



FS GIS Portal & Redlines How-To Desktop & Tablet

Purpose

- The purpose of the FS Redlines tools is to allow FS staff to mark data and areas that need updates in our GIS system
- This document describes
 - How to access and use the tool
 - Gives an overview of the tool and navigation of its parts

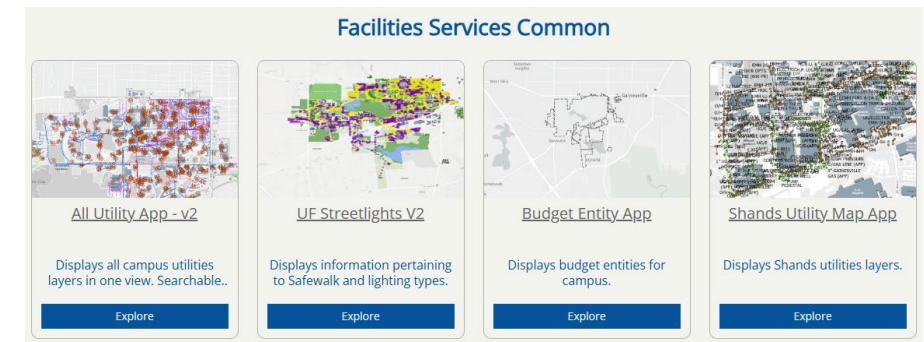
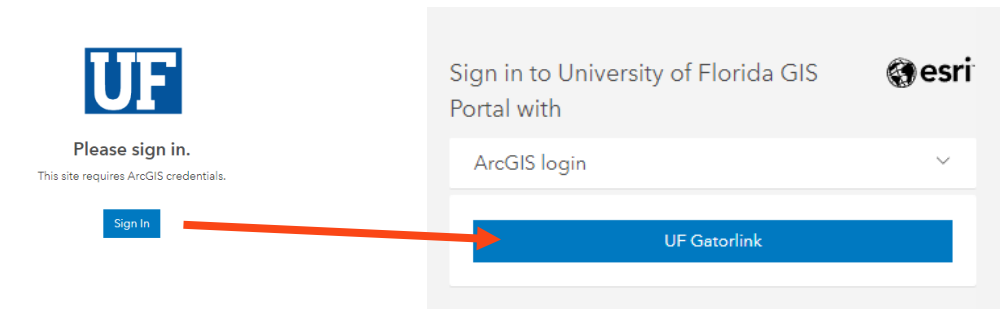
Access FS Tools

Access the GIS Portal

- Go to <https://gis.ufl.edu/>
- Click on Facilities Services
 - Click Sign In and use the UF Gatorlink
 - Your user name is your gatorlink name WITHOUT @ufl.edu
- What you see in the portal depends on the AD group to which you belong, e.g. , the Electric group will see Electric-specific apps, etc.
 - ALL FS employees should be able to see the Common Apps



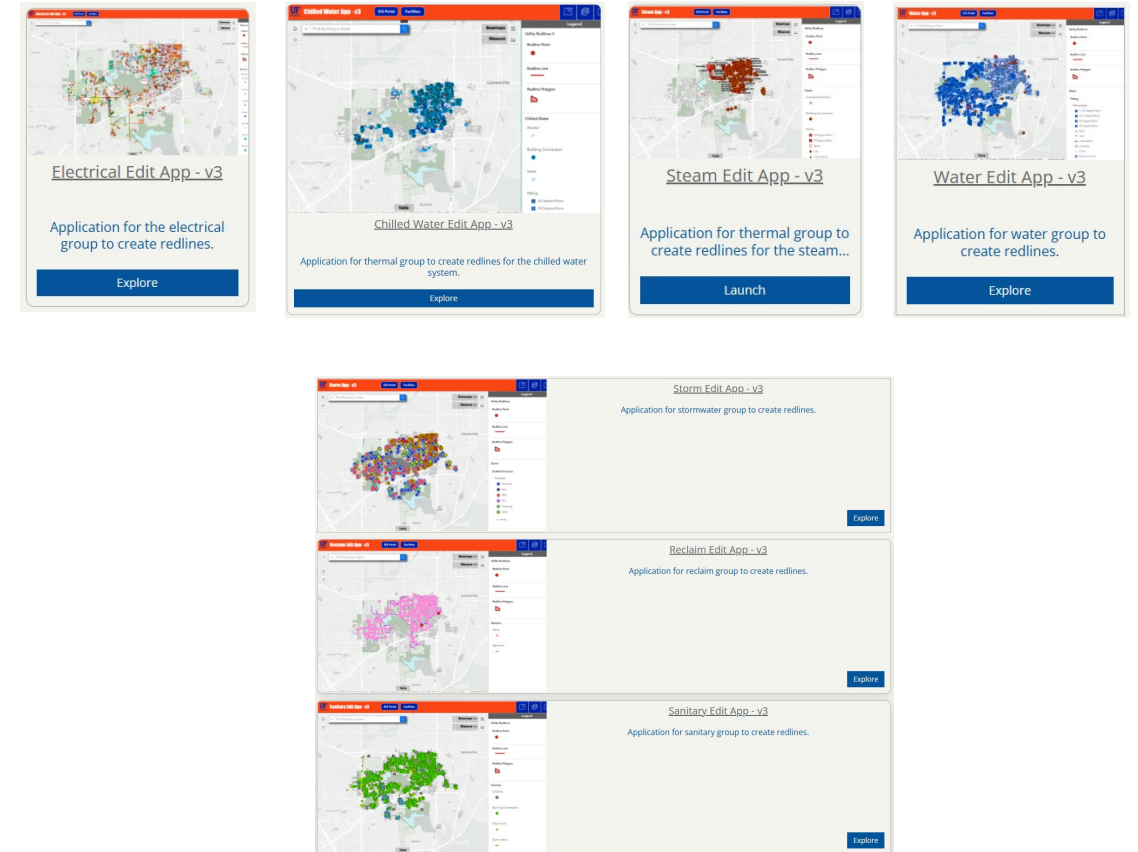
FACILITIES SERVICES



Access FS Redlines tools

Choose an App

- Select a Redline App
 - Redlines are only available in Edit Apps.
 - Please allow time for the app to load.
 - Some services are only started when needed, which can cause a brief delay.
 - We're actively working on ways to improve the startup speed.



Overview of Redline App*

Links

Layers Edit Print
Legend

Home
Locate

Search

Basemaps
Measure

Basemaps
Measure

Legend

Utility Redlines

Redline Point

Redline Line

Redline Polygon

Water

Well

Water Pipe

Service Type, Owner

Fire, City

Fire, UF

Potable, City

Potable, UF

Abandoned Water Pipe

CAD Info

*Although this is the Water Edit app, all Edit apps have the same layout and functionality

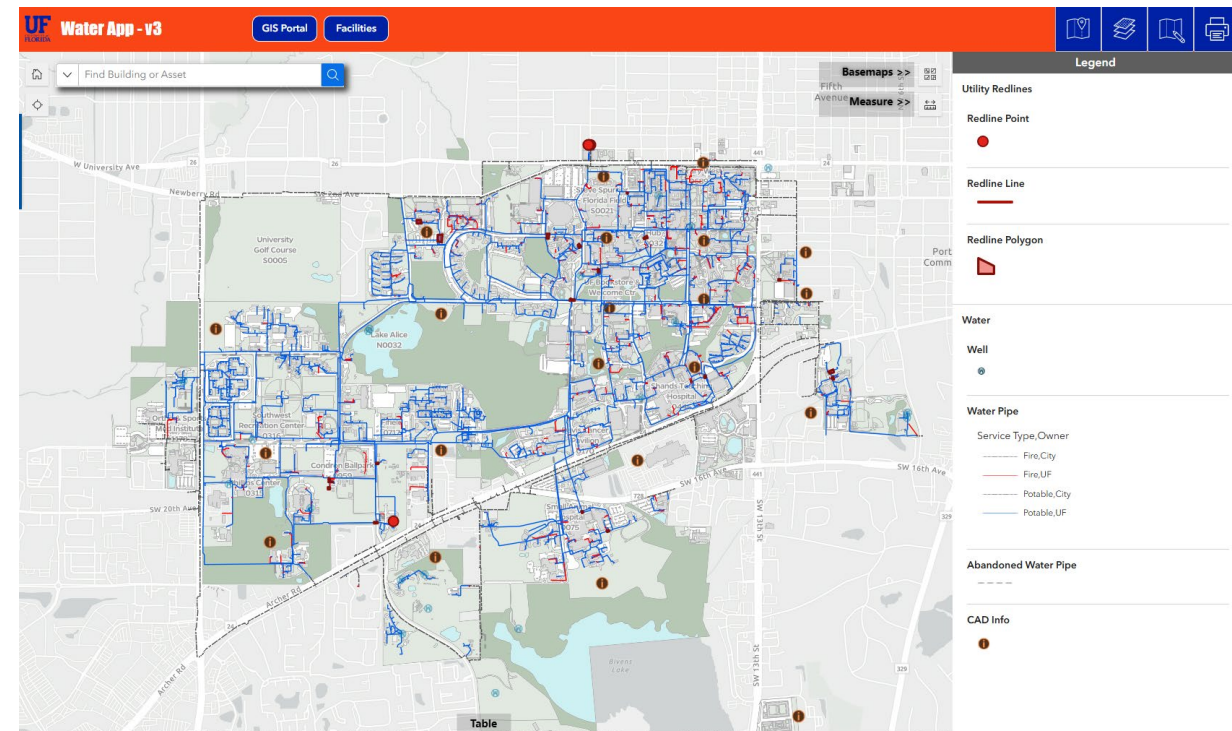
Attribute
Table

Table

Navigation

Map

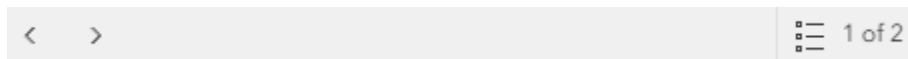
- Zoom: Mouse scroll wheel
- Pan: Press and hold left mouse button
- Click on items: left mouse button
- View Legend: 
- Turn layers on/off: 
- Change Basemap: 
- Return to Original Map Extent: 
- Find my Location: 
- Search for Building or Asset Number / Name:

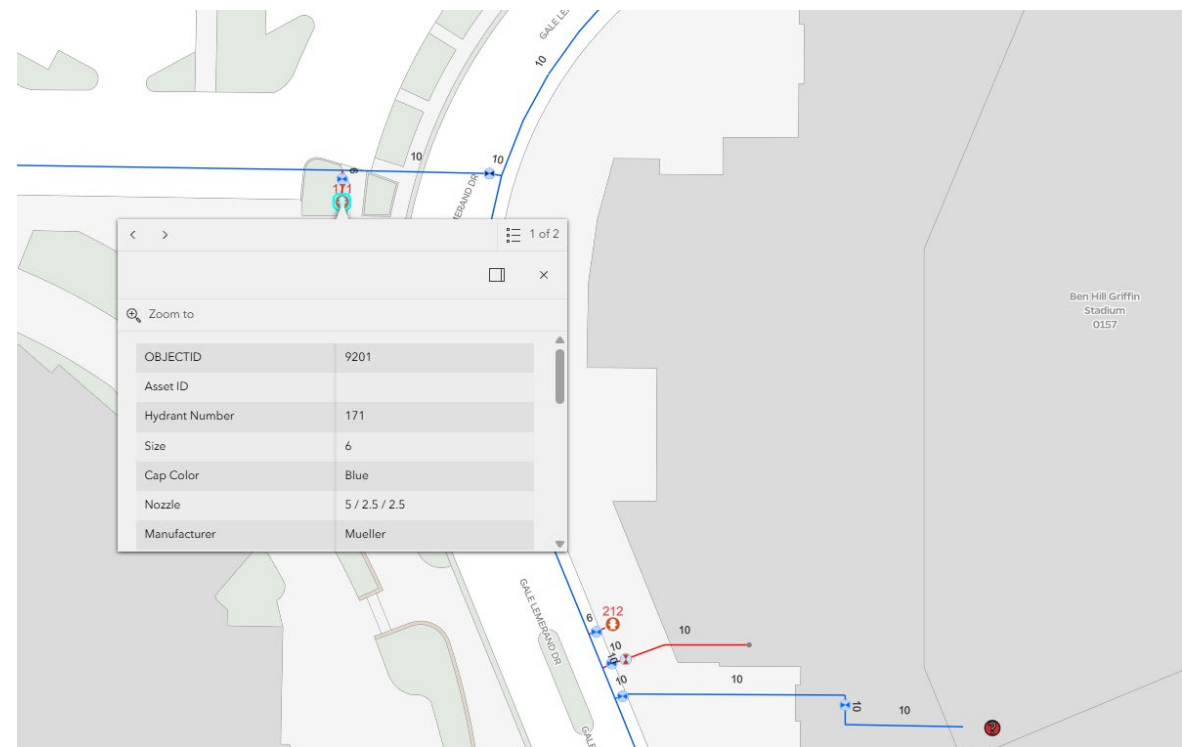
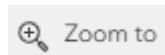
Accessing Information

Pop-Ups

- Click on items to bring up information about that feature, scroll through the pop-up to see all the information
- The number of features selected appears in the corner of the pop-up
 - If there is more than one feature, click the arrows to see information about others



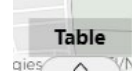
- Click 'Zoom to' zoom into the feature



Accessing More Information

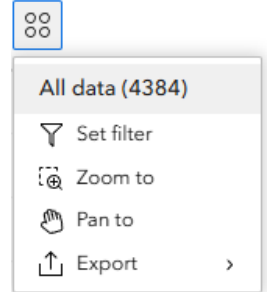
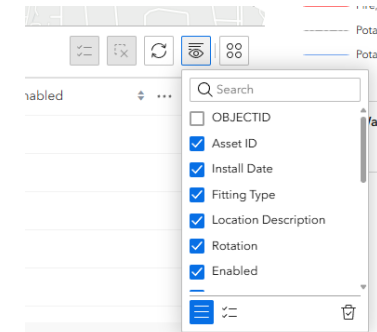
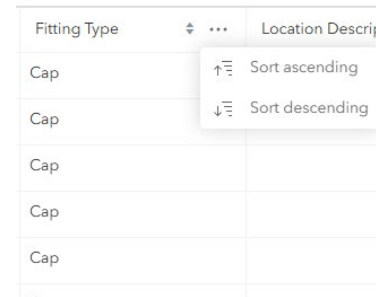
Attribute Table

- To access all the information for a feature type, click on the arrow at the bottom of the screen
- Click the dropdown arrow to select the feature you want
- Sort table by clicking on the arrows or three dots next to the field and sorting accordingly
- The Eye allows you to view/hide columns
- The options button allows more functionality: filter, zoom, pan, and export (JSON, CSV, GeoJSON)
- Clicking a feature in the table will make the map zoom to that feature
- Close the table by clicking the arrow at the top of the table



A screenshot of the attribute table interface. At the top, there is a map view and a toolbar with icons for zoom, pan, and other map functions. Below the map is a dropdown menu set to 'Fitting'. The main part of the interface is a table with the following columns: Asset ID, Install Date, Fitting Type, Location Description, Rotation, Enabled, and Active. The table contains several rows of data, with 'Fitting Type' consistently being 'Cap' and 'Rotation' values being 45 and 0. The 'Enabled' column shows '1' for all rows, and the 'Active' column shows 'True'.

Asset ID	Install Date	Fitting Type	Location Description	Rotation	Enabled	Active
		Cap		45	1	True
		Cap		0	1	True
		Cap			1	True
		Cap			1	True
		Cap			1	True
		Cap			1	True



Printing

Print

- Click on the Print button
- Change settings in the Print template tab as needed
 - Expand the Advanced options for more map options
- Click Print at the bottom
 - Your map will appear on the results tab.
 - Be patient, it may spin for awhile
 - When the map is ready a (1) will appear next to the Results

A screenshot of the "Print template" tab settings. It shows a dropdown menu for "Template" set to "A3 Landscape". Below it is a text input field for "Title" containing "ArcGIS Web Map". At the bottom, there is a collapsed "Advanced" section with a downward arrow.A screenshot of the "Print template" tab settings with the "Advanced" section expanded. It shows the same "Template" and "Title" settings. Under "Map printing extents", the "Current map extent" radio button is selected. Other options include "Current map scale", "Set map scale", "Layout options", "Author", "Copyright", "Include legend" (checked), "Include north arrow", "Scalebar unit" (set to "Miles"), "Print quality" (set to "96"), and "Include attributes".A screenshot of the "Results" tab. It shows a map preview of the "ArcGIS Web Map" with a close button (X) in the top right corner. The tab is labeled "Results (1)".

☐ Show print area

Print

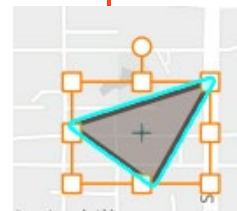
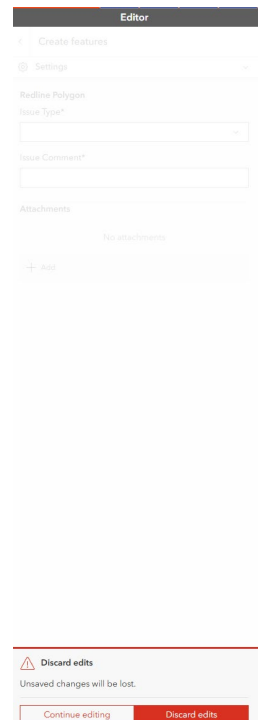
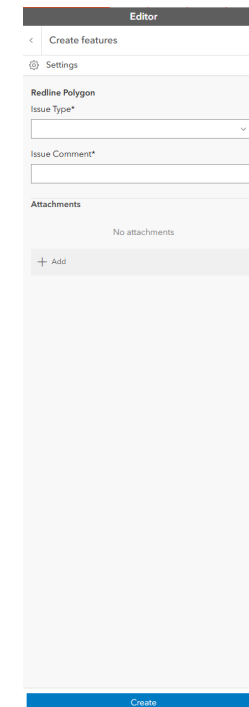
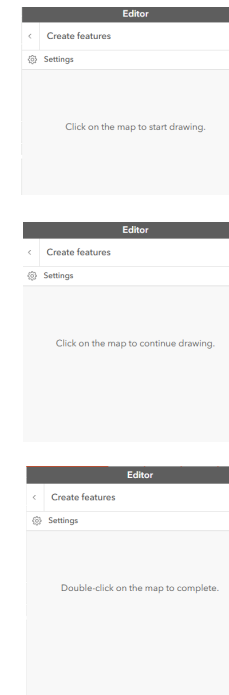
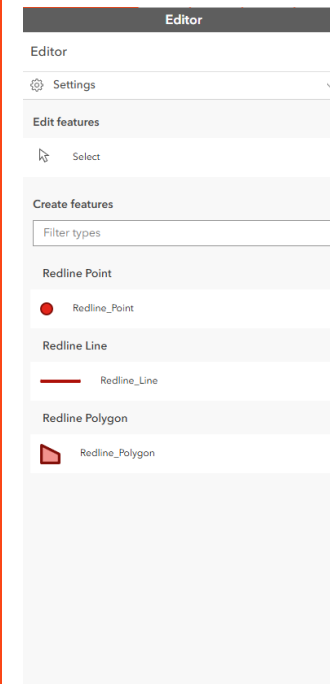
☐ Show print area

Print

Adding Redlines

Editor

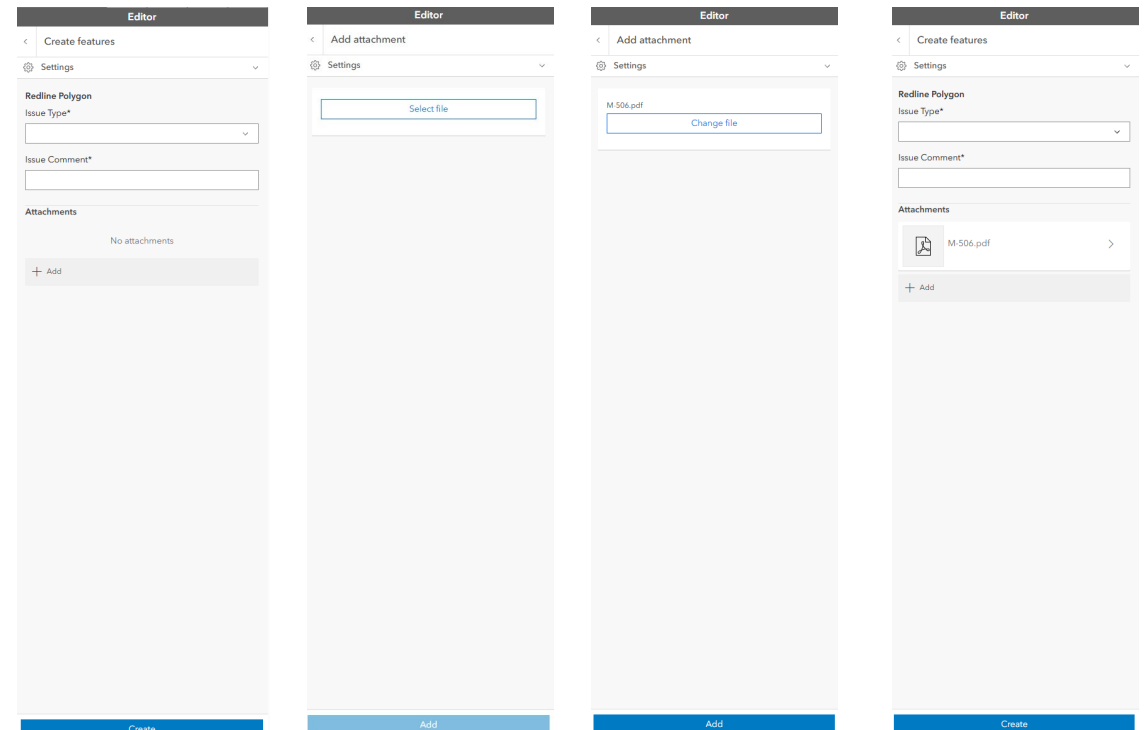
- Click on the Edit button 
- Select the feature you want to create: Point, Line, Polygon
- The tool will guide you through creating the feature
 - Click on the map where you want the feature to start
 - Draw your feature
 - Double click to complete the feature
- Complete the information associated with the feature and Click Create
 - To adjust the size, shape, or location of the redline, click on the redline and adjust
 - Clicking the Back arrow or another button will produce a warning to Continue editing or Discard edits



Adding Attachments to New Redline

Attachments

- Click the + Add button to add an attachment
 - Select your file and click Add at the bottom of the Editor pane
 - The file will appear in the Attachments section
 - You can add multiple attachments
- It is very important to add attachments to your Redline, because it provides more information when making edits to GIS
 - Attachments can be: hand sketches, snapshots from a set of plans, photos, etc.
- You can also use the redline app to draw in the missing data that needs to be added to GIS



Feedback

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- If you need technical support or to report an issue, submit a BILI ticket or send an email.
- Please contact us with questions or comments.
- Together, we can make better products that best serve your needs.



BUSINESS AFFAIRS
TECHNICAL SERVICES

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<https://bats.businessaffairs.ufl.edu/>