

iMap Guidance

Step-by-Step

Landcare reporting



Step-by-Step Mapping instructions

Reporting your project activities

All funded activities(outputs)should be mapped (recorded) including events, plans, publications, fences, weed control and revegetation. Mapping is essential to record where in the landscape your proposed works will occur.

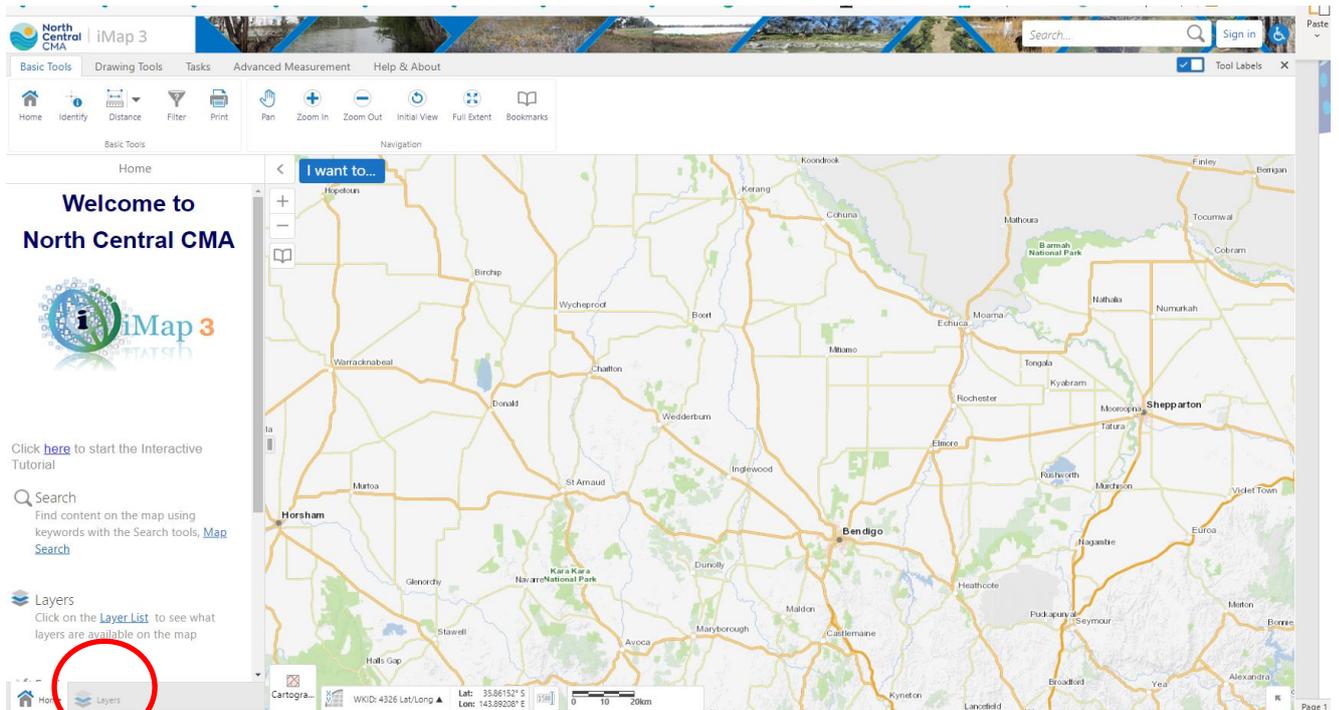
Mapping is also the method used to capture the details of your proposed activities at site level. (e.g. Km's of fencing, Hectares of revegetation, type and number of engagement events).

This mapping program calculates the area, or length of fence, for each of your outputs, allowing you to accurately populate the output table in the SmartyGrants application.

If you are funded, the mapping you submit with your grant application will be transferred into a reporting map, meaning you will not have to map these details twice. If you have issues at any stage, please contact Tess Grieves (Regional Landcare Coordinator) 0438 357 874 or tess.grieves@nccma.vic.gov.au

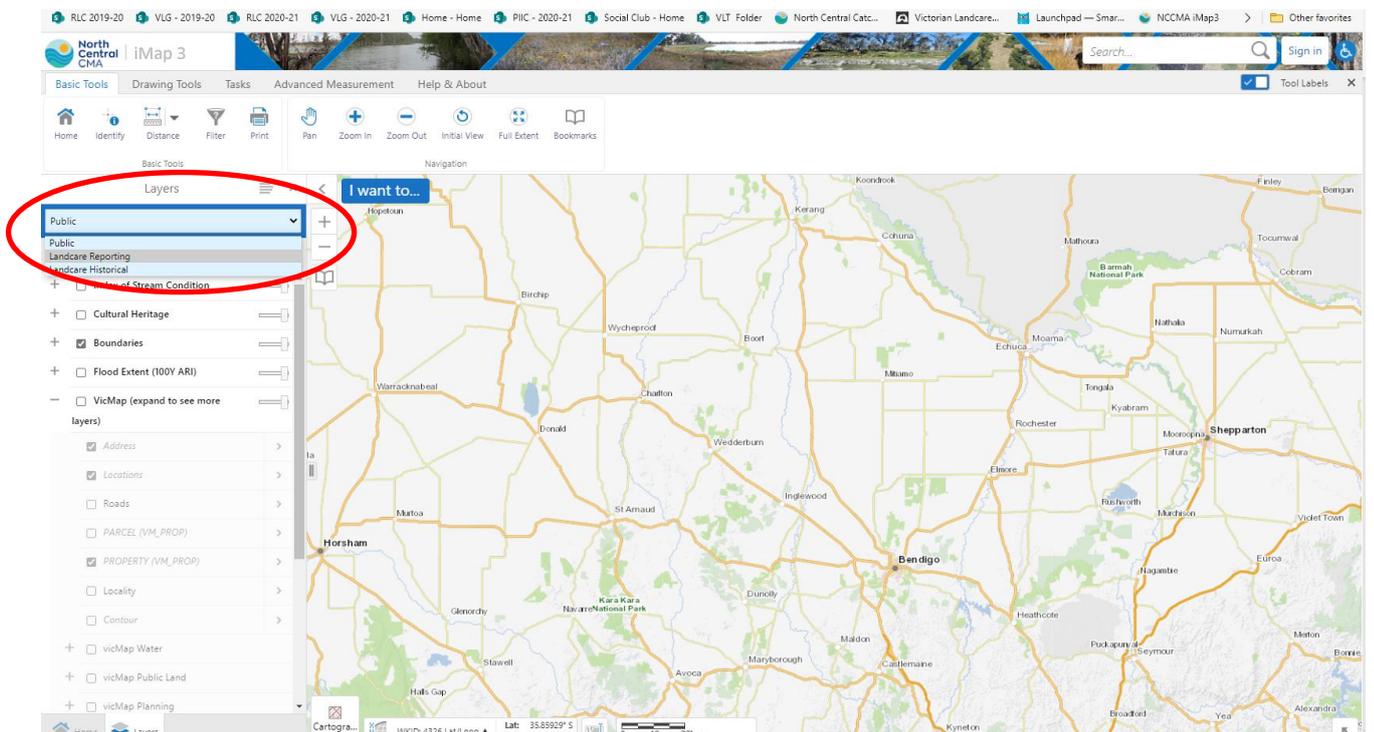
Getting started

1. Go to the iMap online map – <http://map.nccma.vic.gov.au/external/?viewer=public#>
2. After a few moments, the page will open like this



3. Then open the **Layers tab**, on the bottom left hand menu.

4. The map defaults to the 'Public View' layers. Please Select the '**Landcare Reporting**' layer from the blue drop down menu to begin your mapping.



You will now see all the mapped outputs from other groups, please respect them.

5. The map layer is now available for you to begin mapping your activities.

6. Zoom into your project location by:

- Using the zoom tools (top menu bar) or scroll on your mouse.

For more information

Telephone 03 5448 7124 or visit
www.nccma.vic.gov.au



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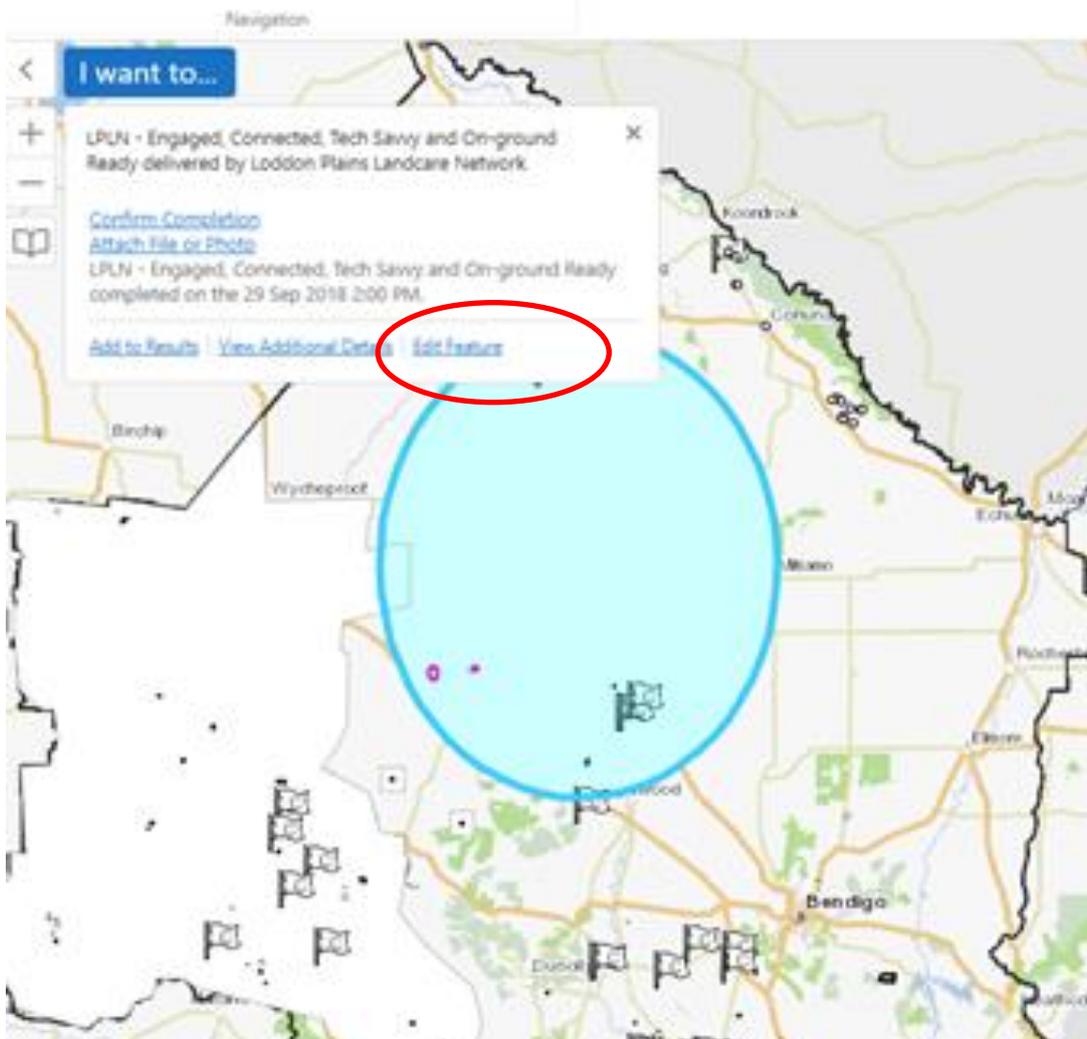


All the outputs you mapped during the application period, have been transferred across.

Your project may be the same as planned or have additional/ changed activities. The following instructions are provided for both scenarios.

Editing your pre-existing outputs

- Click onto the feature you wish to edit. A Summary Box will appear with details of the activity.

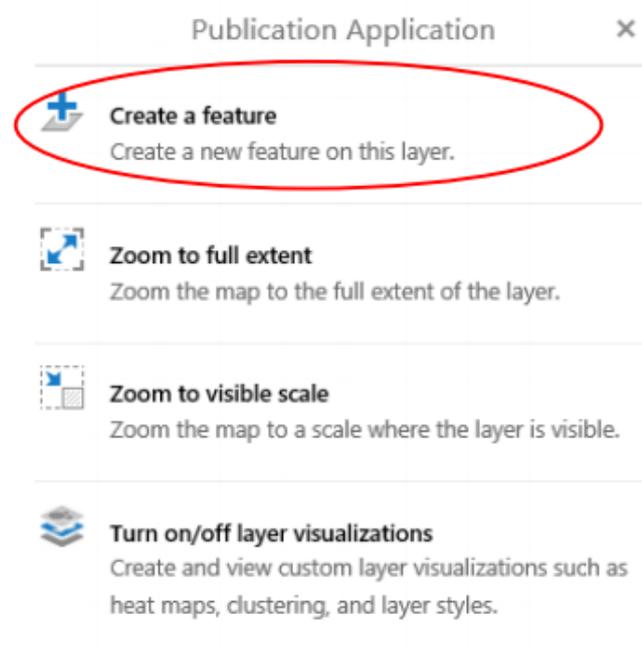
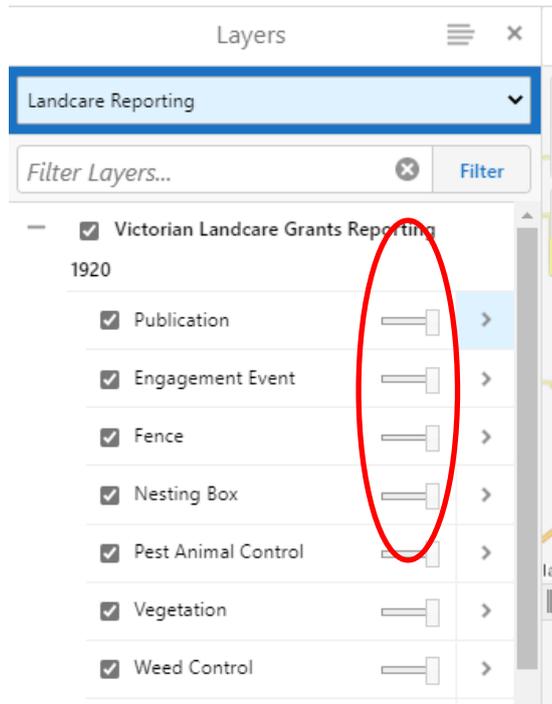


- Click edit feature on the bottom right to open the feature and insert accurate information into the attribute table that appears. **Then select SAVE.**

Adding outputs

To add activities your group has competed to the map, you need to 'Create a feature'

- Use the arrow beside the activity you want to add to the map, then select 'Create a Feature'



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- Click on the 'Completed' icon, then click back onto the map to ADD THIS SELECTED ACTIVITY.

Create New Feature ×

Publication

Completed

Planned

- An attribute table will pop up- please complete the information and hit SAVE once you're done.

Feature Attributes

View/Edit Attributes

Publication Type *
Incomplete ▼

Activity Type *
Incomplete ▼

Quantity
1

Site ID
▼

Notes

Landcare Group
▼

Status of Work
Completed ▼

Repeat this process for every activity you delivered in your project.

For more information

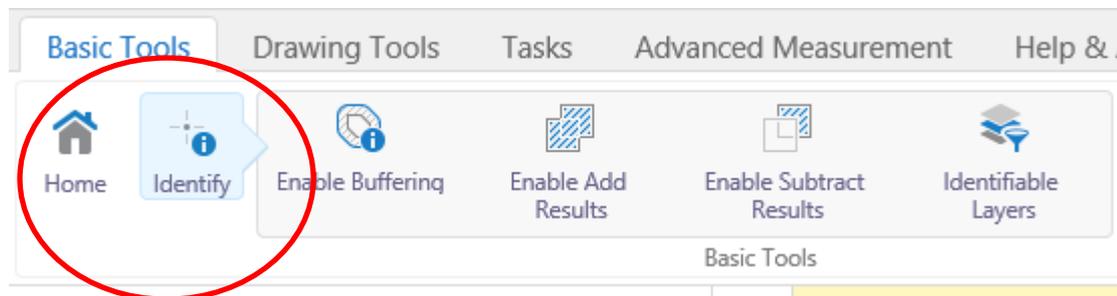
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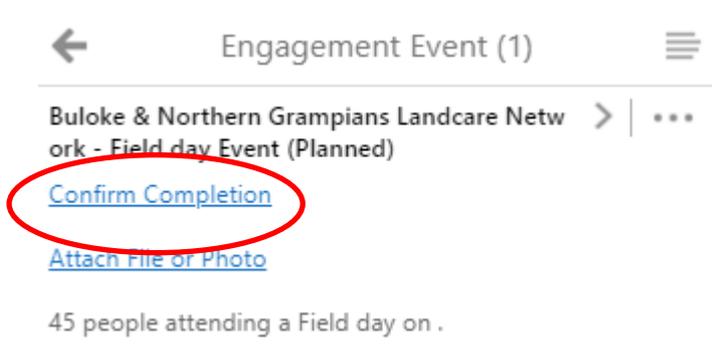
If you make a mistake...

If you make a mistake, no worries, you can edit or delete your outputs.

- Click onto the 'Identify' tool.
- Then click over to the output you want to EDIT OR DELETE.



- An 'Identify Results' results table appear.
- Click on the arrow beside the output you wish to edit/ delete, then choose 'Confirm Completion'.



- At the bottom of the table you can DELETE the output

A screenshot of a 'View/Edit Attributes' form for an event. The form has a title 'Buloke & Northern Grampians Lan...'. It contains several fields: 'Event Type' (Field day), 'Landcares role' (Incomplete), 'Date Completed' (empty), 'Number of Participants' (45), 'Notes' (Goldsmith's Plantout), 'Landcare Group' (Buloke & Northern Grampians Landcare Network), and 'Status of Work' (Planned). At the bottom, there are four buttons: 'Edit Geometry', 'Delete', 'Save', and 'Cancel'. The 'Delete' button is circled in red.

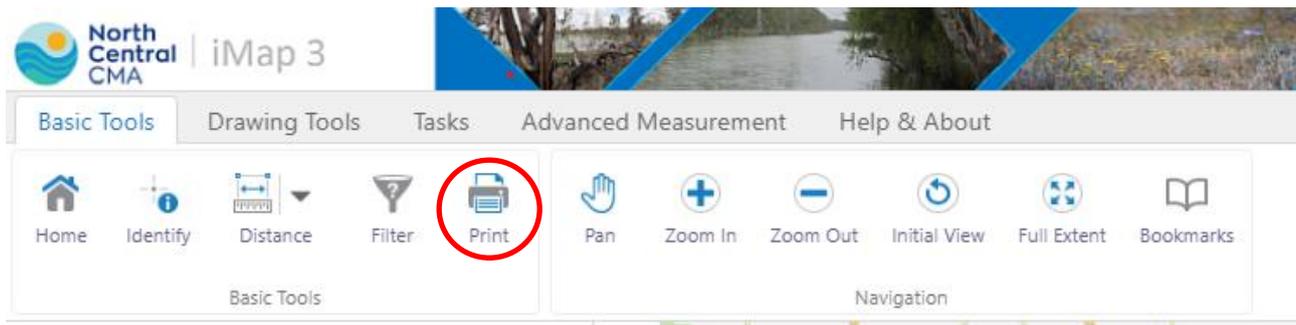
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To download and attach your mapped work to SmartyGrants

- From the **Basic Tools** menu, use the **Print** function to create a PDF of your map.



- Select the layout style you want and Name your map. **Select Print**
- A PDF will be created on your computer, which you can then save, upload to the 'Files upload' section of your reporting, and or email off to the person completing the report.

**NOTE: The Print function creates a PDF, it does not actually print the document, and you do not require a printer.*

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