BGSU Campus Features: Web Application Instructions

Link & Log-in

- Click [Here](#) to access the Web Application

- *Sign in* screen (as shown below) will prompt for a log-in

  - Username: bgsu\YOUR BGSU USERNAME

    - Your username is your normal BGSU username, but is preceded by bgsu\ (see image on right. Replace "USERNAME" with your BGSU ID).

  - Password: YOUR BGSU PASSWORD

   - Your password is your current BGSU password.

Sign In   x

Please sign in to access the item on
https://gis3-vip.bgsu.edu/arcgis
(EmergencyVehicleRoutes/BGSU_E
mergency_Vehicle_Route)

Username:

bgsu\USERNAME

Password:

●●●●●●●●●●●●●●●●●

OK   Cancel

BGSU. BELONG. STAND OUT. GO FAR.
CHANGING LIVES FOR THE WORLD.
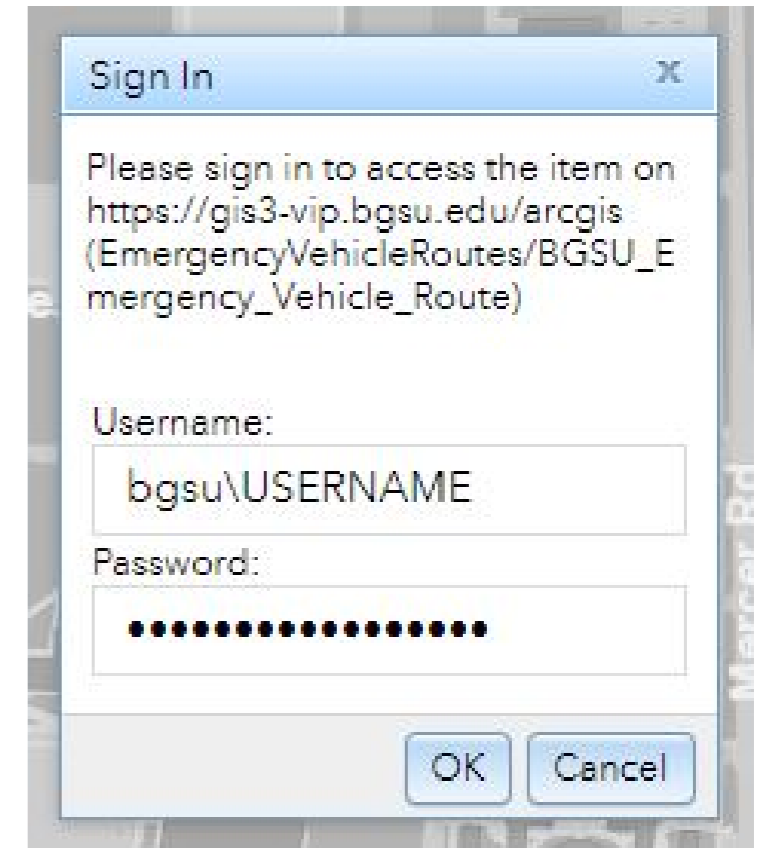
Layers

- The *Group Layer* icon ▪▪▪ containing all layers is located in the top right-hand corner of the map

- There are 7 main layer categories:

  - BGSU Property

  - Conditions

  - Utilities

  - Grounds

  - Campus Art

  - Drinking Water Stations

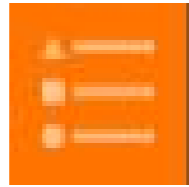 - Emergency Vehicle Routes
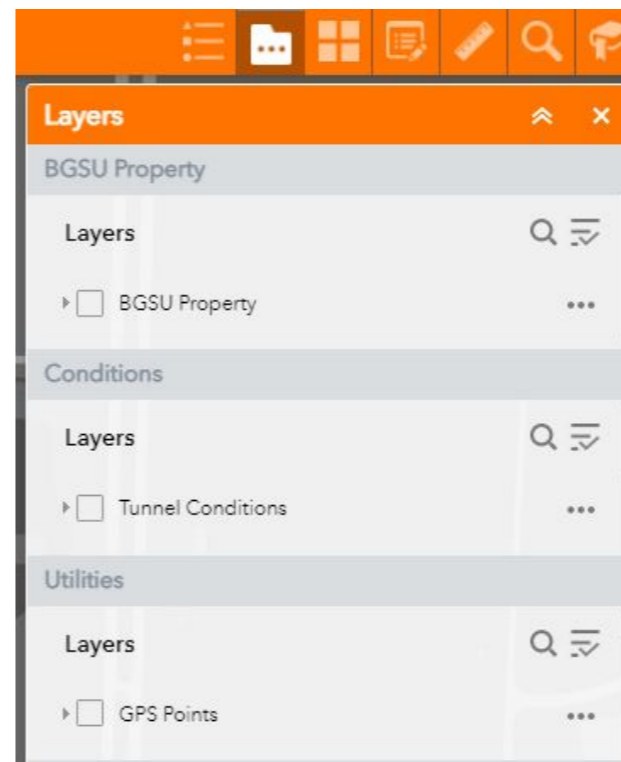
Layers

- To expand one group, consolidate all other groups by clicking the grey header bar once.

- Use the scroll bar in each group to view additional layers within a group.

- Turn layers on and off by clicking the box to the left of the layer name.

- Note: Depending on access permissions, some layers will not be visible in the layer list.
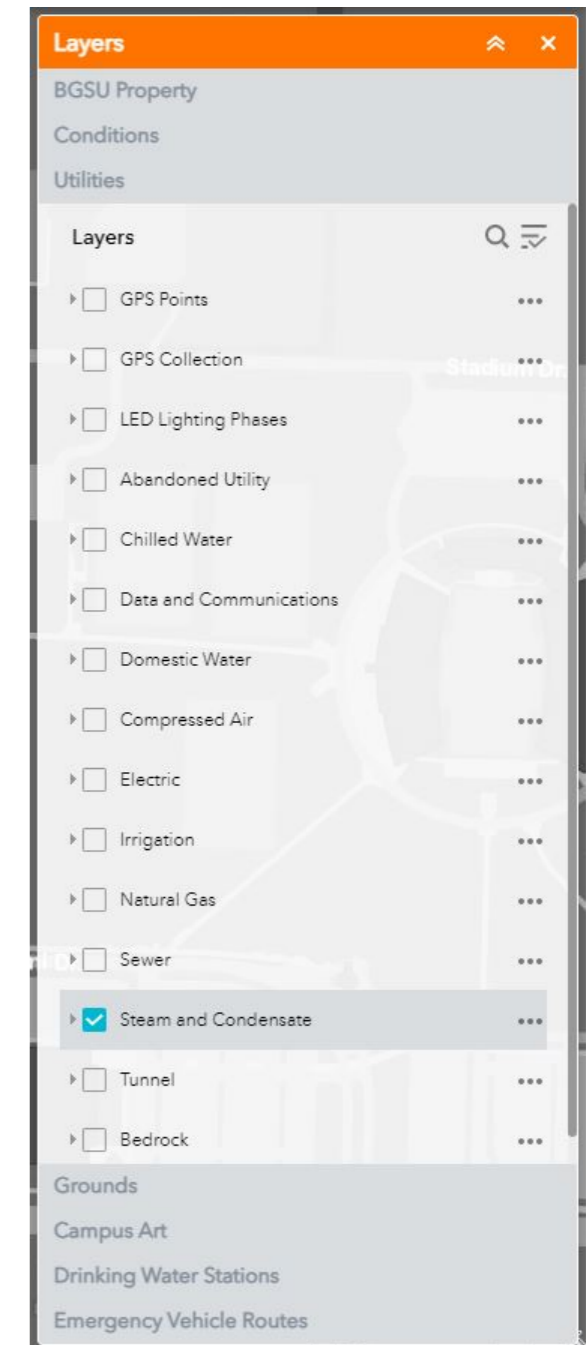
Legend

- Located in the top right-hand corner of the map. Shows symbol information for all layers that are on.
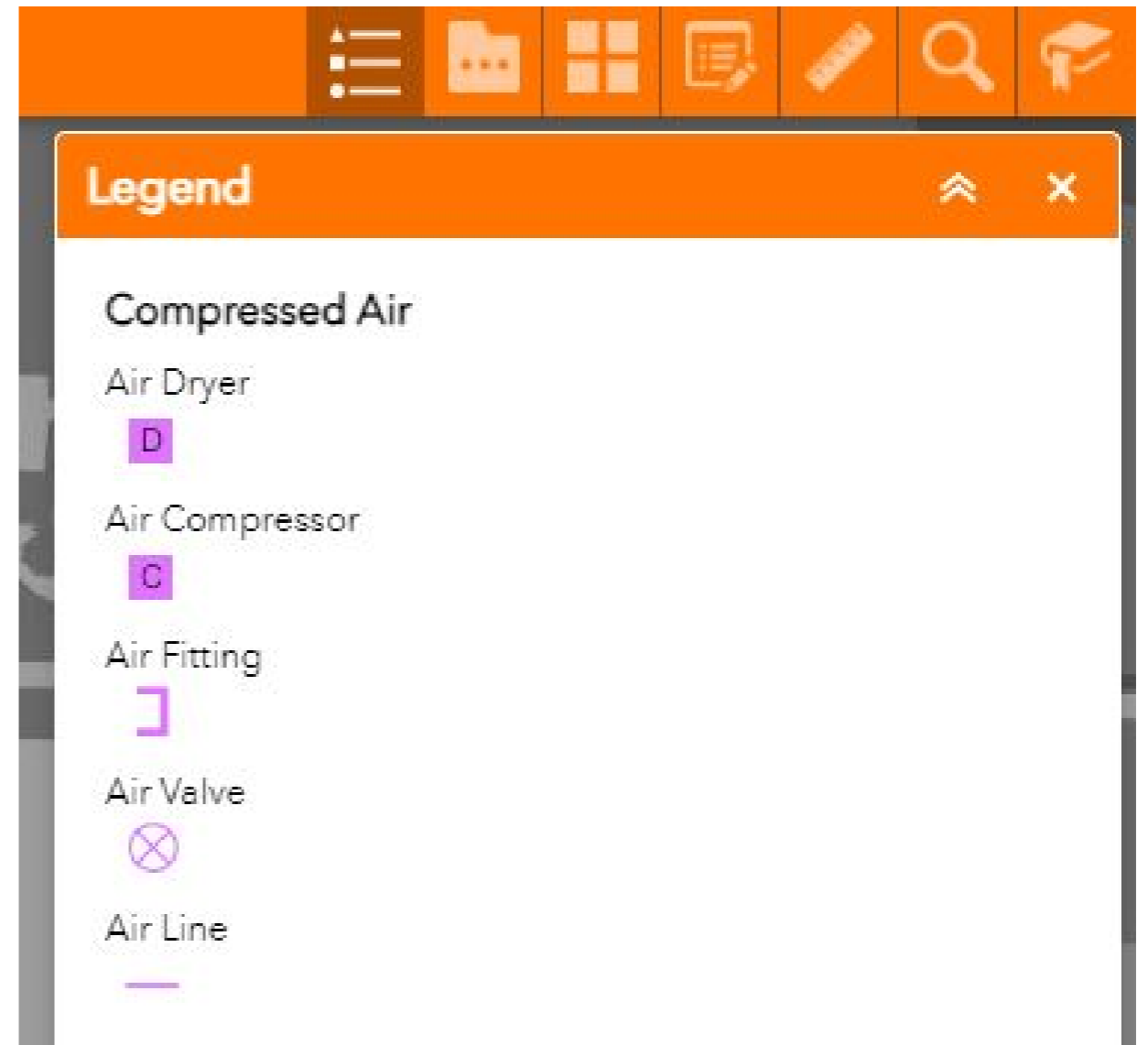
Other Icons

- **Home Icon** ⌂ – Resets map to default extent
  - Note: All layers presently on will remain on

- **My Location** ⊕ – Zooms to current location
  - Note: Pop-up may require user to enable ArcGIS to access your location.

- **Full Screen** ⛶ – Expands map frame to fit entire screen

- **Zoom Icon** –
  - + Zoom closer to a feature
  - - Zoom further from a feature

- **Measure** 📏 – Located in the top right-hand corner of the map.
  - Measurement Types:
    - Area
    - Distance
    - Location

Other Icons

- **Bookmarks** – Located in the top right-hand corner of the map.
  - Bookmark Options:
    - Main Campus
    - Research Park
    - Firelands
    - BGSU at Levis Commons
    - University House

- **Select** – Located in the top right-hand corner of the map.
  - To select a feature on the map:
    - Check the box next to the feature you wish to select
    - Left-click, hold and drag to select desired features
    - Select *Clear* to cancel selection
      - Note: All features wholly or partially within the selection boundary will be selected.

Search Tool

- **Address Search Tool** 🔍 – Located in the top left-hand corner of the map. Input an exact address, select from populated drop-down or click *Search* to pan to address
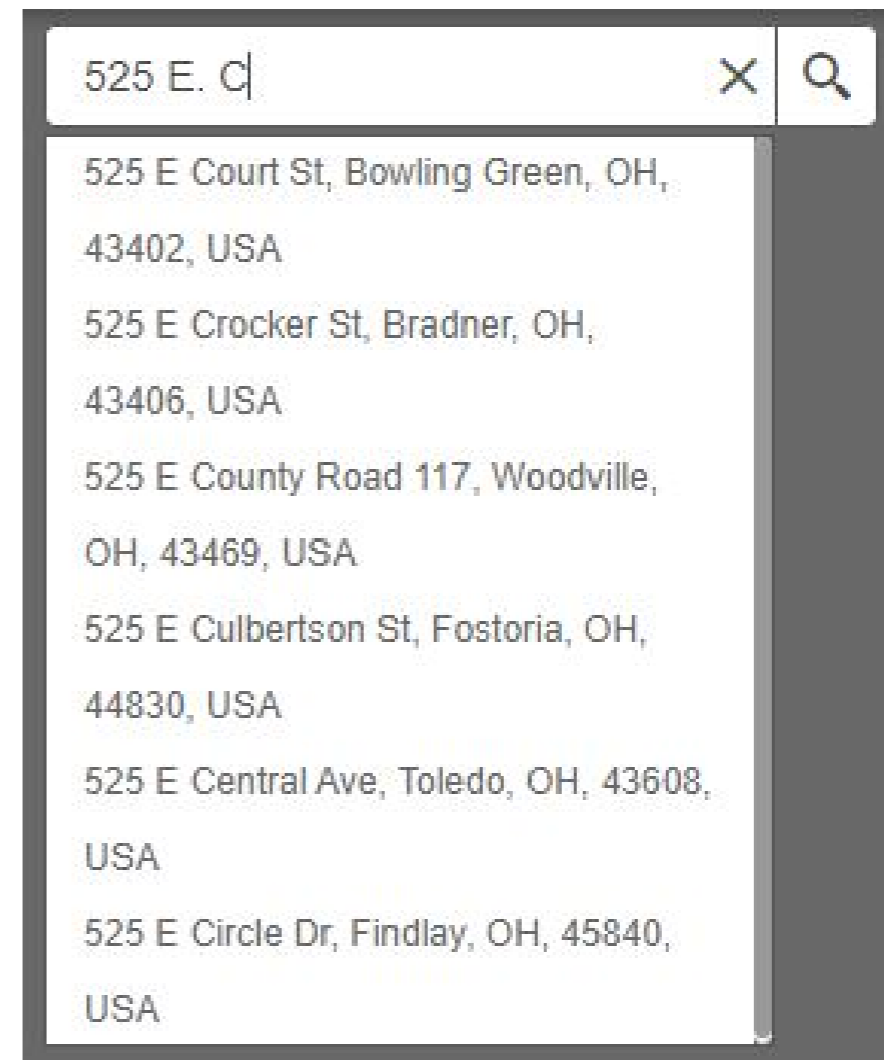
Basemap

- **Basemap** – Located in the top right-hand corner of the map.
  - The available BGSU basemaps include:
    - Aerial 2021
    - Darkbasemap 2020

Pop-Ups

- Single click any feature to view feature attributes (image below)
  - To switch selected feature when features are clustered together, click the arrows in the top right-hand corner of the pop-up (highlighted in red in the image below)

- **Zoom to** – Click *Zoom to* in the bottom left-hand corner of a pop-up to zoom into and center map image on the selected feature
- **Dock** ▭ – Click to expand the pop-up

BGSU BELONG. STAND OUT. GO FAR.
CHANGING LIVES FOR THE WORLD.
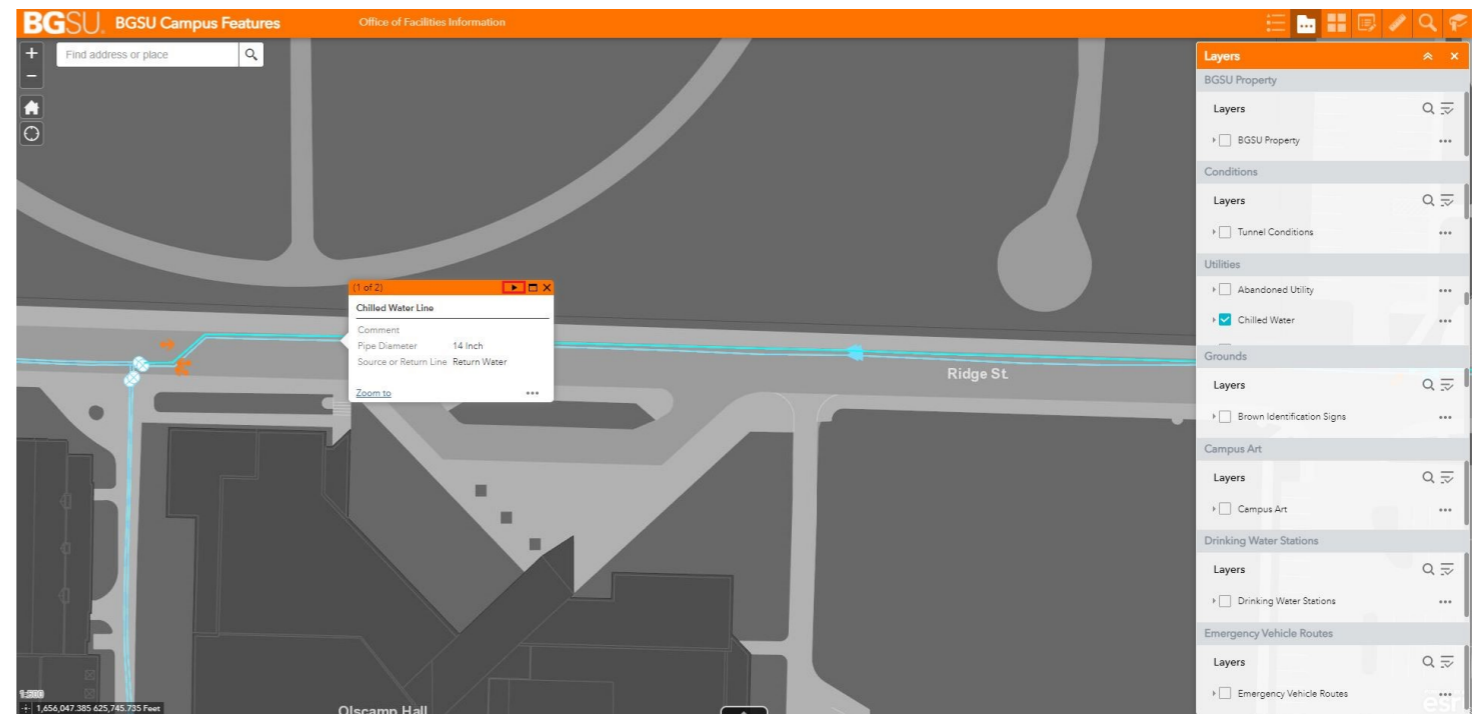
Pop-Ups

- **Attachments** – Some features may have attachments, such as images or documents listed at the bottom of the pop-up.
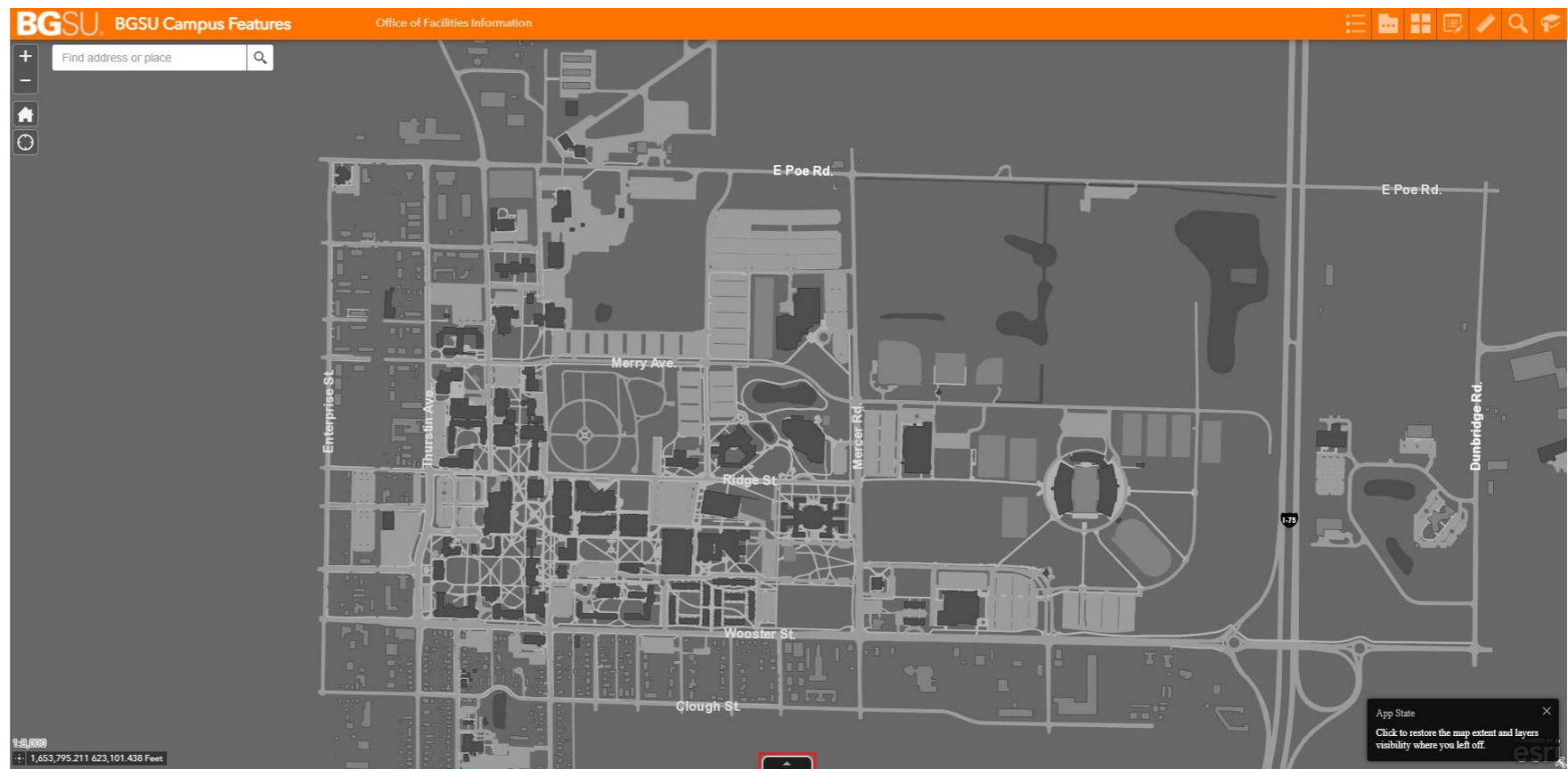
- **Other tools** •••

  - Pan to: Shifts view to center on selected feature

  - Add marker: Adds new point with coordinates

  - View in Attribute Table: To view feature in attribute table
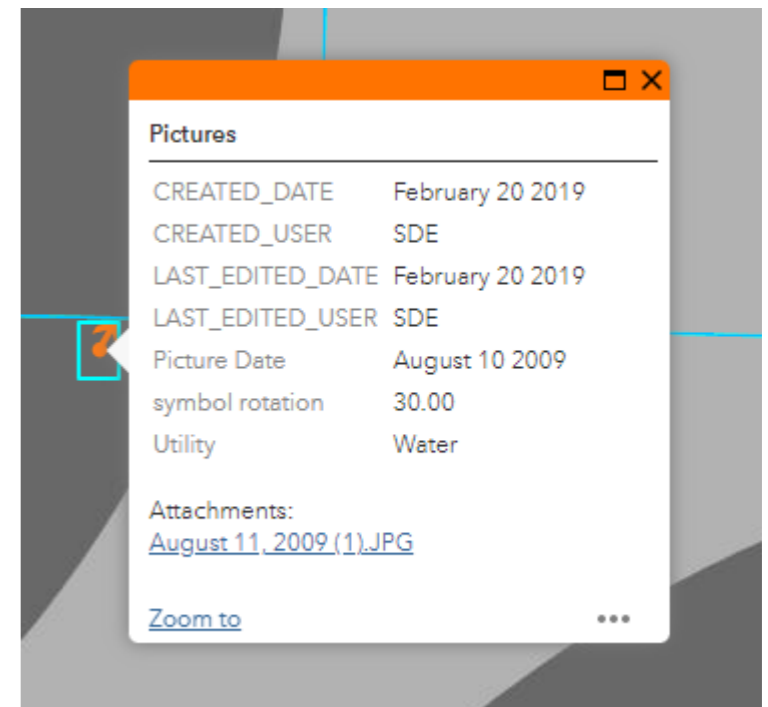
Attribute Table

- Click the collapsed button with the arrow pointing up at the bottom of the map to open the attribute table for the map features (highlighted red in the image below).
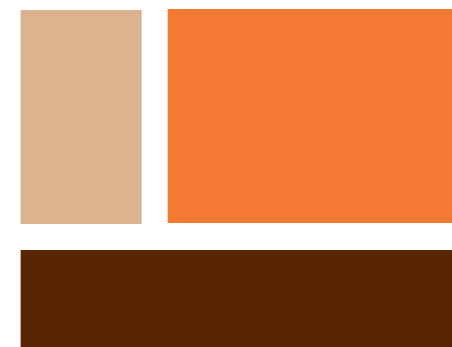
Attribute Table

- Open an attribute table by selecting the ellipsis to the right of the desired layer name in the layers list, then select *View in Attribute Table*.

- To further expand the attribute table, hover the mouse between the attribute table and the map. Click, hold and drag the table when the *drag view* icon appears.
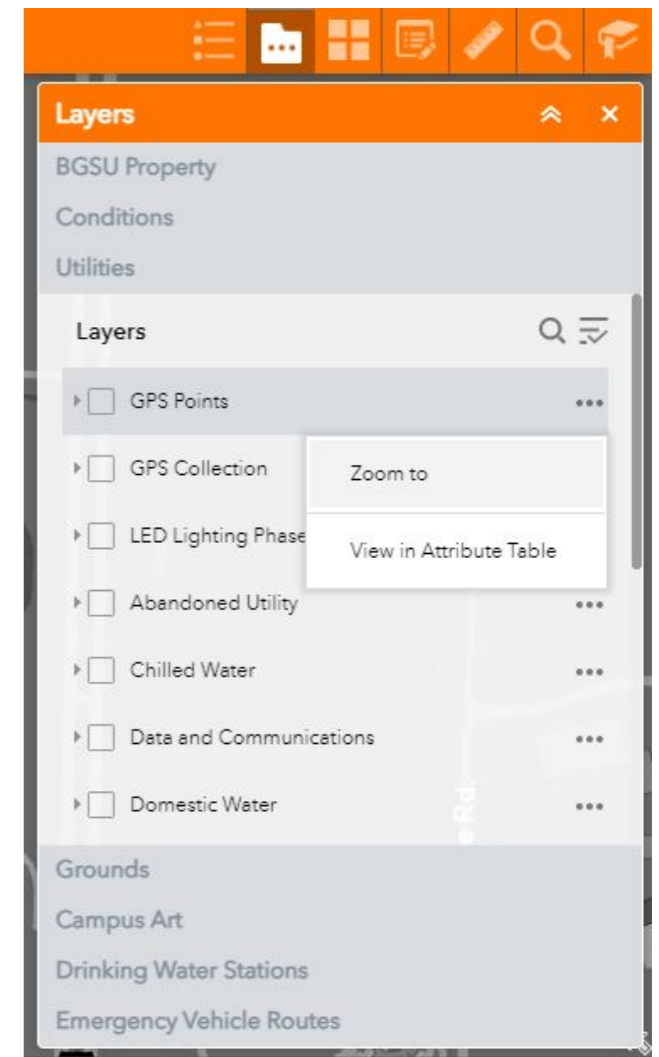
Attribute Table Tools

- ## Options:

  - **Show all/selected records:** Only available if there are selected features on the map.

  - **Show related records:** Not available

  - **Filter:** Allows advanced filtering of layers

  - **Show/Hide columns:** Select and deselect fields to view in the attribute table

  - **Export all/selected to CSV:** Will export all features (if no features are selected) or only selected features to CSV file format.

- ## Filter by map extent

  - Click to view only features in the attribute table that are actively shown in the map frame.

Attribute Table Tools

- **Zoom to:** Zooms to selected features

- **Clear selection:** Unselects selected features

- **Refresh:** Updates table when edits are made

- Each field within an attribute table can be sorted in ascending or descending order.

Header

- Click the *Office of Facilities Information* text within the experience header to be directed to the Office of Facilities Information main webpage.

Office of Facilities Information

- Click the BGSU letters to be directed to BGSU's main Webpage.

BGSU.

BGSU. BELONG. STAND OUT. GO FAR.
CHANGING LIVES FOR THE WORLD.