User Guide
MapItFast Website

Learn the features and functions of the MapItFast website to get the most out of your mapping and data collection experience

Last Updated:
January 2017

Disclaimer

The use of GPS devices, tablets and smartphones with MapItFast and associated AgTerra products

The internal GPS in your device can be used independently from online services to automatically set location information in the app, which is recorded as latitude and longitude.

GPS accuracy may be influenced by topology, environment and equipment. Furthermore, the accuracy of the maps used in MapItFast (and its associated products: Strider, SprayLogger and TrackItFast) are not guaranteed. Please use care when using MapItFast.

MapItFast requires online data transfers for some features, such as accessing online maps and sharing exported files. Accessing these features over data network services may incur costs from your provider. If you use the app and data services on your tablet, you are responsible for any fees that your service provider charges. Your service provider is not the provider of MapItFast.
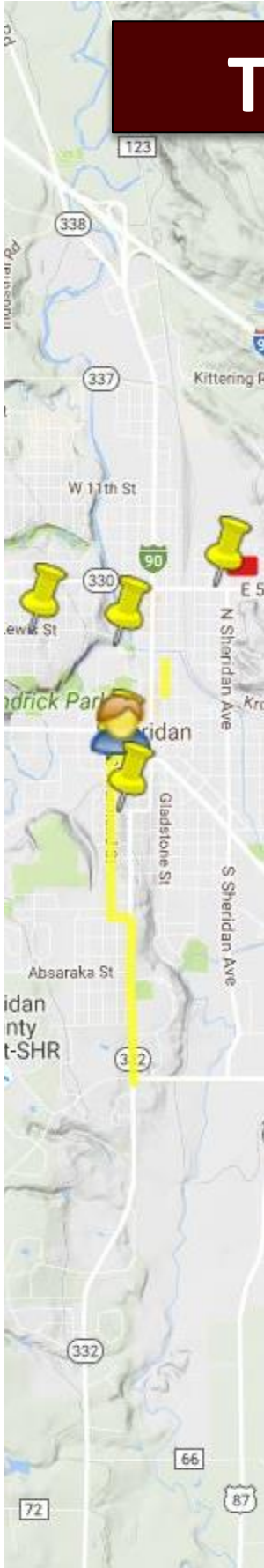
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Mapping and Data Collection Systems

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Introduction

Welcome to the help guide for MapItFast online. MapItFast is designed to be the easiest way to gather and map point, line, polygon and camera images to create maps that may be easily shared with others. MapItFast is comprised of a field data collection component (Android smartphone or tablet) and a cloud services component for map management, sharing, and storage. With MapItFast, you have the ability to allow teams to collaborate on the same project in near real time. Maps may be shared with others and/or exported to formats accepted in third party GIS software such as Google Earth and ArcGIS.

This help guide is designed to walk you through the operation of MapItFast on the MapItFast Website. Please feel free to contact us at mapitfast@agterra.com or call us directly at 1-866-408-2675 if you need additional help or would like to receive assistance via a live web meeting.

Login

Go to http://www.agterra.com/login/ and click the MapItFast login button at the bottom left of the screen. You can also use this window to navigate to the login pages for Strider and SprayLogger.

After clicking the login button, you will be directed to the MapItFast login page.
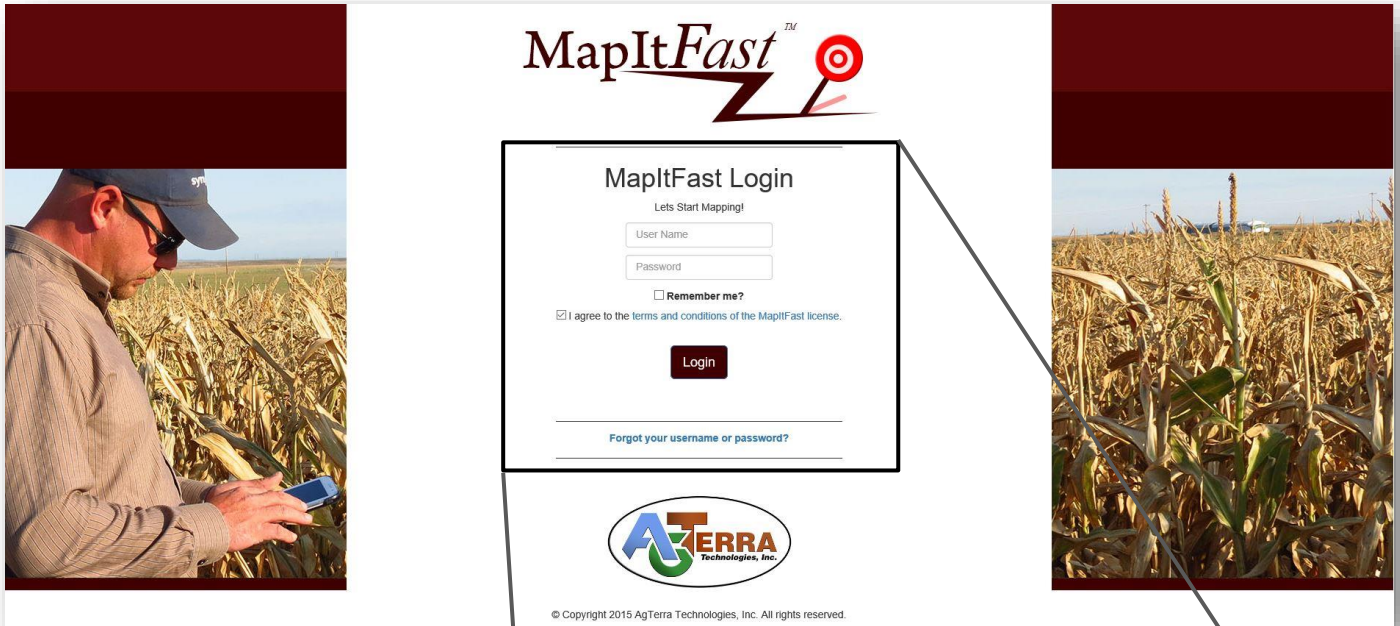
Don't forget to check the box agreeing to the terms and conditions of the MapItFast license!

Forgot your username or password? Click this link to have a temporary password sent to the email address associated with your account.
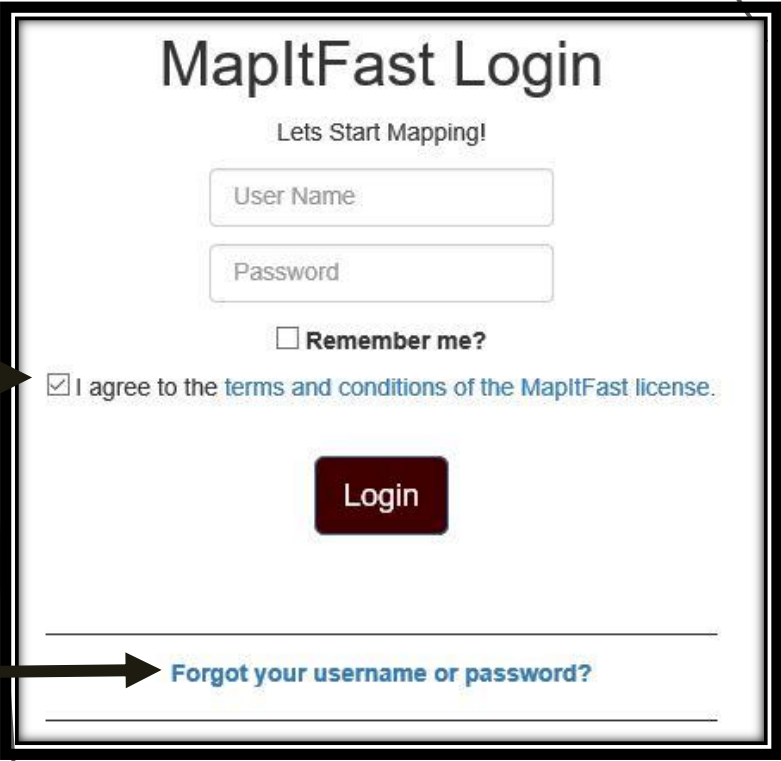
Reset Your Password

If you forget your password and have to log in using a temporary password, you can change it by going to Users and clicking **Change Password**. You will be asked to enter your current password, provide a new password, then enter it again to confirm your changes.

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

Account Information

Current password

New password

Confirm new password

Change Password

Update Account Information

You can update information about your account by going to Users and clicking **Personal Information**.

Personal Information

The name and email associated with an account can be edited here.

First Name

Last Name:

Email:

Display Metric: False

Save

Back to List

Need metric units?
Select True from the dropdown list to change map units to metric.

Note
Some menu options and activities are only available to administrators. This guide covers administrative as well as more limited user options. If you see an option in this help guide that is not available in your account, check with your administrator.

MapIt*Fast*

Map Viewer

MapItFast opens with a map viewer and Google Terrain basemap. The map will be centered on the address associated with your account.
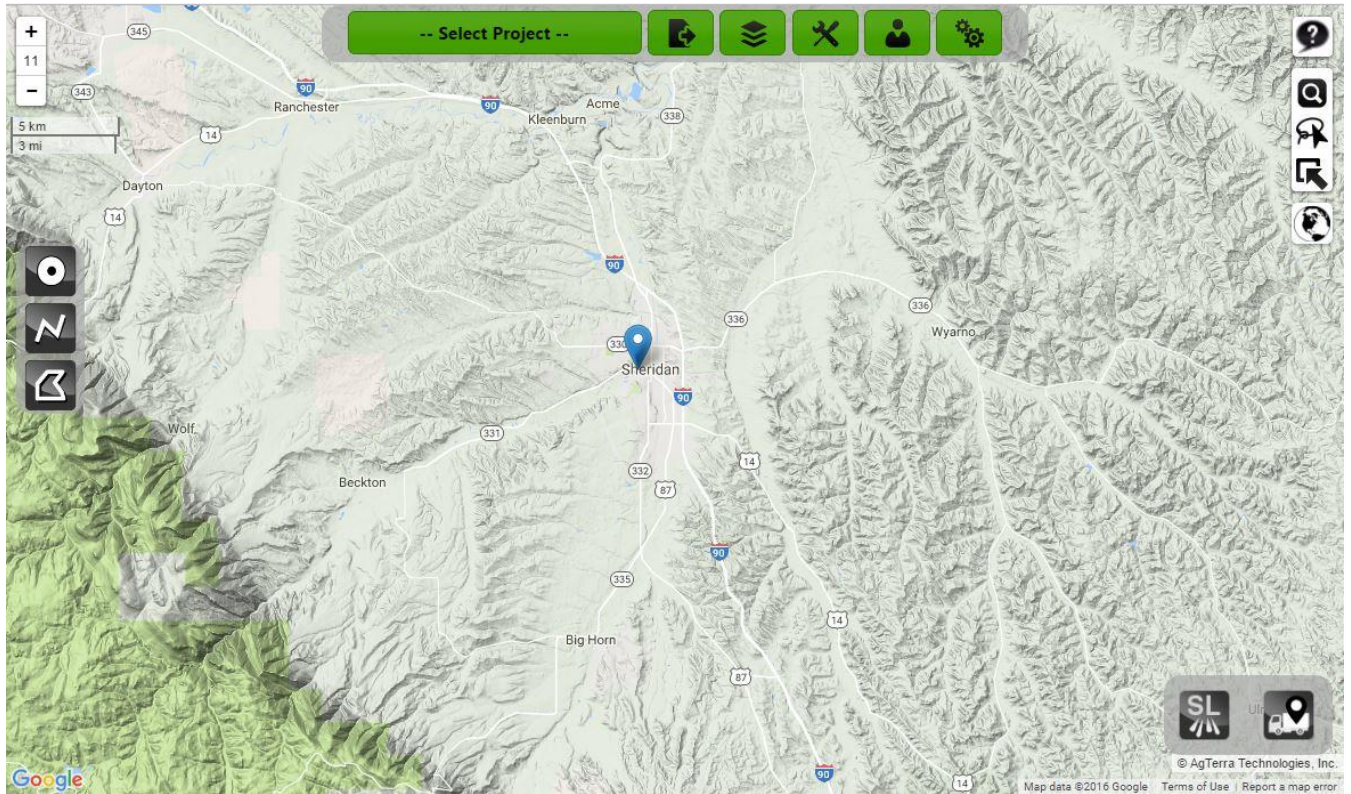
Map Navigation & Basemaps

Zoom functions are available in the upper left hand corner of the map viewer. Users may also zoom in and out using the scroll button on their mouse and pan by clicking and holding the left mouse button.

Users can choose from five different basemaps- Bing Aerial, Google Terrain (default), OpenStreetMap (OSM), Google Aerial, and Google Hybrid.

The number between the zoom in and zoom out buttons refers to the map "zoom level." These numbers directly correspond to the same zoom levels on the app.

The basemap button is located on the right-hand side of the map viewer just below the search and select tools.

○ Bing Aerial
● Google Terrain
○ OSM
○ Google Aerial
○ Google Hybrid

MapIt*Fast*

The Project Menu

MapItFast data is collected and managed through Projects. Projects are synchronized with mobile devices and can be shared with authorized users. The Project Menu allows users to create a new project or load, share, rename or delete an existing project.

Projects may be shared with single users or groups of users set up in the organization's account. If a project is actively in use in the field, the online map will be update periodically with a user's last known positions in as little as 5 seconds. Team members must be working in the same project with an active data connection for their current position to display and they must have their device settings set to synchronize.

A folder system helps to manage multiple projects. Projects created on a device can be placed in folders online after they have been synced. Unassigned projects (such as those created on a device) automatically go in the 'Uncategorized Projects' folder. The last update time and user name are displayed next to each project. The folder name, or any changes to the folder, do not display to the Android user; he/she will only see the Project name.

Folders can be created to keep projects organized.

See more details about each project by changing the View Mode from Folders to Details.

Create new projects here. Some users may not have permission to create new projects.

The last update time and user name are displayed next to each project.

Right-click on a project to edit the name (Edit), change project permissions (Share), or remove a project and its data (Delete). Some users may not have permission to make changes to projects.

After the chosen project has loaded, features (data items including points, lines, polygons and camera images) will be displayed.

The green bars in the lower left corner of the screen show the status of your project. It may take a moment or two for all objects to load in larger projects.
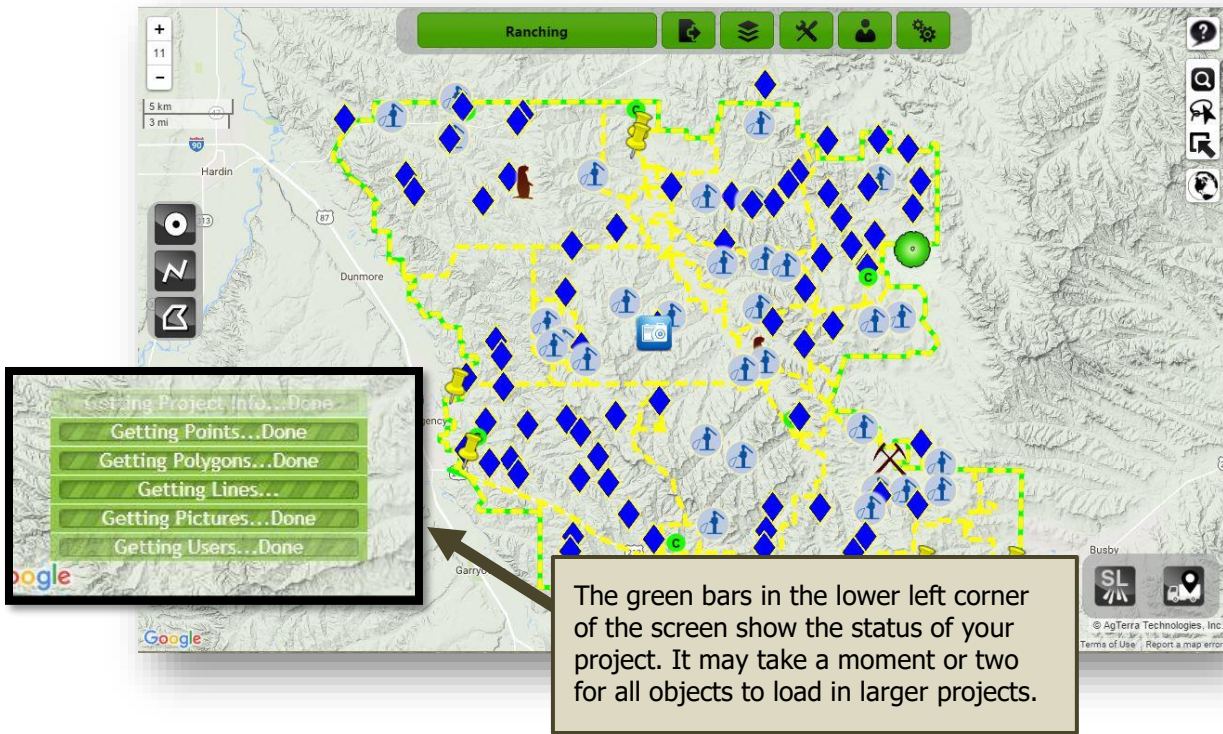
Objects in a map are created using either MapItFast mobile or by adding new features (or editing existing features) on the Internet map viewer. Clicking on a point or camera icon, line or polygon object will bring up all data associated with that object. An example showing a picture item is shown below:

Click on the tabs above to see the object description and view any attached forms.
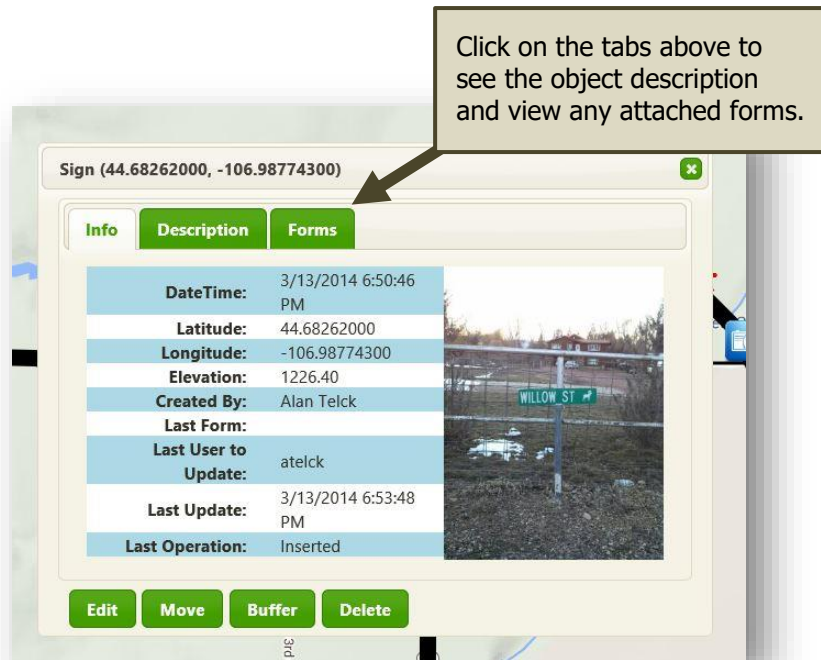
Add Data

The MapItFast online viewer allows users to add new points, lines and polygons to a new or an existing map. To add a new point, line or polygon, click on the button (located on the left hand side of the map viewer) for the feature type you would like to create.

Point

Line

Polygon

Click the Point button to add a point object to the map. Your cursor will become a blue teardrop shape with instructions to add a point.

Click the Line button to add a line. Your cursor will become a blue teardrop and you can begin drawing your line, clicking at each vertex. You can also create a continuous line by clicking and holding the mouse button. Click the last point again to end your line.

Click the Polygon button to add a polygon object. Your cursor will become a hand and you can begin drawing your polygon. You can click once at each vertex or click and hold to draw a continuous line. Click the first point of the polygon to finish the drawing.
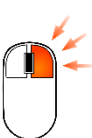
If you draw a line, MapItFast will calculate the total length (in feet) and display it in the object Info window. If you draw a polygon, the area (in acres) will be displayed in the Info window.

Edit/Delete Features

There are two ways to edit or delete a feature in MapItFast:

Left-click
Left clicking on a feature will open the Object Info window which will have buttons for Editing and Deleting an object.

Right-click
Right clicking on a feature will bring up a menu with options for Editing, Deleting, Copying, and Moving an object.

Polygon (3.5 Acres)

| Info | Description | Forms |

Start:	2/17/2016 4:26:14 PM
End:	2/17/2016 4:26:14 PM
Area:	3.5 Acres
Created By:	Bethany Drury
Last Form:	
Last User to Update:	Bethany
Last Update:	2/17/2016 4:26:14 PM
Last Operation:	Inserted

Edit **Move** **Buffer** **Delete**

E 6th St   E 6th St

N Custer St

N Sheridan Ave

Open
Edit
Delete
Move This to Project
Copy This to Project
Copy This to Layerset

Edit a Point

Name
Hydrant

Description
File ▾ Edit ▾ View ▾ Format ▾

Formats ▾ **B** *I*

Hydrant #45
High Street and S 3rd St

p » strong

▸ 📁
▸ 📁 Agriculture
▸ 📁 Forestry
▾ 📁 Ranching
  ○ ▦ gate-ranching.png
  ○ grouse-ranching.png
  ○ oil-ranching.png
  ○ prairie_dog-ranching.png

Creator
atelck

Save **Cancel**

The point name can be changed here. This is the primary text that appears when you hover over an object in the map.

Give the point a description here. You can be as descriptive as you need and use text formatting to emphasize words or create a list of notes.

Change the point symbol here. Points may be uploaded and then sorted into folders in the Icon Admin page.

Big Horn

© AgTerra Technologies, Inc.

Edit a Line

Name
Road

Description
File ▾ Edit ▾ View ▾ Format ▾

Formats ▾ **B** *I*

High St

p

Width (in pixels) 3

Style Solid

Color #1c27f0ff

Creator
atelck

Save **Cancel**

The line name can be changed here.

Give the line description. This text will appear beneath the Object Name when you hover over it in the map.

Change the line width here.

Choose a solid or dashed line.

Change color and transparency of the line with the color picker.

The original creator of the object is shown in the dropdown list. Name can be changed if necessary.

You can also adjust the vertices on lines and polygons when the Editing window is open.
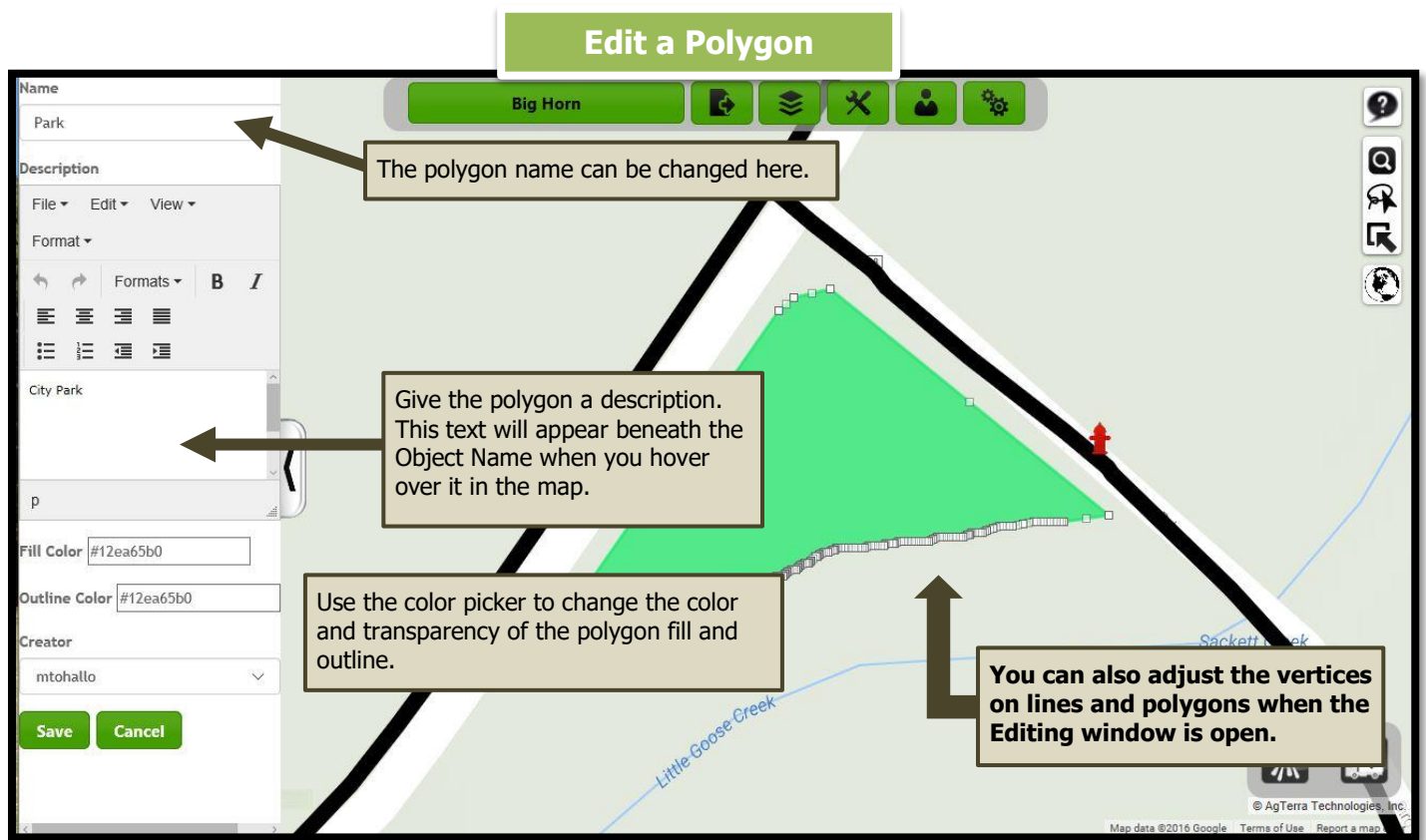
Big Horn

Badger Fence

High St

S 2nd St

MapItFast

Name

Park

Description

File ▾   Edit ▾   View ▾

Format ▾

↶ ↷   Formats ▾   **B**   *I*

City Park

p

Fill Color #12ea65b0

Outline Color #12ea65b0

Creator

mtohallo

Save   **Cancel**

Big Horn

The polygon name can be changed here.

Give the polygon a description. This text will appear beneath the Object Name when you hover over it in the map.

Use the color picker to change the color and transparency of the polygon fill and outline.

You can also adjust the vertices on lines and polygons when the Editing window is open.

Sackett Creek

Little Goose Creek

© AgTerra Technologies, Inc.

Map data ©2016 Google   Terms of Use   Report a map
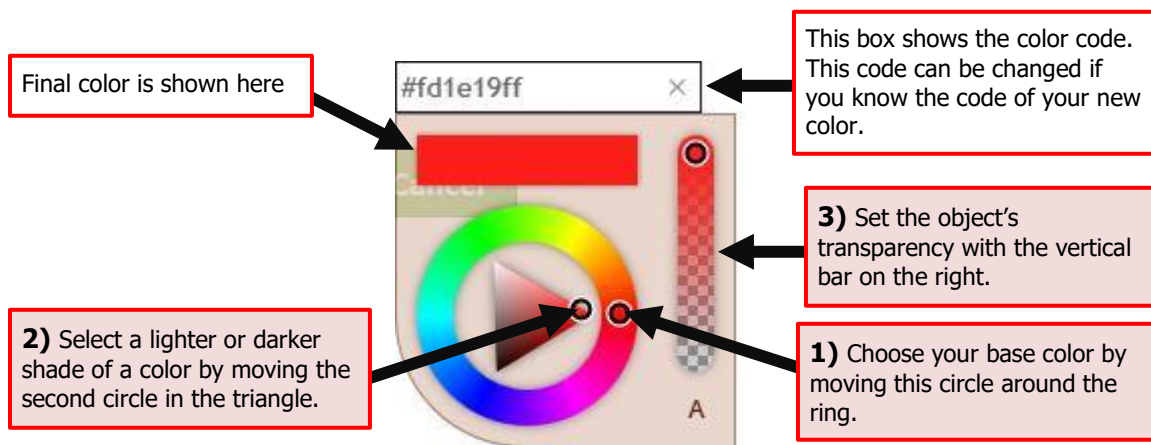
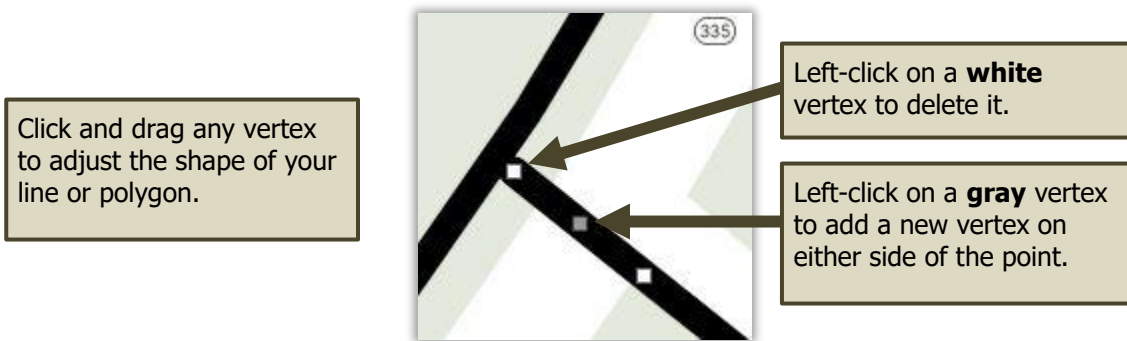**Remember to click Save to finalize your changes!**

Be sure to select the "Save" or "Cancel" buttons to complete editing. Distance or area will be automatically recalculated and all edited and updated data is synchronized with other users.

Using the Color Picker

Final color is shown here

#fd1e19ff   ✕

This box shows the color code. This code can be changed if you know the code of your new color.

3) Set the object's transparency with the vertical bar on the right.

2) Select a lighter or darker shade of a color by moving the second circle in the triangle.

1) Choose your base color by moving this circle around the ring.

A

Edit Vertices

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Polygons and line objects may be edited by adding, removing and/or adjusting the location of vertices. When in Edit mode, the vertices will appear as small gray and white squares along the object. You can change the shape of a feature with the following actions:

Click and drag any vertex to adjust the shape of your line or polygon.

Left-click on a **white** vertex to delete it.

Left-click on a **gray** vertex to add a new vertex on either side of the point.

Copy/Move/Delete Features

Point, line, polygon and photo features on a map may be copied and/or moved to another project. Copying and moving features is a good way to keep projects organized and to combine mapped features from multiple projects and multiple users.
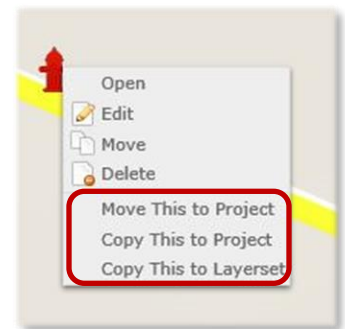
- **Move This to Project:** Removes the object from the current project and pastes it into the selected project.
- **Copy This to Project:** Leaves the object in the current project and creates a duplicate of the object in the selected project.
- **Copy This to Layerset:** Leaves the object in the current project and creates a duplicate object in the selected Layerset.

Single Features

An object can be copied, moved, or deleted by simply right-clicking on the object and selecting the appropriate action. This may be useful if only one object needs to be moved. If you need to copy/move multiple options at a time, you will want to use the method described below.

Multiple Features

Follow the steps below to copy or move multiple features from one project to another:

1) Click on the Select button located in the upper left portion of the Internet map viewer.
2) Click and hold the left　　　　mouse button and drag a box around the features that are to be copied or moved. Selected items will become "highlighted' by turning purple.
3) Use a right mouse click in the map viewer (in an area where items have not been selected) and the menu below will display:

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4) Choose whether to move or copy all feature objects to another project. An action box (shown above) will display allowing the user to move or copy the objects to a new or existing project.
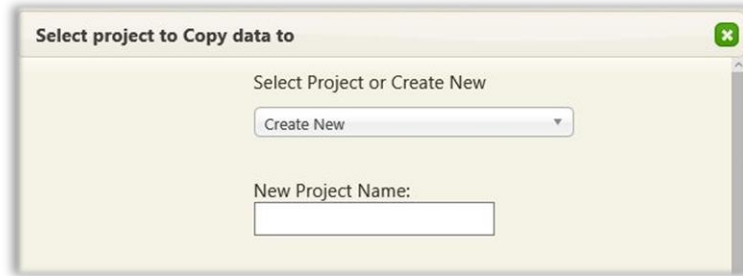
> **Hint:** *If you would like to add one or more features to a selection, or remove any from a selection, hold the "CTRL" key on the keyboard while selecting features you wish to add or remove.*
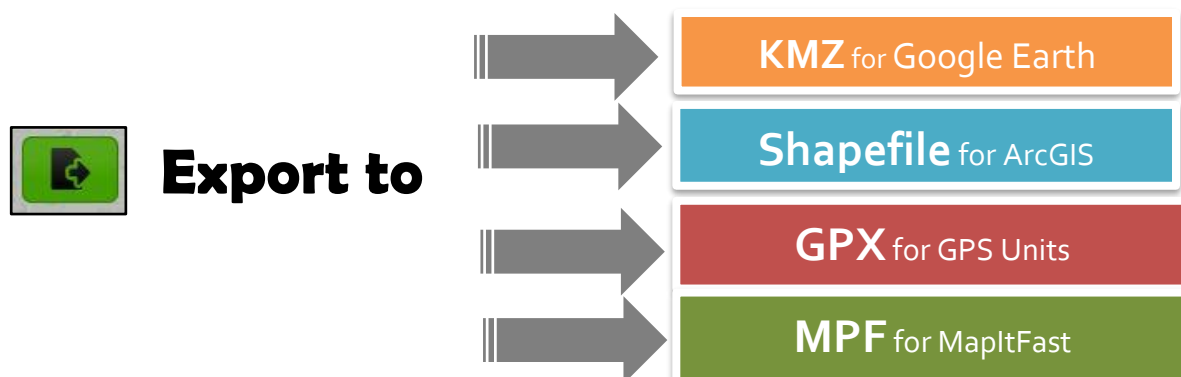
Top Menu

The menu bar is located at the top of the map and provides users with tools to export data, print maps, add layers, import GIS data, manage users and change general map related settings. The active project name is also displayed for reference.

Export Data

MapItFast projects and data may be shared with others or exported for use in third party GIS software systems such as Google Earth, ArcGIS, Delorme, All Topo, MapSource and others. One or all of the file formats (SHP, KMZ and GPX) are generally accepted in other GIS software applications.

Use the steps below to export one or many projects:

Select Project(s) to Export

- ▷ ☐ 📁 Agriculture
- ▷ ☐ 📁 Alan-Personal
- ▷ ☐ 📁 Client Projects
- ▷ ☐ 📁 Demo
- ▷ ☐ 📁 Fire
- ▷ ☐ 📁 Flying Related
- ▷ ☐ 📁 Kristof
- ▷ ☐ 📁 Ryan's Test Projects
- ▷ ☐ 📁 Travel
- ☐ 📁 Webinar
- ▲ ☐ 📁 Uncategorized Projects
  - ☐ 📄 (Restored) Natalie 2014
  - ☐ 📄 (Un-deleted Project) (Un-deleted Project) zrya

1 Select the project(s) to be exported

Select Item(s) to Export

☑ Points ☑ Lines ☑ Polygons ☑ Pictures

2 Select which features to include in the export (points, lines, polygons,

Select an Export Format

- ◉ Google Earth (KMZ)   What's This?
- ○ Shapefile (SHP)   What's This?
- ○ GPS Exchange (GPX)   What's This?
- ○ MapItFast Project File (MPF)   What's This?

3 Select the file format for export. *(Note: GPX format can only export points and lines).*

Export Name

Export Name: [   ]

Export

4 Give the export file a friendly file name and select Export. A message showing processing status will display. Once completed, the available download will be

Exports - Click to Download

Server last checked at: 5/29/2014 3:05:08 PM

Close Window

5 A list of available downloads will be displayed. Select the available download to download the file. Projects on this list remain active for 2 days before they are

Hint: a large project may take some time to process, so if your export file does not show up immediately in the Export box (Step 5), wait for it! It may take a minute or two.
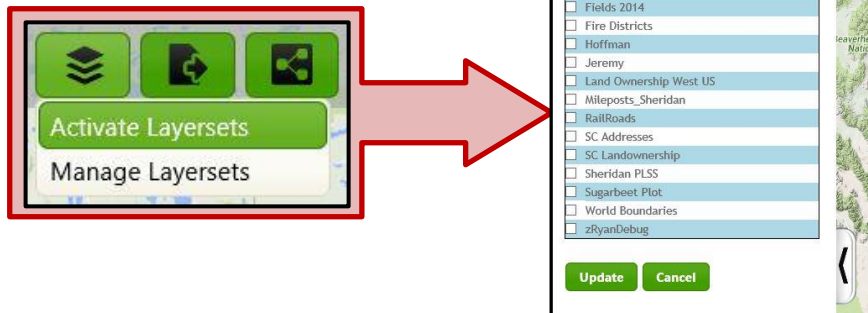
Layersets
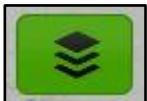
Layersets can be used as a reference to existing basemaps on the MapItFast app and/or the MapItFast Internet map viewer. They provide a faster, more efficient way to view large sets of data such as parcels or mileposts.

MapItFast

Activate Layersets

Users can turn layersets on or off by going to Layersets > Activate Layerset. A menu will open on the left side of the screen with all available layersets. Chose one or more layersets to display and then click the Update button. The layersets will begin to load on your map.

Manage Layersets (Administrators Only)

The Layers management page allows administrators to create new layersets and upload shapefiles to new or existing layers. Administrators can access the layerset management page by going to Layerset > Manage Layerset.

The following applies to MapItFast layerset management:

1) Imported data must be in Geographic Coordinate System (GCS) WGS-1984 projection or UTM projection.

2) Layer import is limited to 100,000 objects per layer and 500,000 objects for all layers in an account. An object is a single point, single line, or single polygon in a GPX or shapefile. For layer import of larger files, please contact AgTerra.

3) Layers are imported as ZIP files. Zipped shapefiles include the files with SHP, SHX and DBF extensions. The PRJ extension is optional if uploading in GCS WGS84, but required for UTM projection. For GPX files, simply zip the GPX file to prepare for import. Zip files must be under 5 MB in size. Contact AgTerra for assistance with larger files.

4) Different layer types can be stacked into one layerset. That is, point, line and polygon layers can be combined to create a single layerset overlay that is served to all users (online and mobile) on any project.

5) Symbology may be applied to imported shapefile attributes making it possible to color code lines and areas based on information contained in the DBF file used with shapefiles. Furthermore, features may be labeled based upon the same attribute or another attribute and made to display only at certain zoom levels.

6) Transparency may be applied to the symbology. This is encouraged since the layersets may be viewed on different basemaps on the Internet and mobile based maps and it may be desirable to view the basemaps as well.
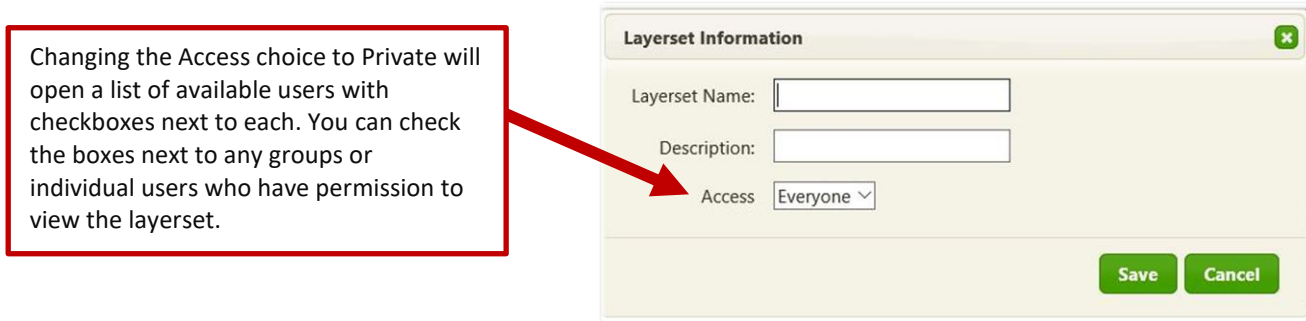
The DBF file used for import should only contain the data fields you intend to use for symbology and labeling. Extra data fields can greatly increase file size and decrease performance when visualizing the layerset.

Create a Layerset

Click on the Layers button to bring up the layerset menu displayed here. Then click on 'Manage Layersets.' To create a new layerset, select 'Create Layerset.'
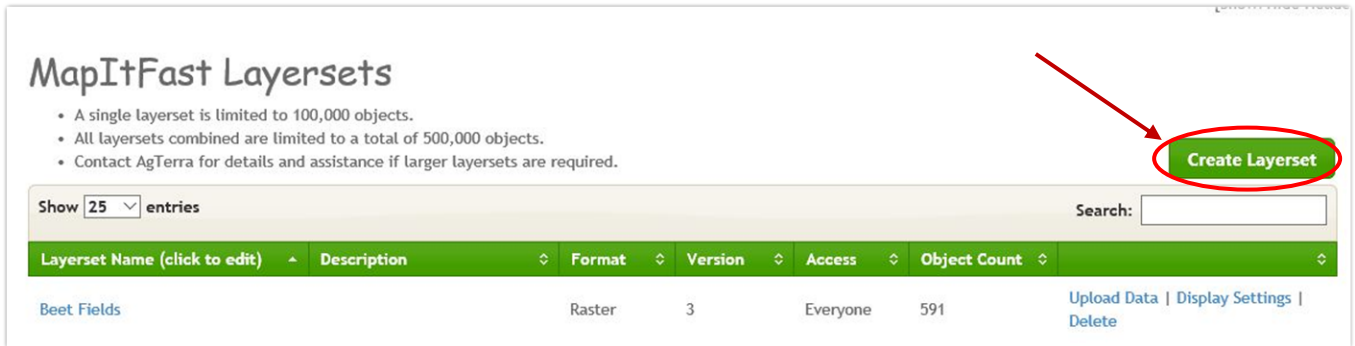
You can give your new layerset a name and description in the Layerset Information window. You can also choose to keep the layerset public or only allow certain users to view it.

Changing the Access choice to Private will open a list of available users with checkboxes next to each. You can check the boxes next to any groups or individual users who have permission to view the layerset.

You will see the newly created Layerset in the MapItFast Layersets screen. To add shapefile data, click Upload Data on the right.

Select 'Choose File' to choose the ZIP file containing the shapefile you wish to upload. When you have selected the appropriate file, you can give it a Layer Name. Then click 'Upload.'

MapItFast

Click the red link to see the shapefile requirements for layersets.

Upload Data To Layerset

Important Notes (click to show)

Select File: C:\Users\bdrury\Documents Browse...
Layer Name: Sheridan Co Address ✕

Upload   Cancel

The next window will tell you the shapefile type, geometry type, and number of objects in the file. You will be asked to choose which attributes you would like to bring into the layerset. **Note – Choose five or less attributes to help improve the processing time.** Once you have selected the desired attributes, click Continue Processing.

Your file may take several minutes to process.

Shapefile Type: Decimal Degrees

Geometry Type: Point

Number of objects in shapefile: 15474

HINT: We noticed that the layer you are trying to process contains 22 data fields. This will negatively affect process time, the ability for users to display the layers quickly and your overall data usage. Consider narrowing down the number of data fields by selecting 5 or fewer from the list of fields for this layer.

☐ OBJECTID_1
☐ HSENO
☑ PREUNIT
☐ PREDIR
☑ NAME
☑ TYPE
☐ POSTDIR
☐ UNIT
☐ ADDFULL
☐ ADDBASE

Layer Display Settings

Layer: Sheridan Co Address

Symbology -- Data Field: No Changes ∨

Data Field	Line Color	Shape	Shape Size
	🟩 ▼	Triangle ∨	2

This layer is made up of points, so the available options are color shape, and size of the points. If the layer included any lines, you would also be able to choose the line color and width.

Labeling - Data Field: NAME (711) ∨

Item	Value(s)	More Information
Zoom Range	Zoom Level Range: 17 - 20	Recommended Start: 15 Recommended Stop: 20. Note that when zoomed further out, labels will overlap.
Font	Arial ∨ Bold ∨	Recommended: Arial Bold
Font Size	2	Recommended: 3
Font Color	🟨 ▼	Recommended: Yellow works best for arial imagery.
Background Style	Shadow ∨ ⬛ ▼	Recommended: Shadow opposite of font color.
Label Placement	Over ∨	Recommended: Over

Save Changes   **Return to Layerset Management**

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When the shapefile is done processing, the Layer Display Settings page will open. Here, you can adjust the appearance of the objects and labels of the layer. When you are done, click Save Changes and wait for the changes to process. This can take several minutes.

Once the changes have been processed, you can preview your display settings by going back to your map viewer and activating the layerset.

Tools

 The Tools menu provides user with useful utilities including the ability to navigate to X, Y location, import data, and print maps.

Go to X, Y

Go to X, Y allows users to enter coordinates either in Degrees, Minutes, Seconds format or Decimal Degrees format. After entering coordinates a point will be placed on the map showing the location. By using a left mouse click on the point, users may convert the point to a feature point on the map or clear the point. If the location is converted to a map point, it will become part of the project and synchronized with other users.

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Import Data

Shapefiles
Shapefiles can be imported to MapItFast as modifiable, searchable objects using the Import Data feature. It is important to know the size of your shapefile because a large file can cause MapItFast to load a project very slowly. Follow the steps below to import a shapefile:

1) Make sure that your shapefile is in **GCS_WGS_1984 - Decimal Degrees**. A UTM projection allowed if the .prj file is included.
2) Create a zip file that includes file extensions **.shp, .shx, .dbf, and .prj** (must include all extensions or the shapefile will not import)
3) Go to Tools > Import Data.
4) Click the green + Add Files button and browse to your zip file.
5) Once you select the zip file, MapItFast will immediately begin to import the file. Click the Close button to see your objects in the map.

> → All attributes from a shapefile will be displayed in the object's Description when the file is imported to MapItFast. If you want to name the objects according to a certain attribute, you will need to use ArcGIS or other third-party program to create a column called "TITLE" in the attribute table. MapItFast will use the values in the TITLE column to name the imported objects.
> → Also note, the name of an object cannot exceed 63 characters. Check that all names in the TITLE column do not exceed this number or the MapItFast import will not work.

If you have a shapefile with data that will be used primarily as a reference layer, you can upload it as a layerset instead. Layersets can be turned on or off and will display data as an overlay on your basemap. Unlike MapItFast objects, you cannot modify layerset data. This is often a good option for large datasets such as county parcels or mile markers because layersets can handle large files more easily. See more about layersets here.

GPX Files
MapItFast provides users with the ability to import GPX files from Garmin units or other sources. This tool is particularly useful for displaying waypoints and track logs collected using Garmin units. GPX data is added as feature points and lines to the active project in MapItFast and may be exported and shared like all other feature data. The import data feature provides a convenient way to share 3rd party data with others and a method to translate the data to KMZ or SHP format for use in other GIS software.

Import a single GPX file by browsing for it or add multiple GPX files by first zipping them up and then browsing to and uploading the zip file.

MPF Files

Project data can also be exported and imported as an MPF file, which is a proprietary MapItFast format. This export provides an easy way to transfer project data from one project to another when projects are in different accounts. MPF exports contain points, lines, polygons and pictures. As of this writing, form data (collected through a Strider Forms and Reports add-on) and custom icons are not exported. MPF files do not have to be 'zipped' or unzipped.

Image Files

Image files such as photos taken with a digital camera or even graphics like company logos can also be added to MapItFast. The Import Picture tool allows users to browse for the picture they would like to upload into their map. If the photo already contains GPS data for a GPS ready camera, it will be placed correctly in the map. If neither option is available, MapItFast notifies the user that there is no GPS data and the image is placed in the center of the current map view. Imported pictures become part of the project and are synchronized with other users on the project.

Images without GPS data will be placed in the center of the map. To move the photo, left click the point and click the Move button beneath the point details. You can then drag the point to any location on the map.

Print Page

The 'Print Page' tool allows users to print the current view to their local printer. Select 'Print Page' and choose the printer and desired settings.

If the default "Portrait" orientation doesn't look quite right, try changing the setting to "Landscape."

The page can be scaled down to include more of the map on the page.

To print maps with additional cartography options, you can either export the map as a KMZ file and open in Google Earth or export as a shapefile and create a map in ArcGIS or other GIS program.

Google Earth's print option is quick and easy-to-use option for printing maps with common elements such as a legend, north arrow and scale bar. Follow these steps to create and print a map with Google Earth:

1. Export the desired job to a KMZ file and open it in Google Earth or Google Earth Pro.

2. Pan and zoom as needed to center the map exactly how you want it to look in your printed map.

3. Go to **File → Print…**

4. The print layout will open. By default, the map will have a title and description box, legend, north arrow and scale bar.

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The title and description can be edited as needed

Click on the legend to add or remove items from the list (will not affect what is shown on the map)
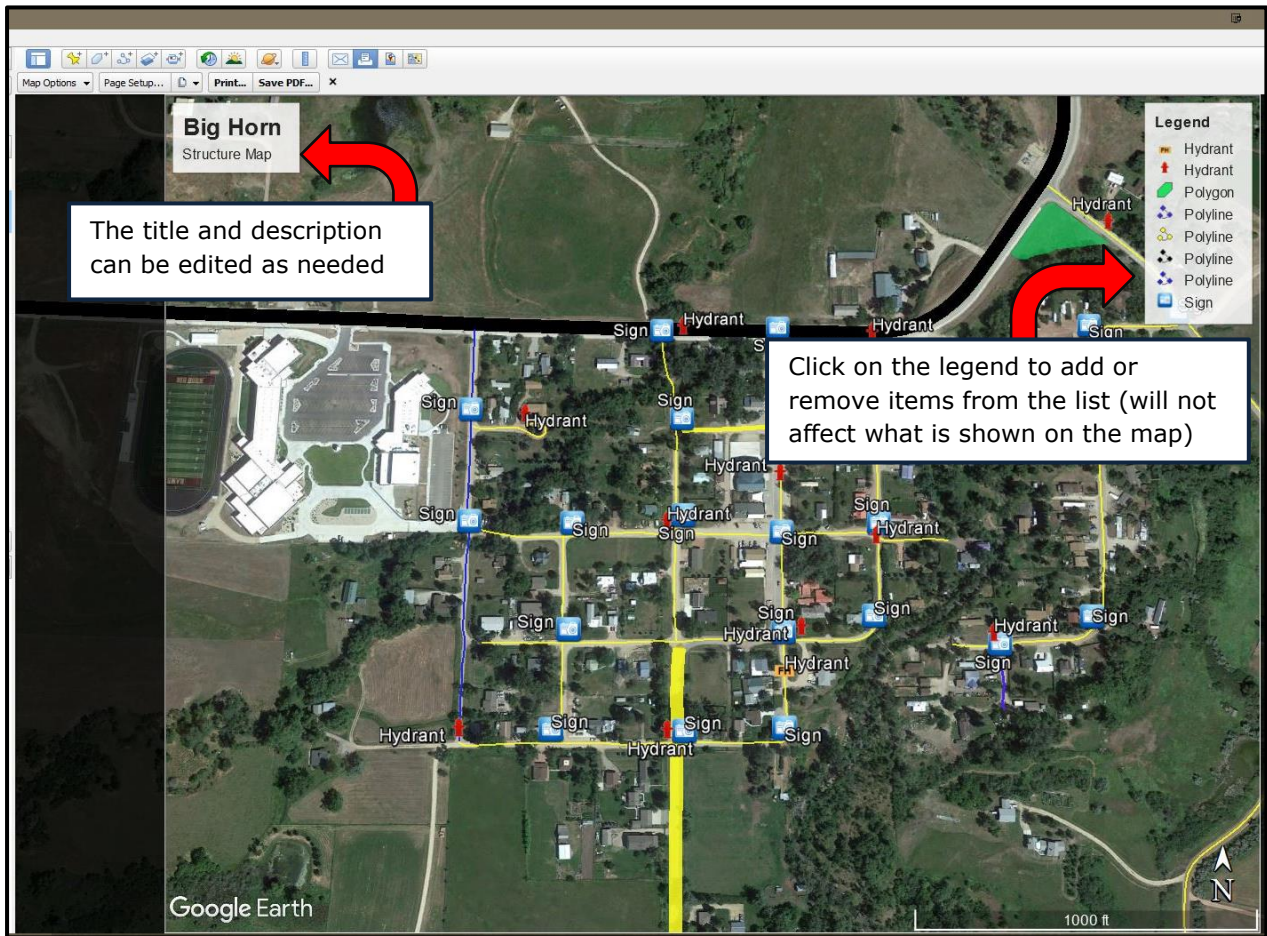
5. To add or remove map elements, click on the Map Options button in the toolbar.

Printed maps can have the following elements:
➢ Title & Description
➢ Legend
➢ Scale bar
➢ Compass

The elements can also be scaled down to a smaller size by adjusting the Scaling percentage.
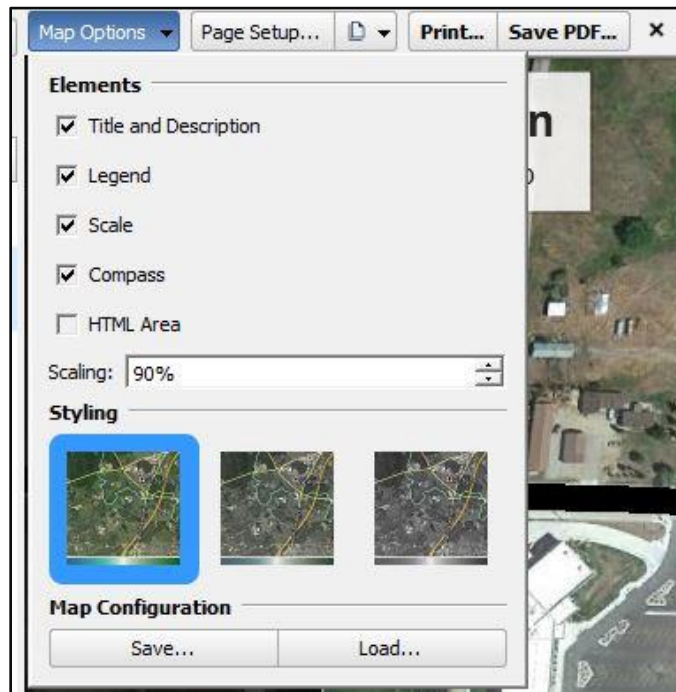
6. The final map can be printed or saved to a PDF.

Users

The 'User' button allows MapItFast users to manage their personal login information. When users click the button, they will only see the option to change their personal information, change their password, or to log out of MapItFast. Administrators also have the ability to create new users and groups of users and control their interactions with other users, groups and projects. New users may be assigned administrative privileges for open access to projects and full control within the organization's MapItFast account including other administrative functions such as layerset management, data dictionary management, and the ability to create additional users; or general user privileges which restrict access to projects (unless shared by others or created by the user).

Manage Users (Administrators Only)

Administrators have the ability to set up Users and Groups through the Users button.
Administrators are able to create new users, edit users, and assign a role to users (administrator rights or user rights). An email address is collected so that password credentials may be emailed in the event that a user forgets or loses them. Be sure to 'Save Changes' before exiting the window.

Hint: Log in credentials are the same for MapItFast accounts both on the Internet browser and through the mobile app. The same credentials will also work with Strider.

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Manage Users

Show Disabled Users: ☐ — Any disabled users will be hidden unless you check this box

Show 10 entries   Search:

User Name ▲	Edit ⇕	Project Permissions ⇕	First Name ⇕	Last Name ⇕	Email ⇕	Role ⇕	Group ⇕	Group Manager ⇕	Can Create Users ⇕	Can Create Projects ⇕	Can Export ⇕
agterrabob	Edit	Change	Bob	AgTerra	solutions@agterra.com	User	Natural Resources	False	False	True	True
angie	Edit	Change			chewy259079@yahoo.com	User		False	False	False	False
atelck	Edit	Change							True	True	True

Scroll to the right to see more information and to Disable a user if they are no longer using an account. You can also re-enable a user who has been disabled.

Click edit to change a user's role (User or Administrator), change the user's assigned group, and change the associated name and/or email address.

Click Change to view which projects this user has permission to view/change and make adjustments as necessary.

Showing 1 to 10 of 19 entries   First Previous 1 2 Next Last

Sales tax not included in prices shown   View Past Bills

[Show/Hide Header]   Create User

Hint: Usernames cannot be edited or deleted, only inactivated. If temporary users come and go, consider generic usernames such as employee1, internA, fieldtech_3, etc. so that usernames can be 'recycled'. Note, user names can be shared among devices but only one can be used (logged in) at any one time.

Manage Groups (Administrators Only)

Administrators can set up and manage groups through the Manage Groups page. This makes it easier to share a project with multiple users that may require access to the same project.

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Default Permissions (Administrators Only)

Administrators can set up permissions that will be applied each time a new project is created. Permissions can be set so that they apply to any new project created, or administrators can create even more specific permissions that apply to certain users who create projects. This might be helpful if you only want certain people to be have the ability to contribute or edit a project when it is first created.

Default Permissions will apply to all new projects but can be overridden by individual user defaults.

Add New will let an administrator change the settings so that a new project created by a specified user (or user within a group) will have certain default permissions.

License Summary (Administrators Only)

Administrators can view current and past bills in the License Summary window. A summary can be exported to Excel, Word, or to PDF by clicking the icon with the purple disk and green arrow.

Settings

The settings function enables users and administrators to manage the look and feel as well as content of the site. This includes icons and colors used by default to represent map features and whether or not these features should be displayed on the online map. Data Dictionaries allow the administrator to set up pre-populated lists of items that are displayed as selectable options to help standardize attribute names assigned by mobile users while mapping points, lines, polygons and photos.

Icon Admin

The icon administration page allows you to view all available map icons and add new icons for use in MapItFast. If you would like additional icons, you can upload your own or request additional ones from AgTerra.

Upload new icons here. Recommended file format is PNG and recommended image size is 50 by 50 pixels.

Right-click on a folder to rename or delete it.

Right-click on an icon to delete it.

Icons can be sorted into folders by drag-and-drop method. To start a new folder, drag an icon to 'New Folder.'

Map Colors

The Map Colors page will allow you to establish the default colors and sizes for lines and polygons. These will be the default colors for GPS track lines, mapped lines and mapped polygons. A color is selected via the pull-down color picker. The transparency of the color may also be adjusted using the opacity control. The line width is used in the GPS tracks, mapped lines and mapped polygons as well.

These colors will also export for use in Google Earth as a KML file. It is important to note that these default colors will not apply to data exported into SHP or GPX formats and the preferred colors are not applied to mobile devices. To change colors for individual features on the mobile device, select 'Map Colors and Display' under the 'Settings' menu on the device.

Data Dictionaries (Administrators Only)

Data Dictionaries allow an organization to standardize names used while collecting data on the mobile device. This is particularly useful in assuring all remote users use the exact same feature name for a particular item mapped in the field. This makes it easy to manage large datasets in MapItFast and in third party programs where the data may be exported. Data Dictionaries and items in a data dictionary may only be managed by the administrator of the organization's MapItFast account. Data Dictionaries and their items may not be modified or deleted on mobile devices.

The Data Dictionary page will display all current dictionaries in your MapItFast account. From here, you can create a new dictionary or modify existing ones. Click on Edit next to an existing dictionary to see more options.

Index			
Create New			
Title			
Weeds	AgTerra Customized Weed List	Edit	Delete
Fire		Edit	Delete
Sugar Beet	Sugar Beet Related	Edit	Delete

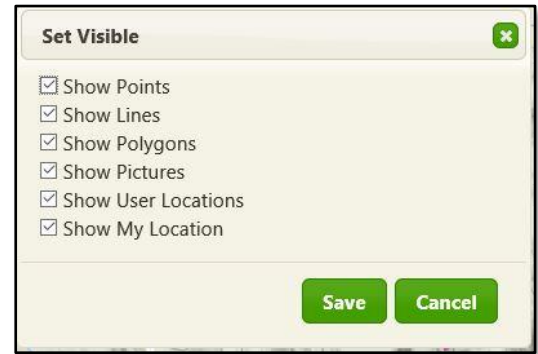Remember to click Save after you have made changes!

Click the Add Item button to add a new item to your Data Dictionary list. Each new item can be given a name and assigned to one or multiple geometry types. The item will only appear in lists that are associated with that geometry type. For example, it the user is placing a Point, 'Oak Spread' and 'Canada thistle' would appear in the Weeds data dictionary. 'Area of Weeds' would only be selectable if the user was generating a polygon.

The icon used for a particular item may be changed by clicking on it. Polygon and line color can be chosen using the color picker or by typing in the color code if known. See how to use the color picker here.

Administrators may want to set the list to display most frequently used items at the top. Mobile device users will see the list order change based on how frequently they select that item when mapping. However, to assure that some items in the list always remain near the top, you can click the 'Move' symbol in the Drag/Move column and adjust the items up or down to place more commonly used items at the top of the list. Note that symbols selected for items in this section only display on the online map viewer and with data export to KMZ format.

Viewable Content

It is sometimes helpful to view only certain objects within a project. The Viewable Content window allows you choose which types of objects you want to show or hide when looking at your map. Changing the viewable content will not change the settings for any other users on your account; this setting is just localized to your web browser.
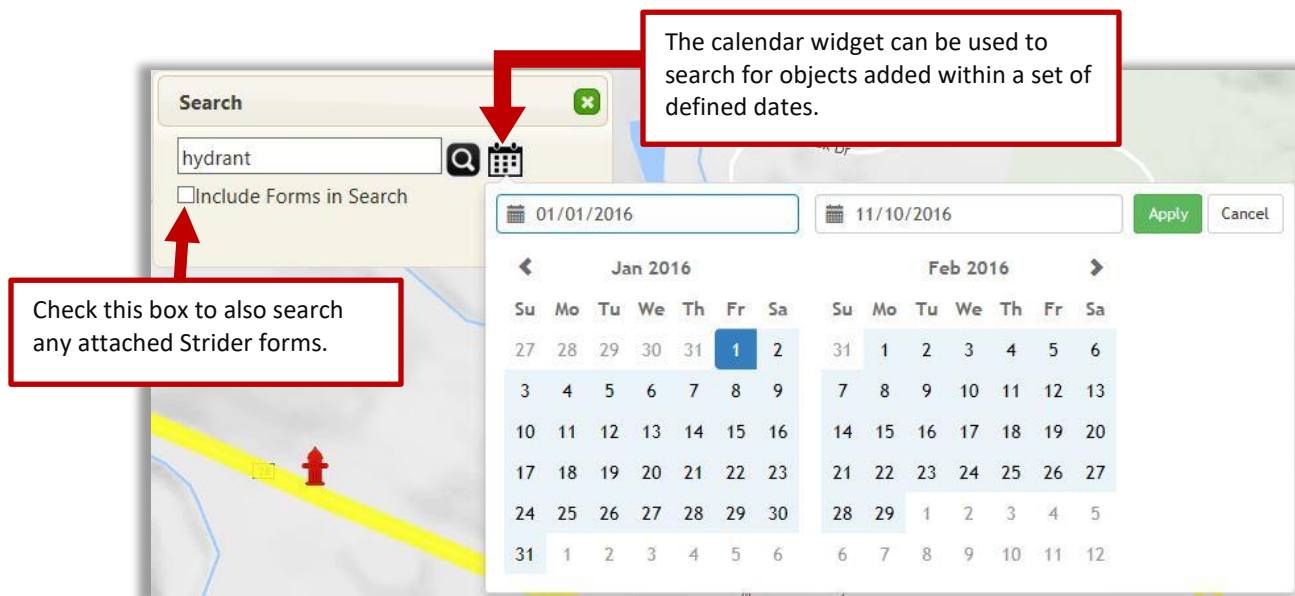
Set Visible

☑ Show Points
☑ Show Lines
☑ Show Polygons
☑ Show Pictures
☑ Show User Locations
☑ Show My Location

Save   Cancel

Side Menu

The tools on the right-hand side of the map viewer allow users to search, select, and modify one or more objects in a project.

Search

Search for keywords associated with points, lines and polygons with the search tool. The tool will look in the title, description and any attached forms (if selected). The calendar widget may also be used to filter the search according to a defined time frame.

The calendar widget can be used to search for objects added within a set of defined dates.

Search

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☐ Include Forms in Search

Check this box to also search any attached Strider forms.

01/01/2016   11/10/2016   Apply   Cancel

‹	Jan 2016							Feb 2016					›
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	1	2	3	4	5
31	1	2	3	4	5	6	6	7	8	9	10	11	12

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Once the search is complete, a new dialog box will display the results in a popup menu.
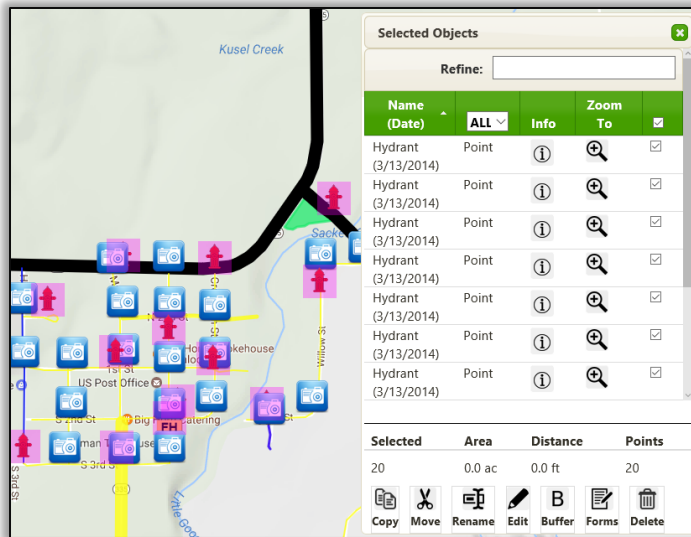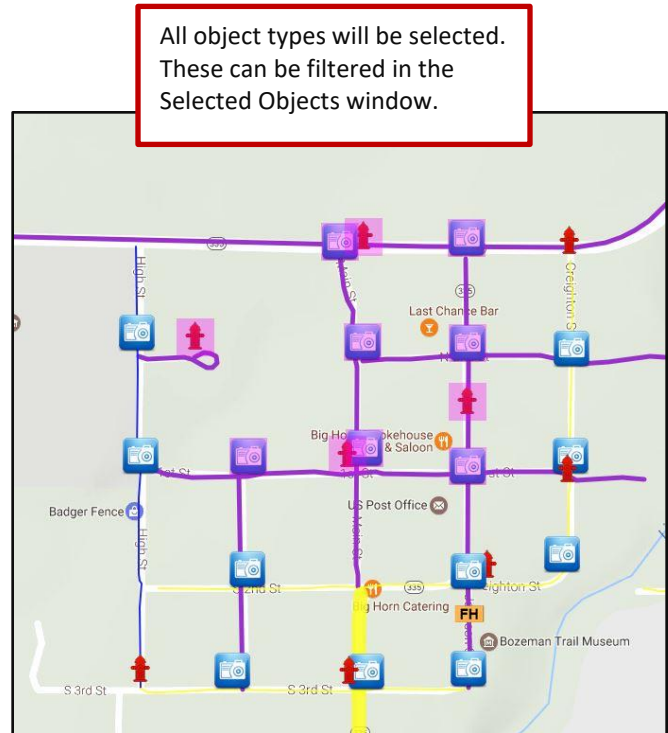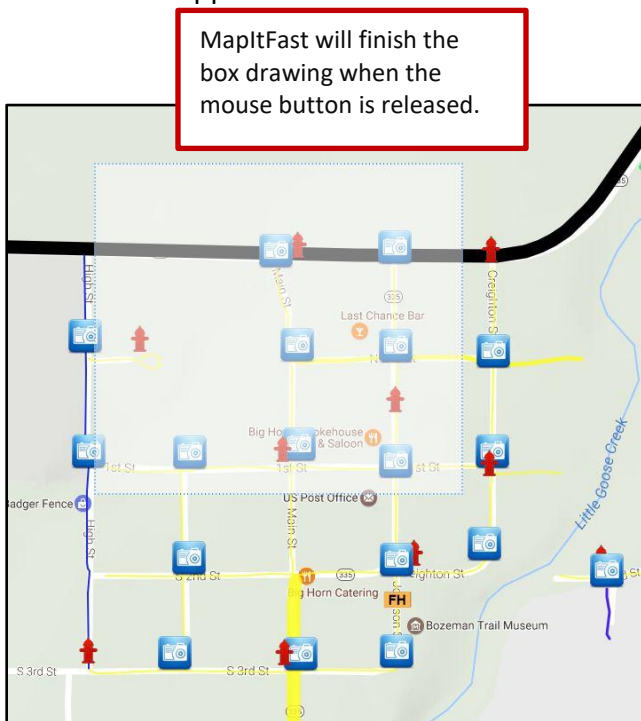

Lasso Select

The Lasso Select tool allows users to draw a freehand "loop" around objects to make a selection. To select objects with the lasso tool, hold down the left mouse button while drawing around the desired objects. When the mouse button is released, MapItFast will finish the drawing and open the Selected Objects popup window.

MapItFast will finish the lasso drawing when the mouse button is released.

All object types will be selected. These can be filtered in the Selected Objects window.

If a line extends beyond the selected area, the entire line will be selected.
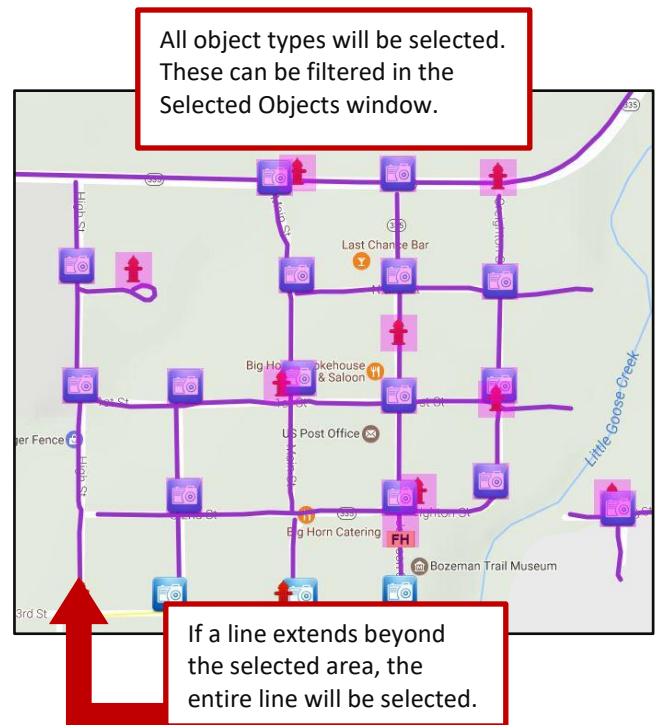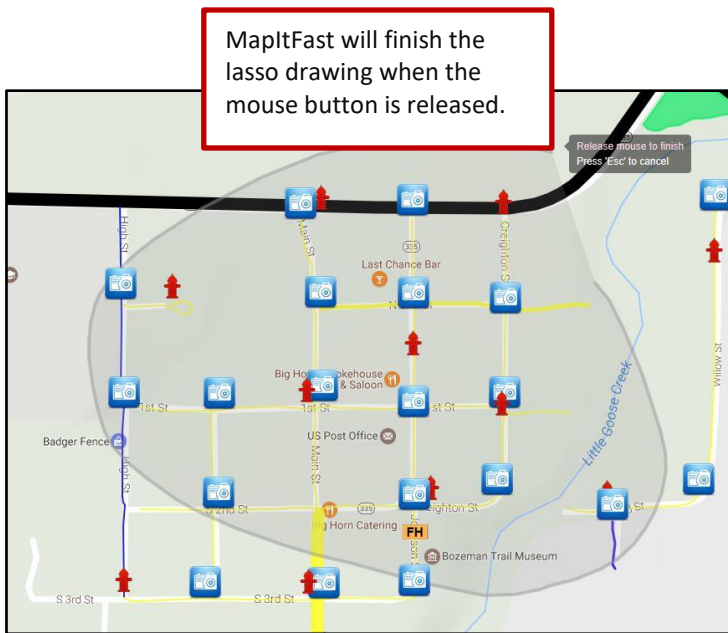
Box Select

The box select tool works much like the lasso tool. To select objects, hold down on the left mouse button, draw a box around the desired objects, and release the button to finish drawing. The Selected Objects popup window will appear.

> MapItFast will finish the box drawing when the mouse button is released.

> All object types will be selected. These can be filtered in the Selected Objects window.
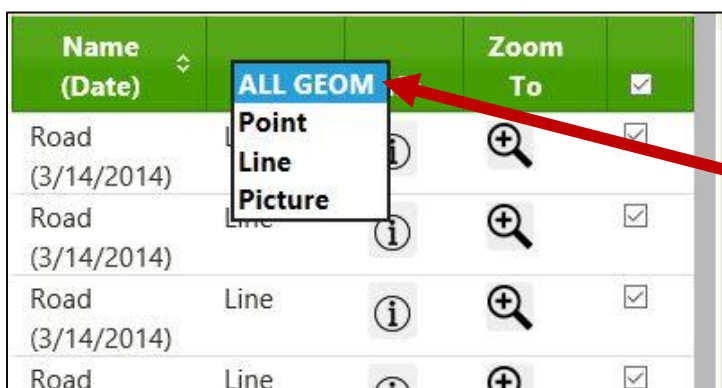

Selected Objects

The "Selected Objects" window will open after objects have been selected using the Search, Lasso, or Box Select tool. This window contains many useful tools for modifying map data. Tools include:

Filter selected objects by type

The drop-down list in the Selected Objects header enables quick filtering of selected objects by type.

> The Type filter list will only show the object types present in the current selection.

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Refine selection with keyword(s)

Type keywords into the "Refine" text box to narrow the results. MapItFast will search both the object name and object description for keywords.
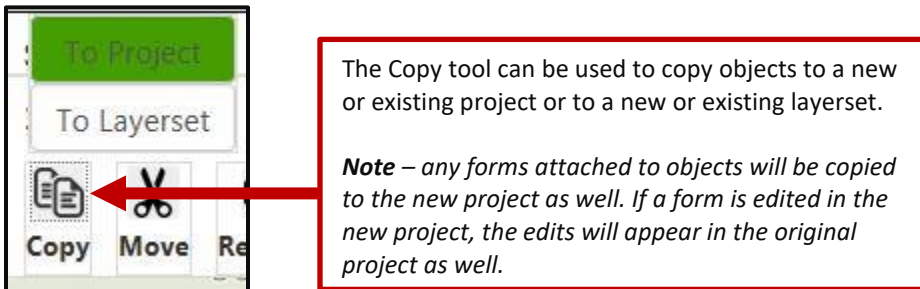

The list of objects will filter as you type.

Copy objects to another project

The copy tool can be useful for copying objects to or from a "master" project. If Strider forms are attached to objects, any updates made to the forms will be reflected in both projects.
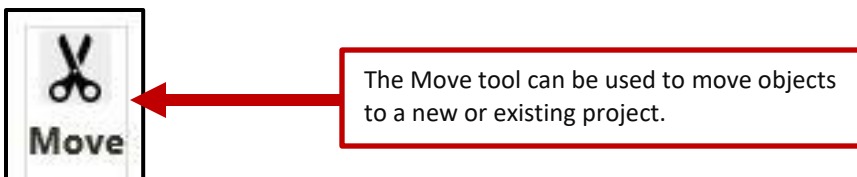

The Copy tool can be used to copy objects to a new or existing project or to a new or existing layerset.

Note – any forms attached to objects will be copied to the new project as well. If a form is edited in the new project, the edits will appear in the original project as well.

Move objects to another project

If an object was inadvertently added to the wrong project or a set of objects need to be moved to a different project for any reason, the Move tool can be used.

The Move tool can be used to move objects to a new or existing project.

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Rename selected objects

Quickly give a set of objects the same name with the Rename tool.

The Rename tool can be used to change the name of all selected objects.

Edit selected object appearance

The Edit tool is useful for a variety of applications. For example, objects imported from a shapefile may need to be changed from the default appearance settings. These objects can be easily edited with the selection features and Edit tool.

The Edit tool can be used to modify selected objects. Point icons, line width and color, and polygon fill and outline can all be adjusted with this tool.

Buffer selected objects

Buffers can be used to determine proximity to items on the map or get calculate area based on a line or point on the map.

The Buffer tool can be used to create a polygon buffer around each of the selected objects. Buffer distance can be entered in feet or meters.

Attach forms to selected objects

Objects can be associated with a certain form through the Forms tool. When users need to fill out a specific form for some or all of the objects in a project, this tool can help by attaching a record to each object which can later be completed in the field.

The Forms tool allows you to attach a filled form to each of the selected objects. "New Form" will open the list of all available Strider forms and "Existing Form" will open a list of forms already attached as well as the individual records for each form.

Delete selected objects

Deleting objects will take them completely out of the system. Only delete objects if you are sure you won't need them again.

The Delete tool can be used to delete all selected objects from the project.

Project Permissions

Projects that are created by or available to a user may be shared with others who have access to the organization's MapItFast account. Right click a project name in the Project Menu to open the permissions settings window.
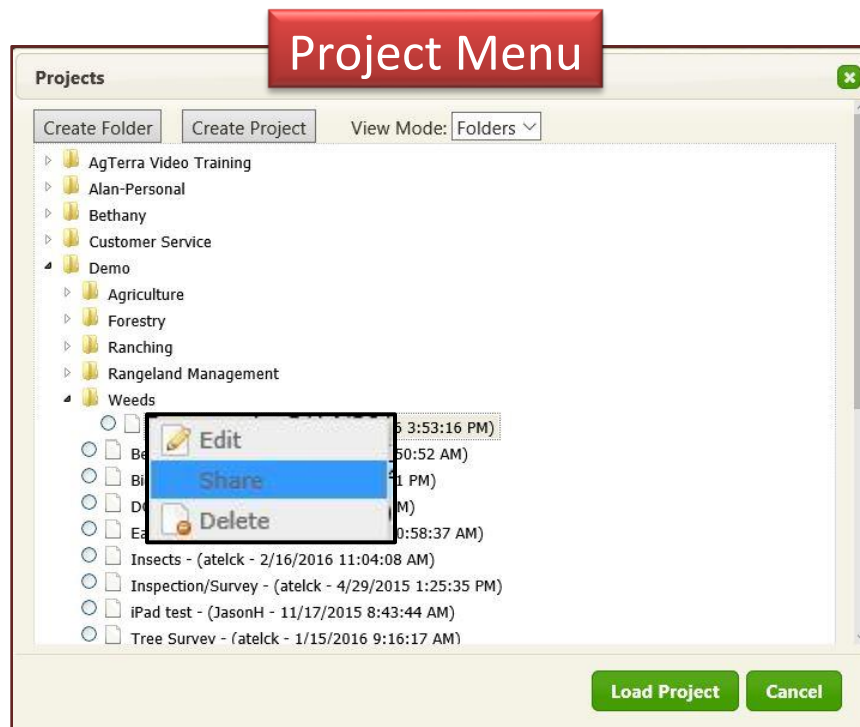
Groups or individual users can be given permission to View, Contribute, Edit, and/or Delete objects within a project. **Note - Users and groups can only be created by an administrator.** More about setting user, group and project permissions can be found in AgTerra's Permissions Guide.

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Setting Permissions for Project: Weeds Survey

Group Name	Full Permission All None	V All None	C All None	E All None	D All None	Final Permission
AgTerra	☐	☐	☐	☐	☐	No Access
Family	☐	☑	☐	☐	☐	V
Fire Management	☐	☐	☐	☐	☐	No Access
Jason Hodges Training	☐	☐	☐	☐	☐	No Access
Natural Resources	☐	☐	☐	☐	☐	No Access
Professionals	☐	☐	☐	☐	☐	No Access
Recreational Friends	☐	☐	☐	☐	☐	No Access
UTA	☐	☐	☐	☐	☐	No Access
Weed Group	☐	☐	☐	☐	☐	No Access

View Mode: Simple ⌄

V = **V**iew - Ability to View the project and the mapped items within it.
C = **C**ontribute - Ability to add points-lines-polygons-pictures to the project.
E = **E**dit - Ability to modifiy existing items that were previously mapped.
D = **D**elete - Ability to delete existing items that were previously mapped.

Terminology (Group):

View- Members have ability to only view the points, lines, polygons and pictures within project.
Contribute-Members have ability to add new points, lines, polygons and pictures to project.
Edit- Members have ability to change the shape, location and/or edit the attributes of each object within project.
Delete- Members have ability to delete objects within project.
All- Group members are assigned permissions to all objects within a project, regardless of who contributed it.

Terminology (Individual):

View- User has ability to only view the points, lines, polygons and pictures within a project.
Contribute- User has ability to add new points, lines, polygons and pictures to a project.
Edit- User has ability to change the shape, location and/or edit the attributes of each object within a project.
Delete- User has ability to delete objects within a project.
*All- The user has the assigned permissions to all objects within the project, regardless of who contributed it.*
Default- The user has the same permissions as the group the person is in.

Hint: Permissions set for an individual will override group settings. Therefore, even if a group only has permission to View a project, a user within that group can have permission to Edit if their settings are changed to in the User section.

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Add-on Features

MapItFast displays spatial data for two additional products available through AgTerra –SprayLogger and TrackItFast. If you have either product set up as an add-on to MapItFast, you will see a button in bottom right hand corner of the map viewer.
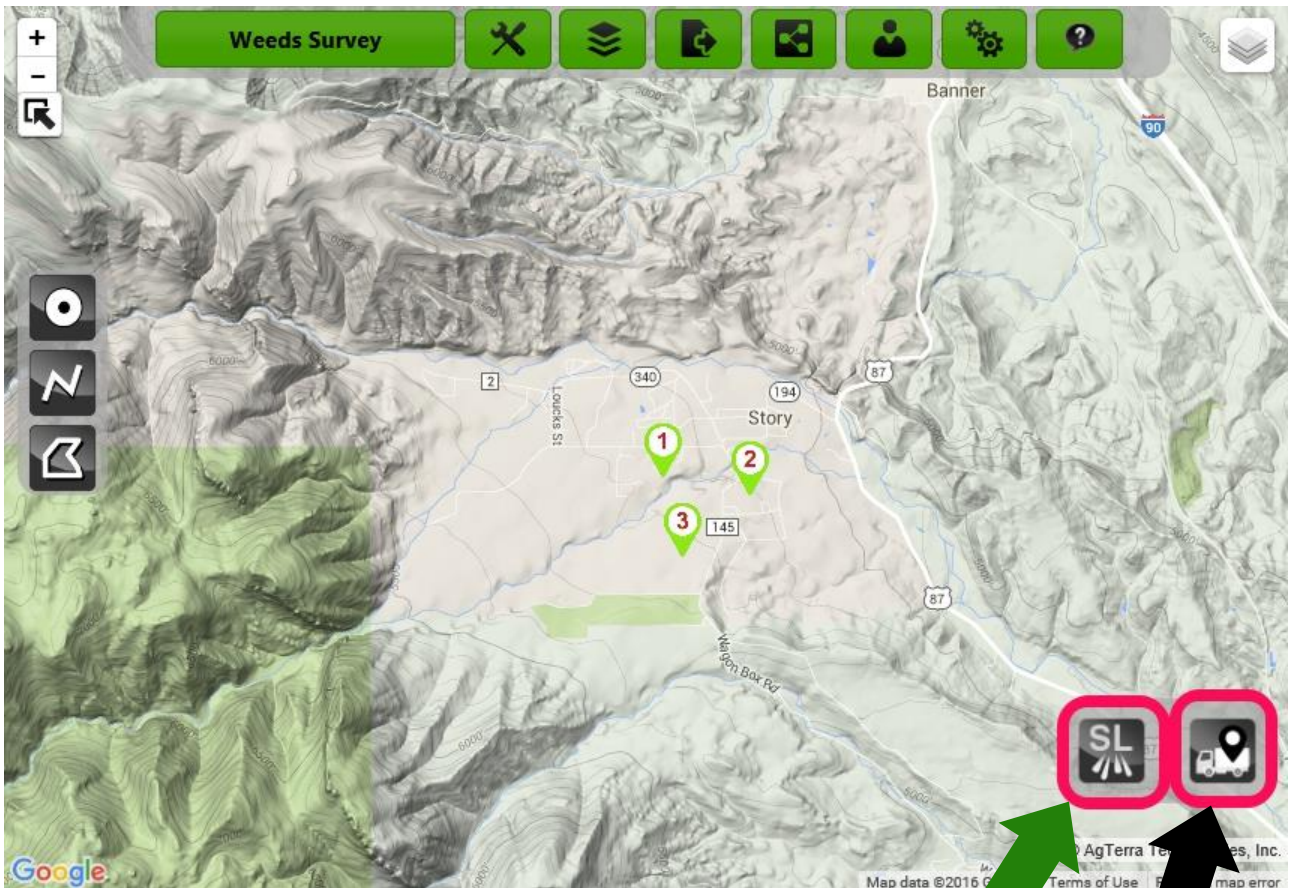
SprayLogger Button

Clicking on the SprayLogger button will open a sidebar on the right-had side of your screen. From here, users can load SprayLogger projects onto their map, export data, generate reports, and go to the SprayLogger website.
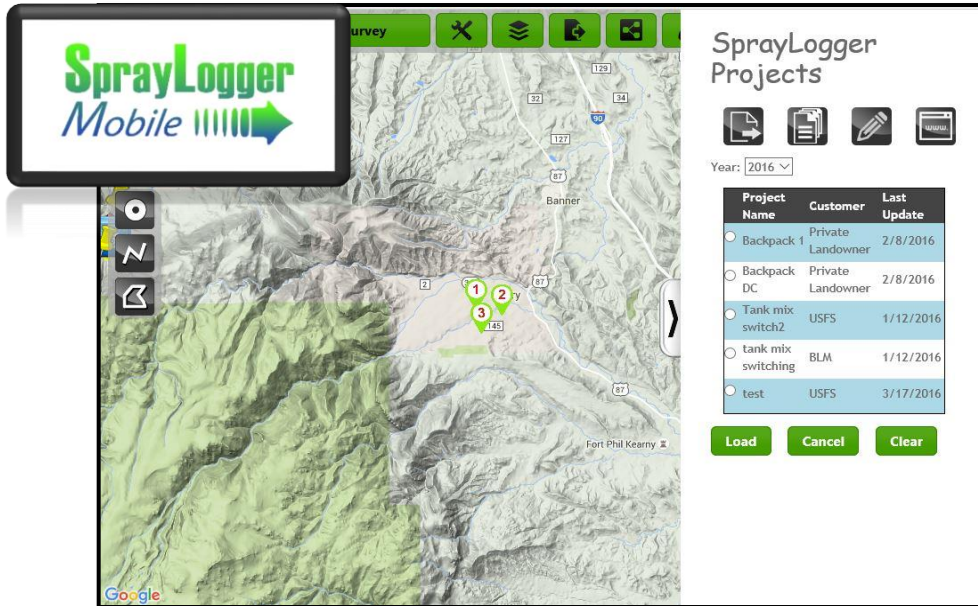
TrackItFast Button

The TrackItFast button will open a new window at the bottom of the map viewer with the option to turn on tracks for different assets. You can also manage geofences, alerts and display options.
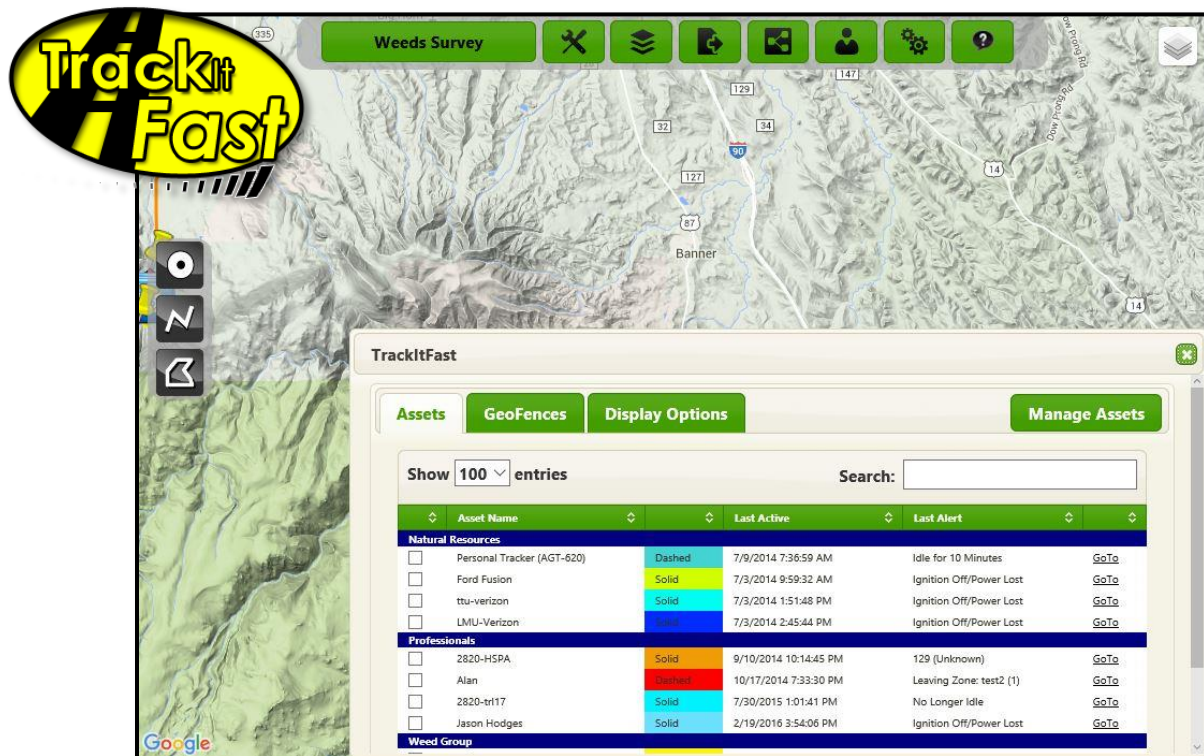
Submit a Help Request

Besides this help guide, help may obtained by selecting 'Submit a Help Request' under the help menu. After entering a request and selecting 'Submit Request', you will receive a confirmation message and our staff will provide assistance as soon as possible.

The Help button also provides a link to this Help Guide, and to AgTerra's Privacy Policy.

Technical help can also be obtained through email at solutions@agterra.com.