4.8 Editing and creating site boundary maps

As an LO you have the ability to create and edit site boundary maps. You will need to visit the 'Manage My Team' area; select 'Locations' from the WeBS options; open the site details and select 'Edit site boundary' (see Fig. 12 on page 22).

You will be asked to confirm. Press yes and this will open the Edit Site Boundary page tool which will allow you to create a boundary where one does not already exist, or edit an existing boundary. The boundaries for nearby sites will be visible within the tool, these will be coloured according to their status (i.e. green = confirmed; red = estimated, point = no boundary).

4.8.1 Creating a new site boundary

In this example we will create a new boundary map for Thornborough Flash. As you can see in Figure 18 below, a site that does not have an existing boundary will have a scarlet point marking the central grid reference of the site.
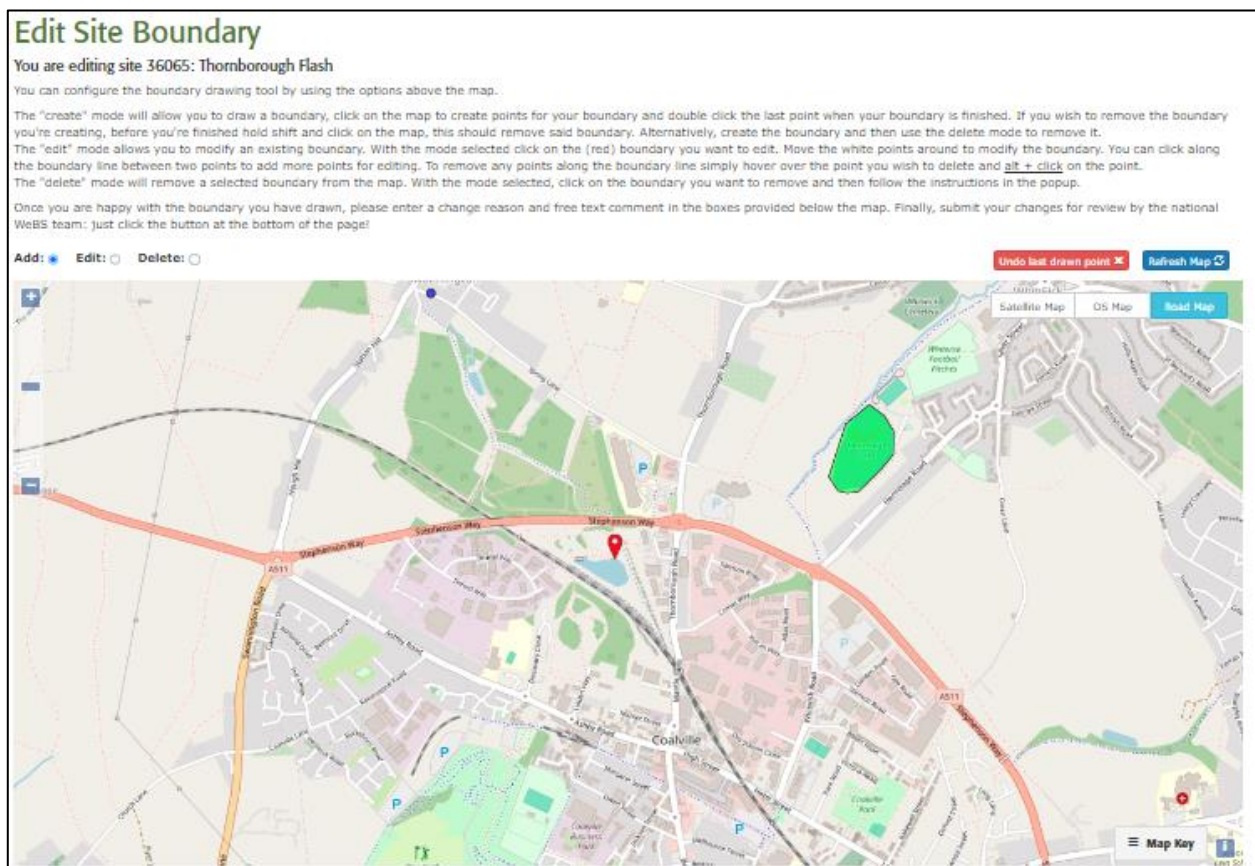

Figure 1 *Boundary Drawing Tool.*

As you can see the drawing tool automatically selects 'Add', when you move your cursor across the map you will see a blue circle.

To create a boundary map choose an appropriate place to start on the edge of your site and click to add the first point to your boundary (you can start anywhere on the boundary). You will be creating a polygon shape and should think of it as pinning down a piece of string on the map to show where the boundary lies.

Move your cursor to where you want the next point to be and click again. Continue in this fashion all the way around your site. You will see a grey shape with a red border appearing to match your boundary (see Fig. 19).

If your site boundary abuts to an existing adjacent site, you will need to make sure that you do not create any gaps or overlaps when drawing your new boundary.

The tool will attempt to help you by 'snapping' to the nearest point on the adjacent boundary. By slowly sliding your cursor along the boundary line the tool will then snap to the next point and so on.

If required, you can use the zoom bar to zoom in and out of the map whilst still drawing your tool. You can also drag the map by holding your left mouse button down and moving the map across the screen.

Figure 192 *Drawing your site boundary.*

Do not worry if you make a mistake, as you can select '**Undo last drawn point**' or '**Refresh map**'.

To finish your boundary, double-click or shift + click on the last point to create the final point. Your boundary will turn black (see Fig. 20).
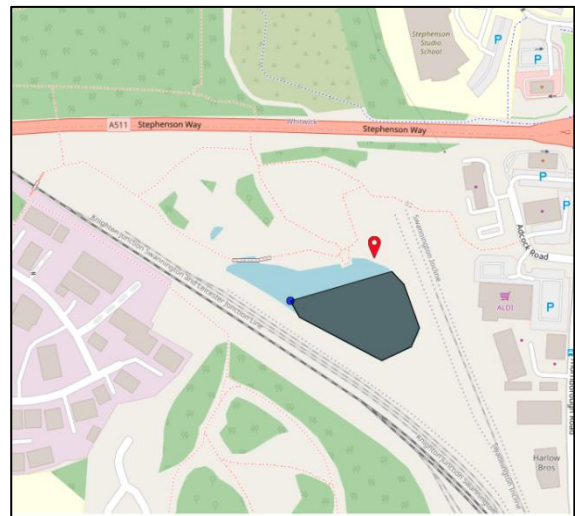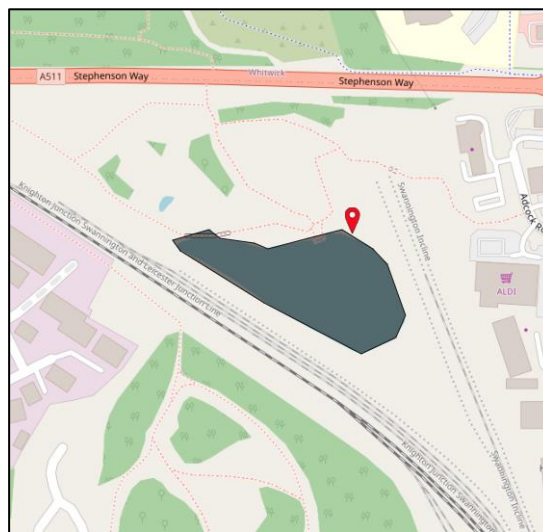

Figure 20 *Finish your boundary by double-clicking the last point.*

To edit your newly created boundary, select '**Edit:**' (see Fig. 21). Using your cursor, click anywhere inside your boundary. This will highlight the points you created as white spots, the mid-way point between each of your created point will be shown as blue spots (see Fig. 21).
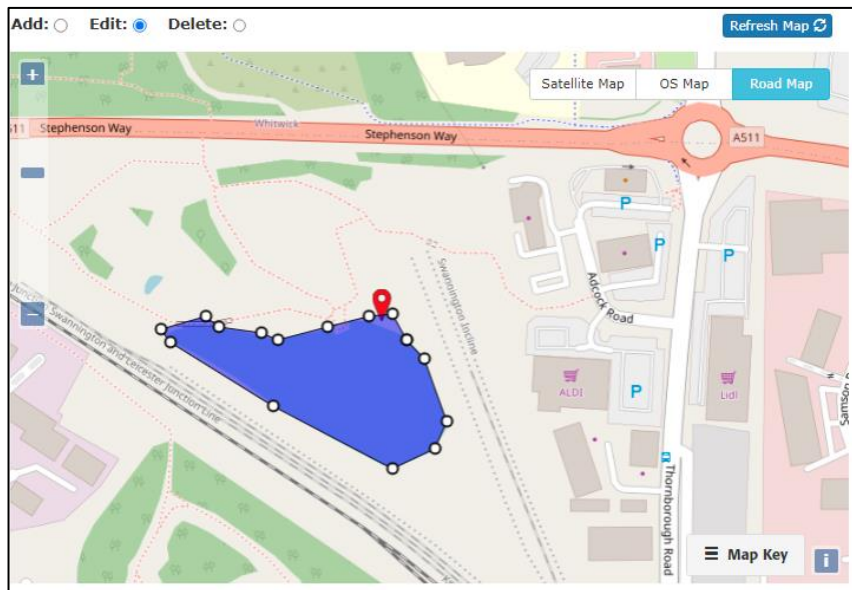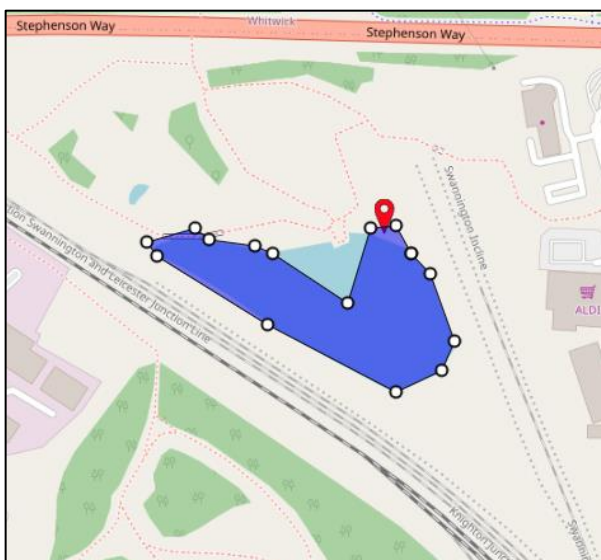
Figure 21 *In edit mode*

Figure 22 *Moving a point in the boundary*

Holding your cursor down on a white spot will enable you to drag that point to a new position on the map (see Fig. 22).

Once you are happy with the boundary, click outside the boundary to close the spots (see Fig. 23).

> **!**
>
> **NOTE - If an adjacent sector changes colour to red, this means that the boundary you have created may affect the adjacent sector. This will normally happen if you move a spot that had previously been 'snapped' to the adjacent sector. Clicking on the orange boundary will allow you to edit the adjacent boundary if required; otherwise the colour-change can be ignored.**

Use the drop-down box below the map to select an appropriate reason for the changes you have made. You can add some notes in the text box if required.

Click on '**Submit new boundary for approval**' to save your changes.

> ⚠ **NOTE – the editing mode must be ended by clicking outside the new boundary (see above) and a reason selected _BEFORE_ clicking on 'Submit new boundary for approval'. If the spots are still visible, your changes will _NOT_ be saved.**

You will not be able to make any further edits to this boundary until WeBS Staff have approved or rejected the changes. You will receive a notification email when your changes have been approved or rejected.
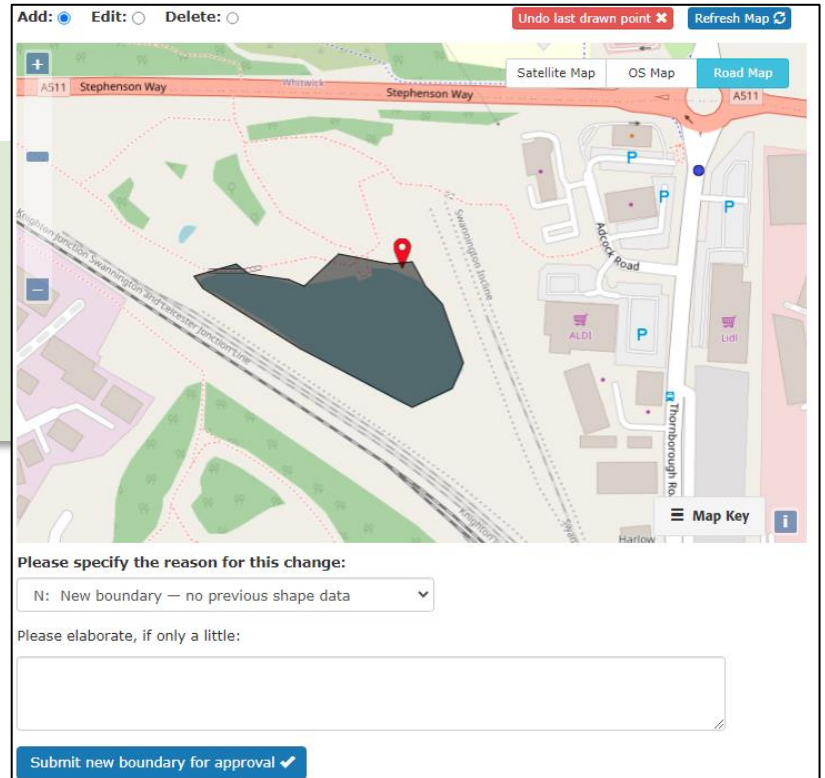

Figure 43 *Select reason for the change.*

4.8.2 Editing existing site boundaries

Sites with an existing boundary can be edited regardless of whether the boundary accuracy is listed as 'known to be fairly 'accurate' or 'best guess'. Simply click on the '**Edit boundary or split site**' within the site details (if the site boundary is listed as accurate you will see a message asking if you are sure you wish to proceed with editing – click 'Yes').

In this example we are going to edit the existing and accurate boundary for Colwyn Bay to Rhos Point.

As before the **WeBS Online Boundary Drawing Tool** will open, however, this time the '**Edit**' drawing mode has been automatically selected (see Fig. 24).
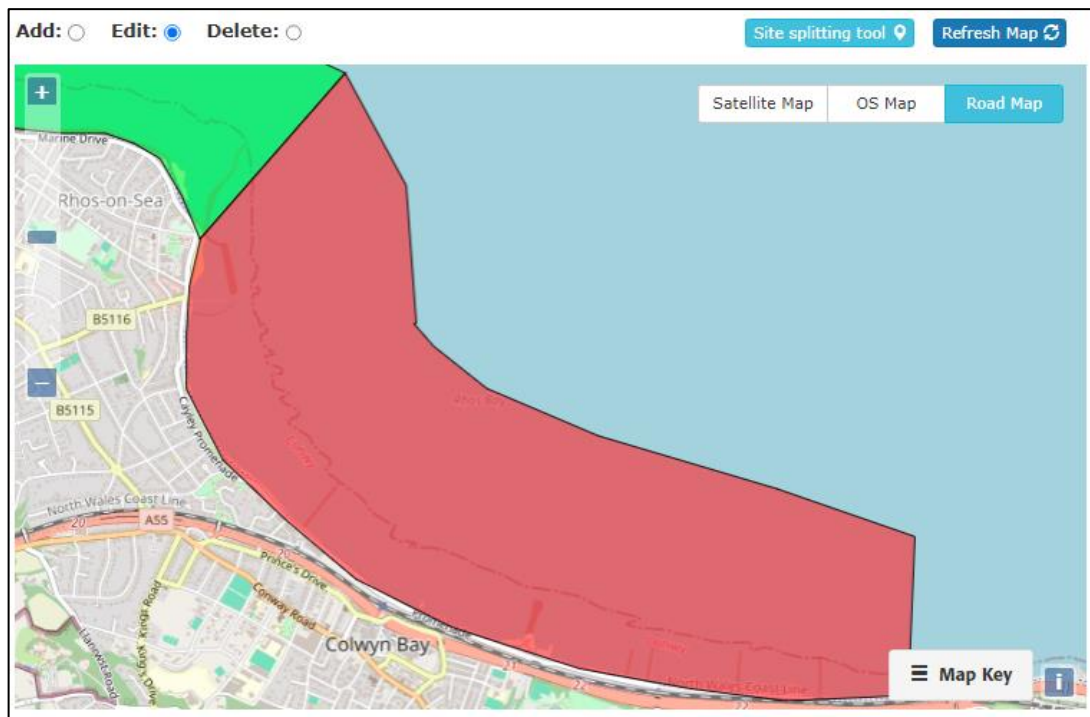

Figure 24 *Editing existing boundary maps.*

Regardless of the current boundary accuracy status, the existing boundary will be coloured red. The boundaries for any nearby sites will also be visible, however, they will be coloured according to their boundary accuracy status (i.e. green = confirmed; amber = estimated).

Clicking within the red boundary will allow you to begin editing. Each of the existing points will appear as white spots (see Fig. 25).
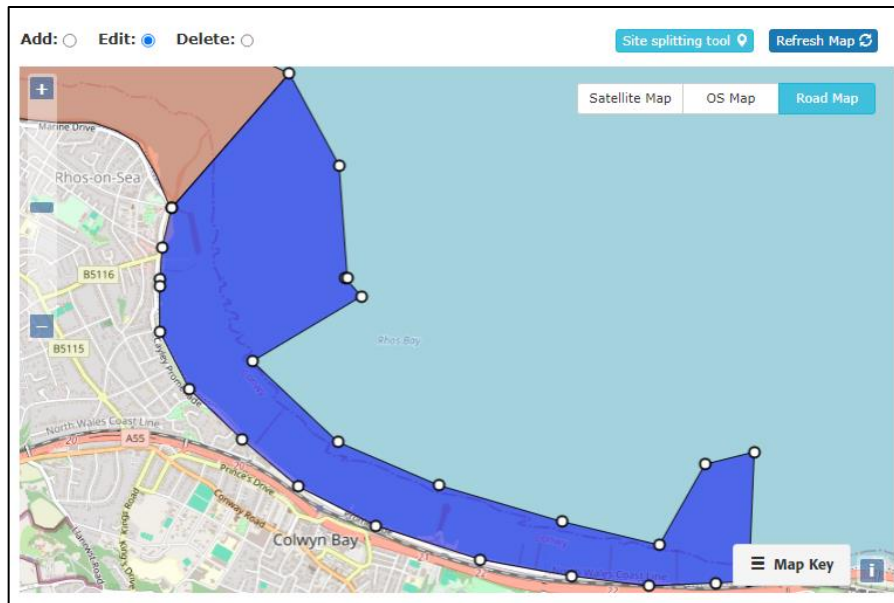
Figure 55 *Editing Mode has now been activated.*

Holding your cursor down on a white spot will enable you to drag that point to a new position on the map (see Fig. 25). Selecting in between the white spots, will create new points, which will turn white once you have positioned them.

Once you are happy with the boundary, click inside the boundary to turn off the editing mode and close the spots.

> **!** **NOTE - If an adjacent sector changes colour to orange (see Fig. 25), this means that the boundary you have created may affect the adjacent sector. This will normally happen if you move a spot that had previously been 'snapped' to the adjacent sector. Clicking on the orange boundary will allow you to edit the adjacent boundary if required; otherwise the colour-change can be ignored.**

If you wish, you can **delete the existing boundary** entirely and start from fresh. To do this you will first need to select '**Delete:**', then select the boundary and Click 'OK' to continue with the deletion or 'Cancel' if you have changed your mind (see Fig. 26).

Once you are happy with the new boundary, use the drop-down box below the map to select an appropriate reason for the changes you have made. You can add some notes in the text box if required. Click on '**Submit new boundary for approval**' to save your changes.
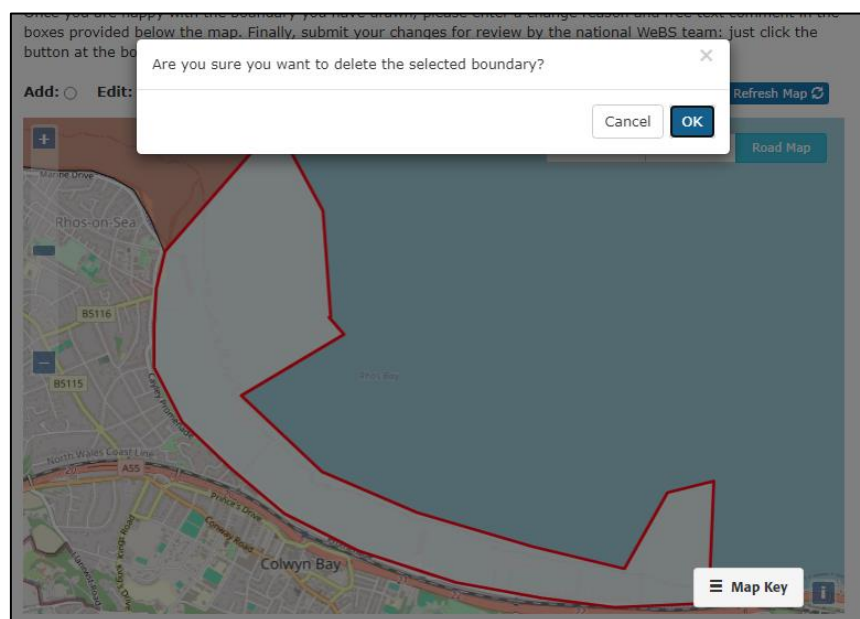

Figure 26 *Warning message when deleting site boundaries.*

> **!** *NOTE – the editing mode must be ended by clicking outside the new boundary (see above) and a reason selected <u>BEFORE</u> clicking on 'Submit new boundary for approval', if the spots are still visible your changes will <u>NOT</u> be saved.*

You will not be able to make any further edits to this boundary until WeBS Staff have approved or rejected the changes. You will receive a notification email when your changes have been approved or rejected.

In the site details on the Locations section a note will be added to the site to indicate the boundary changes are waiting to be reviewed by the WeBS Office (see Fig. 27).

Colwyn Bay to Rhos Point
Loc Label: 69409
Grid Reference: SH847799
Site type: Coastal
Boundary Accuracy: Known to be fairly a
Protocol: WeBS Core Count
Priority: Very High Priority
Priority Comment: Site has a high total tr
Active: Yes
Parent Site: Colwyn and Penrhyn Bays (69
Ancestor Site: Colwyn Bay and North Clwy
Yearly site summary
View location map
Boundary changes awaiting NOI review
> Recent Counts
> Counters

Figure 27 *Boundary status notification in site details.*