

## Defining Your Map View

[supportcenter.nc4.com/hc/en-us/articles/224542608-Defining-Your-Map-View](https://supportcenter.nc4.com/hc/en-us/articles/224542608-Defining-Your-Map-View)

Each time you launch the Map Viewer the window will display the default configuration as last set by your administrator. Users can keep their map window open throughout each E Team session and refresh report activity using the refresh option as described in Using Map Tools.

- Click on the Map icon in the Main Window Tools Frame to open the map viewer.



### Notes:

1. The map will automatically refresh as each new selection is made.
2. When you change Bookmarks the system redraws the map at the configured level for each bookmark (also referred to as extent). For example, if you are zoomed into California and then select New York, the new map will display at the level/extent as configured for that bookmark within your system.
3. When you change Base Maps, the new map will display at the current level/extent. For example if you have zoomed into a specific New York county then change the Base Map, the new map will displayed at the zoomed in extent for the New York county you were viewing.