



Mapcite Excel 365 User Guide

Adding Data

1. Select the range of rows and columns required including headers if available.
 - 1.1. The selected data range can be adjusted by altering the range values and clicking the 'Refresh range selection' button.
2. Click the 'Add Data' button located on the 'Mapcite365' tab on the ribbon, which will populate the import form on the right of the screen.
3. Adjust the pre-populate settings on the form, including Title, the longitude and latitude columns and the colour settings for the dataset.
 - 3.1. Additional information can be added to each feature by clicking the 'Add label fields' button and selecting the column from the dropdown list.
 - 3.1.1. To remove any label fields not required, click the remove icon  .
 - 3.2. A Heatmap weight field can be added by clicking the 'Add Heatmap weight' button and selecting a numeric column.
 - 3.2.1. To remove the heatmap weight, click the remove icon  .
4. Data can then be added to the map, by selecting the 'Add to Map' button at the bottom of the form.

Map

To display the Click the 'Show Map' button located on the 'Mapcite365' tab on the ribbon.

Base layer

There are 4 different base layers available, Mono; Lite; Labels and the default OSM. The base layer of the map can be changed without needing to reload the map window.

- To change the base layer, click the data tab  in the map menu and select the desired base from the dropdown list.

- The base layer can be switched on and off by clicking on the base layer button  in the data tab.

Displaying Data

1. To display pre-loaded data, select the data tab  in the map menu, and click the pin icon  or the heatmap icon  for the desired dataset.

2. When the dataset has finished loading, the map will zoom to show all the data.

Zoom

There are two ways to change the zoom level on the map, either use the scroll wheel on the mouse

or the 'plus'  and 'minus'  button on the map menu.

Draw

1. Click the draw button  on the map menu to open the draw tab.
2. Select either the 'polygon' or 'circle' style from the dropdown list.
3. Click anywhere on the map to start drawing a shape.
 - 3.1 To draw a Polygon click and hold and then trace around the required area.
 - 3.2 To draw a Circle click and hold the centre of the required area and pull out to enlarge the circle.
4. Release the mouse once the shape is complete. Then the map will zoom to the extent of the shape.

Search

1. Click the search button  on the map menu to open the search tab.
2. Typing in the place name and click the 'search' button or press enter.
3. Select a search result to zoom to the location.

Configuring the map

To alter the starting position of the map, click on the 'MapConfig' button located on the 'Mapcite365' tab on the ribbon. Adjust the starting longitude, latitude and zoom level as required.

Configuring data

To alter a dataset that have been added, click on the 'DataConfig' button located on the 'Mapcite365' tab on the ribbon. For each dataset, the name and colour settings can be updated. Once the updates have been made click the 'save' button apply any changes.

Geocoding

1. Select the range of rows and columns required including headers if available.
 - 1.1. 18 columns after the selected data will be delete, to allow the geocode data to be appended.
2. Click the 'Geocode' button located on the 'Mapcite365' tab on the ribbon, which like populate the import form on the right of the screen.
3. Adjust the dropdown list to the address columns in the selected data.
4. Click the 'Geocode' button at the bottom of the form to start the geocoding process. 18 columns with headers will be appended, contain the longitude and latitude columns and detailing the quality and type of match which was found.
 - 4.1. Any rows where no match can be found is will contain 'No Match found'.

Mapcite

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