

Custom Views

EASYmapping®

10/21/2021



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Custom Views Overview

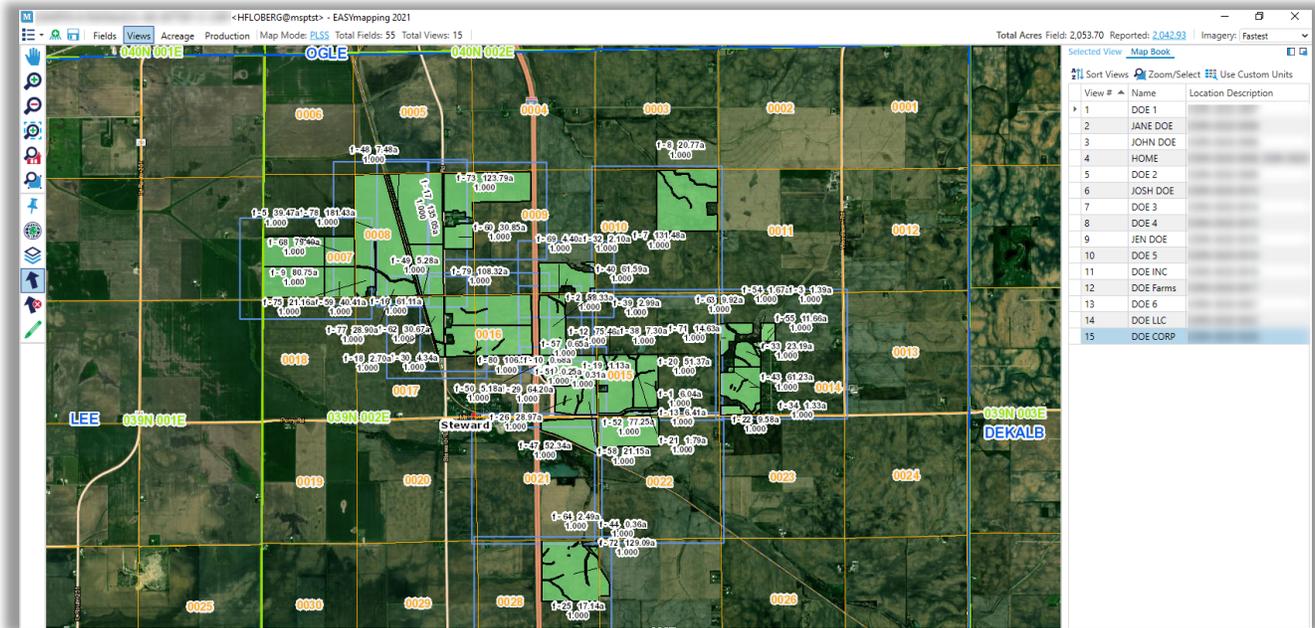
EASYmapping Views allows you to create your own policy's custom views and custom page order for maps and mapping documents.

Custom view examples:

- Multi-section.
- ¼ Section.
- Farm Name.
- Share and Share Percent.

To access *EASYmapping Views*:

- Log into EASYwriter Pro.
- Search for your applicable policy.
- Within the Policy Editor, click “Endorse”.
- Select the “EASYmapping” button, in the top menu.
- Click the “Views” tab.
- *EASYmapping Views* will open showing you the current views tied to the policy you are viewing. The views are outlined in blue.

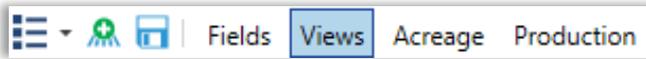


Available Menus

Within *EASYmapping Views*, there are a series of menus:

Menu Bar

At the top of the window, you will find the *EASYmapping* menu bar. This allows quick access to various areas in EASYmapping:



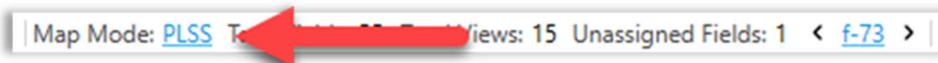
- [EASYmapping Menu](#) (Hamburger Menu) offers an assortment of EASYmapping options such as Ordering Products, Mass Update functionality, Help resources, and more.
- [Add/Edit Units](#) feature allows you to add or edit units while mapping or reporting acres in edit mode.
- **Save** will appear in edit mode when changes have been made to the fields.
- [Fields](#) allows you to go back to *EASYmapping* to add/edit fields.
 - [A view can be added in the Fields tab.](#)
- [Acreage](#) provides access to key in your mapped-based acreage.
- [Production](#) provides access to key in your mapped-based production.

Policy Information section

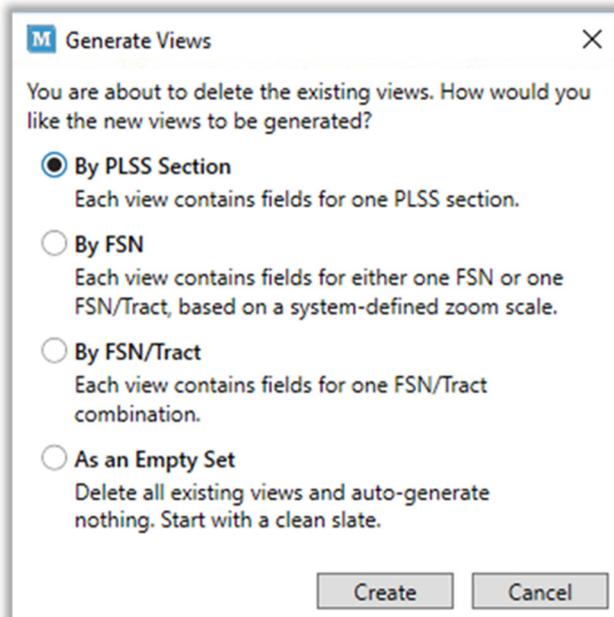
The *Policy Information* section is located at the top of the *Views* screen. You will find the following tools and information:

Map Mode

- *Map Mode* prompts the *Generate Views* window. This allows you to switch from PLSS to FSN to FSN/Tract views. The *Map Mode* also allows you to delete all custom views and start from scratch. This is called generating **As an Empty Set**.
- Click on the link shown below.

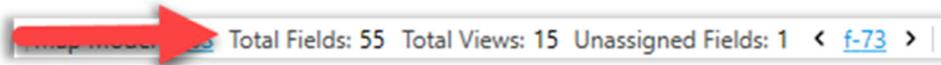


- *Generate Views* window:



EASYmapping Views Overview

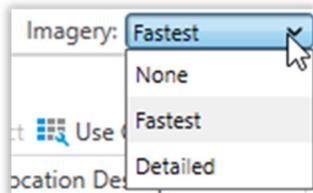
EASYmapping Views Overview displays information relating to your views:



- *Total Fields* displays the total number of fields on the policy.
- *Total Views* displays the total number of views on the policy.
- *Unassigned Fields* counts the number of fields that are currently not assigned to a view. Links to the unassigned fields will display, allowing you to zoom into each unassigned field and assign it to a view. NOTE: Unassigned fields will not show up in EASYmapping documents.
- *Unassigned Units* may also display if a Custom Unit update has been made in the Views window. (More information can be found in the Custom Unit section). The number of unassigned units will follow when applicable.
- *Total Acres vs. Reported Acres* information allows you to verify that all acres have been reported on your policy.

Total Acres Field: 2,053.70 Reported: [2,042.93](#)

- *Imagery* defaults to **Fastest**, however you can select **None** or **Detailed** from the drop-down option.



Map Book Panel

The Map Book panel will detail ALL your views in Map Book order. This panel can be relocated on your screen by selecting the icons on the top right side of the window.

View # ▲	Name	Location Description	Fields
1	DOE 1		4
2	JANE DOE		3
3	JOHN DOE		3
4	HOME		1
5	DOE 2		2
6	JOSH DOE		2
7	DOE 3		9
8	DOE 4		8
9	JEN DOE		3
10	DOE 5		2
11	DOE INC		7
12	DOE Farms		3
13	DOE 6		1
14	DOE LLC		1
15	DOE CORP		4

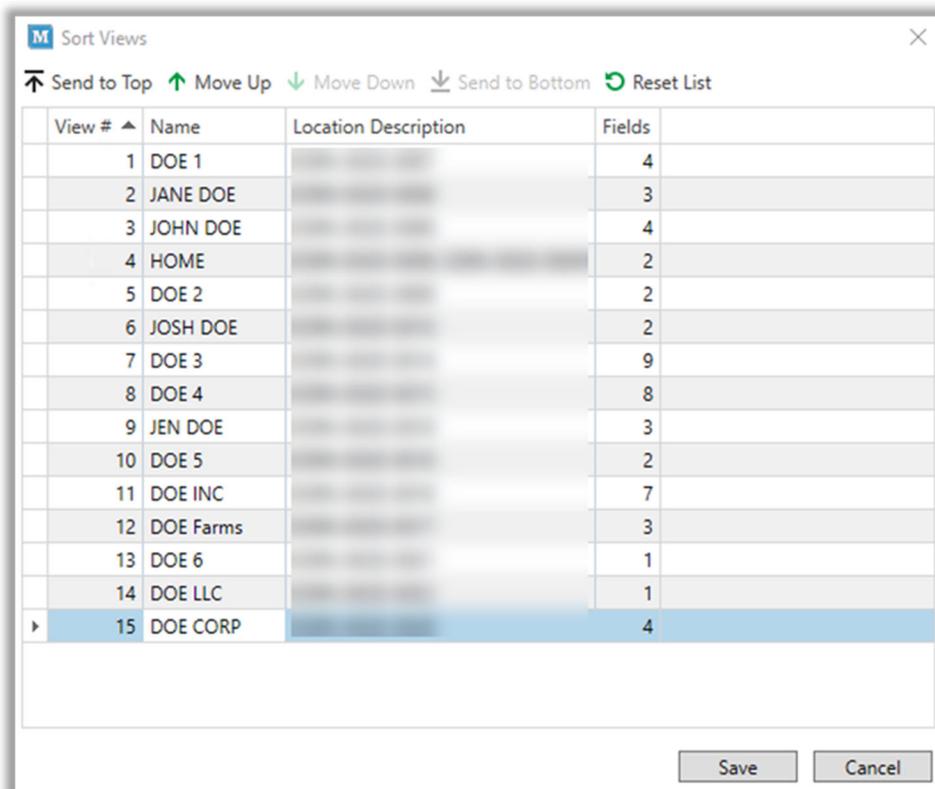
The Map Book Panel details include:

- View #.
- (View) Name.
 - A Name can be added by clicking in the field and keying.
- Location Description.
 - This will vary depending on the Map Mode selected.
- Fields (within the view).

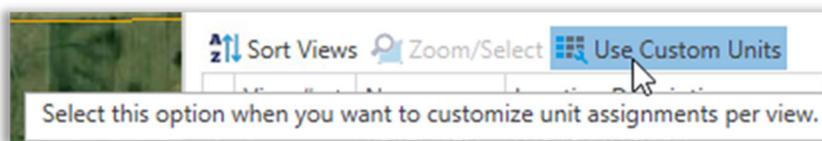
The tools include:



- *Sort Views* allows you to select the order your Map Book will print.
 - Click on “Sort Views”.
 - The *Sort Views* window appears.
 - Select a view and the top bar will become enabled.
 - *Send to Top* advances the view to the top of the list.
 - *Move Up* moves the view up one space at a time.
 - *Move Down* moves the view down one space at a time.
 - *Send to Bottom* advances the view to the bottom of the list.
 - *Reset List* changes to display in View # order.
 - Click “Save”.



- **Zoom/Select** is enabled if a view is selected. This allows you to zoom into the detail of a view.
 - Once selected, the map will zoom into the view and the **Map Book Panel** tab will flip to the **Selected View Panel** tab.
 - This same action can be accomplished by double-clicking on the view from the **Map Book Panel**, or selecting the view on the map.
- **Use Custom Units** gives you the ability to assign or unassign units to specific views. This customization will then appear in the EASYmapping and mapping documents.



- If the “Use Custom Units” button is highlighted, it means there are Custom Units on the policy. If the button is not highlighted, it means there are no Custom Units.
- It will also change the *EASYmapping Views Overview* at the top of the window to display any Unassigned Units.



- You can reset your Custom Units, by selecting the highlighted “Use Custom Units” button. If Custom Units Assignments are already on the policy, when you select the button, you will receive the *Delete Custom Unit Assignments* pop-up. Click “Cancel” to keep your Custom Units.

- [You can draw a view by custom unit.](#)

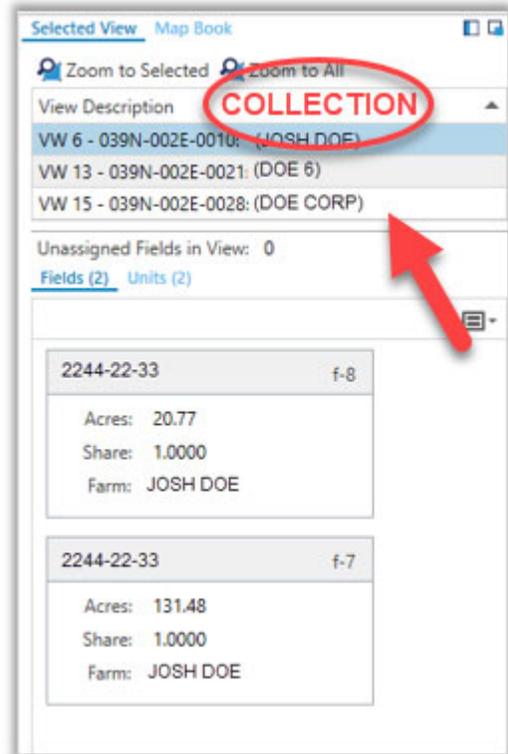
Selected View Panel

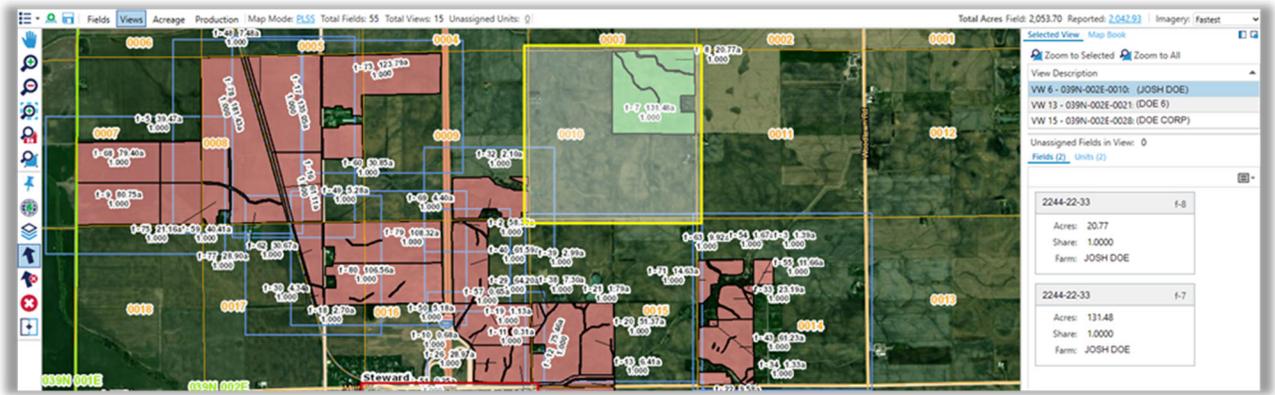
A view can be selected in three different ways:

- Selecting the view from the map.
- Selecting the view from the *Map Book Panel*.
- Selecting the view from the *View Description* section in the **Selected View Panel**.

When a view is selected, the **Selected View Panel** will open and show the following information:

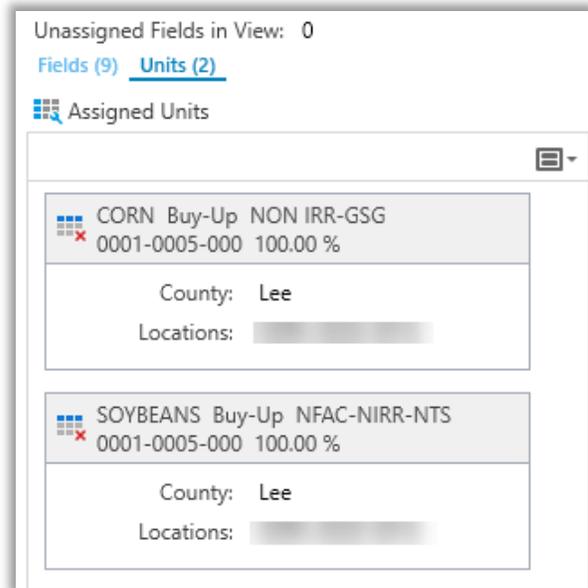
- *View Description*, which we will refer to as a **COLLECTION** displays ALL views that you have selected while in your *EASYmapping* session.
 - The highlighted row is your Focused view within your COLLECTION.
 - The Focused view will be outlined in yellow, all views in your COLLECTION will be outlined in red.
 - Note: Fields in COLLECTION will display as green, other fields assigned to different views will display in red, and all yellow fields are unassigned.
 - The tools at the top of the window allow you to *Zoom into the Focused view* OR *Zoom to All* the views within the COLLECTION.
 - To clear your COLLECTION, select the “Deselect ALL” views icon from the *Navigation Panel*.
 - **Important Note:** [When you use the “Merge Views” icon, it will merge ALL your views in the COLLECTION.](#)
- *Unassigned Fields in View* shows how many fields within the Focused view extent are not assigned that view.
- *Fields* tab displays how many fields are within the Focused view.
 - The space below will detail the fields’:
 - FSN, Tract, and FSA Field Number.
 - NAU Field ID.
 - Acres.
 - Share name and Share percent.
 - Farm Name.
 - To sort the fields, click on the dropdown box. 



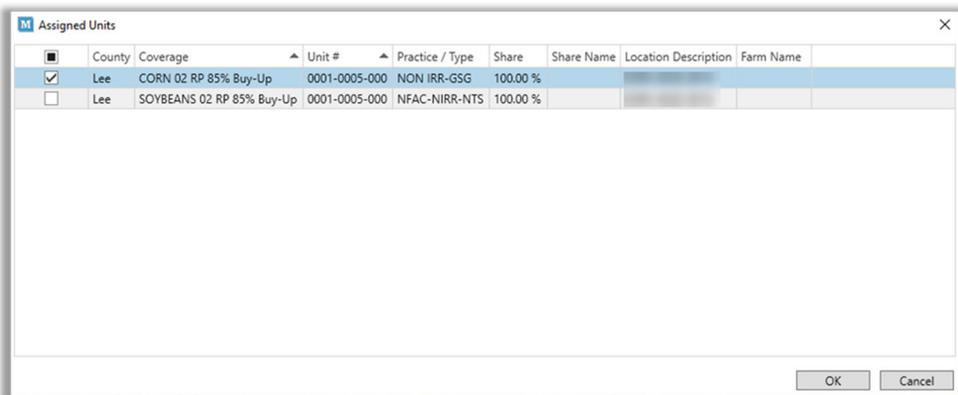


- **Units** tab displays when the “Use Custom Units” button is checked on the *Map Book Panel*. This tab allows you to assign/unassign units for the Focused view. This determines what units will appear in the EASYmapping documents for this view.

- Details will include:
 - Coverage.
 - Practice/Type.
 - Unit Number.
 - Share Percent.
 - Farm Name.
 - County.
 - Location.
- To sort the units, click on the dropdown box .
- To remove an Assigned Unit, click on  next to the unit.
- To add or remove an Assigned unit, select the button  Assigned Units



- This will open the *Assigned Units* window, where you can select to add a unit.
- Check the box(es) next to the unit(s) you want to add, and click “OK”.



Navigation/Imagery Panel

The [Navigation/Imagery](#) panel will change depending on what you have selected on the map. When you first enter *Views*, you will find the following tools:

- Pan.
- Zoom In.
- Zoom Out.
- Zoom to Extent (zooms to the current drawing of an extent).
- Zoom to Farm View (zooms to the extent of all mapped fields).
- Zoom to Section.
- Identify.
- Quick Nav.
- Map Layers.
- Select Views.
- Deselect ALL (Views).
- Draw View.



Legends

With no views selected, the legend will show the following:

- Field is green and assigned to a view.
- Field is yellow and not assigned to a view.



When a view(s) is selected, the legend will show the following:

- Field is green and assigned to the selected view, or field is green and assigned to the COLLECTION.
- Field is yellow and not assigned to the selected view or COLLECTION.
- Field is red and is assigned to a different view.



Draw and edit views in *EASYmapping Views*

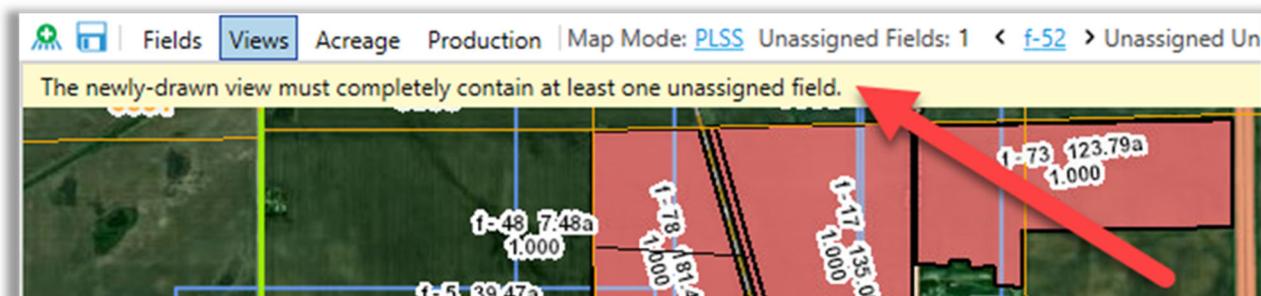
There are many ways to draw and edit fields within *EASYmapping Views*. Below are some of the most common approaches:

Map

- Existing views: All existing views will be outlined in blue for easy visibility.
- Map: Background map will display imagery and reference layers (e.g. PLSS, County, Roads, etc.).

Draw View

- To draw a view, simply click the “Draw”  tool and drag a box around a group of fields.
 - Please note: To draw a custom view, the new view must contain at least one unassigned field. And must completely contain at least one unassigned field.
 - When creating your view, pay close attention to any tips displaying at the top of the *EASYmapping Views* window in the yellow banner. These tips will detail errors, actions performed, and hints on how to proceed.



Edit View

Click the “Select” tool and click on a desired view. The selected view will now be outlined in yellow, with the following new set of tools in the *Navigation/Imagery* panel:

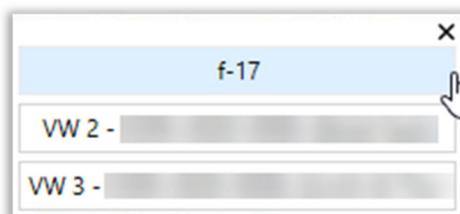
- Select Views.
- Deselect All (Views).
- Delete the selected view (or COLLECTION of views).
- Toggle field assignments for the selected view.
- Modify the size and shape of the selected view.



Select Tool

The *Select* tool is utilized to click on a field or view. By utilizing this tool, you will put the field or view in focus. If a view is selected, it will be added to the COLLECTION in the *Selected View Panel*.

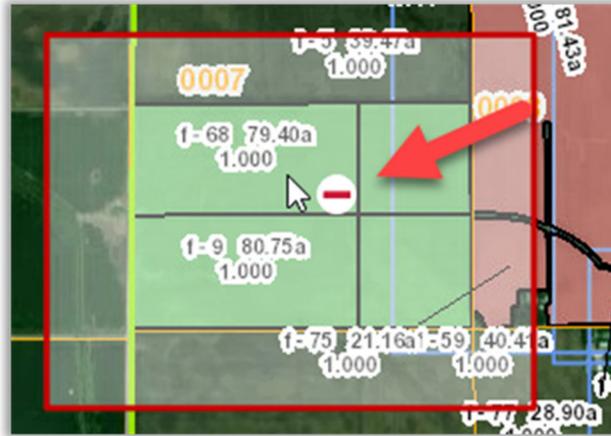
If the *Select* tool is utilized in an area with multiple fields or views, you will receive a pop-up allowing you to specify what you are trying to select. In this situation, you could select Field 17, View 2, or View 3.



Toggle Tool

Use the *Toggle* tool to assign and unassign fields from a current view. In addition, it will allow you to move an already assigned field from a different view to a new view.

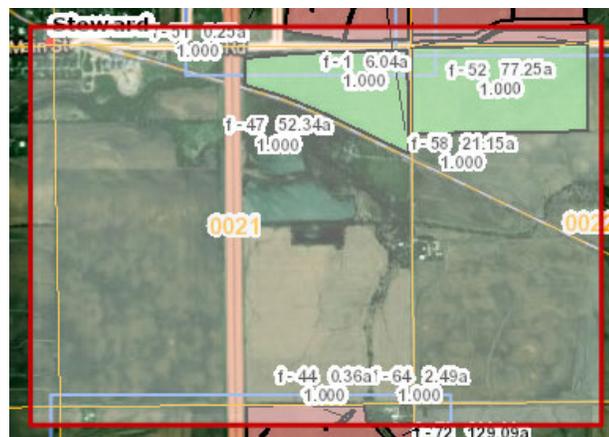
- Highlight your view.
- Simply click the “Toggle” icon, and click on a field. Depending on if the field is already assigned, you will receive a “-“ or “+” icon to unassign or assign the field.
- Once you complete the assigning or unassigning of fields within a view, you will click “Complete” on the *Toggle Field Assignment Panel*.



- If a field is assigned to a different view, you will receive an icon with a blue arrow. If you select the icon, while on this field, it will merge that field onto your current view. The “Complete” button will need to be utilized to finish the action.



Blue Arrow due to the assigned field being in a different view. Click the icon.



It merged the field into the view in focus.

Modify Tool

Use the *Modify* tool to change the size and shape of the selected view.

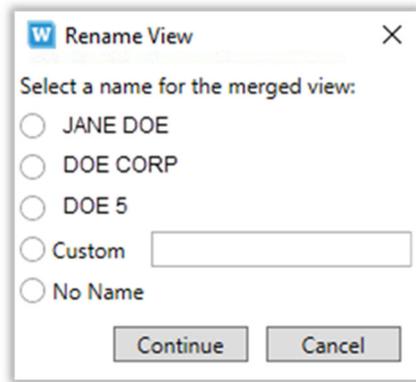
- When *Modify* is selected, the outline around the view will be a bold blue line with white boxes on the corners. You can select the white boxes to resize your view.
- Once you complete resizing the view, you will click “Complete” on the *Modify View Panel*.



To modify multiple views, select multiple views on the map. These will add into your COLLECTION. Choose the “Merge” icon. This will merge all the views in the COLLECTION.

- If you do not want all the views in the COLLECTION to merge, deselect (on the map) the ones you don't want included.
 - **Reminder:** All views in a COLLECTION are outlined in red.
- Once a COLLECTION is selected, you will be provided with the following new tools in the *Map Tool* panel:
 - Deselect all selected views.
 - Delete all selected views.
 - Merge all views in the COLLECTION into one view.
- When you select “Merge”, you will be asked to select a new name for your view, when applicable. You can choose one of the existing view names, add a custom name, or choose no name.





- Click “Continue” when done.
- This will merge all the views in the COLLECTION together.

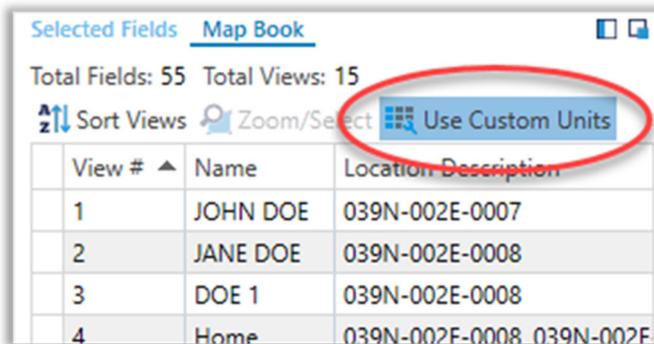
Draw View by Field

- To draw a view by field, highlight the unassigned field. The following two tools will appear:
 - Create View.
 - Create Missing Views.
 - This will create a new view for each unassigned field.
- The new view will now appear in the Map Book Panel for naming or customization for print order.



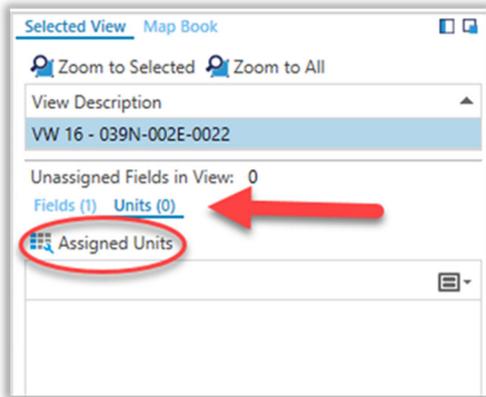
Draw View by Custom Units

- To draw a view by unit ID, click the “Use Custom Units” button on the *Map Book Panel*.

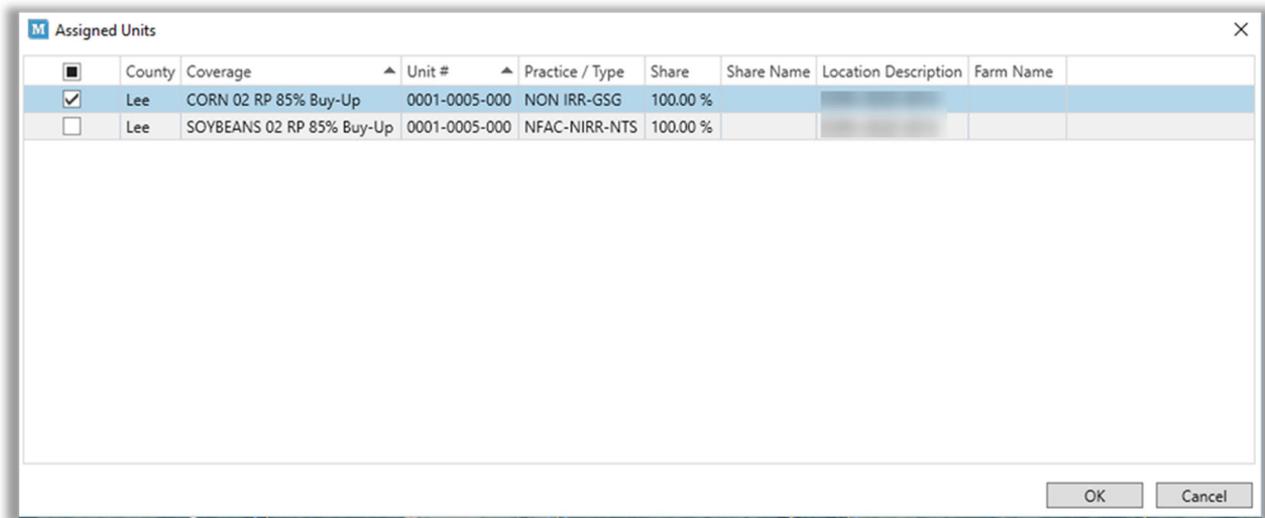


- Please note, to draw a custom view, the new view must contain at least one unassigned field
- Click the “Select” tool , and click on the desired field.
- Choose the “Create View” icon from the *Navigation Panel*.
- Select the new view from the map or from the *Map Book Panel*.
- In the Selected View Panel, a Units tab will appear with the number of units assigned to the view. There is also an “Assigned Units” button. Select the “Assigned Units” button.





- The *Assigned Units* window will appear. Check the units you want to be viewable in the map view, click “OK”.



- Repeat this process to assign units to other views.
- Click “Save”.

Add a View from the *Fields* tab

You can add a view from the *Fields* tab too.

- Within the *Fields* tab, draw your field and save.
- Highlight the newly added field.
- Choose the “Create Custom View” icon



- You will be asked, “Are you sure you want to create a view containing the selected fields?”
- Click “Continue”

Map Book Pages

Any applicable changes that are made to maps within *EASYmapping Views* will automatically reflect the updates. If for some reason the system can’t dynamically add the view, a message will be received to let you know about any unassigned fields. Please ensure all fields are assigned to a view.

- In *EASYmapping Views*, the *Policy Information Panel* identifies when there are Unassigned Fields or Unassigned Units.
- In *EASYmapping Views*, if the system can’t dynamically add the view, a message will be received to let you know about unassigned fields.
- Using *Generate Views* from the *EASYmapping* menu will wipe out any custom views created in *EASYmapping Views*.
- Unassigned fields will not show up in *EASYmapping* documents.

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