Splitting a site

There may be times where you will need to split a single site into multiple new sites, for example, if the site is too big for a counter to reasonably cover in one visit, or an area of the site can no longer be viewed/accessed and so should no longer be included within a site boundary.

In order to do this, you will need to visit the Locations page, open the site details and select **Edit site boundary**. There will then be an option to select **Site splitting tool** (see Fig. 4), which will open up a new map.
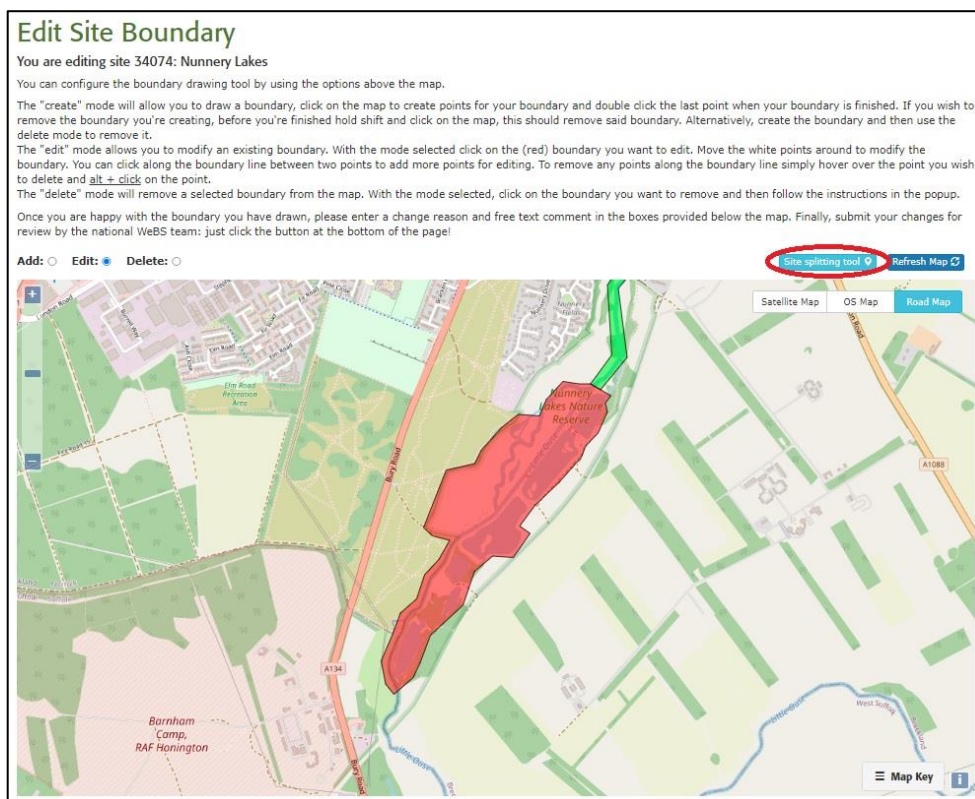

Figure 4 *Site splitting tool option*

This map brings with it new options:

- **Edit tool** - this allows you to modify an existing boundary. With the tool selected click on the (red) boundary that you want to edit and move the white points around to modify the boundary. You can click along the boundary line between two points to add more points for editing. To remove any points along the boundary line simply hover over the point you wish to delete and <u>alt + click</u> on the point.
- **Delete tool** - this will remove a selected boundary from the map. With the tool selected, click on the boundary you want to remove and then follow the instructions in the popup.
- **Line split tool** - this allows you to draw a line to split the geometry by clicking points on the map. To start the line, click on a point on the existing boundary, move across and double-click to end it. The line will only appear if it is drawn between two existing points, so if the split needs to occur from a straight line, either extend the start and end points of the line slightly beyond the existing boundary, or select the **Edit tool** option first, create a point and then in the **Line split tool** option, draw between those points (see Fig 5).
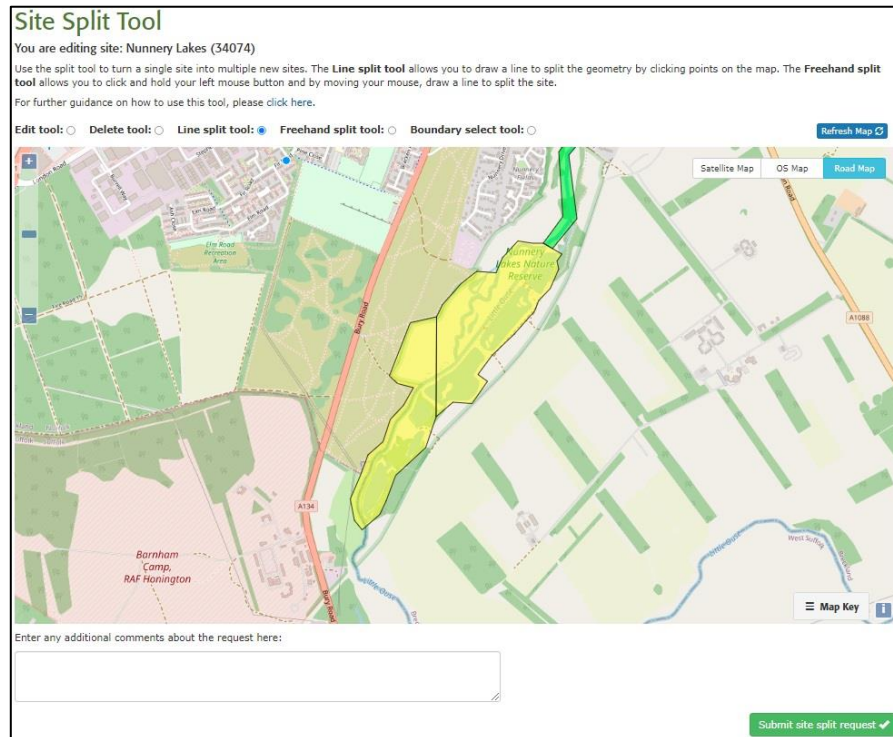
Figure 5 *Line split tool*

- **Freehand split tool**- this allows you to create a curved line to split the site. Click and hold your left mouse button and draw the line. The start and end points must extend beyond the existing boundary line (see Fig 6).
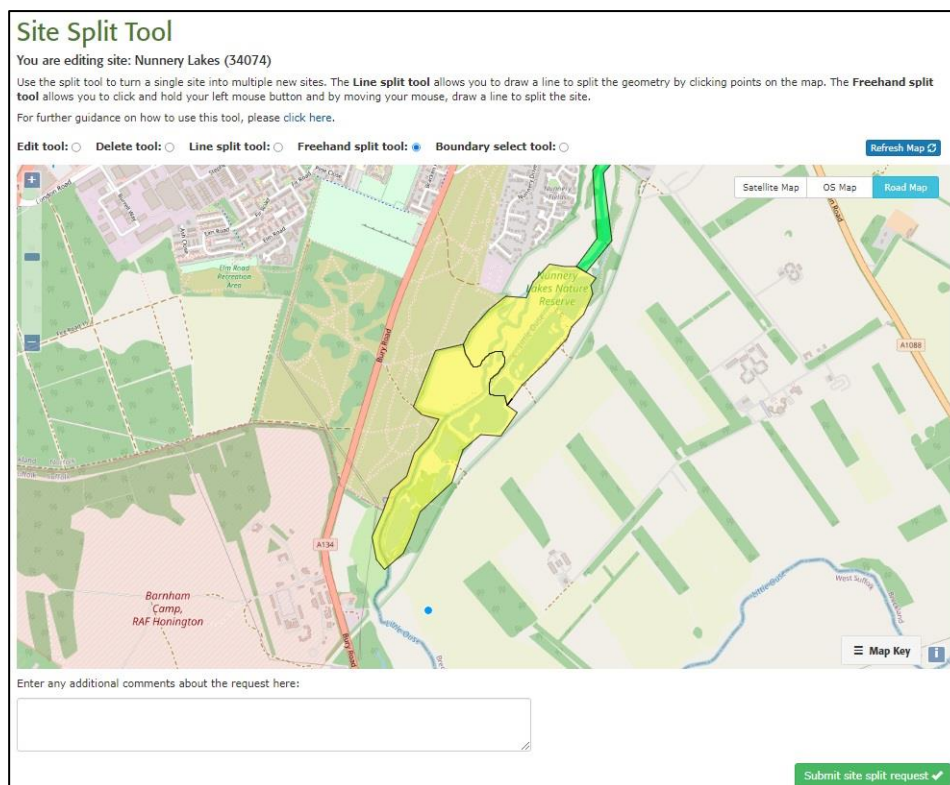

Figure 6 *Freehand split tool*

If you make a mistake and need to start again, you can do so by selecting **Refresh Map** above the top right hand corner of the map.

- **Boundary select tool** - once you have split the site, you will need to fill in the details for the new sites, which will now be highlighted in yellow. To do this, make sure the **Boundary select tool** has been selected and then click in the centre of one of the new sites. The **Enter new split site details** box for the site will appear, for you to fill out:

  o **Site Name** – give a descriptive name for the new site.
  o **Grid ref** – this will automatically autofill from the drawn boundary, but you do have the option to override this. If you override this and change your mind, you can select **Get grid ref from boundary** to autofill the grid reference again.
  o **Habitat Category** - select from the drop down list which habitat type best describes the new site.
  o **Parent site** - this is the Location ID of the site that is being split and cannot be overridden.
  o **Other details (optional)** - if you would like to give more information, please use this space. It is not compulsory.

- The fields which are compulsory to fill in are highlight with an asterisk (*) (see Fig 7). Once you have filled in the details and selected **Save details**, the colour of the new sites will turn to light green, to help keep track of which sites have details filled in.

Figure 7 *Enter new split site details table*

Once the site details have been filled in for all new sites, you may enter any additional comments in the box below the map and then select the green **Submit site split request** button at the bottom. This will notify the WeBS team who will review the changes and notify you when the new sites have been created.