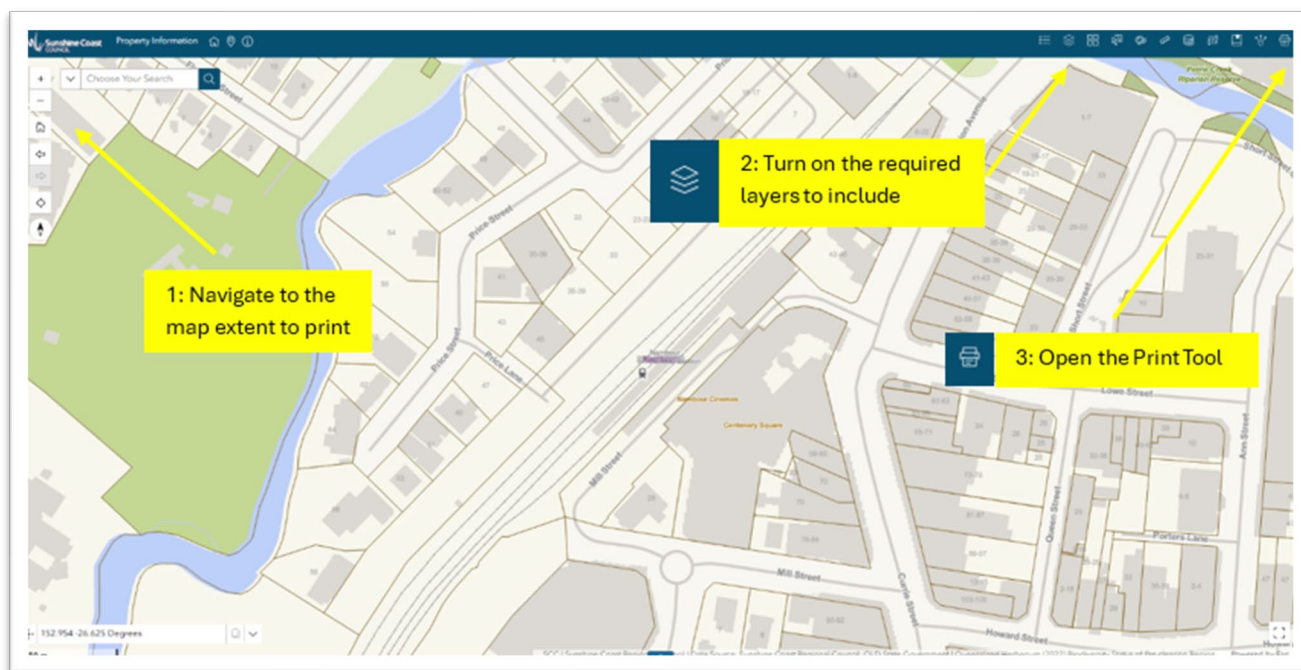


4. Clear your search results by selecting the **X** in the search tool.



Map Printing

The Print Tool allows the user to generate an output of the view extent in a variety of layouts and formats that can be saved to your device.



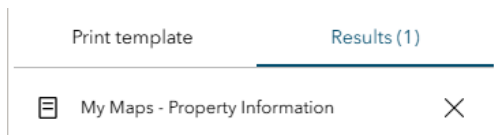
Quick Print

1. Click to open the print tool.
2. Choose your desired layout style from the layout drop down menu.
3. Enter a title if desired.
4. Choose the relevant output file format from the format drop down menu

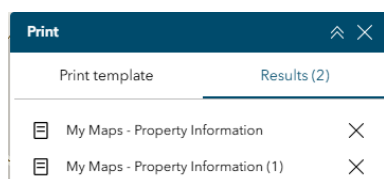
Set up your map for printing

Centre the view extent on the area of interest with all relevant layers turned on.

- Click **Print** to generate a file. The output file will appear in the results tab

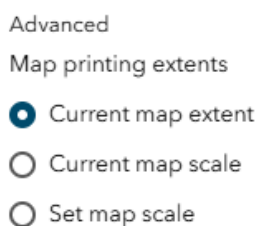


- Click on an output to open it. Multiple outputs can be generated and will remain until the end of your MyMaps session.



Advanced Printing

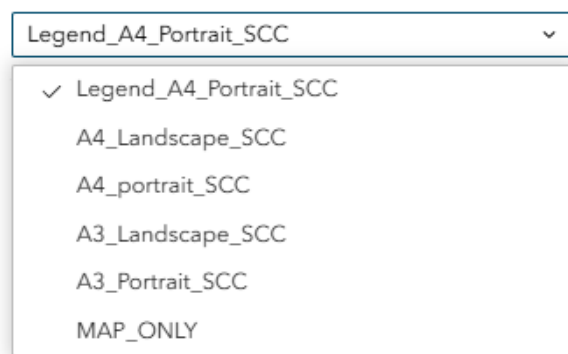
There are 3 methods to define the printable area of the map from the **Advanced** menu



Print Legend

A Map Legend is available as a Template option.

Template



Current Map Extent

Current Map Extent is the default. It will ensure that the entire current map view is included in the printed map, regardless of page size and orientation. The scale of the map will change to ensure inclusion of all content.

Current Map Scale

The printed map content will be printed at the same scale as the current map view. The included content will be determined by the size and orientation of the map layout.

Set Map Scale

Set Map Scale will print the map at the specified scale.

Add Layers



The Add Data Tool allows the user to temporarily add data to the map by searching for layers in ArcGIS content, entering URLs, or uploading files.

By Search

1. Select the **Search** tab in the Add Data tool.
2. Select ArcGIS Online for all layers
3. Enter keywords in the search bar to return related results, eg. 'zones scrc'. The 'scrc' may be needed as search will contain external content
4. Click ⓘ to view more information about a layer.
5. Click on the specific item and hit  ,  then  Add to map to add it to the map. The added layer will appear in the Layer List tool as well. Click  to remove the layer from the map. You will also need to go into the layer list and remove there too.

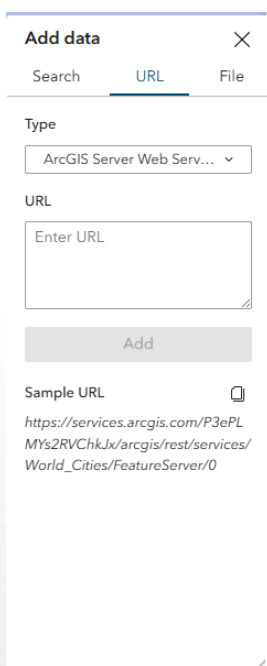
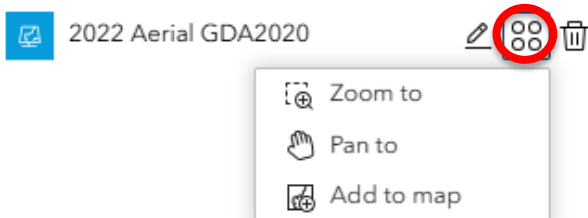
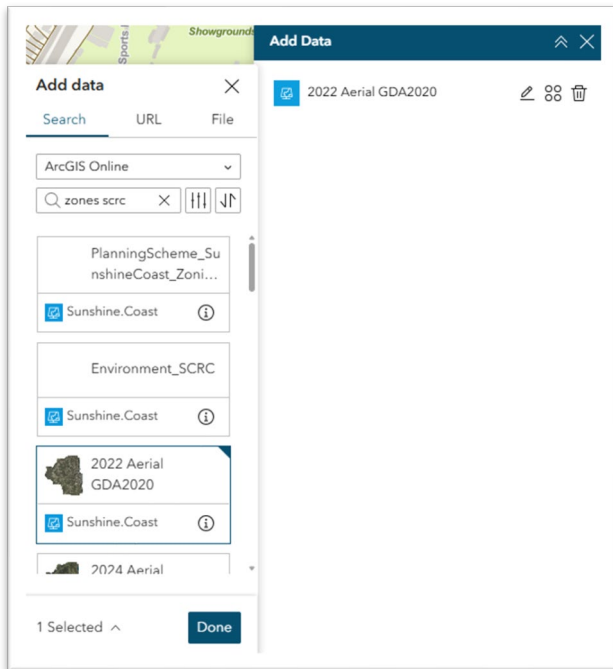
By URL

1. Select the **URL** tab in the Add Data tool.
2. Select the relevant URL type using the drop down menu. Supported formats include:
 - ArcGIS Server web service
 - WMS OGC web service
 - WMTS OGC web service
 - WFS OGC web service
 - KML layer
 - CSV layer
 - GeoJSON layer
3. To see a sample URL for reference, see [SAMPLE URL](#) once a URL type is selected.

4. Enter the URL in the URL field and click

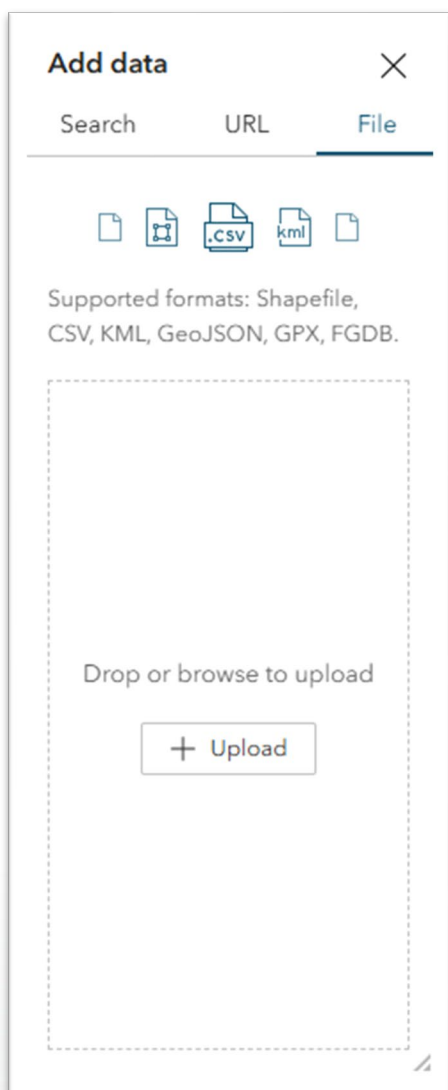
ADD

to add the layer to the map.



By File

1. Select the **File** tab in the Add Data tool.
 - Supported File types include:
 - Zipped shapefiles (.zip, ZIP archive containing all shapefile files)
 - CSV files (.csv, with address or latitude, longitude and comma, semi-colon or tab delimited)
 - KML files (.kml)
 - GPX files (.gpx)
 - GeoJSON files
 - FGDB files
 - A maximum of 1000 features is allowed
2. Drag or browse to the required file to add it to the map.



Bookmark Tool



The Bookmark Tool allows the user to save combinations of layers and map extents for later use.

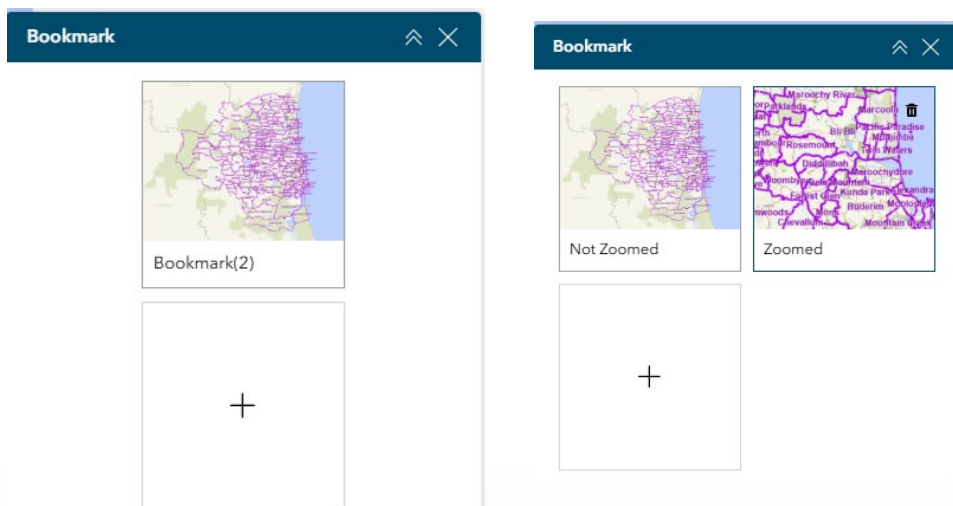
Creating a Bookmark

1. Navigate to the desired map location and zoom level
2. Use the **Layer List** to specify the required layers for the bookmark
3. Open the **Bookmark Tool** and click the **+** button to create a bookmark
4. Optional: Enter a title in the text box underneath the bookmark
5. To delete a Bookmark, hover the mouse above the bookmark, then click the  button on the top right-hand corner.

Note: Saved bookmarks will only be available on the same device and browser they were created on.

Accessing a Bookmark

1. To access a previously saved bookmark, open the **Bookmark Tool**.
2. Click on the desired bookmark. The map will zoom to the previously saved extent, and only the saved layers will be turned on.

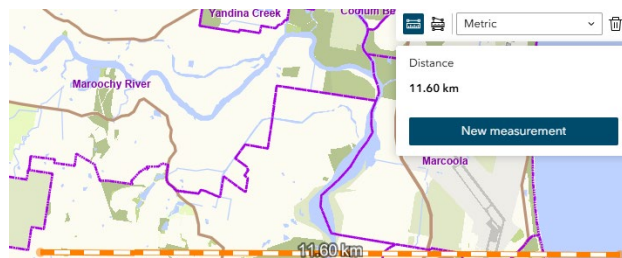
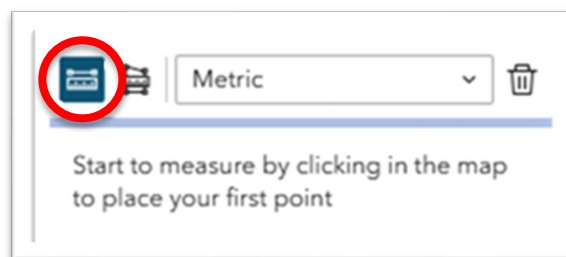


Measurement Tool

The measurement tool allows the user to measure a distance, an area or find the coordinates of a marker and the current cursor location.

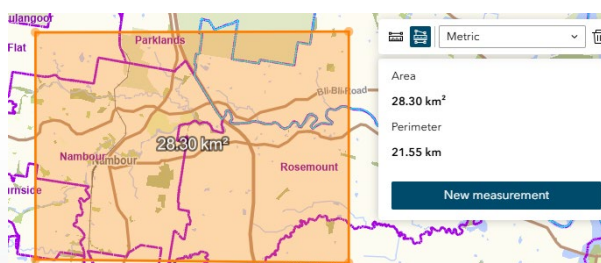
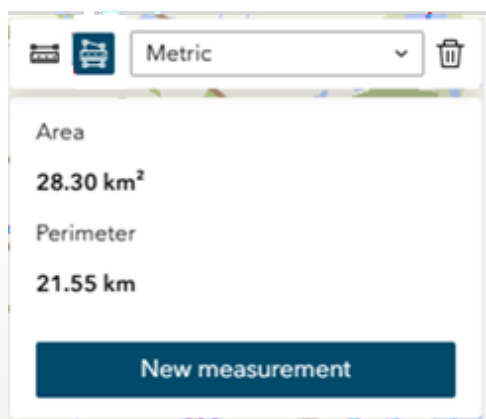
Measuring a distance

1. Click the distance button and ensure the measurement unit is correct by selecting from the drop down.
2. Click once to begin measuring. The current distance will display dynamically in the Measurement Result window.
3. If measuring a distance with multiple segments, click again to add as many segments as required
4. Double click on the final point to finish the measurement. The final measurement will be displayed in the Measurement Result window.



Measuring an area

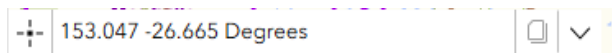
5. Click the area button and ensure the measurement unit is correct by selecting from the drop down.
6. Click once to begin defining the drawing of your desired polygon. Continue clicking to complete the area drawing. The current area will display dynamically in the Measurement Result window.
7. If measuring a distance with multiple segments, click again to add as many segments as required.
8. Double click to finish the measurement. The final measurement will be displayed in the Measurement Result window.





Finding the coordinates of a point

The current coordinates of the mouse cursor will also be displayed dynamically in the measurement result window in the bottom-left corner of the screen. Select a point after deselecting measure area/length, and a point will drop from which you can copy latitude/longitude



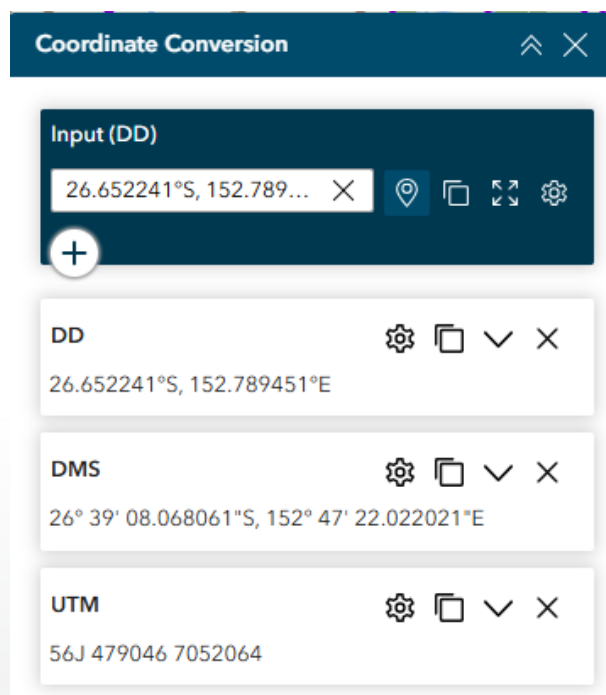
Coordinate Conversion Tool

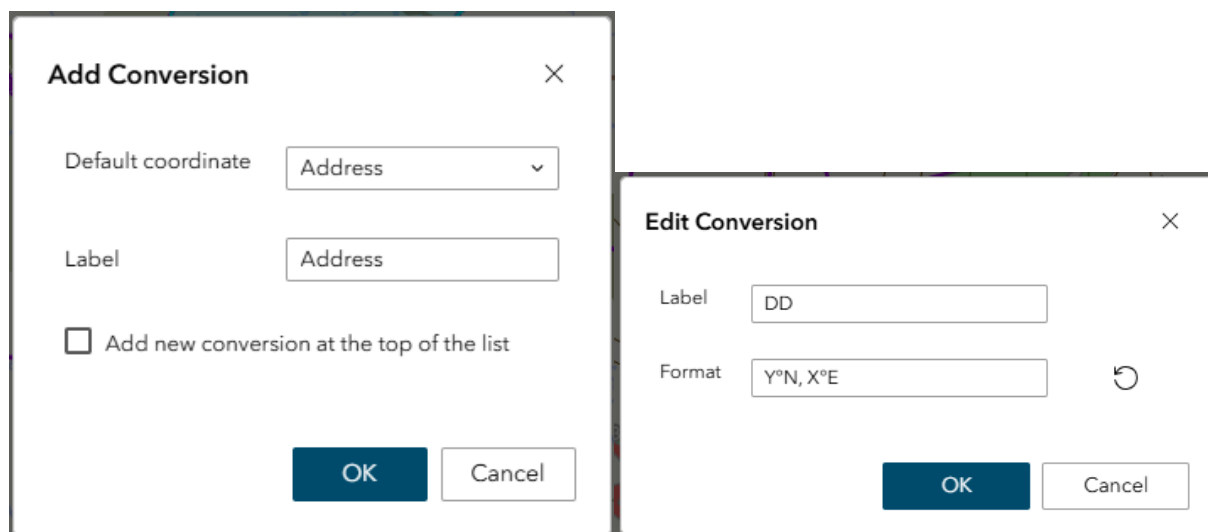


The Coordinate Conversion tool is used to display the coordinate of a specified location in multiple units

Finding the coordinates of a point

1. Click the coordinate conversion button and select, .
2. Select the desired point. This will display units 'Degrees' (decimal degrees) or 'DMS' (degrees, minutes, seconds) and UTM.
3. Click  to copy the coordinates to the clipboard.
4. Remove using .
5. You can also paste your own coordinates. in with  and then selecting the applicable units to paste.
6. Click  to set a different coordinate format in the edit conversion menu.





Add Conversion

Default coordinate: Address

Label: Address

☐ Add new conversion at the top of the list

OK Cancel

Edit Conversion

Label: DD

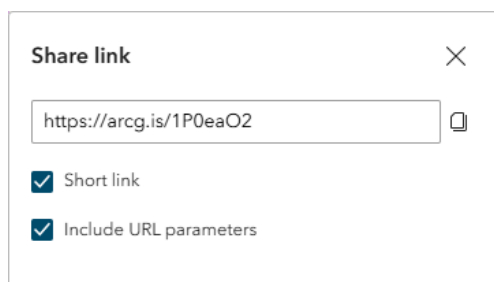
Format: Y°N, X°E

OK Cancel



Share Tool

The Share Tool allows the user to generate a shareable link to open the map at a custom location or with custom layers enabled.



Share link

<https://arcg.is/1P0eaO2>

☒ Short link

☒ Include URL parameters

Generating a sharing link

1. Navigate to the required map location and zoom level.
2. Click the **Share Tool** button.
3. **Copy** the automatically generated from link 
4. **Pasting** this link into a web browser will re-open the map at the same map location and zoom level.

Sharing via QR

1. Select  QR code
2. Select Save as Image

QR code



Save as image

Drawing Graphics

The Draw Tool allows users to mark up the map with different graphic options..

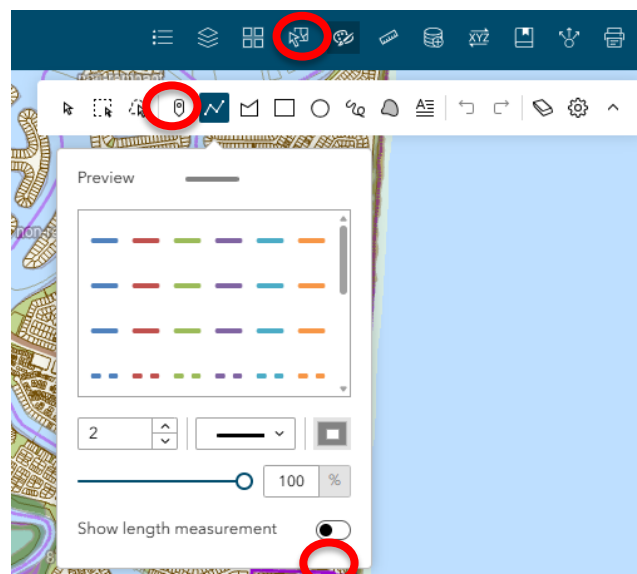
1. Open the Draw Tool.
2. Select the drawing option.
3. Change the representation of the drawing, depending on the draw option you can modify the following:
 - Line and/or fill colour
 - Line styles (solid or dashed)
 - Line thickness
 - Level of transparency
 - Font and colour of text
4. Turn on or off the measurement labelling of the drawing.
5. Undo or clear drawings using 

1

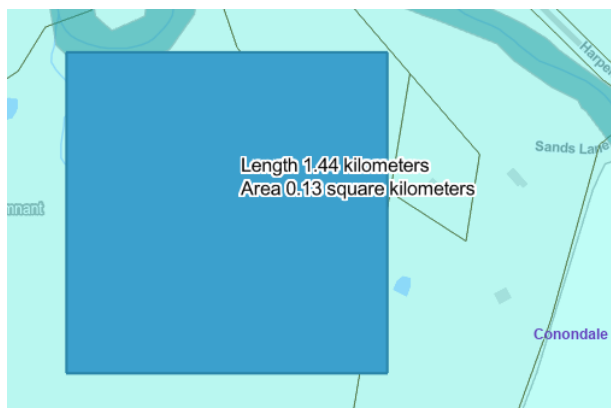
2

3

4



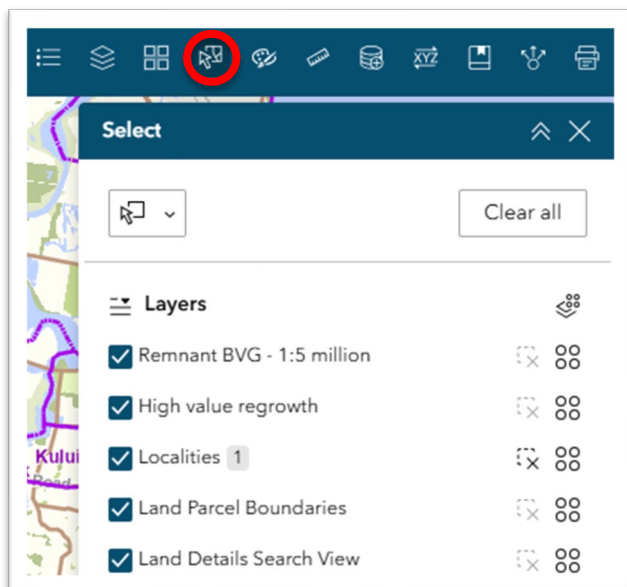
To draw, click on the map once and click to designate points. Double click to finish



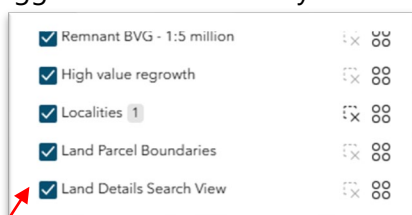
Select Tool

The Select Tool allows a user to highlight one or multiple features on the map.

1. Open the Select window to begin.

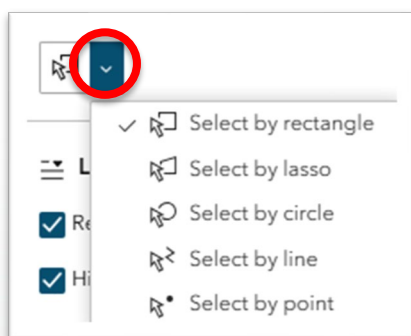


2. Toggle ON or OFF the layers available for selection



Layer is made selectable and is available in the map (greyed out means will be visible when zoomed correctly)

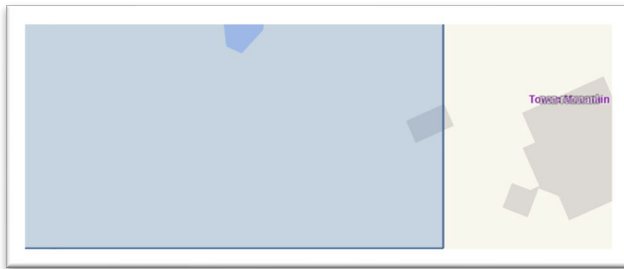
3. Choose the selection method



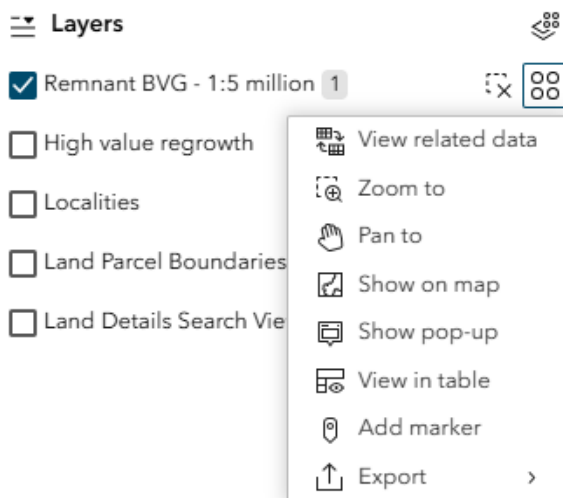
4. Ensure that you select the square to be able to draw



5. Go to the map and drag and drop to create shape selection

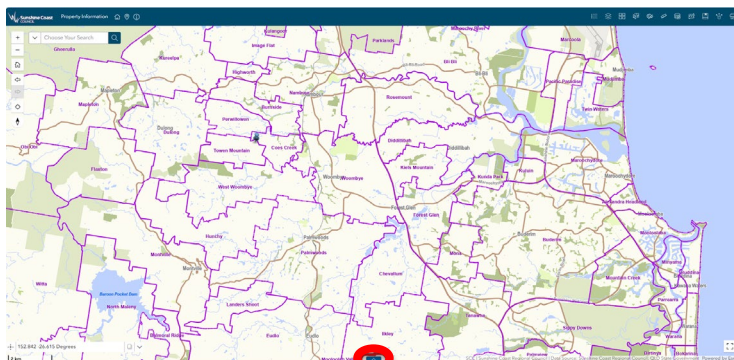


6. Review the results of the selection and utilise the Selection Actions

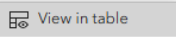


Attribute Table

The Attribute Table Tool allows the user to view more information about a record, apply filters to find records that match desired criteria, and export information as a .csv file.

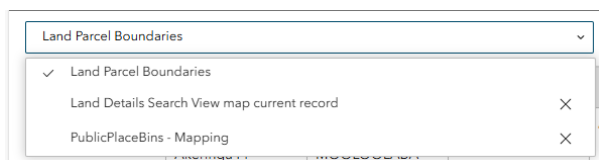


Accessing the Tool

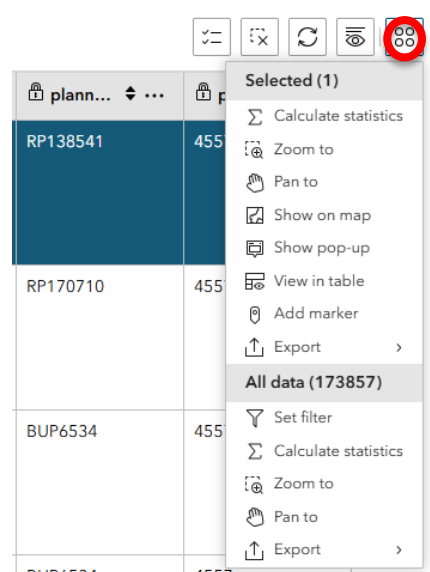
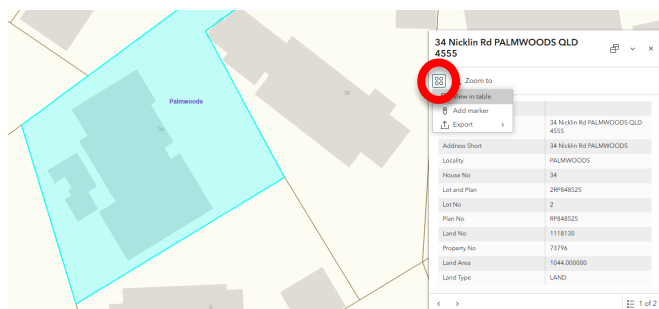
- The Attribute Table can be accessed via clicking  at the bottom of the view extent
- The Attribute Table can also be accessed by clicking  from within the  menu of a pop-up.
- Within map layers, the Attribute table can be accessed by selecting  then  Add to table

Using the Tool

- Layers that are opened in the attribute table are available through the top dropdown
- Select a record by clicking in the box to the **left** of a record. Zoom to the current selection by clicking , or clear the current selection by clicking .



NAME	address...	address...	area...	electo...	house...
Akerings Lodge 19	19 Akerings Pl	MOOLOOLABA	SQ METRES	4	19
Akerings Pl					
MOOLOOLABA					
QLD 4557					



- By default, only records appearing in the current view extent will be visible. To show all records for a layer,

deselect 

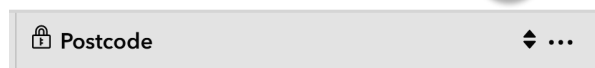
Exporting

- To Export data to CSV or other formats, select , then  Export and select your preferred format. This will preserve your current filters.
- More advanced filters can be configured through  Set filter

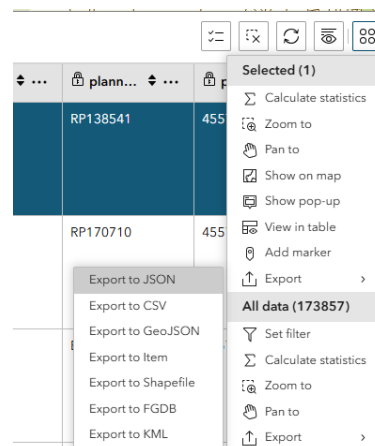
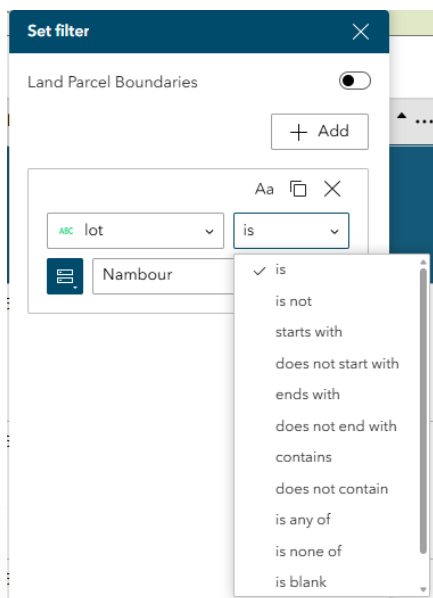
Advanced Filtering

You can filter Attribute Table content using a filter expression applied to any of the fields or a combination of fields within a layer.

- Click  Set filter to open the filtering menu.
- Select the field you wish to filter on by opening the field drop down menu.



- Select the relevant logic using the logic drop down menu.
- Enter a relevant value or text.



Layer Pop Ups

Pop ups allow the user to access the attributes of the selected feature.

1. To view a pop up, click on an individual feature in your map.
2. If multiple features have pop ups, you can cycle through them using the arrows in the bottom left-hand corner of the pop up window.
3. Some layer pop ups have extra detail including photos or links to other websites. Selecting a link will open the website in a new window.

Activate/Deactivate Pop Ups

1. Pop ups can be turned on and off for any layer as required. This is done from the Layer List.



2. Open the Layer List and find the layer to change the pop up. Select "..."/>

3. Choose Enable/Disable pop-up.

Land Parcel Boundaries: Oceanic Dr

Zoom to

NAME	
address_format	227 Oceanic Dr BOKARINA QLD 4575
address_short	227 Oceanic Dr BOKARINA
area_units_desc	SQ METRES
electoral_div	3
house_no	227
land_area	600.00
land_no	1419306
locality_name	BOKARINA
lot	258
lotplan	258B96011
plannum	B96011
postcode	4575
property_name	
property_no	187765
street	Oceanic
street_name	Oceanic Dr
street_number	227

2 of 2

