Kosovo GeoPortal Manual

Contents

1. GeoPortal – Basic

GeoPortal functions as a point of access to Kosovo Cadastral Agency's geographical information on Internet. Essentially it is a web portal which presents information from diverse sources in a unified way. Through the GeoPortal, the user be will able to search and read data which is stored in the databases at KCA. The user can also order copies of the information. Data from other data providers may also be available via the GeoPortal.
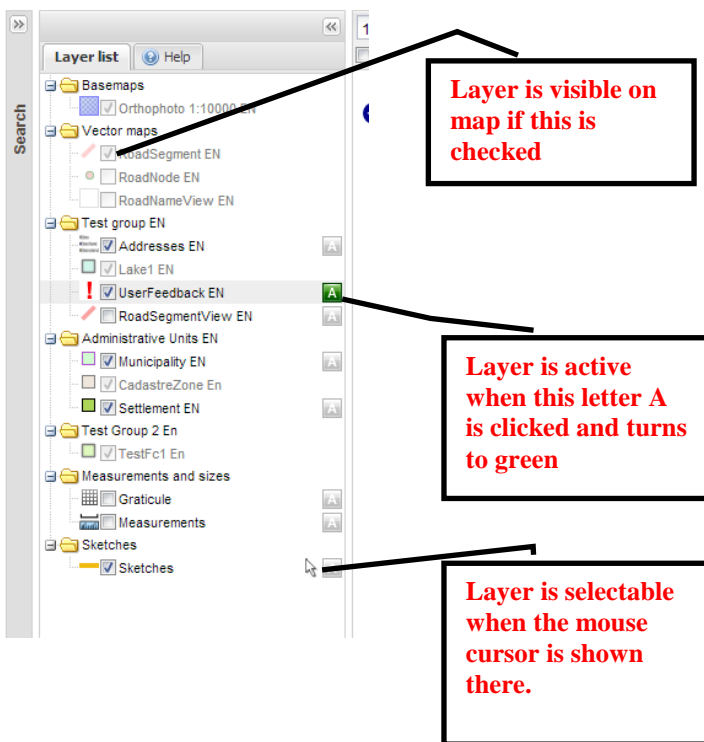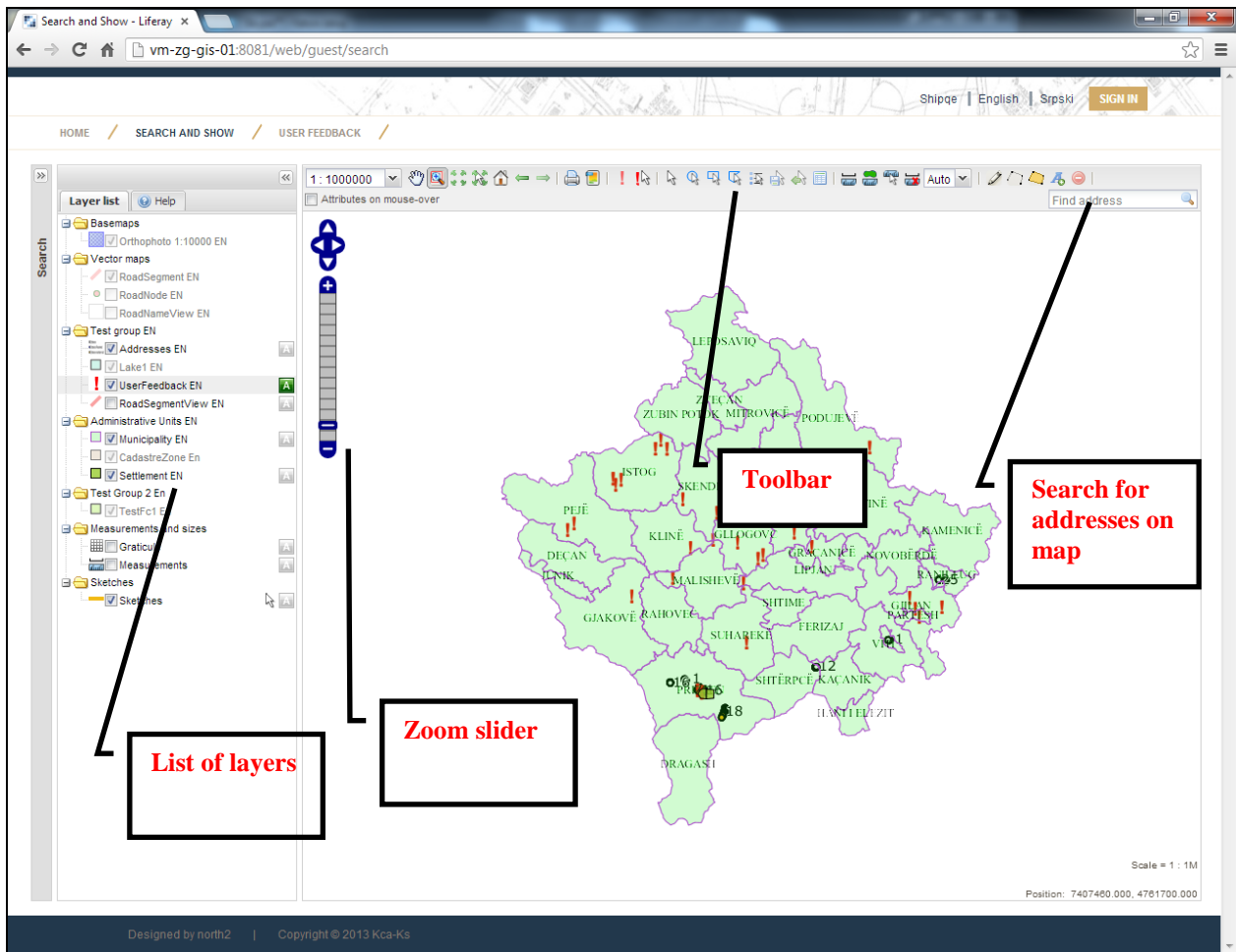
Homepage

Below is the homepage of GeoPortal from which you can sign in directly to view all the options available or you can continue to access information through the map.
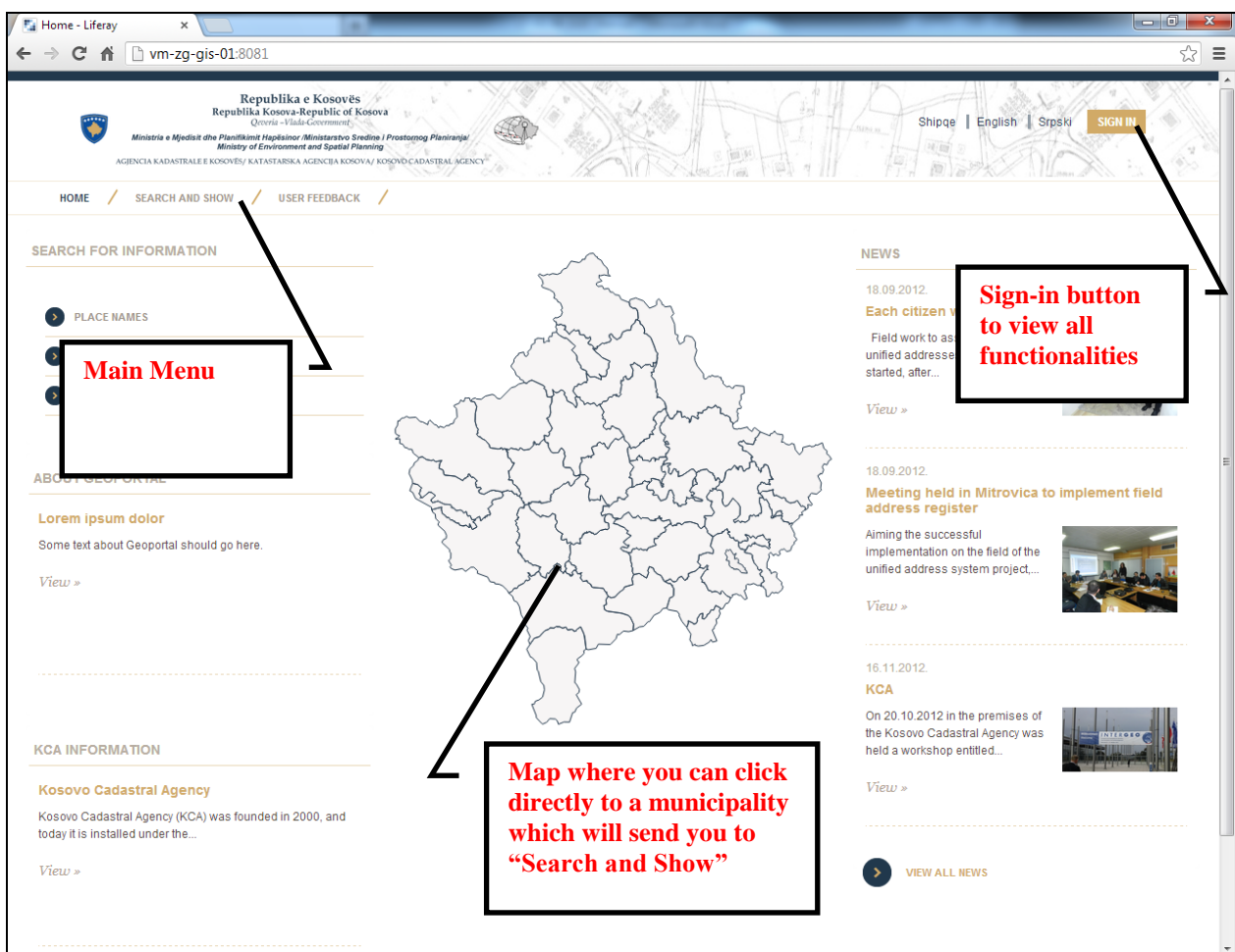
Map and layers

In order to access the map for searching and viewing geographical information, you either click on the map that is in the homepage or click Search and Show menu item which directs you to the map.

Toolbar

Search for addresses on map

Zoom slider

List of layers

Layer is visible on map if this is checked

Layer is active when this letter A is clicked and turns to green

**Layer is selectable when the mouse cursor is shown there.**

It is important to know three issues regarding layers of the map:

- If you want to intervene in a layer and add information, the layer should be active

- If you want make a layer visible or invisible on map the check button should be clicked

- If you want to select on map, parts of a layer of the layer itself, you should zoom in the map until the mouse cursors is shown next to the layer. Certain layers are selectable in certain map zoom levels

Toolbar and Online Help

An important component of the map is the tool bar as shown below. For all the tools in the toolbar, there are explanations in the online **Help** which is present next to the Layer List. You just need to **click on the tool** you need to use, and **in the part of Help** the explanation will be shown on what the tools serves for.
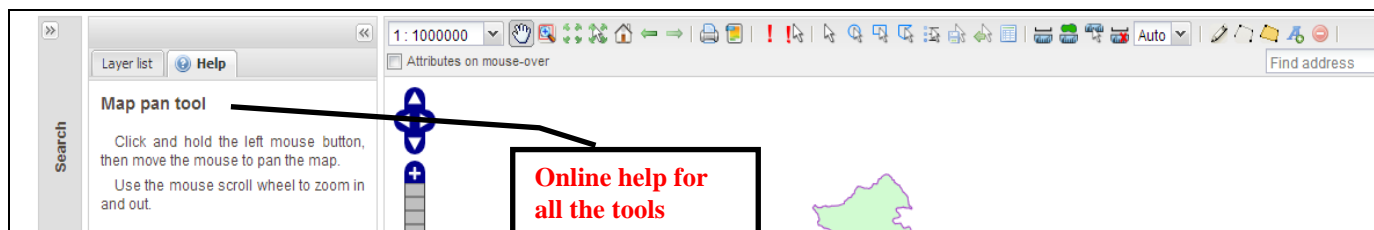

Below, all the tools present in the toolbar are shortly explained. For additional explanations, you should refer to the online help provided for each tool.

Viewing and navigation

Image	Tool Name	Explanation
	Map pan tool	Click and hold the left mouse button, then move the mouse to pan the map. .
	Zoom to rectangle tool	Enables zooming directly to the given extent by drawing a box on the map.
	Zoom to extent button	Click on this button to zoom to the maximum extent of the map.
	Zoom to selected features button	Click on this button to zoom to the extent of currently selected features.
	Zoom to initial view button	Click on this button to zoom to the initial state of the map.
	Previous and Next view button	Click on this button to restore previous map view.

For additional explanations, you should refer to the online help provided for each tool.

Printing

Image	Tool Name	Explanation
	Print map button	Click the "Print map" button to print the map.
	Save map as image button	Click the "Save map as image" button to save map as image.

For additional explanations, you should refer to the online help provided for each tool.
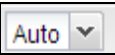
Selecting data from map and getting info

Image	Tool Name	Explanation
	Select tool	Click on a feature to select it.
	Select by circle tool	Click and hold the left mouse button anywhere on the map. While holding

Image	Tool Name	Explanation
		the left mouse button, drag the mouse to draw a circle around the features you wish to select.
	Select by rectangle tool	Click and hold the left mouse button anywhere on the map. While holding the left mouse button, drag the mouse to draw a rectangle around the features you wish to select.
	Select by polygon tool	Click the left mouse button anywhere on the map to start drawing a polygon. Each subsequent left click adds a new point to the polygon.
	Selected features list	Shows the list of currently selected features.
	Save current view	Saves the current view of the map
	Retrieve saved view	Retrieves the last saved view of map
	View feature attributes tool	Click on a feature to view its attribute list. Displayed list is read-only.

For additional explanations, you should refer to the online help provided for each tool.

Measuring

Image	Tool Name	Explanation
	Measure length tool	Click the left mouse button anywhere on the map to start drawing a measurement line.
	Measure area tool	Click the left mouse button anywhere on the map to start drawing a measurement polygon.
	Measure selected feature length or area button	Select a feature or multiple features. Press the "Measure selected features length or area" button.
	Clear measurements tool	Click on this button to clear measurements from the "Measurements" layer.
Auto ⌄	Select units for length measurement tool	Set the measurement units for the length measurement tool.

For additional explanations, you should refer to the online help provided for each tool.

Drawing

Image	Tool Name	Explanation
	Digitize point feature control	When control is active, left click on the map to digitize a point.
	Digitize line feature control	When control is active, left click on the map to start digitizing a line.
	Digitize polygon feature control	When control is active, left click on the map to start digitizing a polygon.
	Digitize text feature control	When control is active, left click on the map to digitize a point where text will be positioned.
	Delete selected features button	Press to delete selected features from

		the active layer.

For additional explanations, you should refer to the online help provided for each tool.

Searching for data

Searching for data is available at the basic and advanced levels in GeoPortal. Basically, you can search in all the layers that are available and also for addresses. In order to open the search menu, you have to click, the arrow of the search tab as shown below.
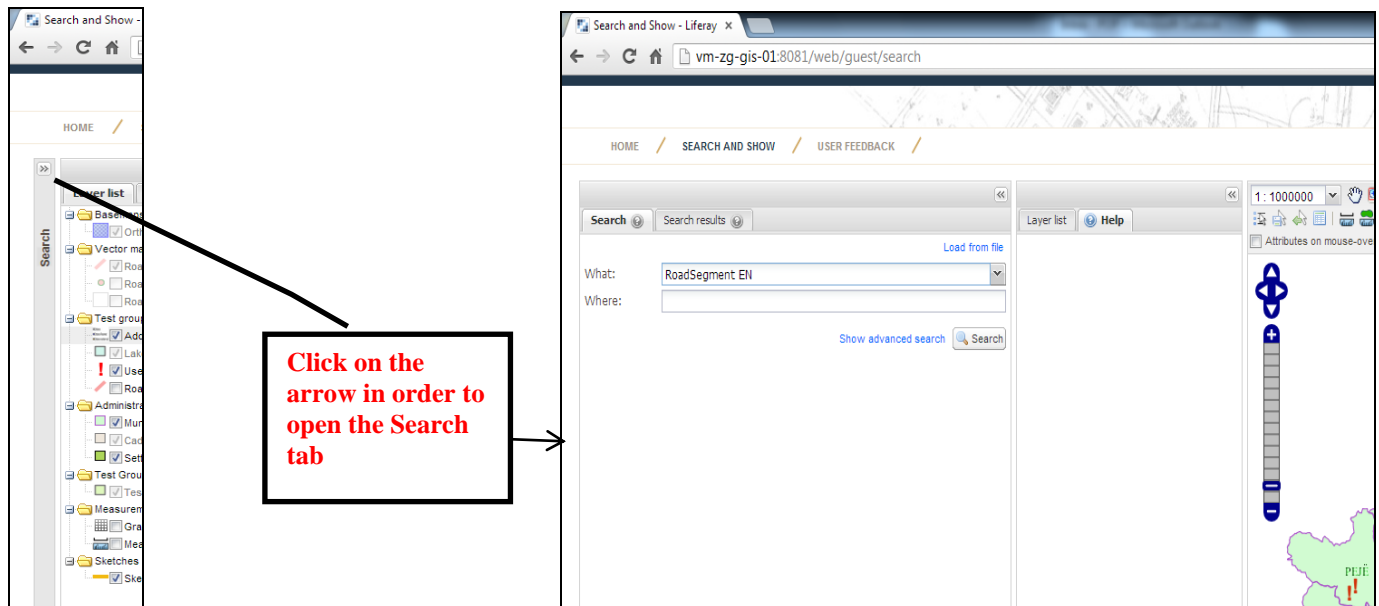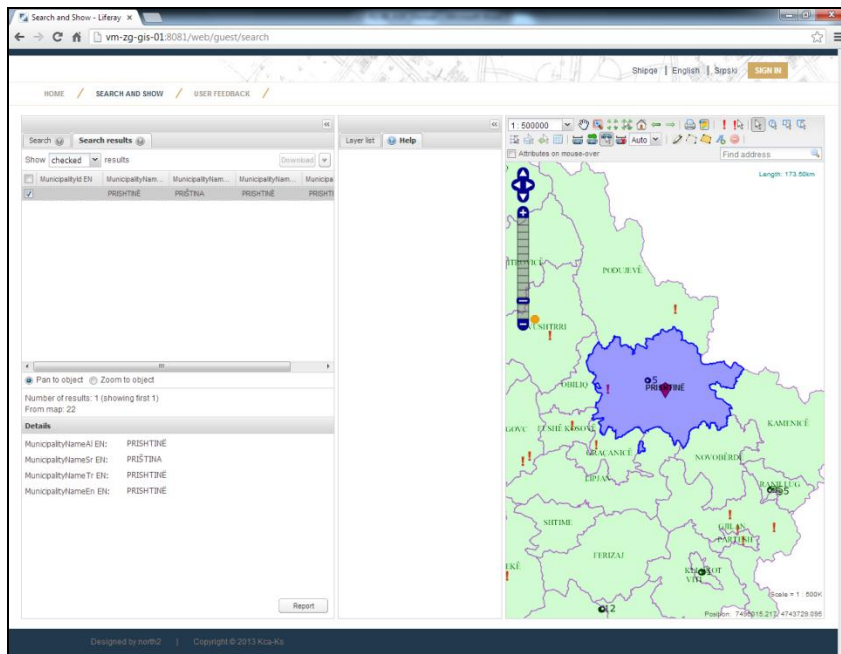

Simple search

The first that loads after opening the search window, is the simple search which can be performed as explanied below.
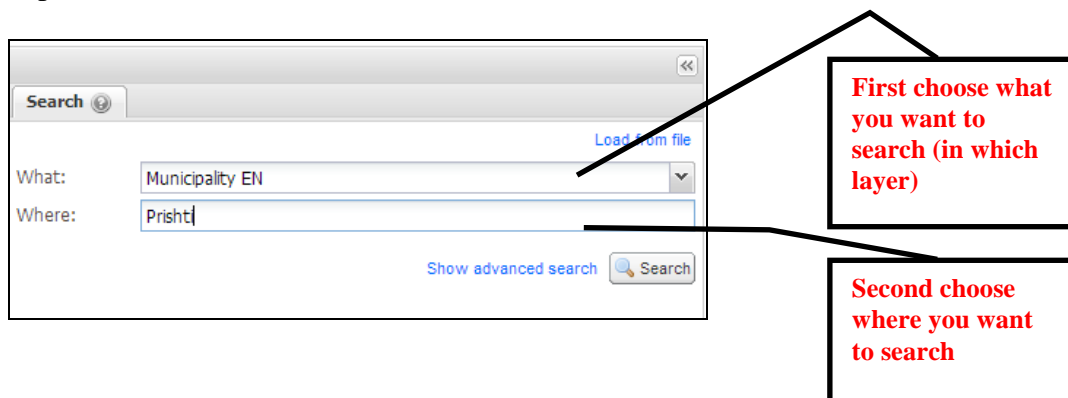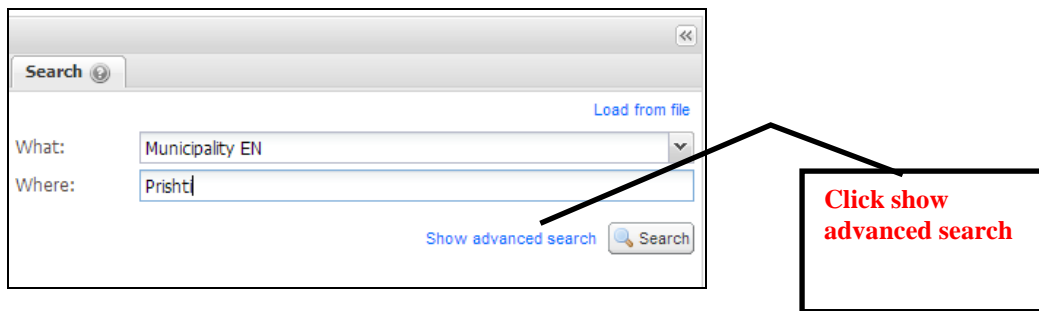

After pressing the Search button, the results will show as a list and also in the map, as shown below.

Advanced search

In order to enable, advanced search, click **Show Advance Search** in the search window.
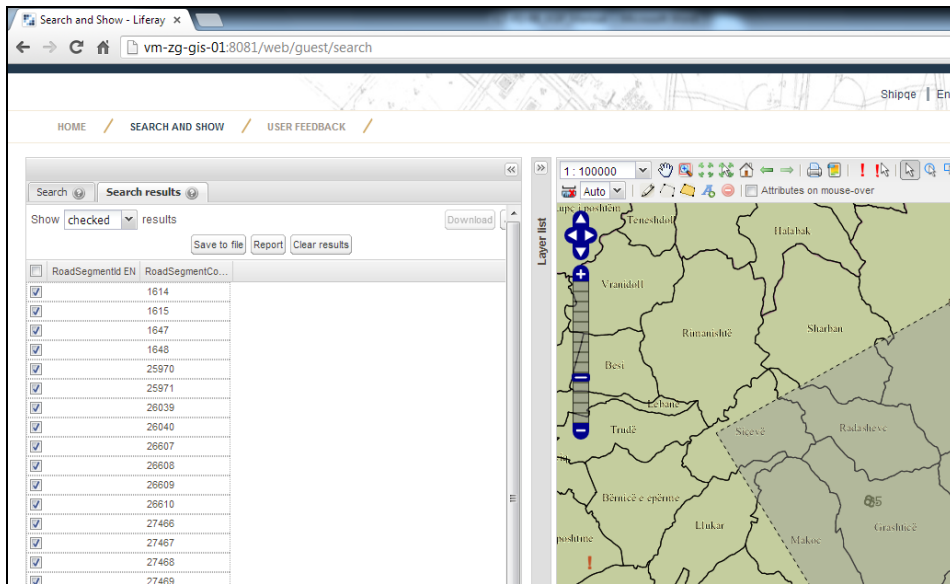

Once you click, a full range of options will be available to search. You can filter search results by Attribute Filters and you can also add Spatial Filters available:

- Visible area on map
- Custom defined area through drawing a polygon or box
- Choosing an administrative unit
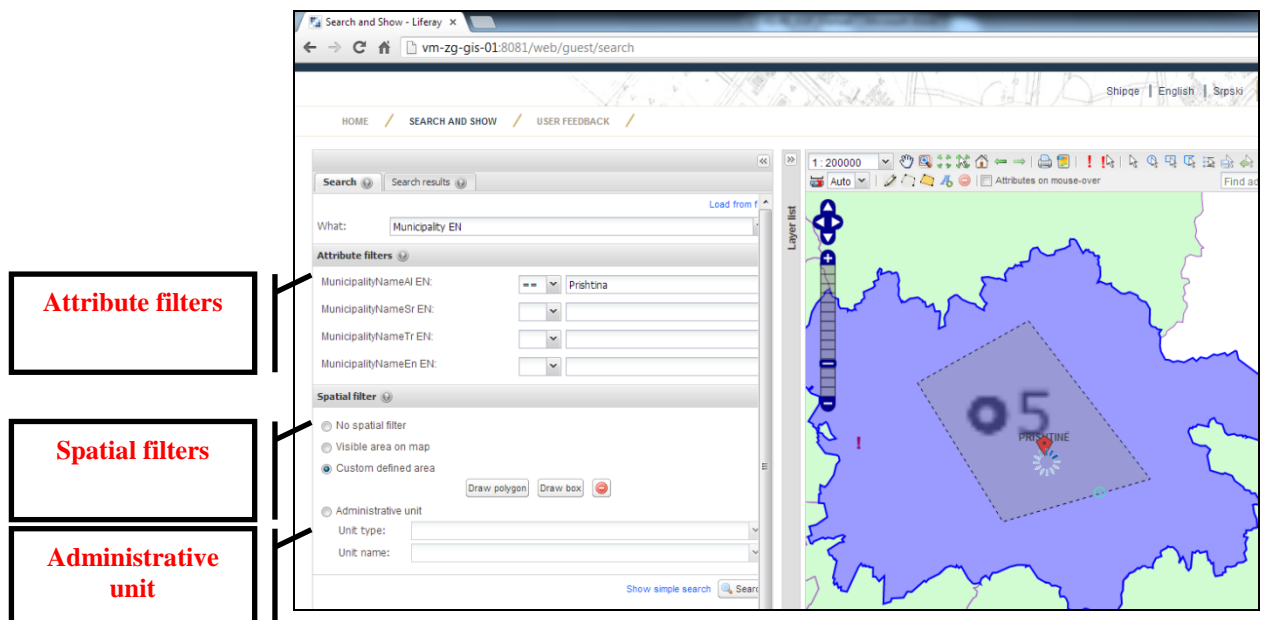
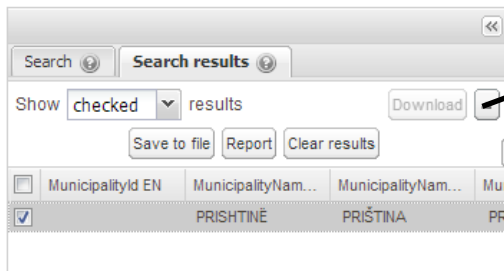Search results are reflected in the list and in map.

Saving search results to file and loading from file

Search results can also be saved to file and loaded afterwards when needed so that you do not need to recreate search criteria again.

Below it is shown how to save search results.

Press this arrow here and then press Save to file. Afterwards you can choose where to save the file

Load from file

In order to retrieve search results, you have to load the file as shown below.

Press Load from file and select file saved with search results

Checking, unchecking, showing position of selected object on map

Objects which are retrieved from search results can be checked or unchecked (not visible on map) and if they are selected, the map will pan to the object or zoom to that object in map as the user specifies.
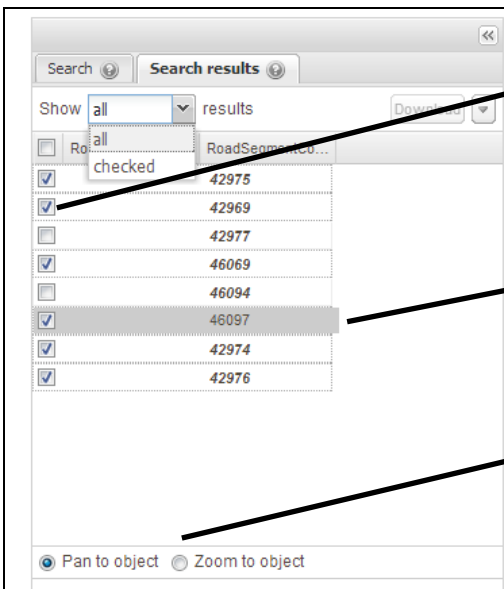
Check or uncheck here to make objects visible or invisible in map

Select them in order the map to concentrate on them

Choose the options for the map to pan to selected object or zoom to selected object.

Adding selections from map to search results

In addition to searching, there is also an option to add selected objects from map to the search results. This is possible if you select objects in map (for instance, segments) and just open the search tab. The selected objects will be automatically shown to search results.
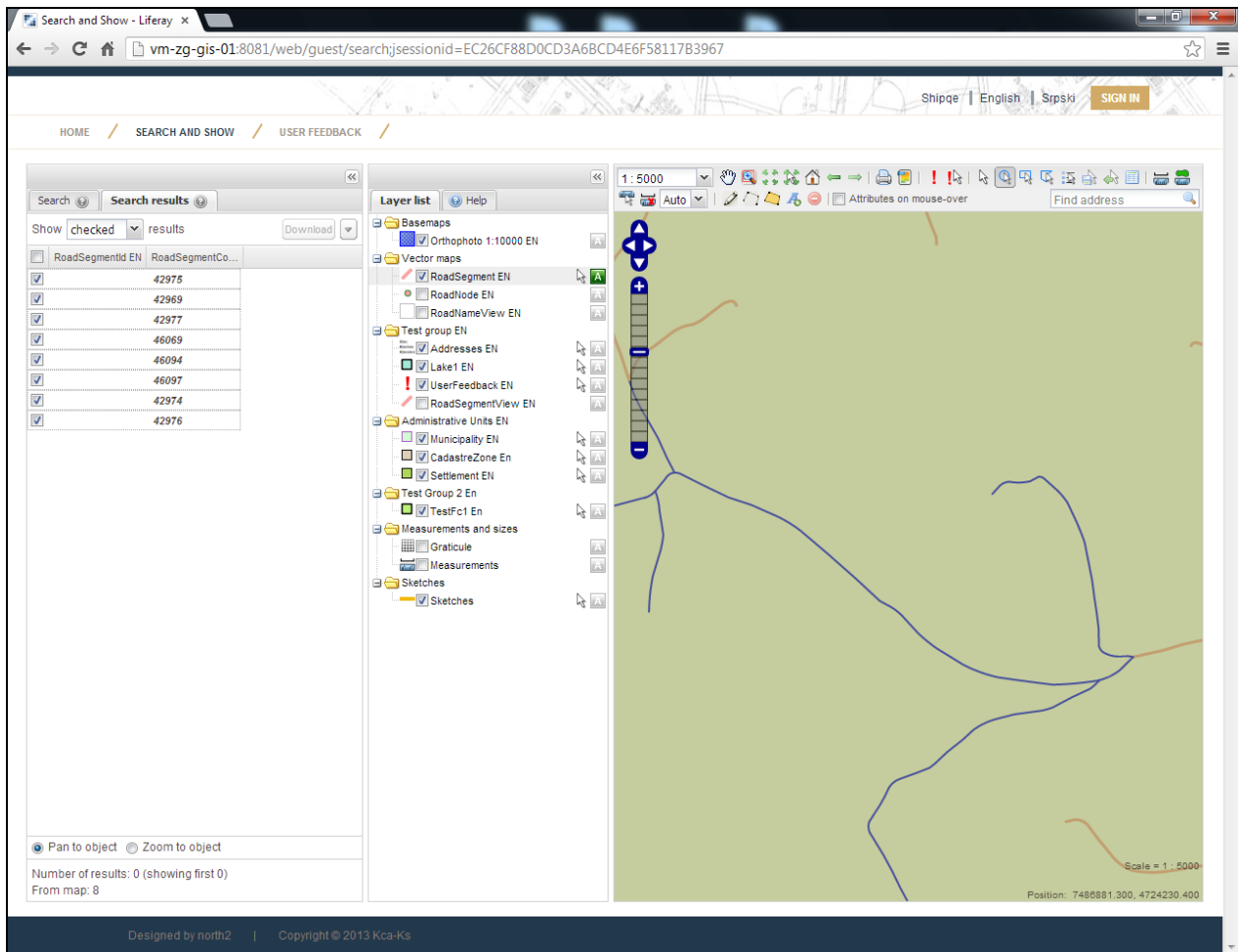
2. GeoPortal – Advanced

Leaving feedback

There are two ways to leave feedback for any information that is presented in the map:
- By Email
- By opening a topic in the discussion forum

Feedback can be given for information that the user thinks is not represented correctly or for other general issues.

Instructions are given below for leaving feedback:

Messageboard feedback
The second option to add feedback is for already registered users who are signed in. Here also, it should be started by pressing the Send Feedback tool in the toolbar.
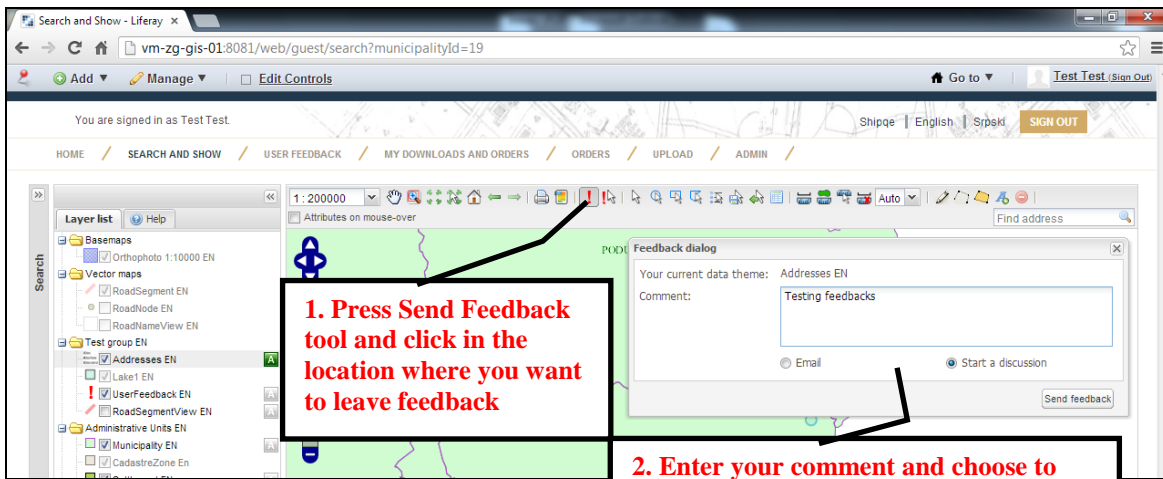
1. Press Send Feedback tool and click in the location where you want to leave feedback

2. Enter your comment and choose to send it by email or start a discussion in the User Feedback forum. If you click to start a discussion, a new topic will be created in User Feedback and can be accessed as shown below
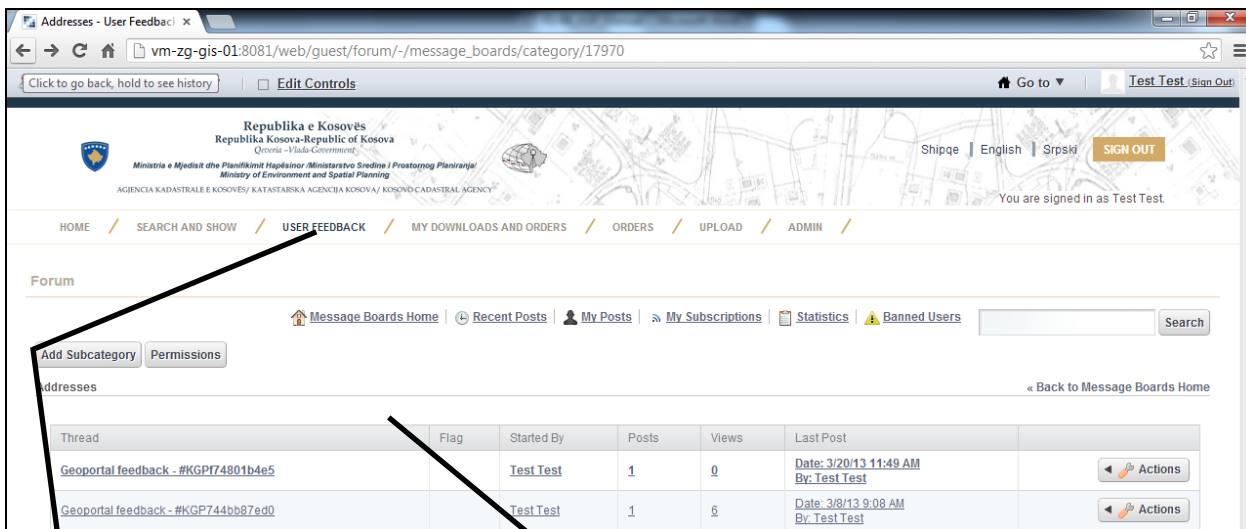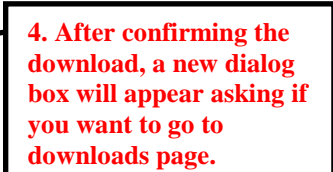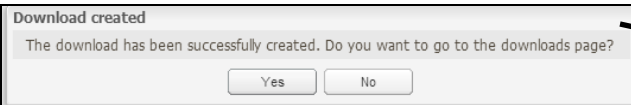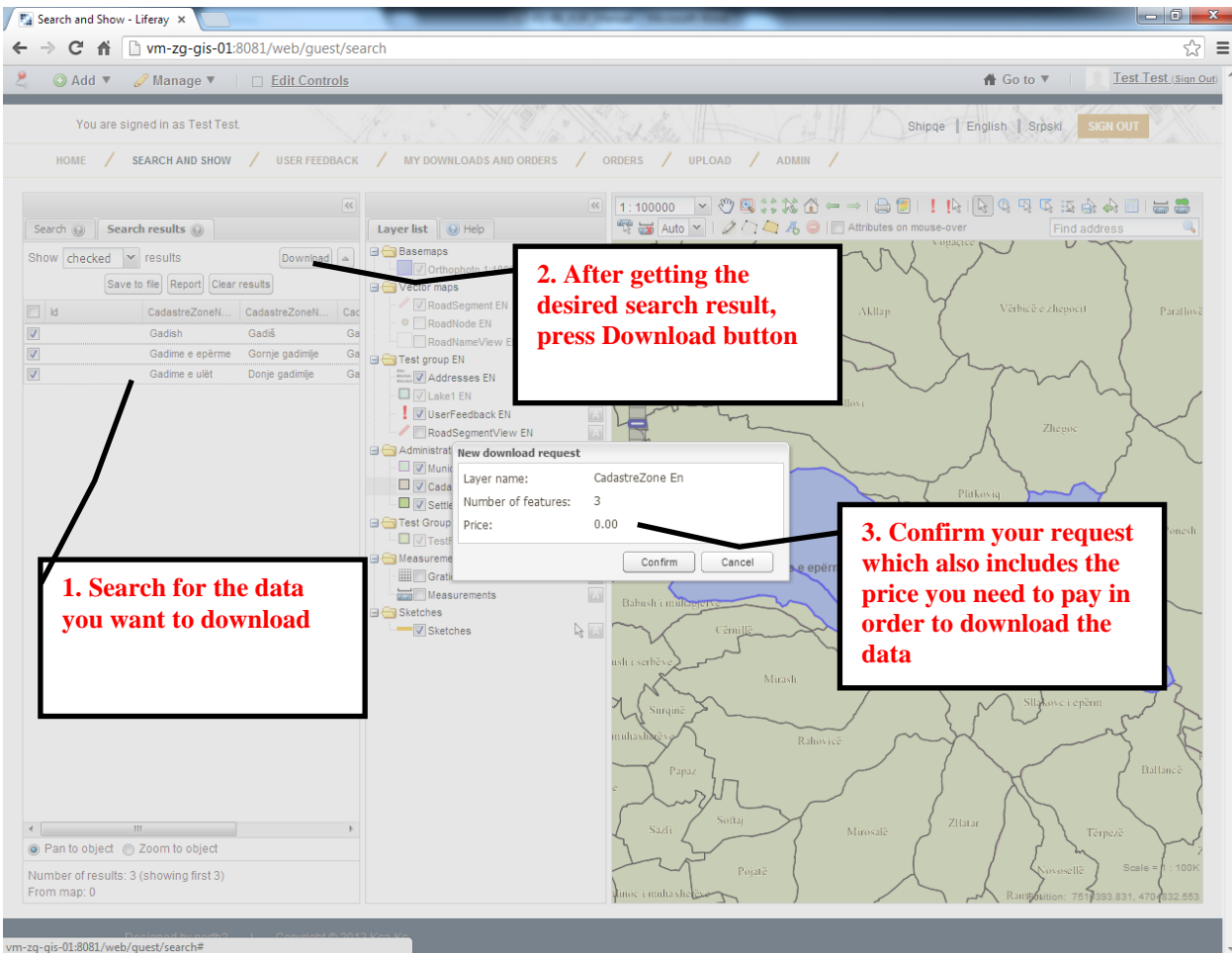

1. Press User Feedback menu item to access discussions

2. Your feedback will be listed together with your username and date of submission. You can access it and add more explanations or reply to administrator responses
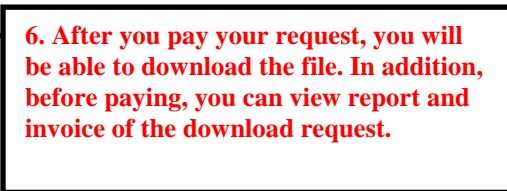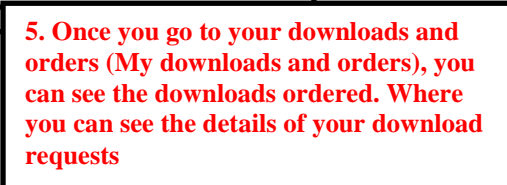
Downloading of data

In order to download data, **the user has to be signed** in and also it is important to know the concepts of searching and selecting which are described above. A user can download vector data and also raster data. Below both options are shown.
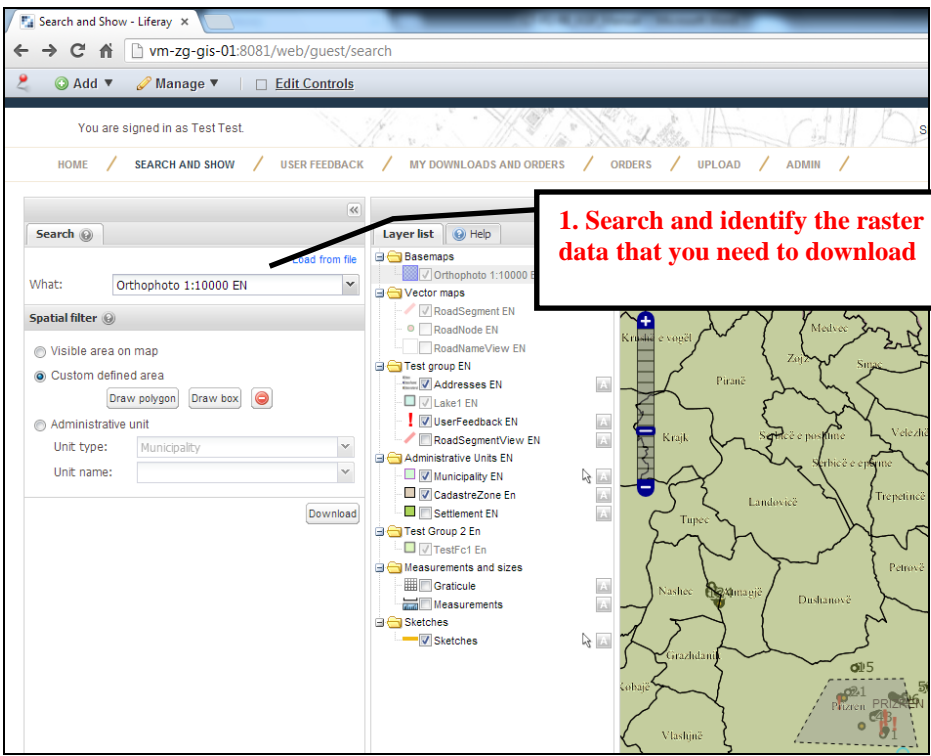
Vectors

2. After getting the desired search result, press Download button

1. Search for the data you want to download

3. Confirm your request which also includes the price you need to pay in order to download the data

Download created

The download has been successfully created. Do you want to go to the downloads page?

Yes   No

4. After confirming the download, a new dialog box will appear asking if you want to go to downloads page.

5. Once you go to your downloads and orders (My downloads and orders), you can see the downloads ordered. Where you can see the details of your download requests

6. After you pay your request, you will be able to download the file. In addition, before paying, you can view report and invoice of the download request.

Rasters

Raster data are downloaded in the same way as vector data. The only change is when you search for data, thus the type of data.

1. Search and identify the raster data that you need to download

2. Follow the same procedures form step 2-6 as in downloading vector data
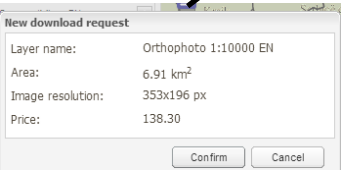
Ordering of data

In addition to downloading of data, a user can also order data and specify order details. Orders are managed by the KCA. To order data, a user needs to be signed in and press Orders from the main menu.

There are two steps in ordering data:

1. Filling in an online form with general information

1. Sign in to GeoPortal and press Orders menu

2. Enter order details and press Send. You will be directed to the second step for order details (My Downloads and Orders page)
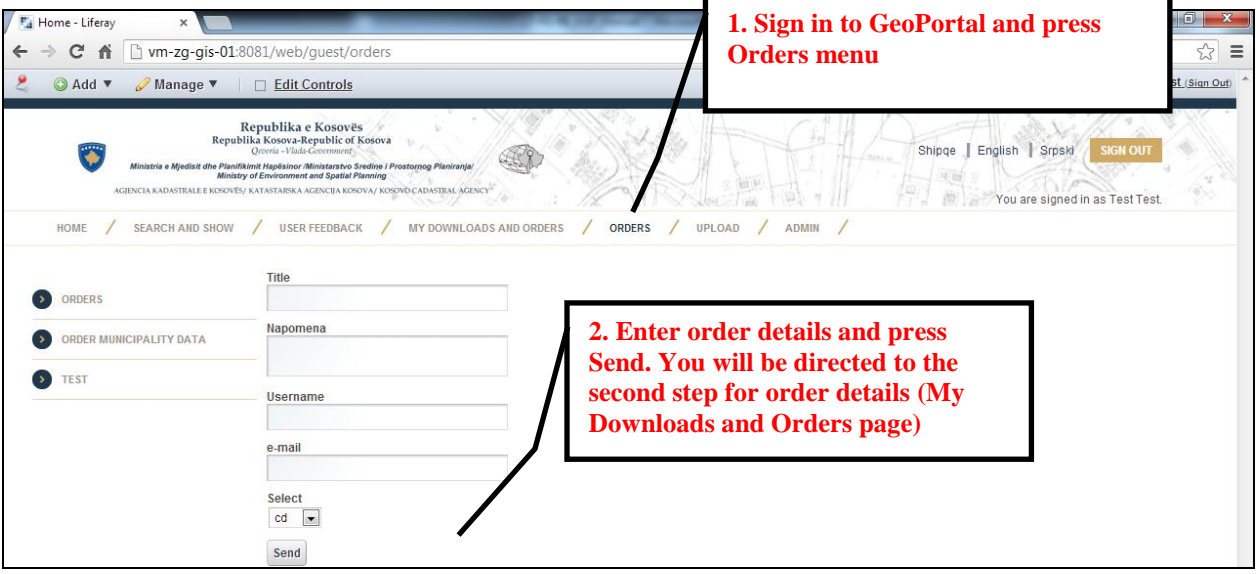
2. Enter additional information for order and final submitting in My Downloads and Orders (Orders tab)
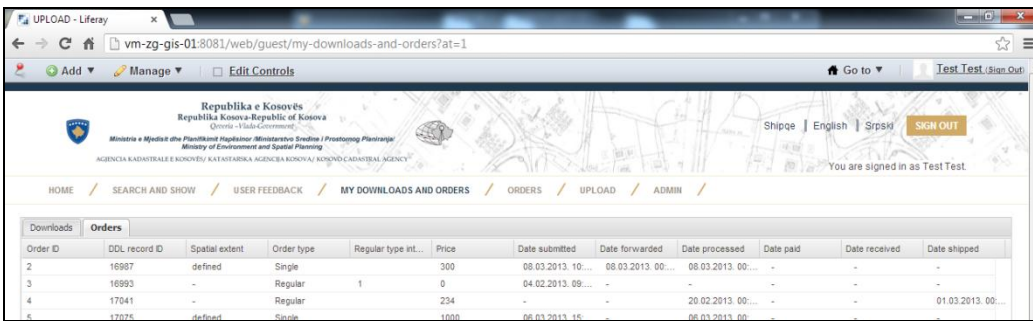
Below in the same page the following buttons will be shown:
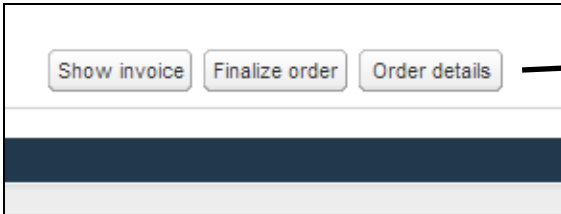
3. From here you can Show Invoice, Finalize order and view Order details after selecting your order from the list.

4. If you press Finalize order, the following window will be shown which allows defining Order type, Order Interval, and Define Spatial Extent

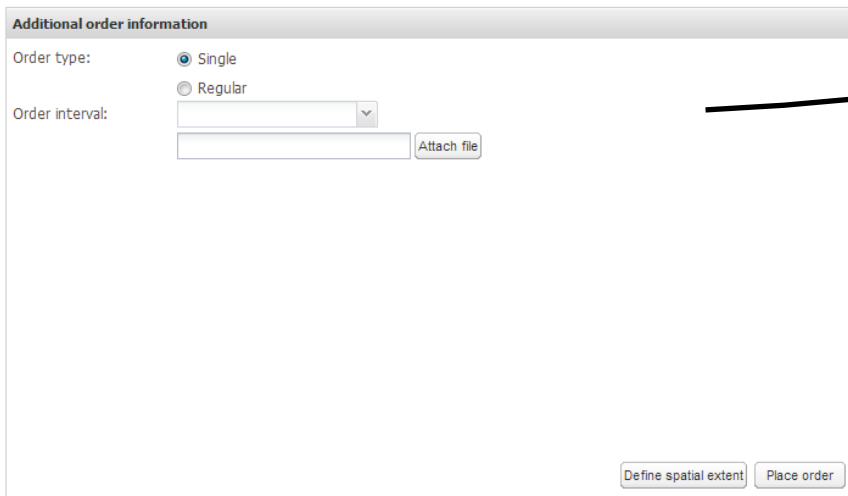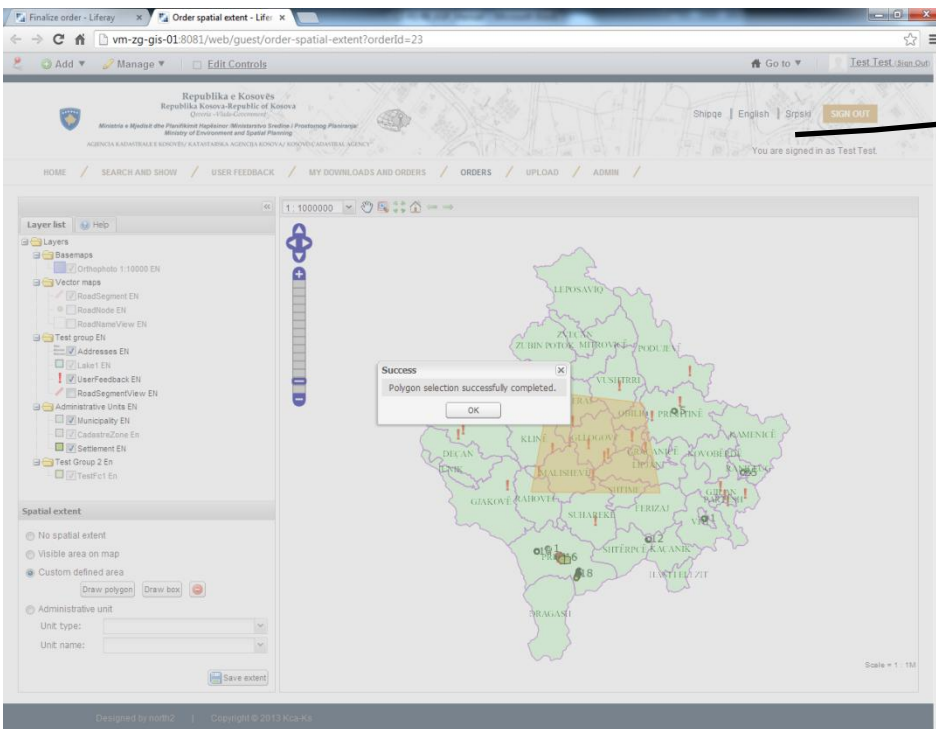**5. If you need to Define Spatial Extent, the map will be invoked where you can immediately start drawing a polygon to define the area requested**

6. After you define the area in step 5, you will be redirected to the Finalize order page in step 4 and when you press Place Order button, your order details will be update can be seen if you press Order Details button (see step 3)

13	17152	defined	Single		100	20.02.2013. 00:...	-	28.02.2013. 00:...	01.03.2013. 00:...	-	-
14	19016	defined	Single		0	18.03.2013. 08:...	-	-	-	-	-
15	19021	-	Single		0	18.03.2013. 08:...	-	-	-	-	-
16	19026	defined	Regular	1	0	18.03.2013. 08:...	-	-	-	-	-
17	19032	defined	Single		0	18.03.2013. 10:...	-	-	-	-	-
18	19201	-	Regular	1	0	18.03.2013. 13:...	-	-	-	-	-
19	19208	defined	Single		1000	20.03.2013. 08:...	19.03.2013. 00:...	19.03.2013. 00:...	19.03.2013. 00:...	-	19.03.2013. 00:...
20	19213	defined	Single		100	20.03.2013. 08:...	-	20.03.2013. 00:...	-	-	-
21	19406	-	Regular		0	-	-	-	-	-	-
22	19411	-	Regular		0	-	-	-	-	-	-
23	19416	defined	Single		0	20.03.2013. 13:...	-	-	-	-	-