

TRACS Quick Reference Guide

Course 6: Mapping Tools

Lesson 6a: Draw and Edit a Polygon or Point

Step	Action
Find a location on the map	
1	<p>The TRACS Mapper contains tools to draw and edit polygons and points. The TRACS mapper was developed using Geographic Information System (GIS) software and has been customized to meet the needs of the WSFR program. The mapper can be found on the location page of Real Property Records, Facility Records, and when entering Performance Reports with the objective strategy of ‘Direct Habitat Management’ and ‘Species Stocking’. Users will identify the location by drawing a polygon or point on the map (note that points are only available to identify the location of a facility). Users with access to external mapping or GIS software may have a shapefile of the location that can be uploaded to TRACS instead of drawing a polygon or point (see Lesson 6b: Import Shapefile).</p> <p>From the location page, select either the “Draw Polygon” or “Draw Point” button to open the mapper window.</p> <ul style="list-style-type: none"> • Mapper information will display in gray at the bottom of the screen, including the scale in the lower left (ex. 1000 km/600 mi) and the basemap name (ex. Earthstar Geographics, ESRI, Garmin). • The toolbox on the left is open by default but can be closed by clicking on the double arrow icon in the upper left. • The Toolbox opens with the “Create/Edit Shape” section open. It will display the warning “drawing is unavailable at this zoom level. Please zoom in further to draw on the map”. • The “Import Shape” section can be opened to import a shapefile to the mapper. See Lesson 6b: Import Shapefile for more information. • The “Map Tools” section can be opened to use additional map tools. Currently, this includes two options for base maps (Imagery with Labels map and National Geographic map).
2	<p>Left-click on the map and hold the mouse down to pan or move to your location. To zoom in and out, select the plus (+) and minus (-) icons respectively in the upper left.</p> <p>Alternately, click the map and use the scroll wheel on your mouse to zoom in by scrolling up or zoom out by scrolling down. Or use keyboard tools such as using the plus (+) and minus (-) keys to zoom in and out and use the arrow keys to move the map around.</p>
3	<p>The map needs to be zoomed into a scale of at least 1:24,000, which is 0.4 km/0.3 mi or closer for a polygon or 0.3km/1000ft or closer for a point. Tip: Once the map is centered over the desired area, click the link on the left “Zoom to drawing level here”. The pan and zoom in further if needed.</p>
4	<p>Once zoomed in, the polygon drawing tools bar appears on the left. When a tool is selected it will appear highlighted in grey.</p> <ul style="list-style-type: none"> • The “Select” tool is selected by default and allows you to pan and zoom around on the mapper, as well to select and work with existing drawn shapes, points, or rectangles. • The “Draw Shape” tool is the freehand polygon drawing tool, used to draw a geometric polygon shape with editable vertices (points on the polygon).



TRACS Quick Reference Guide

	<ul style="list-style-type: none"> • The “Draw Rectangle” tool is used to draw a rectangular polygon. • The top arrow is the “undo” and the bottom arrow to “redo” (these options are only available when editing a polygon or point). • The trash can icon is used delete a polygon or point (this option is only available when editing a polygon or point).
Draw a Shape	
1	Move the map to see the area where the polygon will be located. (Note for Facility Records, if the Site Record has a mapped location it will display as the starting map for the Facility Record).
2	Select the “Draw Shape” tool (the icon will darken when selected).
3	Click on the map at the starting point for your shape and a blue vertex point will appear. Drag your mouse to create a straight line and left-click to create a new vertex point.
4	Continue to drag your mouse to create a new line and left-click at each vertex point marking each corner or change in direction until the desired shape is visible and you return to the starting vertex point. Use the “Undo” or “Redo” buttons as needed.
5	Double-click on the starting vertex point to close the shape and complete the polygon. The polygon will change to a dark blue outline.
6	If the polygon has multiple areas (such as two dock areas), repeat the steps to draw additional shapes. Then click “close”.
Draw a Rectangle	
1	Move the map to see the area where the polygon will be located. (Note for Facility Records, if the Site Record has a mapped location, the site map will display as the starting map for the Facility Record).
2	Select the “Draw Rectangle” tool (the icon will darken when selected).
3	Click on the map at the starting point and hold down while dragging your mouse to create the rectangular shape, releasing when the shape is the desired area.
4	If the polygon has multiple areas (such as two dock areas), repeat the steps to draw additional shapes. Then click “close”.
Delete or Edit a Shape or Rectangle	
1	After creating a shape or rectangle and closing the mapper, the shape will display in the preview window. To delete the shape and start over, click the “Clear” button. To edit, click “Edit Polygon”.
2	If edit is selected, the mapper will open and display the existing shape(s).
3	Click inside the shape and it will change from the dark blue outline to the editable light blue outline displaying the vertices or points around the shape’s outline. Use the “Undo” or “Redo” buttons as needed while editing the shape. The delete option is available when a shape is selected.
4	Left-click on a vertex to drag it to a better position and add a mid-point vertex. To delete a vertex point, right-click on it or hit the delete key to remove it.
	<p>Note: The blue vertices are the original (primary) points. The white vertices display midway between the primary vertices and allow the user to create more complex shapes. By clicking on a white vertex, it becomes a primary blue vertex and adds more points to manipulate.</p>



TRACS Quick Reference Guide

6	<p>To delete, expand, shrink or move the shape, click inside it again and a blue box will display around it.</p> <ol style="list-style-type: none"> To delete the selected shape, click on the trash can icon in the toolbar on the left. To expand or shrink the shape, click on a white vertex point on the dark blue box and drag it outward to expand or inward to shrink the shape. To move the shape click inside the box and drag it to the correct location.
7	Click outside the shape to close editing and turn it back to the dark blue outline. Click “close”.
Draw a Point	
1	The “Draw Point” option is only available for the Facility Record or Facility Adjustment.
2	Select “Draw Point” and move the map to see the area where the point will be located. (Note: If the Site Record has a mapped location, the site map will display as the starting map for the Facility Record).
3	Select the “Draw Point” tool (the icon will darken when selected).
4	Click on a spot on the map to drop the point (red with blue outline). Repeat if there are multiple points (such as multiple restroom facilities). Then click “close”.
Delete or Edit a Point	
1	After closing the mapper, the point(s) will display in the preview window. To delete the point(s) and start over click the “Clear” button. To edit, click “Edit Point”.
2	If edit is selected, the mapper will open and display the existing point(s). Zoom in or out as needed.
3	To add more points, select the point icon and click on a spot on the map to drop the point.
4	<p>To edit existing points, click the “Select” tool.</p> <ol style="list-style-type: none"> Select a point and it will turn into a blue circle. To move the point, drag and drop it to a new location. To delete the point, click on the trash can icon in the toolbar on the left.
5	Click elsewhere on the map to close editing and turn the point back to the red square with a blue outline. Click “close”.
Complete the Location Description	
1	After closing the mapper, the Location Description will display with an image of the polygon(s), GIS acres, shape elements (number of shapes), and other details associated with the mapper, such as survey data (with the optional button to “Copy Survey Data to Survey Data Table”). Click “refresh” to update the details if needed. The “Retrieved date” will display the last time the data was retrieved or refreshed.
	<p>Complete the additional required fields:</p> <ul style="list-style-type: none"> Is this location sensitive? If applicable, check the box to prevent the specific location from being displayed in public reports. Describe your location (optional)