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Weave User Guide
Feb 2022

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Weave User Guide Home

This is the home page for the ***Weave User Guide***. This guide contains everything you need to become a proficient Weave user.

Introduction

This is the ***Weave User Guide***. It covers all the tools and functions available in the Weave product.

This guide covers the following topics:

- Map View
- Map Tools
- Map Layers
- Identify and Search
- Edit
- Reports
- Application Integration
- Weave Support

Please note that the version of Weave you have access to in your organisation may not contain all the tools that are described in this User Guide. If there is a tool that you think will be useful but you can't see in your application, please contact your Weave or IT System Administrator.

Map View

This section covers the map based functions of Weave.

Bookmarks

A **Bookmark** identifies a particular location that you want to save and refer to later. A **Bookmark** saves the map extent, map layers that are displayed, Redlines created and the *Active Layer* you have set, and the selection for that Active Layer (from version 2.5 29). You can also use **Bookmarks** to highlight areas on your map that you want others to see.

The **Bookmark** tool allows you to add, share, manage, and publish Bookmarks.

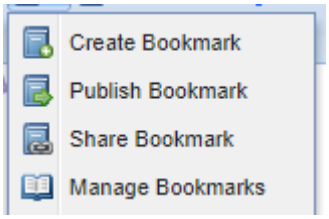
Bookmarks are either **private** to you or can be **published** for access by other users.

A **Shared** Bookmark is a new concept that was introduced to Weave in version 2.5.29 . A user can "share" a Bookmark using the *Share Bookmark* tool.

A **Shared** Bookmark creates a URL which can be copied or sent as an email. When used, this URL will open Weave, and zoom to, display layer, display Redlines, set the Active Layer and/or include a selection as specified when the Bookmark was created.

Bookmarks Menu

The Bookmarks menu has four options which are discussed in this section.



Create Bookmark

Description of the tool

This option allows you to save a Bookmark by adding it to your list of bookmarks. In addition to saving the current map extent, you also have the option of saving other elements with the Bookmark including the currently displayed map layers, any Redlines (See Redline Tools) that have been added, and the *Active Layer*.

For anonymous (non-logged in) users, bookmarks can be created but they are only stored locally in the browser which means they disappear when the browser is closed or the browser history is cleared; authenticated (logged in) users will have their bookmarks saved for future use.

How to use the tool

Prerequisite:

None

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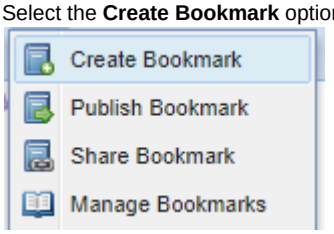
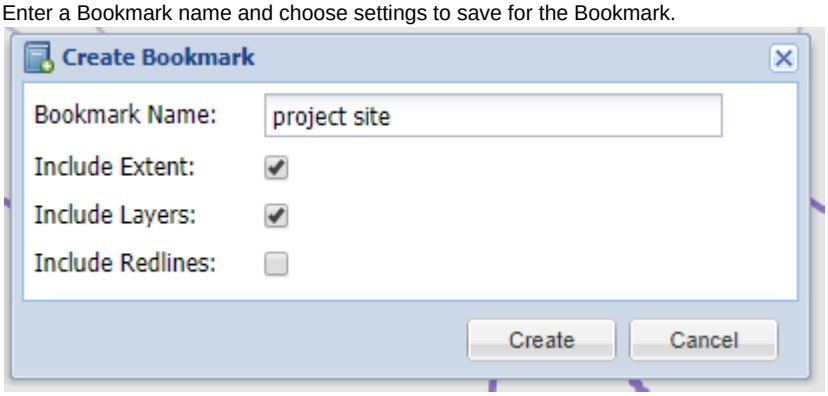
Steps:

1. Select the **Create Bookmark** option, this will open the *Create Bookmark* menu.



2. Enter a Bookmark name and choose settings to save for the Bookmark.



3. Press the **Create** button to create the Bookmark.

Manage Bookmarks

Description of the tool

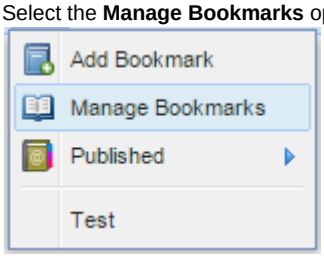
This menu allows you to manage Bookmarks. Bookmarks can be opened, deleted, or published.

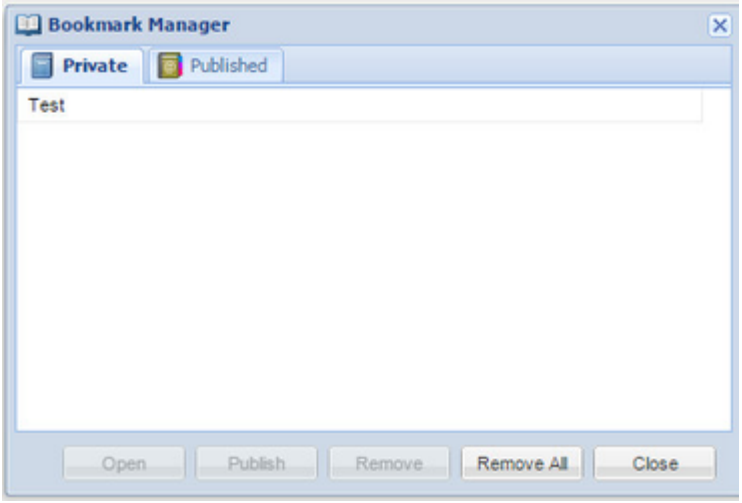
How to use the tool

This tool is accessed via the *Bookmarks* menu.
Prerequisite:

At least one bookmark has been created.
Steps:

1. Select the **Manage Bookmarks** option from the *Bookmarks* menu this will open the *Bookmark Manager* menu.





2. By default, all the Bookmarks you have created will be listed under the *Private* tab.

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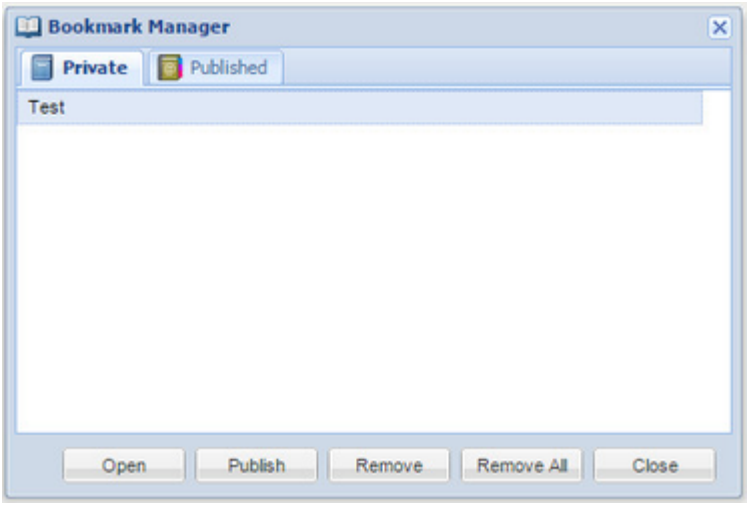
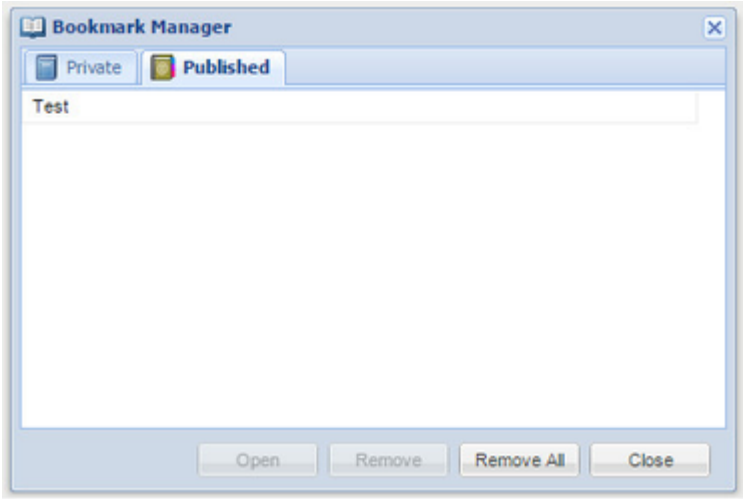
3. Click on a Bookmark to select it and then use the buttons along the bottom of the menu to undertake an action. The Bookmark can be opened, published or removed. It is also possible to remove all Bookmarks.



4. Press the **Open** button to open the Bookmark.

5. Press the **Publish** button to publish the Bookmark. Publishing a Bookmark makes it accessible to other (anonymous) users. Once a Bookmark is published, it will also appear in the *Published* tab.



6. For Private Bookmarks, press the **Remove** button to delete the selected Bookmark. Press **Remove All** to delete all the Bookmarks.

7. To remove a Bookmark that has been published, you need to un-publish the Bookmark (using the **Remove** option on the *Published* tab), and then delete it from the *Private* tab using the **Remove** option.

Published

Description of the tool

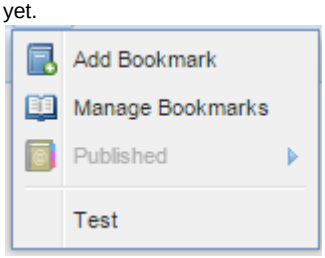
This option allows you to use a Bookmark that has been published.

How to use the tool

Prerequisite:

At least one bookmark must have been published using the *Bookmark Manager*.
Steps:

1. Click on the *Bookmark* menu to access the list of **Published** bookmarks. In the example below no Bookmarks have been published yet.



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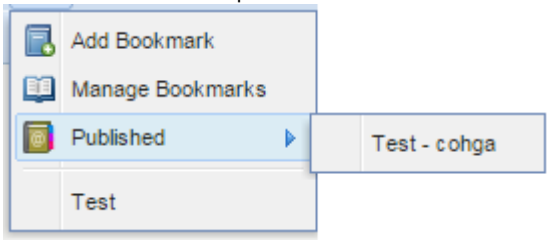
2. If Bookmarks have been published then these Bookmarks will be available from the **Published** menu item for authorised users.



3. Only authenticated users can publish bookmarks however all users (authenticated or anonymous) can see published bookmarks.

Shared Bookmark

Description of the tool

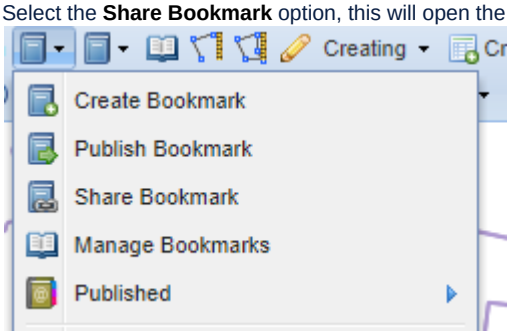
This option allows you to create and share a Bookmark.

How to use the tool

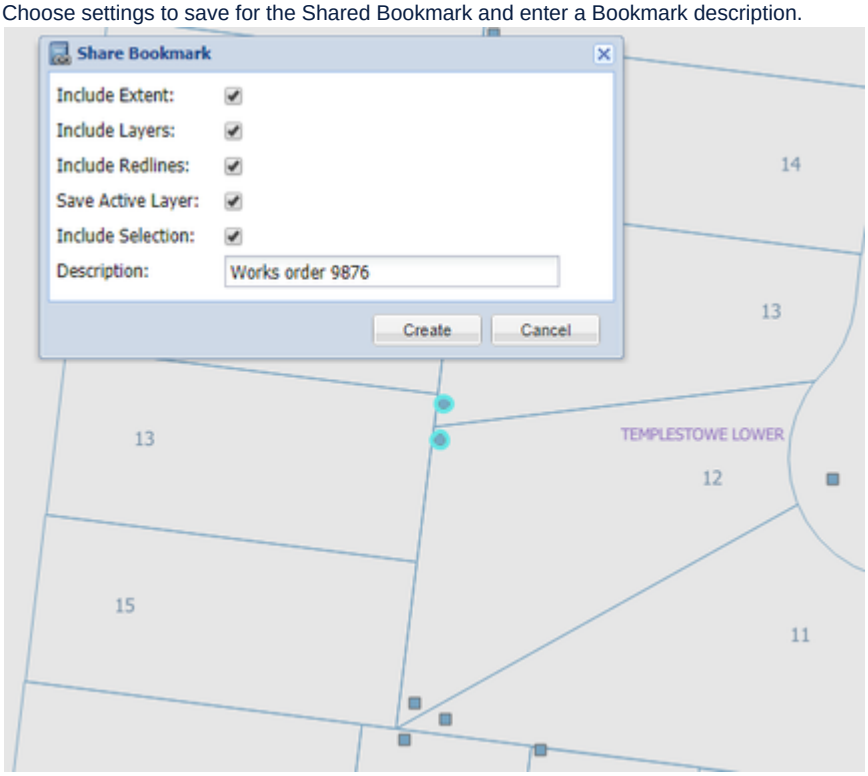
Prerequisite:

None.
STEPS:

1. Select the **Share Bookmark** option, this will open the *Share Bookmark* menu.



2. Choose settings to save for the Shared Bookmark and enter a Bookmark description.



3. Press the **Create** button to create the Bookmark.

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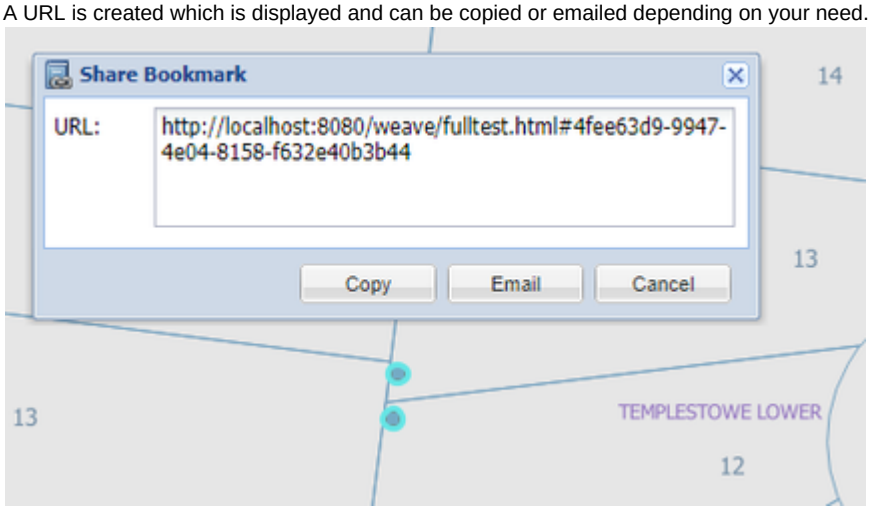
4. A URL is created which is displayed and can be copied or emailed depending on your need.



Coordinate Display

Description of the tool

This tool displays the coordinates of the mouse location on the *Map Window* as a geographic value (latitude and longitude), or a measured grid value (easting and northing), in one or more projection systems. The projection systems displayed are set by your Weave System Administrator.

How to use the tool

This tool is accessed via the **Coordinate Display** button on the main tool bar or from the side panel in the Table of Contents.

Prerequisite:

None

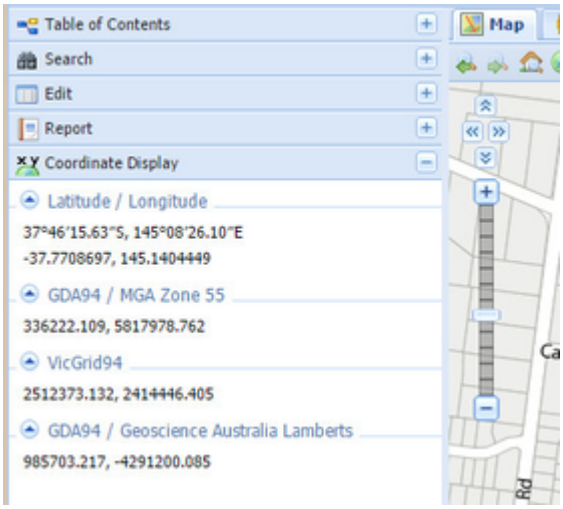
Steps:

1. Select the **Coordinate Display** tool from the main tool bar.

   Or open the *Coordinate Display* tab in the left/right side panel.

2. As you move the mouse around the *Map Window* coordinates in the panel will be continuously updated in a range of coordinates systems and projections.

   This will either be shown on a separate tab on the left/right panel, the *Coordinate Display* tab, under the *Table of Contents,*



   or in a separate *Coordinate Display* window.

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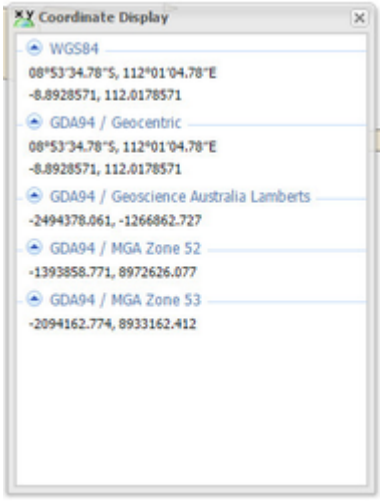


TIP:
You can change the map view by zooming in or out, or panning, when you have the *Coordinate Display* window open.

Map Navigation

The following tools are available for navigating the map in Weave.

Coordinate Zoom

Description of the tool

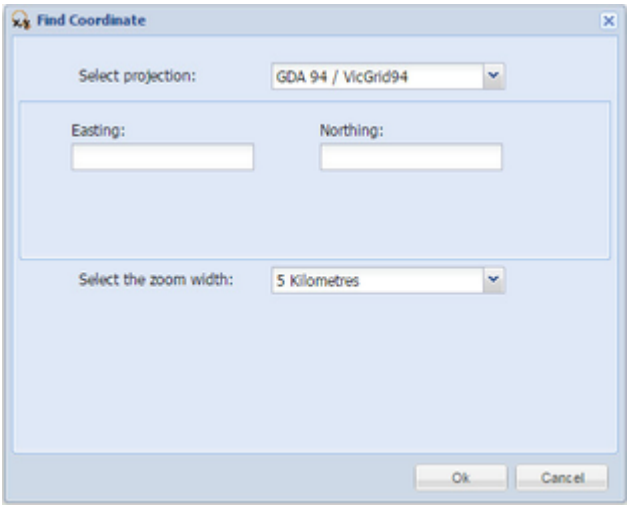
This tool allows you zoom to a user-specified set of coordinates.

How to use the tool

Prerequisite:

None
Steps:

1. Press the **Coordinate Zoom** button to open the **Coordinate Zoom** panel for entering the coordinates.

2. The **Coordinate Zoom** panel allows you to select a projection, enter coordinates of the location and distance to zoom the map about the location.


3. Select a *Projection*, enter a location and select the *Zoom Width*. Press the *Ok* button to zoom to the specified location.

Fixed Zoom In

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Description of the tool

This tool allows you to change the map view by zooming in by a fixed interval, it will change your current extent by half.

How to use the tool

Prerequisite:

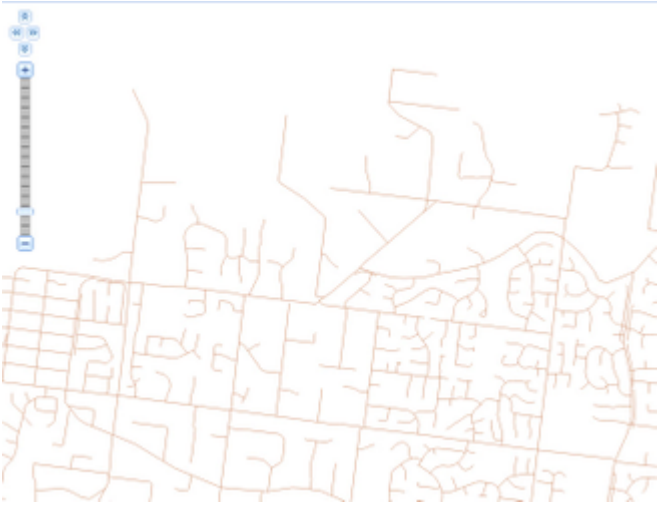
The Map is not at the largest possible scale.

Steps:

1. Press the **Fixed Zoom In** tool.

2. The map scale is changed and the map is zoomed in, showing a more detailed view.

   Original view: Zoomed in view:

   
3. If it has been configured on your display, you can get the same result by pressing the + button on the **Pan/Zoom Bar** (which is normally shown on the left of the Map Window).

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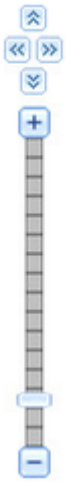

Fixed Zoom Out

Description of the tool

This tool allows the user to change the map scale to a smaller scale at fixed intervals. It will double the area of the current extent.

How to use the tool

Prerequisite:

The Map is not at the smallest possible scale.
Steps:

1. Press the **Fixed Zoom Out** tool button

2. The map scale is changed and the map is drawn at a smaller scale, showing a less detailed view.

   Original view:

   Zoomed out view:

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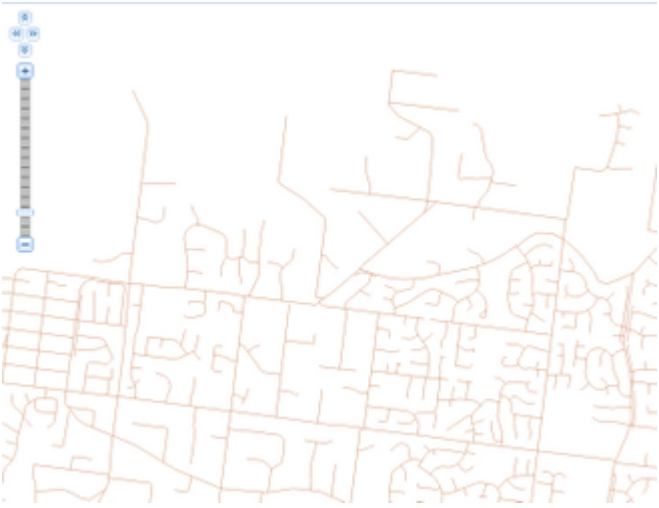
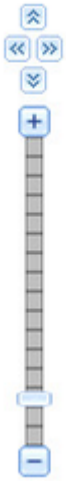


3. If it has been configured on your display, you can get the same result by pressing the - (minus) button on the **Pan/Zoom Bar** (which is normally shown on the left of the Map Window).



Full Extent

Description of the tool

This tool sets the map extent to the entire geographic area of your application.

How to use the tool

Prerequisite:

Zoom into an area of interest.
Steps:

1. Press the **Full Extent** tool.

2. The map will update to show the full extent of the geographic area.

Initial Extent

Description of the tool

This tool changes the current map extent to the very first location when you opened Weave. The initial geographic area can be a sub-area of the entire geographic area (which is shown with the Full Extent button). It allows you to re-orientate yourself with the map again if you become lost.

This **Initial Extent** is defined by the Weave Administrator.

How to use the tool

Prerequisite:

None

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Steps:

1. Press the **Initial Extent** button.

2. The map will update to show the initial geographic area that is used when your map is first opened.

Next Extent

Description of the tool

This tool allows you to change the map extent back to what it was after changing the extent using the **Previous Extent** tool. Each click of this tool steps you forward through the list of views you had before you pressed the **Previous Extent** tool one or more times.

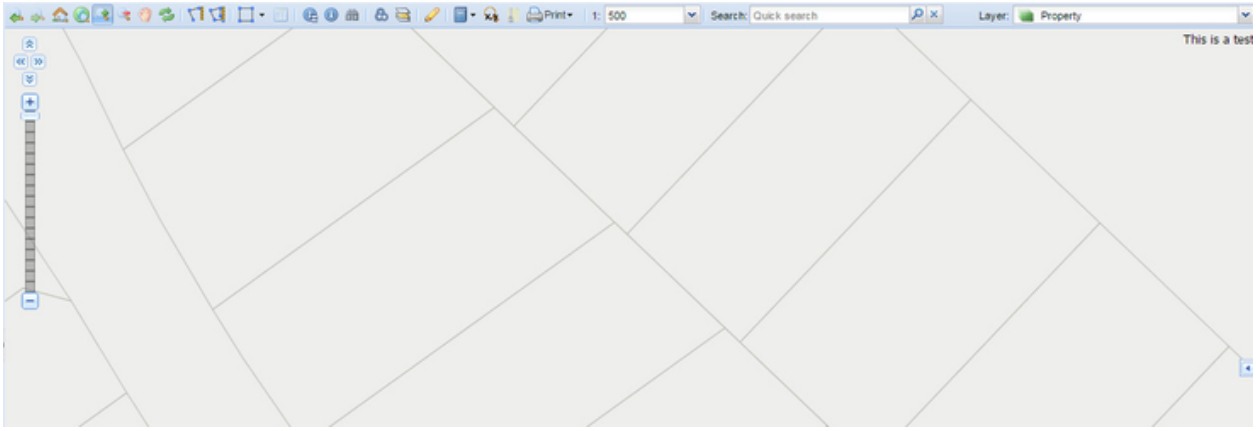
How to use the tool

Prerequisite:

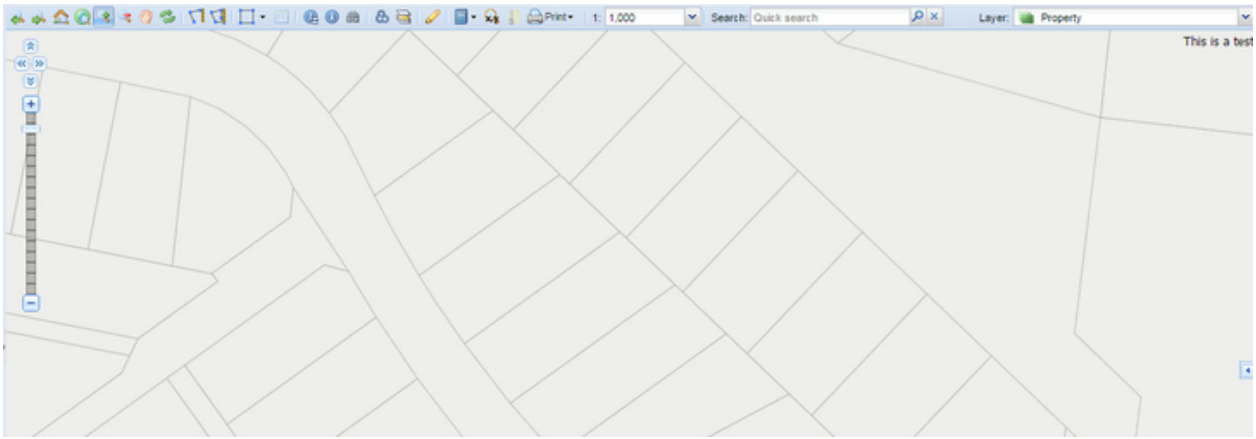
You have pressed the **Previous Extent** tool one or more times.

Steps:

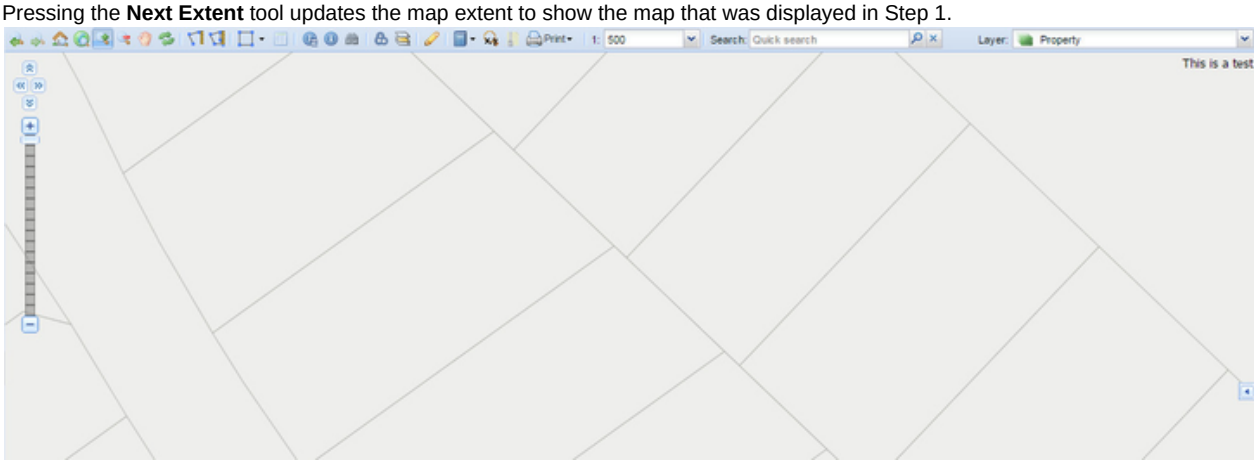
1. Once the map extent has changed, the **Previous Extent** tool is enabled.



2. Once you have pressed the **Previous Extent** button and the map has been updated to show the previous map extent, then the **Next Extent** tool button is enabled.



3. Pressing the **Next Extent** tool updates the map extent to show the map that was displayed in Step 1.



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Overview Map

Description of the tool

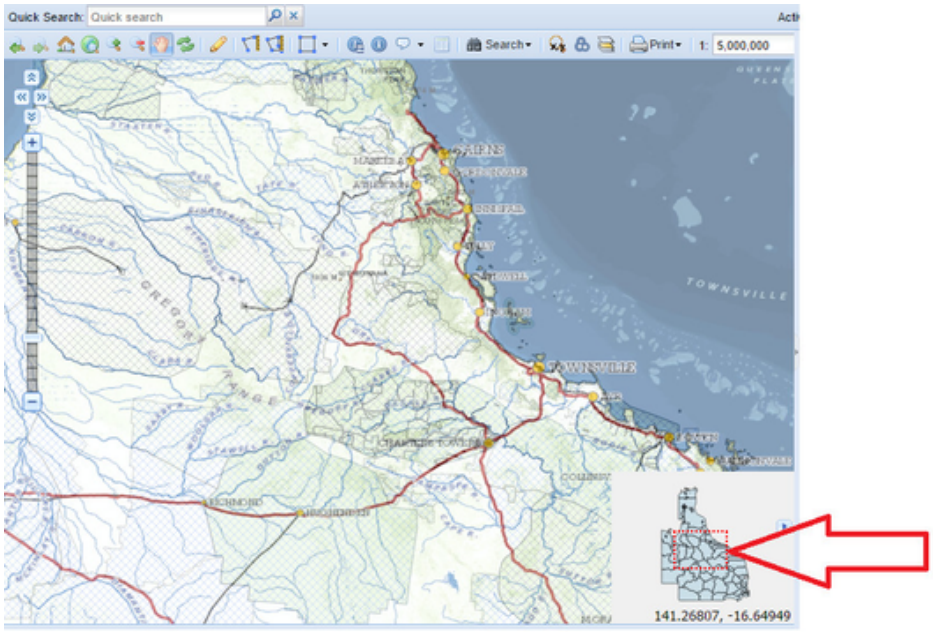
The **Overview Map** is a smaller-scale map that shows you the limits of your *Map Window*. You can also change the area drawn on the *Map Window* through the *Overview Map*.

How to use the tool

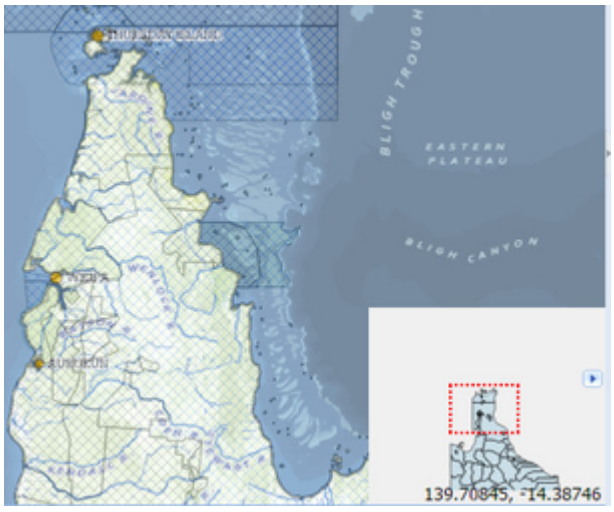
Prerequisite:

The **Overview Map** on the Map Panel must be opened.
Steps:

1. Once the **Overview Map** is opened, the area of your main map is shown by a red dotted rectangle.



2. In the **Overview Map**, move the mouse into the red rectangle, the cursor will change to a four pointed arrow. Click and hold the left mouse button and drag the red rectangle to your desired location. The *Map Window* will be refreshed to display the new view.



TIP:
The *Overview Map* is turned on/off by pressing the small arrow at the bottom right of the Map Window.

Pan

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Description of the tool

This tool allows you to move the map view in any direction while keeping the same map scale.

How to use the tool

Prerequisite:

None
Steps:

1. Press the **Pan** tool.

2. Place the mouse cursor on the map at a location.
3. Hold the left mouse button down and the cursor will change from a pointer to a four-directional arrow.
4. Move the map in any direction (left, right, up, down or diagonally).
5. When the map is at the required location, release the mouse cursor and the map will be redrawn at the new location.

> **TIP:**
> In addition to using the **Pan** tool, you can pan the map at any time by holding down the shift key and moving the mouse. This is useful when you're in the middle of an operation (e.g. drawing a polygon for a selection) as you can move the map and not lose the drawing you have made so far. This function is available for versions of Weave from 2.5.17 onward.

Previous Extent

Description of the tool

This tool allows you to reset the map view to the location you were at before the current one. Every time you pan, zoom or change the map location, Weave keeps a track of the extents and allow you to move back to the previous map extent.

How to use the tool

Prerequisite:

You have changed the map extent from the initial extent.
Steps:

1. If the initial map extent is shown in the map then the **Previous Extent** tool is disabled.

2. If the initial map extent has been changed then the **Previous Extent** tool is enabled.

3. Press the **Previous Extent** tool button to update the map display to show the previous map extent.

Refresh

Description of the tool

This tool allows you to refresh the map if it hasn't drawn or redrawn correctly.

How to use the tool

Prerequisite:

None
Steps:

1. If the map has not drawn as you were expecting, press the **Refresh Map** tool button. The map will be redrawn.

Zoom In

Description of the tool

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This tool allows you to define an area on the map that you would like to view in more detail (zooming in) by clicking a point or dragging a rectangle.

How to use the tool

Prerequisite:

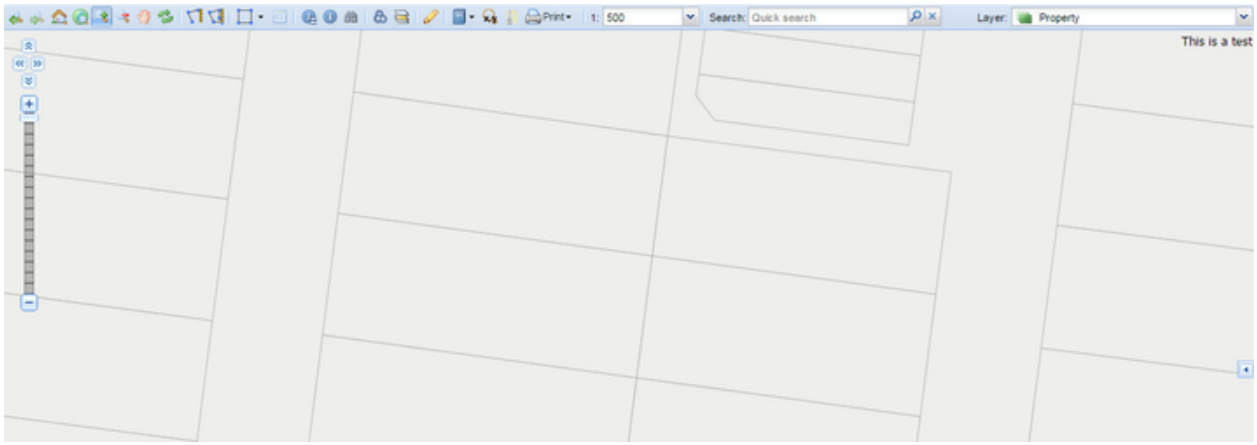
None

Steps:

1. Press the **Zoom In** tool.

2. Place the mouse cursor at a map location and hold the left mouse button down to drag the rectangle over the map. Release the mouse button to define the rectangle for the geographic area of interest.

3. The map extent will update to show the geographic area defined by the rectangle.



TIP:
You can also change the map view at any time using the scroll wheel on your mouse - roll the mouse wheel away from you to zoom in.

Zoom Out

Description of the tool

This tool allows you to view an area in less detail (zooming out) by clicking a point or dragging to define a small rectangle.

How to use the tool

Prerequisite:

The map is not at the maximum map scale.

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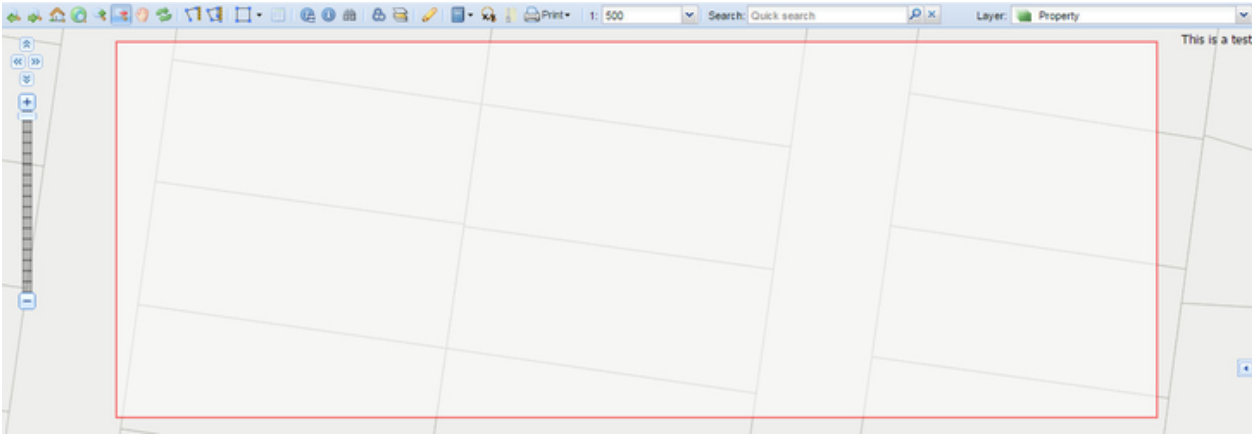
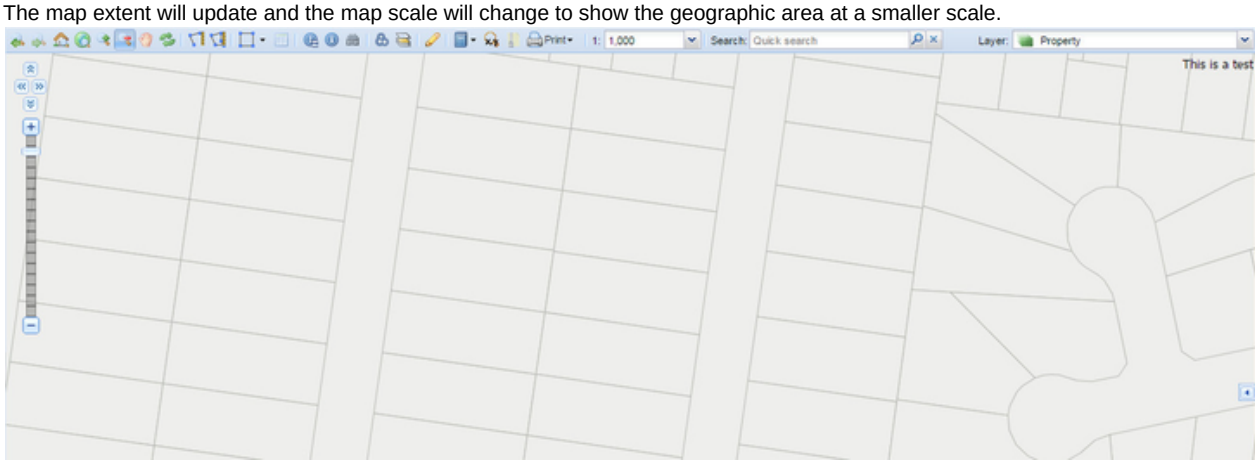
Steps:

1. Press the **Zoom Out** tool button.

2. Place the mouse cursor at a map location and hold the left mouse button down to drag the rectangle over the map. Release the mouse button to define the rectangle for the geographic area of interest. Defining a small rectangle will result in a greater change in the scale than defining a large rectangle.


3. The map extent will update and the map scale will change to show the geographic area at a smaller scale.


TIP:
You can also change the map view at any time using the scroll wheel on your mouse - roll the mouse wheel towards you to zoom out.

Zoom to Scale

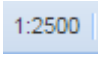
Description of the tool

This tool allows you to zoom to a specific map scale.

How to use the tool

Prerequisite:

The available map scales have been defined in the Weave map client configuration.
Steps:

1. Press the **Zoom to Scale** tool. In the example below, the map scale is set to 1:2500.


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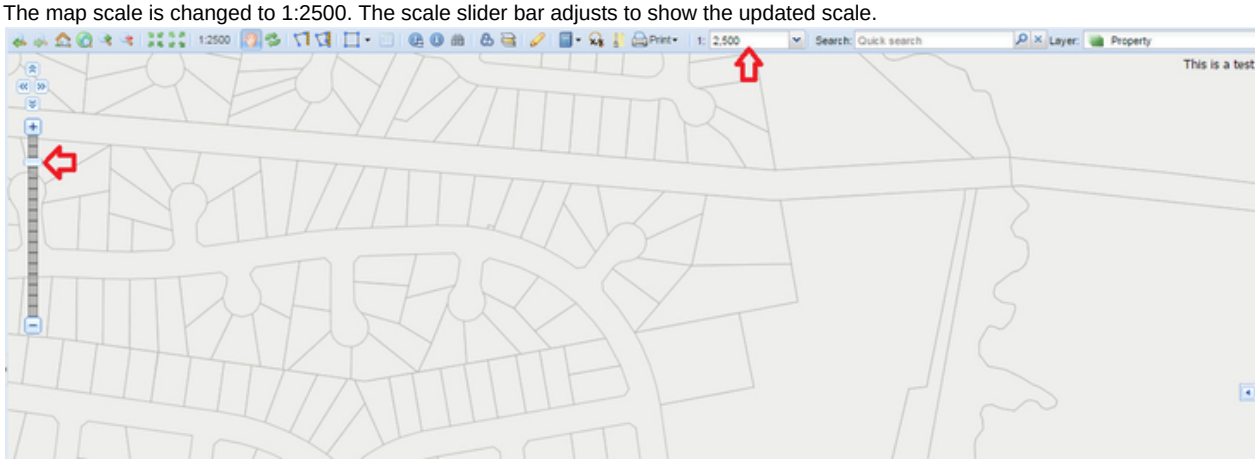
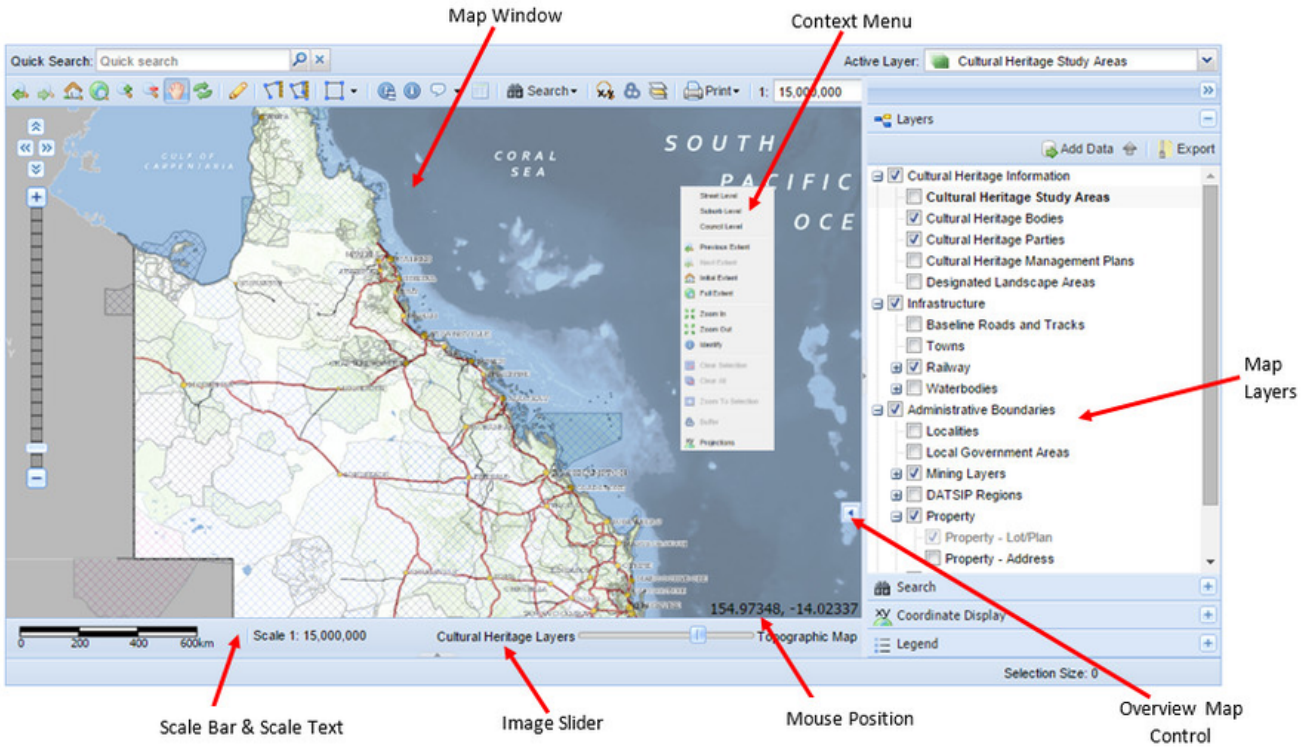
2. The map scale is changed to 1:2500. The scale slider bar adjusts to show the updated scale.



Map Panel

The **Map Panel** has a number of standard elements. These are shown in the image below and described in the table.



Tool / Function	Description
Context Menu (for Map Window)	This is a sub-menu that appears when you right mouse click in the *Map Window*. It provides a shortcut to a number of Map Navigation tools.
Image Slider	This slider bar sets the level of transparency of the background map (e.g. satellite image, aerial photo, topographic map). M oving the slider bar from left to right changes the image from not visible (totally transparent) to completely visible (totally opaque).
Map Layers	This shows the list of Map Layers available for display (this panel may be on the left or right of the *Map Window*) - this is also know as the *Table of Contents*. The layers may be grouped into themes and these themes can be expanded or collapsed by pressing the + or - icons beside the theme name. Layers and/or themes can be displayed or not displayed on the map window by ticking or unticking the check box beside the layer/group name.
Map Window	This is the section of the application where the map will be drawn.

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Mouse Position	The coordinates of your current mouse position are reflected in the bottom left of the map window. These are in the projection system as defined by your Weave System Administrator.
Overview Map Control	This controls the displays of a smaller map that shows you where your main map is in respect to your entire geographic area. The area of your main map is shown by a red dotted rectangle in the Overview Map. The *Overview Map* is displayed or hidden by pressing the small arrow on the left edge of the Overview Map Control.
Scale Bar & Scale Text	The scale of the current *Map Window* is shown as a *Scale Bar* and *Scale Text*. This is updated when the map zoom level is changed through any of the Map Navigation tools. You can select the units for showing map distances in the *Scale Bar* (Metres, Kilometres, Feet or Miles) by placing the mouse cursor on the *Scale Bar* and pressing the right button. The units are also scale dependent.

For details about more functions on the Weave interface, see the Map Layers page.

Map Tools

The following tools allow you access and use Weave's *Map Window*.

Export Map Image

Description of the tool

This tool allows you to export an image of the map as it is drawn in the Map Window.

How to use the tool

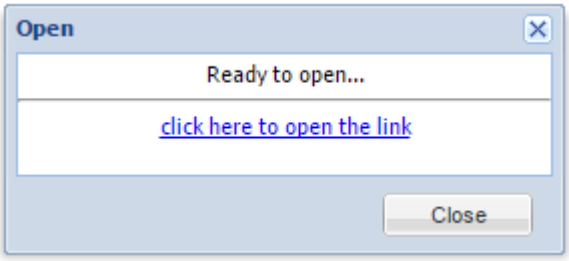
Prerequisite:

None

Steps:

1. Set the required zoom level using the navigation and scale buttons available, and turn the required layers on/off.
2. Click on the **Export Map Image** tool.

3. The map in the Map Window will be saved as an image and the progress of this export is shown in the Status Bar. When the export is finished, a window will be displayed allowing you to open the map image (the image format is set by your Weave System Administrator).



Measure Tools

These tools allow you to measure distances and areas on your map.

Measure Polygon

Description of the tool

This tool allows you to measure an area on your map.

How to use the tool

Prerequisite:

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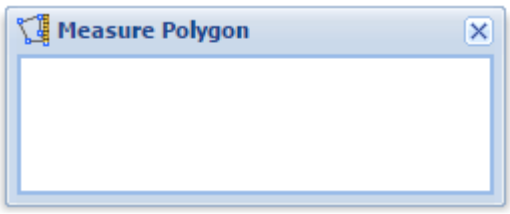
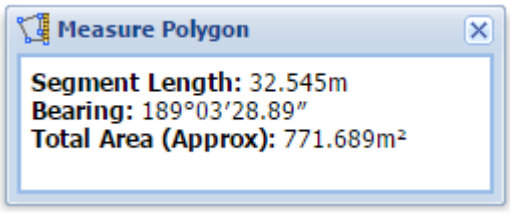
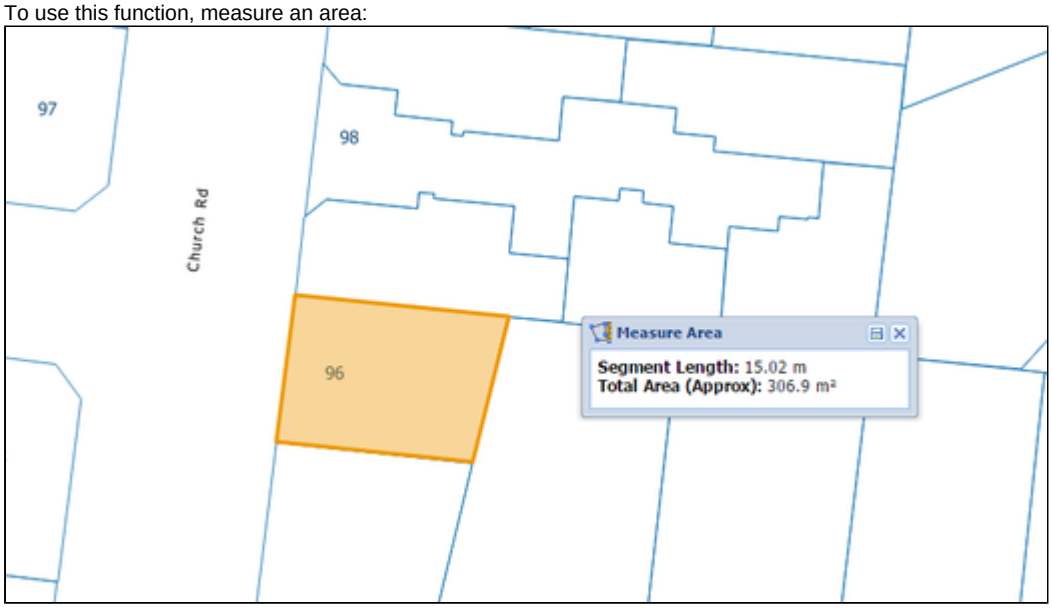
None
Steps:

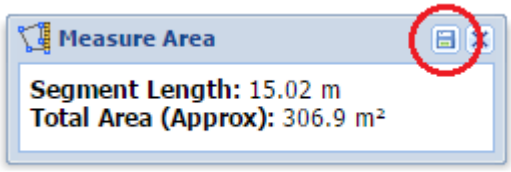
1. Click on the **Measure Polygon** tool.

2. This will open the *Measure Polygon* menu.


3. Click the left mouse button where you want to start the measurement from, and continue to click the left mouse button to draw the shape you would like to measure. Double click the left mouse button to end the measurement. The *Measure Polygon* window will report the *Segment Length* (the last segment you drew), the *Bearing* (of the last segment you drew) and the *Total Area* of the polygon.


When active, the *Measure Polygon* window will interactively show the length of the segment, the direction (bearing) and the approximate area as you move the mouse around the *Map Window*.

4. From Weave 2.5.21, a new button has been added to the *Measure Polygon* window allowing the measured area to be added to the Redline layer. Once saved, the measured area becomes a standard Redline object.
To use this function, measure an area:


Then press the Save button:


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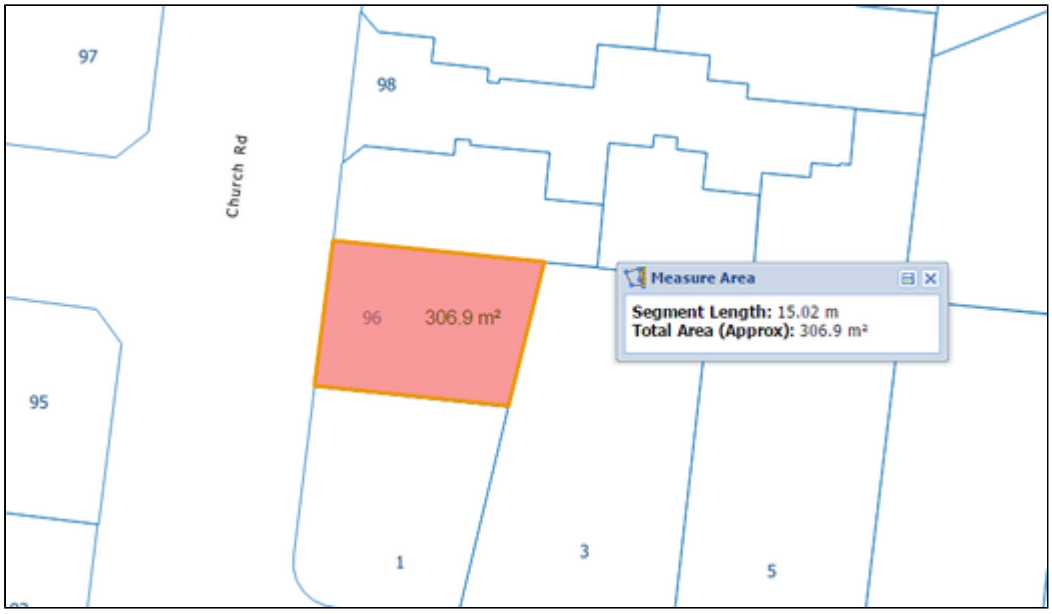
and the measured area will appear in the Map View as a Redline area.



TIP:

- You can change the map view by zooming in or out while you are measuring an area by using the scroll wheel on your mouse.
- Your Weave System Administrator can set the number of decimal places displayed in this tool and which components of the measurement are shown.

Measure Polyline

Description of the tool

This tool allows you to measure the distance along a line or multiple line segments (a polyline) on your map.

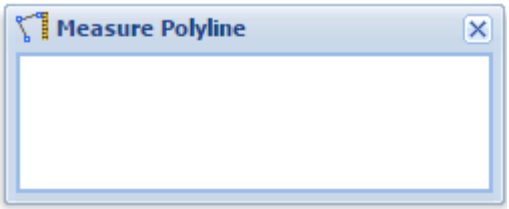
How to use the tool

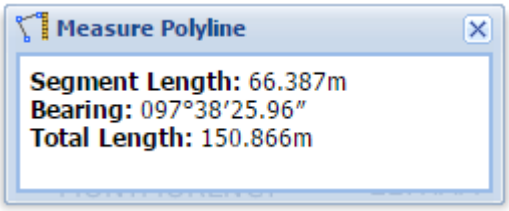
Prerequisite:

None

Steps:

1. Click on the **Measure Polyline** tool.

2. This will open the *Measure Polyline* menu.


3. Click the left mouse button where you want to start the measurement from, and continue to click the left mouse button to draw the line you would like to measure. Double click the left mouse button to end the measurement. The *Measure Polyline* window will report the *Segment Length* (the last segment you drew), the *Bearing* (of the last segment you drew) and the *Total Length* of the polyline.


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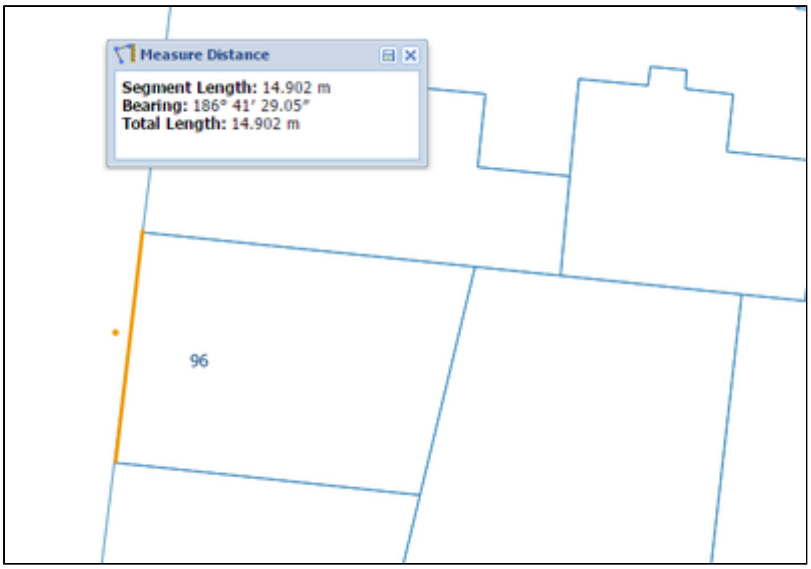
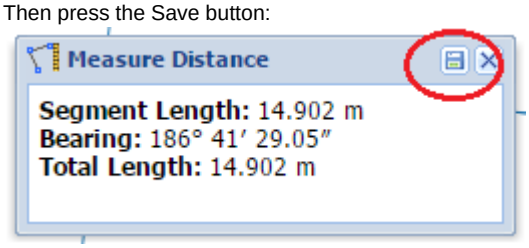
When active, the *Measure Polyline* window will interactively show the length of the segment, total length and the direction (bearing) as you move the mouse around the *Map Window*.

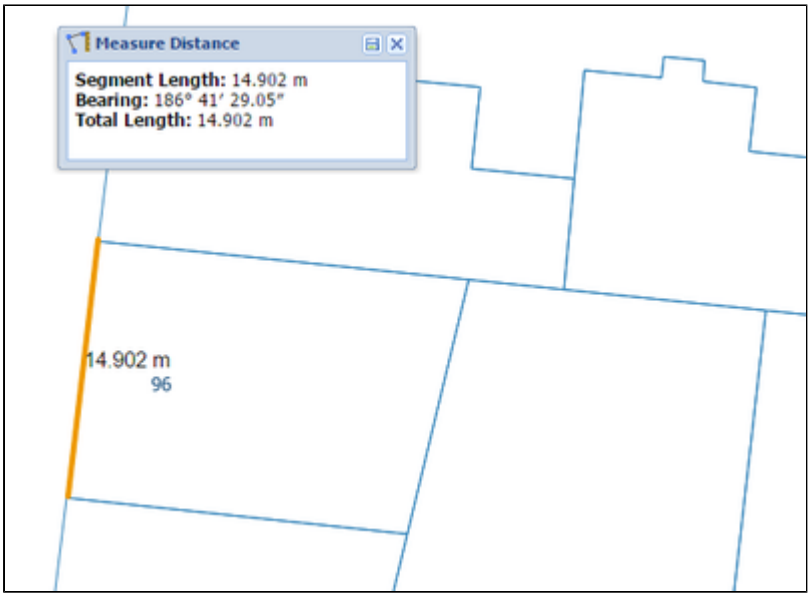
4. From Weave 2.5.21, a new button has been added to the *Measure Polyline* window allowing the measured line to be added to the Redline layer. Once saved, the measured line becomes a standard Redline object.
   To use this function, measure a line:



Then press the Save button:



and the measured line will appear in the Map View as a Redline line.



TIP:

- You can change the map view by zooming in or out while you are measuring a distance by using the scroll wheel on your mouse.
- Your Weave System Administrator can set the number of decimal places displayed in this tool and which components of the measurement are shown.

Redline Tools

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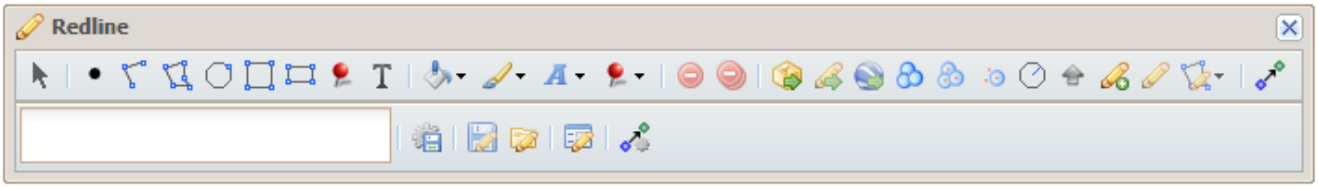
The **Redline Toolbar** allows you draw and annotate items on the map, these items are known as "Redlines". It allows you to add, select, modify and delete Redlines that have been drawn on the map. The **Redline** tools allow you to annotate a map which can be printed and the Redlines will appear on the map report.

To access the **Redline Tools**, click on the Redline tool.

This will open the **Redline Toolbar**. Here some are examples of this toolbar:



Redline Tools

Tool	Description	Icon
Modify / Selection	Click on a Redline to modify or to generate a buffer from	
Point	Add a point Redline to the map	
Polyline	Add a polyline Redline to the map	
Polygon	Add a polygon Redline to the map	
Circle	Add a circle Redline to the map	
Square	Add a square Redline to the map	
Rectangle	Add a rectangle Redline to the map	
Marker	Add a marker Redline to the map	
Text	Add a text Redline to the map	
Buffer Selected Features	Create a buffer around the selected features	
Circle by Radius	Create a circular buffer of a specified radius (From 2.5.28 release)	
Buffer Selected Redline	Create a buffer around all the selected Redline objects	
Buffer All Redline	Create a buffer around all Redline objects	

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Fill Settings	Change the fill colour and transparency of the selected features	
Line Settings	Change the line colour and transparency of the selected features	
Marker Settings	Change the marker colour	
Font Settings	Change the font colour and transparency of the selected features	
Delete	Delete the currently selected Redline element	
Delete All	Delete all Redline elements	
Get	Create a Redline item from the currently selected entity/feature	
Export to Shapefile	Export Redlines to a Shapefile	
Export to KML	Export Redlines to a KML file	
Save	Save the current set of Redlines	
Load	Load and manage your saved Redlines	
Organise	List and organise Redlines (From 2.6.7 release)	
Snapping	Enable snapping for Redlines	
Snap Settings	Alter the current Redline snapping settings	
Save Settings	Save the current Redlines settings as the defaults	
Spatial Selection	Select features using a Redline (From 2.6.6 release)	
Upload	Upload Redlines from a file (From 2.6.4 release)	
Create	Create Redlines from text coordinates (From 2.6.4 release)	
Update	Update Redlines from text coordinates (From 2.6.4 release)	

Buffer All Redlines

Description of the tool

This tool allows you to create Redlines as buffers around all the Redline objects in the map.

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This tool is available for versions of Weave from 2.5.16.

Prerequisite:

At least one Redline must have been added to the map.

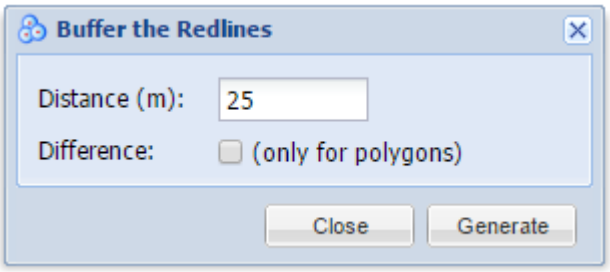
Steps:

1. Ensure you have some Redlines on your map.

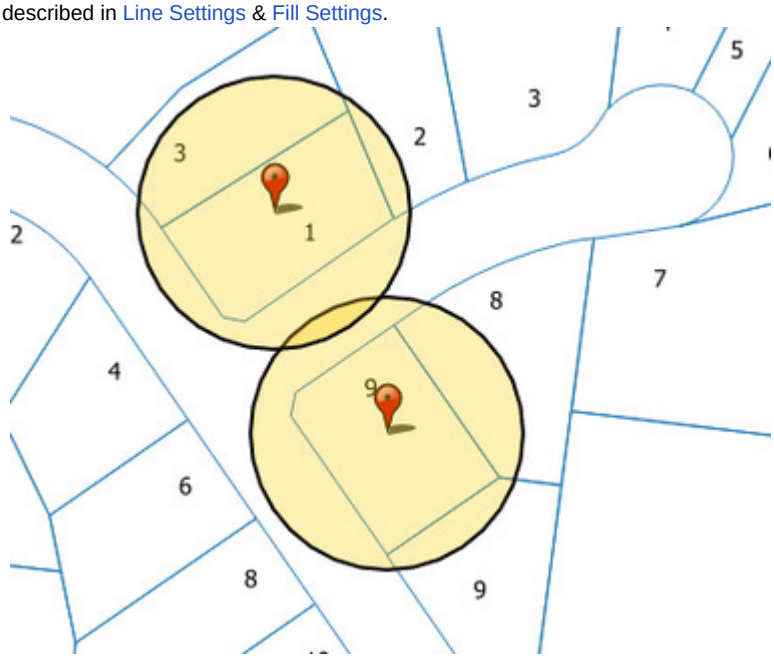
2. Click the **Buffer All Redlines** tool.

3. This will open the *Buffer the Redlines* menu.

4. Enter the buffer distance of the Redline (in metres).



5. When you press the *Generate* button, Redline polygons will be drawn around all the Redlines on the map. The polygons will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.



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6. If you want the Redline's shape to be removed from the buffered area, check the *Difference* option before pressing *Generate*. This option is only valid when buffering existing polygon objects.

TIP:
When drawing a buffer, it is often useful to make the fill partially transparent so that you can see the map underneath it (set this using the Fill Settings option).

Buffer Selected Features

Description of the tool

This tool allows you to create Redlines as a buffer around selected features.

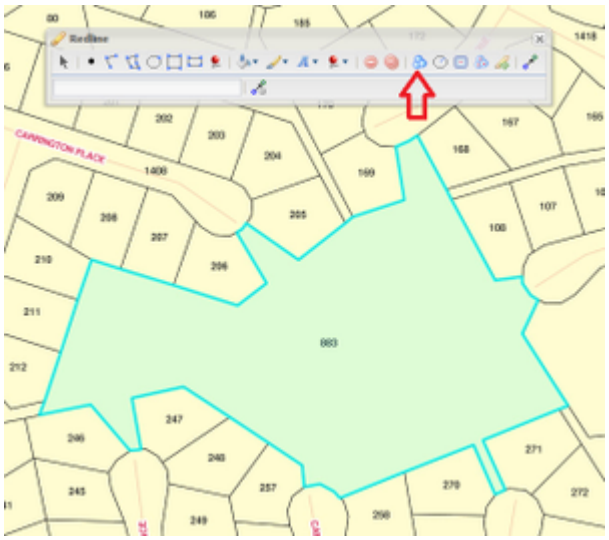
How to use the tool

Prerequisite:

A entity has been selected from the map.

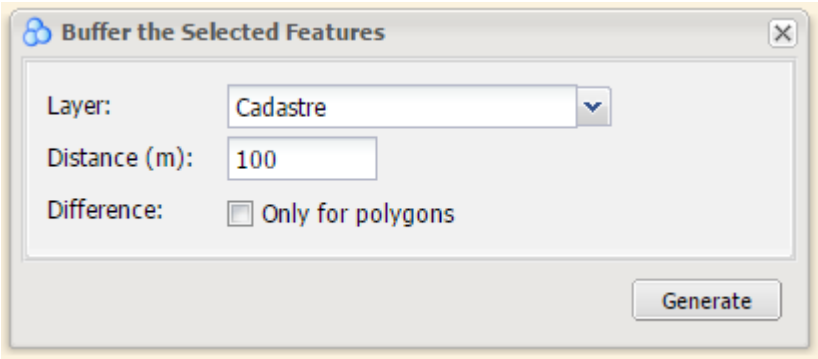
Steps:

1. The **Buffer** tool is enabled once one or more entities are selected from the map. In the example below, the selected entity is shown as a light blue polygon.



2. Pressing the **Buffer** button will display the *Buffer the Selected Features* menu.

3. Select the layer that you wish to buffer - only layers that have features selected will be listed in the *Layer* list. Type in the buffer distance (in metres).



4. When you press the *Generate* button, a Redline polygon will be drawn around the selected feature on the map. If more than one feature was selected then the buffer formed around each feature may join to create one larger feature.

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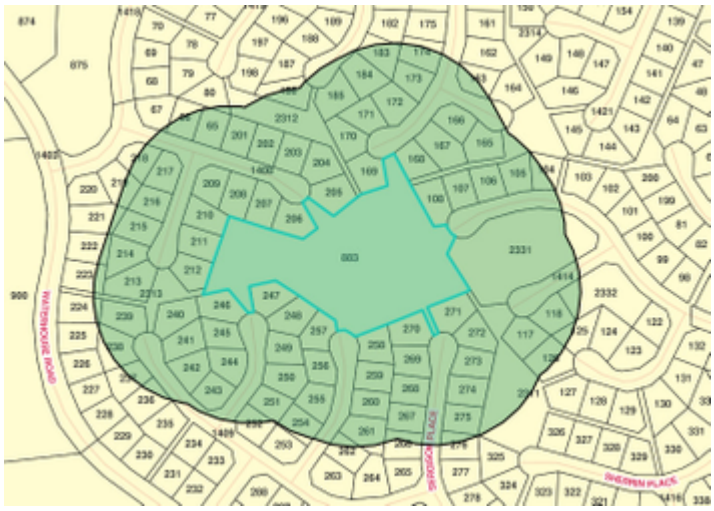
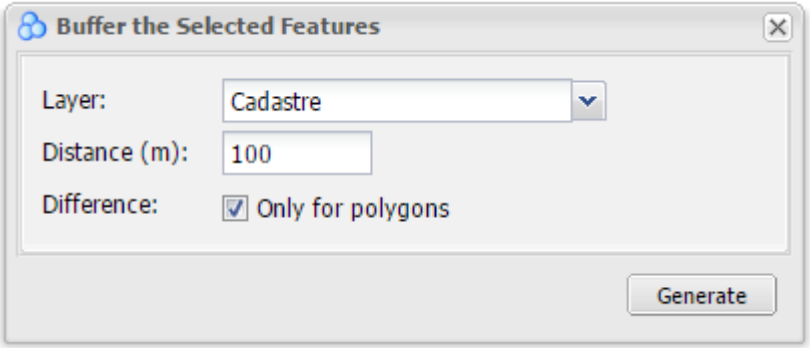
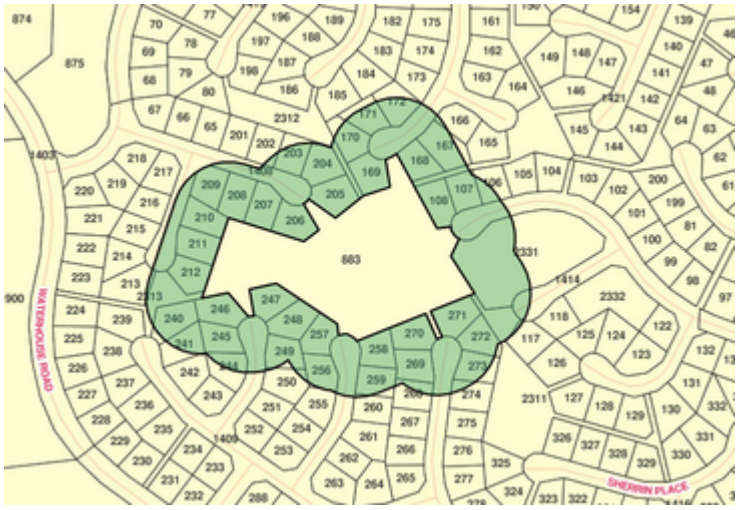


The buffer polygon will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.

5. If you want the selected feature's shape to be removed from the buffered area, check the *Difference* option before pressing *Generate* . This option is only valid when buffering polygon features.



The resultant buffer will be as shown below.



TIP:
When drawing a buffer, it is often useful to make the fill partially transparent so that you can see the map underneath it (set this using the Fill Settings option).

Buffer Selected Redline

Description of the tool

This tool allows you to create a Redline by computing a buffer around all the selected Redline objects.

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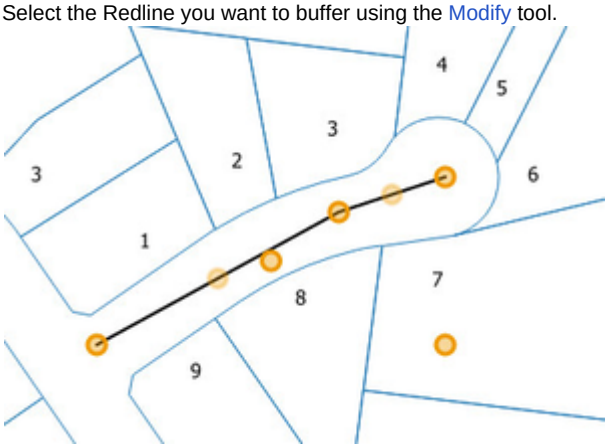
This tool is available for versions of Weave from 2.5.16.

How to use the tool

Prerequisite:
At least one Redline must have been added to the map.

Steps:

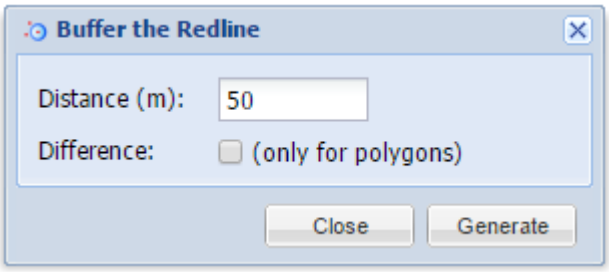
1. Select the Redline you want to buffer using the Modify tool.



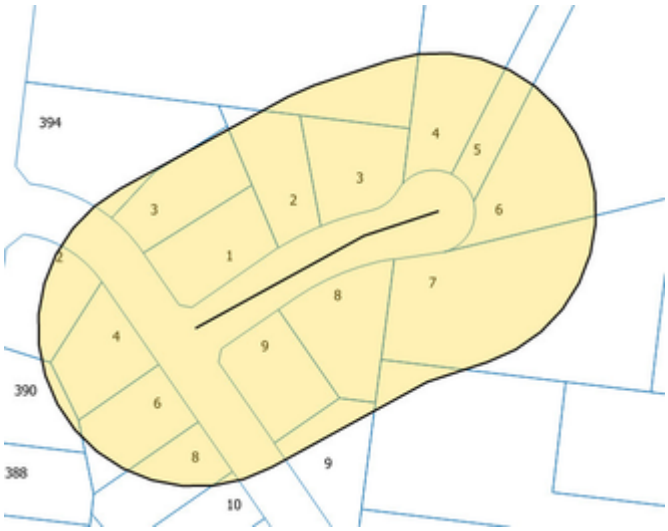
2. Click the **Buffer Selected Redline** tool.

3. This will open the *Buffer the Redline* menu.

4. Enter the buffer distance of the Redline (in metres).



5. When you press the *Generate* button, a Redline polygon will be drawn around the selected Redline on the map. The polygon will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.



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6. If you want the selected Redline's shape to be removed from the buffered area, check the *Difference* option before pressing *Generate*. This option is only valid when buffering existing polygon objects.

TIP:
When drawing a buffer, it is often useful to make the fill partially transparent so that you can see the map underneath it (set this using the Fill Settings option).

Circle

Description of the tool

This tool allows you to add a Redline circle to the map.

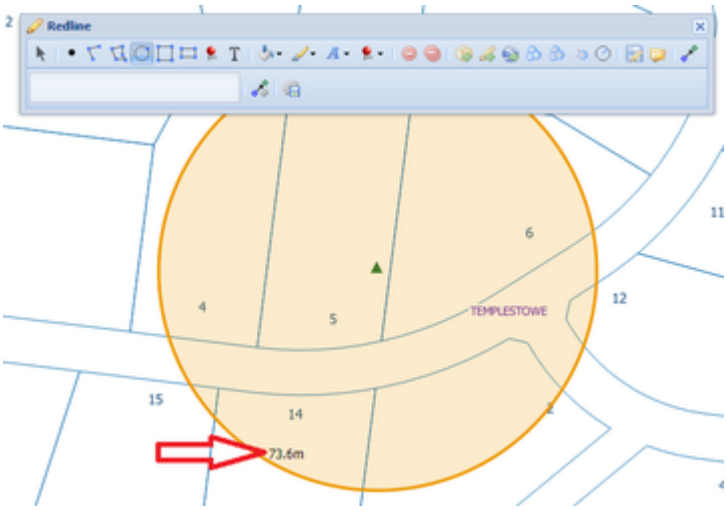
How to use the tool

This tool uses a left mouse click to define the centre of the circle, a mouse move to define the circle radius and a left mouse button release to finish drawing the circle. The Redline circle will appear on the map progressively as you are drawing it.
Prerequisite:

None
Steps:

1. Click on the Redline **Circle** tool.

2. Place the mouse cursor on the map at the location that you want to be the centre of the circle and hold down the left mouse button as you move the mouse to adjust the circle radius. The radius will be dynamically displayed as you drag out a circle (available from release 2.5.28).



3. Release the left mouse button to finish drawing the circle.

4. The circle will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.

5. You can also add a label for this newly added Redline circle by typing the required text in the text box at the bottom left of the *Redline* menu. This label remains part of the Redline so when the Redline circle is moved, the label will move with it.

Circle by Radius

Description of the tool

This tool allows you to create a circular buffer of a specified radius.

How to use the tool

Prerequisite:

None
Steps:

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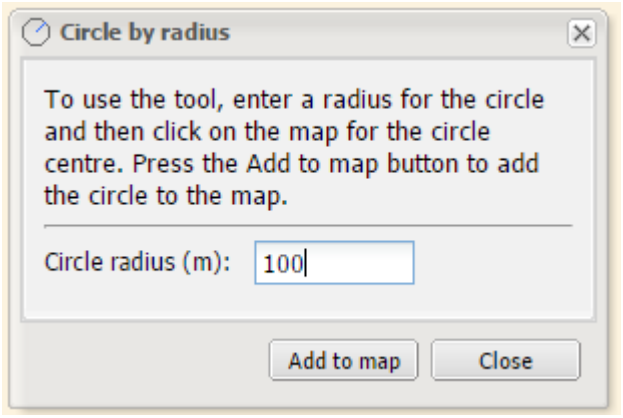
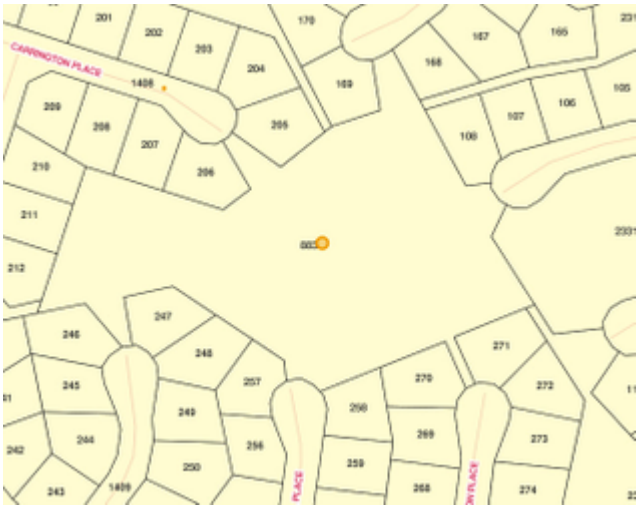
1. Click the **Circle by Radius** tool.

2. This will open the *Circle by Radius* menu.

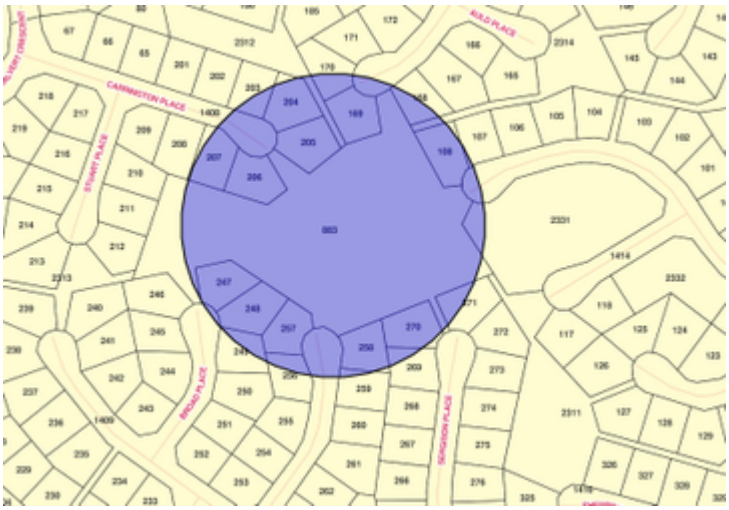
3. Enter the radius of the circle you want to add as a Redline (in metres).



4. Then click on the map at the location for the circle centre. This will be shown as a small yellow circle on the map.



5. If you are happy with this location as the centre of your circle, press the *Add to map* button. This will add a circular Redline to the map.



The circle will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.

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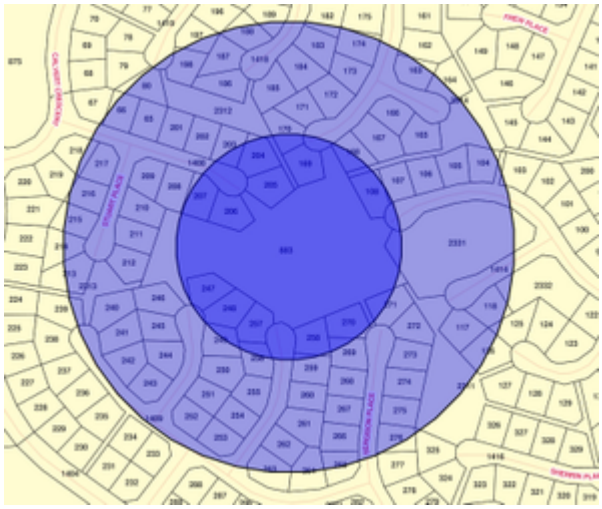
6. If you would like to create multiple concentric circles of different radius, type in the new circle radius distance and press the *Add to map* button.



TIP:
When drawing a buffer, it is often useful to make the fill partially transparent so that you can see the map underneath it (set this using the Fill Settings option).

Delete

Description of the tool

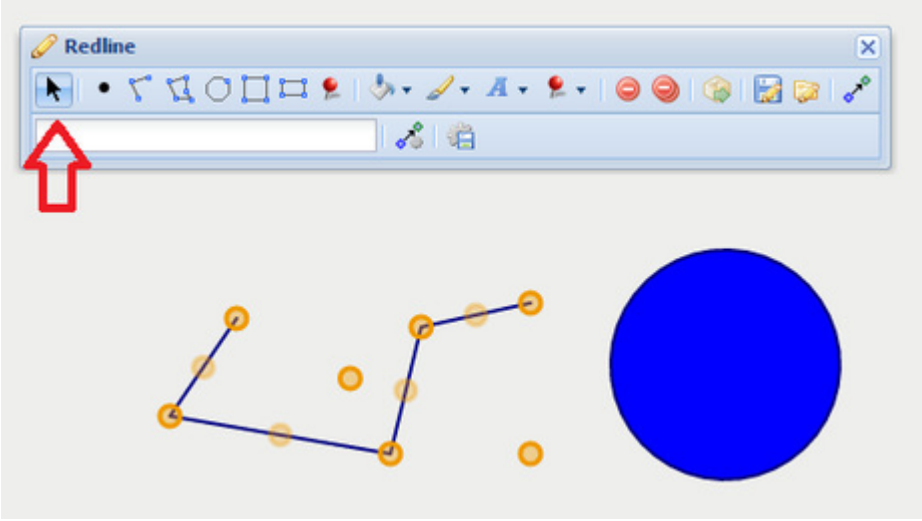
This tool allows you to delete the currently selected Redline element.

How to use the tool

Prerequisite:

A Redline has been added to the map.
Steps:

1. Use the Modify tool to select a Redline. Select the Redline by clicking somewhere on the shape (the shape will be shown with yellow circles to define its shape) .



2. Click the **Delete** button to delete the selected Redline element.

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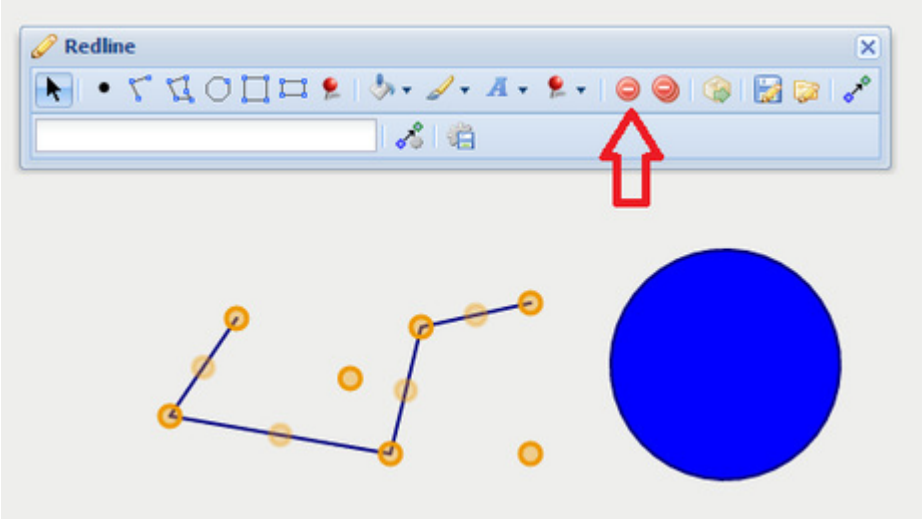
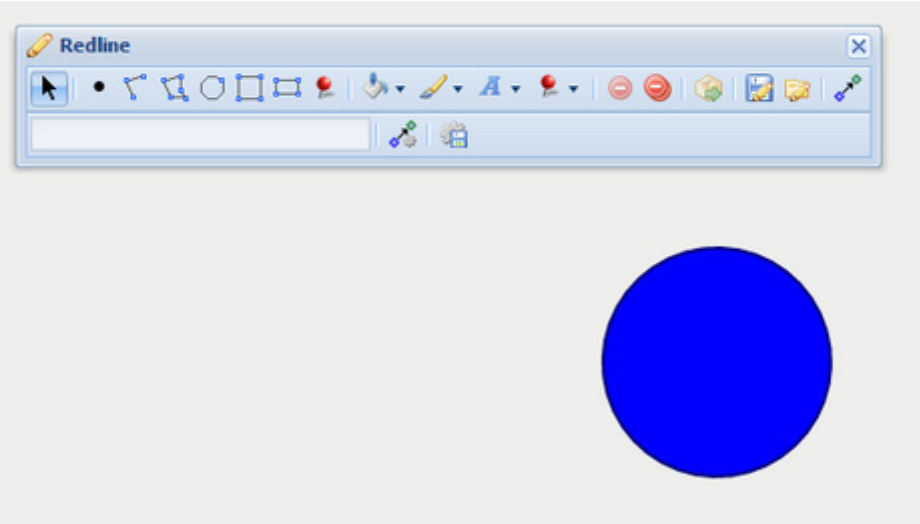


The selected Redline is deleted from the map.



Delete All

Description of the tool

This tool allows you to delete all Redline elements.

How to use the tool

Prerequisite:

At least one Redline has been added to the map.
Steps:

1. The **Delete All** button is enabled when one or more Redline elements have been added to the map.

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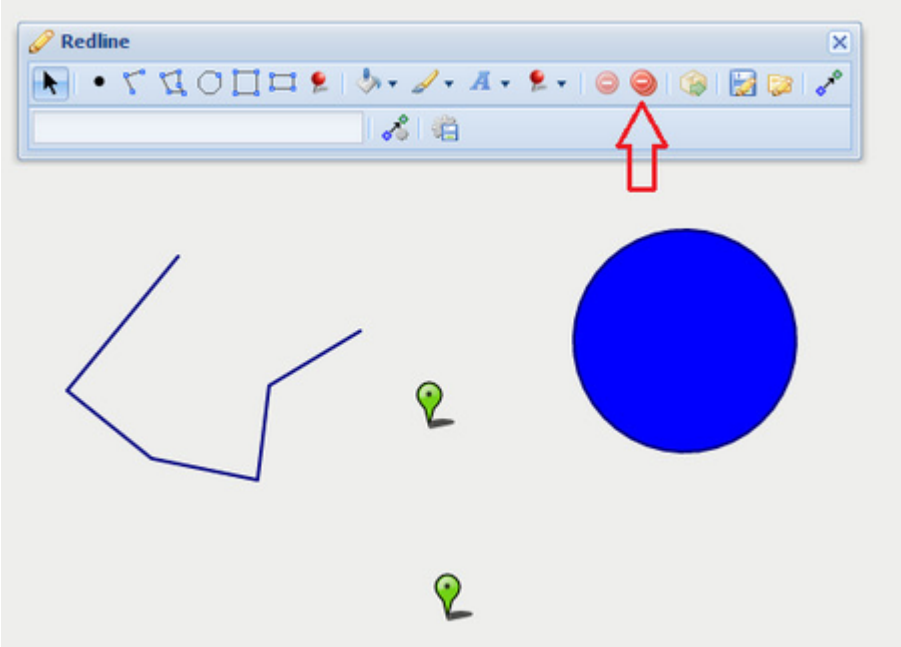
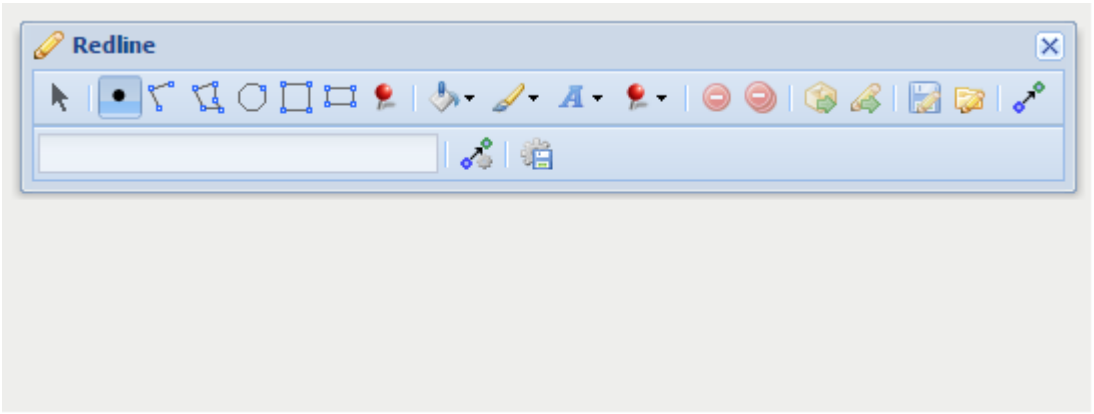


2. Click on the **Delete All** button to delete the Redlines.

3. All Redlines will be removed from the map and the **Delete All** button will become inactive.



Export to KML

Description of the tool

This tool allows you to export all the Redlines to a KML file.

How to use the tool

Prerequisite:

At least one Redline has been drawn on the map.

Steps:

1. The **Export to KML** button is enabled when one or more Redlines have been drawn on the map.

2. Press the **Export to KML** button and a KML file will automatically be created and saved into your browser's "downloads" area. This file will be named *export.kml* and can be renamed later.

Export to Shapefile

Description of the tool

This tool allows you to export all your Redlines to a Shapefile.

How to use the tool

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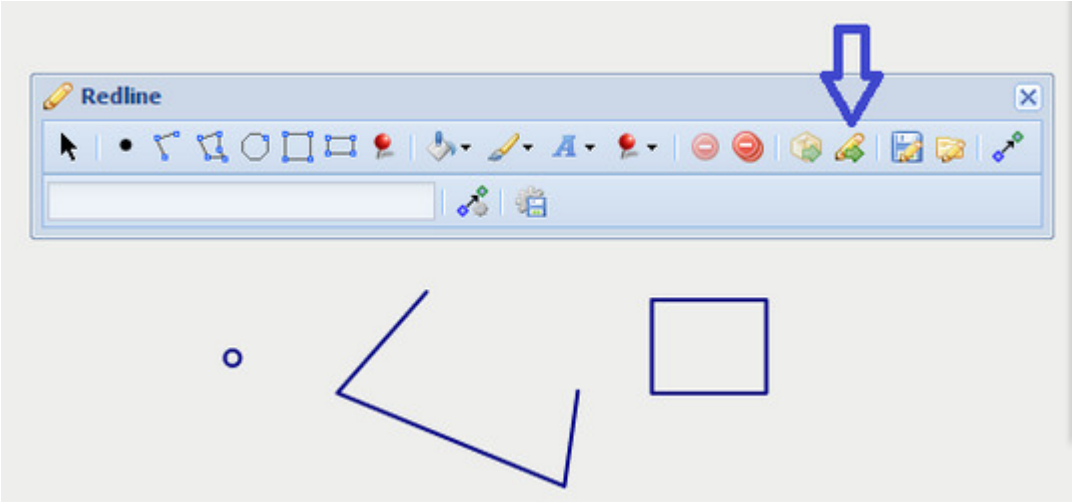
Prerequisite:

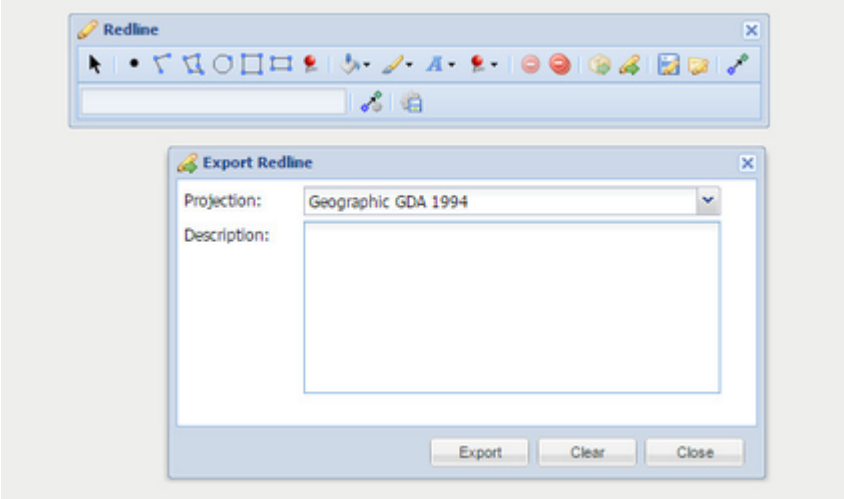
At least one Redline has been drawn on the map.

Steps:

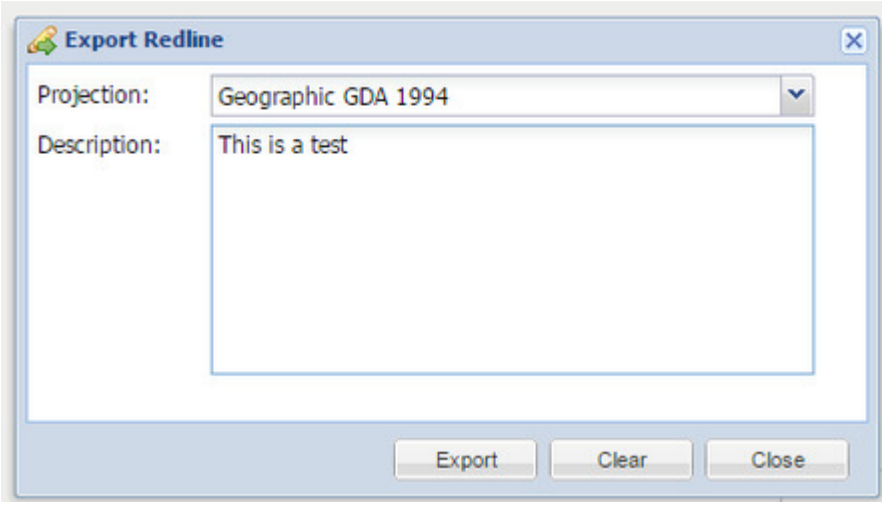
1. The **Export Redline** button is enabled once one or more Redlines have been drawn on the map.



2. Press the **Export Redline** button to open the *Export Redline* menu.



3. In the *Export Redline* menu, select a map projection, from the *Projection* list, for the Shapefile that will be created. Optionally, enter a description for the export in the *Description* box. This description will be put in a text file (.txt) and provided with the Shapefile so it can be used to record descriptive information about the Redlines you are exporting. Press the **Export** button to perform the export.



4. The **Export** function creates a Zip file (.zip) containing a separate Shapefile for each Redline type (i.e. a separate file for point, line and polygon elements). This will be shown as a downloaded file in your browser and can be saved or copied elsewhere.

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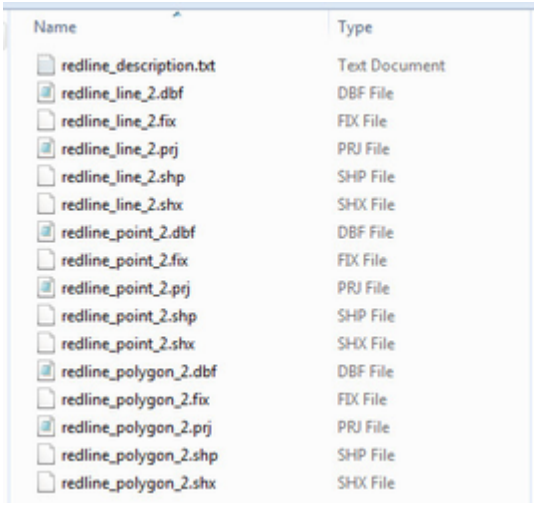


Fill Settings

Description of the tool

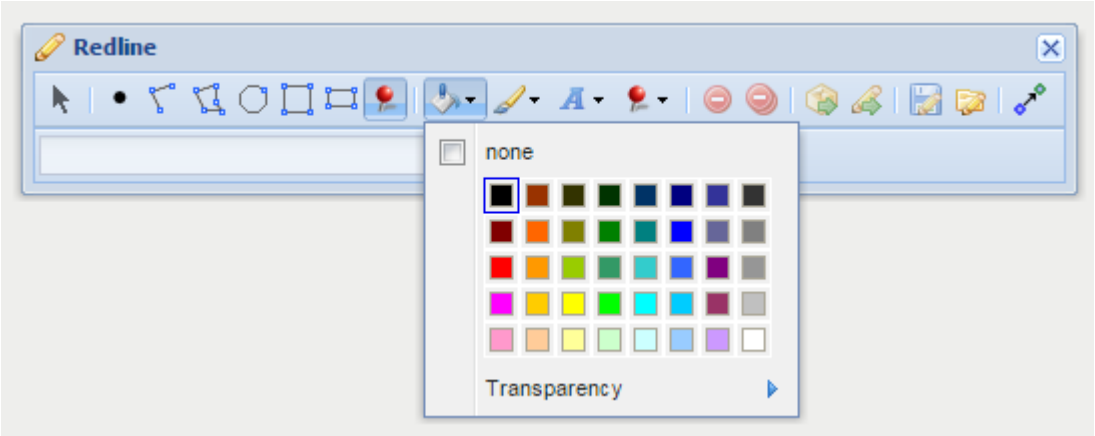
This tool allows you to define the fill settings for Point, Polygon, Circle, Square and Rectangle Redlines. With this tool, you select whether you want a fill and if so what the colour will be and if the fill is to be opaque or partially transparent.

How to use the tool

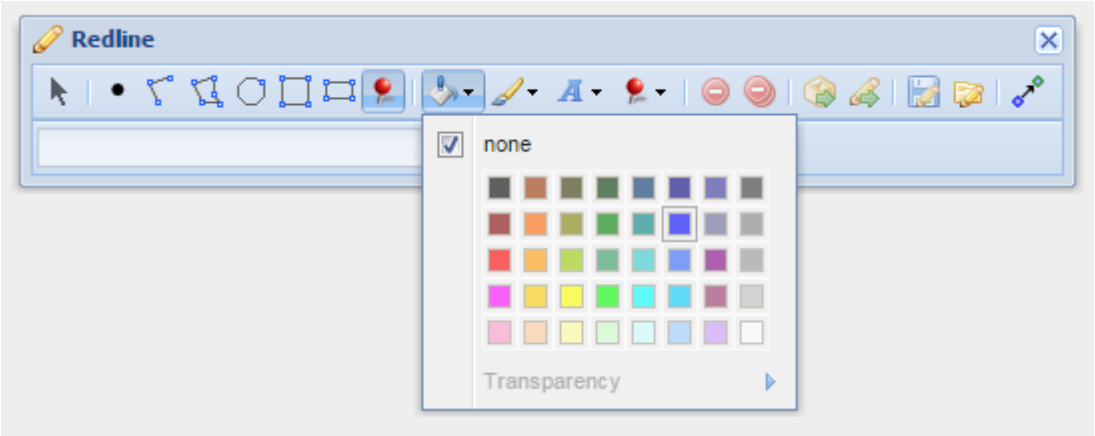
Prerequisite:

None
Steps:

1. Click on the Redline **Fill Settings** tool.



2. If no fill setting is required (i.e. the shape will have no coloured centre area but will just be shown with a border), then tick the *none* option (as shown below).



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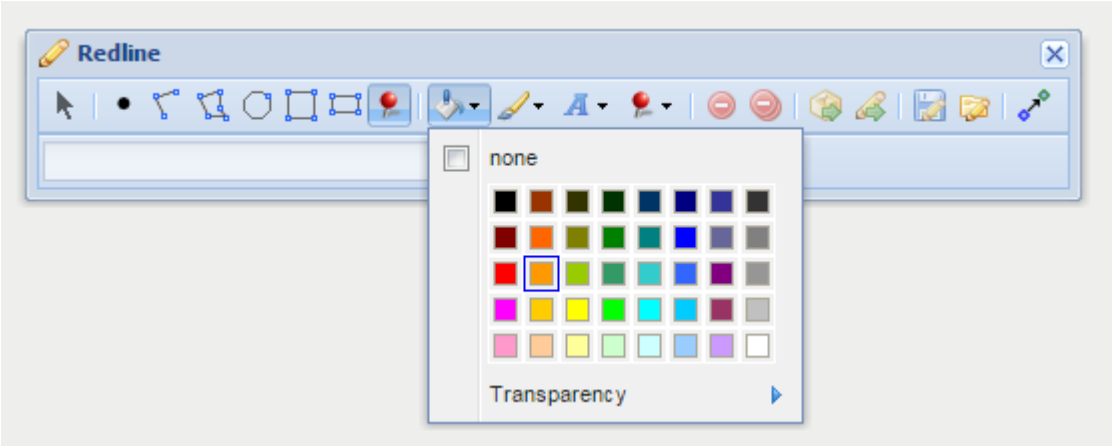
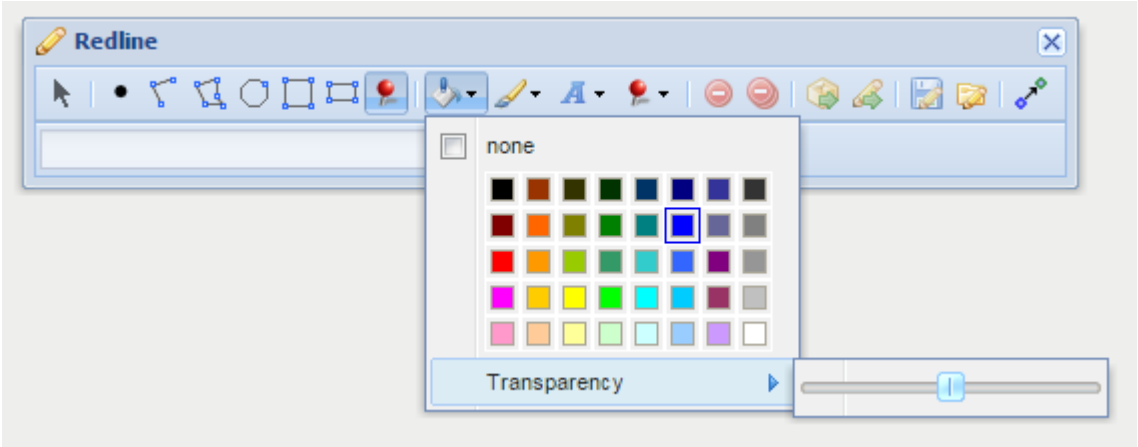
3. If a fill colour is required then uncheck the *none* option and click on a colour for the fill from the colour chart.



4. To make the fill transparent, or partially transparent, (i.e. the area will not be covered by a solid colour so whatever is underneath it will be visible), then click on the *Transparency* option. Use the slider to set the level of transparency, from 0 (on the far left of the slider) which will result in no fill being visible to 100 (on the far right of the slider) which will result in a solid colour fill.



Font Settings

Description of the tool

This tool allows you to define the font settings for Redline text that is added to the map. With this tool, you select a colour, font family (style), size and weight of text.

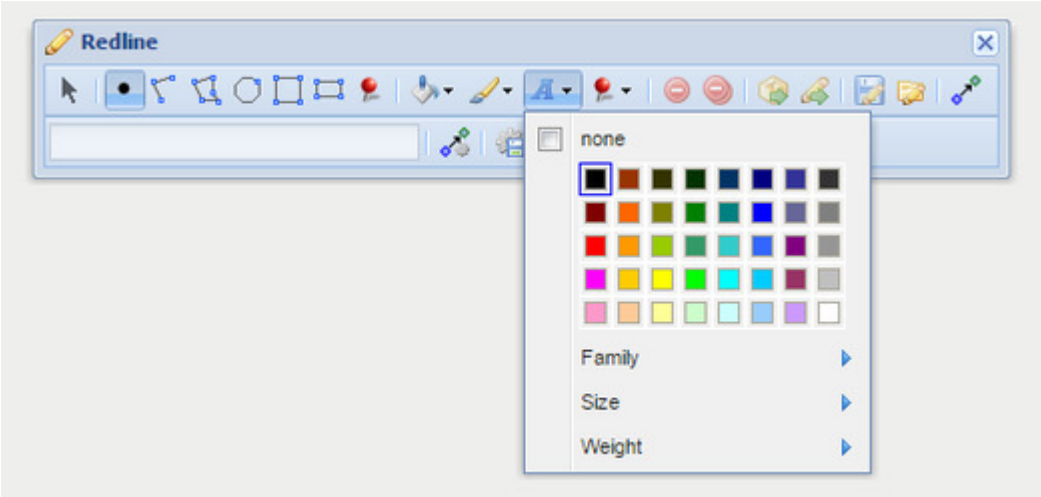
How to use the tool

Prerequisite:

None

Steps:

1. Click on the Redline **Font Settings** tool.



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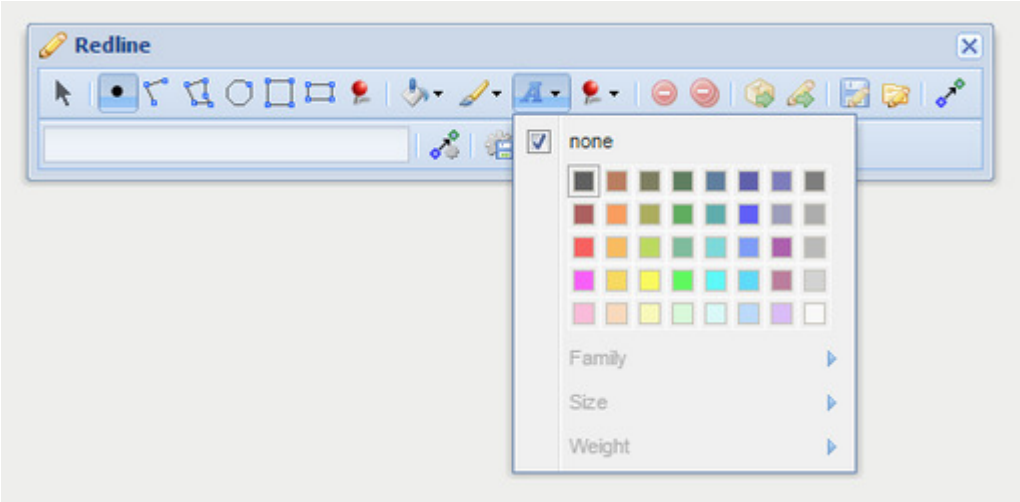
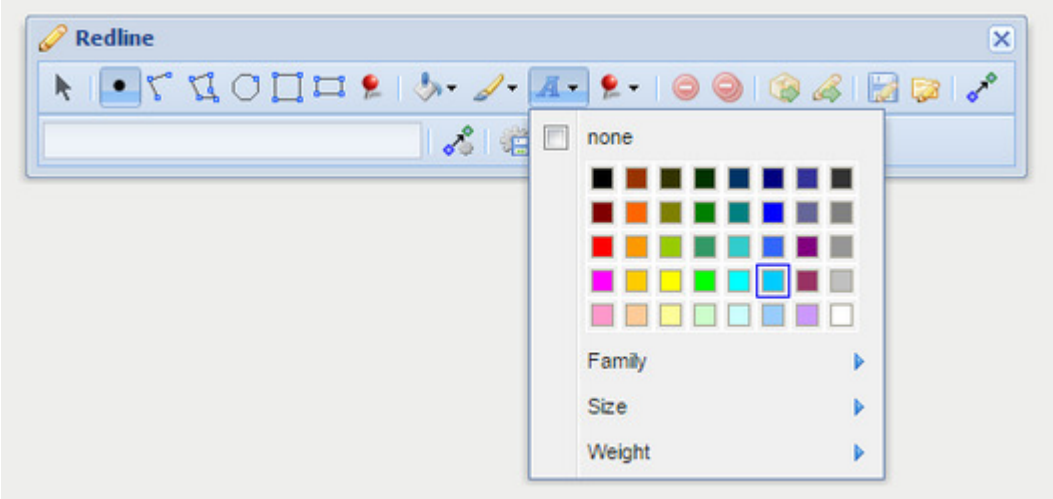
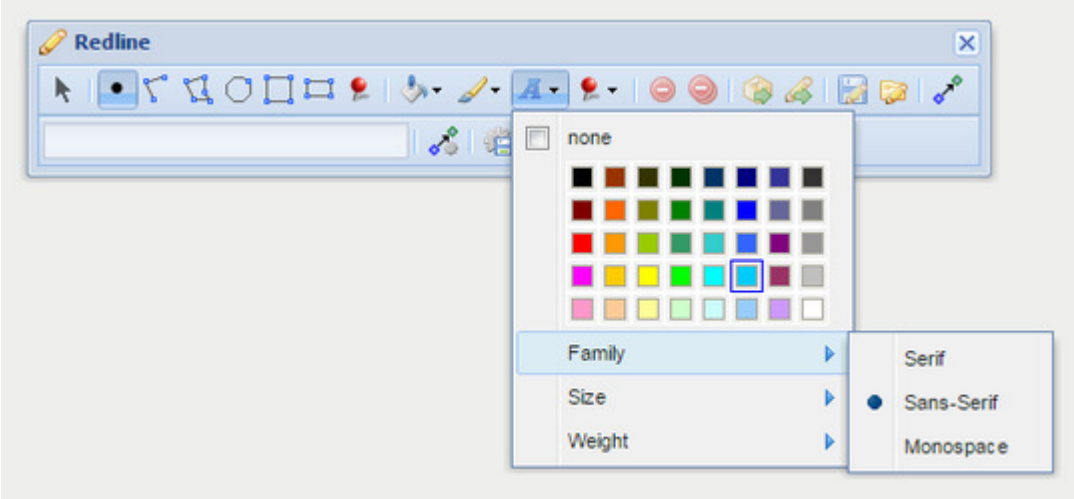
2. If no font colour setting is required then tick the **none** option.



3. To set a font colour, click on a colour from the panel of colour patches.



4. To set a specific font family, click on the *Family* option and select a font type (Serif, Sans-Serif or Monospace).



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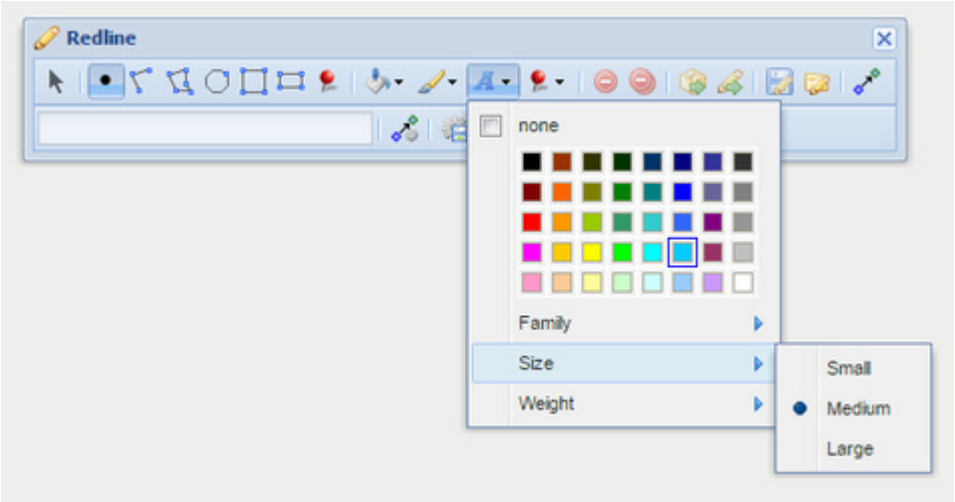
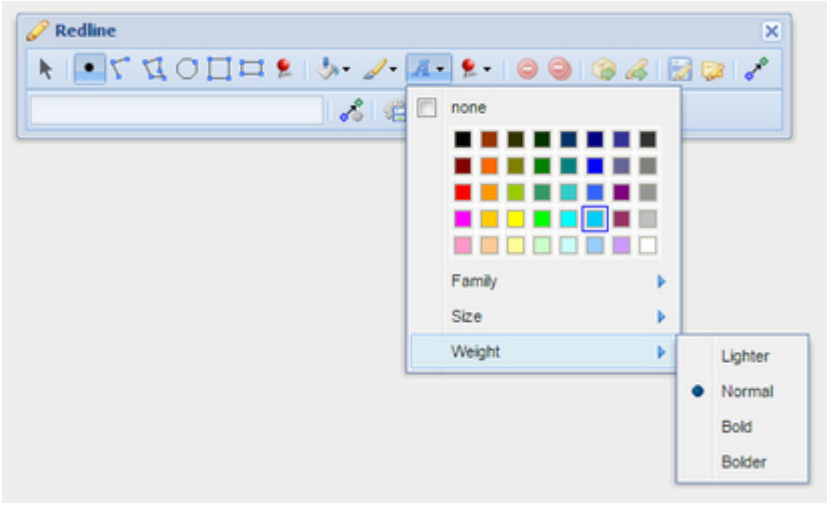
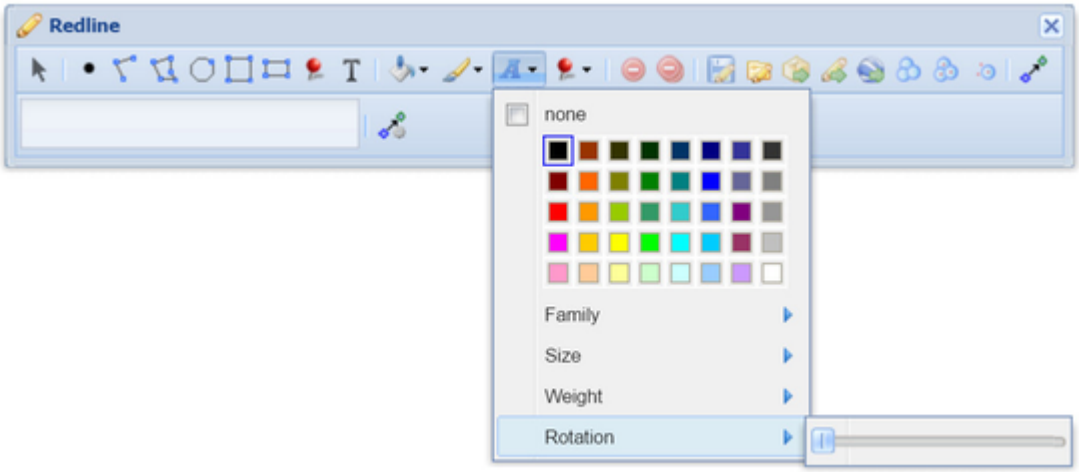
5. To set a specific font size, click on the *Size* option and select a size (Small, Medium or Large).



6. To set a specific font weight, click on the *Weight* option and select a weight (Lighter, Normal, Bold or Bolder).



7. *From Weave version 2.5.16:* To set a rotation for the text, use the *Rotation* slider. For smaller increments, the left and right arrows on the keyboard can be used instead of the mouse.



Get

Description of the tool

This tool allows you to create a Redline from a feature or set of features that are currently selected from the existing map layers. Use this function when you want to create a Redline that exactly matches the coordinates of an existing geographic feature on your map.

How to use the tool

Prerequisite:

A feature has been selected from the map.

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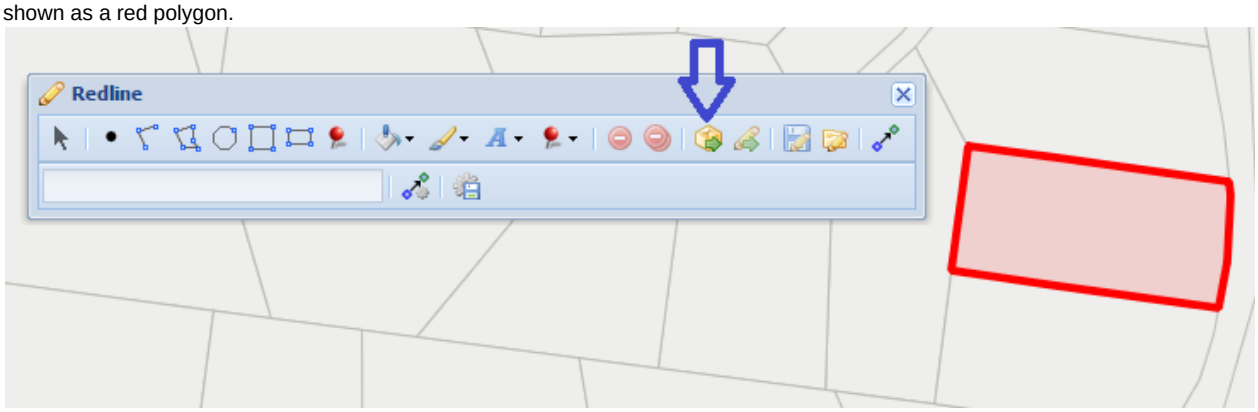
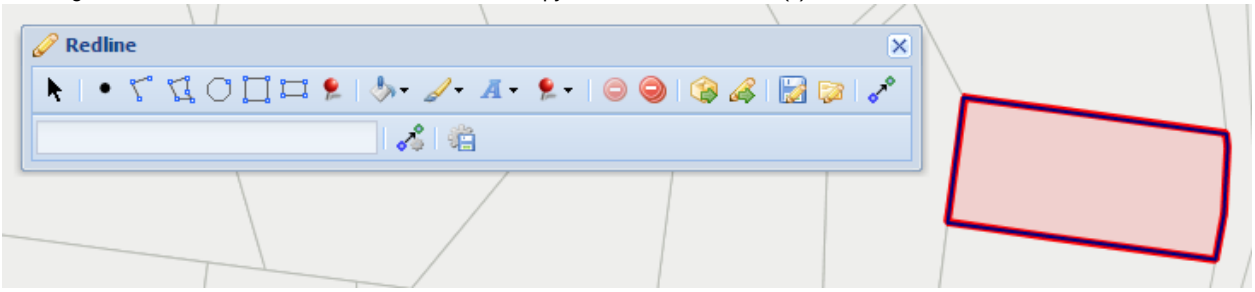
Steps:

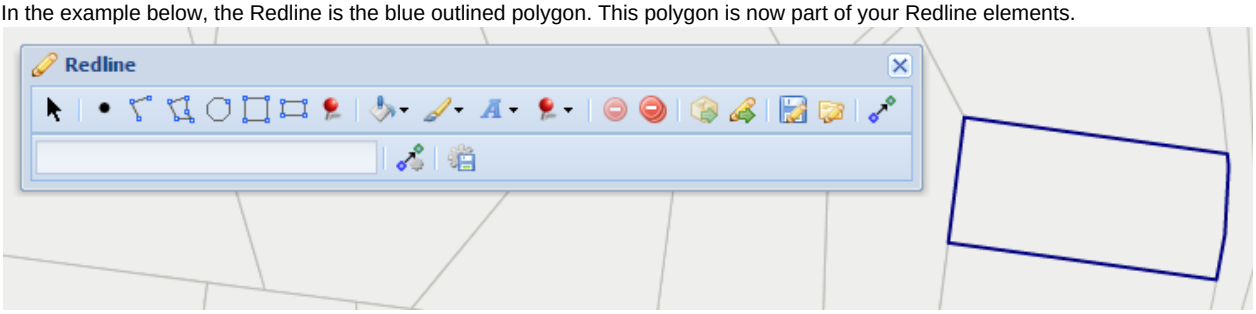
1. The **Get** button is enabled once one or more features are selected from the map. In the example below, the selected feature is shown as a red polygon.



2. Pressing the **Get** button will create a Redline item as a copy of the selected feature(s).



3. In the example below, the Redline is the blue outlined polygon. This polygon is now part of your Redline elements.



Label

Description of the tool

This tool allows you to add a **Label** to an existing point, polyline, polygon, circle, rectangle or square Redline.

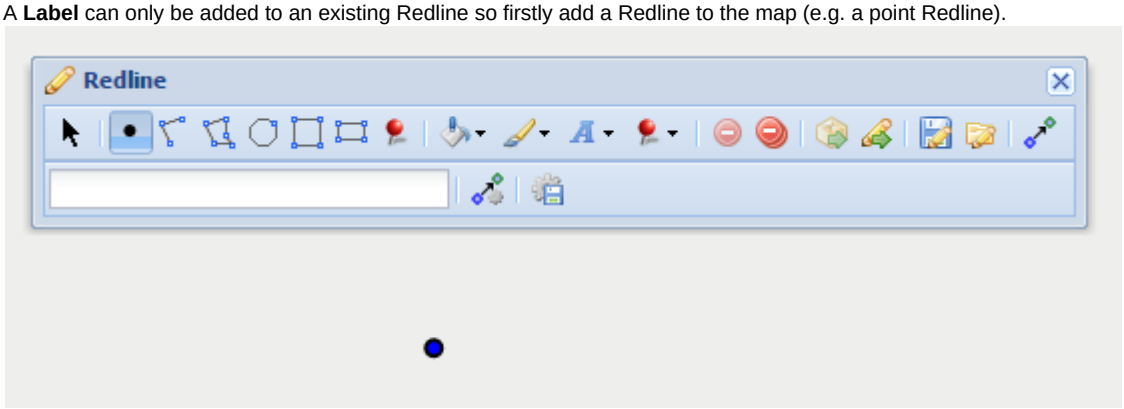
How to use the tool

Prerequisite:

At least one Redline has been added to the map.

Steps:

1. A **Label** can only be added to an existing Redline so firstly add a Redline to the map (e.g. a point Redline).



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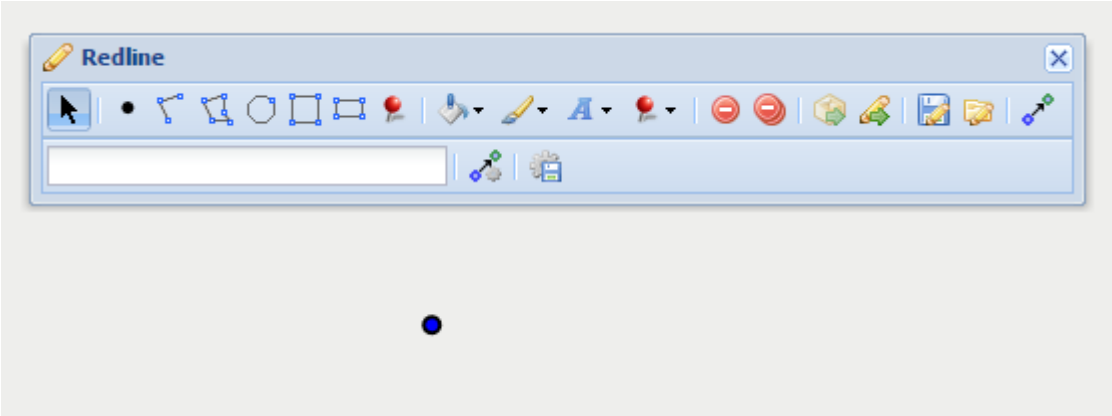
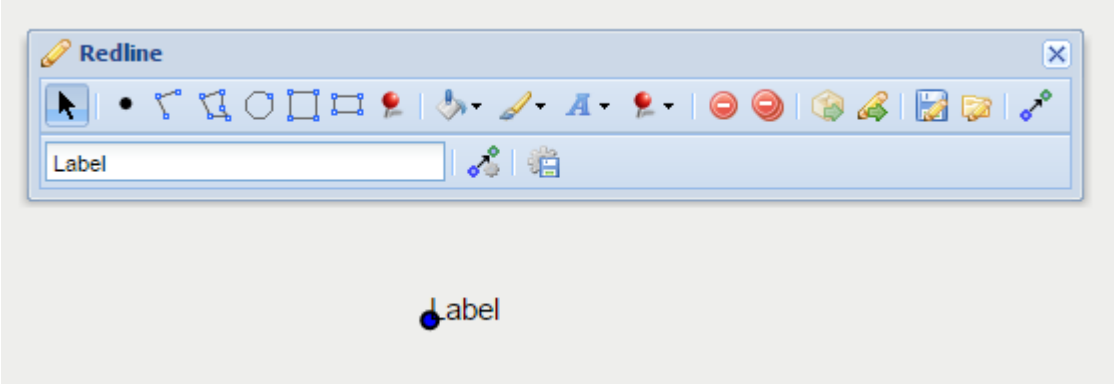
2. Use the **Modify** tool to select the Redline.



3. Enter the required text for the **Label** in the text box at the bottom left of the *Redline* menu. The text will then be added to the Redline.



4. To change the text in the **Label** or its characteristics (e.g. size, weight, colour using the settings in the Font Settings), select the Redline that is labelled and then modify the label.

Line Settings

Description of the tool

This tool allows you to define the line settings for Polyline, Polygon, Circle, Square and Rectangle Redlines. With this tool, you select whether you want a border (or outline) for an area and if so what the colour will be and the line's width, style and level of transparency.

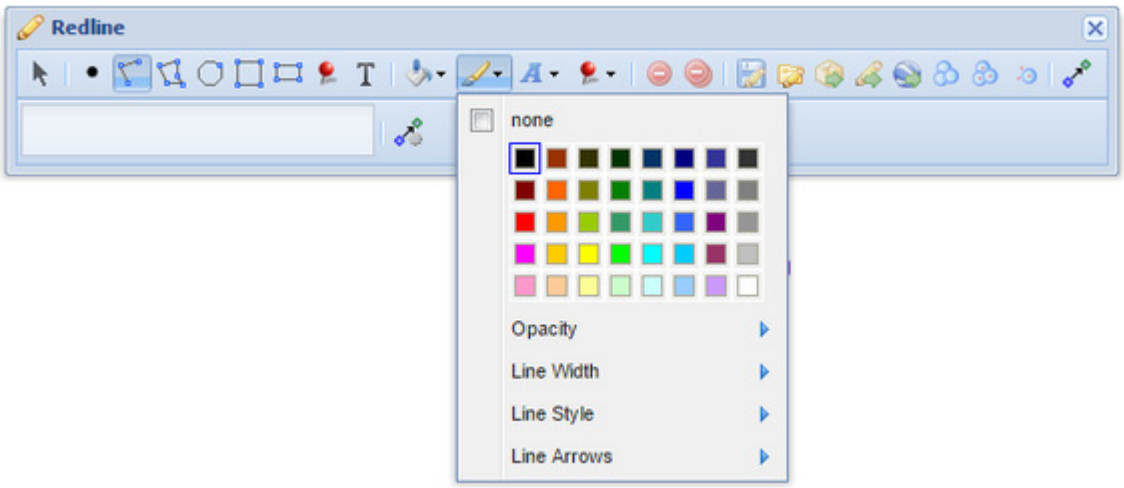
How to use the tool

Prerequisite:

None

Steps:

1. Click on the Redline **Line Settings** tool.



2. If no line setting is required (i.e. the shape will have a coloured centre area but not a border), then tick the *none* option.

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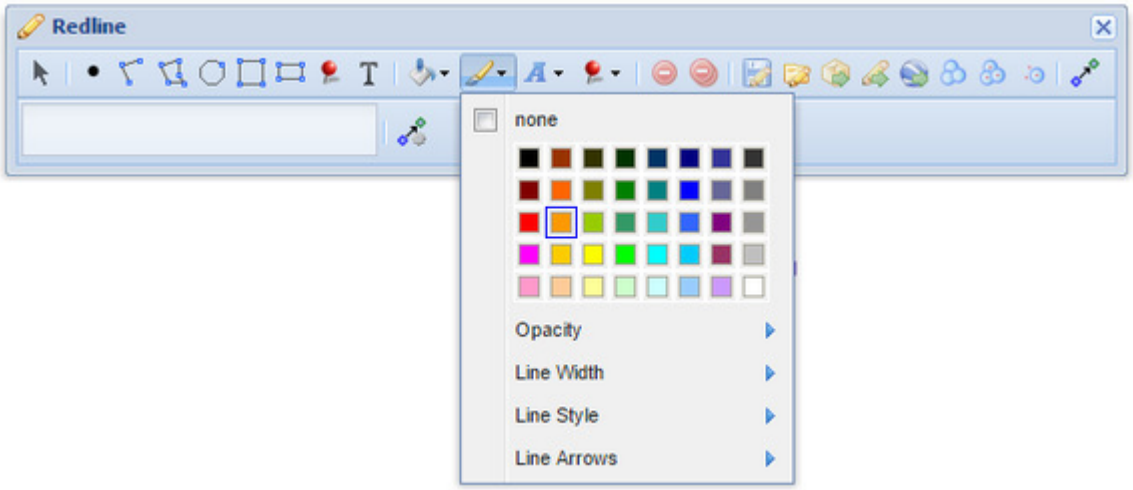
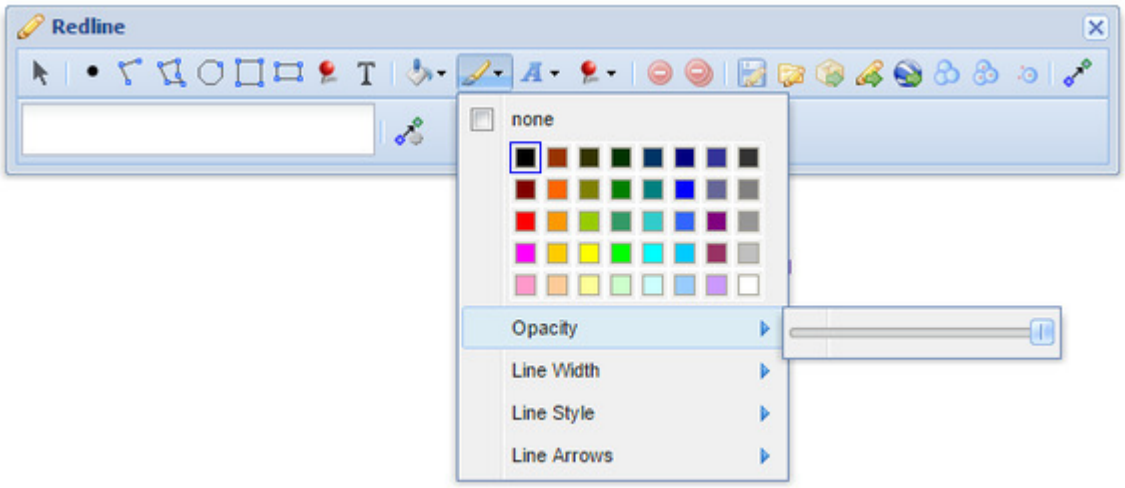
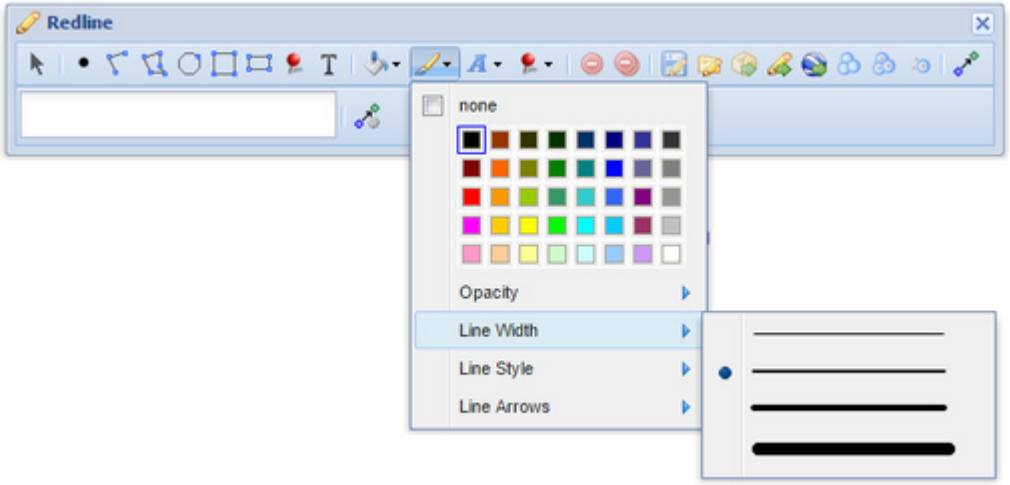
3. If a line colour is required then uncheck the *none* option and click on a colour for the line from the colour chart.



4. To make the line opaque, or partially opaque, click on the *Opacity* option. Use the slider to set the level of opacity, from 0 (on the far left of the slider) which will result in the line not being opaque (i.e. totally transparent thus not visible) to 100 (on the far right of the slider) which will result in a totally opaque object (i.e a solid line).



5. To set a specific line width, click on the *Line Width* option and select a width from the samples provided.



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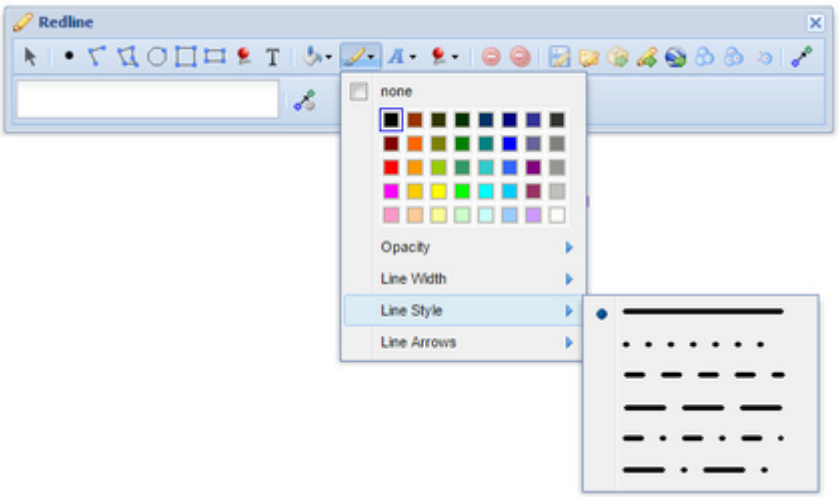
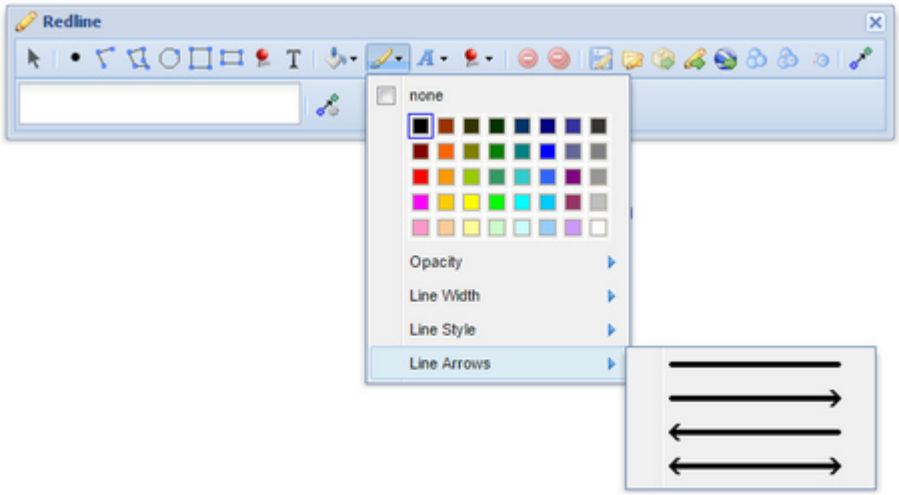
6. To set a specific line style, click on the ***Line Style*** option and select a style from the samples provided.



7. To set an arrowed line style, click on the ***Line Arrows*** option and select a style from the samples provided (from Weave 2.5.20).



Load

Description of the tool

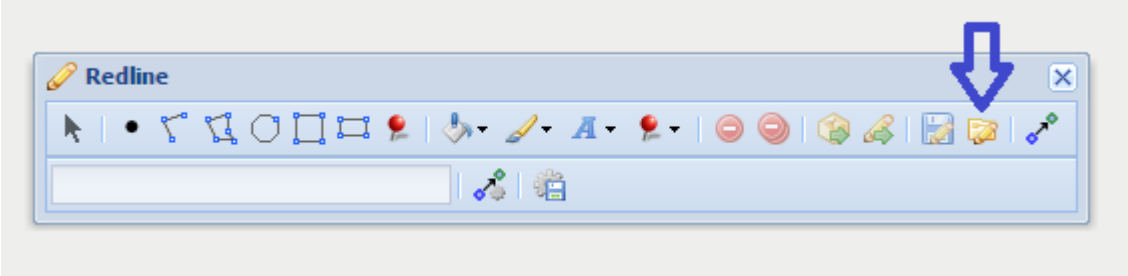
This tool allows you to load previously saved Redlines onto the map.

How to use the tool

Prerequisite:

One or more Redlines have been saved using the Save tool.
Steps:

1. Click on the **Load** Redline tool.



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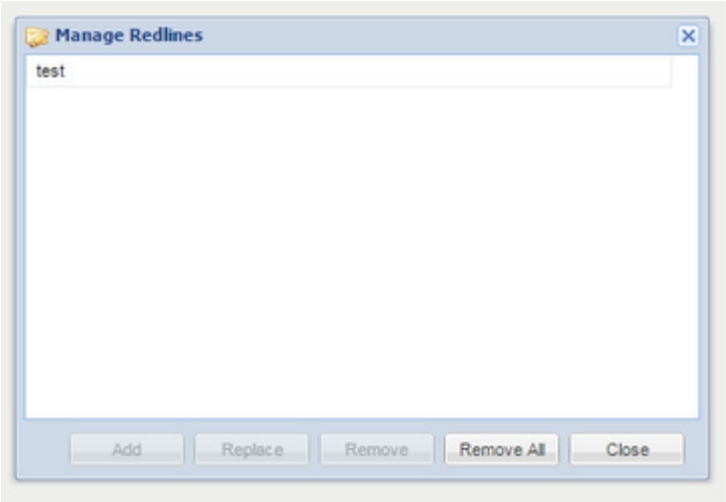
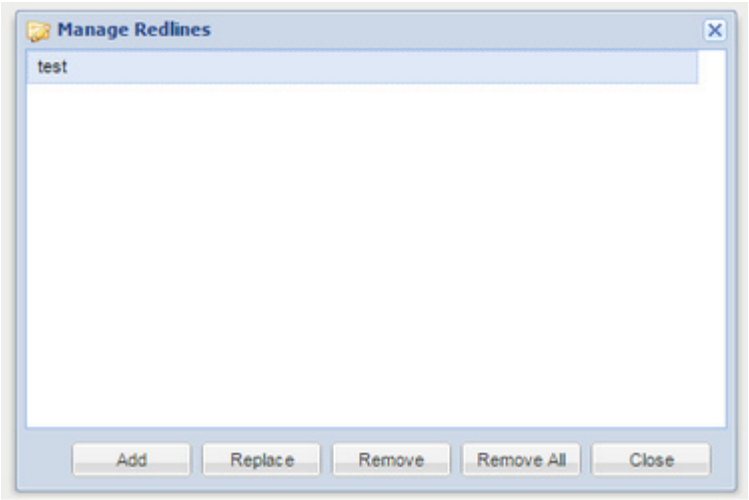
2. This opens the *Redline Manager* window.

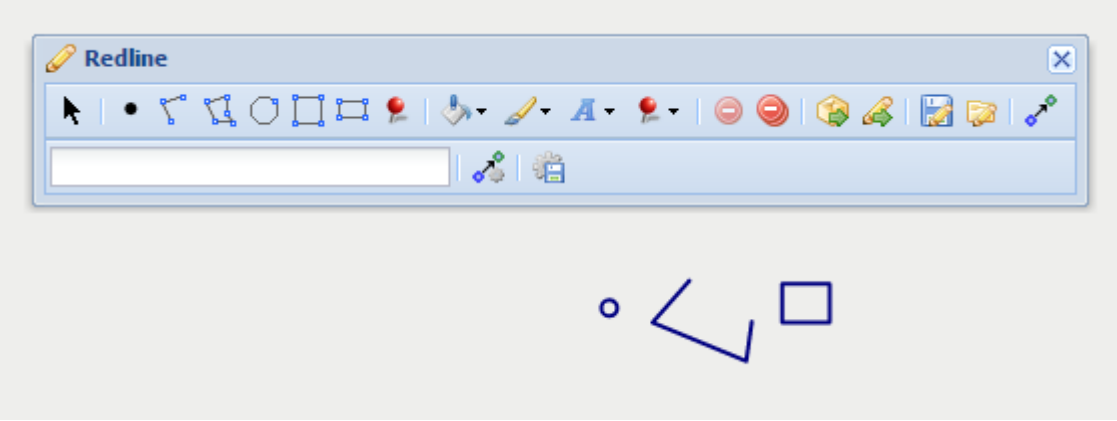


3. The *Redline Manager* lists the sets of Redlines that have previously been saved. Click on the name of a saved set of Redlines to highlight it. Then choose one of the five options:

    - *Add* - Adds the set of Redlines to your map.
    - *Replace* - Delete the Redlines currently on your map and replace them with a previously saved set.
    - *Remove* - Deletes the set of Redlines.
    - *Remove All* - Deletes all sets of Redlines listed.
    - *Close* - Closes the *Manage Redlines* menu without making any changes.



4. Press the *Add* button and the Redline set highlighted will be drawn on your map.



Marker

Description of the tool

This tool allows you to add a Redline marker to the map..

How to use the tool

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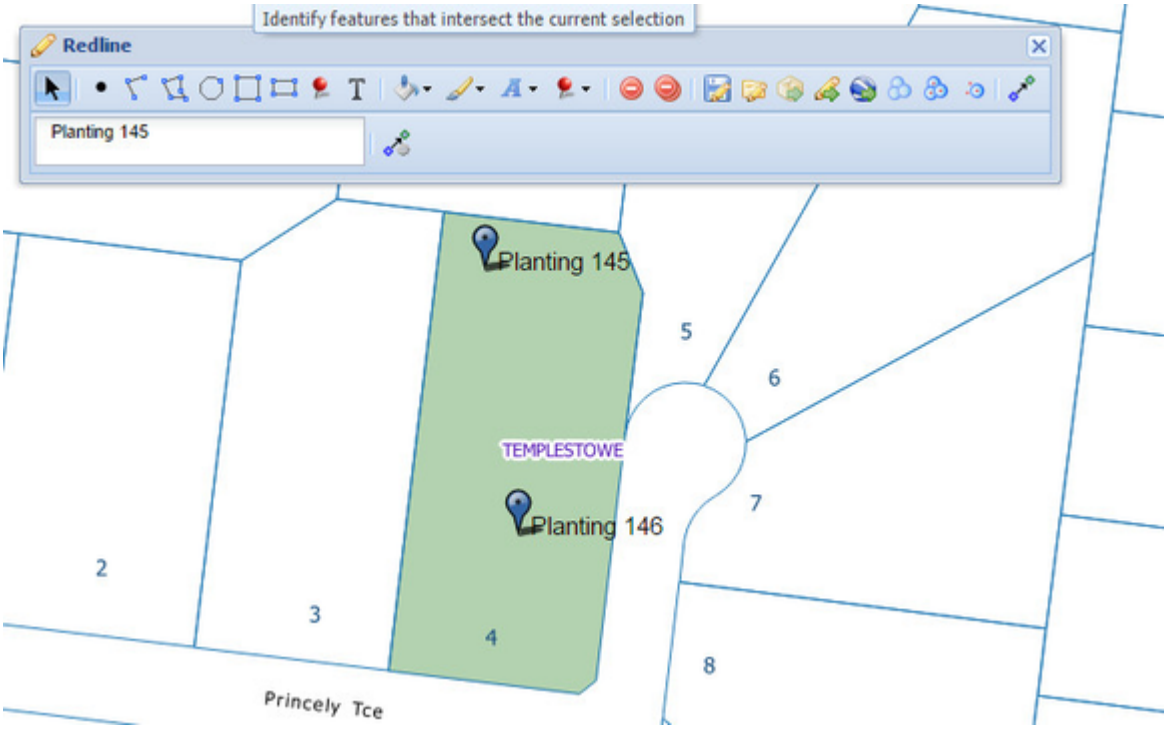
This tool uses a left mouse click to define the location of the marker on the map.
Prerequisite:

None
Steps:

1. Click on the Redline **Marker** tool.

2. Place the mouse cursor on the map at the location of the marker.
3. Press the left mouse button to add the marker to the map.
4. The marker will be drawn according to the current marker style settings. To set the default Redline marker style refer to Marker Settings.
5. You can also add a label for this newly added Redline marker by typing the required text in the text box at the bottom left of the *Redline* menu. This label remains part of the Redline so when the Redline marker is moved, the label will move with it.



Marker Settings

Description of the tool

This tool allows you to choose the colour of Redline markers that will be added to the map. The marker itself is predefined as a pin drop.

How to use the tool

Prerequisite:

None
Steps:

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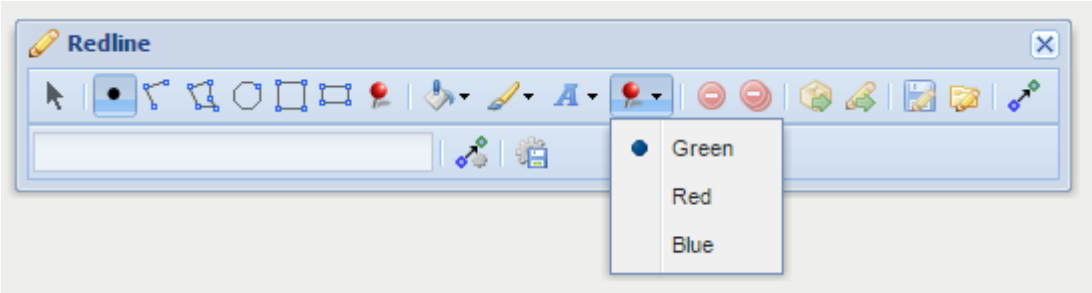
1. Click on the Redline **Marker Settings** tool.



2. Choose a colour for the marker from the list (Green, Red or Blue). Any Redline markers added now will be drawn in this colour.

Modify

Description of the tool

This tool allows you to select a Redline that has been added to the map so that you can modify its geometry, rotation, or its appearance.

How to use the tool

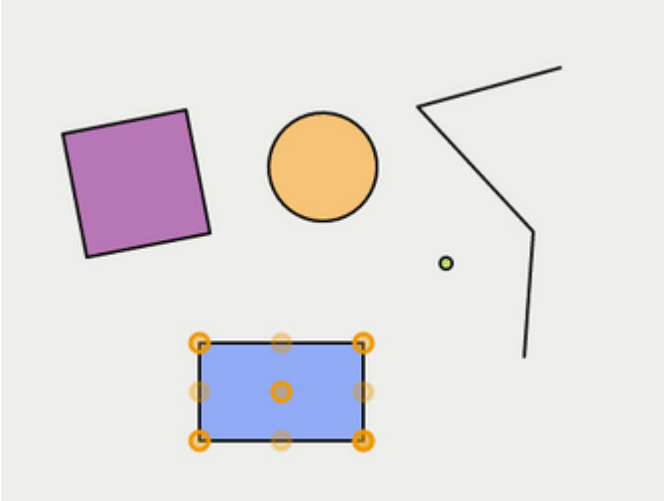
Prerequisite:
At least one Redline must have been added to the map.
Steps:

1. Click on the **Modify** tool.

2. Place the cursor over the Redline element and click on the element.

3. The Redline will be selected and the points defining the shape of the Redline will become visible.

4. In the example below the blue rectangle has been selected with the **Modify** tool and the yellow circles indicate the locations at which the shape can be changed. To change the selected Redline:
   - Move your mouse over the yellow circles on the shape edge to change the shape of the Redline
   - Move your mouse over the centre yellow circle to move the Redline
   - Move your move over the bottom right yellow circle to rotate the Redline.
   - Moving a vertex shown as a dark yellow circle will move an existing redline vertex.
   - Moving a light yellow coloured circle will split the existing redline at that new location and create a new redline vertex. The shape of the redline will be updated to include the new vertex.



5. If you have selected a Point or Marker Redline then the only modify option available is to move the Redline. Move your mouse over the marker Redline until the cursor changes to a four directional arrow cursor, then drag the Redline element to a new location.

6. You can also change the appearance of any Redline by selecting the Redline using the **Modify** tool, then changing the colour or style using the Fill Settings, Line Settings or Font Settings tools.

> **TIP:**
> To select a line Redline, click anywhere on the line. To select any type of polygon Redline, click anywhere inside the area.

Organise

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Description of the tool

This tool allows you to organise Redline objects by reordering them. It also gives the dimensions of the Redline objects.

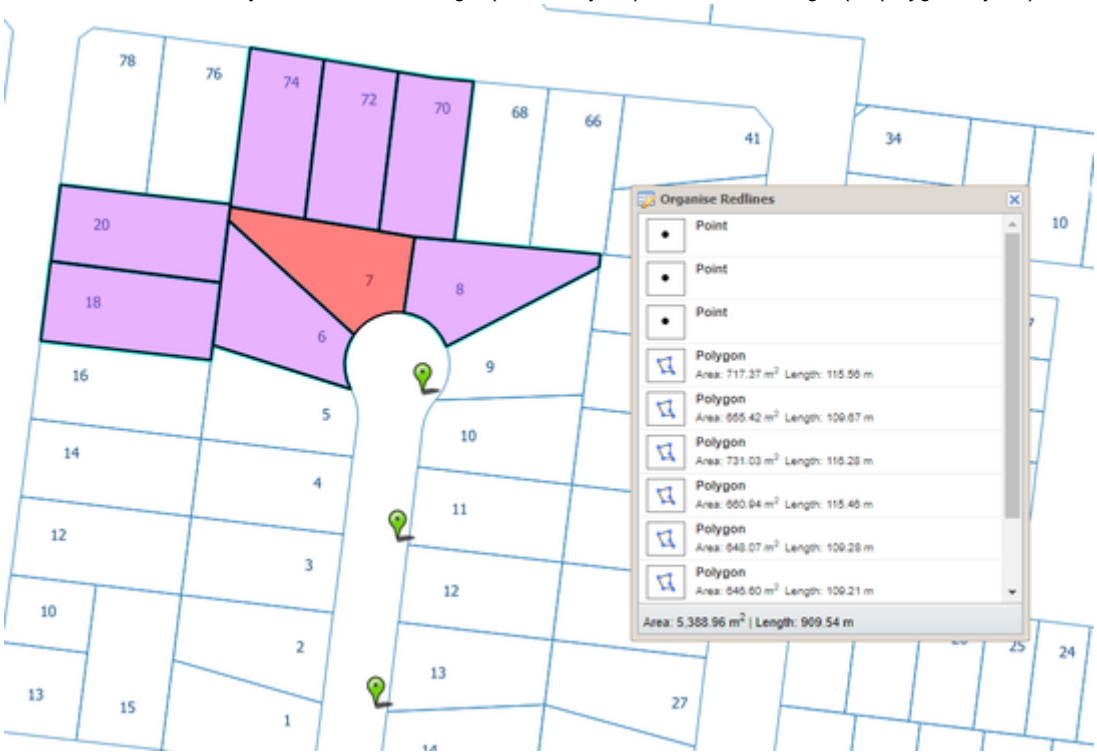
How to use the tool

PREREQUISITE:

None
STEPS:

1. Use the Redline creation tools to create or import Redline objects.
2. Press the **Organise** button to open the Organise Redlines window.

3. The window lists all the Redline objects and includes length (for line objects) and area and length (for polygon objects).



4. When you click on one of the Redline objects in the popup window, the object will be highlighted on the map.

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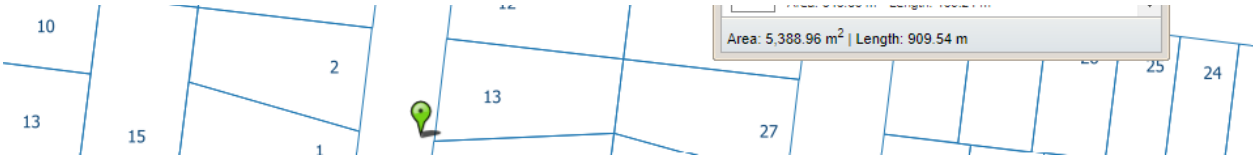
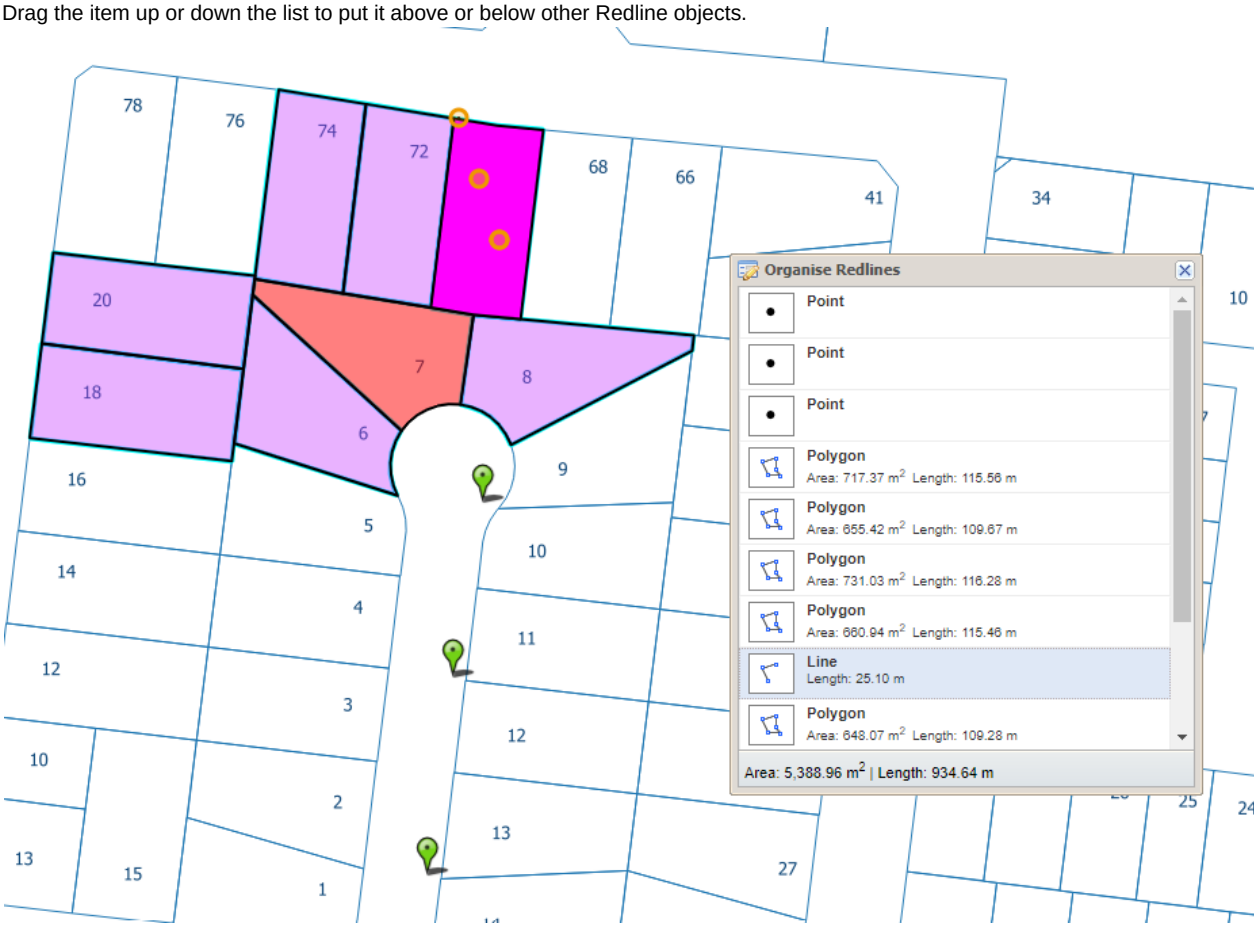
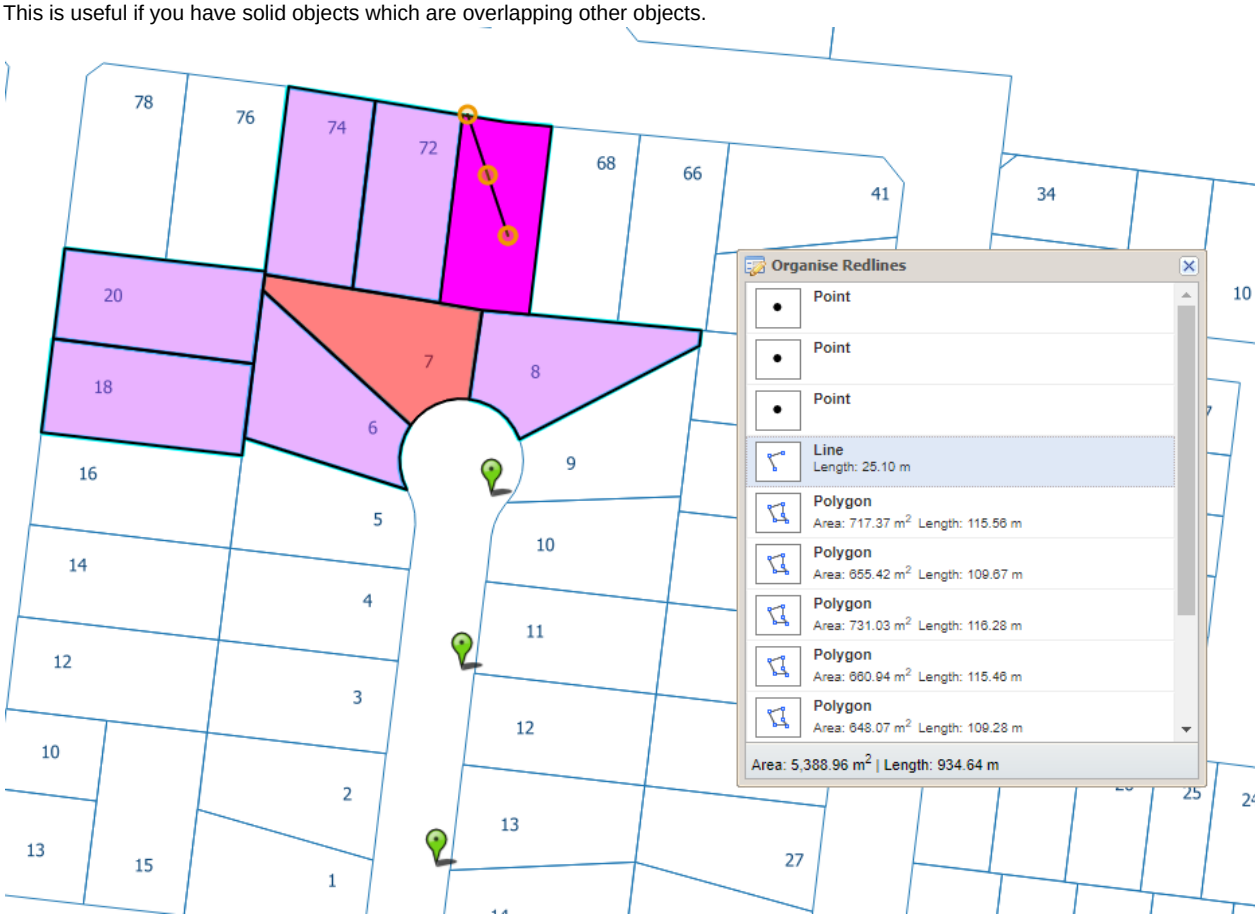


5. Drag the item up or down the list to put it above or below other Redline objects.



6. This is useful if you have solid objects which are overlapping other objects.



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TIP:
This tool does not apply to text, so Text Redlines will always be displayed on top of all other Redline types.

Point

Description of the tool

This tool allows you to add a Redline point to the map.

How to use the tool

Prerequisite:

None
Steps:

1. Click on the Redline **Point** tool.

2. Place the mouse cursor on the map at the location to add the Redline point.
3. Click on the map to draw the Redline point on the map.

4. The point will be drawn according to the current point style settings. To set the default Redline point style, set the border style for the point as described in Line Settings and the centre style for the point as described in Fill Settings.
5. You can also add a label for this newly added Redline point by typing the required text in the text box at the bottom left of the *Redline* menu. This label remains part of the Redline so when the Redline point is moved, the label will move with it.

Polygon

Description of the tool

This tool allows you to add a Redline polygon to the map. A polygon is an area bounded by three or more line segments.

How to use the tool

This tool uses a left mouse click to add the location of the line segments and double left mouse click to finish adding the polygon to the map. The polygon will appear on the map progressively as you are drawing it.
Prerequisite:

None
Steps:

1. Click on the Redline **Polygon** tool.

2. Place the mouse cursor on the map and press the left mouse button to define the start location of the polygon.
3. Move the cursor to draw the first line segment.

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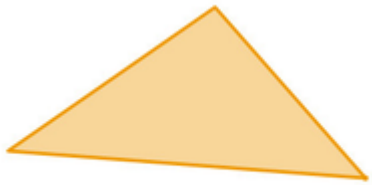
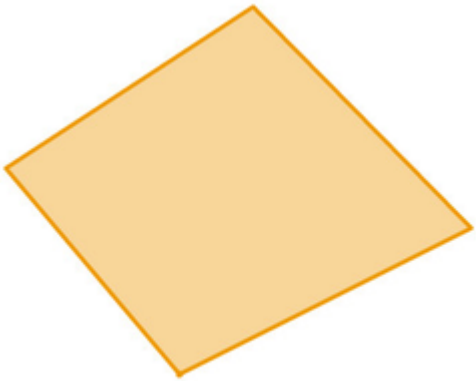
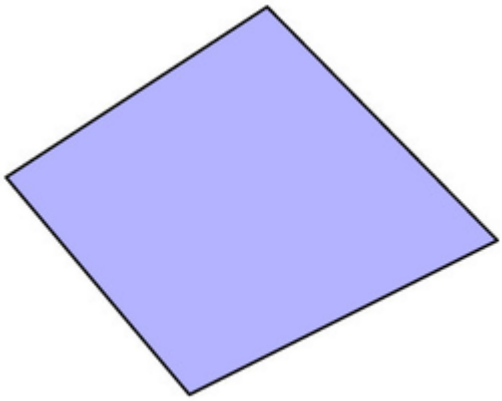
4. Click on the map to define the location of the end point of the first line segment.
5. Move the cursor to draw the second line segment.
6. Click on the map to define the location of the end point of the second line segment.



7. Move the cursor to draw the third line segment.
8. Click on the map to define the location of the end point of the third line segment.



9. Double left mouse click to finish drawing the polygon.



10. The polygon will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.
11. You can also add a label for this newly added Redline polygon by typing the required text in the text box at the bottom left of the *Redl ine* menu. This label remains part of the Redline so when the Redline polygon is moved, the label will move with it.

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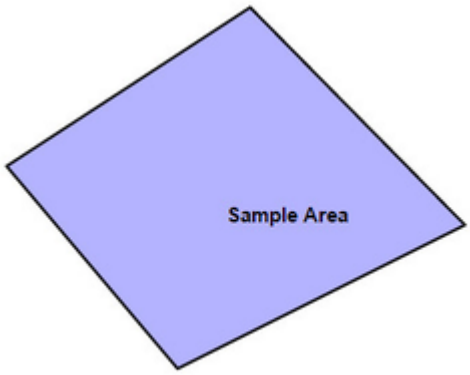


Polyline

Description of the tool

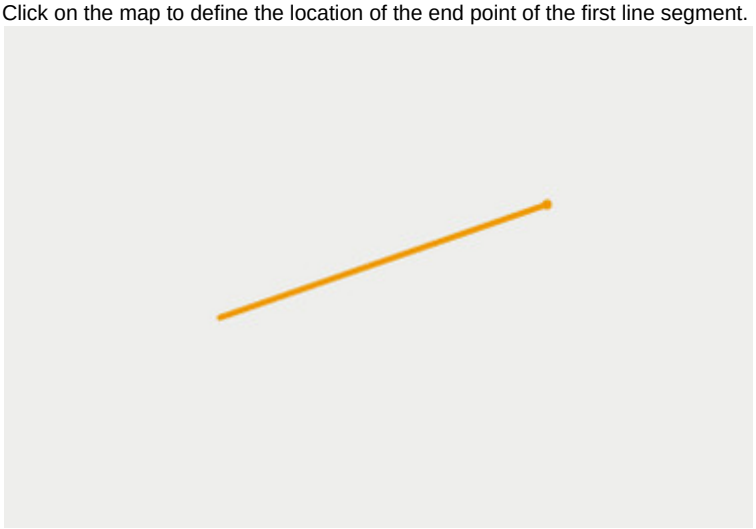
This tool allows you to add a Redline polyline to the map. A polyline is a line with one or more line segments (or corners/vertices).

How to use the tool

This tool uses a left mouse click to draw the line segments and then a double left mouse click to finish the drawing. The polyline will appear on the map progressively as you are drawing it.
Prerequisite:

None
Steps:

1. Click on the Redline **Polyline** tool.

2. Place the mouse cursor on the map and press the left mouse button to define the start location of the polyline.
3. Move the cursor to draw the first line segment.
4. Click on the map to define the location of the end point of the first line segment.

5. Move the cursor to draw the second line segment.
6. Click on the map to define the location of the end point of the second line segment.

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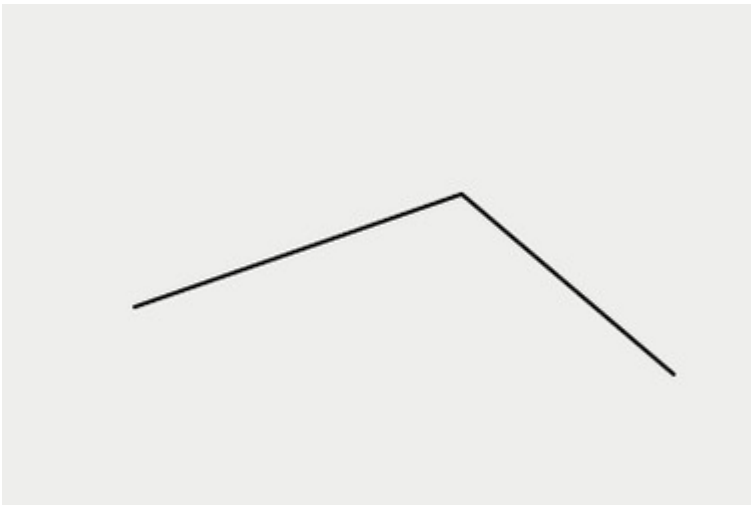
7. Double left mouse click to finish drawing the polyline.



8. The polyline will be drawn according to the current line style settings. To set the default Redline line style refer to Line Settings.

9. You can also add a label for this newly added Redline polyline by typing the required text in the text box at the bottom left of the *Redl ine* menu. This label remains part of the Redline so when the Redline polyline is moved, the label will move with it.

Rectangle

Description of the tool

This tool allows you to add a Redline Rectangle to the map.

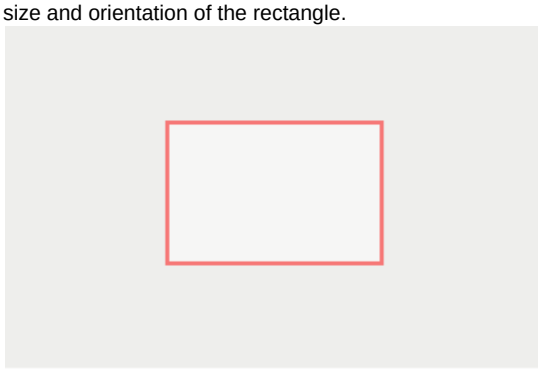
How to use the tool

This tool uses a left mouse click to define the centre of the rectangle, a mouse move to define the size of the rectangle and a left mouse button release to finish drawing the rectangle. The Redline rectangle will appear on the map progressively as you are drawing it.
Prerequisite:

None
Steps:

1. Click on the Redline **Rectangle** tool.

2. Place the mouse cursor on the map at the location of one corner of the rectangle and hold down the left mouse button to adjust the size and orientation of the rectangle.



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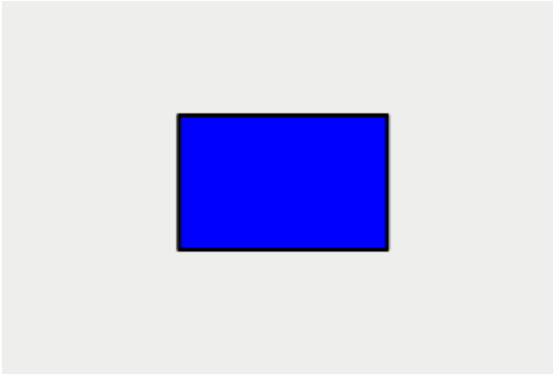
3. Release the left mouse button to finish drawing the rectangle.



4. The rectangle will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.

5. You can also add a label for this newly added Redline rectangle by typing the required text in the text box at the bottom left of the *Redline* menu. This label remains part of the Redline so when the Redline rectangle is moved, the label will move with it.

Save

Description of the tool

This tool allows you to save the Redlines you have added to the map.

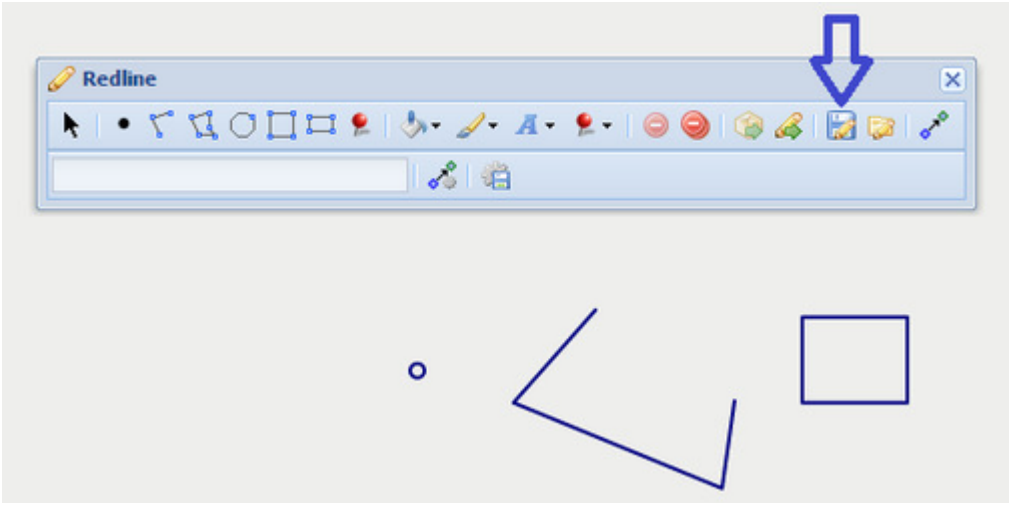
How to use the tool

Prerequisite:

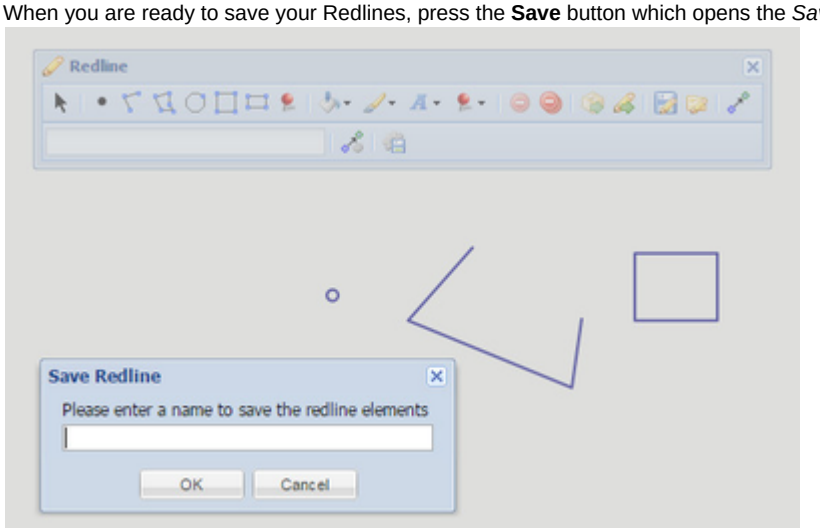
At least one Redline has been added to the map.

Steps:

1. The **Save** button is enabled once at least one Redline has been added to your map.



2. When you are ready to save your Redlines, press the **Save** button which opens the *Save Redline* text box.



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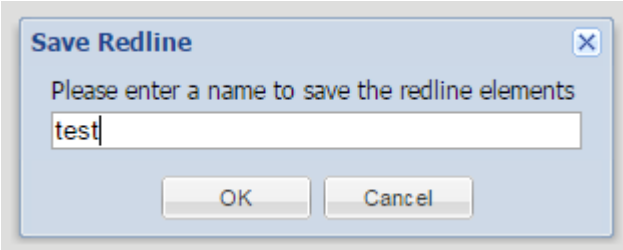
3. Enter a name for the set of saved Redlines in the text box.



4. Press the *OK* button to the save the Redlines. The Redlines saved in the set will be those added since the last time the **Save** button was used. These saved Redlines can be accessed at a later time using the Load tool.

Save Settings

Description of the tool

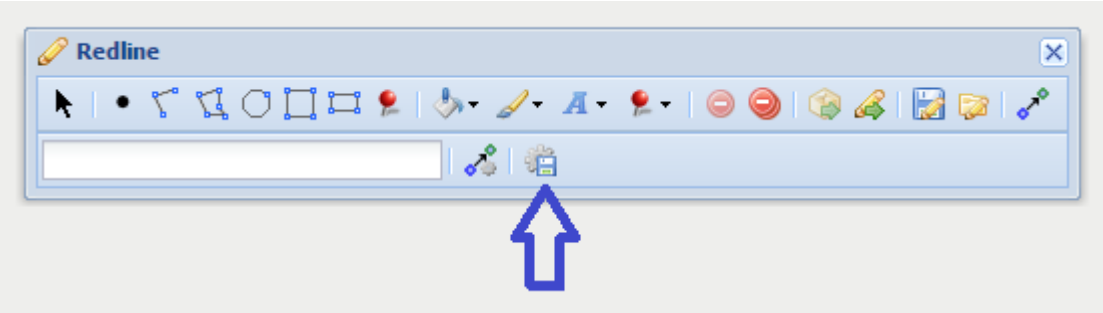
This tool will save the current Redline settings (Fill Settings, Line Settings, Marker Settings and Font Settings) as your default settings for Redlining.

How to use the tool

Prerequisite:

None
Steps:

Press the **Save Settings** button to save the current settings for Redlines. Next time you start Weave, these settings will be used by default.



Note:

Only authenticated users can save their redline settings.

Snap Settings

Description of the tool

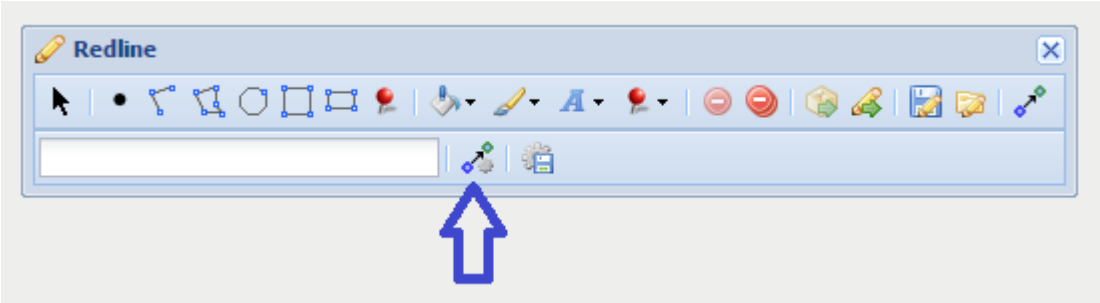
This tool allows you to define the settings for Redline Snapping.

How to use the tool

Prerequisite:

None
Steps:

1. Use the **Snap Settings** button to open the *Snap Settings* menu.



There are three parameters than can be set for snapping - *Snap Tolerance, Snap Type* and *Snap Entity*.

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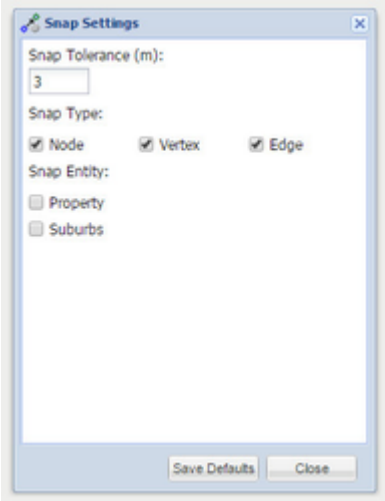


These parameters are described in the table below.

Setting	Description
Snap Tolerance	The distance, specified in metres, to be used for snapping.
Snap Type	*Node:* If ticked, the Redline will be snapped to the start/end point of a line**.** *Vertex:* If ticked, the Redline will be snapped to coordinates that define the existing shape of a Snap Entiity, i.e. any turning point on a line. *Edge:* If ticked, the Redline will be snapped anywhere along the line forming part of a Snap Entity.
Snap Entity	The list of entities that can be used for snapping. Use the check boxes to the left of the entity names to tick on or off, the entities that you would like your redline to snap to as you create that redline.

2. Press the *Save Defaults* button to save the current snap settings as the default settings.

Note:

Only authenticated users can save.

Snapping

Description of the tool

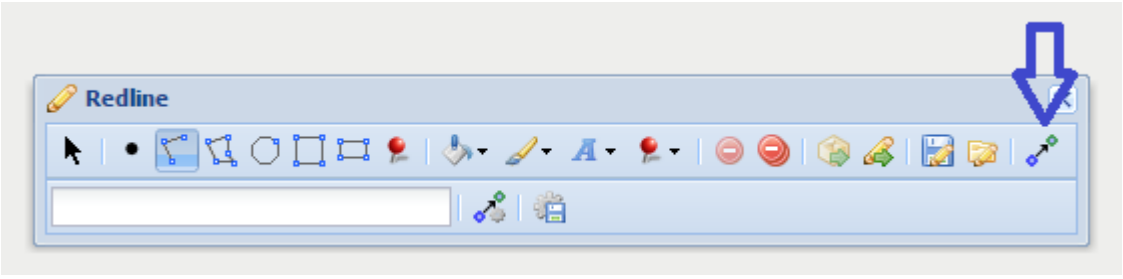
This tool enables you to snap Redlines to map layers. Snapping is an automatic editing operation where a point within a specified distance (snapping tolerance) of other points or features are moved to sit over the other point so that coordinates are coincident. This is useful when you want to draw a Redline that matches exactly with existing map features.

How to use the tool

Prerequisite:

At least one active map layer is required in order to snap to map entities.
Steps:

1. Click on the **Snapping** button to enable snapping.



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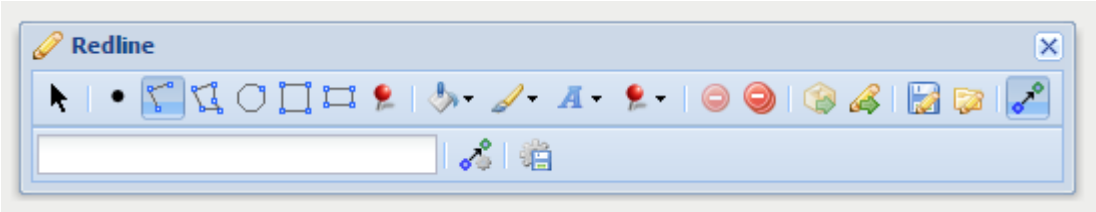
2. Once the **Snapping** button is enabled all Redlines that are added will use the current Snap Settings.



Spatial Selection

Description of the tool

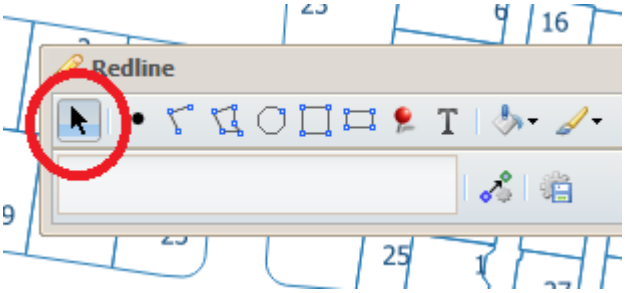
This tool allows you to use Redlines shapes to select from the Active Layer. Features on the map are selected in the same way as they would if you had used the Selection Tools or the Spatial Select tool.

How to use the tool

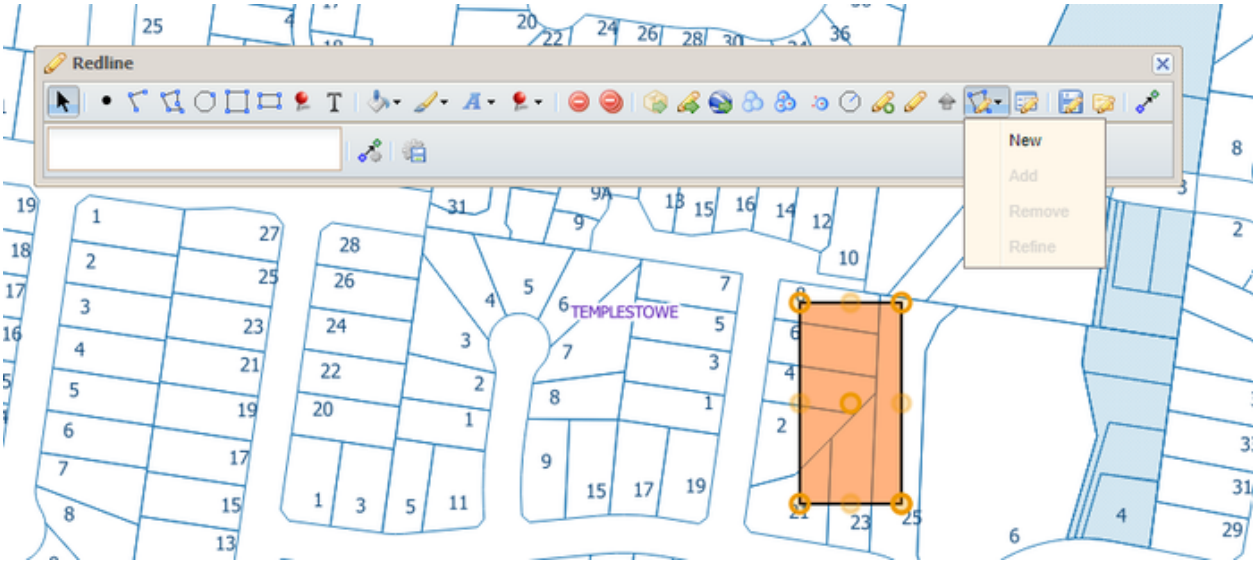
Prerequisite:

A Redline has been added to the map.
Steps:

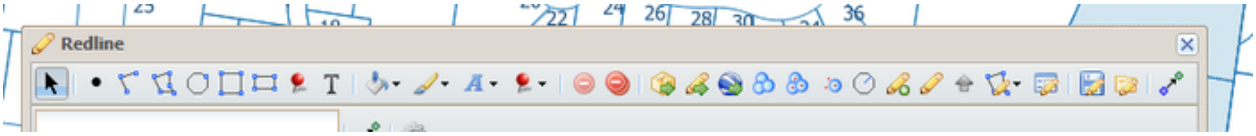
1. Set the Active Layer from which you want to select features.
2. Open the Redline toolbar.
3. Use the Modify tool to select a Redline.



4. Select the type of selection you want to perform - *New*, *Add*, *Remove* or *Refine* from the Spatial Selection tool dropdown. The options available to you will depend on whether you already have features selected.



5. Features that overlap the selected Redline will be selected, highlighted and added to your selection set.



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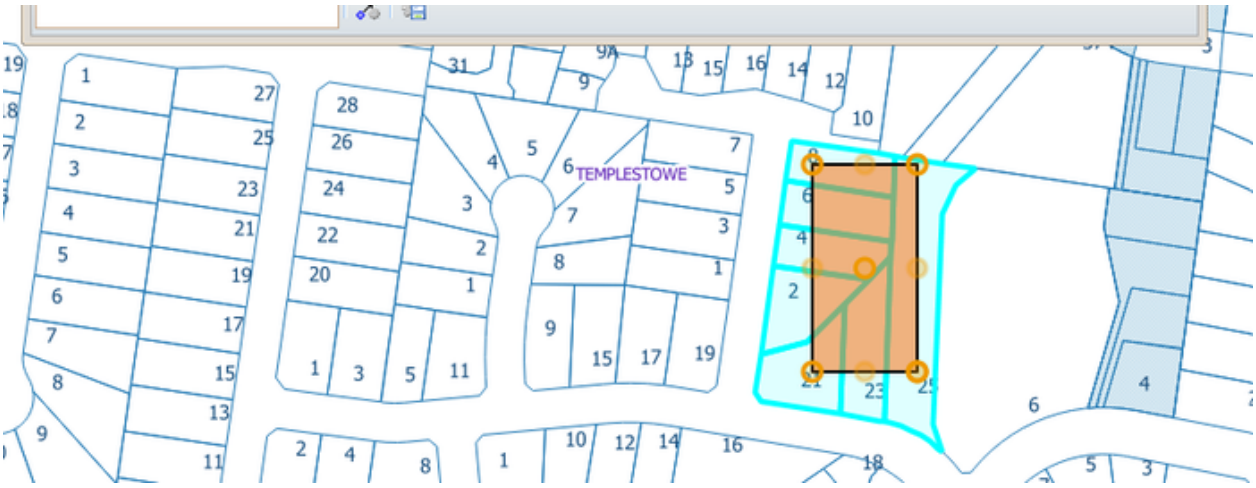


Square

Description of the tool

This tool allows you to add a Redline square to the map.

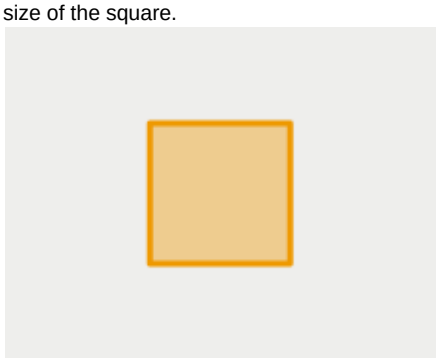
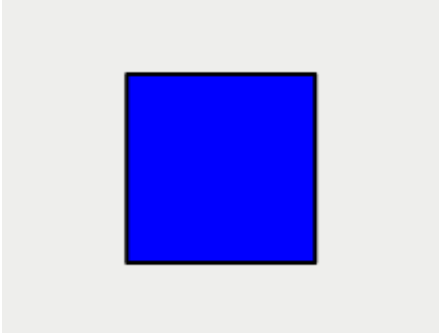
How to use the tool

This tool uses a left mouse click to define the centre of the square, a mouse move to define the size of the square and a left mouse button release to finish drawing the square. The Redline square will appear on the map progressively as you are drawing it.

You can also rotate the Redline square by swiveling the mouse before you release the mouse button to finish the drawing.
Prerequisite:

None
Steps:

1. Click on the Redline **Square** tool.

2. Place the mouse cursor on the map at the location of the centre of the square and hold down the left mouse button to adjust the size of the square.
   
3. Release the left mouse button to finish drawing the square.
   
4. The square will be drawn according to the current polygon style settings. To set the default Redline polygon style, set the line and fill styles as described in Line Settings & Fill Settings.

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5. You can also add a label for this newly added Redline square by typing the required text in the text box at the bottom left of the *Redline* menu. This label remains part of the Redline so when the Redline square is moved, the label will move with it.

Text

Description of the tool

This tool allows you to add **Text** to any location on the map.

This tool is available for versions of Weave from 2.5.16.

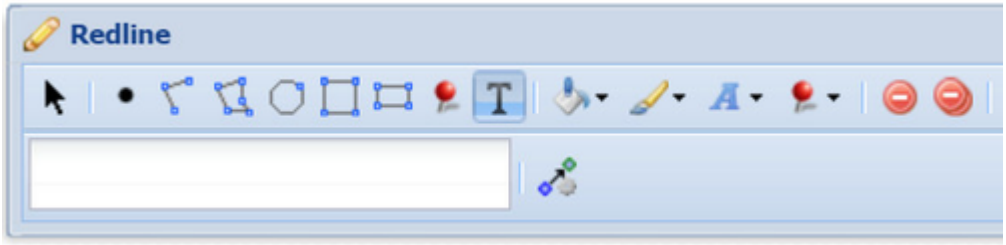
How to use the tool

Prerequisite:

None

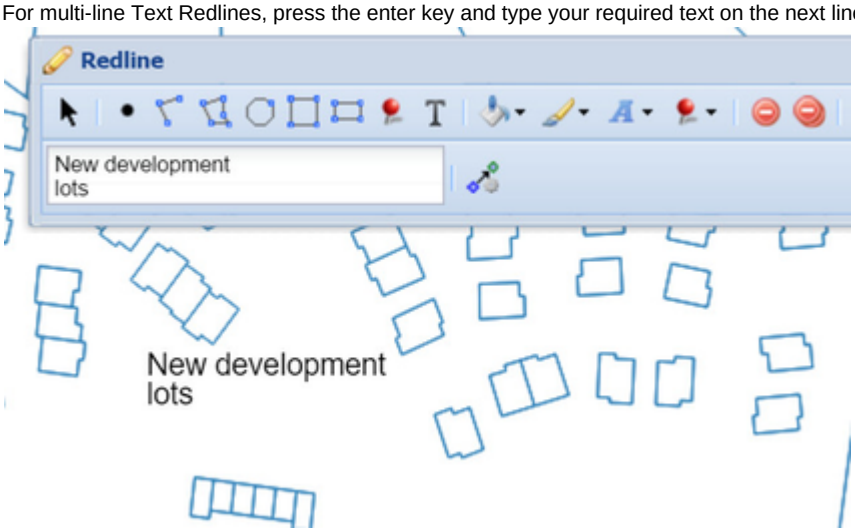
Steps:

1. Choose the **Text** tool from the Redline toolbar.



2. Click on the location in the map where you want the Redline Text to be drawn. Then enter the required text in the text box at the bottom left of the *Redline* menu. The text will be added as a piece of Redline Text.

3. For multi-line Text Redlines, press the enter key and type your required text on the next line in the text box.



4. To change appearance of the text in the **Redline** (e.g. size, weight, colour), use the Modify tool to select the Text Redline, then change the settings in the Font Settings tool.

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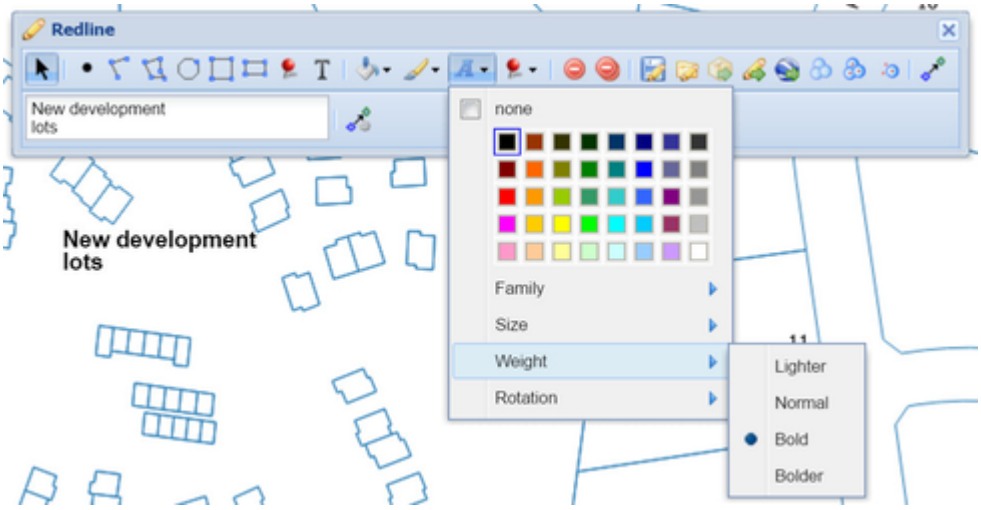
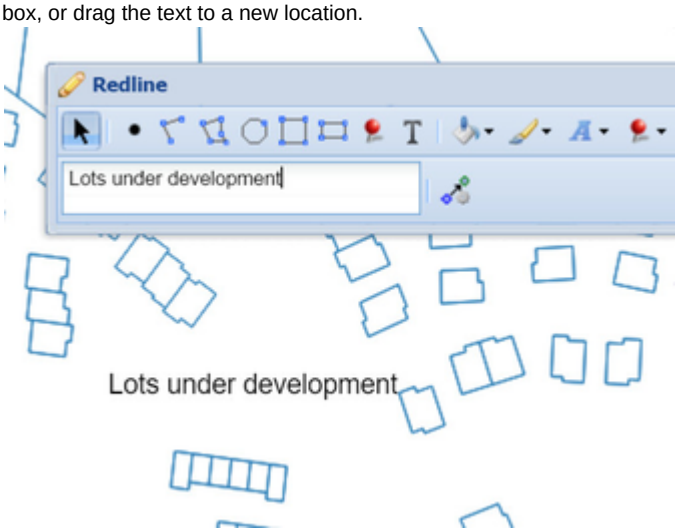
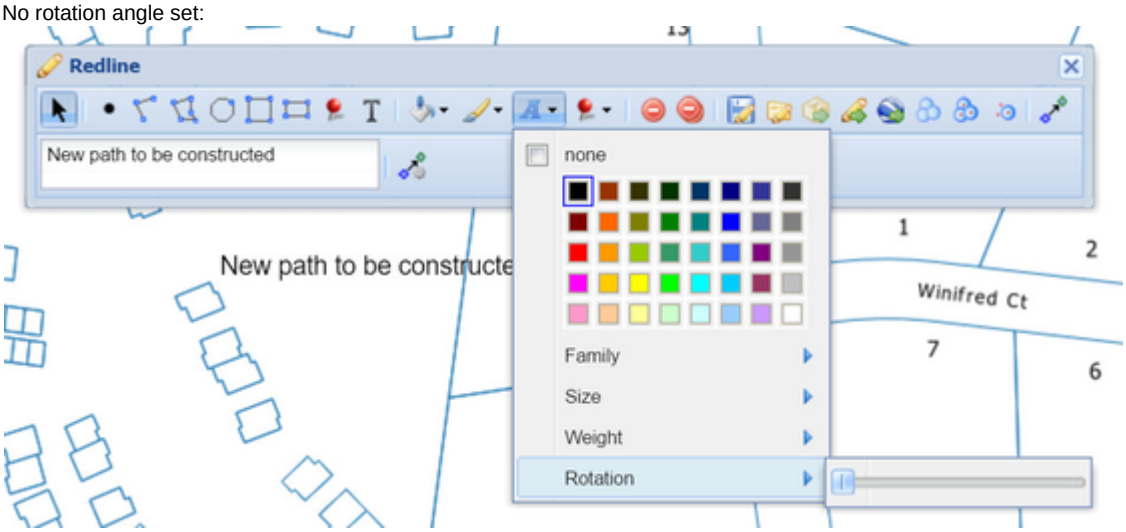


5. To change the location or wording of the **Redline,** use the Modify tool to select the Text Redline and then modify the text in the text box, or drag the text to a new location.



6. To change the rotation of the text, use the Modify tool to select the Text Redline, then change the *Rotation* setting in the Font Settings tool. Drag the *Rotation* slider to change the angle of the text. For smaller increments, use the left and right arrows on the keyboard rather than the mouse on the slider.

   No rotation angle set:



   Rotation angle set on slider:

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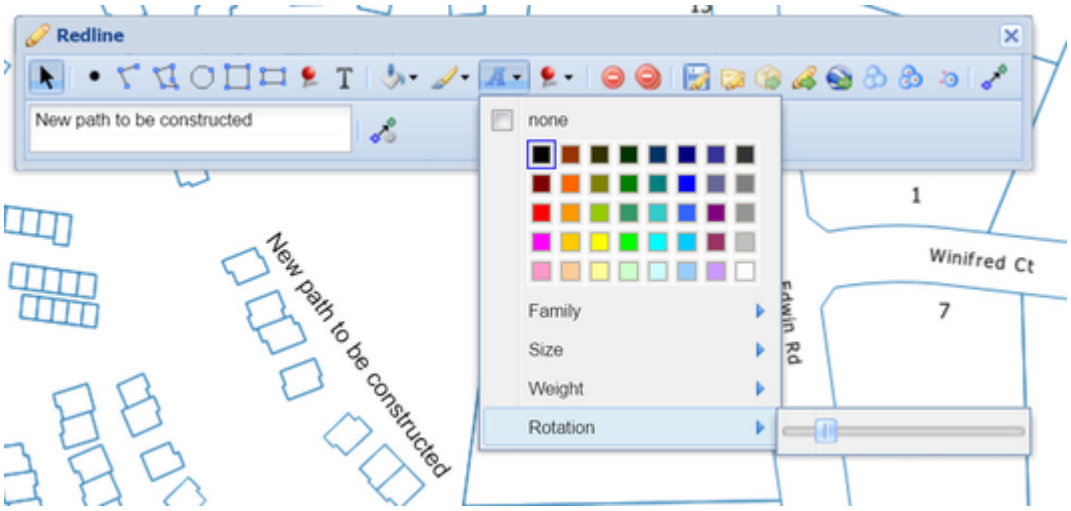


Upload

Description of the tool

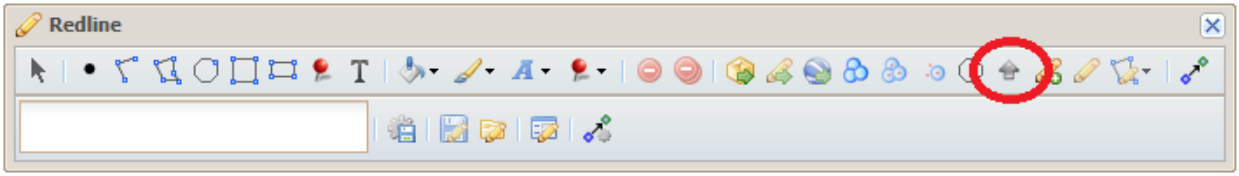
This tool allows you to create Redline objects by uploading the geometry from a file.

How to use the tool

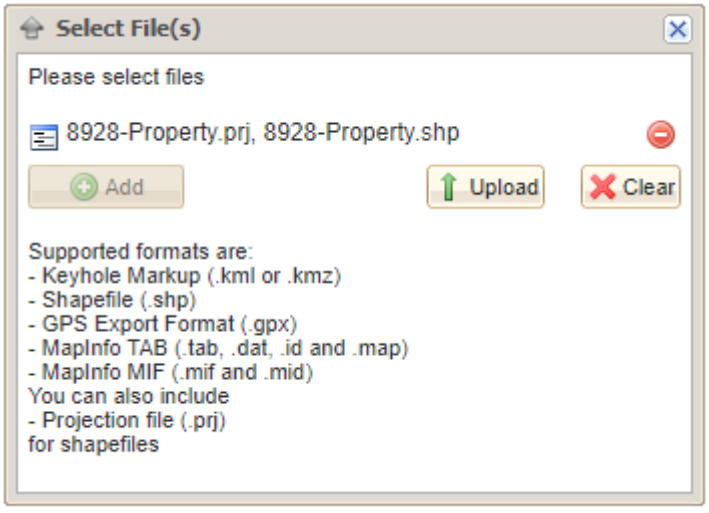
PREREQUISITE:

None
STEPS:

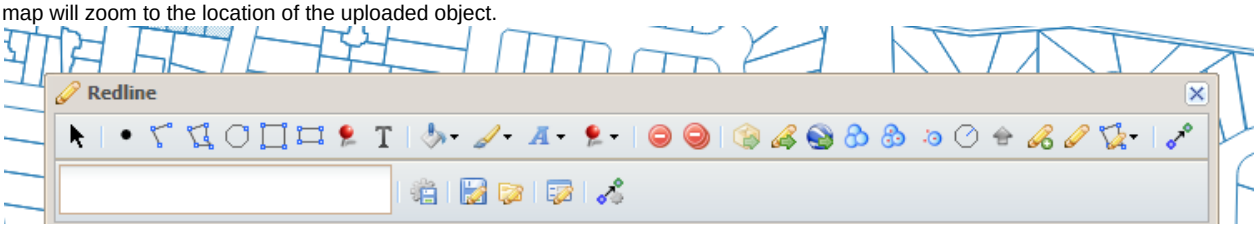
1. Click on the Redline **Upload** tool.



2. Press the *Add* button and locate the spatial file and select the file. The supported file types are listed in the window.



3. Press the *Upload* button.
4. The new Redline point, line or polygon will be drawn with the current Redline styles. If the new Redline is not in the map area, the map will zoom to the location of the uploaded object.



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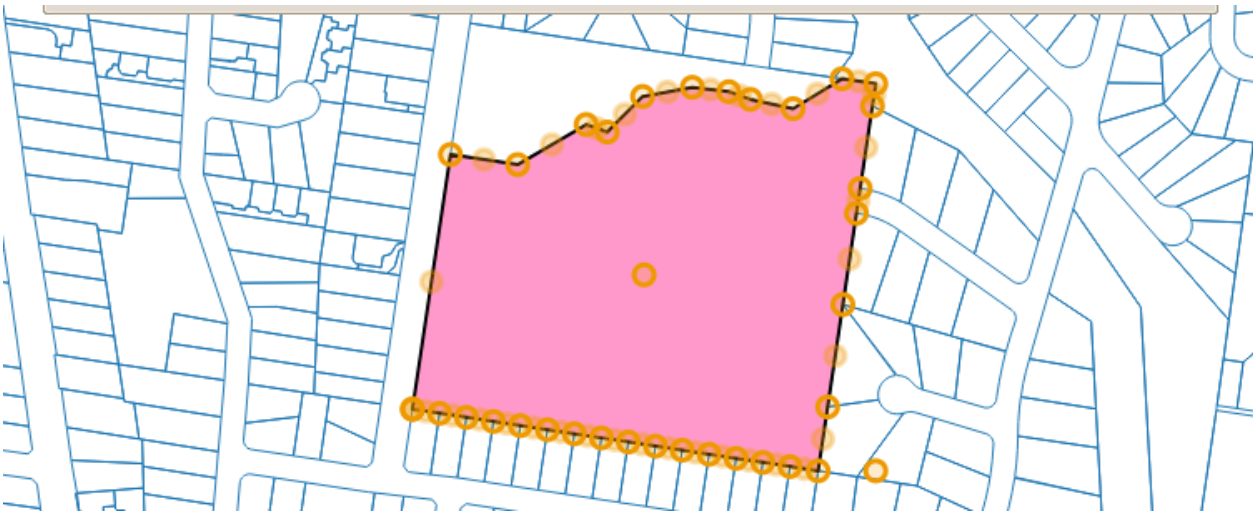


Update

Description of the tool

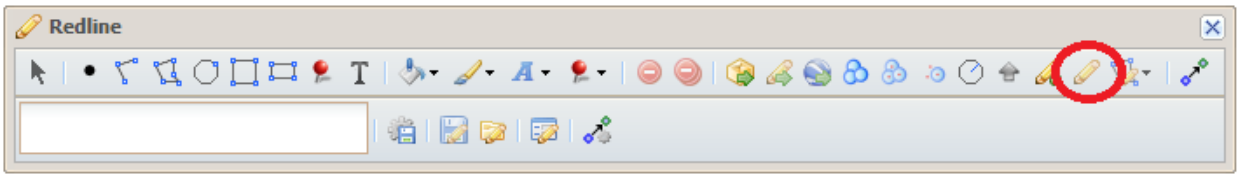
This tool allows you to change the location of a Redline object by altering its coordinates in text format.

How to use the tool

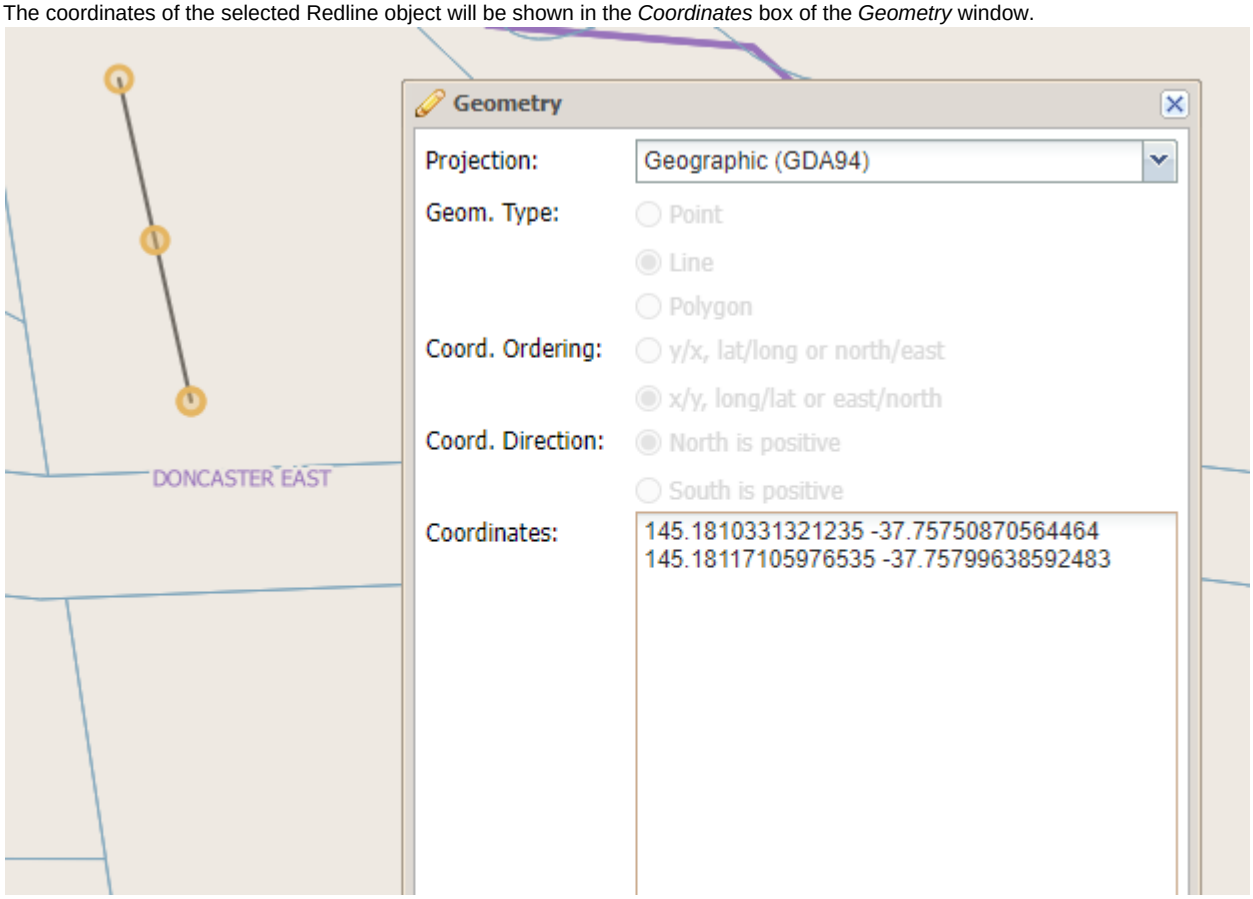
PREREQUISITE:

A Redline object has been added to the map.
STEPS:

1. Click on the Redline **Update** tool.



2. The coordinates of the selected Redline object will be shown in the *Coordinates* box of the *Geometry* window.



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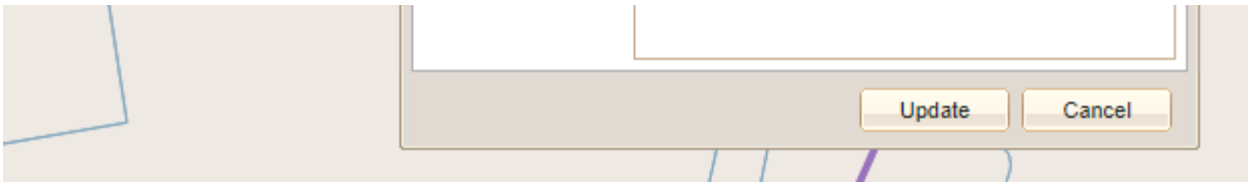
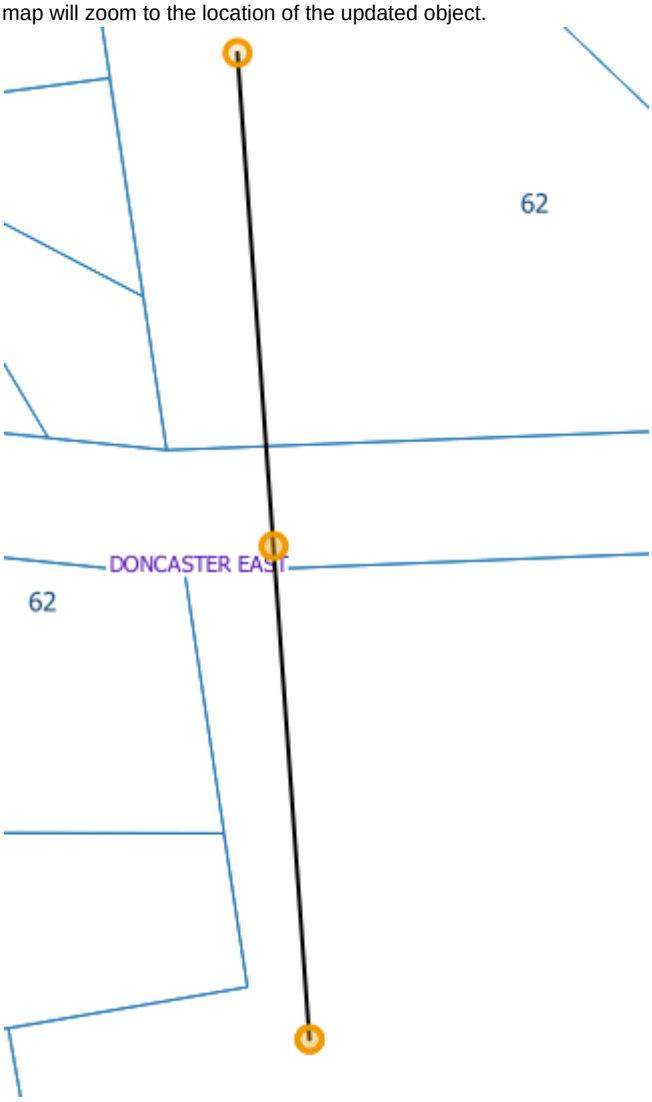


3. Change the projection system of the coordinates if you need to and the coordinates of the selected Redline object will be updated to that projection.
4. Change the coordinates of the Redline object by typing in the *Coordinates* box, or paste the new coordinate values into that box.
5. Press the *Update* button.

6. The selected Redline object will be redrawn to match the new coordinates entered. If the new Redline is not in the map area, the map will zoom to the location of the updated object.



Create

Description of the tool

This tool allows you to create Redline objects by entering coordinates as text.

How to use the tool

PREREQUISITE:

None
STEPS:

1. Click on the Redline **Create** tool.

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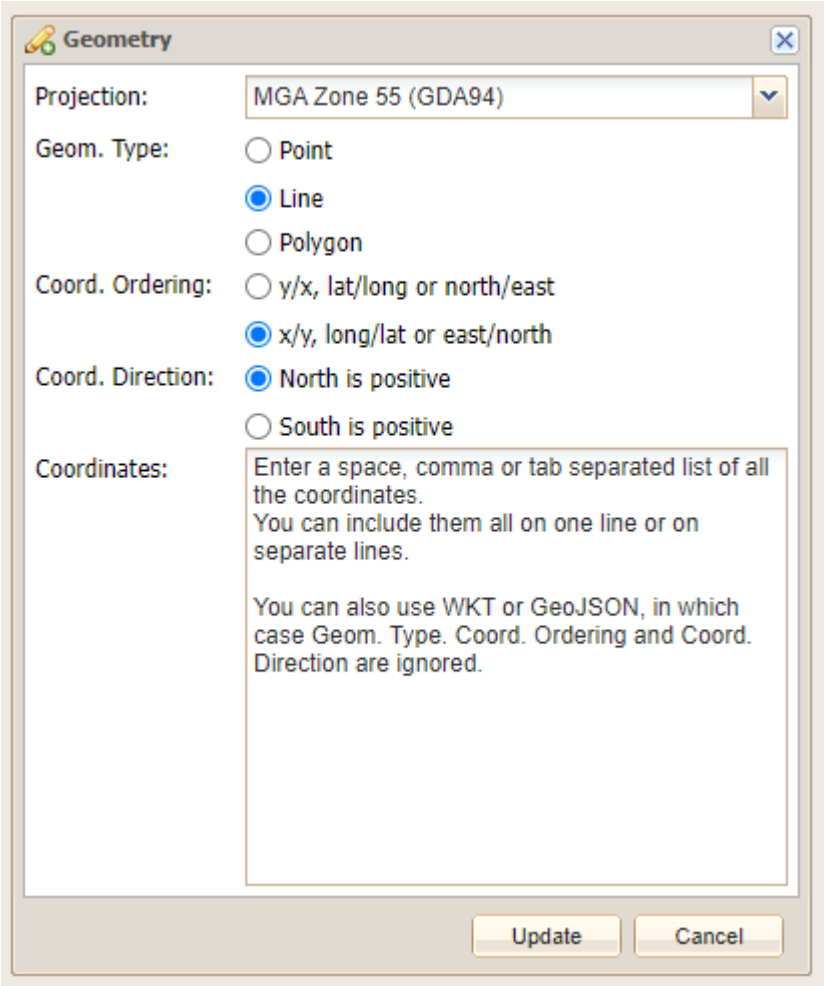
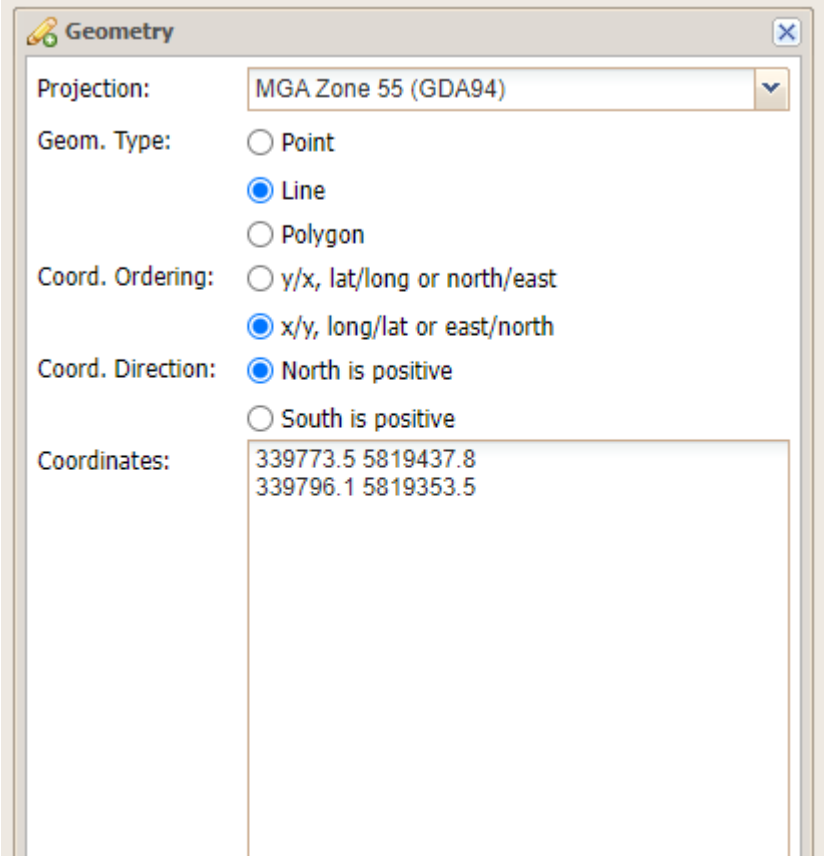
2. The *Geometry* window is displayed with the options for entering the Redline object coordinates. Choose the options that match the coordinates you have.



3. Enter the coordinates by typing into the *Coordinates* box, or pasting the coordinate values into that box.



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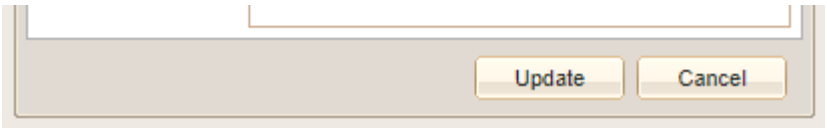
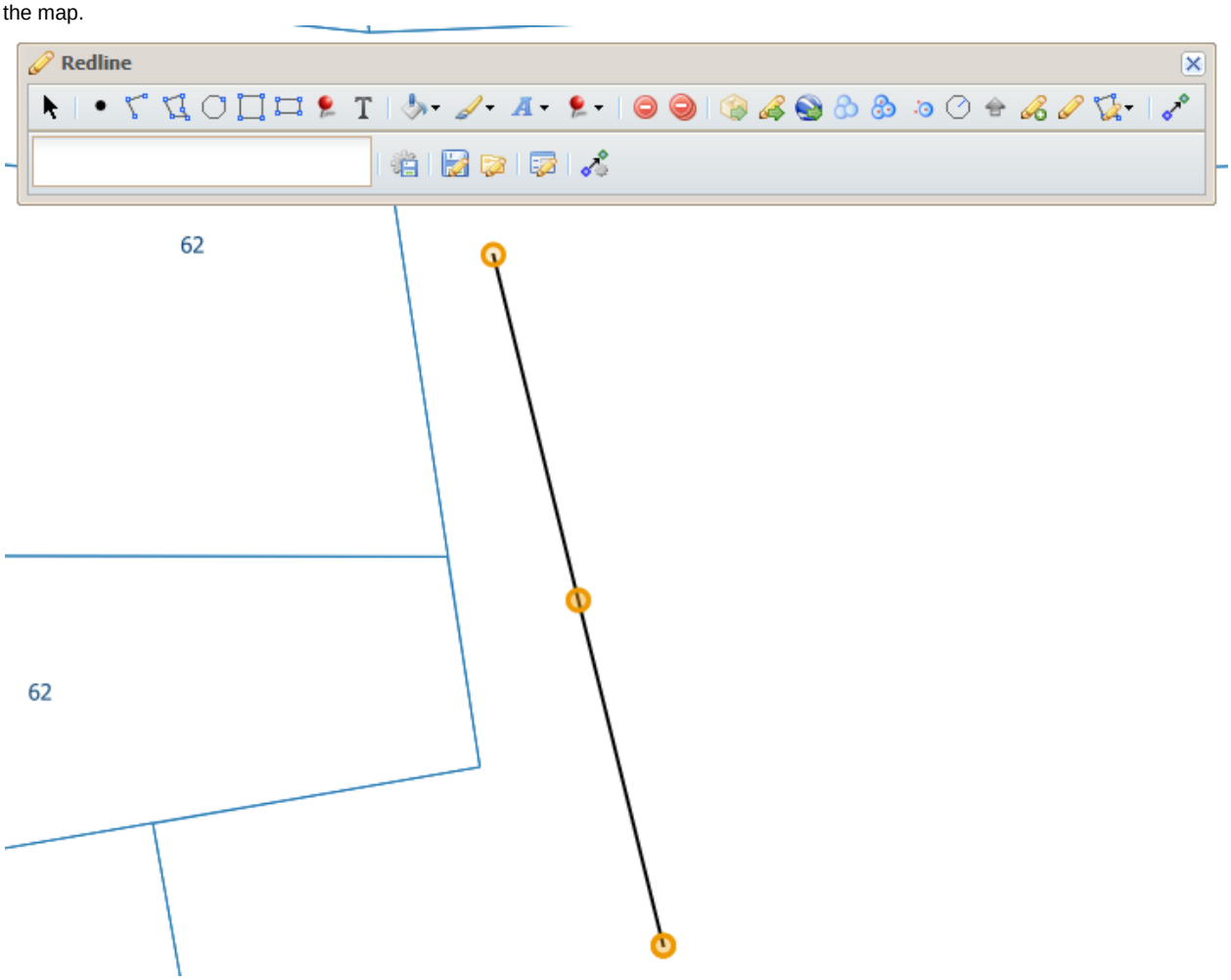


4. Press the *Update* button.
5. The new Redline object will be drawn on the map. If the new Redline is not in the map area, the map will zoom so that it appears on the map.



Scale Selection

Description of the tool

This tool allows you to select or enter a specific map scale and have the map redrawn at that scale.

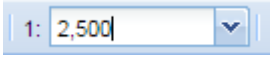
How to use the tool

Prerequisite:

None

Steps:

1. Enter a scale in the **Scale Selection** box and press the *Enter* key.



The map will be drawn at the nominated scale.

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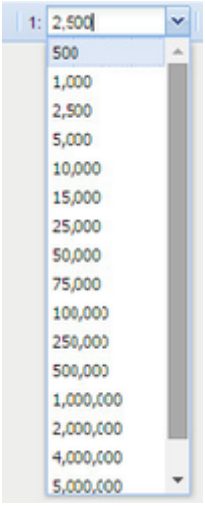
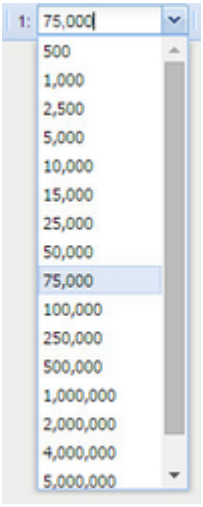
2. Alternatively, click the **Scale Selection** arrow to drop down a list of predefined map scales.



3. Select a scale from the drop-down list.



The map will be drawn at the selected scale.

Selection Tools

The **Selection Tools** allow you to select one or more entities from the map using rectangle, circle, point, polyline and polygon shapes. These tools will select map entities from the *Active Layer* (the selectable layer). Selected entities from the map are highlighted in a colour set by the Weave System Administrator. The default colour is cyan (light blue).

The **Selection Tools** are grouped together in the *Selections* toolbar. This toolbar is turned on and off by pressing the down arrow to the right of the icon. By default it will remain open for ease of use as you may need to use more than tool from the toolbar.

The **Selection Tools** allow you to:

- Create a new selection for the active entity (layer)
- Add entities to a selection set for the active entity (layer)
- Remove entities from a selection set for the active entity (layer)
- Refine a selection set for the active entity (layer)

These tools are used together with tools that allow you to:

- Clear the selection for the active entity (layer)
- Clear the selection for all entities (layers)
- Zoom to the spatial extent for the selection set of the active entity (layer)

Tool	Description	Icon
New Selection	Use a rectangle shape to define a new selection of entities for the active entity (layer).	

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(Rectangle)		
Add Selection (Rectangle)	Use a rectangle shape to select entities to add to a set of selected entities for the active entity (layer).	
Remove Selection (Rectangle)	Use a rectangle shape to select entities to remove from the set of selected entities for the active entity (layer).	
Refine Selection (Rectangle)	Use a rectangle shape to select entities from the current set of selected entities (a sub-selection) for the active entity (layer).	
New Selection (Circle)	Use a circle shape to define a new selection of entities for the active entity (layer).	
Add Selection (Circle)	Use a circle shape to select entities to add to a set of selected entities for the active entity (layer).	
Remove Selection (Circle)	Use a circle shape to select entities to remove from the set of selected entities for the active entity (layer).	
Refine Selection (Circle)	Use a circle shape to select entities from the current set of selected entities (a sub-selection) for the active entity (layer).	
New Selection (Point)	Use a point shape to define a new selection of entities for the active entity (layer).	
Add Selection (Point)	Use a point shape to select entities to add to a set of selected entities for the active entity (layer).	
Remove Selection (Point)	Use a point shape to select entities to remove from the set of selected entities for the active entity (layer).	
Refine Selection (Point)	Use a point shape to select entities from the current set of selected entities (a sub-selection) for the active entity (layer).	
New Selection (Polyline)	Use a polyline shape to define a new selection of entities for the active entity (layer).	
Add Selection (Polyline)	Use a polyline shape to select entities to add to a set of selected entities for the active entity (layer).	
Remove Selection (Polyline)	Use a polyline shape to select entities to remove from the set of selected entities for the active entity (layer).	
Refine Selection (Polyline)	Use a polyline shape to select entities from the current set of selected entities (a sub-selection) for the active entity (layer).	
New Selection (Polygon)	Use a polygon shape to define a new selection of entities for the active entity (layer).	
Add Selection (Polygon)	Use a polygon shape to select entities to add to a set of selected entities for the active entity (layer).	
Remove Selection (Polygon)	Use a polygon shape to select entities to remove from the set of selected entities for the active entity (layer).	
Refine Selection (Polygon)	Use a polygon shape to select entities from the current set of selected entities (a sub-selection) for the active entity (layer).	
Clear Selection	Remove the entities from the selection set for the current active entity (layer).	
Clear All Selections	Remove the entities from the selection set for each active entity.	
Zoom Selection	Zoom the map to the spatial extent for the entities in the selection set for the active (entity) layer.	
Undo Last Selection	Undoes the last selection operation and reverts to the previous selection set.	

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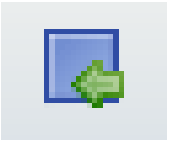
		

TIP:
When you're in the middle of a selection operation (e.g. defining a selection line or polygon), you can pan the map at any time by holding down the shift key and moving the mouse. This is useful as you'll be able to move the map but won't lose the line/polygon definition you've made so far.

Spatial Tools

These tools allow you to undertake basic spatial operations on the data in your map.

Buffer

Description of the tool

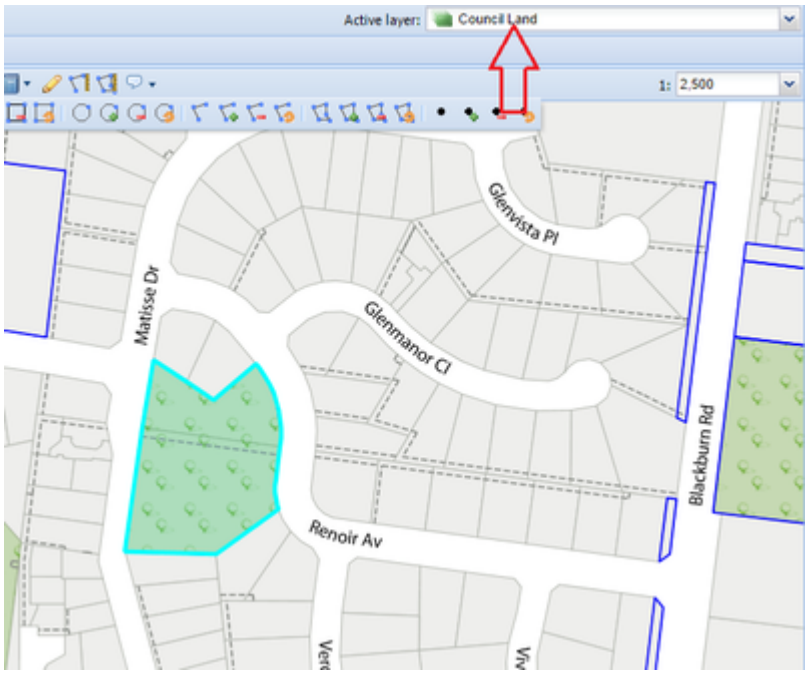
This tool allows you to select features that are within a given distance of other features, either in the same layer or in a different layer.

How to use the tool

Prerequisite:

None
Steps:

1. Set the *Active Layer* and select one or many features (using any of the Selection Tools or by using the Search Panel). The features selected are those that will be buffered.



2. Set the *Active Layer* to the layer from which you would like to select features using the buffer. If these features are in the current *Active Layer* then you can skip this step.

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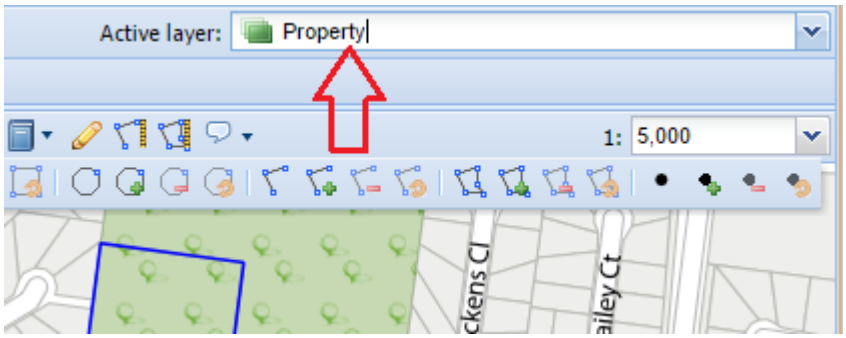
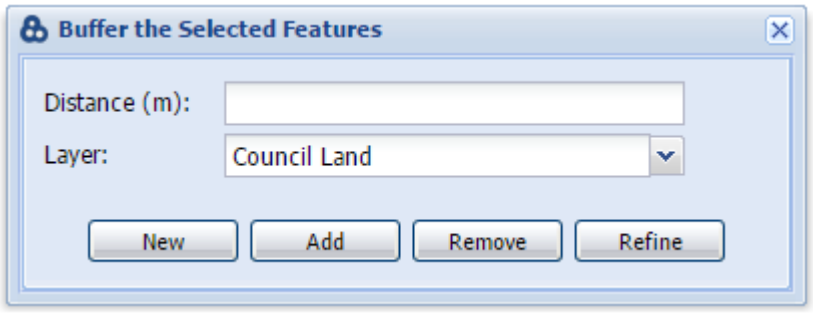


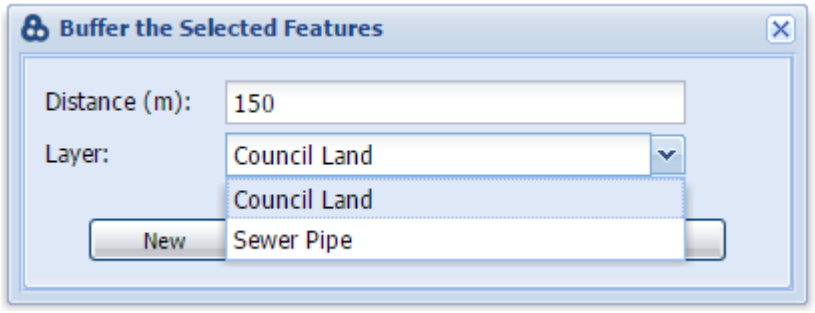
3. Click on the **Buffer** tool.

4. This will display the *Buffer the Selected Features* menu.

5. Select the layer that has the selected features you wish to buffer.



Only layers that have features selected will be listed in the *Layer* list. Type in the buffer distance (in metres).



6. There are four options for **Buffer** generation:
   - *New* - This will create a new selection, and will replace any previous selections you had for the *Active Layer*.
   - *Add* - This will add the selected features to the existing selection set for the *Active Layer*.
   - *Remove* - The features that result from the *Buffer* operation will be removed from the selection set for the *Active Layer*.
   - *Refine* - All but the selected features will be removed from the selection set for the *Active Layer.*

7. When you press the *New* or *Add* button, a red polygon will be drawn around the selected feature on the map at the buffer distance, and the features from the *Active Layer* within the buffer distance from the selected features in the *Layer* specified will be selected.

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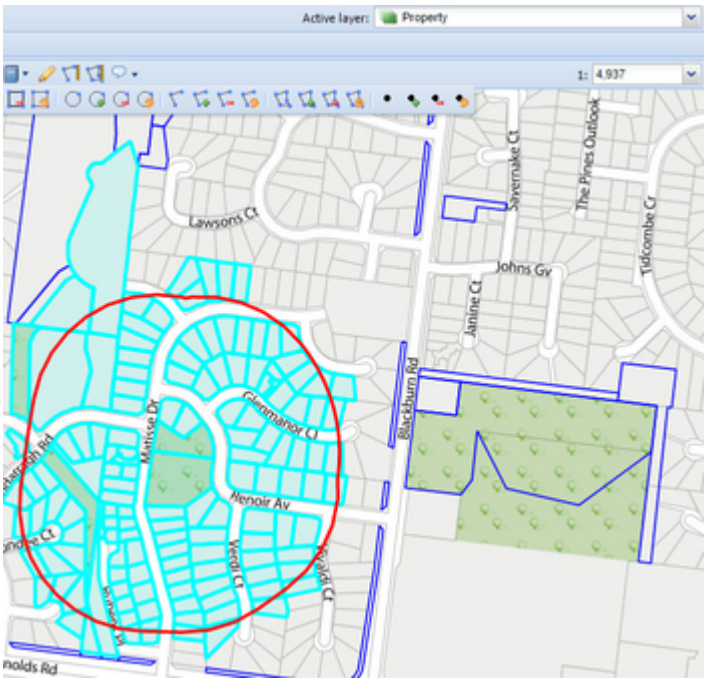

The Buffer tool capability is also provided by the Spatial Select tool.

Data Export

Description of the tool

This tool allows you to download data from the map in a format that can be used in other mapping or GIS products. Features can be exported into AutoCad DXF, Google KML, Esri Shapefile and MapInfo Interchange Format. Only certain layers are available for download as specified by your Weave System Administrator. The current map bounds will be the extent of features that will get exported. Your administrator may also set a minimum or maximum scale that will limit the use of the Data Export tool to that scale range.

How to use the tool

Prerequisite:

None

Steps:

1. Click on the **Export** tool.

2. This will open the *Export Wizard*. The wizard will take you through the steps for exporting. The steps will vary slightly from organisation to organisation but a sample export operation is shown below.

3. The first step is the *Welcome* step. This screen has general information about the exporting process. Press the *Next* button to move to the next step.

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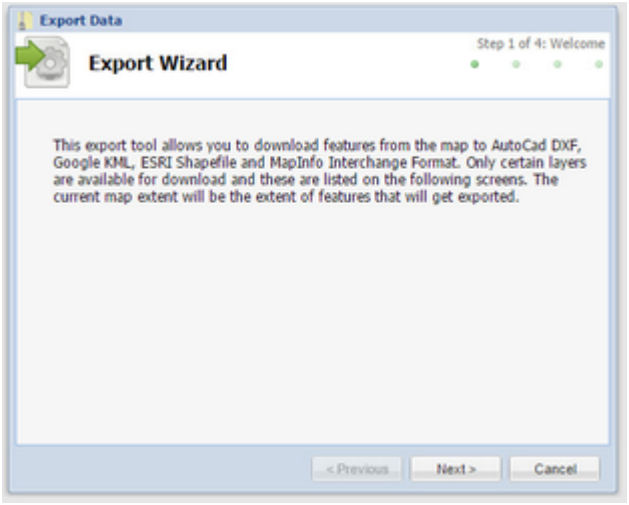
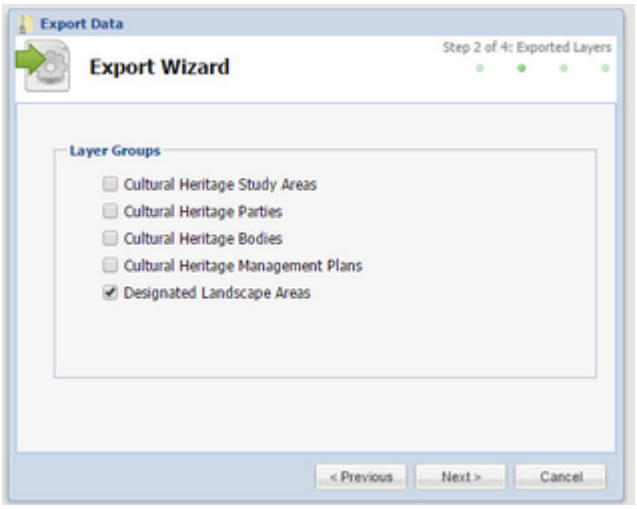
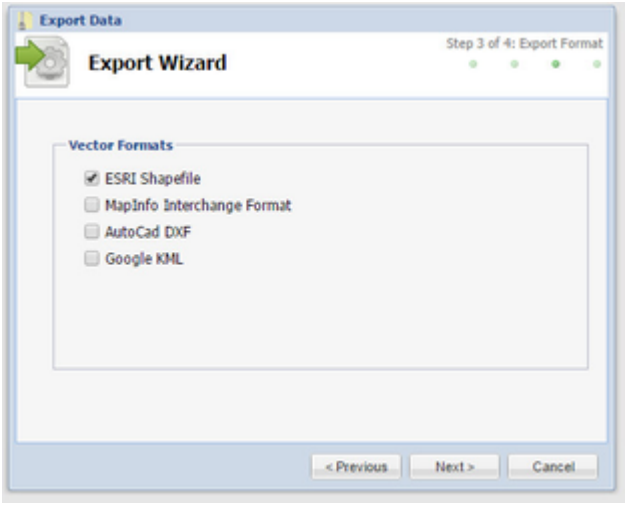


4. The next step is the *Exported Layers* step. This lists the *Layer Groups* that are available for export. Choose one or more layers that you would like exported. Press the *Next* button to move to the next step.



5. The next step is the *Export Format* step. This lists the *Formats* that are available for export (different formats are available for raster and vector data - see GIS Data). Choose the layers that you would like exported. Press the *Next* button to move to the next step.



6. The next step is the *Export Options* step. This lists the *Options* that are available for export. Choose the options you'd like for your export operation.
   The options for vector data are:
   - *Clip Geometry* - This will export data that falls within your *Map Window* only.
   - *Simplify Geometry* - This generalises the data that is being exported (it reduces the number of vertices to make complex shapes and lines simpler).

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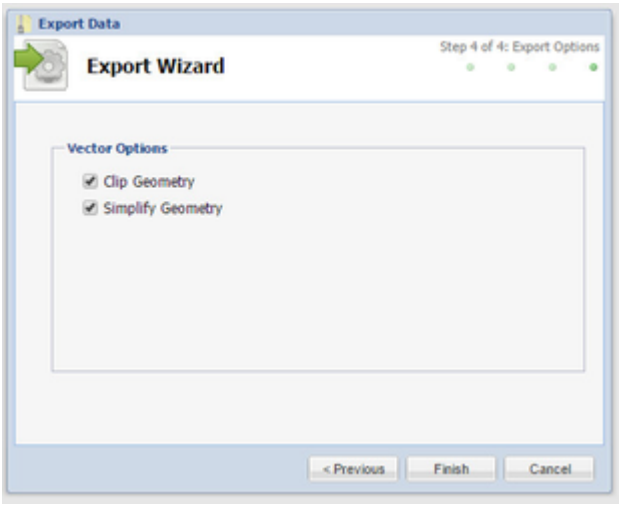
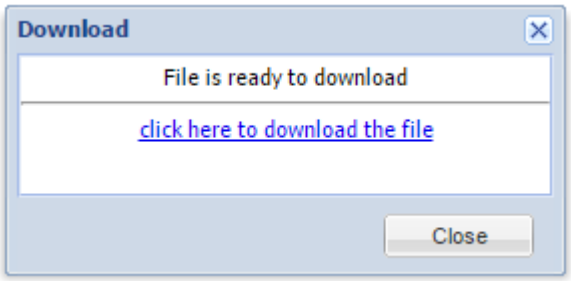


7. Press the *Finish* to complete the process. Else press the *Previous* button to change any of the parameters you'd previous chosen.
8. The exported file is available for opening once the export process is complete.



Intersect

Description of the tool

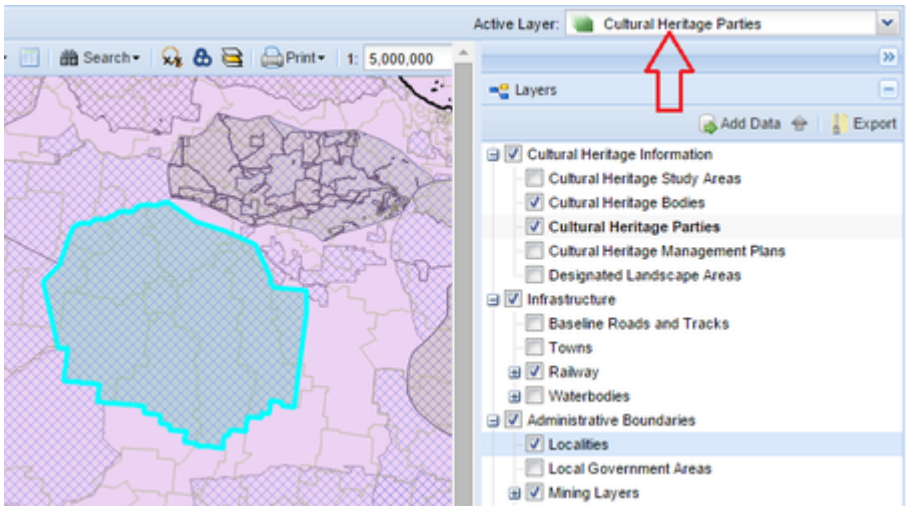
This tool allows you to select features that overlap features in a different layer.

How to use the tool

Prerequisite:

A feature has been selected from the map.
Steps:

1. Set the *Active Layer* and select one or many features (using any of the Selection Tools or by using the Search Panel). The features selected are those that will be used in the intersection.



2. Set the *Active Layer* to the layer from which you would like to select features.

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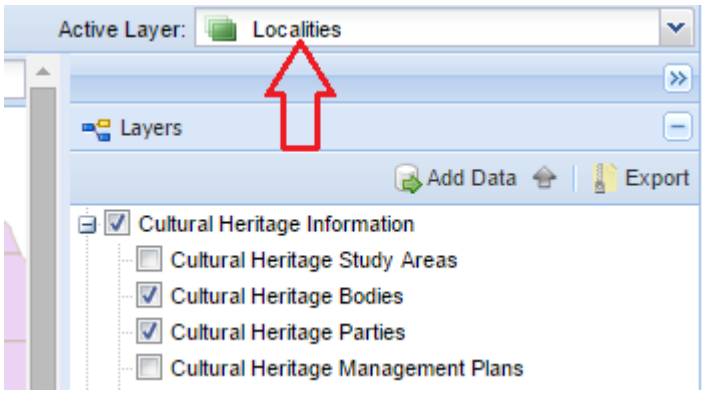
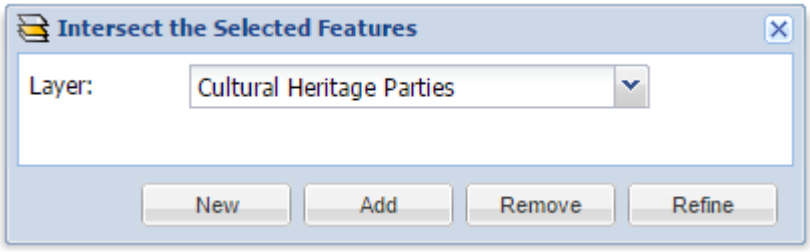


3. Click on the **Intersect** tool.

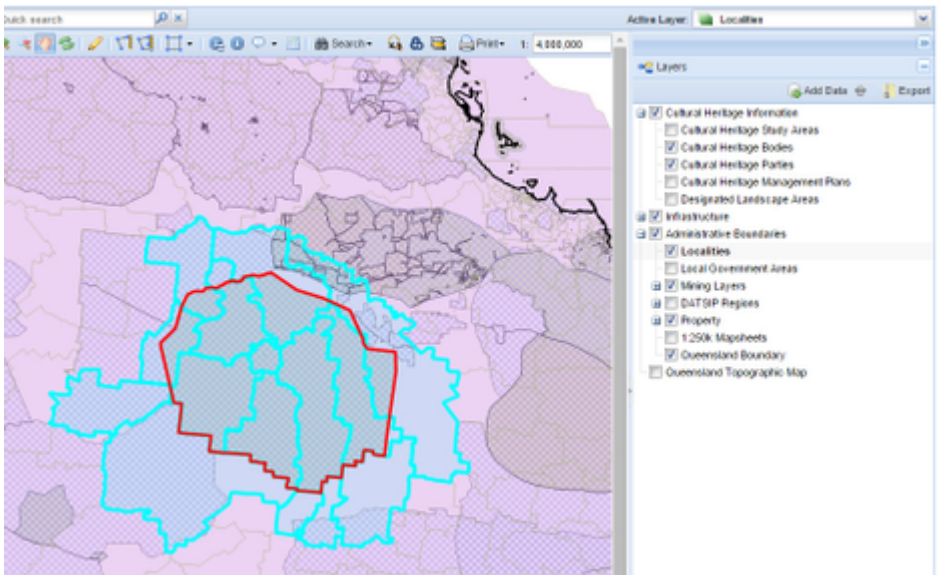
4. This will display the *Intersect the Selected Features* menu. Select the layer that has the selected features you wish to use in the intersection operation.



   Only layers that have features selected will be listed in the *Layer* list.

5. There are four options for **Intersection** generation:
   - *New* - This will create a new selection, and will replace any previous selections you had for the *Active Layer*.
   - *Add* - This will add the selected features to the existing selection set for the *Active Layer.*
   - *Remove* - The features that result from the *Intersect* operation will be removed from the selection set for the *Active Layer*.
   - *Refine* - All but the selected features will be removed from the selection set for the *Active Layer.*

6. When you press the *New* or *Add* button, a red polygon will be drawn around the selected feature on the map outlining the extent of the features used in the **Intersection**. Features from the *Active Layer* that overlap the selected features in the *Layer* specified will be selected.



The Intersect tool capability is also provided by the Spatial Select tool.

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Spatial Select

Description of the tool

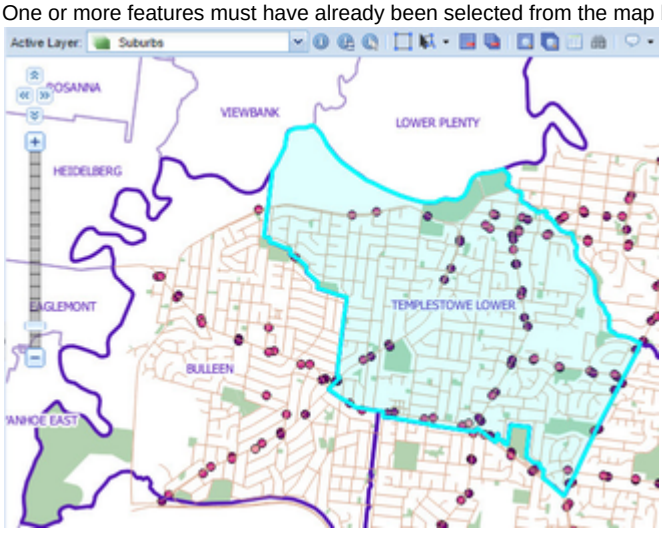
This tool allows you to select features that based on their spatial relationship with features in a different layer.

How to use the tool

Prerequisite:

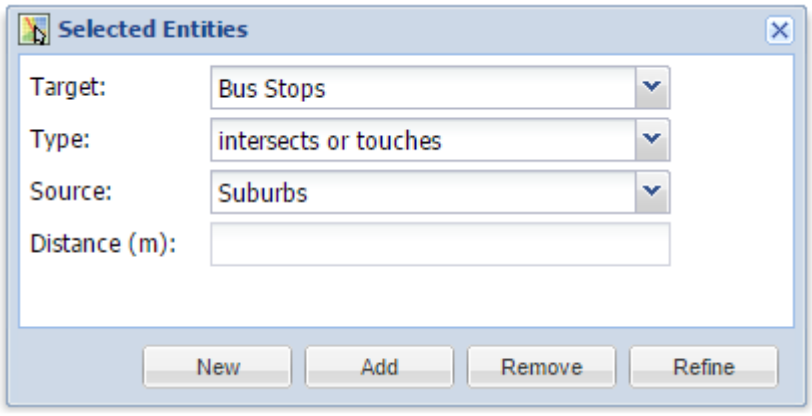
A feature has been selected from the map.
Steps:

1. One or more features must have already been selected from the map before this tool becomes active.



   Click on the **Spatial Select** tool.

2. This will display the *Selected Entities* menu. There are a number of elements to set in this menu:
   - *Target* - This is the name of the *Active Layer* that features will be selected from.
   - *Type* - This is type of spatial operation to be performed on the *Target* layer based on the *Source* layer*:*
     - *intersects or touches* - Selects all features that fall within or touch the *Source* (selected) features.
     - *are within a distance of* - Selects all features that are within the given distance of the *Source* (selected) features.
     - *is closest to* - Selects the features that are closest to (not necessarily touching) the *Source* (selected) features.
     - *are next to* - Selects the features that are next to (must be touching) the *Source* (selected) features.
   - *Source* - This is the name of the *Active Layer* that will be used as the basis for the selection. Only layers that have features selected will be listed in the *Source* list.
   - *Distance (m)* - Type in the distance (in metres) to be used for the search.



3. There are four options for **Intersection** generation:
   - *New* - This will create a new selection, and will replace any previous selections you had for the *Active Layer*.
   - *Add* - This will add the selected features to the existing selection set for the *Active Layer.*
   - *Remove* - The features that result from the *Intersect* operation will be removed from the selection set for the *Active Layer*.
   - *Refine* - All but the selected features will be removed from the selection set for the *Active Layer.*

4. When you press the *New* or *Add* button, a red polygon will be drawn around the selected feature on the map outlining the extent of the features used in the **Spatial Select** operation. Features from the *Target* layer that meet the geographic criteria of the *Source* laye r specified will be selected.

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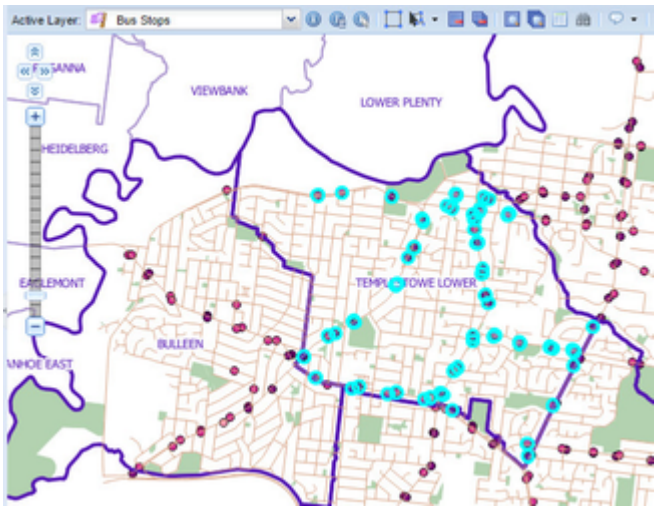

The Spatial Select tool combines the capability provided by the Buffer and Intersect tools.

Upload Data

Description of the tool

This tool allows you to load your own data into Weave and draw it over existing map layers.

How to use the tool

Prerequisite:

You must have a file in a supported format to upload.
Steps:

1. Click on the **Upload Data** tool.

2. This will display the *Upload File* menu.
   - Ensure that the file you want to upload is one of the supported file types:
     - Keyhole Markup (.kml or .kmz)
     - Shapefile (.shp, .shx, .dbf)
     - Comma Separated File (.csv or .txt)
     - GPS Export Format (.gpx) (from Weave 2.5.20)
     - MapInfo TAB (.tab, .dat, .id, .map) (from Weave 2.5.20)
     - MapInfo MIF (.mif, .mid) (from Weave 2.5.20)
     - Excel spreadsheet (.xls or .xlsx) (from Weave 2.6.7)
   - For comma separated files, spreadsheets or Shapefiles you can also use the following files to provide additional information about the data being loaded:
     - Style Layer Description file (.sld)
     - Projection file (.prj)

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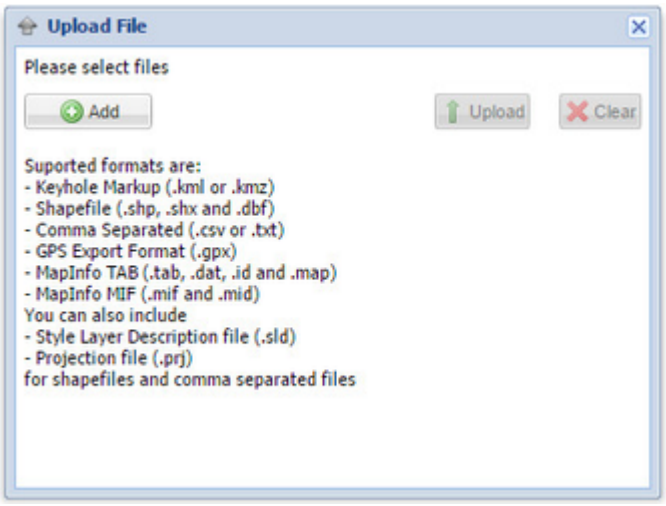
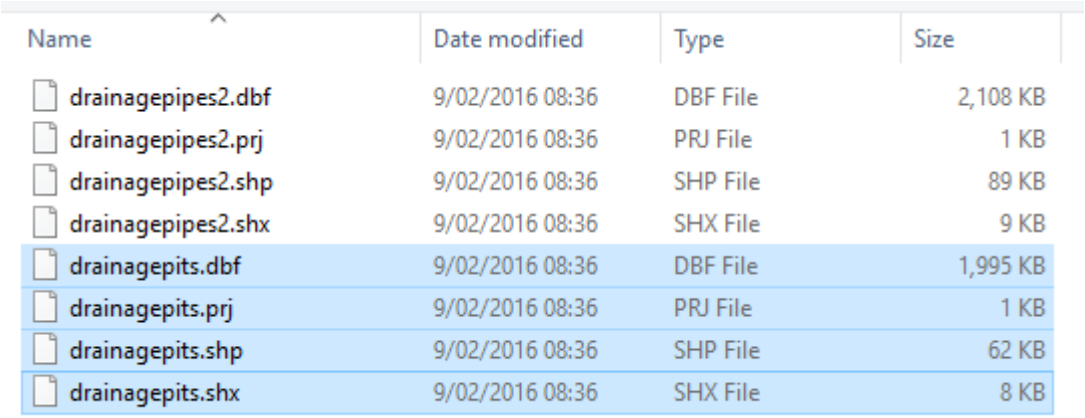
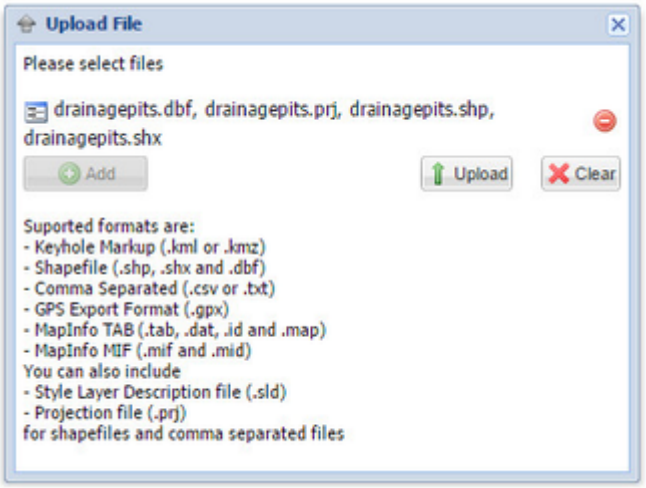


3. Press the *Add* button and navigate to the file you wish to load. If you are loading a Shapefile, choose the key files that make up the Shapefile (.shp, .shx & .dbf) using the <Ctrl> or <Shift> keys. Even though you can select multiple files at once this is only to accommodate the inclusion of the projection information for Shapefiles, and only one file will be loaded at the time (i.e. only one Shapefile, one Keyhole Markup file or one Comma Separated file).





Use the *Clear* button if you've selected the wrong files for loading and then press the *Add* button to load the correct files.

4. Press the *Upload* button.

5. The next screen has at least two tabs (depending on the type of data you are trying to load). In the *Input* tab, choose the *Projection* from the list provided. If you are loading a Shapefile and you have selected the .prj file to be loaded, then you will not be asked for the projection details as these will be read from the .prj file. The next tabs will be *Fill*, *Stroke* and *Mark* and are used to set the style of the geographic features (polygon, line, or point) that will be drawn on your map.

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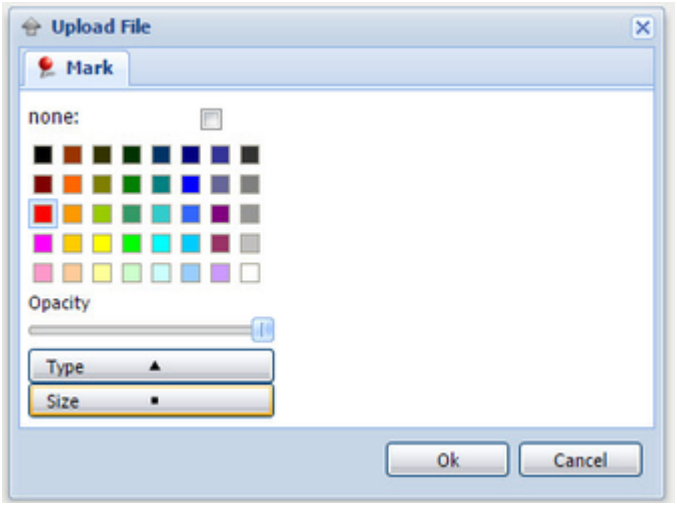
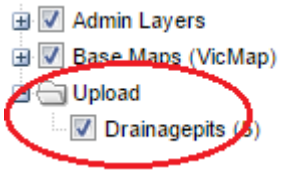
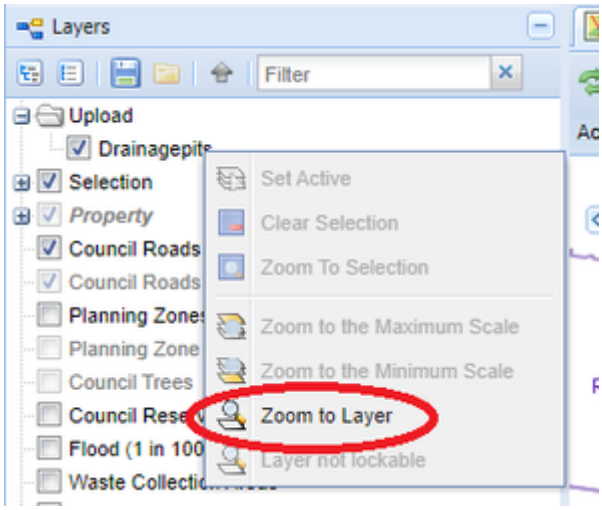


6. Press *Ok* on this menu to proceed with loading the data into Weave.
7. The updated data will appear as a layer in your Table of Contents under the group called "Upload".



8. Right mouse click on the new layer to zoom to the layer.



9. Any layers uploaded will remain in Weave for your current session only, once you close the Weave window and reopen it, these layers will not be present.

Zip 'n' Ship

Description of the tool

This tool allows you to export selected data to a zipped file in a variety of widely used spatial formats.

This tool is available for versions of Weave from 2.5.20.

How to use the tool

Prerequisite:

An entity has been selected from the map.
Steps:

1. Click on the **Zip 'n' Ship** tool. This tool will only be active if there are one or more entities selected from one or more layers on the map.

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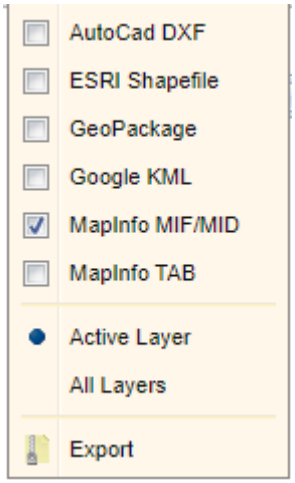
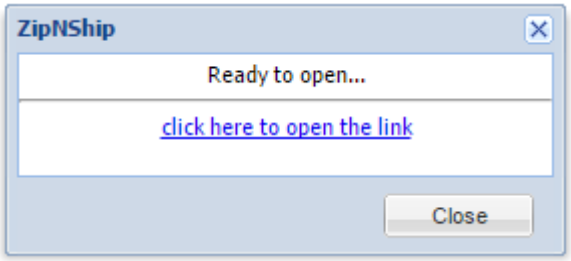
2. Select one or more data export formats:
    - AutoCad DXF
    - Esri Shapefile
    - GeoPackage
    - Google KML
    - MapInfo MIF/MID
    - MapInfo TAB
3. Select whether you want selected features from all layers exported (*All Layers*) or only selected features from the current layer (*Active Layer*).



4. Press *Export* to undertake the data export.
5. The selected features will be saved to a Zip file (`.zip`) and the progress of this export is shown in the Status Bar. When the export is finished, a window will be displayed allowing you to access the Zip file. Data will be put into separate folders based on its export format.



Map Layers

Weave has a number of operations that manage the layers that you see in your map. These are shown in the image below and described in the table.

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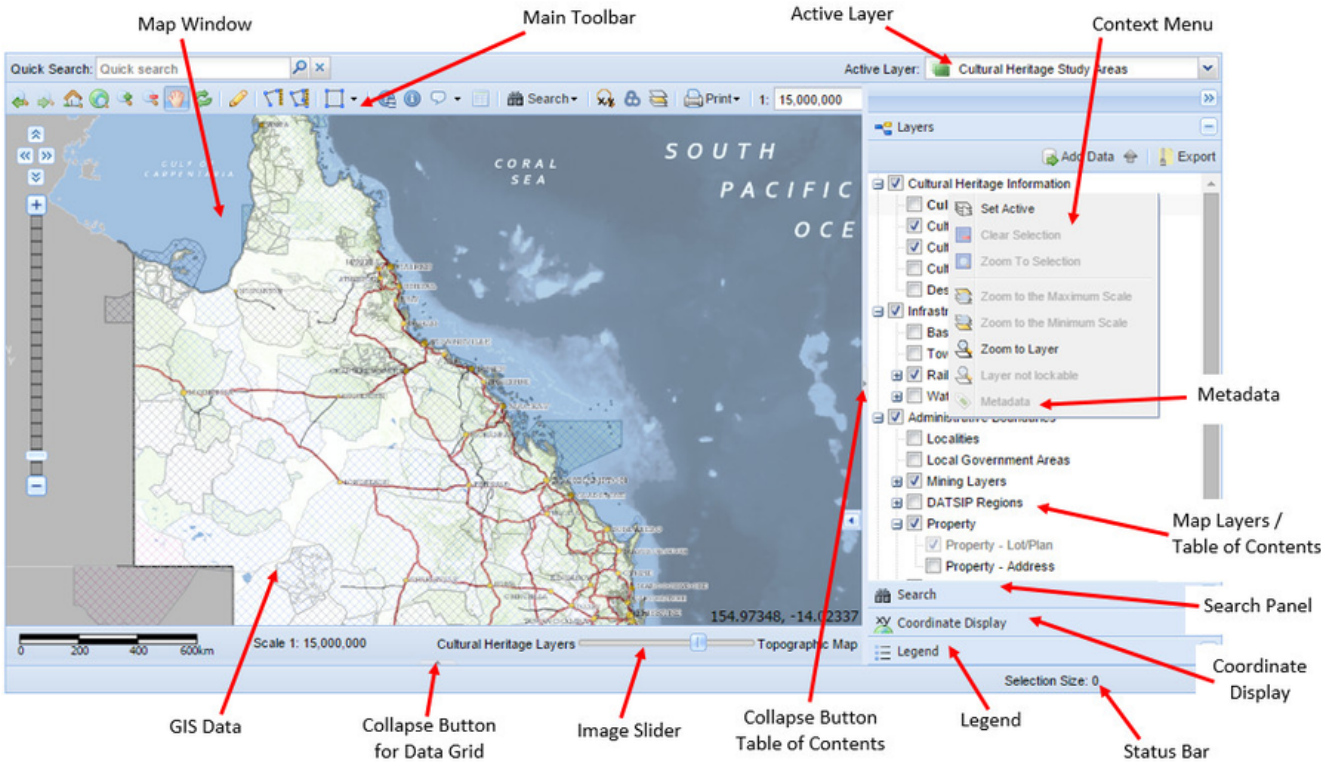

Tool / Function	Description
Active Layer	This is the layer you would like searches from the Search Panel and selections from the Selection Tools to be run against. The *Active Layer* does not affect the Quick Search function.
Collapse Button for Data Grid	The Data Grid can be made visible or not visible below the *Map Window* at any time by pressing the small up/down arrow on the bottom of the *Map Window*.
Coordinate Display	This tool displays the coordinates of the mouse location on the *Map Window.*
Collapse Button for Table of Contents	The *Table of Contents* panel can be made visible or not visible beside the *Map Window* at any time by pressing the small up /down arrow on the left/right side of the *Map Window*.
Context Menu (for Table of Contents)	This is a sub-menu that appears when you right mouse click in the *Map Layers* or *Table of Contents*. It provides a shortcut to some of the Map Navigation tools and some Selection Tools. It also allows you to view *Metadata* for that layer if this has been set up. Favourite layers can be added or remove from this menu.
GIS Data	The data you see in Weave is of two main data types - vector and raster. Vector data - This data model is used to represent the world using points, lines, and polygons (areas). The vector data type is useful for storing data that has discrete boundaries, such as administrative boundaries, land parcels, streets, bore holes, drainage lines, etc. Raster data - This data model defines geographic space as an array of equally sized cells arranged in rows and columns. Each cell contains an attribute value and location coordinates.The most common examples of raster data that you will see in Weave are aerial photography or satellite imagery. However raster data can also take the the form of a scanned map. The *Image Slider* (described below) displays a raster data set.
Image Slider	This slider bar sets the level of transparency of the background map (e.g. satellite image, aerial photo, topographic map). Moving the slider bar from left to right changes the image from not at all visible (totally transparent) to completely visible (totally opaque).

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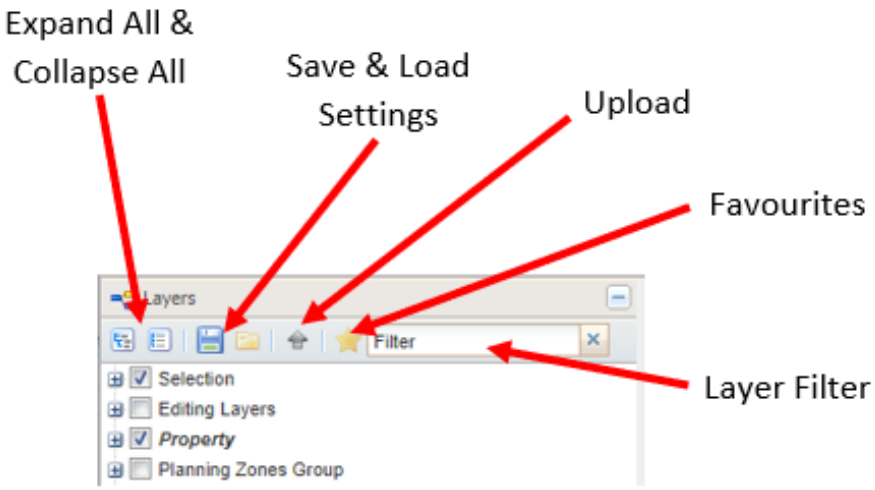
Legend	This shows you how different features are displayed in the map. The Legend has symbols and or samples of features from the map with a written description of what each symbol or graphic represents. The legend only shows the representation of layers that are set to display (turned on) in the *Map Layers / Table of Contents* panel.
Map Layers / Table of Contents	This shows the list of layers available for display (this panel may be on the left or right of the *Map Window*) - this is also known as the *Table of Contents*. The layers may be grouped into themes and these themes are can be expanded or collapsed by pressing the + or - icons beside the theme name. Layers and/or themes can be displayed by ticking the check box beside the layer/group name.
Map Window	This is the section of the application where the map will be drawn. For more details about the Map Window and it's associated tools, see the Map Panel page.
Metadata	Metadata is information that describes the content, quality, condition, origin, and other characteristics of data. Metadata for spatial data may describe how, when, where, and by whom the data was collected; availability and distribution information; its projection, scale, resolution, and accuracy; and its reliability with regard to some standard.
Search Panel	This panel allow you find features on the map that meet your specific criteria.
Status Bar	This area relays messages back to you, such as the number of features that have been selected.
Main Toolbar	This is the main tool bar on the Weave interface and gives you easy access to many of the tools available.

Map Layer Tools

Weave has a number of operations that manage the list of layers in the Table of Contents. These are shown in the image below and described in the table.



Tool / Function	Description
Expand All Collapse All	Expand all the layer groups to show sub-groups and layers. Collapse all groups to hide all layers from *Table of Contents* if they are in a group or sub-group.
Save Settings Load Settings	Store the current set of layers display settings (layers on/off). Retrieve the previously stored state display settings. Only the current settings can be saved and will be overwritten if the *Save Settings* button is used again.
Upload	Load your own data and draw it over existing map layers.
Favourites	Shows layers that have been set as favourites. This is useful to find layers that are used regularly. Right mouse click on a layer (to access the Context Menu) to add or remove from your favourites list.
Layer	

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Filter	A filter can be applied to the *Table of Contents* panel to find layers meeting the specified name criteria. This is useful when looking for a layer from a long list of layers in the *Table of Contents*. Press the 'x' on the right of the text box to clear the filter and get back to the full list of layers.

Identify and Search

The Identifying and Searching Tools allow you to find out details about the features you can see on your map.

Identifying

These tools allow you find out details about what you see on the map by clicking in the *Map Window*.

Identify

Description of the tool

This tool allows you to click on your map to get details about a feature from the Active Layer.

How to use the tool

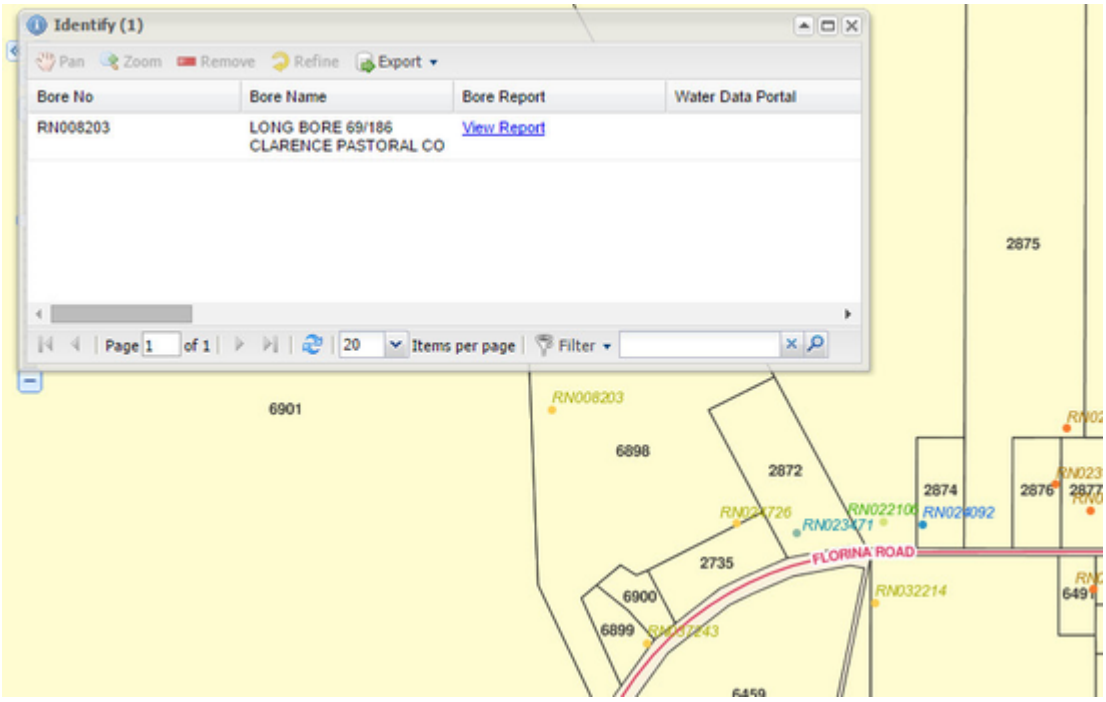
Prerequisite:

None

Steps:

1. Click on the **Identify** tool.

2. Click the left mouse button in the *Map Window* at your feature of interest. This will open the *Identify* window with details of the feature that you clicked on.



3. You can also click and hold the left mouse button down in the *Map Window* to drag a circle to define the search area. The radius of your search area will be displayed interactively as you move the mouse. Once you have defined your area of interest, release the mouse button and the *Identify* window will open with details of all the features that were found in the circular search area in the *Data Grid*.

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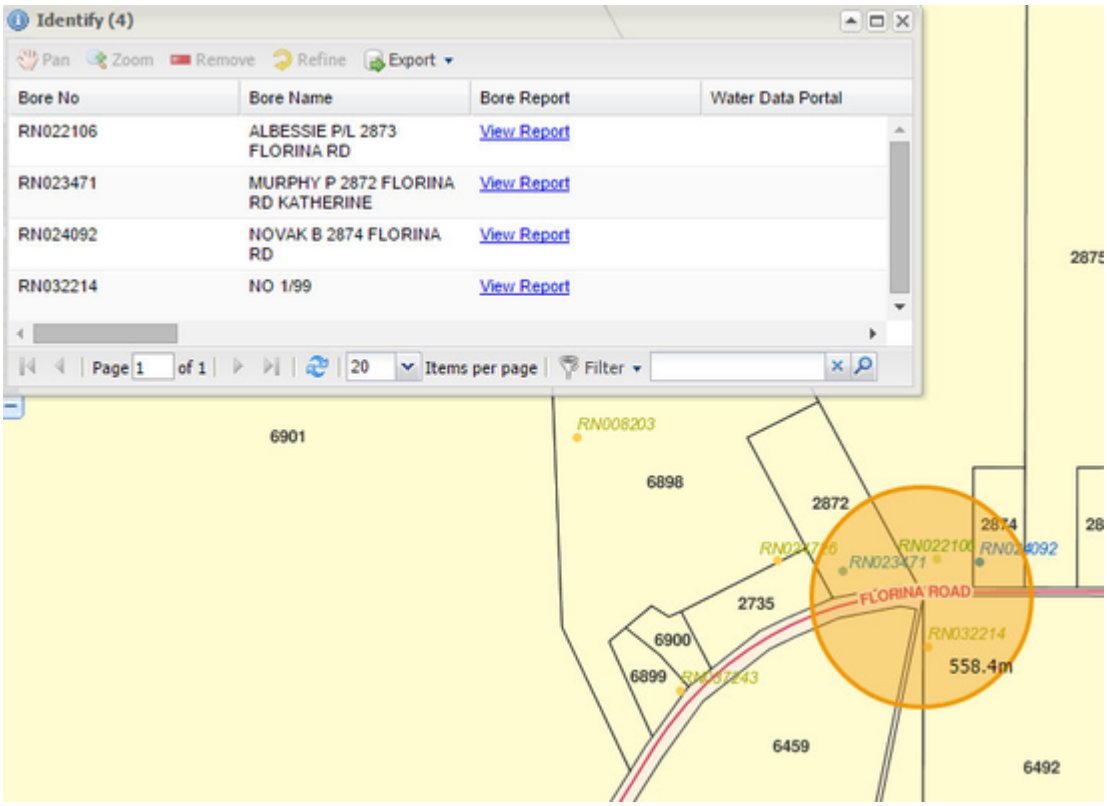
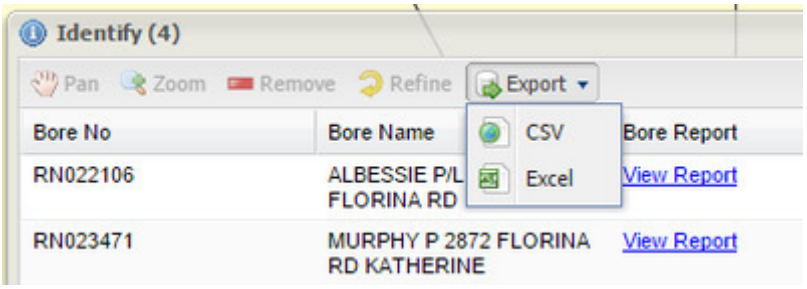
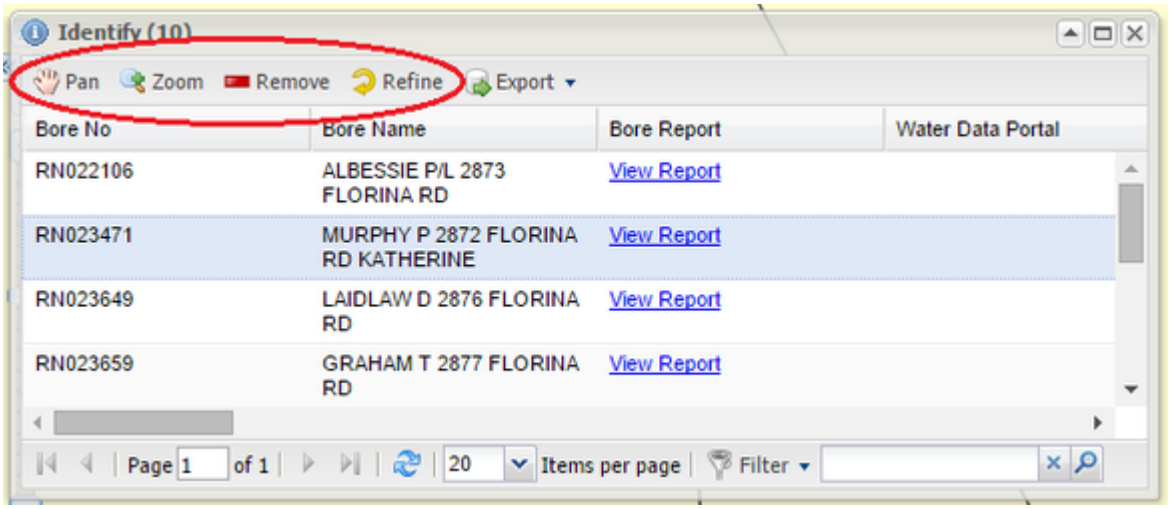


The *Identify* window lists all the map features from the *Active Layer* that have been found in the search area. The number of features found is reported at the top of the *Identify* window.

4. You can now obtain a copy of these details by using the *Export* button. This option lets you export the data shown in the *Data Grid* to CSV or Excel format. The exported file is available for opening once you select the export file type.



5. If you click in the *Data Grid* on one of the rows, the corresponding feature will be highlighted in the *Map Window.* Also some additional options become available - *Pan*, *Zoom*, *Remove* and *Refine*. You can also use the <Shift> or <Ctrl> keys on your keyboard to highlight more than one feature/row.



- *Pan* - Changes the map display to have the selected feature from the *Data Grid* at the centre of the *Map Window* (this does not change the scale of the map).

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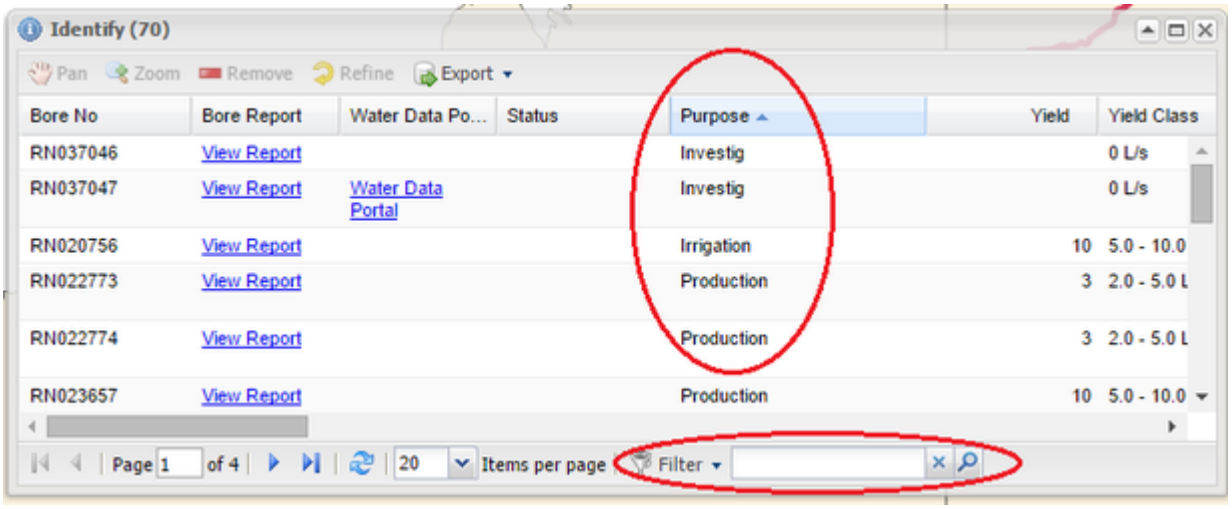
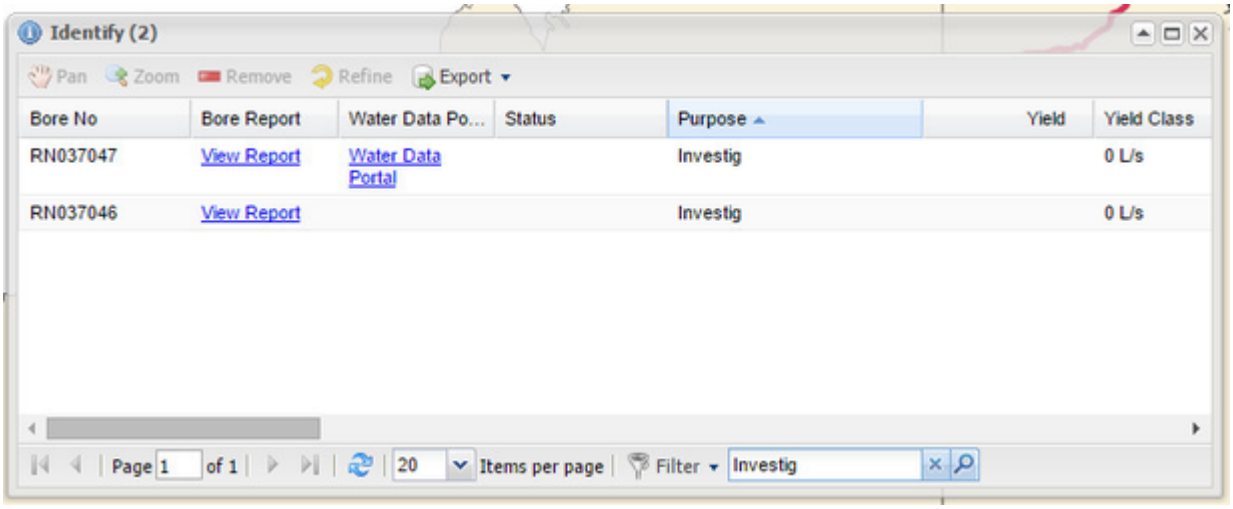
- *Zoom* - Zooms in or out so that the whole of the selected feature from the *Data* Grid is displayed in the *Map Window* (the scale of the map will change to accommodate the size of the highlighted feature).
- *Remove* - The selected feature is removed from the listing in the *Data Grid*.
- *Refine* - All but the selected features will be removed from the listing in the *Data Grid*.

6. If you have many features in the *Identify* window, you can reduce this listing using the *Filter* option in the bottom right of the window.



7. Click the *Filter* button and chose the field that you wish to use, then type in the value of this field in the text box. The list of records in the *Data Grid* will be reduced to match your criteria.



To clear the filter, press the 'x' to the right of the *Filter* text box.

TIP:
You can make the following changes to the appearance of the *Data Grid* in the *Identify* window:

- Sort columns - Click on the column names to sort the *Data Grid* by that column value.
- Turn columns off - Click on the down arrow at the right end of the column to access the *Columns* option which allows you to turn columns on or off.
- Rearrange column order - Click and hold the left mouse button down on the column name and drag it to a new column location.
- Resize column - Click on the separator between two column names and drag to make the column wider or narrower.

Map Tips

Description of the tool

This tool displays details about a feature when the mouse is paused over a feature on your map.

How to use the tool

Prerequisite:

None
Steps:

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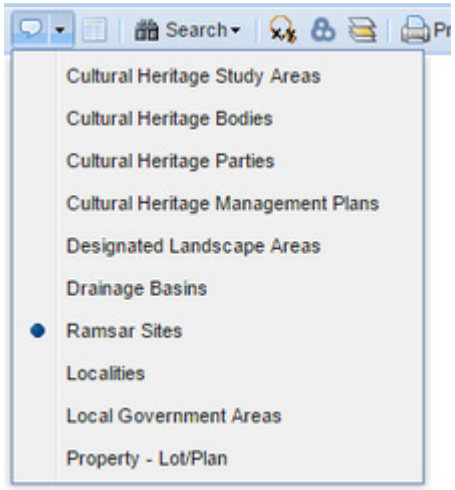
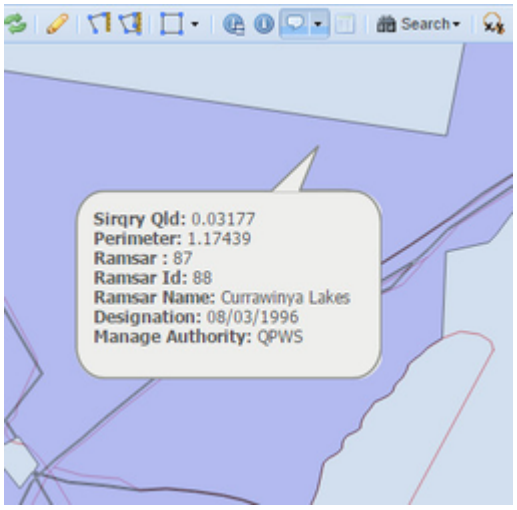
1. Click on the down arrow to the right of the **Map Tips** button and choose the layer you would like to use for the display details. If you don't choose a layer, the default layer (as defined by your Weave System Administrator) will be used.



2. Click on the **Map Tips** tool to activate this function.

3. As you move your mouse and hover over a feature, a callout will appear in the *Map Window*, it will display details of the feature your mouse is over.



4. When you no longer want the callouts to be displayed, click on the **Map Tips** button again to turn off this function.

TIP:
If you're happy to use the default layer for your Map Tips then skip Step 1 and simply press the **Map Tips** button to activate the function.

Selection Identify

Description of the tool

This tool gets details of features from all layers based on the selected feature(s) from your Active Layer. This tool is similar to the Spatial Identify tool but it works on features already selected rather than on your mouse click location to identify a feature.

How to use the tool

Prerequisite:

A feature has been selected from the map.
Steps:

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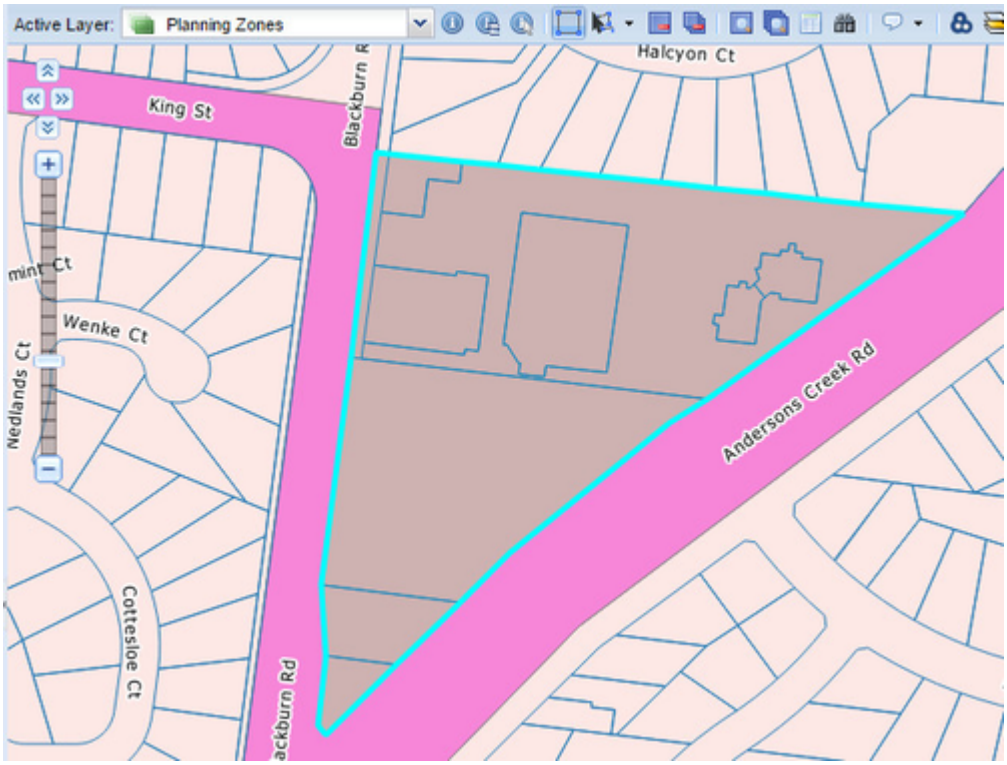
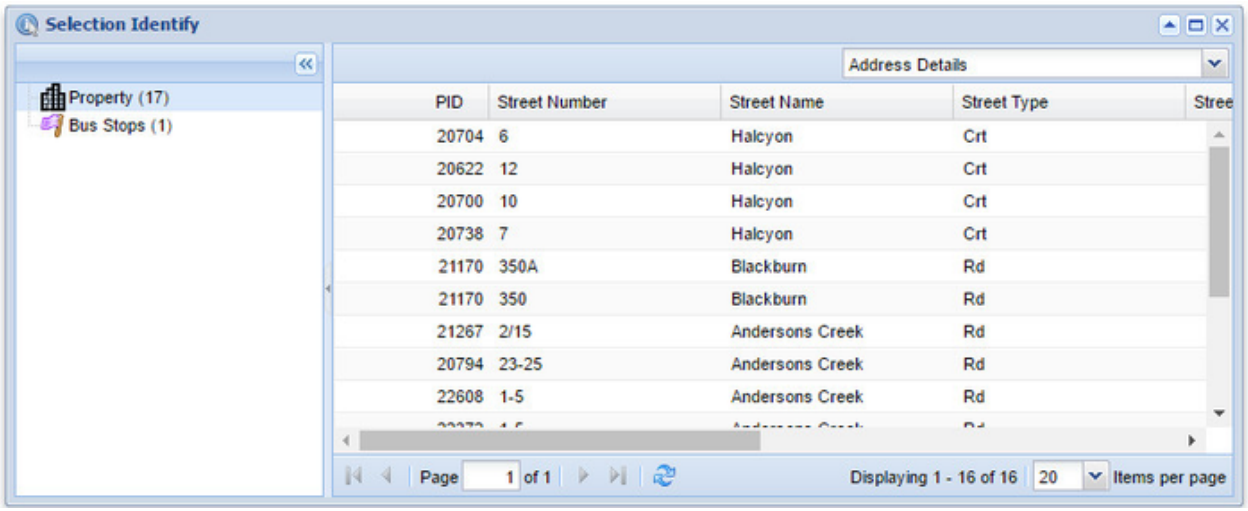
1. Click on the **Selection Identify** tool.

2. The results from the identify process will automatically be displayed in the *Selection Identify* window. If you have many selected features then there will likely be many features that overlap them thus this window could take some time to be populated, so use this tool with caution. Even layers that are turned off will be used in the *Selection Identify* if their features overlap the selected feature(s).

3. In the example below a Planning Zone has been selected and features from all layers that overlap the selected zone will be displayed in the *Selection Identify* window.





Spatial Identify / Drill Down Identify

Description of the tool

This tool allows you to click on your map to get details about identified features from all layers. This tool is similar to the Identify tool but it works on multiple layers.

How to use the tool

Prerequisite:

None

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Steps:

1. Click on the **Spatial Identify** tool.

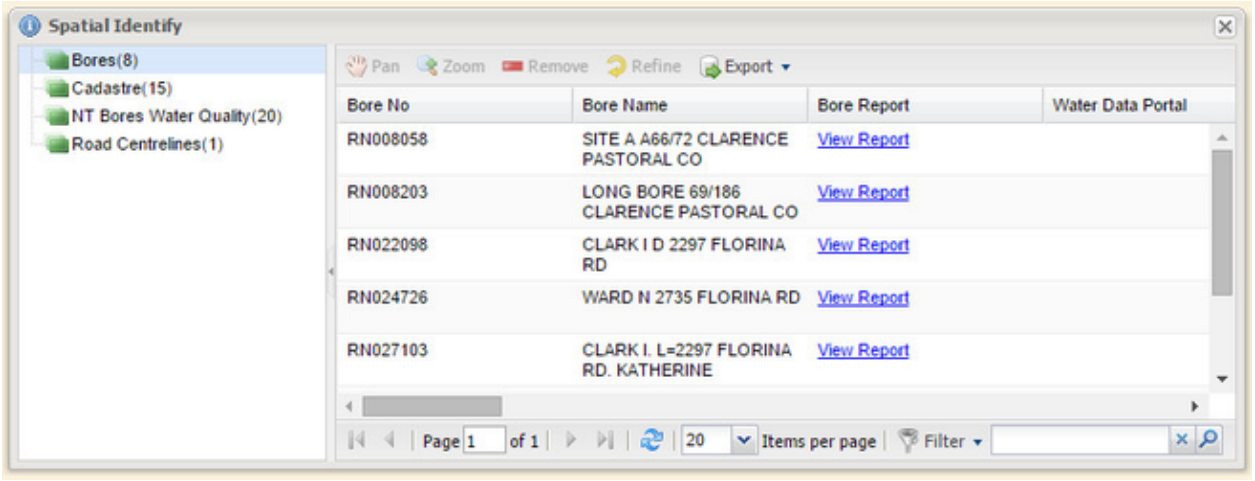
2. The use of the **Spatial Identify** tool is the same as the Identify tool so refer to the Identify page for details on how to use the tool.

3. The difference between the **Spatial Identify** and the **Identify** tools is that the **Identify** tool works on one layer only (the Active Layer) whereas the **Spatial Identify** tool works on all layers (or a subset of layers as defined by your Weave System Administrator).

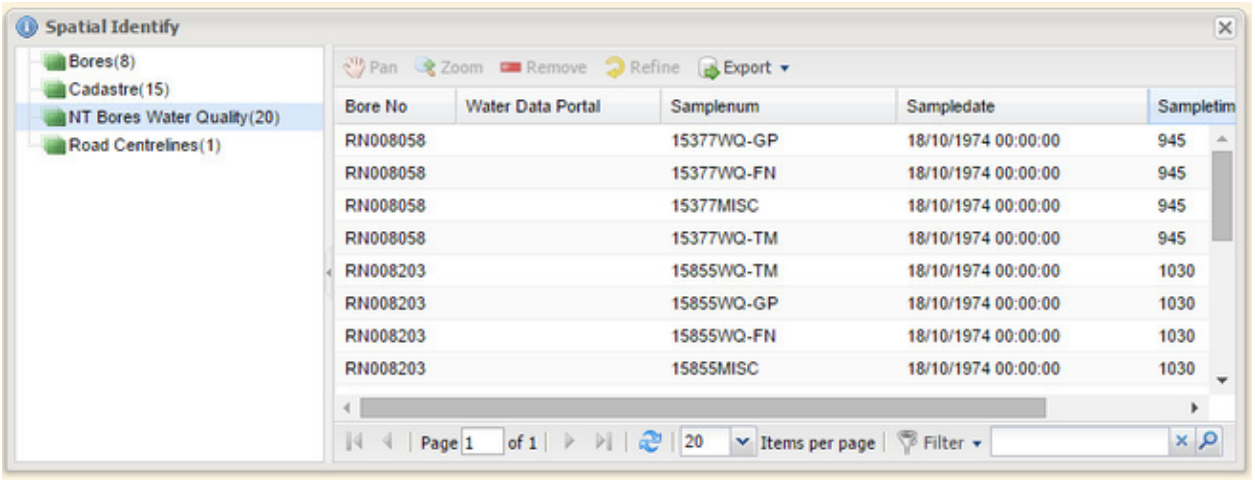
4. As with the Identify tool, click and hold the left mouse button down in the *Map Window* and release or drag the mouse to define the search area. Once you have defined your area of interest, release the mouse button. (The default method of area selection is circular but your Weave System Administrator may have set up a different search area such as rectangle, point, line or polygon.)

5. The *Spatial Identify* window will open with details of all the features that were found in the search area. The left panel shows the layers that contain features in the search area. The right panel, the *Grid*, shows the details of the features, grouped by layer.

   In the example below, the *Spatial Identify* window displays the details of the Bores layer in the *Grid*.



   To view the details of a different layer (e.g. the NT Bores Water Quality), click on that layer name in the list and the details in the *Grid* will be updated correspondingly.



Searching

These tools allow you find features on the map that meet your specific criteria.

Adhoc Query / Advanced Search

Description of the tool

An **Adhoc Query** or an **Advanced Search** gives you the ability to search on fields in a custom manner. It provides more flexibility than the Search Panel but also requires detailed knowledge of the data and search methods so it may not be suited to all Weave users.

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As with standard searches from the Search Panel, the search works on the *Active Layer* (the selectable layer). The features that meet your specified criteria will be highlighted on the *Map Window*.

The query options of the **Adhoc Query** menu will be configured by your Weave System Administrator.

How to use the tool

Prerequisite:

None

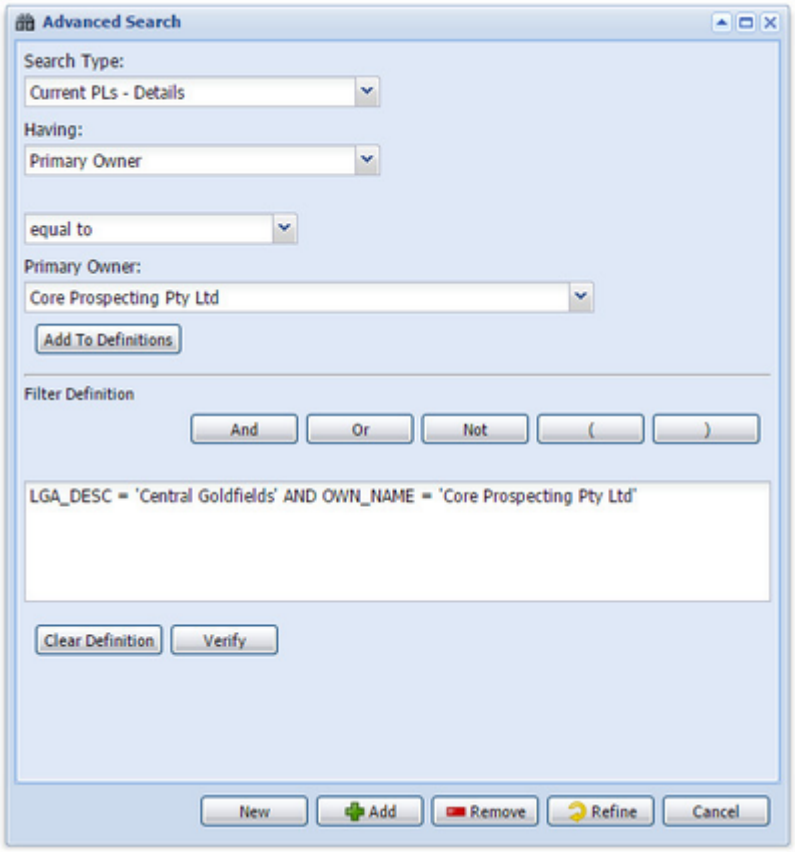
Steps:

1. Set the *Active Layer* to the layer you would like to search.
2. Click on the *Adhoc Query* button.

3. Define the search parameters (using SQL) in the *Advanced Search* menu.
4. Once you have constructed your search statement, use one of the buttons long the bottom of the panel. The buttons perform these functions:
   - *New* - This will create a new selection, and will replace any previous selections you had for the *Active Layer*.
   - *Add* - This will add the selected features to the existing selection set.
   - *Remove* - The features that result from the *Search* operation will be removed from the selection set for the *Active Layer*.
   - *Refine* - All bar the selected features will be removed from the selection set.
   - *Cancel* - Closes the *Advanced Search* menu without running any searches.

After running an *Advanced Search* operation, the selected features are highlighted in the map in bright blue and the records appear in the Data Grid.

A sample **Advanced Search** is shown below, but these will vary markedly from one organisation to the next.



Data Grid

Description of the tool

This tool shows you the details of the features that have been selected through any of the Searching tools.

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How to use the tool

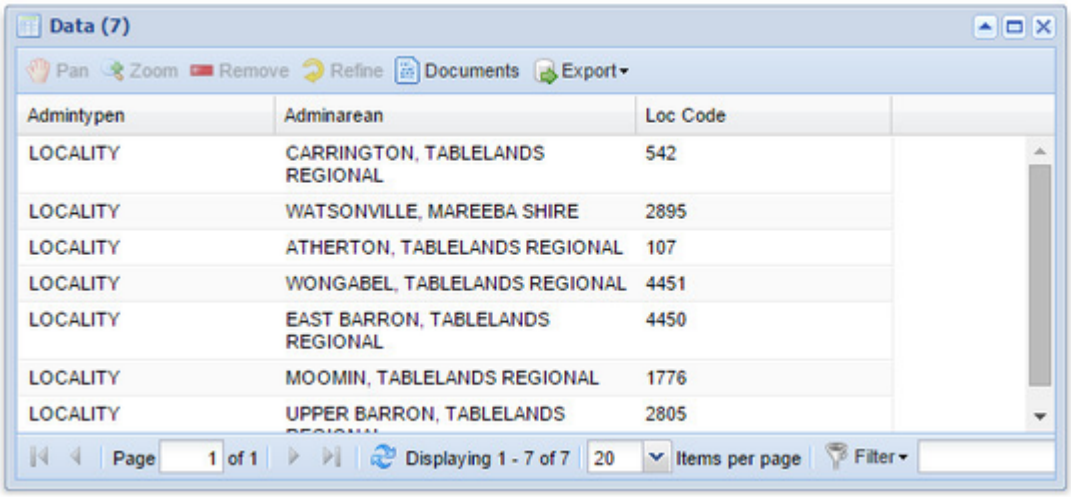
Prerequisite:

None

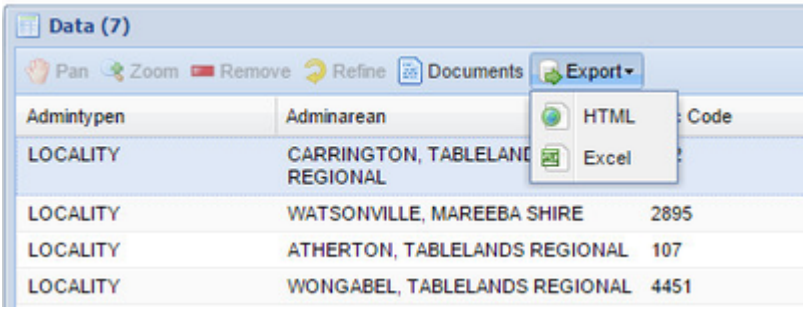
Steps:

1. Click on the **Data Grid** tool.

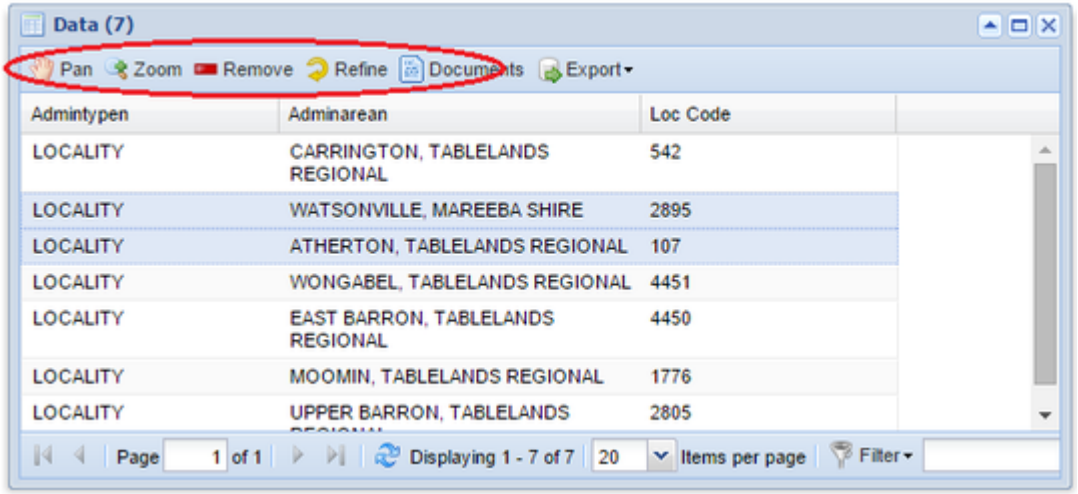
2. This will open the *Data* window with details of the selected features. The number of features found is reported at the top of the *Data* window.



3. You can now obtain a copy these details by using the *Export* button. This option lets you export the data shown in the **Data Grid** to HTML or Excel format. The exported file is available for opening once you select the export file type.



4. If you click in the **Data Grid** on one of the rows, the corresponding feature will be highlighted in the *Map Window*. Also some additional options become available - *Pan*, *Zoom*, *Remove* and *Refine*. You can also use the <Shift> or <Ctrl> keys on your keyboard to highlight more than one record/row.



- *Pan* - Changes the map display to have the selected feature from the *Grid* at the centre of the *Map Window* (this does not change the scale of the map).

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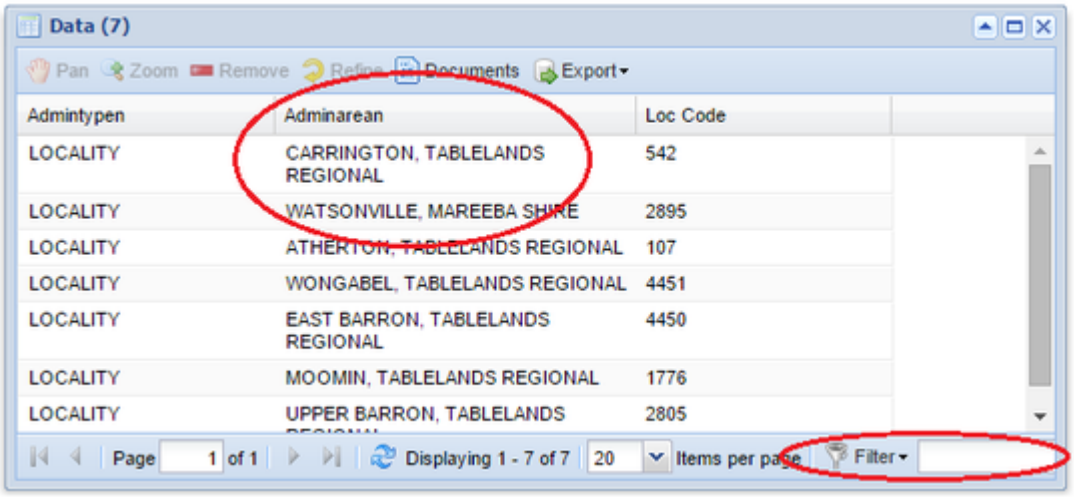
- *Zoom* - Zooms in or out so that the whole of the selected feature from the Grid is displayed in the *Map Window* (the scale of the map will change to accommodate the size of the highlighted feature).
- *Remove* - The selected feature is removed from the listing in the *Grid*.
- *Refine* - All bar the selected features will be removed from the listing in the *Grid*.

5. If you have many features in the *Grid* window, you can reduce this listing using the *Filter* option in the bottom right of the window.



6. Click the *Filter* button and chose the field that you wish to use, then type in the value of this field in the text box. Refer to this page for a full explanation of how to use the filter option to refine the displayed results. The list of records in the *Grid* will be reduced to match your criteria.

   To clear the filter, press the 'x' to the right of the *Filter* text box.

TIP:
You can make the following changes to the appearance of the *Grid* window:

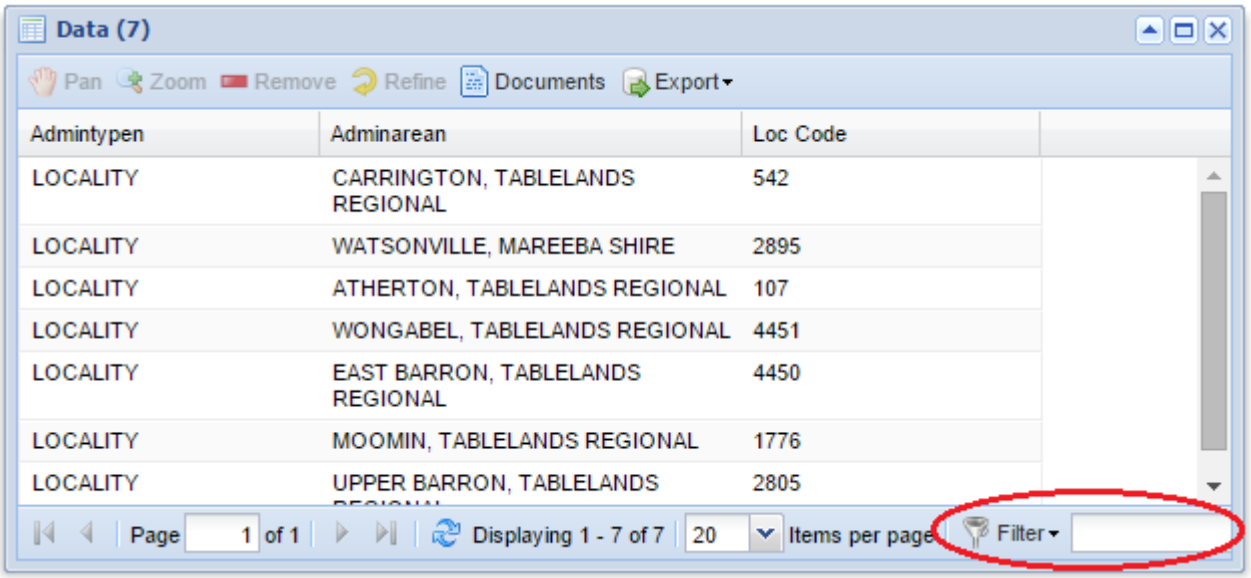
- Sort columns - Click on the column names to sort the *Grid* by that column value.
- Turn columns off - Click on the down arrow at the right end of the column to access the *Columns* option which allows you to turn columns on or off.
- Rearrange column order - Click and hold the left mouse button down on the column name and drag it to a new column location.
- Resize column - Click on the separator between two column names and drag to make the column wider or narrower.

Copying cell value (available from Weave 2.6.0):

- To copy the value of a cell from the Data Grid, double click in the cell (for a single value), or click and drag, and then right mouse click and select “Copy”. The value has now been written to the clipboard and can be pasted elsewhere.

Filtering Data

The grid panels contain a filter control that allows you to refine the displayed results.



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The filter allows you to enter a value into the text field that will be used to refine the rows displayed in the grid based on the values stored in a single column, which can be chosen by clicking on the `Filter` button to the left of the text field.

Based upon what type of data is stored in each column, there are different filters that can be used to refine the rows. For example, if a column contains text then the column can be filtered based on matching characters in the text, but if the column contains numbers then the column can be filtered based on the values being less than a particular number.

Text

The filtering for text is case sensitive and is based on wildcards, using * as the wildcard character.

By default if you don't include the wildcard character in the filter field one will be added to the end, so the filtering will only display rows that start with the text entered, but this can be disabled by setting `stringFilterWildcard` to `false` in the grid panel config.

If you want to display rows that contain the filter text in the middle then you need to add * to the start and the end. If you want to filter based on the text ending with the filter value then you just add the * at the start. To use an * in the filter, without it being interpreted as a wildcard placeholder, then you should precede it with the \ character. To use a \ in the filter before an * and have it interpreted as a slash followed by a wildcard, as opposed to an asterisk, use a double \.

If you don't want to use a wildcard at all and search for the exact text entered then you can enclose the filter text in double-quotes, this will also disable the evaluation of \ and * characters and treat them and regular characters (and not escape or wildcard markers).

You can also combine two text filter if you want to match multiple values using | (pipe).

The following table shows the values the user enters and what the actual filter value will be, assuming stringFilterWildcard is true, which is the default, and what values the filter would match.

Entered Value	Filter Value	Matches
WATSON CREEK	WATSON CREEK*	Values that start with “WATSON CREEK”
WATSON CREEK*	WATSON CREEK*	Values that start with “WATSON CREEK”
*WATSON CREEK	*WATSON CREEK	Values then end with “WATSON CREEK”
WATSON CREEK	*WATSON CREEK*	Values that contain “WATSON CREEK”
“WATSON CREEK”	“WATSON CREEK”	Values that are “WATSON CREEK”
WATSON|FIDDLER	WATSON*|FIDDLER*	Values that start with “WATSON” or “FIDDLER”
“WATSON”|FIDDLER	“WATSON”|FIDDLER	Values that are “WATSON” or start with “FIDDLER”
*WATSON|”FIDDLER”	*WASTON|”FIDDLER”	Values that end with “WATSON” or are “FIDDLER”
C*Productions	C*Productions*	Values that start with “C*Productions”
*C*Prod*	*C*Prod*	Values that contain “C*Prod”
“C*Productions”	“C*Productions”	Values that are “C*Productions”
*	**	Values that begin with “*”
***	***	Values that contain “*”
**	**	Values that end with “*”
**	**	Values that contain “\”
*	*	Values that start with “\”
*	*	Values that are “*”
“*”	“*”	Values that are “*”
“*”	“*”	Values that are “*”
“*”	“*”	Values that are “*”

Numbers

If you're filtering a column of numbers then just entering a number will filter the rows that match that value, there is no wildcard as for a text field. If you want to include numbers less than, less than or equal, greater than or greater than or equal then you can precede the value with <, <=, > or >=, or use <> for not equal.

You can also combine two numeric filters if you want only columns within a range, using a space between the values for *and*, and a | for *or*.

	Matches

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Entered Value	
100	Values that are 100
<100	Values less than 100
<=100	Values less than or equal to 100
>100	Values greater than 100
>=100	Values greater than or equal to 100
<>100	Values other than 100
>100 <200	Values greater than 100 and less than 200
<100 | >200	Values less than 100 or greater than 200

Dates

Dates are handled in a similar way to numbers, where entering a value will filter based on that value, but you can also specify range filters. You must also ensure that the date, time or timestamp value used in the filter is entered in a specific format to avoid confusion when parsing the date/time.

Column Type	Entered Format	Example Value	Matches (inclusive to exclusive)
Date	yyyyMMdd	20191014	14 Oct 2019 to 15 Oct 2019
	yyyyMM	201910	1 Oct 2019 to 1 Nov 2019
	yyyy	2019	1 Jan 2019 to 1 Jan 2020
Time	HHmmss	123456	12:34:56pm 12:34:57pm
	HHmm	1234	12:34pm to 12:35pm
	HH	12	12:00pm to 1:00pm
Timestamp	yyyyMMddHHmmss	20191014123456	12:34:56pm 14 Oct 2019 to 12:34:57pm 14 Oct 2019
	yyyyMMddHHmm	201910141234	12:34pm 14 Oct 2019 to 12:35pm 14 Oct 2019
	yyyyMMddHH	2019101412	12:00pm 14 Oct 2019 to 1:00pm 14 Oct 2019
	yyyyMMdd	20191014	12:00am 14 Oct 2019 to 12:00am 15 Oct 2019
	yyyyMM	201910	12:00am 1 Oct 2019 to 12:00am 1 Nov 2019
	yyyy	2019	12:00am 1 Jan 2019 to 12:00am 1 Jan 2020

Column Type	Entered Value	Matches
Date	<20191014	Before 12:00am 14 Oct 2019
	<201910	Before 12:00am 1 Oct 2019
	<2019	Before 12:00am 1 Jan 2019
	<=20191014	Before 12:00am 15 Oct 2019
	>20191014	At or after 12:00am 15 Oct 2019
	>=20191014	At or after 12:00am 14 Oct 2019
	<>20191014	Before 12:00am 14 Oct 2019 or at or after 12:00am 15 Oct 2019
	20191014	At or after 12:00am 14 Oct 2019 and before 12:00am 15 Oct 2019
	>=20191014 <20191021	At or after 12:00am 14 Oct 2019 and before 12:00am 21 Oct 2019
	<20191014 | >= 20191021	Before 12:00am 14 Oct 2019 or at or after 12:00am 21 Oct 2019
	201902 | 201905	At or after 12:00am 1 Feb 2019 and before 12:00am 1 March 2019 or at or after 12:00am 1 May 2019 and before 12:00am 1 June 2019

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Time	<1430	Before 2:30pm
	<=1430	At or before 2:30pm
	>1430	At or after 2:31pm
	>= 1430	At or after 2:30pm
	<>1430	Before 2:30pm or at or after 2:31pm
	>=14 <16	At or after 2:00pm and before 4:00pm
	<14 | >=16	Before 2:00pm or at or after 4:00pm

Quick Search

Description of the tool

This tool allows you to search across a range of layers for a match with your criteria. The layers that are used in this search are defined by your Weave System Administrator and they will be a sub-set of all the layers that can be queried. The Quick Search function is independent of the *Active Layer*.

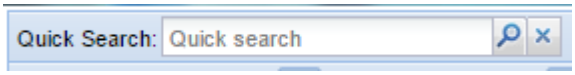
The features that meet your specified criteria will be highlighted on the *Map Window*. This tool may be on the left or right of the *Map Window.*

How to use the tool

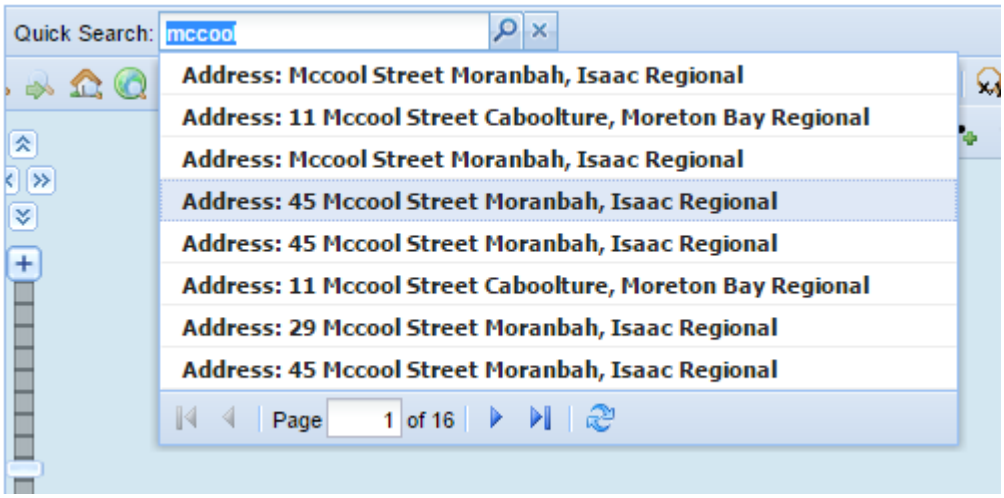
Prerequisite:

None
Steps:

1. Activate the Quick Search by clicking in the **Quick Search** text box.



2. Type in the value to look for. For example, this could be a street name, place name, feature identifier or a value as per your particular Weave installation. As you begin to enter text, a drop down list of any matching available records will appear.



3. Click on one of the records in the drop down list. The map display will zoom to the location of that feature and data details about the selected feature can be viewed in the Data Grid.

4. Press the 'x' to clear the **Quick Search** text box.

TIP:
This search tool has been configured for your particular site so it should return the most relevant matches to your search text.

Search Panel

Description of the tool

This menu allows you to perform a search on the *Active Layer* (the selectable layer) using defined search fields. The features that meet your specified criteria will be highlighted on the *Map Window*. This panel may be on the left or right of the *Map Window.*

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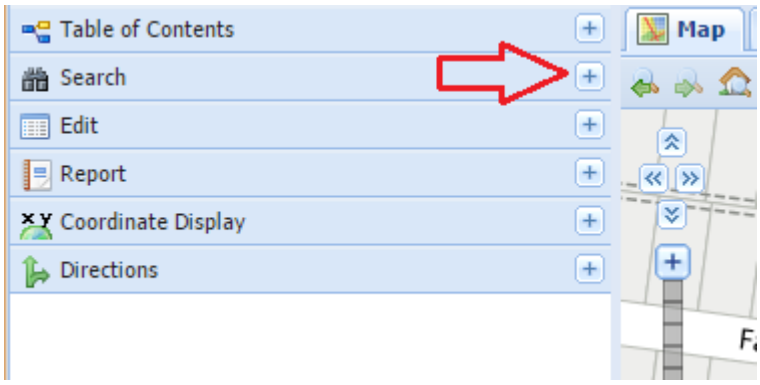
How to use the tool

Prerequisite:

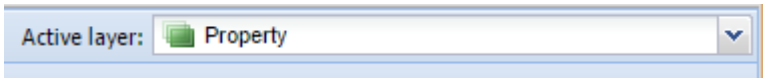
None

Steps:

1. The **Search Panel** needs to be the open panel. If it is not then click on the + in the *Search* tab so that this panel is open.



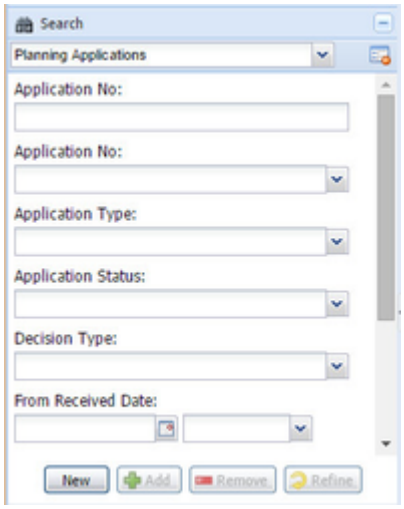
2. This panel works together with the *Active Layer* so ensure the *Active Layer* is set to the layer you would like to search.



3. If a search has been predefined for the *Active Layer* then the fields that can be searched on will be displayed in this panel. Not all layers may be searched. If there are no searches provided, the message "No Searches Available" will appear.

4. If searches have been defined, the fields that you can specify a value for will be shown.

5. Type in a value that you are searching for in the text boxes, or choose a value from available drop-down lists.



6. Once you have filled in values in the **Search Panel**, the buttons long the bottom of the panel are used. The buttons perform these functions:
   - *New* - This will create a new selection, and will replace any previous selections you had for the *Active Layer*.
   - *Add* - This will add the selected features to the existing selection set.
   - *Remove* - The features that result from the *Search* operation will be removed from the selection set for the *Active Layer*.
   - *Refine* - All but the selected features will be removed from the selection set.

7. After running a *Search* operation, the selected features are highlighted in the map in bright blue and the records appear in the Data Grid.

8. The search can be an attribute search (i.e. searching for a specific value for a field), e.g. the example below shows a *Search* that will find all the Planning Applications that have had a decision of "Application Lapsed".

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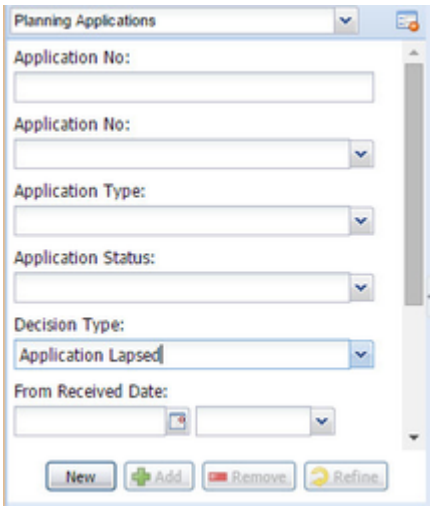

The search can also have a spatial component. In this case the location of features are used to find the results.

TIP:
To set the *Active Layer*, right click on a layer in the *Map Layers / Table of Contents* panel and choose the *Set Active* option.

Edit

Weave has some data editing functions for spatial and non-spatial data. The editing capability must be set up by your Weave System Administrator. This page covers the use of spatial editing.

The basic editing functions are listed in the table below with a sample of the *Edit* menu.

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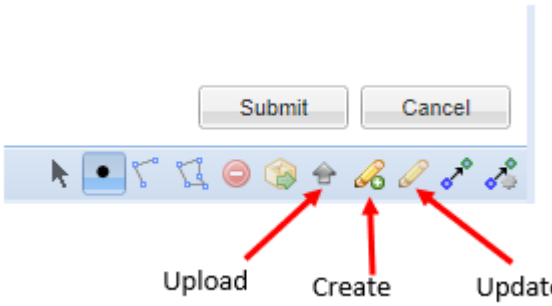

Tool	Description	Icon
Create Feature	Create a new feature. Will be disabled if editing is in progress.	Create
Update Feature	Change the currently selected feature. Will be disabled if no feature is selected, if there is more than one feature selected, or if editing is in progress.	Update

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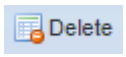
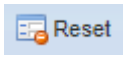
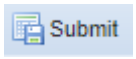
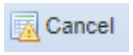
Delete Feature	Remove the currently selected feature. Will be disabled if no feature is selected, if there is more than one feature selected, or if editing is in progress.	
Reset Form	Reset the form fields back to their original values. Will be disabled if editing is not in progress.	
Submit Changes	Complete the edit process and save the current changes. Will be disabled when editing is not in process or if the current state is not valid, for example if a polygon geometry is required but hasn't yet been added.	
Cancel Changes	Abort the edit process and abandon the current changes. Will be disabled when editing is not in progress.	
Modify Geometry	Modify an existing geometry. Will be disabled if there is no feature selected. You can modify an existing feature (using the `Update` tool) or one that you are in the process of creating (using the `Create` tool). Modifications can be made by: • Using the centre node (shown as an orange circle): Click and drag the point, line or polygon to a new location. • Using the vertices and end points (shown as orange circles): Click and drag the vertex/end point to a new location. Or hold your mouse over the vertex/end point and press the `Delete` key to delete it. • Using the edge mid-points (shown as faded orange circles in the middle of an edge): Click on new node to add and/or move node to a new location.	
Create Geometry	• *Point* - Create a new point. Will be disabled if the entity doesn't support point geometry or if it only supports a single point and there already is a point attached to the entity. • *Line* - Create a new line. Will be disabled if the entity doesn't support line geometry or if it only supports a single line and there already is a line attached to the entity. • *Polygon* - Create a new polygon. Will be disabled if the entity doesn't support polygon geometry or if it only supports a single polygon and there already is a polygon attached to the entity.	
Delete Geometry	Remove the currently selected geometry. Will be disabled if there is no geometry enabled or if the entity requires some geometry and this is the last piece of geometry related to the entity.	
Import	Import geometry from another entity. The feature must firstly be selected from the other entity/Active Layer. From Weave 2.5.29, this tool can be used for the import of geometry and/or attributes.	
Upload	Upload geometry from a file. Will be disabled if editing is not in progress. From Weave 2.6.4, this tool can be used to load spatial data from a supported spatial file format.	
Create	Create geometry from text coordinates. Will be disabled if editing is not in progress. From Weave 2.6.4, this tool can be used to load spatial data from a one or more coordinate pairs in a variety of formats.	
Update	Update geometry from text coordinates. Is enabled when an *Update* feature action is in progress. From Weave 2.6.4, this tool can be used to modify a feature by editing the list of coordinate pairs that make up the point, line or polygon.	
Enable Snapping	Toggle the snapping function on and off.	
Snap Settings	Changes the snap settings.	

Reports

The **Reports** tool allows you to create reports to be printed or saved. Weave uses third party software, Business Intelligence and Reporting Tools (BIRT), for report generation. BIRT is open source software that was first released in 2005 and provides rich reporting and business intelligence capabilities for client and web applications. The BIRT Reports available to you are those that have been set up by your Weave System Administrator.

Reports can be accessed from the *Report* tab in the Table of Contents panel or by a *Print* button on the main Weave tool bar.

There are two types of *Reports* that can be created:

- Map Reports

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- Tabular Reports

Note that these *Reports* will vary from organisation to organisation depending on what has been configured for your site.

Map Reports

Description of the tool

You can create Weave Reports using the report templates that have been customised by your Weave System Administrator. These reports will be of pre-set size and in either portrait or landscape orientation.

An example of the type of *Reports* that can be created and how they are generated are given below but note that these reports will vary from organisation to organisation.

How to use the tool

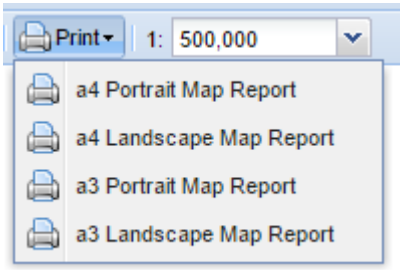
Prerequisite:

None

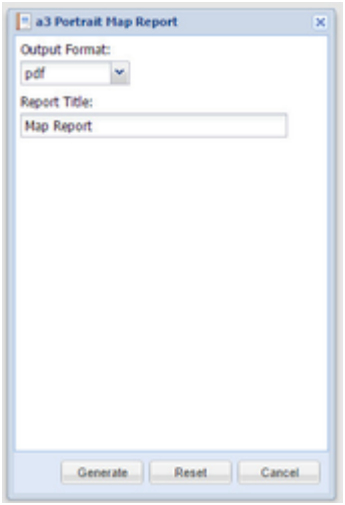
Steps:

1. Click on the **Reports** button or in the **Reports** panel in the *Table of Contents*.

2. The list of available **Reports** will be displayed.



3. Choose a *Report* from the list.
4. The *Report* window has a number of parameters that you can set. In the example below, you can choose the *Output Format* of the Report (PDF, DOCX and HTML are the most common formats for Map Reports) and the *Report Title*.



5. Once you press the *Generate* button the Report will be created and is available for opening. The Report will have a title, scale details, organisation name and logo, etc. as may have been configured for that report. The *Report* can then be saved or printed.

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Tabular Reports

Tabular Reports are reports that do not contain a map, they contain only text or attribute data.

Application Integration

Weave can work seamlessly with a number of other third party applications. This working together of separate products, from different vendors, is known within Weave as Application Integration. A Weave Application Integration Module (AIM) enables functions according to the capabilities of the third party application's Application Programming Interface (API).

The third party applications that Weave can currently work with are described in this section.

Asset Master

AssetMaster Application Integration Module
The current Weave/AssetMaster integration module supports a two way link between Weave and the asset management system from InfoMaster (AssetMaster). AssetMaster can send the current set of assets to Weave for display and Weave can send the current set of assets for display in AssetMaster. Currently Internet Explorer is the only browser supported for this type of integration.

The link supports the following functions:

- Weave to AssetMaster:
  - Locate Asset
  - Locate Catalogue
  - Link to Asset/Catalogue
- Create Work Order
  - Add to Work Order
  - Locate Work Order
  - Return to AssetMaster
- AssetMaster to Weave
  - Show Weave
  - View Selected Assets in Weave

Authority

Authority Application Integration Module
The current Weave/Authority integration module supports a two way link between Weave and the local government administration product suite from Civica (Authority). That is, Authority can send the current set of assets to Weave for display and Weave can send the current set of assets for display in Authority.

The link supports the following functions:

- Weave to Authority
  - Display Properties in Authority
  - Neighbourhood notifications (mail merge)
  - Bulk Property Correspondence (mail merge)
  - Property Bulk Update
- Authority to Weave
  - Display Properties in Weave

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Confirm

Confirm Application Integration Module
The current Weave/Confirm integration module supports a two way link between Weave and the asset management system from Pitney Bowes (Confirm). With this module, Confirm can send the current set of assets to the Weave browser for display (and for the reselection of assets based on other criteria) and Weave can send the current set of assets for display in Confirm. In addition, Weave can have them saved as a named selection in Confirm or have Confirm display its asset selection screen.

Hansen

The current Hansen integration module supports a two way link between Weave and Hansen asset management system.

Pathway

Pathway Application Integration Module
The Weave/Pathway integration module provides a two way link between Weave and the product for local government administration produced by Infor (Pathway). Pathway can call on Weave to display information and Weave can call on Pathway to display information.

Proclaim / TechnologyOne

Proclaim / TechnologyOne Application Integration Module
The Weave/ProClaim integration module provides a two way link between Weave and the Property & Rating product from TechnologyOne (formerly known as ProClaim). The module enables ProClaim to call on the Weave interface to display information and conversely, Weave can call on ProClaim to display information.

Trim

The Weave/Trim integration provides a two way link between Weave and Trim (a records management system). Trim can make a call out to Weave to display information about a document and Weave can call out to Trim to display documentation associated with an entity.

Weave Support

Level of Support

Cohga provides email, internet, and phone support for Weave during normal business hours Monday to Friday (AEST). If you have a mission critical system and require 24 hour support, 7 days per week, please contact Cohga to discuss the options that are available.

How to Get Support

Cohga has an on-line support system available at support.cohga.com. Weave users whose organisations are under a current maintenance agreement are provided a login account to the on-line support system. This is the preferred method of getting support for Weave, however you can also lodge support requests by email to support@cohga.com.

The on-line support system allows you to view and monitor the status of all your support tickets. Depending on your organisation's set-up, you may be able to see all tickets associated with your organisation, or only those support tickets that you have submitted. This set-up is determined by your Weave System Administrator.

When you submit a support request, the Cohga on-line support system will send you an email notification with the new ticket number. This notification usually occurs within thirty minutes of your request lodgement. The support tracking system issues a notification to the Weave Support Team and one of the team is assigned responsibility for acting on the support request. The Support Team usually responds to tickets within two hours during normal business hours on Monday to Friday (AEST).

Support requests may be lodged at any time however under the current support level, action by the Cohga support staff is limited to normal business hours Monday to Friday. If your requirements differ to this then please contact Cohga.

Feedback

Any feedback on Weave should be emailed to support@cohga.com or recorded in the on-line support system of type "Feedback".