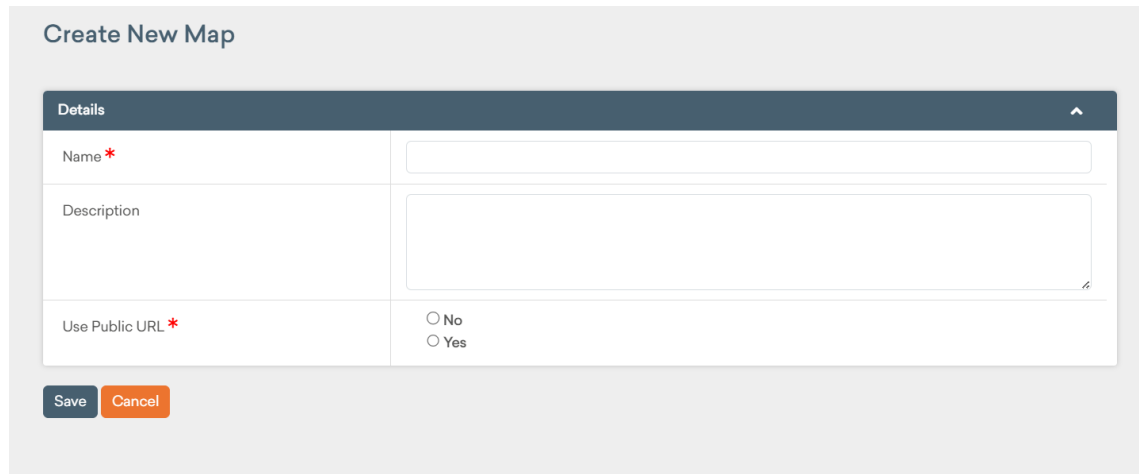


How to Use the Mapping Tool

The **Views Mapping Tool** enables users to visualise records on a map. Any record linked to a **postcode** can be displayed, including **Contact records**, **Session Groups**, **Sessions**, and **Venues**. Multiple data sets can be shown on a single map, and **data layers** can be added to plot your data against **Ward** and **Local Authority** boundaries, **indices of deprivation**, and other geographical indicators. This guide explains the key processes for using the Mapping Tool effectively.

How to Create a Map

- Hover over **Intelligence** and select **Mapping**.
- Click the **plus** icon. 
- Enter a **Name** and **Description** for your map.
- Choose **Yes** or **No** in the **Use Public URL** field. Selecting **Yes** generates a public URL that allows you to share the map externally on a web page. From the mapping page, you can select the **Cache Public Map** icon at any time to refresh the URL with your latest changes. 



The screenshot shows a 'Create New Map' form with a 'Details' section. The form has three main input fields: 'Name' (with a red asterisk), 'Description', and 'Use Public URL' (with a red asterisk). The 'Use Public URL' field has two radio button options: 'No' and 'Yes'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Details	
Name *	
Description	
Use Public URL *	☐ No ☐ Yes

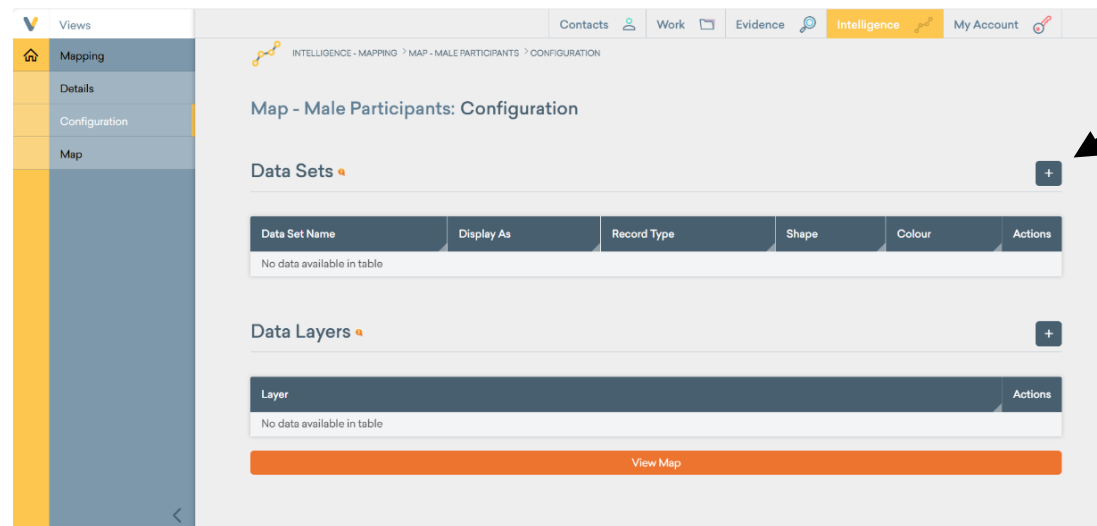
- Click **Save**.

You'll be taken to the **Configuration** section, where you can add **Data Sets** and **Data Layers**.

How to Add a Data Set to a Map*

Data Sets define which records are displayed on the map. You can visualise any **Contact** or **Work** record with a recorded postcode, and display multiple data sets on the same map. To add a **Data Set**:

- From the **Configuration** page, click the **plus icon** next to **Data Sets**.



* Data Sets are based on **Statistics** created in the **Intelligence** area. For guidance on creating statistics, refer to the **How To Create A Statistic** guide at <https://www.substance.net/intelligence-section/>.

- Enter a **Name** for the Data Set.
- In the **Display As** field, select one of the following:
 - **Marker** – Displays each mapped postcode as an individual data point.
 - **Cluster** – Groups nearby postcodes into clusters, ideal for visualising dense areas.
- Choose the **Record Type** (e.g., *Participants*) and the **Statistic** to define the included records.
- Under **Marker Configuration**, customise the **Size**, **Shape**, and **Colour** that represent the data set.

Example Map: Add Data Set

Set	
Data Set Name *	All Male Participants
Display As *	Marker
Record Type *	Participant
Statistic *	All Male Participants

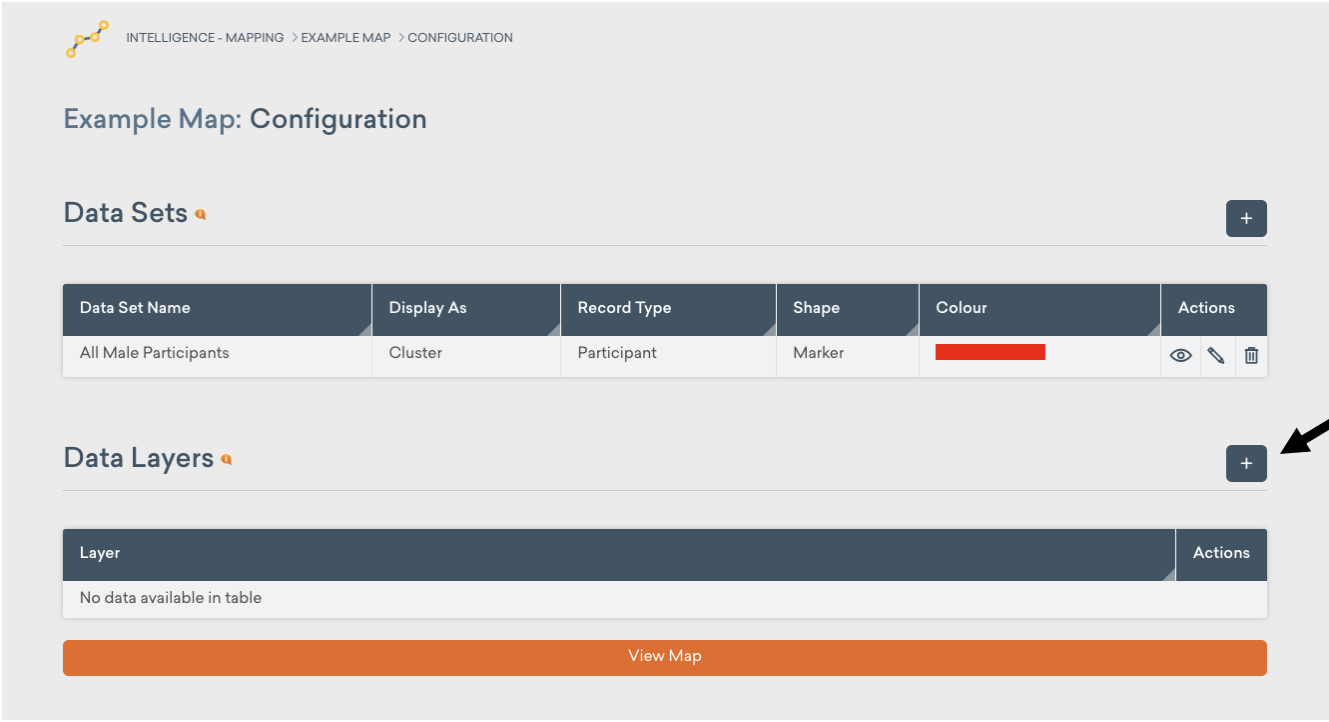
Marker Configuration	
Size	Medium
Shape	Marker
Colour	<input type="color" value="#ff0000"/>

- Click **Save**.

How to Add a Data Layer to a Map

Data Layers allow you to overlay your data with geographical boundaries (e.g., **Ward, Local Authority**) and indicators from the **Data Layer Library**, such as **indices of deprivation**. To add a **Data Layer**:

- From the **Configuration** page, click the **plus (+) icon** next to **Data Layers**.

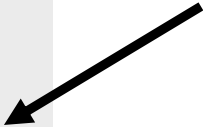


INTELLIGENCE - MAPPING > EXAMPLE MAP > CONFIGURATION

Example Map: Configuration

Data Sets 

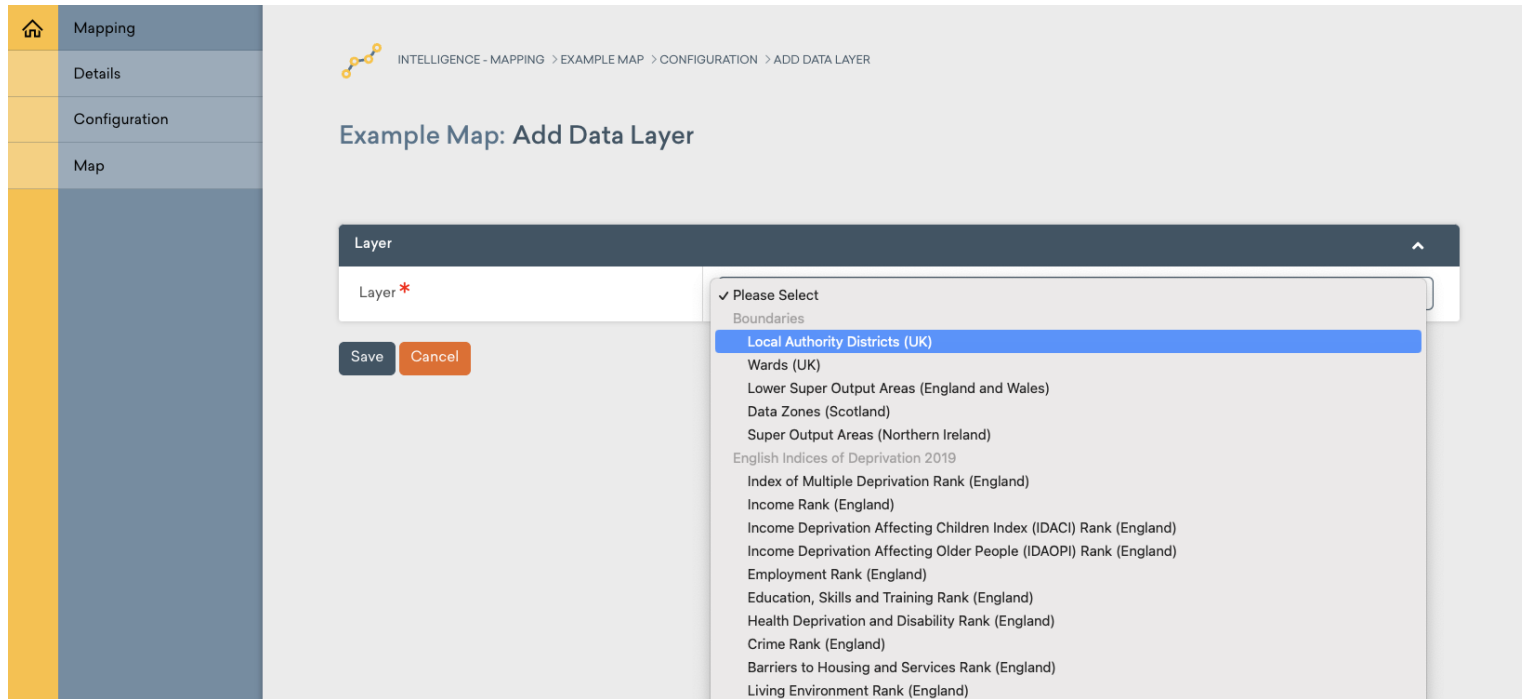
Data Set Name	Display As	Record Type	Shape	Colour	Actions
All Male Participants	Cluster	Participant	Marker		  

Data Layers  

Layer	Actions
No data available in table	

[View Map](#)

- Select a **Data Layer** from the library.



INTELLIGENCE - MAPPING > EXAMPLE MAP > CONFIGURATION > ADD DATA LAYER

Example Map: Add Data Layer

Layer

Layer *

Save Cancel

✓ Please Select

Boundaries

- Local Authority Districts (UK)
- Wards (UK)
- Lower Super Output Areas (England and Wales)
- Data Zones (Scotland)
- Super Output Areas (Northern Ireland)

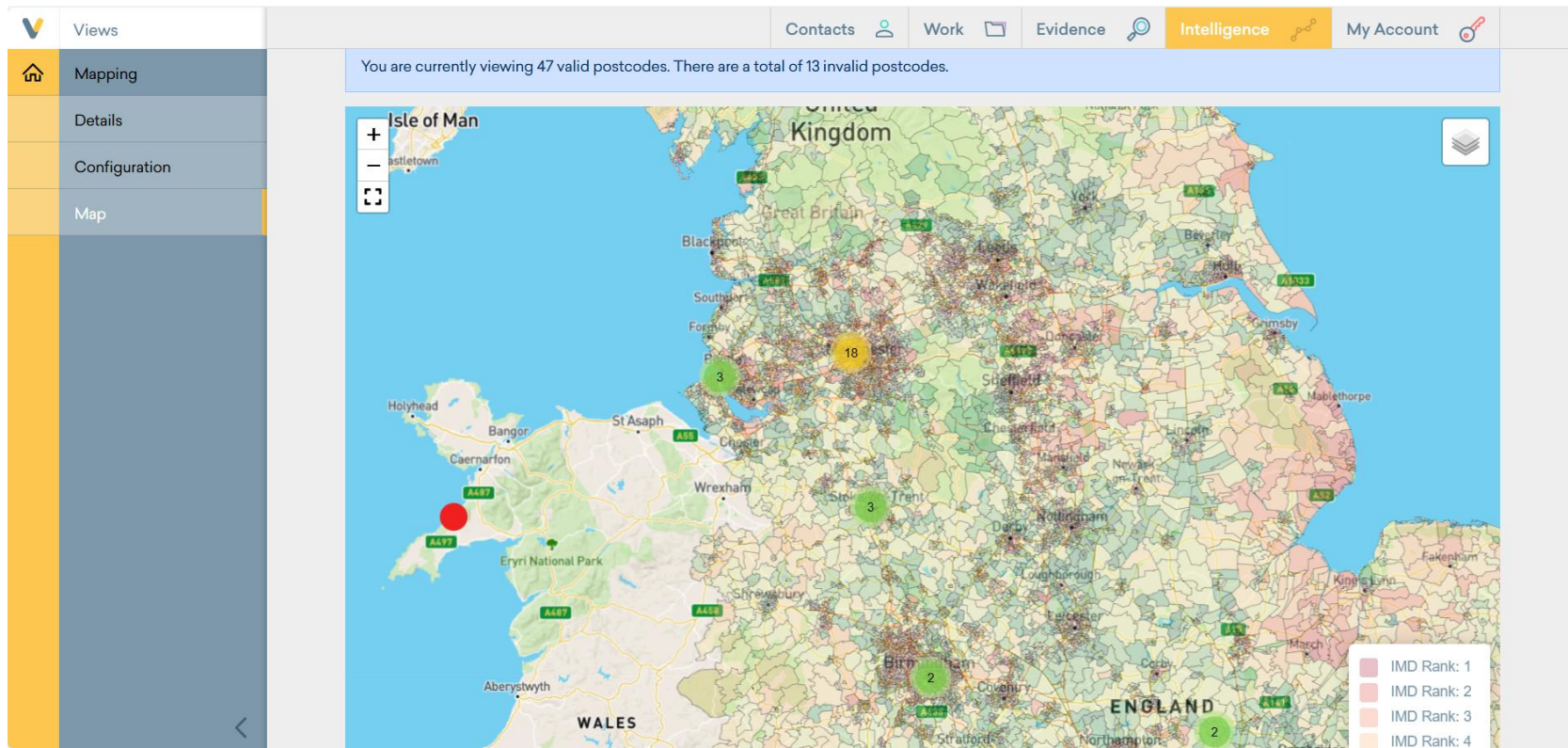
English Indices of Deprivation 2019

- Index of Multiple Deprivation Rank (England)
- Income Rank (England)
- Income Deprivation Affecting Children Index (IDACI) Rank (England)
- Income Deprivation Affecting Older People (IDAOPI) Rank (England)
- Employment Rank (England)
- Education, Skills and Training Rank (England)
- Health Deprivation and Disability Rank (England)
- Crime Rank (England)
- Barriers to Housing and Services Rank (England)
- Living Environment Rank (England)

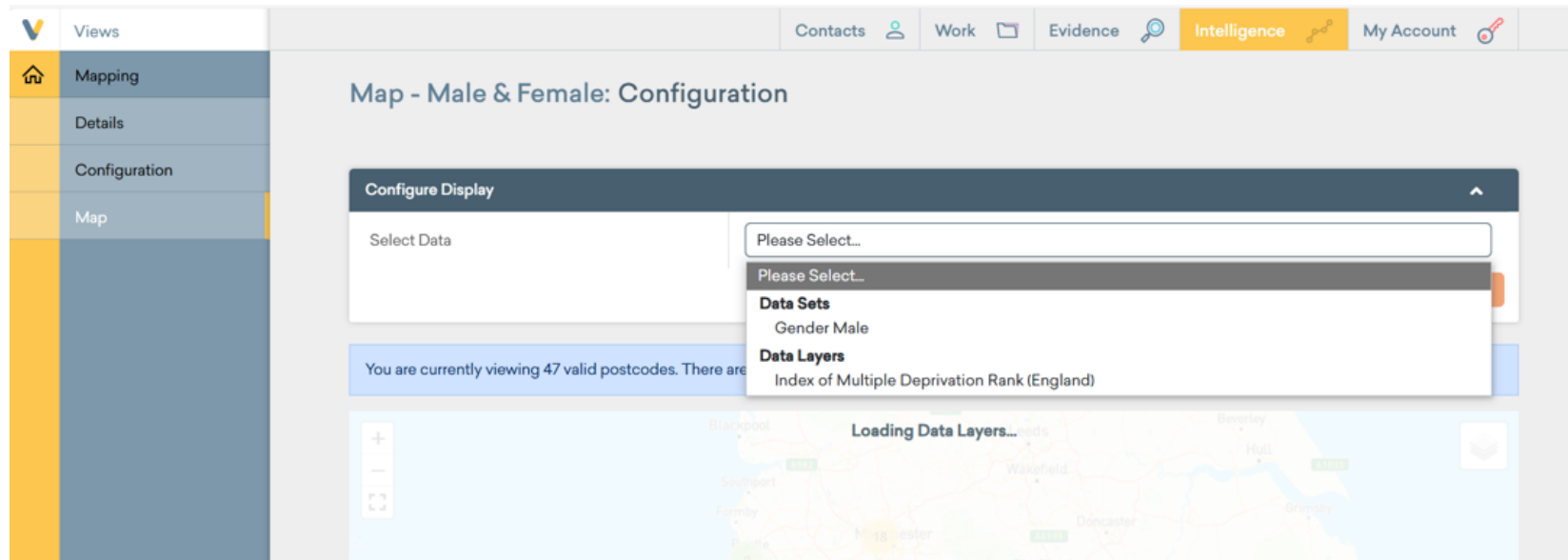
- Click **Save**.

How to View a Map

- Select **Map** from the menu on the left-hand side.



- In the **Configure Display** menu at the top, you can adjust settings for your **Data Sets** and **Data Layers**:
 - Edit **colours**, **marker sizes**, and **display options**.



- Use the **Configure** icon (top-right of the map) to:
 - Toggle **Data Sets** and **Data Layers** on or off easily.

