

Data Distribution Service Quick Reference Guide

Using Data Distribution Service to Order Information v. 2.0

About This Service

This service allows you to order digital data from the Provincial Geographic Warehouse (LRDW). You will be directed through screens where you login, select data you would like, and define the data format. You will then review your data and place your order.

Once the data has been compiled, you will receive an email with a link to download the data to your computer.

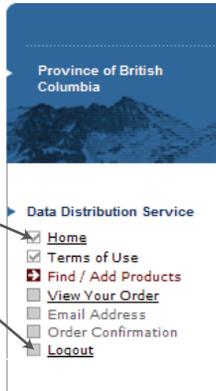
Please note that order and download information is logged by the Integrated Land Management Bureau.

Navigation Menu

The left side of the page always displays your current location in the service. Once you click the login method you are taken to the **Terms of Use** window.

You are able to navigate back to the Home page of the application at anytime by clicking the **Home** link in this menu. Clicking the **Home** link will not log out of the service. You need to click the **Logout** link to log out of the service.

Once you log out, you will need to log back in to place an order.



Logging Onto the Distribution Service

1. You can access the Data Distribution site by first navigating to the GeoBC webpage <http://geobc.gov.bc.ca/>. Click the **Free Data** link found under **Download** on the sidebar.

2. Click your login method button (and enter your credentials if using the IDIR / BCeID option).

Data Distribution Service

IDIR / BCeID Users Enter Here

OR

Guest Users Enter Here

3. Read the Terms and Conditions carefully. You will note that your login information is displayed on the top right of the screen. If you are logged in as a guest, the login information confirms this. Click **Accept** to proceed.

Data Distribution Service

Welcome Guest

Accept Terms and Conditions

These are the terms and conditions of LRDW - Order Land and Resource Data:
This is a legal agreement between you (either an individual or an entity) and the Province of British Columbia. Before ordering land and resource data you should carefully read the following terms and conditions. Ordering land and resource data indicates your acceptance of these terms and conditions. If you do not accept these terms and conditions, click the

Note: If you decline the terms and conditions you will be automatically redirected to the application start page.

Decline

Accept

If you decline the terms and conditions you will be automatically redirected to the application start page.



Welcome to GeoBC, your gateway to provincial geographic information and services.

SEARCH

ADVANCED SEARCH

NEW

DOWNLOAD

CONNECT TO GeoBC

TOOLS

Free Data

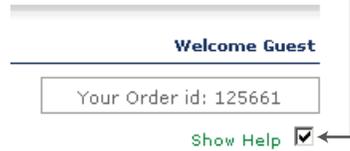
Purchase Data

Finding and Adding Products

The user has two options for obtaining information from the Distribution Service:

- Searching
- Browsing

*Checking the **Show Help** box will refresh your browser window and display help text for each portion of the Data Distribution service shown in **Green** text.*



1. Select the folder listed under **Browse Available Products**.
2. Navigate to the desired layer and click the **Add** button.



When you have completed adding data to your list, click the **View Your Order** button.

View Your Order

The current layers of your order will be displayed.

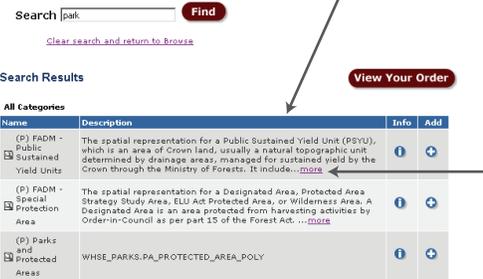
| Packaged Products | | | |
|-------------------------------------|------------------------|------|--------|
| Name | % of Max | Info | Remove |
| TRIM Raster/bc/cals/092g | 38% | i | x |
| Configurable Products | | | |
| Using AGI: No AGI Saved | | | |
| Area of Interest: Do not use an AGI | | | |
| Projection: BC Albers (m) | | | |
| Format: ArcView Shape | | | |
| Name | % of Max | Info | Remove |
| (P) FADM - Provincial Forest | 10% | i | x |
| Total Order Size: | 48% of Max Size | | |

Using Search to Find Products

1. Enter in the search word(s) into the text box and click **Find**.



2. Your results will be displayed in the **Search Results List**.



3. Click the **Add** button to add the desired product to your order. When you click the **Add** button, the selected product will be highlighted in green.



*If the description for a layer is abbreviated, clicking the **more** link will expand the entire text description.*

| Name | Description | Info | Add |
|---|---|------|-----|
| (P) FADM - Public Sustained Yield Units | The spatial representation for a Public Sustained Yield Unit (PSYU), which is an area of Crown land, usually a natural topographic unit determined by drainage areas, managed for sustained yield by the Crown through the Ministry of Forests. It includes all Crown lands within the currently established boundaries of the unit and excludes federal lands, provincial parks, experimental forest reserves, gazetted watersheds and tree farm licenses. Crown land designated as a Public Sustained Yield Unit under Section 6 of the Forest Act. A portion of a TSA. | i | + |

*If you want more information on a product, click the **Info** button to launch the ILMB Discovery Service metadata window. This will provide users the metadata for the selected product.*

Identification Data Access Data Quality Geographic Content Archive

Parks and Protected Areas

The Parks and Protected Areas dataset contains outline for Provincial Protected areas boundaries for all protected areas designated by OIC or legislation.

| Identification Information | |
|------------------------------------|--|
| Title | Parks and Protected Areas |
| Description | The Parks and Protected Areas dataset contains outline for Provincial Protected areas boundaries for all protected areas designated by OIC or legislation. |
| Data Custodian Organization | Parks and Protected Areas Branch (MOE) |
| Date of Date | 2001-11-30 (publication) |
| Date of Date | 2004-07-22 (publication) |
| Resource Status | onGoing |
| Update Cycle | Irregular |
| Next Scheduled Revision | 2004-09-30 |
| Purpose (Intended Use) | The protected areas dataset was created to give a representation of the spatial extent of protected areas, and allows for spatial analysis. |

*If you want to remove the product from the selection, click the **Remove** button.*

To return to the Find/Add Products page from the search results, click the **Clear search and return to Browse** link.



When you have completed adding data to your list, click the **View Your Order** button.

View Your Order

The current layers of your order will be displayed.

Restoring, Saving, and Deleting Orders

BCeID and IDIR users can save, restore, and delete orders using the options below **Your Order ID #**. These options are not available to public users.

This allows users to select a set of items and then store this order set for subsequent visits.



Restore: Select a Saved Order from the drop down list and click **Restore** to open a saved order.

Delete: Select a Saved Order from the drop down list and click **Delete** to delete a saved order.

Save: Enter a Name in the Save Order text box and click **Save** to save your current order for future sessions.

View Your Order

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View Your Order

This page lists the products you have added to your order so far.

Your order is divided into two types of products: **Packaged** and **Configurable**. The packaged products appear at the top of the list and the configurable products appear at the bottom of the list. You can change the projection, format, AOI and clipping method for configurable products only. Packaged products come with preset values for each of these options.

The user can get information on a product by clicking the **Info** button and remove the product by clicking the **Remove** button.

The % of Max column displays how much of the maximum allowable order is allocated to each product. The total is displayed below the list of products. If the total exceeds 100%, you will not be able to submit the order. The ordered products and the selected AOI both affect the size of your order.

To add more products, click the **Add / Find More Products** button to the right of the window.

| Packaged Products | | | |
|-------------------------------------|----------|-----------------------|------------------------|
| Name | % of Max | Info | Remove |
| TRIM Raster/bf/bcalb/092g | 38% | | |
| Configurable Products | | | |
| Area of Interest: Do not use an AOI | | | |
| Projection: BC Albers (m) | | Format: ArcView Shape | |
| Name | % of Max | Info | Remove |
| (P) FADM - Provincial Forest | 10% | | |
| Total Order Size: | | | 48% of Max Size |

Once you have completed your order, click the **Submit Order** button.

Submit Order

You will be asked to enter an email address where the order will be sent. If you wish to cancel your order, click the **Cancel Order** button. All products will be removed from your order.

Configurable Products

Projection: The projection output can be changed by selecting the desired projection from the projection drop-down menu. This can be changed to BC Albers, Geographic (lat/long), and various UTM zones.

Formats: The Format output type can be changed by selecting the desired output format. This can be set to ArcView Shape (GIS standard), csv (comma separated values), or ESRI Exported files (E00).

E00 files are large and may cause delivery issues if your order size is close to 100%. If you experience a problem, try a smaller AOI or set a different output format.

Area of Interest

Area of Interest: The Area of Interest output defines the extent of the output data. The default is the entire geographic extent of the layer. The drop-down menu allows the user to enter a mapsheet, draw a custom AOI, or upload a shapefile to limit the size of your order.

The **Do not use an AOI** option will use the entire extent of the selected products.

Area of Interest: Do not use an AOI

Each AOI method asks the user to set a clipping method. If you select a clipping method, the option will clip the product exactly at the AOI boundary. The option will select all features that have some portion within the AOI, so some features will extend past the clip boundary.

The **Enter Mapsheet** option will clip the product based on a specified mapsheet. mapsheet border. Enter in the mapsheet desired in the text box.

The mapsheet must be either a 20k mapsheet (e.g. 92g001) or a 250k mapsheet (e.g. 92g).

Area of Interest: Enter Mapsheet

Clipping Method:

Enter a Mapsheet: Re-Calc Order

(eg. 102i055 or 92f)

The **Upload Shapefile** selection allows the user to use an existing shapefile as the AOI boundary. Select your Clipping method and click the **Browse** button to navigate to the shapefile. Set the source projection for the shapefile.

Clipping Method:

Shapefile Spatial File (.shp): Browse...

Source projection: BC Albers

Re-Calc Order

When using this function, only a single polygon can exist in the uploaded shapefile.

Draw Custom AOI allows the user to draw an AOI for the project. Select your Clipping method (same as above) and click the **Draw a Custom AOI** button. This will launch a separate map window. The user can use the navigation tools (**Zoom in** , **Zoom Out** , and **Pan**) to move around the map. Draw a New Custom AOI

Users can select the **Pick Existing Polygon for AOI** tool to select a feature from the map. To use the tool, click on the area of the map where you want to select a polygon, then select the appropriate layer from the drop down menu in the information panel. Click **OK**.

AOI: Select Polygon from Layer

Select a layer containing polygons at the point where the OK button to copy the polygon for use as an AOI.

Layer:
 (1:250,000) Water - Ocean - Colour Filled
 (1:250,000) Water - Lakes, Large Rivers, Watershed Groups - Outlined (50k)
 Watershed Groups - Colour Themed (50k)



Users can also select the **Draw AOI** tool to draw an AOI boundary on the map. To use the tool, click each location where you want to place a vertex for your polygon. When your polygon is complete, click **OK** in the information panel to complete the Draw AOI process.



Users can delete an AOI by selecting the **Erase AOI** tool and clicking on the AOI polygon.

When the user has finalized the AOI, click the **Accept AOI** tool . This will update your Clipping Method section.

Clipping Method:

Click the button to launch the Custom AOI Selector: **Draw a New Custom AOI**

When you have completed your AOI selection, click the **Re-Calc Order** button to update the size of the configurable product.

When your order is complete click the **Submit Order** button.

Submit Order

Completing your Order

In the box below, enter your email address twice and click **Submit Order** button. Confirmation and pick-up emails will be sent to this address. If you logged on with a BCeID or IDIR account, your email address will automatically appear in the Email Address field.

Please enter the email address to which order notifications should be sent.

* Email Address:

* Confirm email address:

Cancel Order

Submit Order

After you click **Submit Order**, you will receive the following message:

"Thank you for using this service. Your order has been submitted and you will be receiving an email shortly with a summary of your order."

You may choose to create a New order by clicking the **New** button below or Logout by clicking the **Logout** button.

Your order will be emailed to the email address provided. The order can be downloaded by clicking the link in the email that will be sent to you. If you used your IDIR or BCeID to place your order, use the same Username, Password, and Domain when prompted. If you logged in as a guest, you will not need to do this.

Getting Help

When you receive your order if the email message has a status of **'Not Assembled'** this indicates that there was an error in assembling that particular product. You may attempt to order any unassembled products again, or contact the LRDW System Administrator.

For online help click the **Help** link at the top right of the window. The help link will contain instructions and tips for using the Data Distribution Services.

For help with the Data Distribution Service contact:

GeoBC.ServiceDesk@gov.bc.ca

Please include for reference your orderID (for example: 125565) within your correspondence and as detailed a description as possible as to why it occurred.