

















Creating Map Overlays

supportcenter.nc4.com/hc/en-us/articles/218816507-Creating-Map-Overlays

- Your ability to work with overlays is determined by the permissions given to your E Team user account ID. You must be a member of the ETeam Managers or System Admin group, be a member of ETeam Editors or a customer group AND also a member of the ETeam Map Overlays group, or been given the permission EMapOverlay.
- All work on overlays is done while in the map viewer window.
- Each tool initially displays in gray indicating it is inactive. Tools change from gray to blue, to indicate active state when selected, except where noted.
- When available, help text will display on the screen for the selected tool when the tool is made active.
- Tools remain active until a new tool is selected or the active tool is clicked again, except where noted.

Overlay Tools

Tool	Purpose
	Create Overlay Layer. Select this tool to begin the create process. Once selected, this tool remains active until the user clicks <i>Clear</i> or <i>Save</i> .
	Save. Select this tool to save the overlay. Enter a name for your overlay, then click <i>Save</i> .
	Clear. Select this tool to clear all and start over.
	Point. Select this tool to draw a point on the map.
	Line. Select this tool to draw a line on the map.
	Rectangle. Select this tool to draw a rectangle/square on the map.
	Circle. Select this tool to draw a circle on the map. When selected additional options will display. 1. Select <i>Variable</i> to draw a circle freehand, or 2. Select the text box option, and Enter radius value to apply to the circle to be drawn. Select <i>mi</i> or <i>km</i> in the drop down to define radius in miles or kilometers. Place cursor on the map and click to generate a circle with radius options selected.
	Triangle. Select this tool to draw a triangle on the map.
	Polygon. Select this tool to draw a polygon in any shape. Click to select starting point on map, then click the next point in the shape, and then click at the next point, etc. When the shape is complete, double-click.
	Freehand. Select this tool to draw any shape you wish.
	Move. Select this tool to move location of a shape. Select tool, click on the shape to be moved, and drag to new location.
	Edit. Select this tool to edit a shape. Select tool, click on an existing shape on the map to expose each point on the shape. Drag and drop points to resize the selected shape.
	Rotate. Select this tool to rotate a shape. Select tool, click on an existing shape on the map and grab the handle that appears to rotate the selected shape.
	Scale. Select this tool to re-scale a shape. Select tool, click on an existing shape on the map and grab one of the handles that appear to change the scale of the selected shape.
	Delete. Select this tool to delete a shape. Select tool, click on an existing shape, then click OK in the confirmation dialog to complete the action.
	Edit Features. Select this tool to add or edit features to an existing shape. Select the tool and click on the shape to expose the features available for the selected shape. Jump to Overlay Features for more detail.


Overlay Features

Once you have drawn a shape on the map you can add features to each shape by selecting the Edit Features tool and then clicking on the shape to be edited. The table below provides information on the features available for each shape type.

Feature	Point	Line	Rectangle	Circle	Triangle	Polygon	Freehand
Title	X	X	X	X	X	X	X
Detail	X	X	X	X	X	X	X
Fill - Color		X	X	X	X	X	X
Fill - Opacity		X	X	X	X	X	X
Border - Color			X	X	X	X	X
Border - Opacity			X	X	X	X	X
Border - Width		X	X	X	X	X	X


Creating Overlays

To create an overlay:

1. Launch the map viewer by clicking on the *Map* option at the top of your E Team main screen.
2. Set your map extent as needed.
3. Select the Draw  tool from map window top right menu bar.
4. In the *Draw* pane that displays select the *Create Overlay Layer* tool in the top section.
5. Select a shape tool from the center section.
6. Use the tools in the bottom section to edit the shape as needed.
7. Use the *Edit* tool in the bottom section to add layer features.
8. When done select the *Save* tool in the top section.




Viewing Overlays

To view an existing overlay:

1. Launch the map viewer by clicking on the *Map* option at the top of your E Team main screen.
2. Select the *Data Layers*  tool from the map window top right menu bar.
3. Scroll down to the *Overlays* listing.
4. Expand the listing.
5. Click the option to the left of the overlay to be viewed. The selected overlay will immediately display on your map.



Editing Overlays

To edit an existing overlay:

1. Launch the map viewer by clicking on the *Map* option at the top of your E Team main screen.
2. Select the *Data Layers*  tool from the map window top right menu bar.
3. Scroll down to the *Overlays* listing.
4. Expand the listing.
5. Click the option to the left of the overlay to be edited to display the overlay on the map.
6. Select the *Edit*  tool to the right of the overlay listing.
7. Close the dialog that displays to let you know you need to use drawing tools.
8. Use the tools in the *Drawing* pane that displays to add additional shapes, edit existing shapes, change features, etc.
9. When done select the *Data Layers* tool again to close the *Drawing* pan and drop you back into the *Data Layers* menu.
10. Click on the *Edit* tool to deactivate it and let the system know you are done.
11. To save changes made, select the *Save*  tool to the right of the overlay listing.

Deleting Overlays

To delete an overlay:

1. Launch the map viewer by clicking on the *Map* option at the top of your E Team main screen.
2. Select the *Data Layers*  tool from the map window top right menu bar.
3. Scroll down to the *Overlays* listing.
4. Expand the listing.
5. Click the option to the left of the overlay to be deleted.
6. Select the *Delete*  tool to the right of the overlay listing.
7. Confirm the deletion action.