



PeopleView MissionInsite Instructions

HELPFUL HINTS

Helpful Hints

As you work with MissionInsite, some things you may not do often enough to remember or you accidentally click something extra. The following topics will be covered in this PowerPoint. We hope you find the hints helpful:

- ▶ Add a red marker (!) (now appears as a dot) to the Map
- ▶ Change the map type & style
- ▶ Zoom options
- ▶ Turn on 3D Map
- ▶ Clear a shape before running a report
- ▶ Save map and data for future reference

Add a red marker (!) to the Map

This can be done two ways on the maps page. **First Way:**

- ▶ Click on *Draw New Shape* icon in the Tool Bar (left column).
- ▶ See next slide

The screenshot displays a GIS application interface. On the left is a vertical tool bar with various icons. A blue arrow points to the 'Draw New Shape' icon (a square with a diagonal line). The main panel is divided into several sections: 'Selection Information' (showing 'No Selection'), 'Legend', 'Layers' (with 'Agency Boundary' selected), and 'Churches' (showing '323 Churches Plotted'). Below the 'Churches' section is a table with the following data:

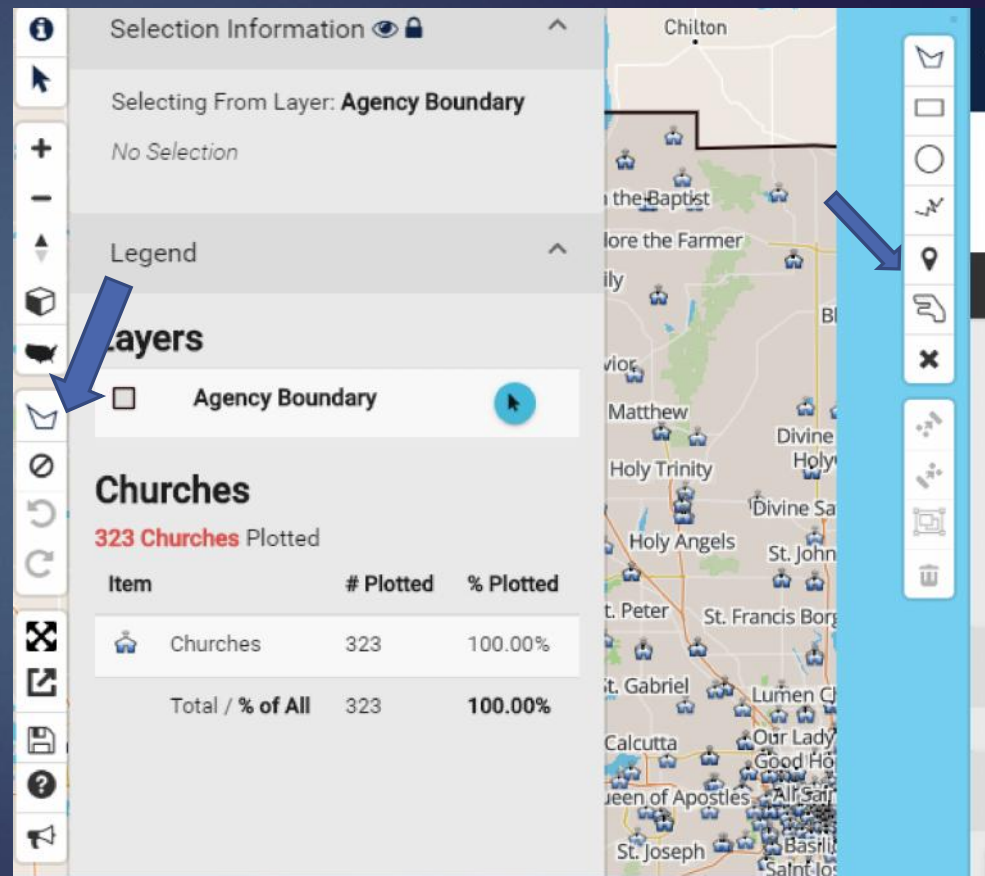
Item	# Plotted	% Plotted
Churches	323	100.00%
Total / % of All	323	100.00%

The right side of the interface shows a map with numerous church locations marked with blue icons. Labels for some churches include St. Joseph, St. Leonard, St. Matthew, St. Clare, St. Louis, St. Gabriel, Lumen Christi, Our Lady of Good Hope, All Saints, Basilica of Saint Josaphat, St. Francis Borgia, St. Peter, Holy Angels, St. John XXIII-PeterA, Holy Trinity, Divine Savior-HolyCross, Divine Savior, Blessed Trinity, St. Dominic, St. Francis Borgia, St. Gabriel, Lumen Christi, Our Lady of Good Hope, All Saints, Basilica of Saint Josaphat, St. Joseph, St. Leonard, Divine Mercy, St. Matthew, St. Clare, and St. Louis. The map also shows a road network and a blue arrow pointing to the 'Draw New Shape' icon in the tool bar.

Add a red marker (!) to the Map

This can be done two ways on the maps page. **First Way:**

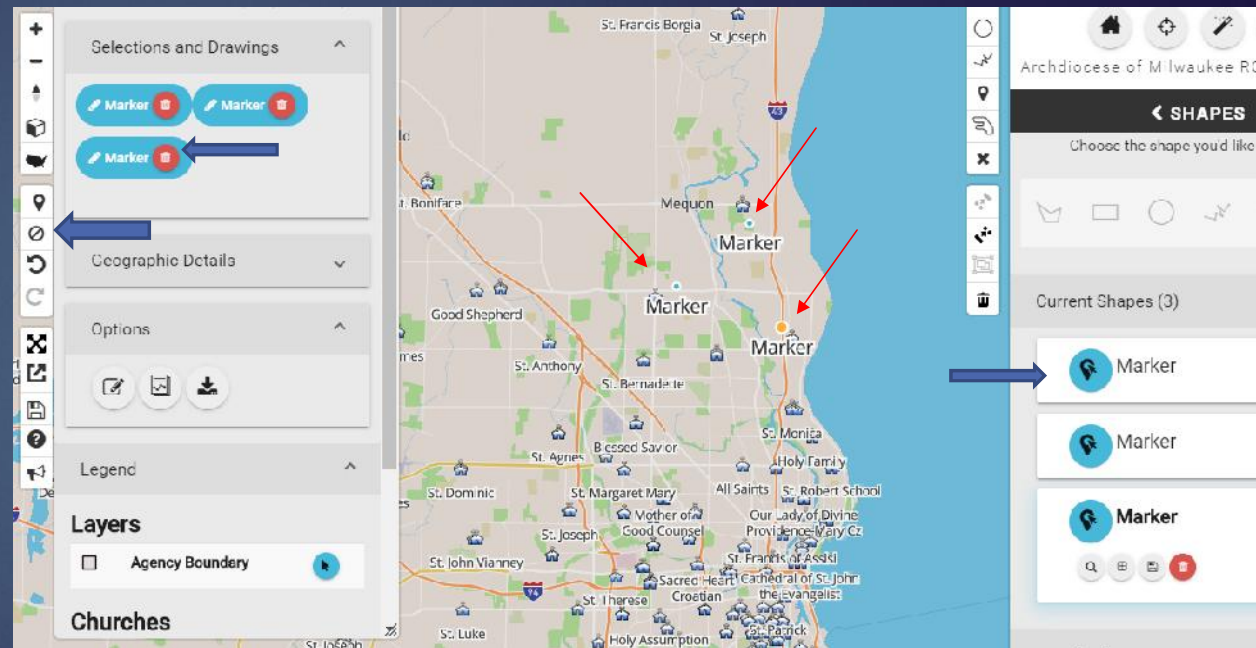
- ▶ This will bring up the **Shapes** icon in the Tool Bar. Click on it and it will bring up column of expanded choices to the right.
- ▶ The icon (similar to an exclamation point) to the left of the X is what you want.
- ▶ Click on the icon and then click on the map where you want to mark.
- ▶ See next slide



Add a red marker (!) to the Map *continued*

- ▶ Add as many markers as you want. They appear as dots.
- ▶ Selection Information will show your markers.
- ▶ Added one too many click on *garbage pail* to delete it.
- ▶ It's in the wrong place, click on marker so that it appears yellow and move it to its new spot.
- ▶ Need to delete all? Click on *clear map* icon to expand and click on *clear map* option.

See next slide for more options.

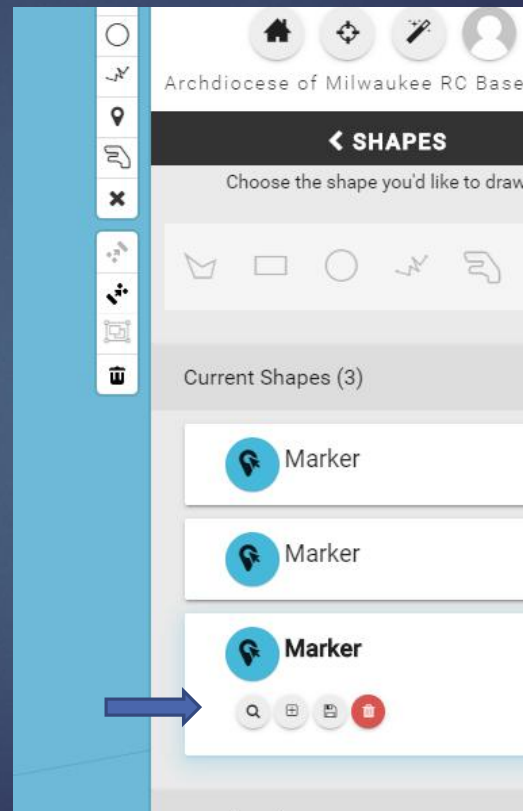


Choose the icon you want to clear what you want.

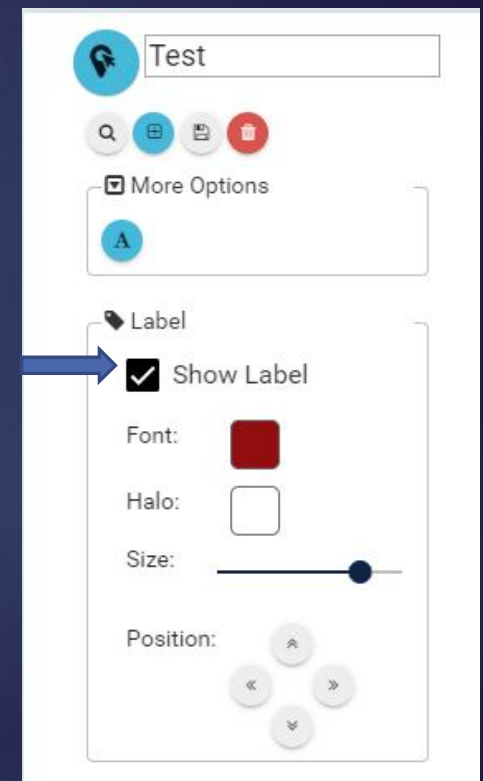
Add a red marker (!) to the Map *continued*

- ▶ On Control Center (to the right), you have other options. From left to right they are: *zoom to shape*, *show more options*, *save shape* or *remove shape*. Three are self explanatory.
- ▶ Click on *Show more options*. You can the name, color or position of the marker.
- ▶ Need to delete all? Click on *clear map* icon to expand and click on *clear map* option.

See next slide.



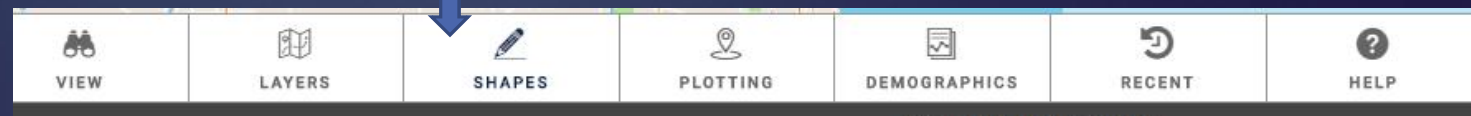
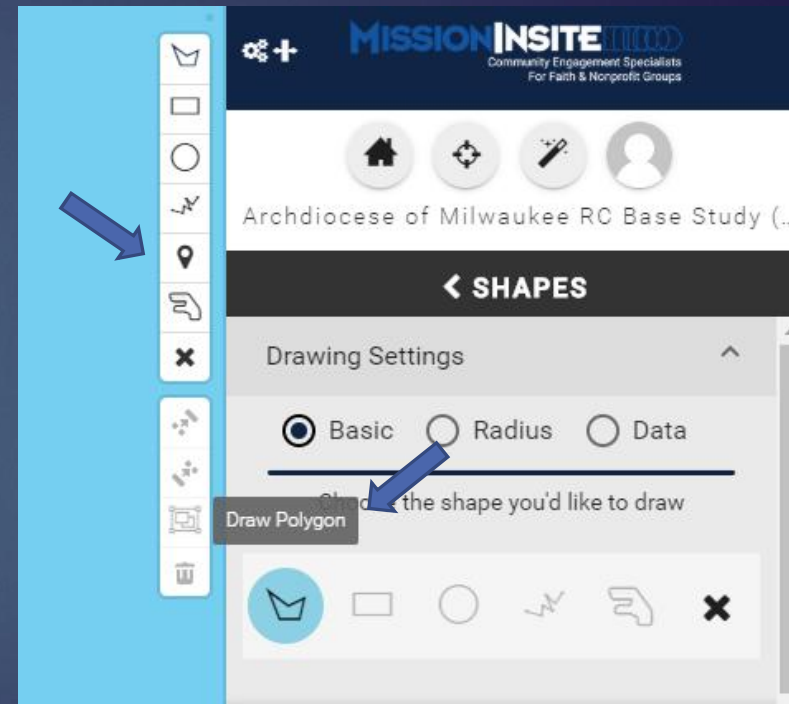
Type in new name & click *Enter*.



Add a red marker (!) to the Map *continued*

Second Way:

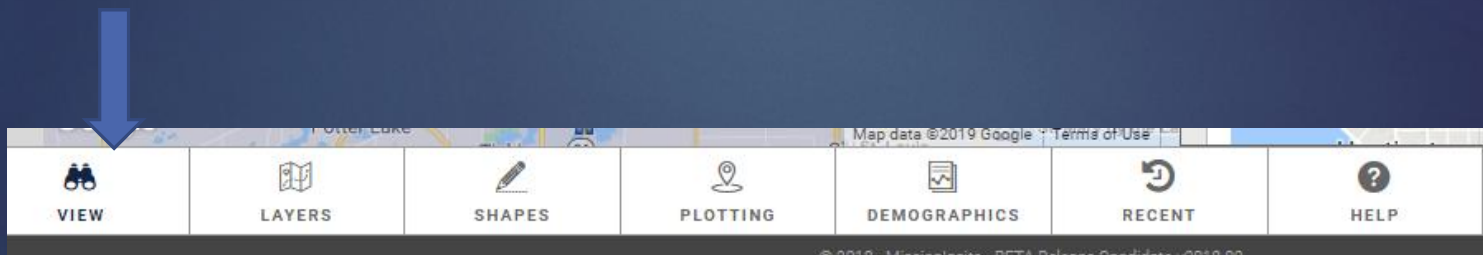
- ▶ Click on *Shapes* on the Navigation Bar (bottom of screen).
- ▶ Go to Drawing Settings in the Control Center (right side) and click on any shape to bring up tool bar. Then continue as the previous way with clicks.



Change the Map Type & Style.

The default view of your map is Roadmap.

- ▶ To change the way you view the map, click on **View** on the Navigation Bar (bottom of your screen).
- ▶ This will bring up map view options in the Control Center (right column). *See next slide.*
- ▶ Change it to suit your personal choice.



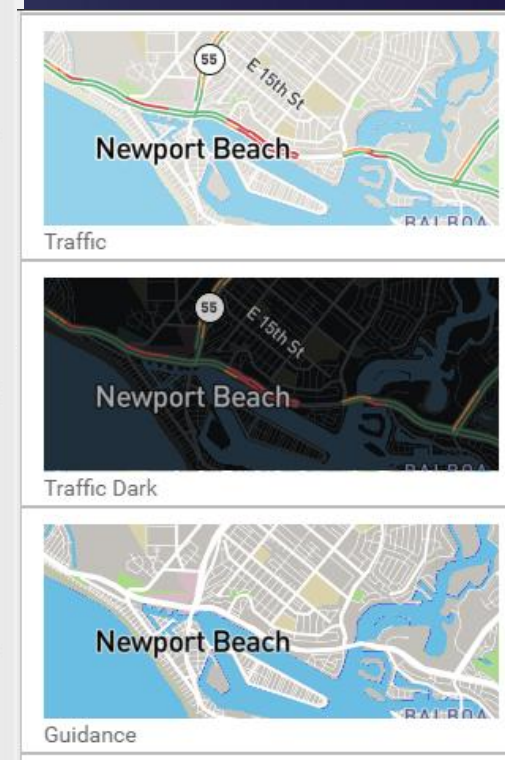
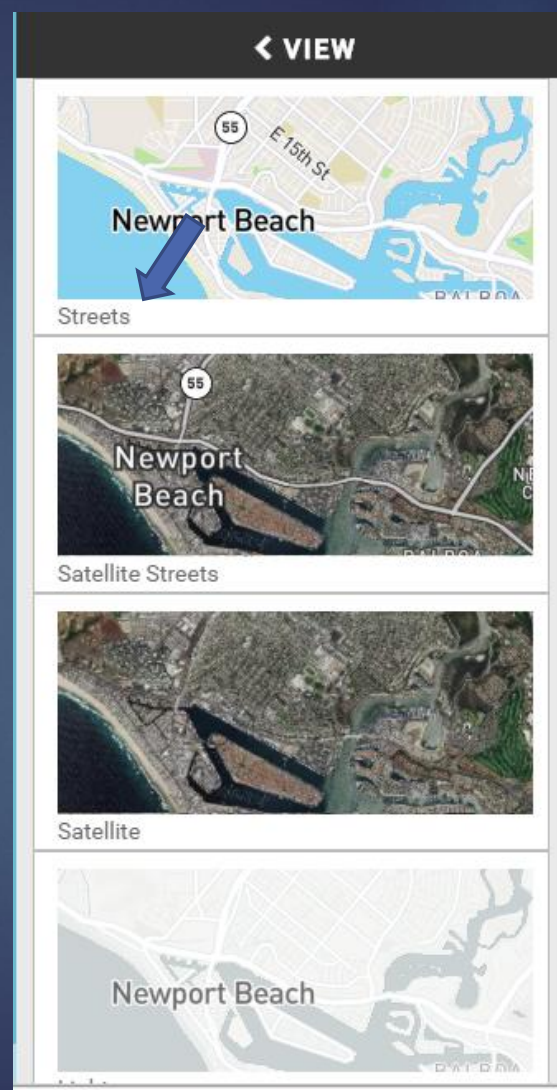
Change the Map Type & Style *continued*

Ten choices of map view

- ▶ Streets (default)
- ▶ Satellite Streets
- ▶ Satellite
- ▶ Light
- ▶ Dark
- ▶ Outdoors
- ▶ Traffic
- ▶ Traffic Dark
- ▶ Guidance
- ▶ Guidance Dark

Note: Scroll down to see all choices

- ▶ Click next to the map view name to change the map view.



Change the Map Type & Style *continued*

Below Map Type are Map Style and Map Opacity.

- ▶ With the updated version of MissionInsite, you can now design your own base map.

Map Style

Design a Map

Design your own base maps by visiting Mapbox Studio

- Sign Up for a Free Mapbox Studio Account
- Use Mapbox Studio to Create Your Own Maps or visit the Designer Maps Page for Pre-Built Styles
- Make your Map Public and Copy your Style URL into the Box Below
- For More Information or a Demo, Please Contact Support

Mapbox Studio Url *

LOAD CUSTOM MAP

Map Opacity

Control how opaque the map overlays are

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Zoom Options

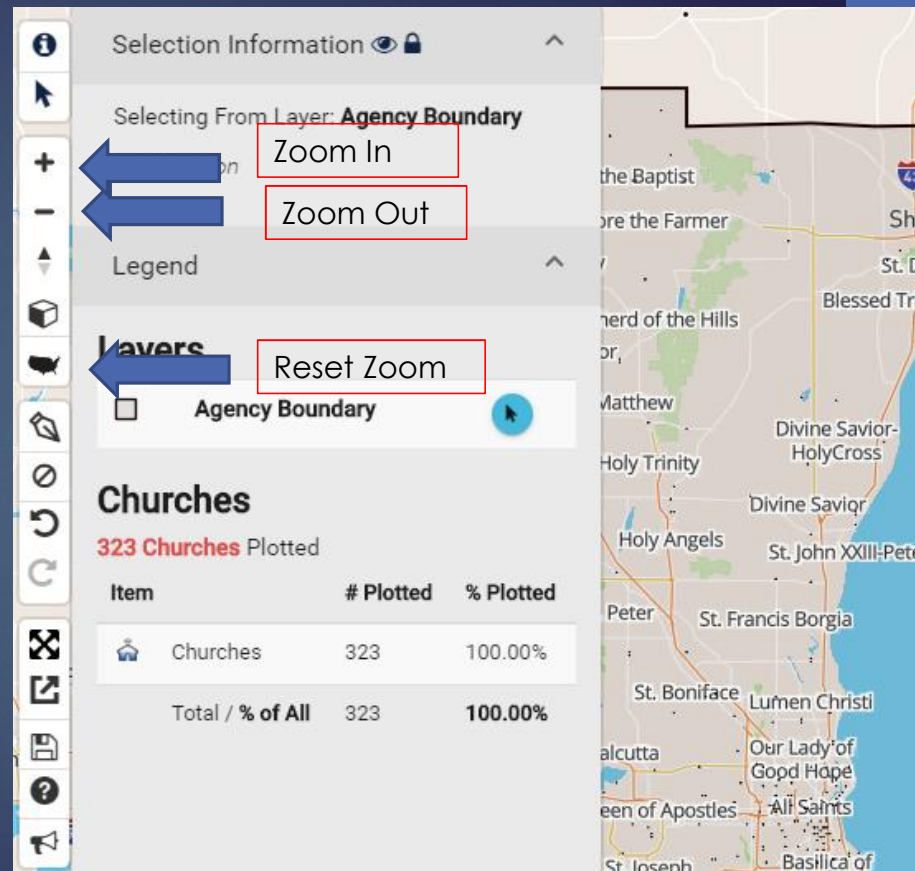
The three Zoom Options can be accessed two ways. Options:

- ▶ Zoom In (increase map size)
- ▶ Zoom Out (decrease map size)
- ▶ Reset Zoom (default map size)

First Way:

- ▶ The three icons appear on the Tool Bar (left column).
- ▶ Click on the proper icon.

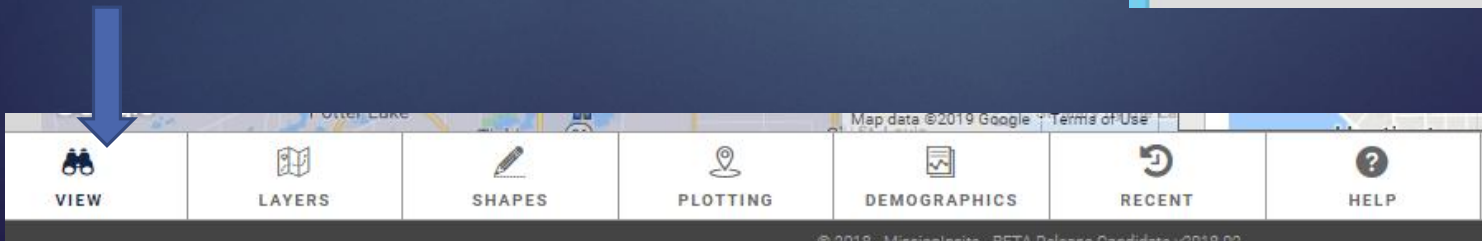
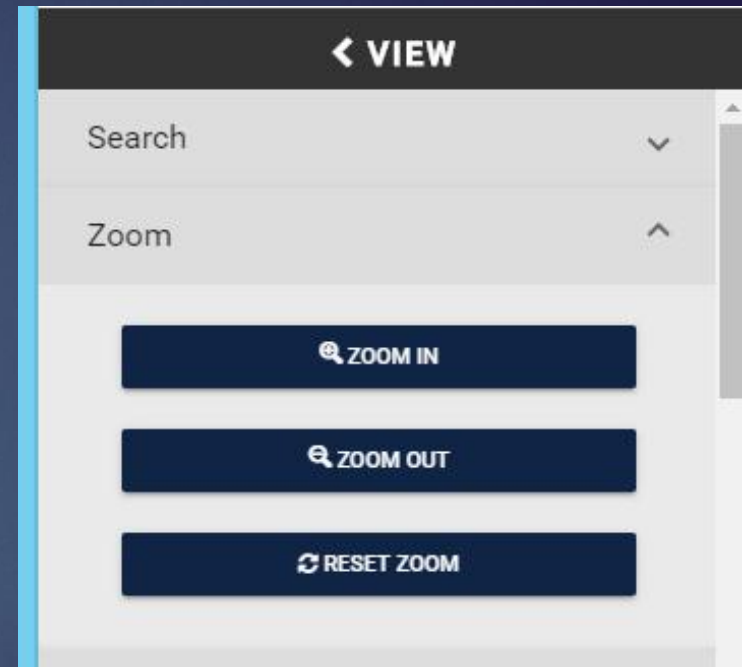
See next slide



Zoom Options continued

Second Way:

- ▶ Click on *View* on the Navigation Bar (bottom of your screen). This will bring up Zoom options in the Control Center (right column).
- ▶ Each click on *Zoom In* and *Zoom Out* will either increase or decrease the detail on the map.
- ▶ Click on *Reset Zoom* to go to default size of your map

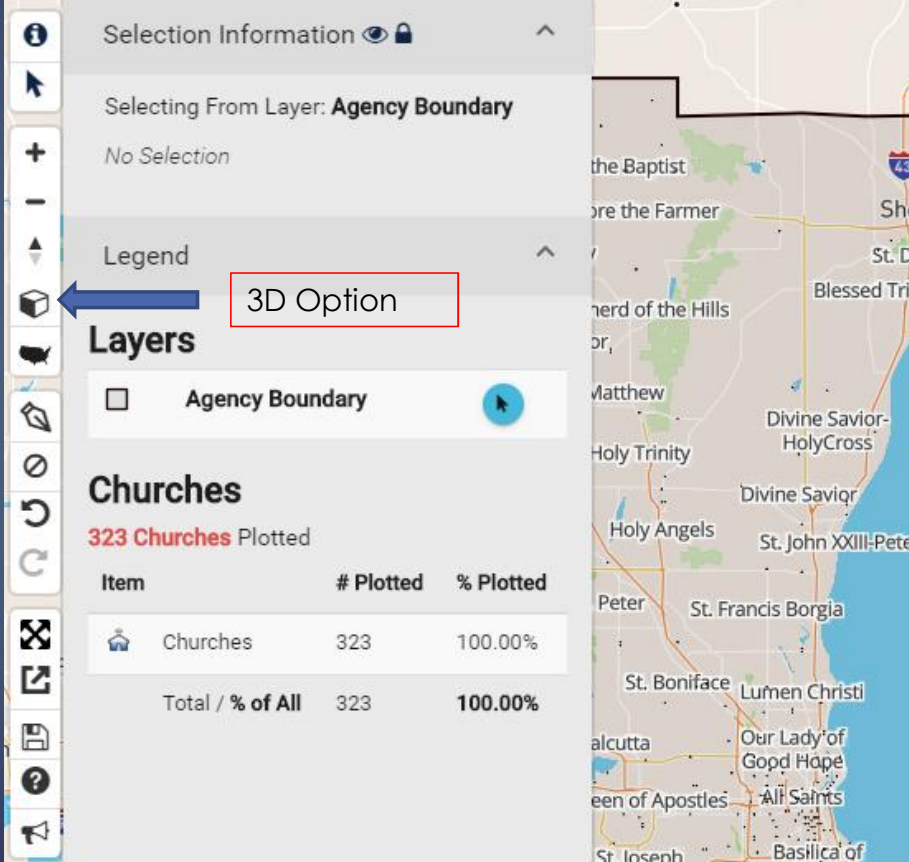


Turn on 3D Option



With the updated MissionInsite, you can now view the map as 3D

► Click on 3D icon

See next slide



The screenshot displays the MissionInsite interface. On the left is a vertical toolbar with various icons. The 'Layers' panel is open, showing a '3D Option' icon (a cube) highlighted with a blue arrow and a red box labeled '3D Option'. Below the 3D icon is a checkbox for 'Agency Boundary' which is checked. Underneath is a 'Churches' section with a table showing 323 churches plotted (100.00%).


Selection Information  

Selecting From Layer: **Agency Boundary**

No Selection


Legend

Layers

Agency Boundary 

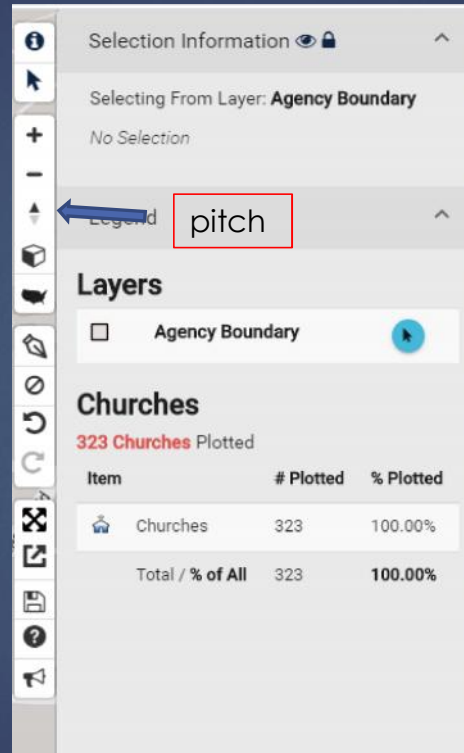
Churches



323 Churches Plotted

Item	# Plotted	% Plotted
 Churches	323	100.00%
Total / % of All	323	100.00%

Turn on 3D Option continued

- ▶ Map resets itself
- ▶ When on the map, hold down the left click and move to change view of map.
- ▶ To change the pitch, click on the *pitch* icon, and hold the left click and move within the Tool Bar.
- ▶ If you choose *Satellite Streets* (see Map Type), you will see buildings




Selection Information  

Selecting From Layer: **Agency Boundary**

No Selection


Legend **pitch**

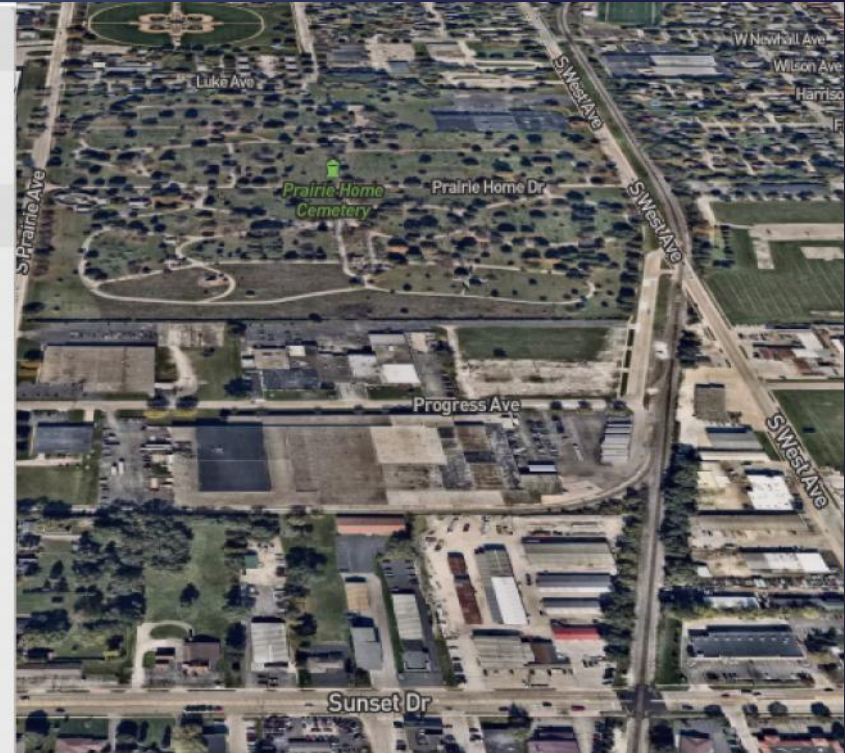
Layers

- Agency Boundary 

Churches

323 Churches Plotted

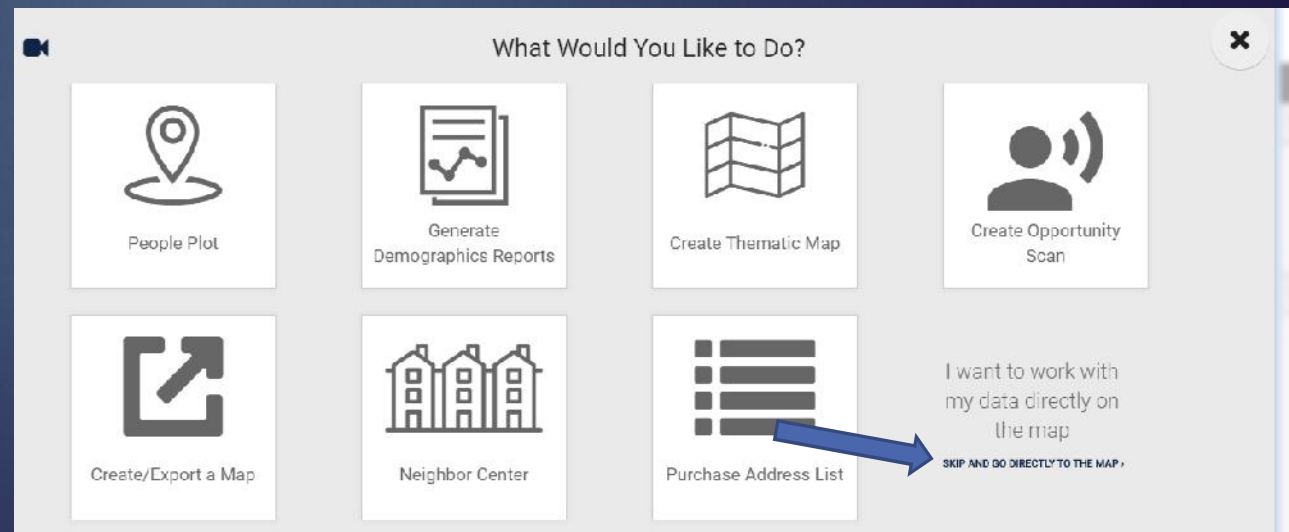
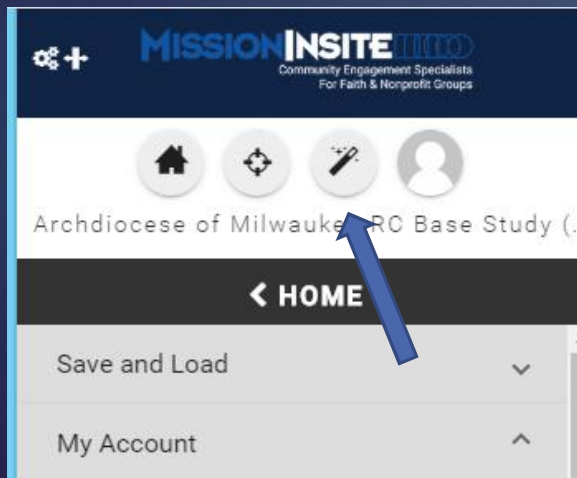
Item	# Plotted	% Plotted
 Churches	323	100.00%
Total / % of All	323	100.00%



See next slide

Turn on 3D Option *continued*

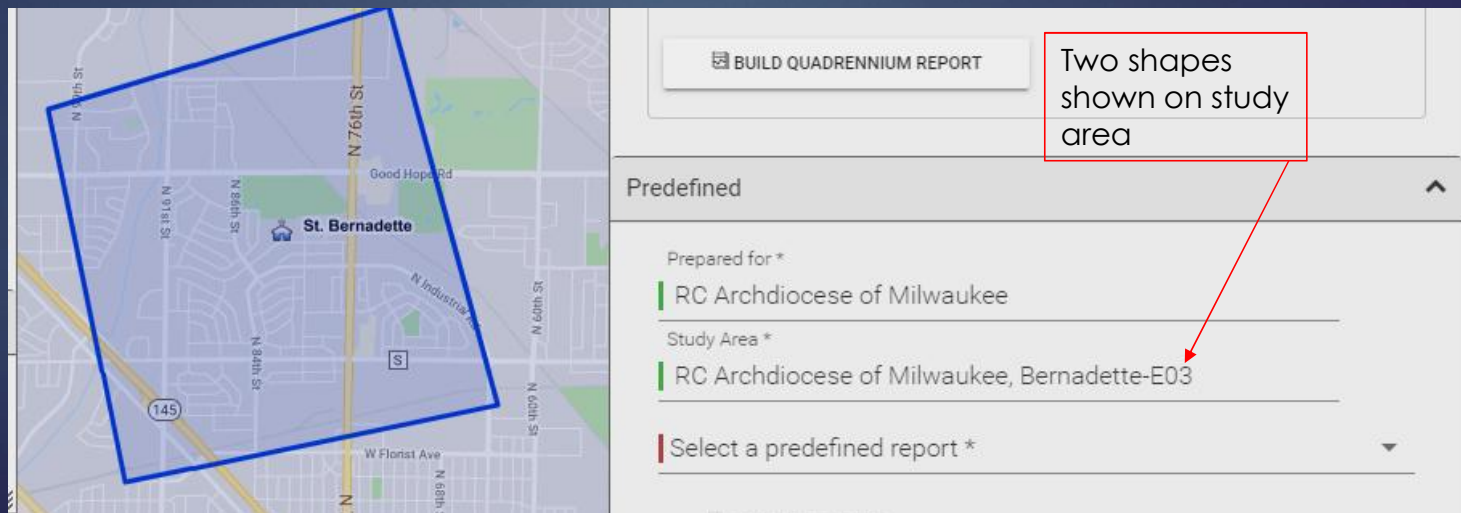
- ▶ To turn off:
- ▶ Click on *Go to Assistants* icon on Control Center (right).
- ▶ That will bring you to the cubes. Then click on *Skip and go directly to the map* and you are back in business.



Clear a Shape Before Running a Report

Has this ever happened to you? You have plotted your shape to run different reports. However, after the first report, you accidentally click on the map so that another area (example: the whole Archdiocese) was chosen.

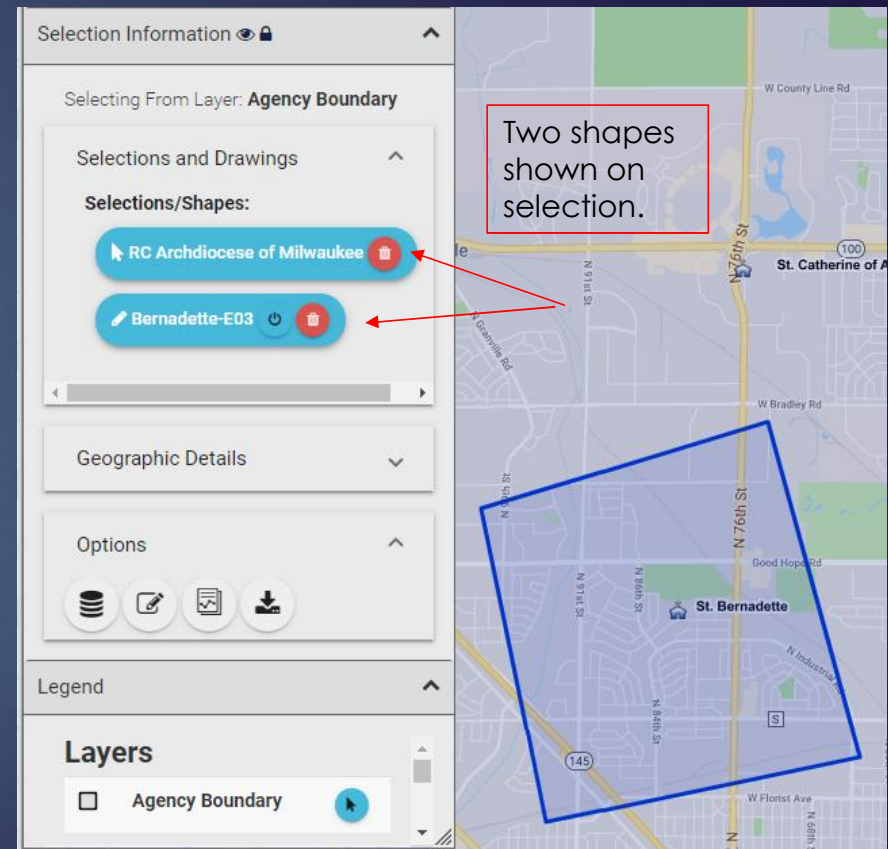
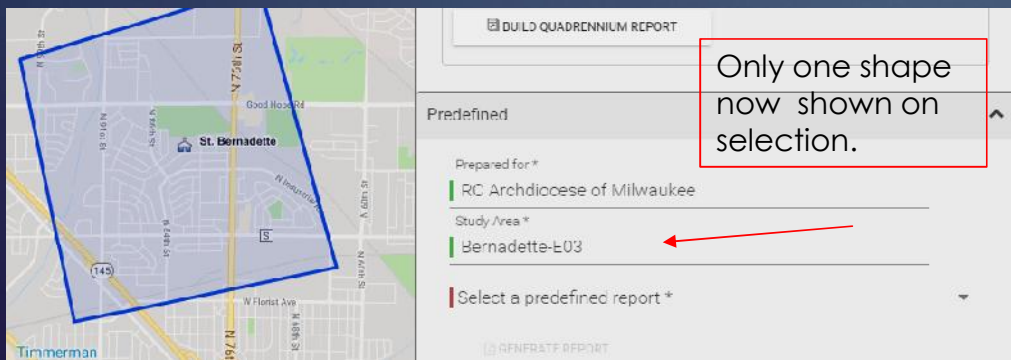
Your study area now shows two shapes and that is what will be contained in whatever predefined report you run.



Clear a Shape Before Running a Report *continued*

To get rid of the unwanted shape:

- ▶ Under, *Select Information* (appears on left side of map) choose the unwanted shape and click on the *red garbage pail*.
- ▶ Once deleted, name change will appear on the right. Run your reports!

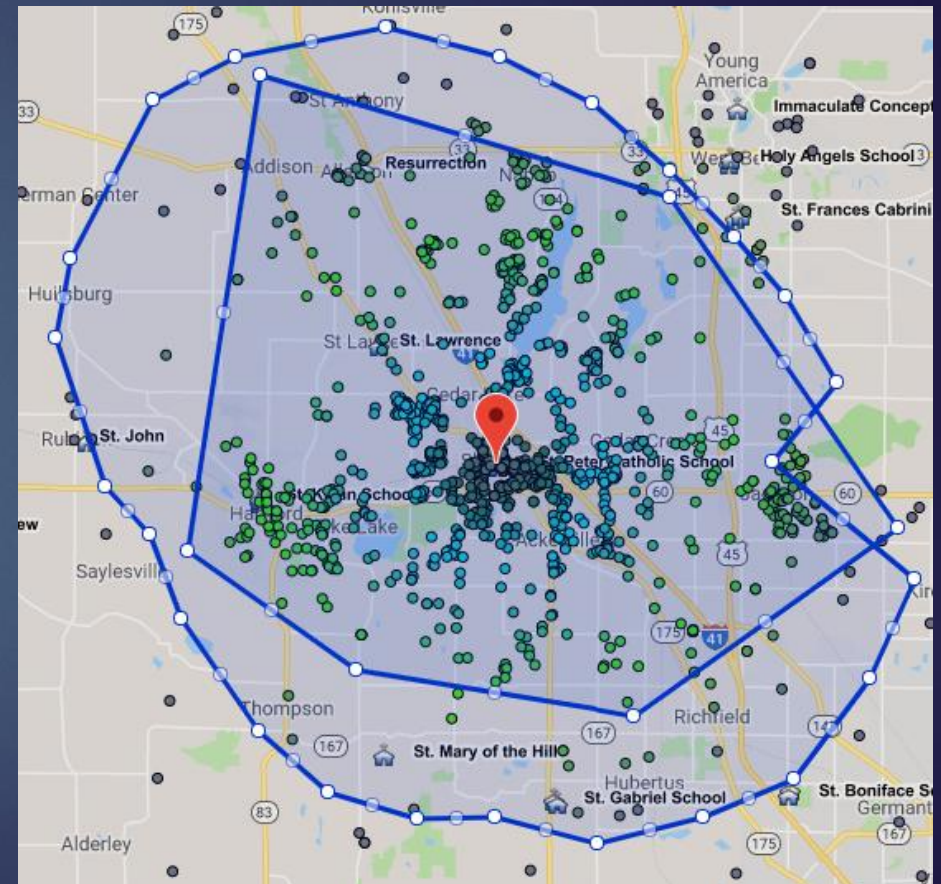


Save Map & Data for Future Reference

You are working on the map and for whatever reason, you can't finish what you want to do or you will want to look at it later. Good news – you do not have to re-enter everything the next day!

Example: For St. Peter in Slinger, I have plotted:

- ▶ Congregants
- ▶ Travel polygon
- ▶ Polygon encompassing main cluster of congregants
- ▶ Marker of church



Save Map & Data for Future Reference *continued*

- ▶ Click on *Save Map* icon on the Tool Bar (column on left).
- ▶ The box to the right will appear.
- ▶ Enter new map name and Click *Save Current Map*.
- ▶ When you next want to see the map again, click on the *Save Map* icon, check the circle for the name you gave the map and then click *Load Selected Map*.

Load or Save Map

Saved Map	Study	Created On	Last Saved
<input type="radio"/> St. Peter-Slinger-L18	Archdiocese of Milwaukee RC Base Study (Archdiocof16Base)	5/14/2018 10:43 AM	5/14/2018 10:43 AM
<input type="radio"/> OLGH-Bernadette-CatherineAlexandria MKE	Archdiocese of Milwaukee RC Base Study (Archdiocof16Base)	6/11/2018 11:05 AM	6/11/2018 11:05 AM
<input type="radio"/> St Teresa of Calcutta-M33	Archdiocese of Milwaukee RC Base Study (Archdiocof16Base)	12/19/2018 1:20 PM	12/19/2018 1:20 PM
<input type="radio"/> St. Rita-Racine-I15	Archdiocese of Milwaukee RC Base Study (Archdiocof16Base)	1/11/2019 2:16 PM	1/11/2019 2:16 PM
<input type="radio"/> St. John Neuman-Waukesha-M31	Archdiocese of Milwaukee RC Base Study (Archdiocof16Base)	1/14/2019 1:38 PM	1/14/2019 1:38 PM
<input type="radio"/> St. Joseph-Waukesha-M27	Archdiocese of Milwaukee RC Base Study (Archdiocof16Base)	1/14/2019 2:01 PM	1/14/2019 2:01 PM

New Map Name... *
St Peter-Slinger-Example

CANCEL LOAD SELECTED MAP SAVE CURRENT MAP

If you have a helpful hint that you don't see here, contact Susan Skibba, MissionInsite Coordinator at 414-769-3355 or skibbas@archmil.org and I will update this PowerPoint.