Quick Reference Guide
SmartMsg – GIS Console

Introduction

The SmartMsg GIS (Geographical Information System) Console is intended for use with the SmartMsg system to send alerts based on geographical areas. The SmartMsg GIS Console allows for SmartMsg alerts to be sent to target areas, with the alert going out to all SmartMsg recipients within the target area coordinates. A user can choose an area on the map to send SmartMsg alerts. To select areas on the map the user can draw circles, rectangles, freeform areas, or select predefined areas of the map like a zip code or county. Specific addresses on the map can also be pinpointed and areas around the point can be selected for sending the alert.

Zoom In/Zoom Out – Use these buttons to adjust the zoom level. ("Zoom In" to get a close-up view of map or "Zoom Out" to see more of tmap at a reduced size.)

Rotate - This tool can be used to turn the entire map

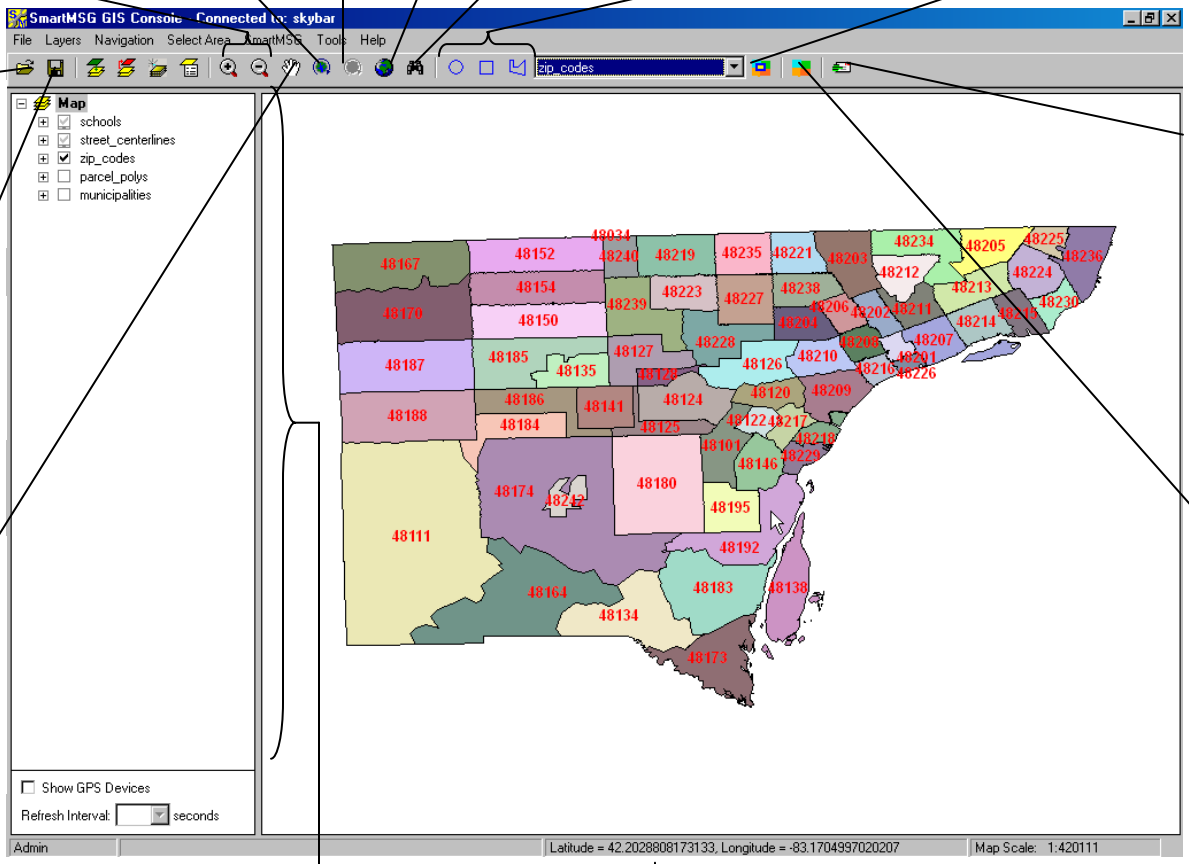
Full Extent – Click this to return to the default view of the

Clear Rotate - Click this button to reverse any rotation.

Find Address – Click here to locate specific addresses on the map

Drawing Tools for Area Selection – These tools enable the user to draw and select the area within a circle, rectangle, or freeform object on the map

Select Area from Existing Layer – This tool enables the user to select an area that has already been defined by a layer, such as an entire zip code or municipality.



Open Map – Click here to open a previously saved map.

Save Map – Click here to save any changes.

Pan – Click this tool and then drag the map to desired position on the screen.

Send SmartMsg – Once an area is selected, click this button and the Send Message form will appear.

Clear Selections – Click this to clear any current selections on the map.

This is the list of the map layers that have been created. The first layer that appears on the list will be the topmost layer on the map. To change the order of layers, click and drag a layer to the desired position. Double-click on a layer to view/modify its properties.

Latitude and longitude coordinates appear in the bottom of the screen. The latitude and longitude will change to reflect wherever the mouse goes on the map. When using the circle or rectangle selection tool, this area displays a distance measurement – shown in either feet or miles, rather than Latitude/Longitude.

To Find an Address

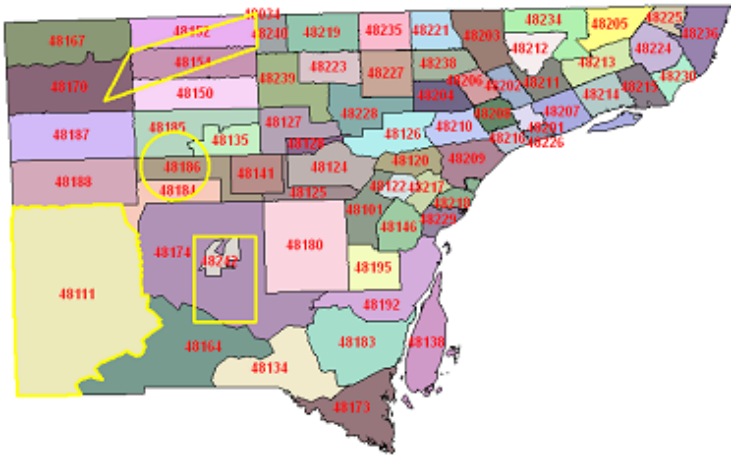
1. Click on the binoculars icon and the Find Address form will appear.
2. Enter address information.
3. Click on the **Find** button, and the list of **Address Candidates** will populate.
4. Select the desired address and click on OK. The map will zoom to the address. An example use of this tool would be an emergency at a specific address that required sending alerts to people within a specific radius of the emergency. The user could pinpoint the address on the map and then send an alert to all users within a defined radius of the address.

To Select a Circular Area

1. Click on the Circle icon. The cursor will change to a
2. Put the middle point of the cross (on the cursor) where you would like the center of the circle. Then drag outward to make the circle larger. The latitude and longitude measurements at the bottom of the screen will change to feet or miles. Use this to help create a circle with a specific radius.

To Select a Rectangular Area

1. Click on the Rectangle icon. The cursor will change to a
2. Put the middle point of the cross (on the cursor) to one of the corners of the rectangle and then drag outward to make the rectangle larger. The latitude and longitude measurements at the bottom of the screen will change to feet or miles. The distance measured is from one corner of the rectangle diagonally across to the opposite corner. To create a perfect square, hold down the **SHIFT** key while selecting the area.



To Select a Free Form Area

3. Click on the Free form icon. The cursor will change to a
4. Put the middle of the cross (on the cursor) at a point to originate drawing the freeform object.
5. Click once, and then move to the next point and click. The tool will draw a line between those two points. Click, move to the next point and click again to stop. Continue this process until you are ready to return to the first point. Bring the cursor back to the first point of the object, and double-click to finish the freeform area. The area will now be selected.

To Select an Existing Area

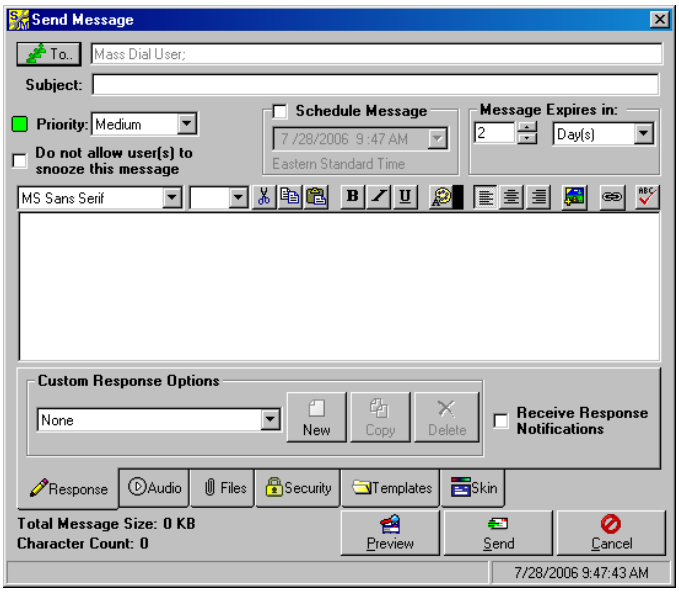
1. Click on the icon to the right of the dropdown menu.

2. Click on the area desired, and the area will be outlined/selected.

To Send a SmartMsg

1. After selecting an area, click on the Send SmartMsg Icon.
   -OR-
   Click on **Send SmartMsg** in the menu bar.
   The Send Message Form will appear.
2. Fill out the message with all of the necessary information.
3. Click on **Send**.

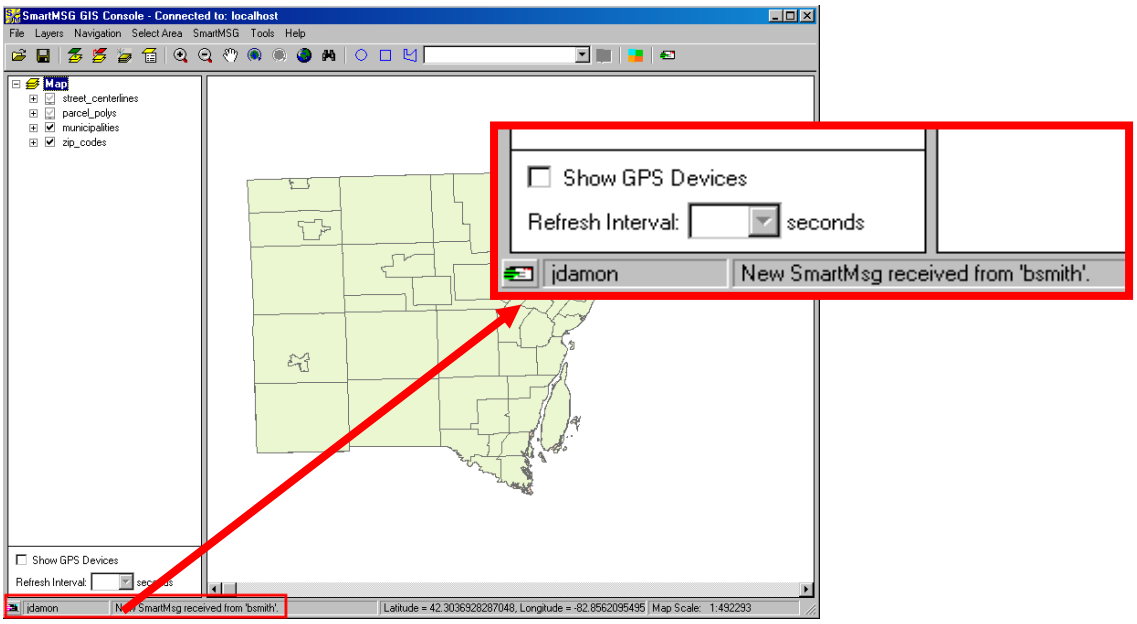
For more detailed information on sending a SmartMsg, see the *SmartMsg Client Manual* or the *Sending SmartMsg Quick Reference Guide*.



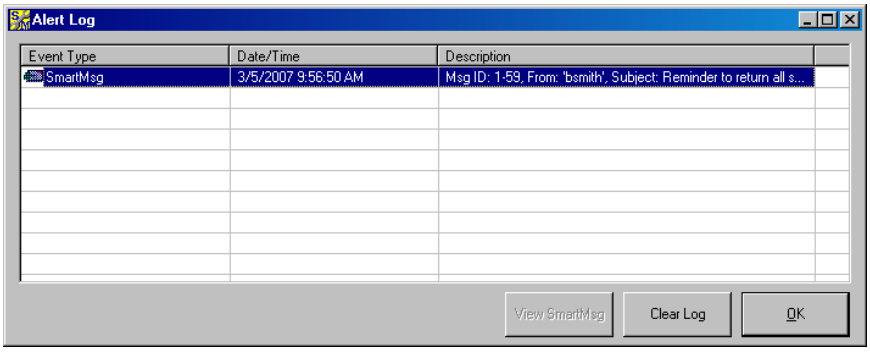
To Receive a SmartMsg

The GIS Console window shows an indicator on the bottom left side when the GIS user receives an alert (see figure below). To view the alert:

1. Click on the indicator to bring up the Event Log.



2. Double click on the SmartMsg event.



3. Acknowledge or reply to the message as you normally would.