7. ADD A SITE TO A PROJECT

Phase	This plan is not yet approved This plan has been submitted for approval This plan has been approved
Access Level	☑ **ADMIN** ☒ **EDITOR**

Adding site information to a project gives spatial reference to the data contained in MERIT. Spatially accurate data is more useful for analysis and informing both management and investment decisions.

Sites and points of interest (POIs) are created at the project level and then added to individual activities. Sites can be created and/or added to an activity before or after the project plan has been approved. Please note: MERIT can only show points or shapes for a site, not lines. For example, if you try to load a fence line, it will be displayed in MERIT as either a point or a polygon (shape), not a single line. This is an identified enhancement for future iterations of MERIT.

Currently, only <u>one site</u> can be assigned to an activity form. A site may have multiple POIs. A POI must be created and defined as a 'photopoint' in order to upload an image to an activity (see Information Sheet 8).

> (i) Photo points are used to photographically record landscape changes at a specific point on a site over time. They are not to be used for general snapshots of project activity. These kinds of images should be attached to the project as documents (see Information Sheet 11 for instructions on how to attach a document to your project. Also note that people should not appear in photo point images.

Map navigation within MERIT

Command	**Action**
Pan	Click and drag mouse
Zoom	Double click mouse, or use the zoom scroll bar at the top left of the map.
Zoom extent	SHIFT + click/drag mouse to draw zoom extent

To create a site:

1. Log in to MERIT.

2. Click the **My Projects** button on the menu bar. Select the relevant project.

3. Click the **Sites** tab.
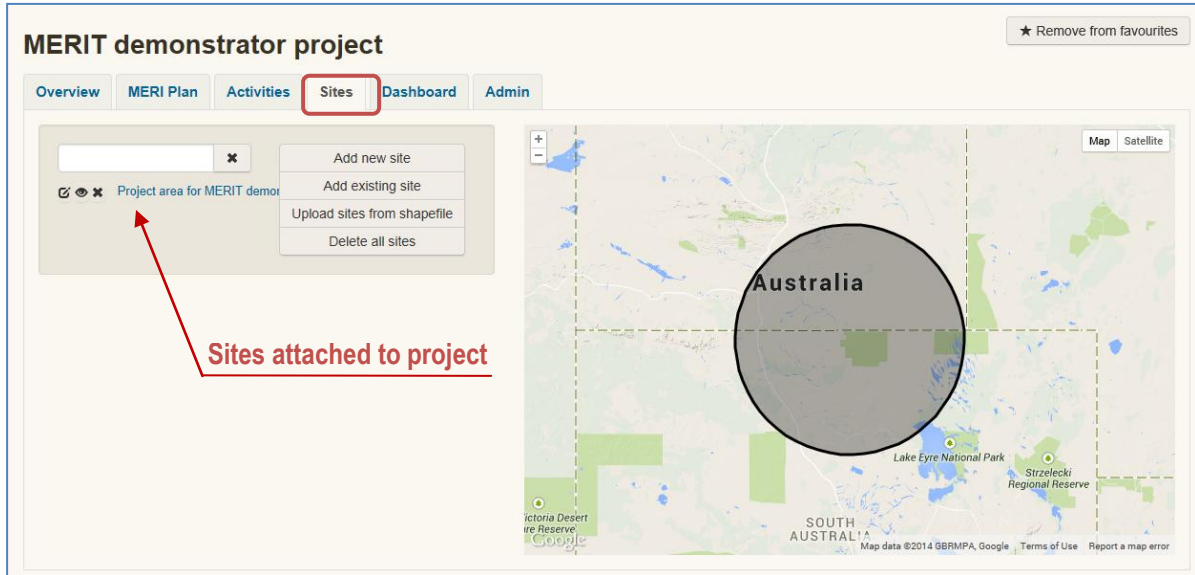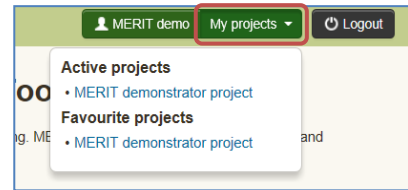
4. Sites already added to the project are listed on the left of the screen. The location of those sites are shown on the map.

5. There are 3 ways you can add a site to a project:

a) **Add a new site**: use MERIT's GIS tool to create a new site

b) **Add existing site**: choose an existing site that has already been created and attached to another project in MERIT.

c) **Upload sites from shapefile**: upload a shapefile created in other GIS software

7.1 Add a new site

1. Navigate to the project's **Sites** tab (Section 7, steps 1 to 3).

2. Click the **Add new site** button.

3. Complete the form using the free text fields and drop down lists. There are 3 ways to define the extent of the site: point, known shape, draw a shape.

7.1.1 Define extent: point

4. If you know the latitude and longitude of your site (in decimal degrees), enter them into the respective text boxes. Use your mouse or tab key to move the cursor into the next text box. Don't forget to include the minus (-) to the latitude because we are in the southern hemisphere.

> If you don't know the latitude and longitude, enter -35 for the latitude and 150 for the longitude.

5. Click your mouse onto the map. The data highlighted in green will be automatically populated according to the location of the point. The map will zoom to show the point, which is indicated with a red locator icon.

**Zoom**　　　　**Locator icon**　　　　　　　　**Auto populated**
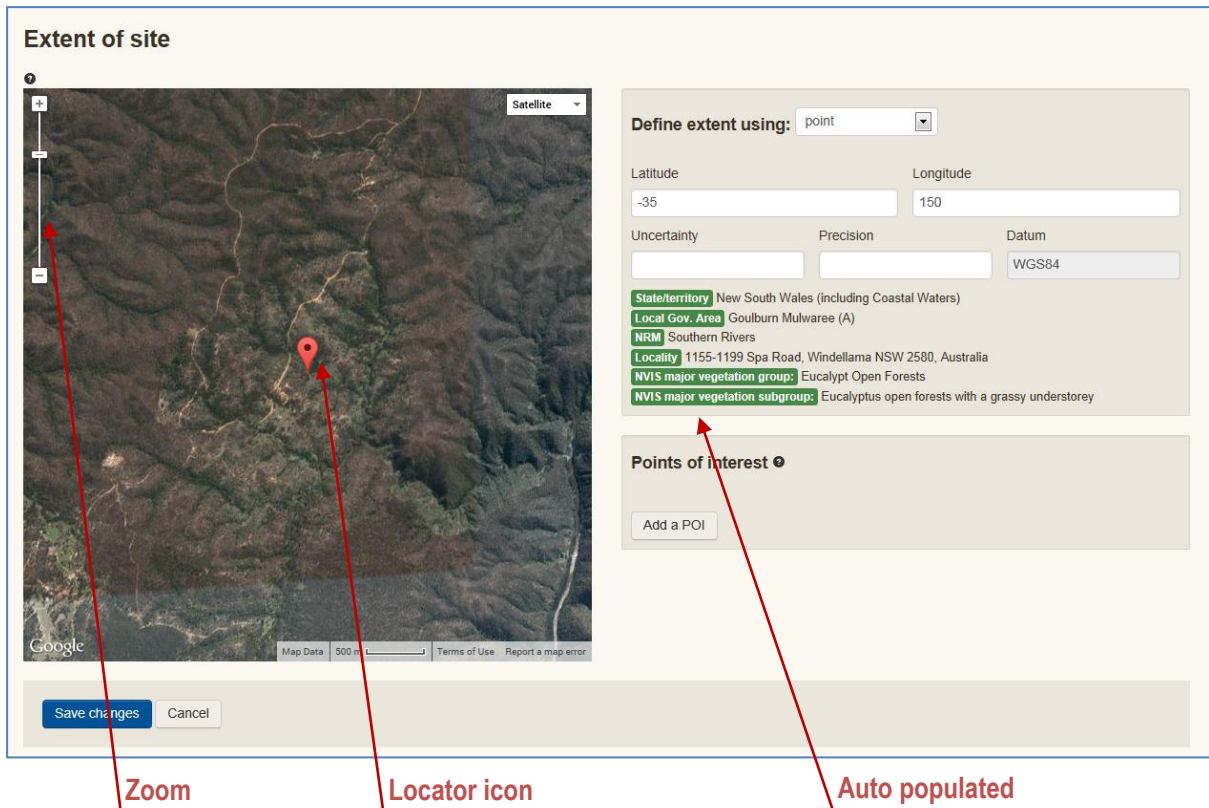
6. Use the zoom function (left side of map) and clicking and dragging the locator icon to refine the position of the point. Your mouse cursor will change to a hand symbol when you can click and drag.

7. An easy way to zoom in to your point, is to move your mouse cursor close to the locator icon and double click. Keep double clicking until you have reached a satisfactory level of magnification.

8. Click **Save changes**.

9. The site will be added to the project's list of sites and map.
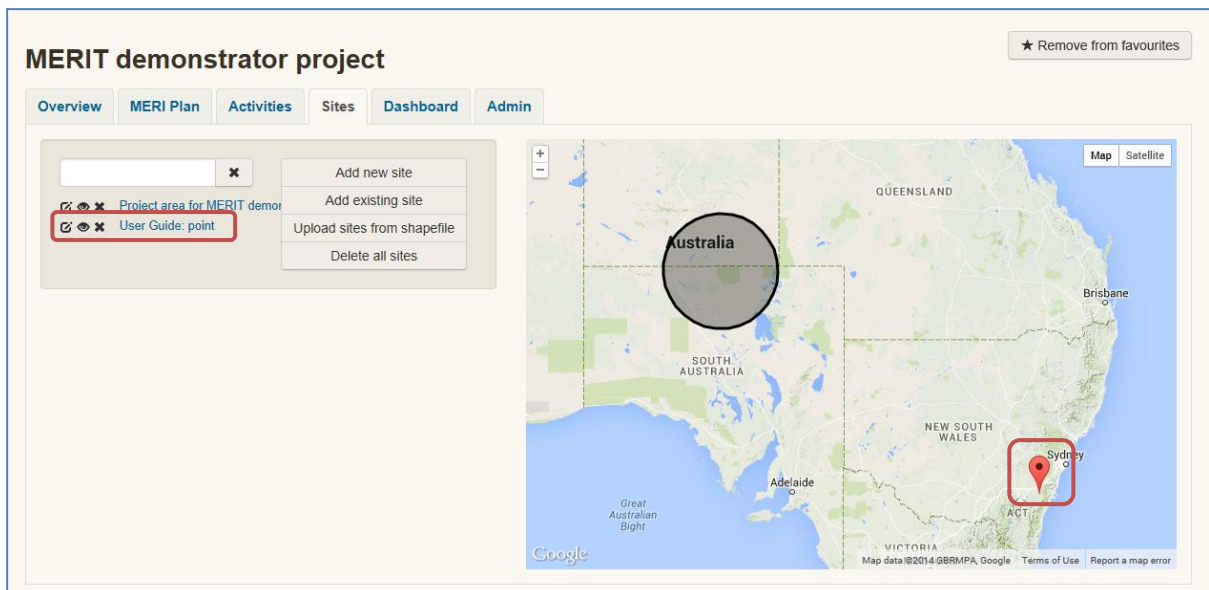
7.1.2 Define extent: known shape

10. Choose a layer from the drop down list: NRM, IBRA 7 Region, IBRA 7 Subregion, Australian State or Local Government Area.

11. Then choose a shape from the drop down list.

12. The data highlighted in green will be automatically populated according to the layer and shape chosen. The map will zoom to show the extent of the shape.

13 Click **Save changes**.

14. The site will be added to the project's list of sites and map.

7.1.3 Define extent: draw a shape

15. On the map of Australia, double click the state where your site is located. Keep double clicking on the map to zoom in until you have reached a satisfactory level of magnification. Click and drag the map as necessary.

16 .Choose a tool for drawing your shape:

Circle tool: the circle drawn will radiate out from the first click. Only one circle can be drawn.
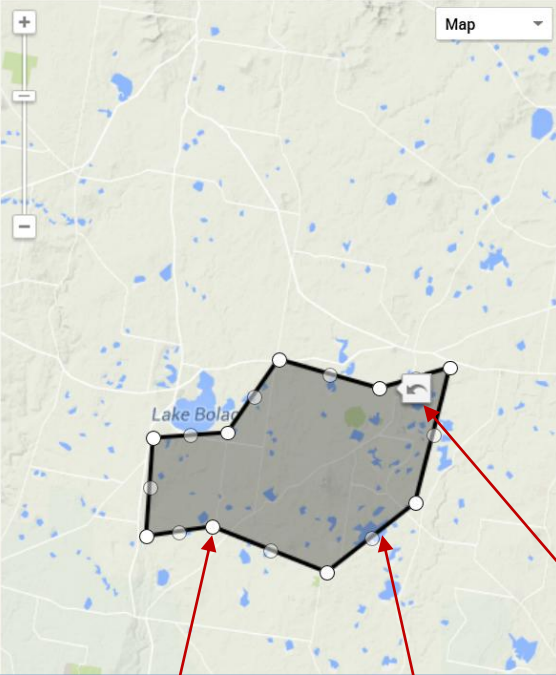
Square tool: the square drawn will radiate out from the first click. Only one square can be drawn.
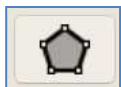
Polygon tool: this tool allows a multi-sided shape (polygon) to be drawn. Click any number of times to add the vertices of your shape. Double click the last vertex to close the shape. Wait a few seconds for the shape to close.

If you need to refine the shape of the polygon, click on the ⊕ button. Then click and drag a vertex (or vertex midpoint) to refine the shape. Click on the arrow to undo the last move. Only one polygon can be drawn.

17. The data highlighted in green will be automatically populated according to the layer and shape chosen.

18. There are other buttons that may help in defining your shape:

   Pointer tool: click and drag on the map to move. Double click on map to zoom in.
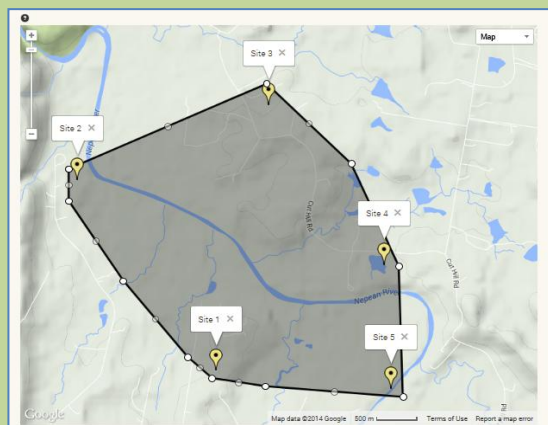
   Delete: this tool will delete the shape drawn.

   Expand: zoom and centre map on Australia

   Extent: zoom and centre map on extent of drawn shape.

> If your activity form aggregates data across multiple field sites, draw one polygon that encompasses all of the sites and add points of interest (POIs) to represent the location of each field site.
>
>

19. Click **Save changes**.

20. The site will be added to the project's list of sites and map.

7.2 Add existing site

1. Navigate to the project's **Sites** tab ([Section 7](#), steps 1 to 3).

2. Click the **Add existing site** button.

Add existing site
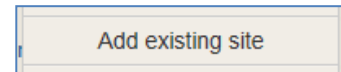
3. Refine the list of sites by typing a search term into the search tool. Click the magnifying glass to run the search.

4. Click the **Preview** button to show the extent of the site on the map.

5. Click the **+Add** button to tag a site to be added to your project. You can add more than one site at a time. Click the **-Remove** button to untag a site.

6. Once you have tagged the sites you wish to add, click the **Update sites** button.

7. The site/s you chose will be added to the project's list of sites and map.

ⓘ   Clicking the **Clear sites** button **deletes all sites** currently attached to the project!

7.3 Upload sites from shapefile

You can also add a site to a project by uploading a shapefile that has been generated with other GIS software.

1. Navigate to the project's **Sites** tab (Section 7, steps 1 to 3).

2. Click the **Upload sites from shapefile** button.

> Upload sites from shapefile

3. Click the **Browse** button and navigate to the file location.

> (i) MERIT now recognises shapefiles in a range of formats (coordinate reference systems), rather than only WGS84 (ESPG 4326).
>
> A complete shapefile consists of a .shp file and a set of component files (.sbx, .pjr, .dbf etc). The software used to create the shapefile determines the number and type of component files.
>
> MERIT requires the complete shapefile, including all component files, to be uploaded in order for it to display properly. The easiest way to do this is to zip the complete shapefile (the .shp plus all of the component files) into a single file prior to uploading into MERIT.
>
> Although only one 'site' can be assigned to an activity in MERIT, a 'site' shapefile generated with other GIS software can comprise multiple polygons or points, each representing a site in the field. This may be useful if your activity form aggregates data across multiple field sites. Select the appropriate saving method in your GIS software depending on whether you want the upload to MERIT to consist of one site comprising many polygons (Option A) or multiple unique sites (Option B).
>
>
>
> It is a good idea to name (label) each feature prior to uploading into MERIT. Otherwise, MERIT will display the shapefile as multiple unidentified polygons/points.
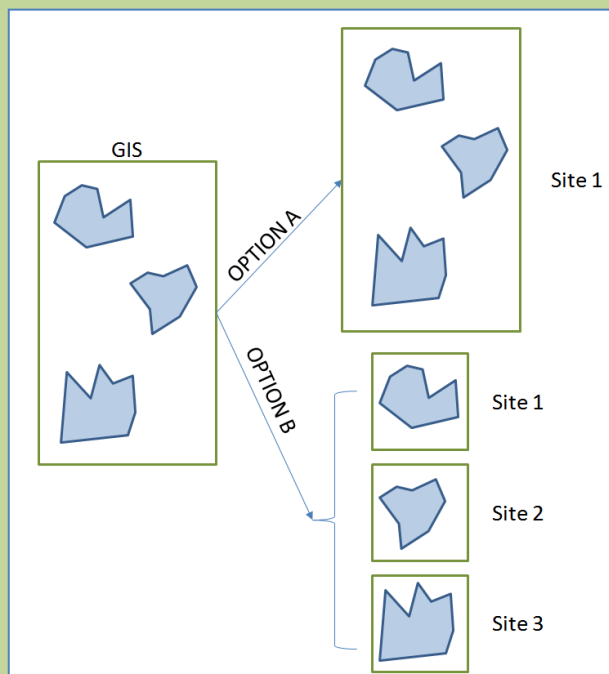
4. Select the zipped shapefile, then click **Open** (all component files in zip format – see above).

5. Click **Upload Shapefile**.

6. If your shapefile consists of single or multiple polygons representing one site (Option A), it will be added to the project's list of sites and map.

7. If your shapefile consist of multiple polygons that are to be uploaded as multiple unique sites (Option B), the following screen will be opened:

8. Choose the attribute you wish to use as the site name, site description and site ID from the relevant drop down lists (if already defined when the shapefile was created in your GIS software).

9. Alternatively, type a site name, description and ID into the text boxes for each site.

10. De-select any sites you do not want to upload by unticking the box next to the relevant site.

11. Click **Create sites**.

12. The shapefile you chose will be added as multiple unique sites to the project's list of sites and map.

7.4 Viewing / Editing / Deleting Sites

There are 3 actions for a site attached to a project:

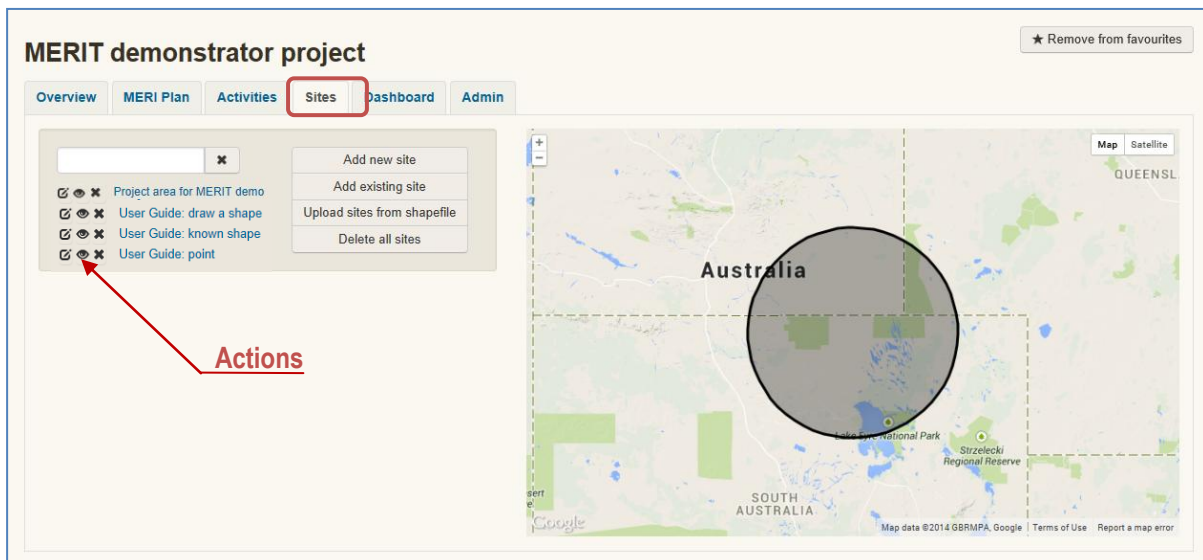✏ Edit   👁 View   ✖ Delete

Sites can be viewed/edited/deleted from a project during any phase.

1. Navigate to the project's **Sites** tab (Section 7, steps 1 to 3).

2. Click the relevant icon next to the site you wish to edit/view/delete.

7.4.1 Edit a site

3. To edit a site associated with a project, click Edit ✏ . Make the necessary changes and click **Save changes**. Refer to Section 7.1 for instructions on how to refine the location or shape of your site.

7.4.2 View a site

4. To explore a site associated with a project, click **View** 👁 .

This view displays the site information, plus the projects, points of interest (POIs) and activities associated with the site. See Information Sheet 8 for more information on POIs.

Location data for the site can be downloaded as a shapefile by clicking **Download ShapeFile** under the map and follow the instructions.

The shapefile can also be viewed using the Atlas of Living Australia's spatial portal by clicking **View in Spatial Portal** under the map. This feature enables users to consider the site in relation to hundreds of different spatial layers contained in the ALA portal.

Click the project's name in the list under **Projects associated with this site**, to return to your project.

Download site shapefile　　**ALA Spatial Portal**

Click to return to project

7.4.3 Delete a site from a project

> Deleting a site from a project breaks the association between it and any activities to which it is attached. The site, **and any associated photopoint data/images**, will be removed from the relevant activity/ies. Deleting a site/s from one project does not delete it from other projects to which it may be attached.

5. To delete a site associated with a project, click **Delete** .

6. To delete all sites associated with a project click **Delete all sites**.
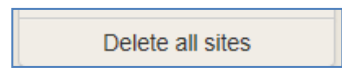
7.5 Add site to an activity

A site can be added to an activity during 2 phases:

1. Navigate to the projects **Activities** tab (Section 7, Steps 1 to 3).

2. If you are creating the project plan (i.e. This plan is not yet approved), click **+Add new activity** button and choose the site from the relevant drop down list in the activity form (See Information Sheet 5).

3. If you are adding data to your project report (i.e. This plan has been approved), click

Edit ☑ for the activity to want to add the site to, and choose the site from the relevant drop down list in the activity form (See Information Sheet 9).

7.6 Change / delete a site from an activity

(i) Deleting or changing an activity's site will also remove any photopoint images that may have been added to the activity. Deleting a site from one activity does not delete it from other activities or projects to which it may be attached.

A site can be changed or deleted from an activity during 2 phases:

1. Navigate to the projects **Activities** tab (Section 7, Steps 1 to 3).

2. If you are editing the project plan (i.e. This plan is not yet approved), click Edit for the activity to want to change, and choose an alternate site from the relevant drop down list in the activity form (See Information Sheet 5). Select the option 'Choose a site' if you do not want a site associated with the activity.

3. If you are adding data to your project report (i.e. This plan has been approved), click Edit for the activity to want to change and choose an alternate site from the relevant drop down list in the activity form (See Information Sheet 9). Select the option 'Choose a site' if you do not want a site associated with the activity.