

## Document Purpose

Pictometry Connect is a secure, web-based solution that combines Pictometry's high-resolution aerial imagery with your GIS data. Users will be able to access their imagery and GIS data from an Internet browser. There are different types of organizations and users, which will be explained throughout this document.

The initial login information provided by Pictometry is for a Parent Administrator, and will give the Parent Administrator access to their Connect account. This document guides the Parent Administrator through the key aspects of setting up their Pictometry Connect account. It will provide instructions for:

- Creating Sub-Organizations
- Uploading/Configuring/Sharing GIS Layers
- Adding and Managing Users

## Organization Structure Overview

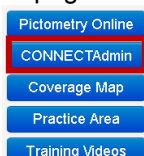
With Pictometry Connect, your Pictometry Online Organization is a Parent Organization. As the Parent Administrator, you have the ability to create Sub-Organizations.

A Sub-Organization would typically be a collection of users who will share common GIS Layers, and may wish to share workspaces. GIS Layers can be shared among other organizations through a Parent Administrator by publishing the layers. Once published to an organization, that layer can be subscribed to and will therefore be visible to the organization's users. The Parent Administrator will have the option to publish and subscribe to uploaded layers for any Sub-Organization.

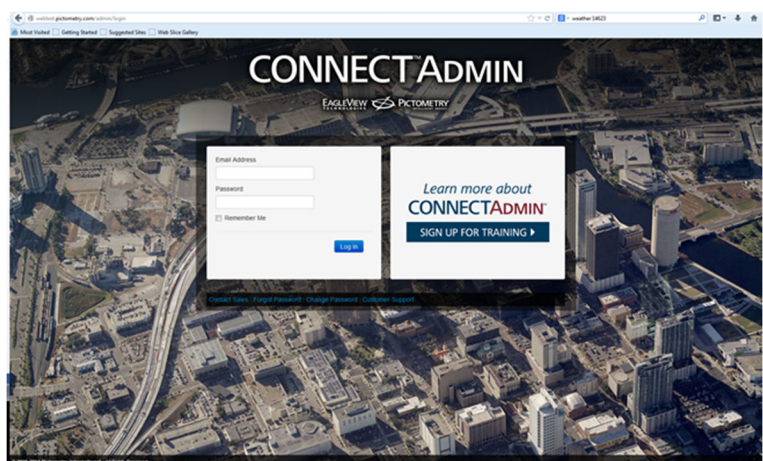
The Parent Administrator can also create an administrator for a Sub-Organization, if desired. The Sub-Organization Administrator will have the ability to add and manage users, and modify some basic organization properties. They may also have the ability to upload and configure GIS Layers for their own organization, if enabled by the Parent Administrator.

New Sub-Organizations can be created at any time. As the Parent Administrator, you may wish to upload and test GIS Layers prior to creating Sub-Organizations, or you may choose to create Sub-Organizations first.

To access the Administration Login page, point your browser to <http://connectadmin.pictometry.com>. You can also click the CONNECTAdmin link from the Pictometry Online Login page. Or, if already logged into POL, click CONNECTAdmin in the top right corner to switch to the Administration page.

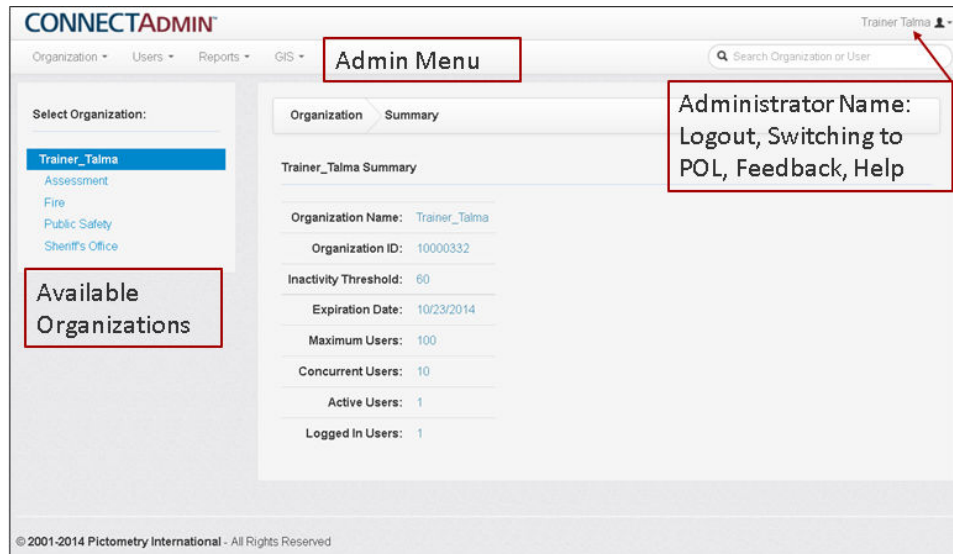


Welcome Trainer Oddi **CONNECTAdmin** Coverage | Logout



# The CONNECTAdmin Interface

When you log in to CONNECTAdmin, the application interface opens and shows the Organization Summary page. The left side of the interface, where the current organization is shown, the Menu Bar, and the Search box are always displayed. The right side changes depending on which menu option you select.



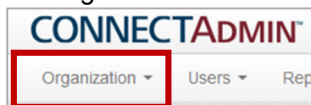
## Creating a Sub-Organization

A Parent Administrator can add sub-organizations under the parent organization. Each sub-organization can have its own Administrator and its own organization properties, which specify settings for that sub-organization only.

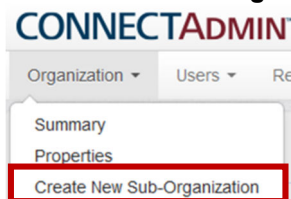
A sub-organization inherits most of its properties from its parent organization and is automatically assigned to the current (parent) organization.

### TO ADD A SUB-ORGANIZATION:

1. Click the Organization Menu on the top left hand side of the screen.



2. Select **Create New Sub-Organization**. The Manage Organization Properties page opens.



3. Provide the **Name** of the sub-organization.



4. The remaining properties default to the same settings as the Parent Organization. You can set the Starting Location, or leave that to the Sub-Organization Administrator. Also by default, any administrators created for that sub-organization will have the ability to upload and configure GIS data. To remove that capability, deselect  Enable GIS Configuration .

For more information on each property, please refer to the Help Guide, found by selecting your login name in the upper-right corner of the application and clicking on **Help**.

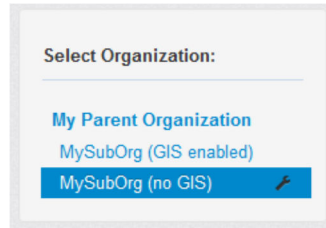
5. Click **Save**. The Sub-Organization becomes the current organization.

To create additional Sub-Organizations, repeat the above steps for each new Sub-Organization.

## Switching Between Parent and Sub-Organizations

You can quickly make either the parent or one of its sub-organizations the current organization by selecting the organization you want to switch to (regardless of the page you are viewing). On the left hand menu, select the desired organization. Any functions performed (i.e. creating a user or uploading GIS data) will affect the selected organization

The current organization is always highlighted. In the following image, a sub-organization is selected as the current organization.

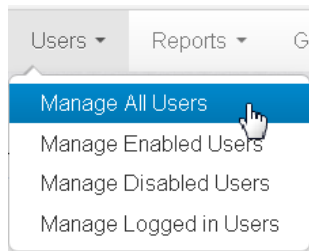


**NOTE:** When more than one organization is listed, "Select Organization" is shown above the organization names instead of "Current Organization" because you have the option of selecting an organization and making it the current organization.

## Adding and Managing Users

Once you've added sub-organizations with CONNECTAdmin, you can add users to the selected organization. Make the organization you wish to add users to the Current Organization by selecting it from the left hand menu.

Next, select the Users drop down menu and select **Manage All Users**.




The screen will display any Users in the current organization as well as the option to create New Users.

### ADDING USERS

1. To create a new user, click **New User**.

Select	Status	User Name	First Name	Last Name	Type	POL Interface
<input type="checkbox"/>	IDLE	jsmith@pictometrycounty.com	Jane	Smith	USER	FULL
<input type="checkbox"/>	IDLE	rjones@pictometrycounty.com	Robert	Jones	ADMIN	FULL

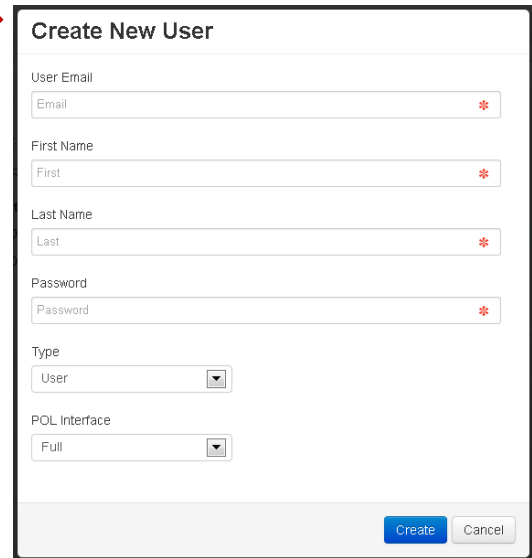
2. The Create New User dialog box will open. 

3. As all fields are required, fill in each field:

**Note:**

*Users can be assigned to one organization only. If attempting to add a user that is already assigned to another organization, a message will appear indicating the user already exists. Locate the user's record and move to them to the new organization.*

- a. Enter the **User Email**, as this is what the user will use to log in with.
- b. Enter the user's **First** and **Last Name**.
- c. Assign a **Password**. Passwords must be between 6-20 characters, include a capital letter, lowercase letter, and a digit (number). The user can change the password from the login page.
- d. Select the **Type** of user. **User** will have access to the CONNECT application's interface only. **Administrator** will have access to the CONNECT application's interface and CONNECTAdmin. Administrators have the ability to add/modify users, change organization settings, and other administrative topics.
- e. Specify the **POL Interface** option for this user. **Full** users will have access to GIS layers and searches, measurement and annotation tools, and workspaces. **Lite** users will have access to searches and measurement tools only. They will not be able to view or query GIS layers, use annotation tools or save workspaces.



4. Click **Create**.

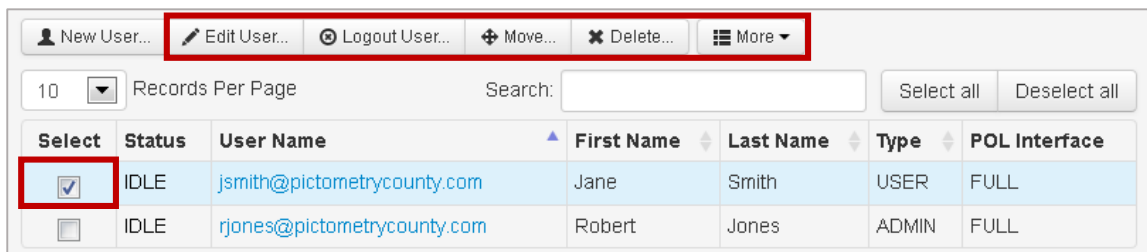
If the maximum number of users has been reached, you will not be able to add new users and an error message will appear notifying you that you are at your maximum number of users. Consider disabling inactive users and then repeat the above process.

Otherwise, the new User is added and appears in the list. A confirmation message appears if the user account was successfully created.

5. Click **OK** on the Confirmation Message pop-up.

## MANAGING USERS

To manage users, select Users from the administrative menu and click **Manage All Users**. Select the user(s) and choose an option from the top of the User list.



Select	Status	User Name	First Name	Last Name	Type	POL Interface
<input checked="" type="checkbox"/>	IDLE	jsmith@pictometrycounty.com	Jane	Smith	USER	FULL
<input type="checkbox"/>	IDLE	rjones@pictometrycounty.com	Robert	Jones	ADMIN	FULL

Select:

- **Edit User** to change log in credentials or reset a password.
- **Logout User** to log the user off of POL.
- **Move** to move the user to a different organization. This is for Parent Administrators only.
- **Delete** to remove user account from the system.
- **More** to:
  - **Enable/Disable** a user account. Disabled users retain their account (including preferences, workspaces and password) but will be unable to log in to Connect.
  - View **Login History**, which will list the user's first and last name with the date and time that they logged in and logged out for the last 60 days.
  - **Print** the user list for the currently selected organization.

# Uploading GIS Layers Using the Online Uploader

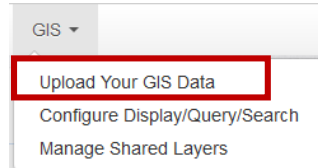
GIS data can be integrated with Pictometry Connect by uploading shapefiles or KML/KMZ files with the Online GIS Uploader, uploading any GIS data via the ESRI ArcMap Add-in, publishing via WFS (Web Feature Services) or through the Desktop Uploader. Speak with your Pictometry representative to use WFS to publish GIS data, and proceed to the Configuring GIS Layers section on the next page.

This document will focus on uploading shapefiles with the Online GIS Uploader.

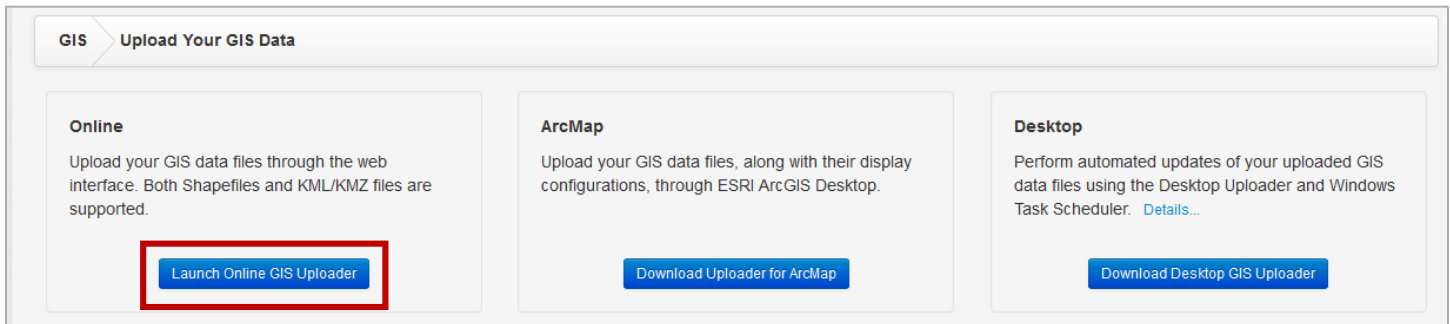
1. Select the organization you want to make the data accessible to from the list on the left side of the screen. If the GIS file will be used by multiple organizations, Pictometry recommends uploading the file to the Parent Organization.
2. Select GIS from the administrative menu and choose **Upload Your GIS Data**.

**Note:**

For more information on the other upload options, watch the Training Videos on the Pictometry Online login page, or contact your Pictometry Representative.



3. Click **Launch Online GIS Uploader** to open the Online GIS Uploader window.



4. In the Online GIS Uploader window, click **Add Files**.

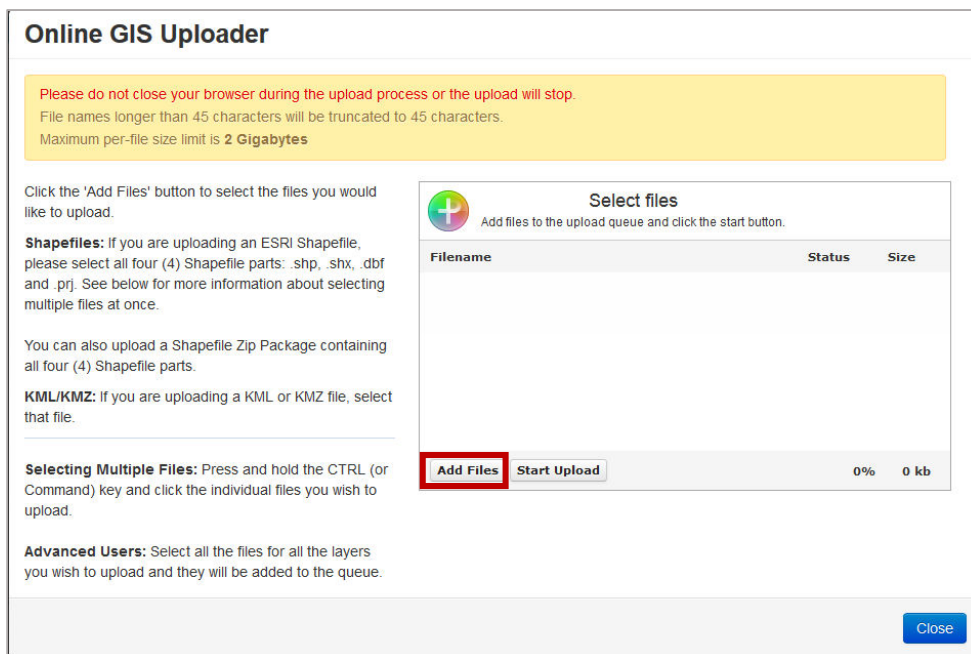
**Note:**

The max size limit is two (2) Gigabytes per file.

KML and KMZ files can only contain one shape type.

Projections must be a standard coordinate system listed as EPSG or ESRI at <http://spatialreference.org>.

An error is returned if the projection is not recognized.



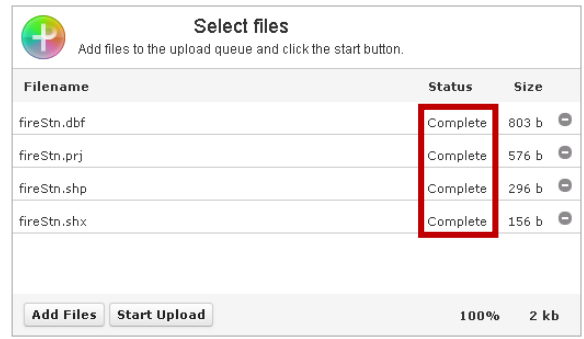
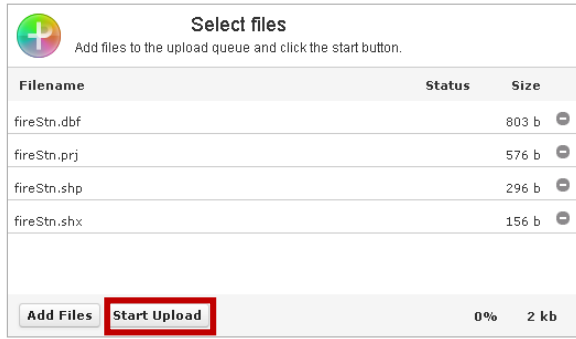
5. Navigate to your GIS Data. Select the four essential parts of the shapefile to upload: .shp, .shx, .dbf and .prj. You can select multiple layers to upload by holding the control key (**CTRL**) on your keyboard while clicking on the files. Click **Open**.

- Once files display in the Selected Files window, click **Start Upload**.

**Note:**

A red Error message may display if an incorrect file type was selected. Click the 'X' in the upper right corner to close the message.

Ensure you have all four necessary parts and the names of the files all match.



A progress bar appears while each file is transferred and then verified.

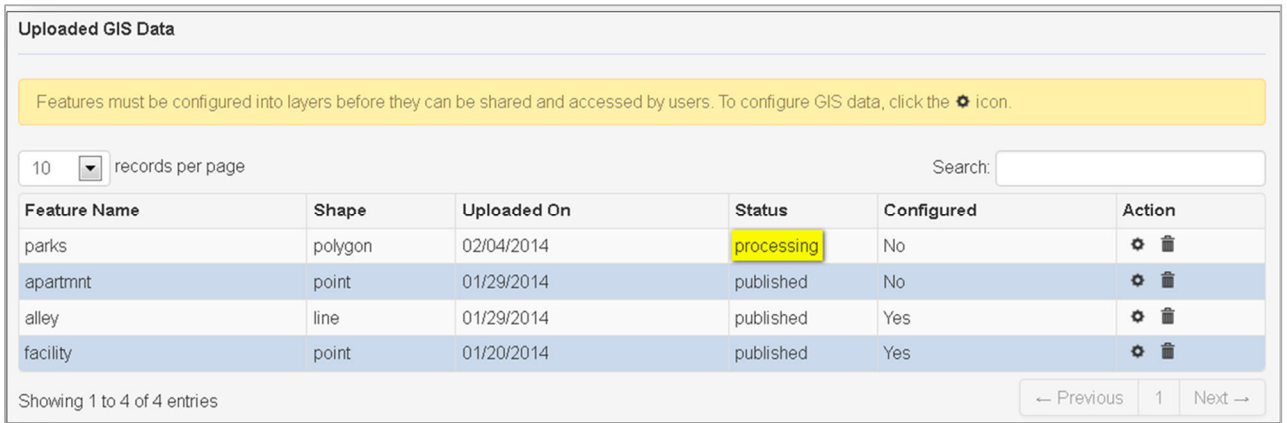
Only one layer at a time is processed; the other layers wait until the prior layer's transfer has completed.

After the transfer is complete, the Uploader verifies several things. If a layer with the same name already exists on the server, a message indicates that you can overwrite the existing layer or cancel the upload. If this file is being uploaded to update your GIS data, you want to overwrite the existing layer.

If any errors occur during verification, an error message appears.

- Handle any errors as applicable. Contact Pictometry Customer Support for assistance.
- Once the window displays "Complete" for the status of all of the uploaded files, click **Close** to return to the Upload Your GIS Data page.

The uploaded files are listed on the Upload Your GIS Data page (below where you clicked to launch the Online GIS Uploader). Although the files have been transferred and the data verified, the data still need to be processed. While the data are being processed, you might see a status of "importing" "processing" or "producing." When you see "published" the upload is complete and you are ready to configure.



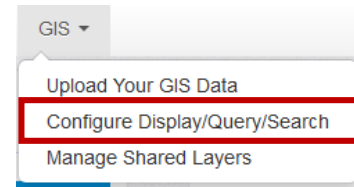
## Configuring GIS Data into Layers

The Configure Display/Query/Search option on the GIS menu lets you set up your GIS data as layers so that they are available for use within your Pictometry application(s). Configured layers appear within the application(s) your users are using.

### CONFIGURING GIS LAYERS

- Make sure the organization whose GIS data you wish to configure is the current organization.

- In the GIS menu, click **Configure Display/Query/Search**. The Configure Display/Query/Search page opens and shows which layers the current organization owns, filtered by the data source as selected from the data source list near the top of the page.
- Click the **Create Layer** button (gear icon) for the layer you want to configure. The Configure Layer window will open.



		Configure For		
Feature Name	Display Name	Display	Query	Search
FIRESTN				

Alternately, you can select the Create Layer button (gear icon) from the feature list on the GIS > Upload Your GIS Data page. This will also launch the Configure Layer Window, skipping Steps 2-3 of this section.

- Set up the layer's properties on the Properties, Display, Query, Search and Geocode Search tabs. Property options will vary depending on the data type (point, line or polygon).

**Important:** The **Save** and **Cancel** buttons on the Configure Layer window pertain to the information on all four tabs. If you click "Save," information from all tabs is saved; if you click "Cancel," information entered on all tabs is not saved.

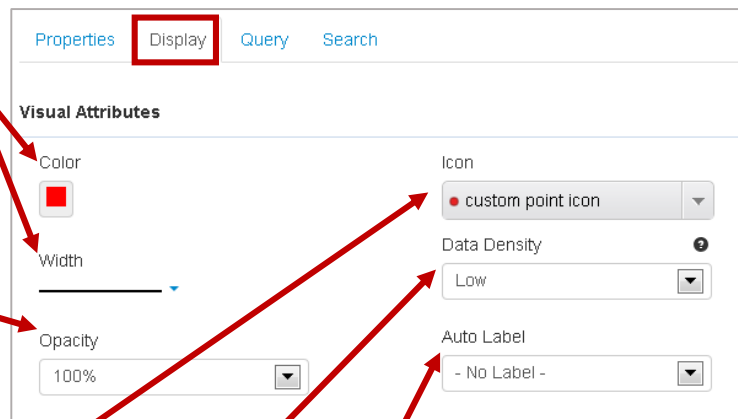
- Click the **Properties** tab and type the name to use for this layer in the **Layer Name** field. Depending on how you configure this layer, its name might appear in the application's Layers list, Workspace panel, Query Selection list or Search Source list. All other fields on this tab are not editable.
- Click the **Display** tab and configure the layer's visual attributes as you would prefer them to display on the imagery.

Set desired Visual Attributes, include line color and line weights.

Set preference for Opacity, where 0% is transparent and 100% is a solid color. Fill opacity can be set separately than the line opacity for polygon files.

Point files will have the option to select an icon, while polygon files will offer an option to set the fill color.

Specify if the data is low, medium or high density. The application will display the layer at the appropriate zoom level. Hoover your mouse over the for more information.



To use labeling, specify which field to use for the label.

**Special Properties**

Display in workspace

Select how client renders layer

Vector (WFS)

Raster (WMS)

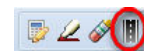
WFS Uppercase

Use for Street Labels

If the layer will only be used for searching and not for rendering over images, uncheck "Display in workspace."

Layers can be rendered as Vector or Raster data. If unsure, remain with the default.

If configuring a streets layer (line file), select "Use for Street Labels" for the POL application.



- c. Click the **Query** tab to choose which fields will be displayed when using the Query or Identify Tool when identifying an object. If the layer is made searchable, these are also the fields that will be displayed in the search results window.

Field Name	Display Name	Query First Line	Link Prefix
↑↓ locunit	☑ House Number	<input checked="" type="checkbox"/>	☑ Not set
↑↓ locpredir	☑ Street Predirection	<input checked="" type="checkbox"/>	☑ Not set
↑↓ locstname	☑ Street Name	<input checked="" type="checkbox"/>	☑ Not set
↑↓ locsttype	☑ Street Type	<input checked="" type="checkbox"/>	☑ Not set
↑↓ owner1	☑ Owner	<input type="checkbox"/>	☑ Not set
↑↓ pt_key	☑ Parcel ID Number	<input type="checkbox"/>	☑ Not set

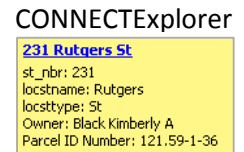
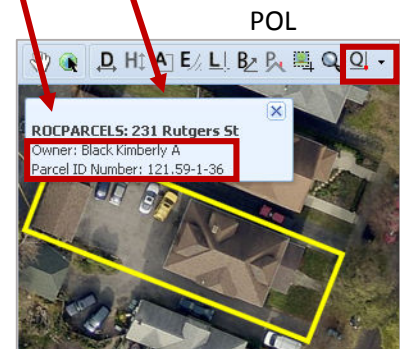
Click **Add/Remove Fields** to access the list of fields for the GIS feature. Select the fields you wish to display and click **OK**.

To reorder the fields, click on the arrows ↑↓ and drag the field up or down. Let go of the mouse to drop into the new position.

You can change the name displayed in the application(s) by clicking the edit icon ✎ within the **Display Name** column. Type the new name and click **OK**.

**Query First Line** will combine multiple fields, in the order specified, so they appear on the first line of the Query display.

In the **Link Prefix** column, enter a URL prefix to be shown as a link in the POL Selections panel and information box after querying. Linked files must reside on a web-enabled server.



- d. Click the **Search** tab to configure this layer for full-text searches.

Select the **Enable Full Text Search** check box. Selecting this option activates the list of fields that can be selected for text searches.

Select the field(s) you want users to be able to perform searches from.

Be cautious of selecting too many fields, or fields with similar information, as a search may yield a large number of results.

The **Geocode Search** tab is only visible if you are configuring a line layer and you selected the Enable Full Text Search check box on the Search tab. If the Geocode **Search** tab is visible, set up this layer for address geocode searches. Select the **Enable Geocode Search** check box. Selecting this option activates the Street Fields section. Select the appropriate range data fields.



- When you are done setting up the desired fields on the tabs of interest, click Save.
- To set up additional layers, repeat the steps above.
- You can quickly view which layers have been configured and for which functions by looking at the **GIS > Configure Display/Query/Search** page. Ensure the desired source is selected from the data source list, or select All Configured Layers.

In the Feature list, the feature name will be listed with its Display Name. Checkmarks  will indicate which configuration categories have been configured. In the example below, all categories have been configured for the Fire Stations and Streets layers. The Parcels layer has been configured for Display and Query, but no search has been created.

Feature Name	Display Name	Configure For			
		Display	Query	Search	
FIRESTN	Fire Stations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ROCCENTERLINES	Streets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
ROCPARCELS	Parcels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

To quickly edit a specific category, click the  to go to that category's tab for configuration.

- To **Delete** a layer's configuration, click the trashcan icon to remove its configuration. The layer will no longer be visible to users.
- To **Delete** the entire source, go the **GIS > Upload Your GIS Data** page, and click the trashcan icon to remove the source. This will also remove the layer and any of its configurations.

## Updating GIS Layers

Use the Online Uploader from the **GIS > Upload Your GIS Data** page to upload any updated shapefile (or KML/KMZ). The updated file must have the same filename and attributes (data fields) as the previously configured layer.

If the layer already exists, Pictometry CONNECT will recognize it and prompt you to approve overwriting the existing data with the new data. Select **Yes** to update, or **No** to stop the upload.

If the new shapefile has the *same* attributes as the previous shapefile, any previously configured layers or searches will continue to work using the new data.

If the new shapefile attributes are *different* from the previous shapefile, the layer and searches will no longer function, and the layer will need to be configured again.

## Sharing GIS Layers

GIS layers can be shared to other organizations through a Parent Administrator. The Parent Administrator can select layers and publish them to other organizations. Those organizations will need to subscribe to the published layer in order to view it in the CONNECT application(s).

**Publish** – A Parent Administrator can make layers available for use to other organizations.

**Subscribe** – An administrator (Parent or Sub-Organization) can choose to utilize the layer and make it visible to the organization's users.

# Publish GIS Layers

1. Select the organization that owns the layer(s) you wish to share to other organizations from the left-hand menu. Ensure the layer(s) has first been configured. Only configured layers can be published.
2. From the administrative menu, select GIS and click on **Manage Shared Layers**.
3. On the **Publish/Subscribe to Organizations** tab, click on the **Publish/Subscribe to Organizations** button. This will launch the **Publish Details** window.
4. You have two methods to publish: One layer to multiple organizations or Multiple layers to one organization.
  - a. Select **One layer to multiple organizations**. On the left side, choose a layer from the current organization. On the right side, check the box in the **Publish** column for the organization(s) you wish to make the layer available to. If you would also like to go ahead and subscribe that organization to the layer, click the corresponding box in the **Subscribe Org.** column.

**Publish Details**

Would you like to publish:

One layer to multiple organizations  
 Multiple layers to one organization

Select a layer from Trainer\_Talma:

Parks

Organizations to publish to	Publish	Subscribe Org. Ⓜ
Public Safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheriff's Office	<input type="checkbox"/>	<input type="checkbox"/>
EMS	<input type="checkbox"/>	<input type="checkbox"/>

- b. Or, select **Multiple layers to one organization**. On the left side, select the layers you wish to share. On the right side, choose the organization you wish to make the layers available to. If you would also like to go ahead and subscribe that organization to the selected layers, click the **Subscribe for Org.** box.

**Publish Details**

Would you like to publish:

One layer to multiple organizations  
 Multiple layers to one organization

Select layers from Trainer\_Talma:

Apartments  
 ALLEY  
 Parks

Select the organization to publish to:

Sheriff's Office

Publish  
 Subscribe for Org. Ⓜ

5. Click **Save** to close the Publish Details window.

## MANAGE PUBLISHED LAYERS

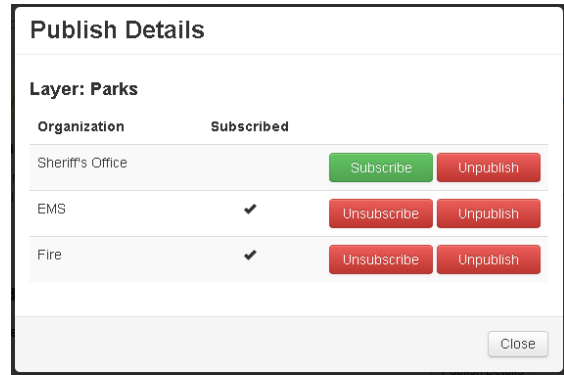
Once layers have been published, the Parent Administrator can manage them in one location.

1. Select the organization you wish to manage the published layers for from the left hand menu.
2. From the administrative menu, select GIS and click on **Manage Shared Layers**.
3. Ensure the **Publish/Subscribe to Organizations** tab is selected. Under Published Layers, any layer from the current organization that has been published to any organization will be listed.
4. Click **Publish Details** for the layer you would like to manage.

**Published Layers**

Layer Name	
Parks	<input type="button" value="Publish Details"/>
Apartments	<input type="button" value="Publish Details"/>

5. The Publish Details window will launch, displaying all organizations that have access to the selected layer.
  - a. A checkmark ✓ will display for the organizations currently subscribed to (or viewing) the layer.
  - b. To subscribe an organization, click **Subscribe**.
  - c. To unsubscribe an organization, click **Unsubscribe**.
  - d. To no longer make the layer available to an organization, click **Unpublish**.
6. Click **Close** when finished.



## Subscribe to Published Layers

Layers that have been published to an organization can be made viewable to the organization's users by Subscribing to the layer. These steps describe how an administrator can subscribe to layers that have been published to them.

1. From the administrative menu, select GIS and click on **Manage Shared Layers**.
2. On the **My Subscriptions** tab (the only tab available to Sub-Organization Administrators), the Available Layers list will display each layer that has been shared (published) to your organization.

Layer Name	Subscribed	Buttons
US Parcels		Subscribe
US Parcels	☉	Unsubscribe
Fire Stations		Subscribe

3. Layers currently subscribed to will display a checkmark ☉ to show it is currently visible to the organization's users. To unsubscribe to that layer, click **Unsubscribe**. To subscribe to a layer, click **Subscribe**.

## Getting Technical Support

For additional help or information, refer to the Help Guide provided within the application. Select your username from the upper right corner of CONNECTAdmin and click on **Help**.

You can also contact Pictometry's Customer Support by phone (1-888-771-9714) or email ([customersupport@pictometry.com](mailto:customersupport@pictometry.com)).

To schedule additional training, email [training@pictometry.com](mailto:training@pictometry.com), or contact your Pictometry Representative.

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**Pictometry International Corporation**  
 100 Town Centre Drive  
 Rochester, NY 14623