Digital Map Products

Data Loader
&
Thematic Mapper

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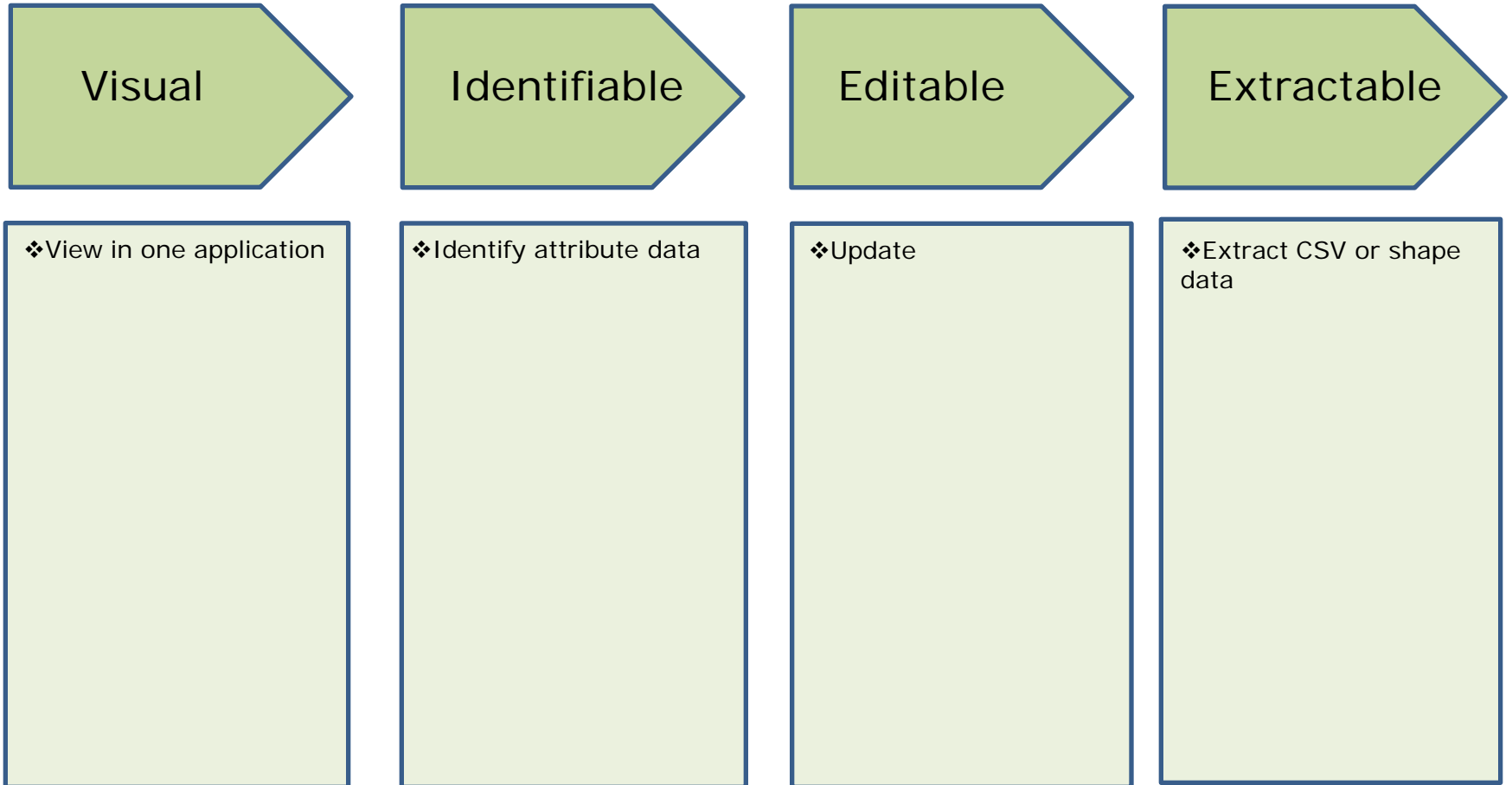# What is Data Loader?

A system used to create, collaborate, analyze, and present data from a spatial point of view.

Why Use Data Loader?

Visual	Identifiable	Editable	Extractable
❖View in one application	❖Identify attribute data	❖Update	❖Extract CSV or shape data

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What Data Types Can I Load?

Address Points

➢CSV format

Coordinate Points

➢CSV format

Spatial Shape Files

➢GIS acceptable format

    ➢.shp

    ➢.shx

    ➢.dbf

    ➢.prj

Data Loader Planning

A few things to consider:

1) Is my data clean?
   ❖ What is clean data?
2) Why am I loading this data?
3) What information do I want from this data?
4) What type of data do I plan to load?
5) Will this data be shared with others?

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How do I create a CSV point layer?

Outline:

Create Layer ▶

Upload Data ▶

Required Fields ▶

Restricted Fields ▶

From the menu tab:

➤ "Advanced"

➤ "Layer Management"

➤ "Create Layer"

➤ Input layer name – special characters not supported

➤ Input layer fields

➤ "Add new row" to add data fields

➤ "Create"

From the menu tab:

➤ "Address Loader" or "Coordinate Loader"

➤ Select layer created from Layer Name drop-down menu

➤ "Select File" find CSV data

➤ "Upload"

➤ Select foreign key to update layer - optional

➤ Enter email address for confirmation, if prompted

Address Loader:

Source_address

Source_city

Source_state

Source_zipcode

Coordinate Loader:

Latitude

Longitude

Address_number
Predirectional
Prefix
Street
Suffix
Postdirectional
Unitdesignation
Unit
City
Stateabbr
Zipcode
Countycode
Geostatus
Matchstatus
State
Score
Parcel_id
Addressid
Latitude
Longitude

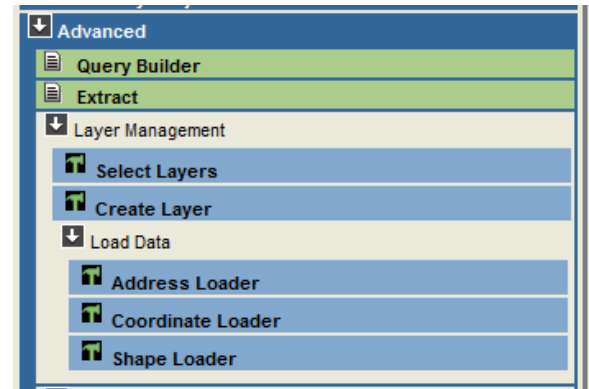# Create a new point layer – Addresses or Coordinates

Step 1:
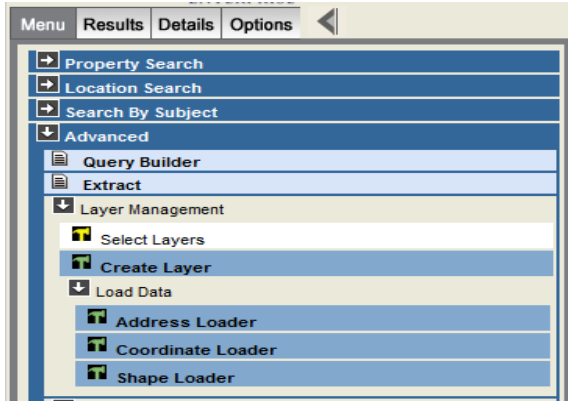
Click Advanced on the Menu Tab

Click Layer Management

Click Create Layer

Step 2:
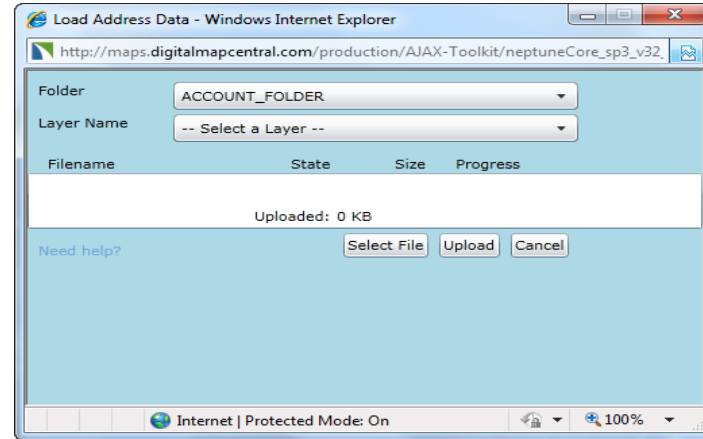

Input layer information, click create

Confirmation message
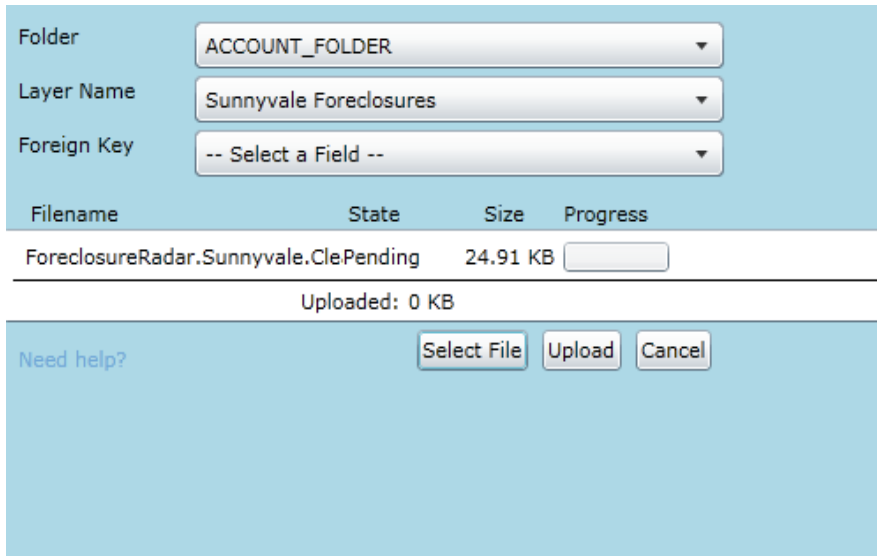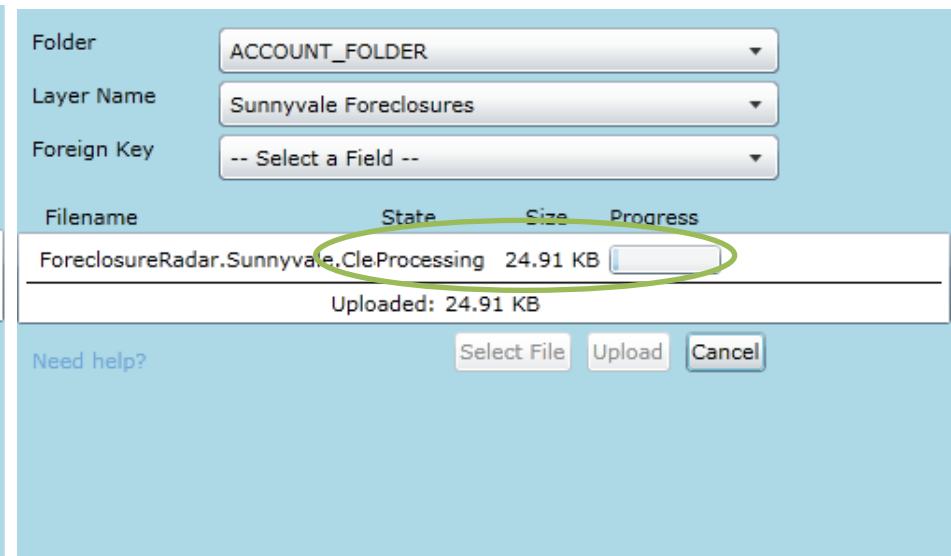
Upload data to layer

Step 1:
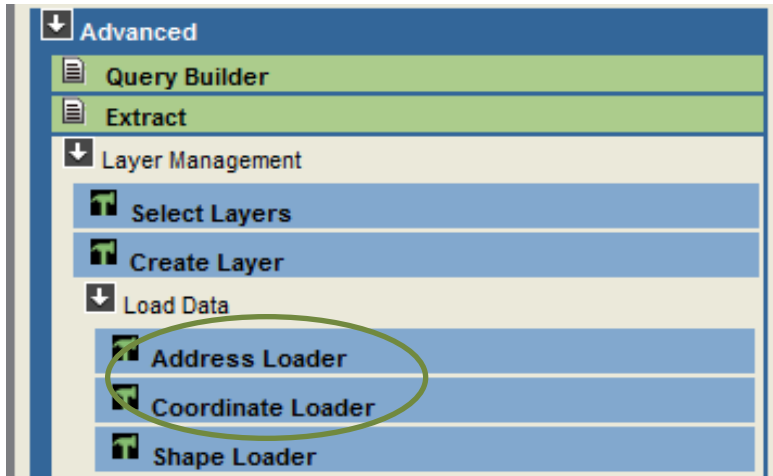
Click Address or Coordinate Loader

Select the Layer previously Created, then Select File

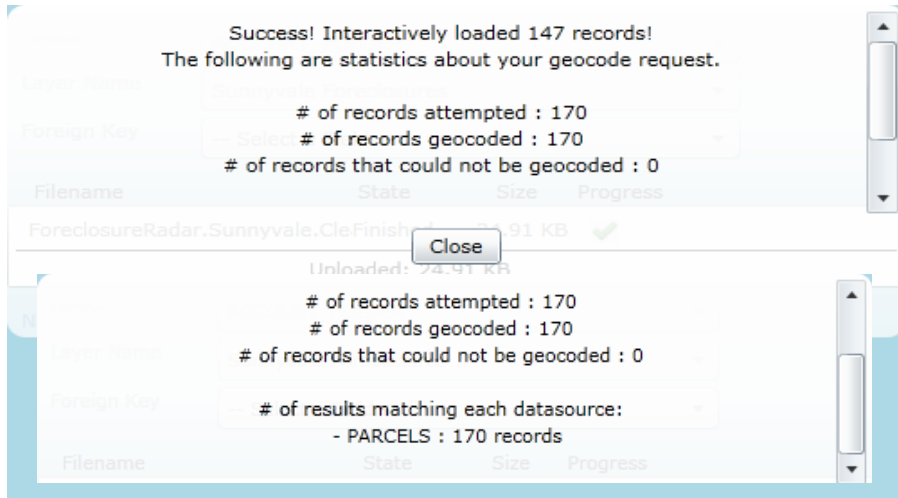With File Selected, click Upload

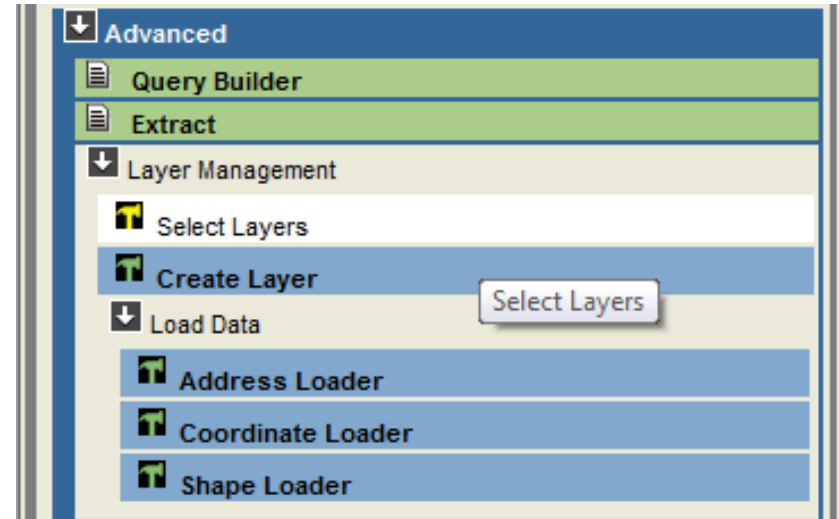Layer will be processed
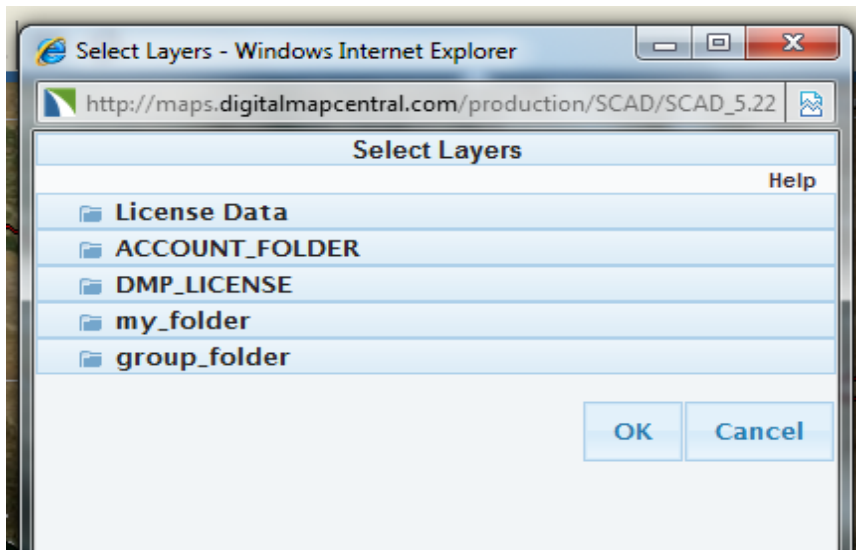
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Upload data to layer

Step 2:

Data load confirmation, scroll down to see
load statistics

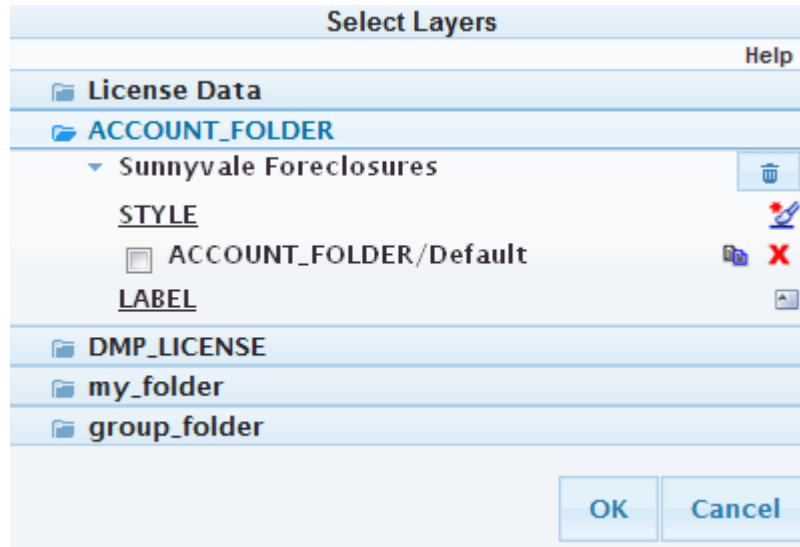Click Select Layers to display data

Select layers dialog box
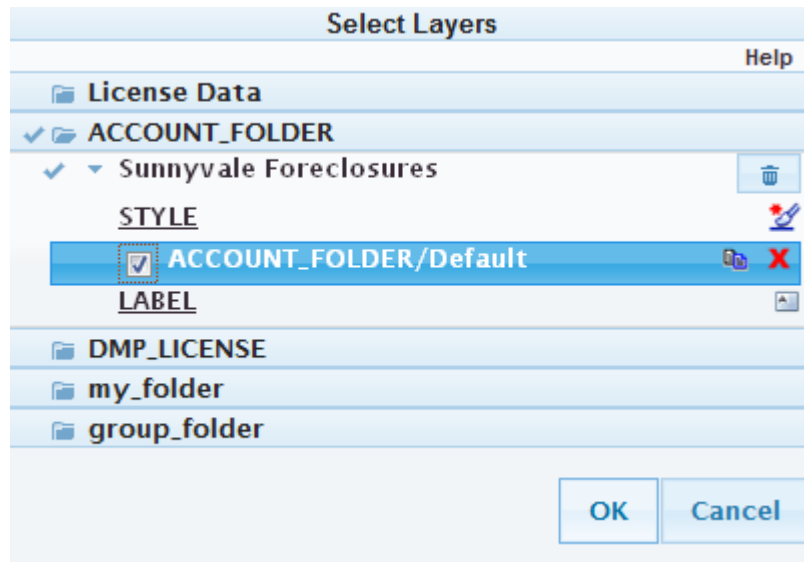
Display data on map

Step 1:

Default layer style

Create label style

NOTE: The "default" style is created automatically for point layers loaded through the create layer/address load or coordinate load process. The style can be customized with Thematic Mapper.

NOTE: A default style is not automatically created for the labels.
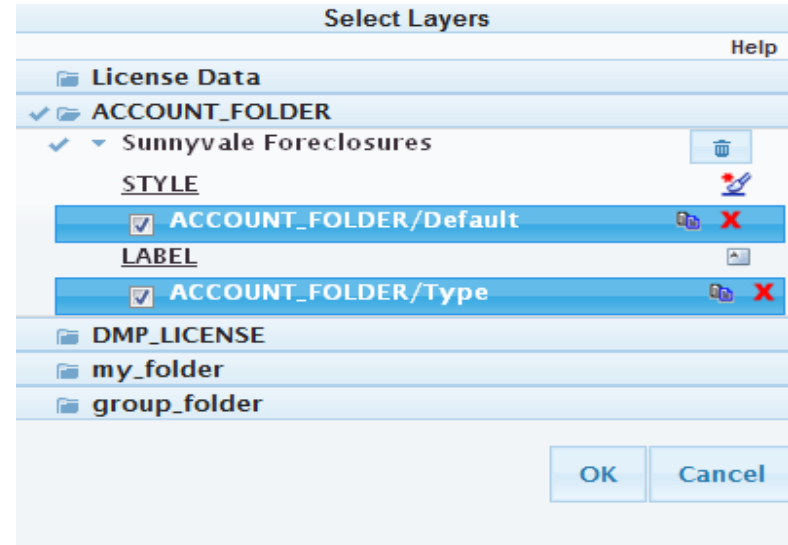
Display data on map

Step 2:

Check the box for the default style folder and click ok at the bottom of the form. The layer will automatically display the layer in the Imported Layers section.

NOTE: If you want labels included for your layer you can create the style before you click ok at the bottom of the form OR revisit the Select Layers section to create at a later time.

Display data on map

Step 3:
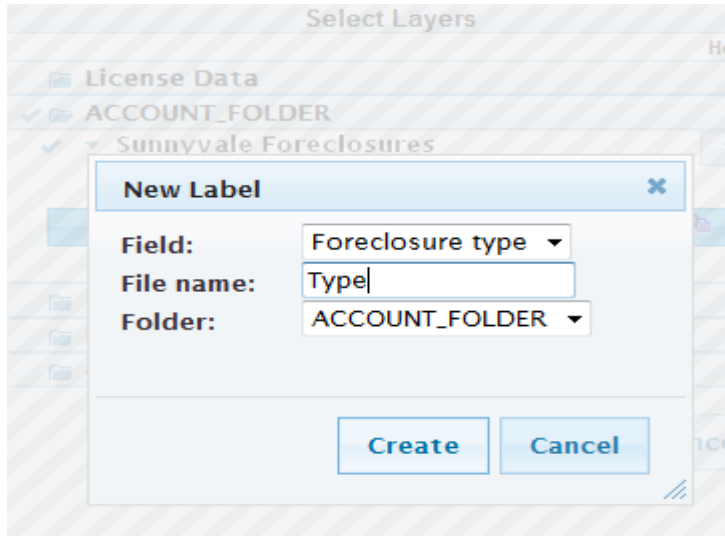
Click the label to create the default label style, select the field and input a file name for your labels, click "create".

The Select Layers window will display with both the style and label style created, click "ok" at the bottom of the form.

Display data on map

Step 4:
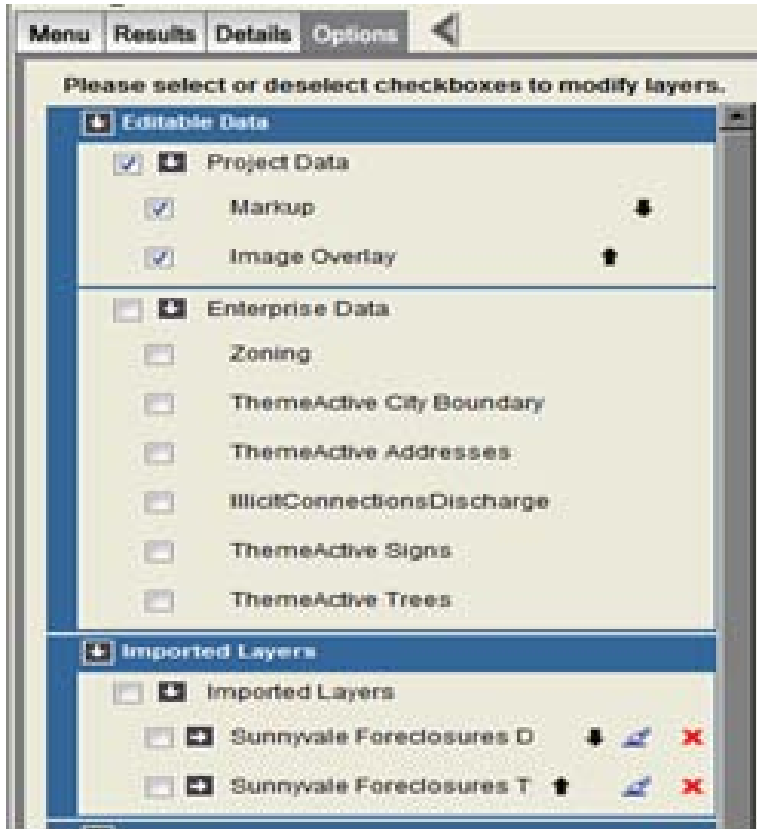
The Layers list will automatically populate under the "Options" tab and list your layer in the "Imported Layers" section, check the box to display the layer on the map.

Display data on map

Layer displays the default style; a green point, on the map.

How do I upload a Shape (.shp) file?

Outline:

Project

➢Projected GCS NAD 83

Zip
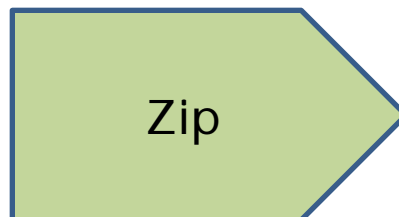
➢Have the following files in a zipped folder:
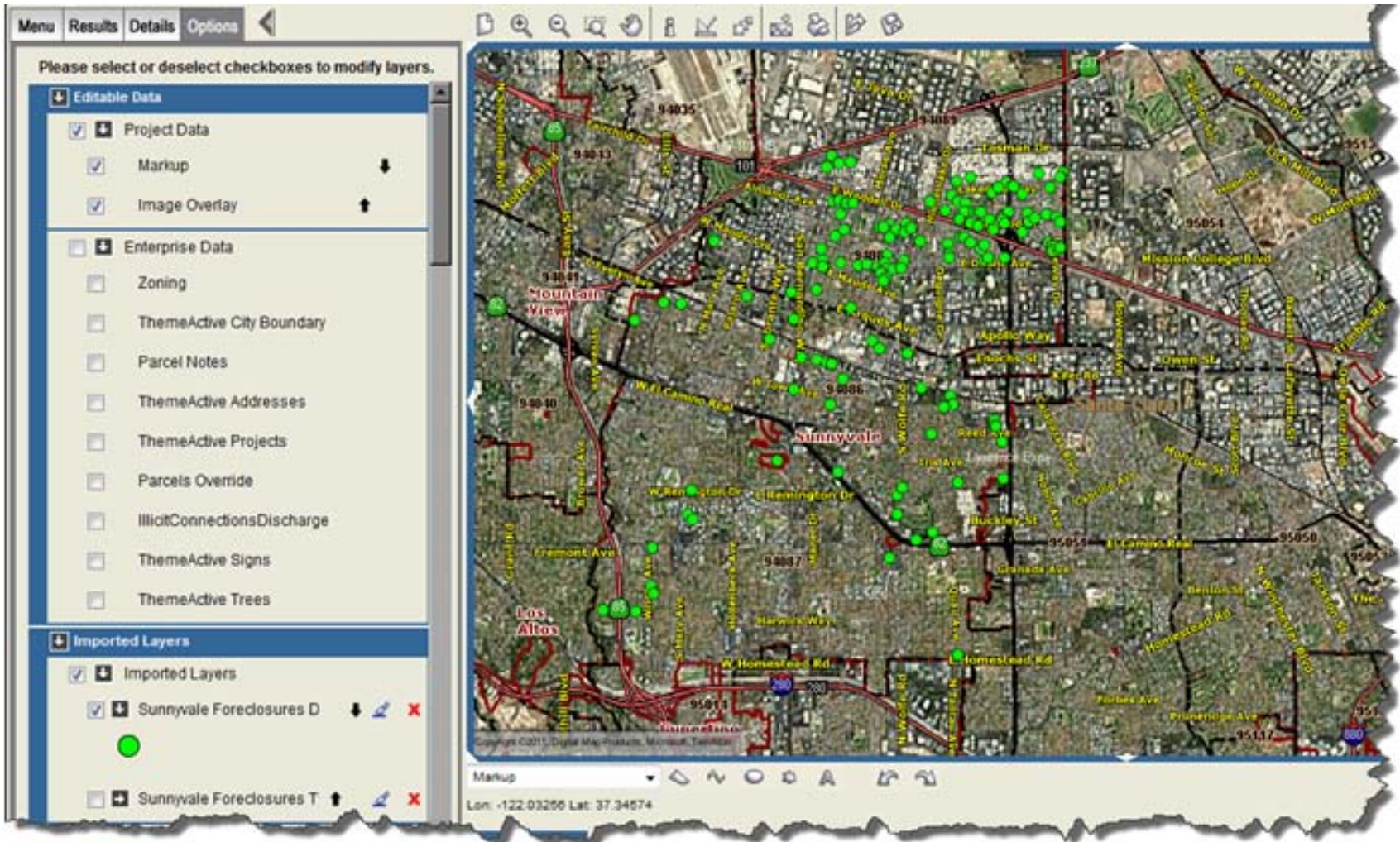
➢.shp

➢.shx

➢.dbf

➢.prj (optional)
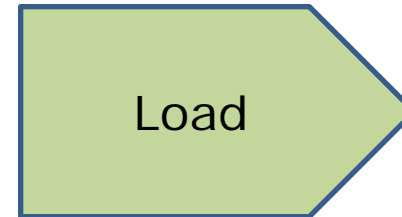
Load

Menu tab:

➢"Advanced"

➢"Layer Management"

➢"Shape Loader"

➢"Select File" to select zip file containing data files

➢Input layer name – special characters not supported

➢Select Folder from drop-down menu to load data to

➢Enter email address for confirmation, if prompted

➢Upload

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Upload Spatial File Data

Step 1:

Click on Shape Loader in Layer Management Section under Menu tab
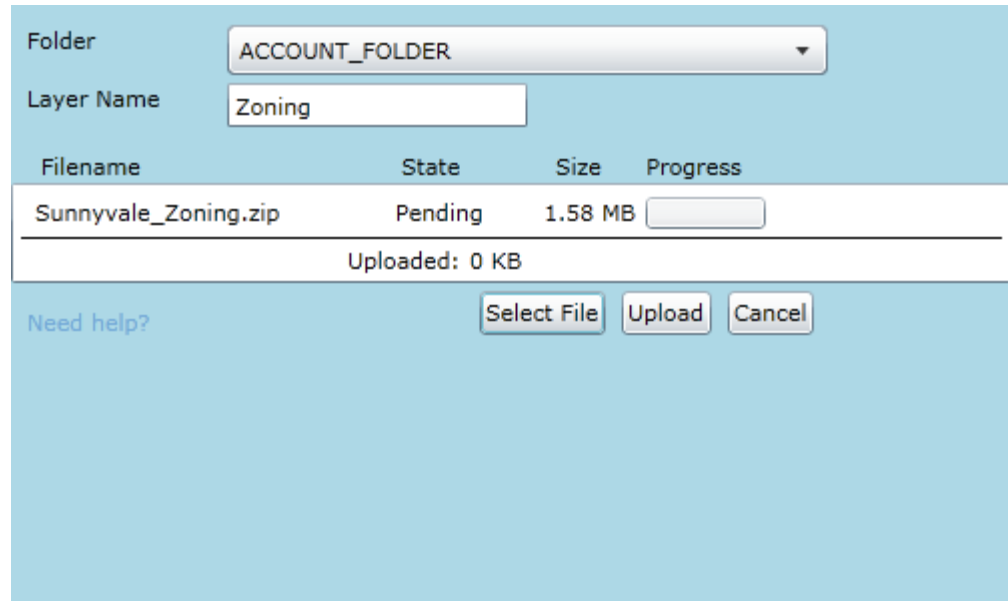
Select Folder from drop-down menu to load data to. Input Layer Name. Select File, then Upload

Upload Spatial File Data

For large file size uploads you will be prompted to input your email address

Confirmation window of successful upload

How do I display my new layer?

Outline:

Select Layer	Select Style	Select Label

From the menu tab:

➤"Advanced"

➤"Layer Management"

➤"Select Layers"
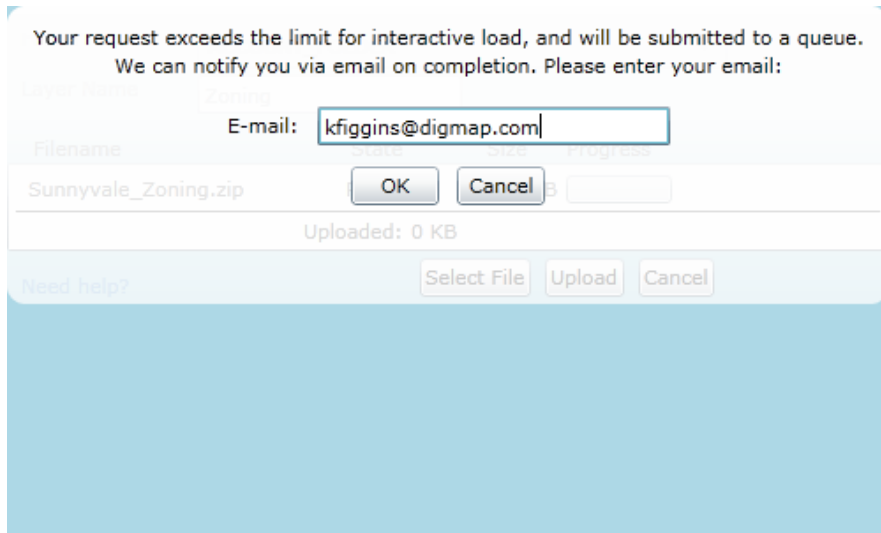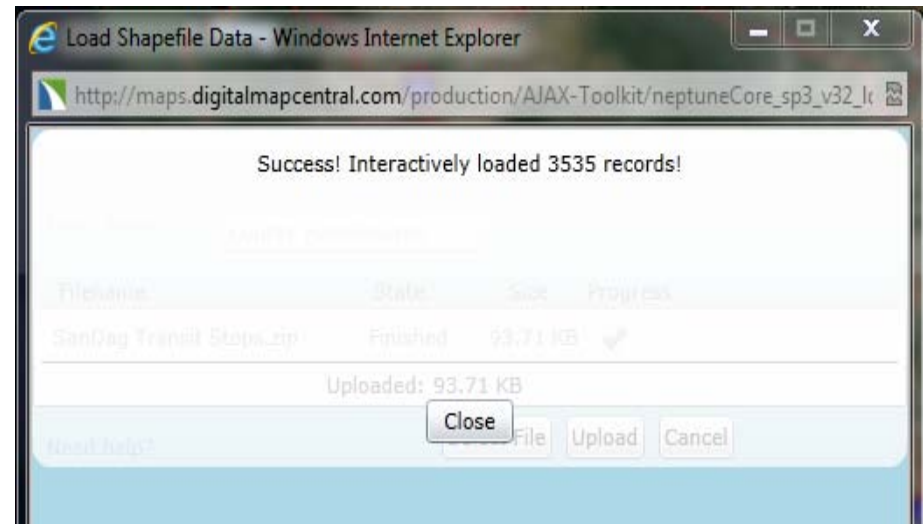
Select Layer Window:

➤Click on Folder level, then click on Layer text.

➤Select paint brush icon to "style", name the layer "default", save style to appropriate folder, e.g. account folder if layer to be published throughout organization

➤Click OK to save style

➤ Check box left of layers to be added, then click OK

➤Layer will be displayed in the Imported Layers section, check box for layer to display on map

Select Layer Window:

➤Click on Create Label icon to create a label layer

➤Select the Field that you want to display as the Label. Enter label name in the File Name field.

➤Click Create to save label style to appropriate folder

➤Check box left of layer or layers to be added, then click OK.

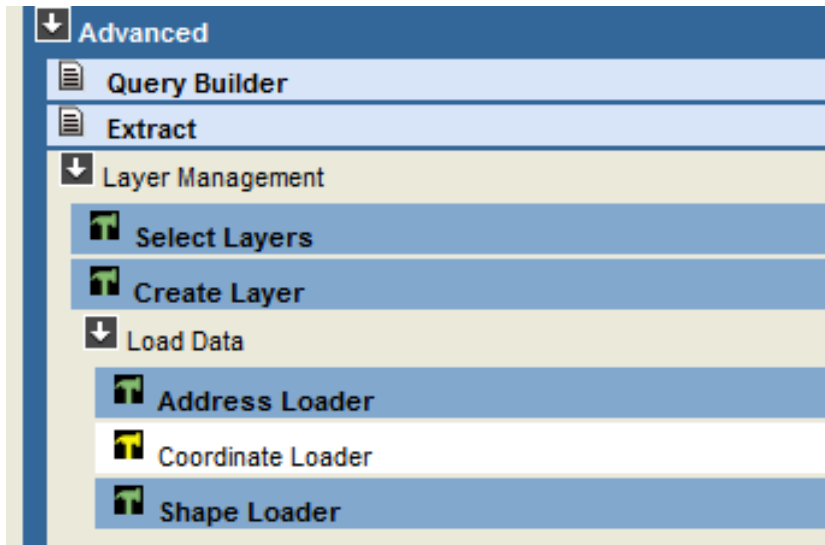➤Layer will be displayed in the Imported Layers section, check box for layer to display on map

Display Layer on Map

Step 1:

Choose Select Layers from Layer Management, which is under the Advanced Row of the Menu Tab
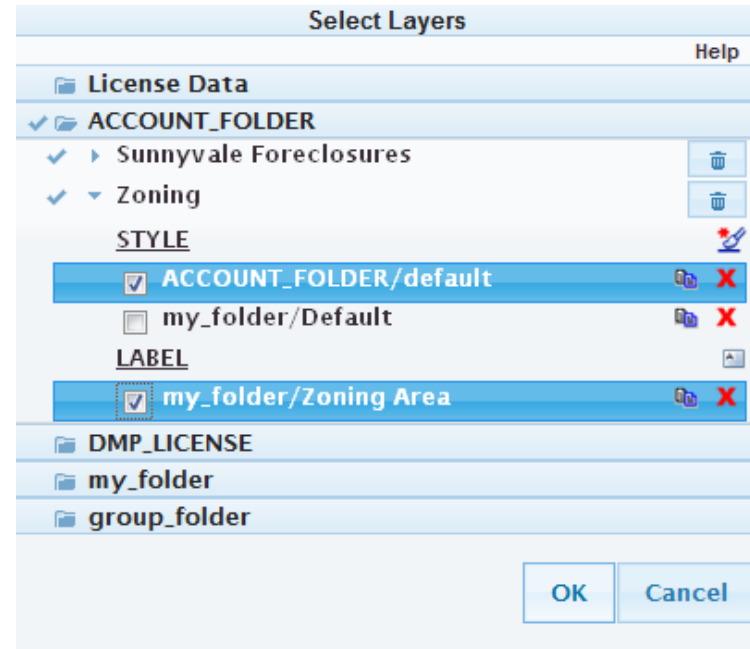
Select the folder the data was loaded to. Select the paint brush icon to the right of the layer name to Style the layer

Note: The Style step is necessary to view the layer

Display Layer on the Map
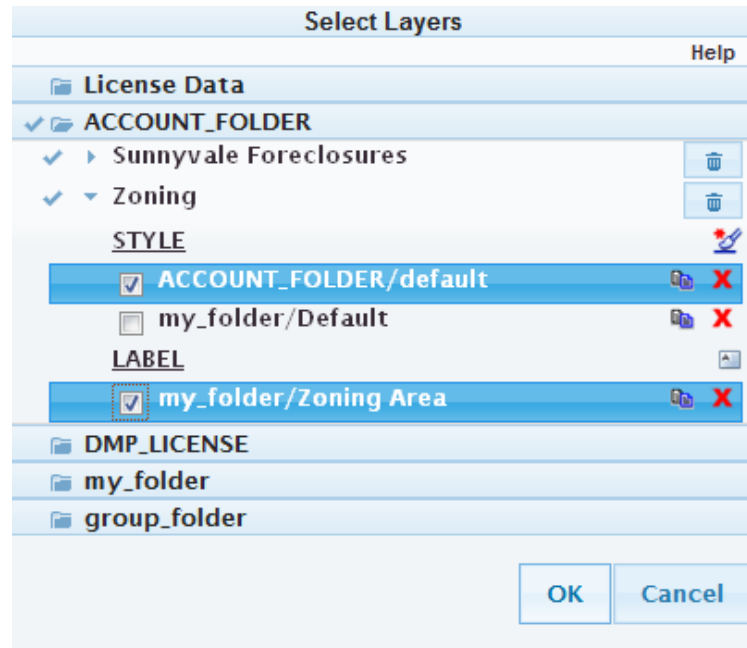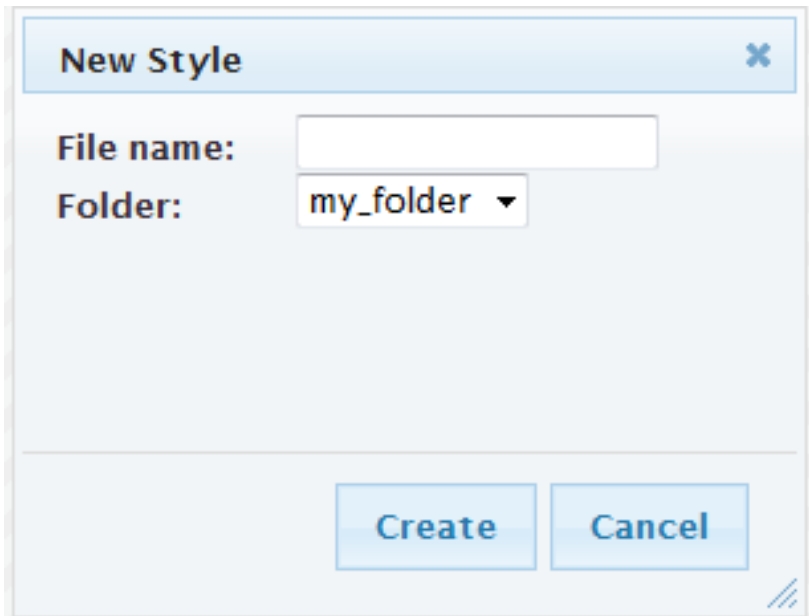
After clicking on the paint brush icon to Style the layer, the New Style window will pop-up

Enter "default" for the File name, click Create

Click the check box to Import the Layer to the Layers Menu, click OK

Display Layer on the Map

The Layer will populate in the Imported Layers section of the Layers menu.

Toggle on the Layer to display the layer on the map.

Display Layer on the Map

How do I change the appearance of my data?

Outline:

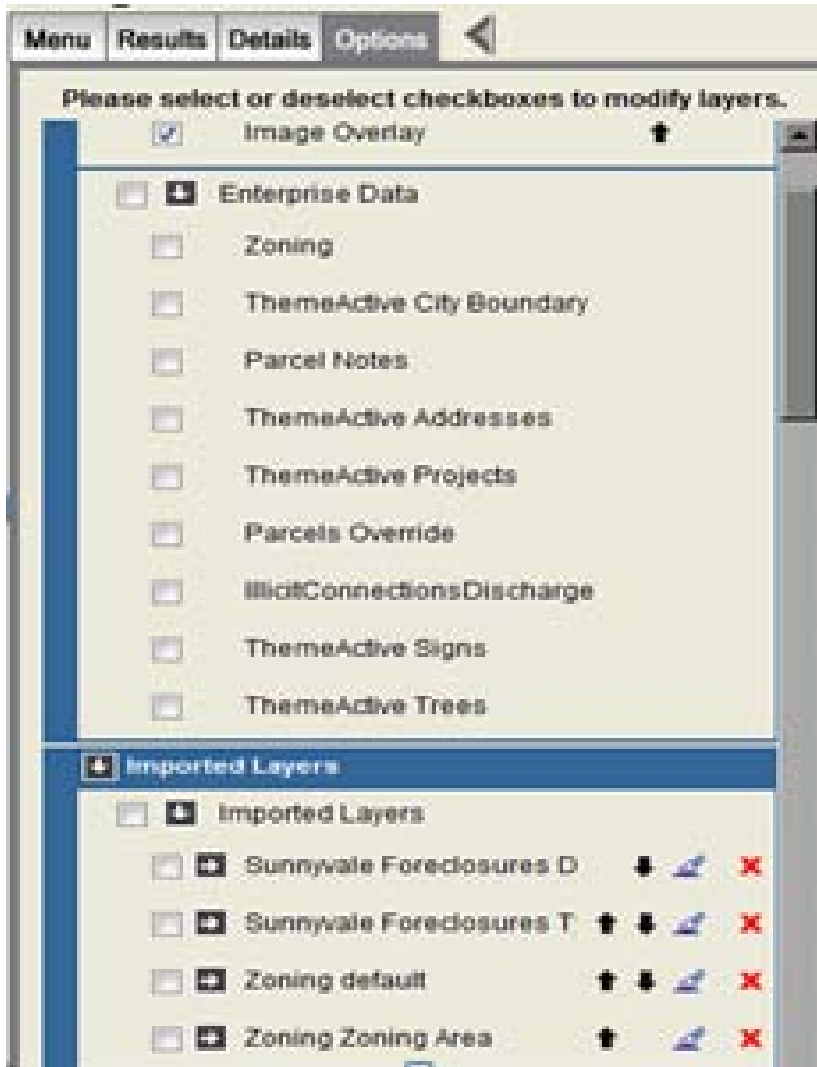| Change Symbol	Change Label	Change display order & Remove Labels
➢Select Paint brush icon to the right of layer name to open Thematic Mapper ➢Select Classify to right of Symbol to change Symbol ➢Select Size drop-down to change symbol size OR Select Classify to right of Size to change ramp style and size ➢Select Fill color to change color OR Select Classify to change ramp style and add custom colors ➢Select Opacity drop-down to change Opacity of fill OR Select Classify to change Opacity by category ➢Apply changes	➢Select Paint brush icon to the right of layer label name to open Thematic Mapper ➢Select on the color to the right of Text to change text color ➢To change Outline color click on the color to the right of Outline Color ➢Select drop-down to the right of Text Size to change font size ➢Apply changes	➢Click on "up" or "down" arrow to change the display order of symbols and labels on map Remove labels: ➢Click red "x" to the right of paint brush, OR ➢Click on "Menu" tab, then click on "Select Layers", then click on red "x" in label section 　　➢Click "ok" on warning message

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Change the data appearance

Step 1:
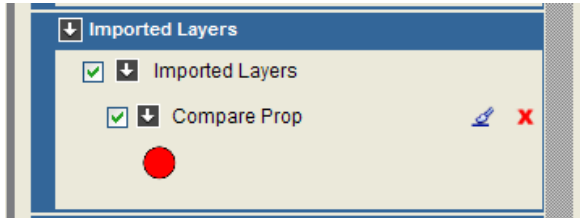
Click on paint brush icon to the right of the layer
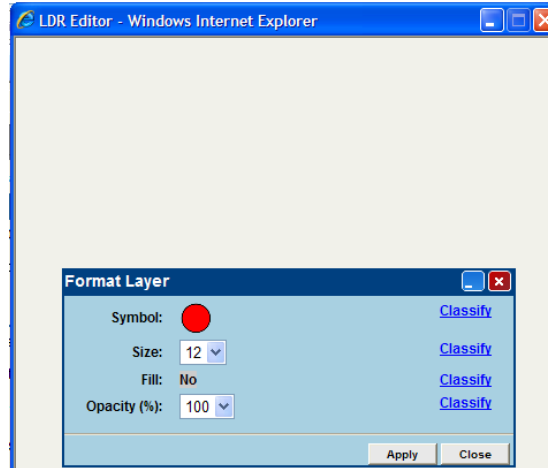
Click on drop-down, OR click on color just to the right of Symbol or Fill, OR click on Classify
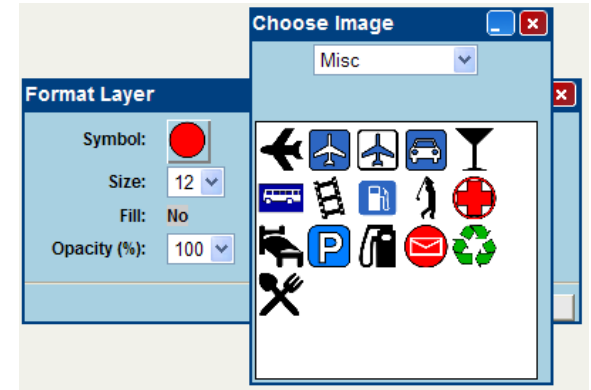
Classify Symbol
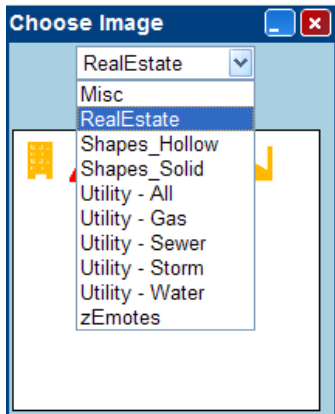
Symbol options
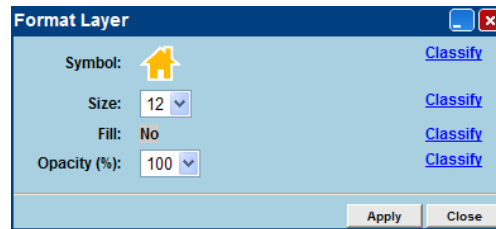
Format complete with symbol type changed

Change the data appearance

Step 2:
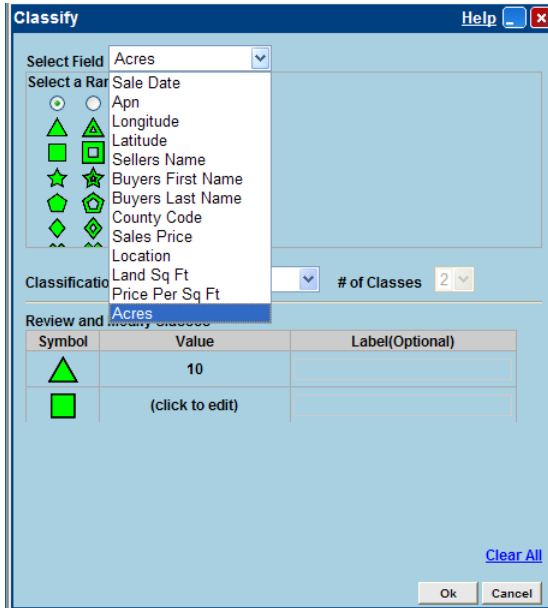
Here is the Classify menu showing the drop-down options. The drop-down options will be specific to your data set.
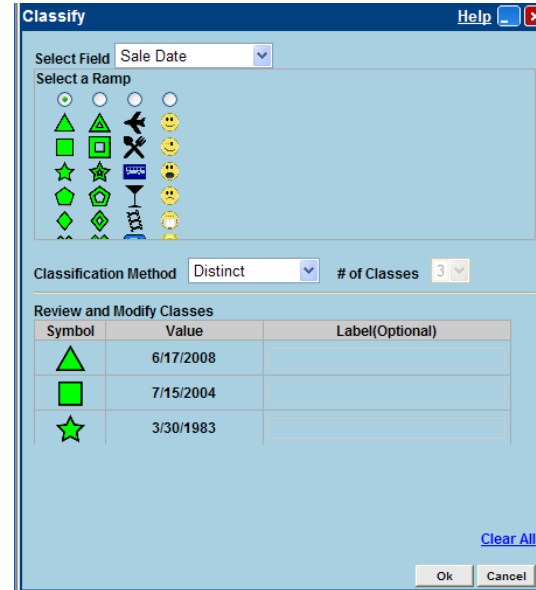
Based on the field chosen you then have the Classification Method drop-down options. Users can also click on the Symbol to change symbol type.

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How do I identify data points?

Identify Tool

> "i" tool at top of map

>> CSV file data or Shape file data displays on "Details" tab

How do I identify data?

Identify Tool
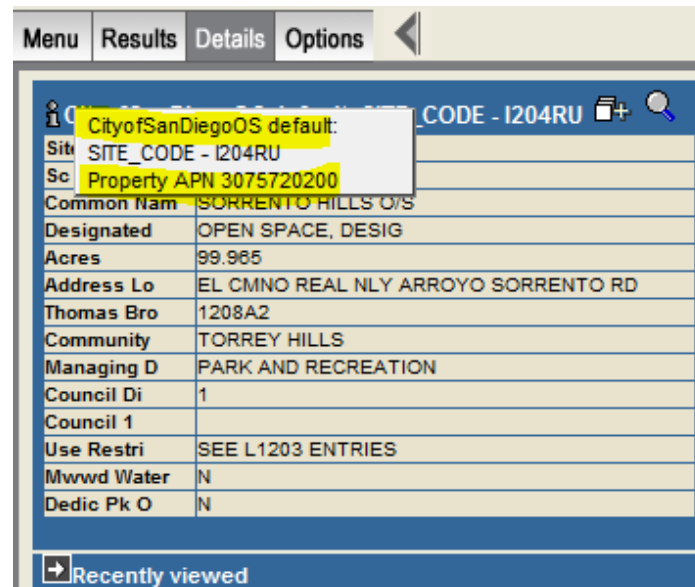
➢If identifying a parcel with multiple layers active, click on the "i" under the Details tab to view additional data from other layers.

➢When clicking "i" a list of options will display for you to click on.

Data Loader Frequently Asked Questions

QUESTION	ANSWER
Can I load data now?	DMP will setup your login with the permission to add data. Once you have permission you will see "Layer Management" in the Advanced section
If I load data will it be available to everyone in my organization?	Only if you want it to be, you will set the view permission at the time that you save the layer. For everyone to see the data you need to save your layer as a map or have DMP "publish" the layer to the account-level
Are there restrictions for naming a layer?	Yes, layer names do not support special characters; however, you may use upper case letters, lower case letters, spaces and underscores. This applies to data loaded both in a CSV file format or in a shape file format

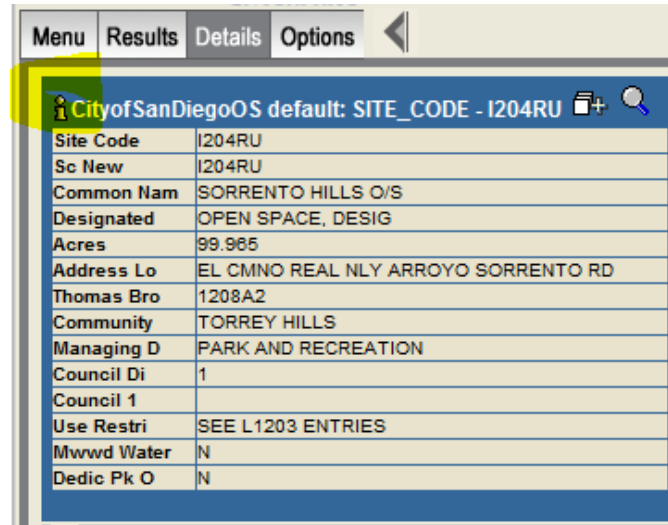| QUESTION	ANSWER
Can I update my data after it has been loaded?	Yes; however for data in CSV files, you must plan for this prior to loading the original data and create a **foreign key** during the original layer creation process. To update data in a shape file, load a new shape file and name the layer
What is a foreign key?	Assignment of a foreign key allows data in an Address Point or in a Coordinate Point layer to be appended
Can I load address data in a file format other than CSV?	No, the address loader requires data in a CSV file format
Are there required fields when creating a layer for address data?	There are four required fields: ✓Source_address ✓Source_city ✓Source_state ✓Source_zipcode

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Frequently Asked Questions (FAQs) page two

QUESTION	ANSWER
Are there required fields when creating a layer for coordinate data?	Yes, there are two required fields: ✓Latitude ✓Longitude
Can I load coordinate data in a file format other than CSV?	No, the coordinate loader requires data in a CSV file format
When I create my layer for CSV data do I have to create the fields in the same order they appear in my CSV file?	No, you can create your fields in any order
Can I delete a field from a layer for CSV data?	Yes, click "remove" on the create layer input form prior to creating the layer
Can I delete a field from a layer after the layer is created?	No, you will need to create a new layer with the field eliminated. The new layer can have the same name as the original layer

QUESTION	ANSWER
Are there reserved field names?	Yes, there is one reserved field name: ✓Key
Can I add data fields beyond the required fields?	Yes, you can add as many fields as you desire, just be sure to include those fields when you create the layer
Can I load data based on APN?	No, not at this time
Are there required fields when creating a layer for shape file data?	It is not necessary to create a layer prior to loading shape file data
Are there files required to load shape data?	Yes, there are three required files: ✓.shp ✓.shx ✓.dbf The files must be zipped

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Frequently Asked Questions (FAQs) page three

QUESTION	ANSWER
What is the required projection for shape files?	GCS NAD 83
Can I change the order of my fields in the legend after the shape file is loaded?	No, the fields are created based on data in the .dbf file and will be created exactly as they appear in that file. If you want to make a change you will need to change the source document and re-load the data
How do I view my data once it is loaded?	On the menu tab click "Advanced," click "Layer Management," and click "Select Layers." Check the box next to the layer to be displayed
Can I change the appearance of my data after it is loaded?	Yes, you can add labels and display styles for your data

QUESTION	ANSWER
How do I add a label?	When you select the layer(s) to display you will see style and label options. Click on the label symbol to add a label to your layer
How do I change the appearance of my layer?	When you select the layer(s) to display you will see the style and label options. If this is the first time the layer is loaded the style will be default, check this box to display the default style. Remember, the style can be changed after you load the data
Can I upload KML files?	Not at this time
Is there a limit to how many rows I can add to my Address or Coordinate layer?	No

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Frequently Asked Questions (FAQs) page four

QUESTION	ANSWER
What is the maximum file size?	The maximum file sizes are: Address loader: 3.5 Coordinate and Shape loader: 90MB
If I have more than one point in a location how do I access the data associated with all points	Identify one point, on the details tab you will see an "i" in the upper left corner, click the "i" to access data for additional points
What is the default symbol for a point layer?	A green dot
Can I add my own custom symbol?	No, not at this time
Can I set the scale for display of my layer?	No, not at this time. However, our Customer Success Team can assist you
Can I delete my layer?	Yes, our Customer Success Team will adjust your settings for this permission

QUESTION	ANSWER
Can I rotate my labels and points?	No, not at this time
I loaded my shape file data but my confirmation email says there are errors and the data did not load	Make sure that the required files; .shp, .shx, and .dbf are in one zipped folder, not a folder within a zipped folder

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How do I get help when I need it?

➤**Help Desk**

Available by phone Mon – Fri 8:00am to 5:00pm (PT)

949-333-5111 ext. 2 **OR**

888-322-6277 ext 2
Available by email at **support@digmap.com**

➤**User Guide**
Access online – click "help" link

➤**Videos**
Access online – click "help" link, then click on On-demand Training Videos

➤**Web-based Live E-Learning (LEL)**
Click "help" link to access all training options, then click on Webinar Schedule to view list of and register for upcoming classes

➤**Customer Care Center**
Access online - click "help" link

➤**Customize your account**
Contact DMP Customer Support Team at

949-333-5111 x2   **OR**   888-322-6277 x2