Community Action for Nature Map: User Guide

Welcome to the Sheffield and Rotherham Wildlife Trust Taking Action for Nature map user guide. This guide will walk you through the main functions of the map and should be used as a beginner's guide (watch the video first) as well as a reference tool for the functionalities of the web application.
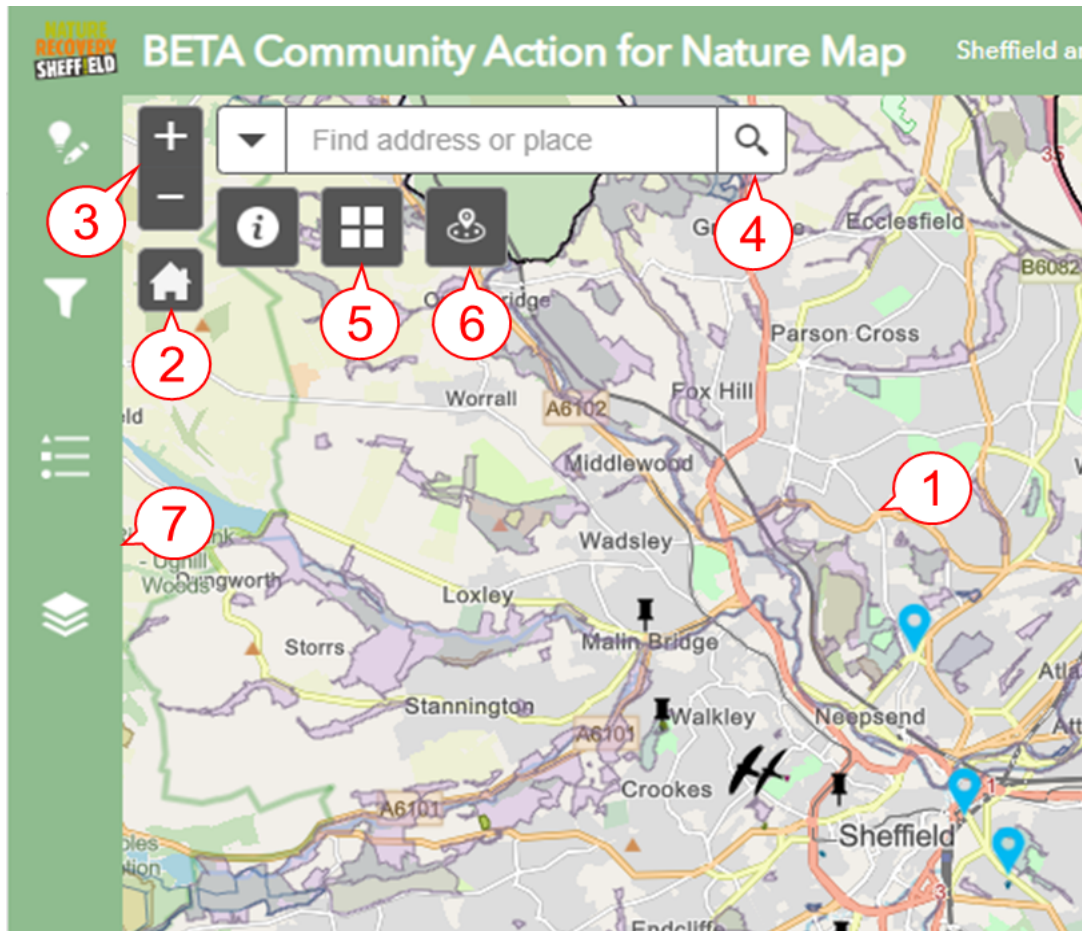
We would like to acknowledge the University of Sheffield and the project students who produced the foundation framework of the map and first draft of this document.

During the user guide, items in square brackets [X] refer to diagrams in the guide. Use the contents page below to jump to a specific section of the user guide.

Contents

Web Map Window

This is how the map appears upon opening the application, centred on the Sheffield and Rotherham area, to get started, familiarise yourself with the page layout using the guide below.

[1] The main map window shares similar navigation tools to other online mapping and users can pan and move the map by clicking and dragging using the mouse.

[2] The home icon will return the map to the default view and zoom level.

[3] Zoom controls allow scaling of the map which can also be controlled using the scroll wheel on a mouse or pinching on a trackpad.

[4] The search function finds locations such as street addresses, grid references, or postcodes within the map.
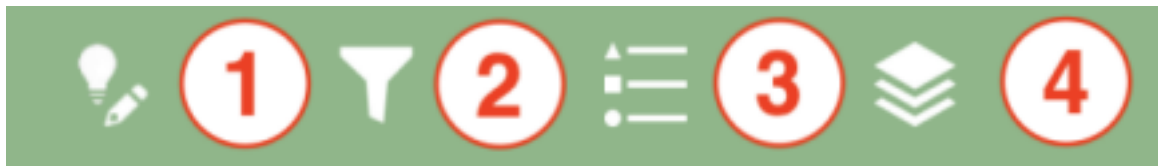
[5] Base layer controls allow the background map onto which the layers are displayed to be changed; we recommend the default 'OSM mapping' for its clarity and simplicity or 'Imagery' for an aerial satellite view.

[6] The near me function allows you to identify all activities within a set radius of a given location such as street addresses, grid references, or postcodes.

[7] The left-hand bar, which once clicked opens up to the working window, shows a number of tabs that contain tools to use within the online map.

Working Window

The working window controls change between the 4 toolkits used for data manipulation in the web application. These are:

[1] Add Data - Contains tools for adding data including points, shapes, events and nature recovery groups..

[2] Filter Data - Filter the data that is displayed in the map window.

[3] Legend - Displays a complete legend of the layers in the current map window.

[4] Layers – Controls for the available layers in the map window.

Add Data

This tab allows access to the tools for adding, removing, and editing data. It will bring up 4 options for adding data to the layers in the map, including point, shape, event, and group as seen in the sections below.

Take a moment to decide what type of record you are adding to the map. For example, if you are planting an individual tree then you will need the Community Conservation Action point layer. Alternatively, if you are planting an area of tree such as an orchard then you would need the Community Conservation Action area layer.

a) Community Conservation Action - Point Feature

This is for recording features in a specific location or cannot be displayed as an area, for example a bird/ bat box or an individual tree.

To add a point to the map, click the 'New Feature' button for the point layer and then navigate to the point on the map it should be placed and click. This will add the point feature and open a box containing the relevant data fields for the point in the working window on the left-hand side of the screen.

[1] These fields are used to record who is leading the project, what activities are taking place (from a list of predefined options set out by SRWT), their completion level as well as a date function to record when it has been completed. **Note:** if the box is highlighted red with an '*' it must be completed to submit the record.

[2] This box allows users to input a description of the activity and can be used to include useful information such as:
- A description of what is taking place
- A link to a website, for example a Facebook event.

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[3] This allows users to attach files such as photos, videos and documents.

[4] Save - this will save and create the activity record, placing it on the map for all users.

PLEASE NOTE: Once submitted a record cannot be edited or updated within the map. If a record needs altering please contact f.tomlin@wildsheffield.com outlining the changes that need to be made.

b) Community Conservation Action – Shape Feature

This is used for recording features that can be displayed as a user-drawn area on the map; for example, an area in which tree planting or litter picking is taking place.

To add a shape to the map, click the 'New Feature' button for the shape layer and then navigate to the first point of the shape to place on the map and click. From this, each movement and subsequent click of the mouse will draw another point.

Once the shape is complete, double click to finish drawing the shape, it will autocomplete by connecting to the first point. Then fill out the relevant fields for the activity in the box in the working window.

Note: When adding a shape please only add the area of the activity rather than the whole site/ park etc.

c) Community Event

This is used for marking an upcoming or ongoing event at a location on the map; for example a guest speaker lecture that map users may be interested in.

To add an event to the map, place the location marker for the event in the same way as a new point feature and then fill out the relevant fields for the event in the box in the working window.

Note: Don't forget to add a link to the event page for ticket booking.
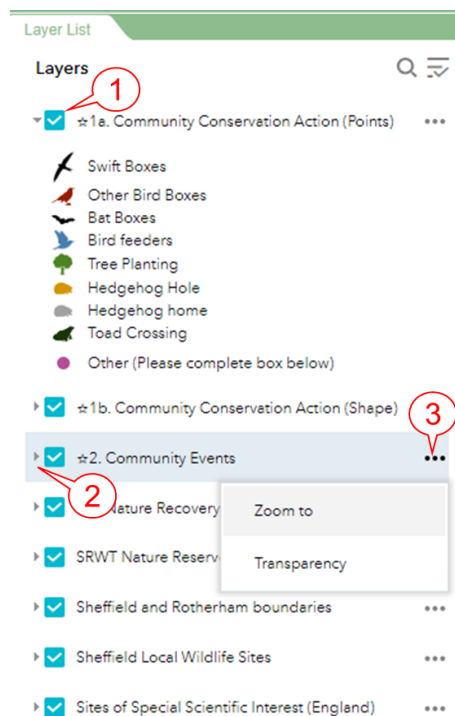
d) Nature Recovery Group

This is where you can add your group that is taking action for nature to the map and include information such as websites or social media pages.

To add a new group to the map, place the location marker for the event in the same way as a new point feature and then fill out the relevant fields for the event in the box in the working window. You can either put the location as your organisation location, the main location for meetings, or the centre of the area you work in.

There is an option to have an email address for the group to be made public on the map to allow other users interested in your group to get in touch. If you select 'No' for the email address consent question, the email will be removed from the map and only viewable to the map administration staff.

Layers

This tab shows the available layers for the map. Each of the layers displayed can be toggled on or off, expanded to view the legend for that layer as well as changing the way each layer is displayed within the map window.

[1] Checkbox to toggle the layer on or off within the map window.

[2] This arrow expands the view of that layer to show the associated legend (key).

[3] Clicking these three dots opens the layer options - this contains options for the layers' transparency and zooming to the overall extent of that layer.

Filters

This tool filters the data displayed on the map using any combination of several variables.

[1] Using the drop-down selection boxes for each layer under its relevant tab, it will update what is displayed on the map according to the variables selected from these.

[2] Toggled filters on and off using the button in the upper right-hand corner of each layer box.

[3] Some fields, such as for the Events layer, allow you to enter specific text to search items on the map e.g., Litter Pick.

Hints and Tips

- If you are struggling to find the exact location for your action, try switching the base map to 'Imagery' which is a satellite imagery base map.

- When adding an action which is an area/ shape such as tree planting within a park, please only add the area of the planting rather than the whole park.

- If you find the map to be too busy, go to the layers tab where you can turn off layers you do not want to see or are getting in the way to focus the map on what you are interested in.