



Digimap Site Representative Guidance

Contents

Contents.....	1
Welcome to Digimap	2
Key things to know.....	2
What are the Digimap Collections?	4
What can I do with Digimap?.....	9
Who can access and use Digimap Collections	11
How do users login and register?	11
Your institution’s responsibilities.....	13
What support do you offer?	15
Additional support for staff	19



Digimap Site Representative Guidance

Welcome to Digimap

Thanks for subscribing to Digimap. This document provides an overview of Digimap Collections, your institution's responsibilities as a subscriber and the support that EDINA offers.

The key points are listed on this page, with links to relevant areas of the document. We hope you will be able to further explore Digimap and learn more by reading this document and following the links provided. The [EDINA Helpdesk](#) is available to help you resolve any questions or problems with Digimap – don't hesitate to get in touch.

Key things to know

What are the Digimap Collections?

Nine different collections of mapping data, available to UK Further and Higher education. Each collection has its own licence agreement and can be subscribed to separately. If you don't currently subscribe to all the Digimap Collections, please ask about our "bundle" subscriptions, which offer great value for money.

Who can use Digimap?

Any student, member of staff or contractor at your institution who meets the definition of an 'Authorised User'. This varies slightly between the different collections but broadly speaking, an individual must:

1. be permitted to access an Authorised Institution's electronic information services
2. and have registered for Digimap, accepting the relevant Digimap Licence Agreement(s)

Eligibility to access any given Collection is at the subscribing institution's discretion, as long as these criteria are met. As long as these criteria are met, it shouldn't matter whether individuals are part-time, full-time, in the UK or overseas, staff or student. For example, retired staff may be granted access in some institutions because they already have full access rights to the institution's electronic information services. Another institution may treat retired staff differently.

In making decisions regarding eligibility, we would urge you to consider carefully the risks involved in any given group or individual having access. The data available through Digimap are commercially valuable and useful and there are many opportunities for using the data for purposes that are not covered by the Digimap licence. You should consider whether or not the use a group (or individual) will make of Digimap falls within the permitted uses and what sanction, if any, you as an institution have against the user should they use the data for un-licensed purposes.

We are very happy to help you with these decisions. If you would like to discuss eligibility, please don't hesitate to get in touch.

Access to Digimap

Login is via [UK Federation](#). Every user must register then agree to the licence terms and conditions for each Digimap Collection they wish to use.



Digimap Site Representative Guidance

What are my institution's responsibilities?

Your responsibilities are detailed in the sub-licences you sign on subscribing to Digimap. We would encourage you to read these. You must:

- Report any actual or possible breach of the terms of the sub-licence to EDINA and work with EDINA to resolve any incidents.
- Assist and support your users with Digimap as far as possible.
- Ensure that only Authorised Users have access to the service (for example, do not create a generic access account which provides access to Digimap and give it to any individual who requests it)

In addition, we ask that you nominate at least one Site Representative who will be the main contact with EDINA. This is likely to be, but does not have to be, someone other than the person who is authorised to purchase the subscription.

What support is available?

Digimap provides comprehensive help pages, webinars and help videos.

Contact the EDINA Helpdesk with any queries or problems related to Digimap – all queries will receive an initial response within 1 working day:

- Email digimap@ed.ac.uk
- Phone 0131 650 3302



What are the Digimap Collections?

Digimap Collections are 11 collections of mapping data; Ordnance Survey, Historic, Geology, Marine, Environment, Aerial, Lidar, Global, Society, Pilot and Geomni.

Each collection is available by subscription to Further and Higher Education institutions across the UK. Institutions can subscribe to any number of Digimap Collections, depending on their requirements. "Bundle" offers are also available if you wish to subscribe to all the collections.

Users can view, customise and print maps quickly and easily. Additionally users can download map data to create their own maps. No setup or download is required to start using the services, but users must register.

The screenshot displays the Digimap website interface. At the top, there is a dark blue header with the Digimap logo on the left, the text "Please log in to access applications. How?" in the center, and "Resources" and "Subscribing" on the right. Below the header is a horizontal navigation menu with buttons for "Ordnance Survey", "Historic", "Geology", "Marine", "Environment", "Aerial", and "Lid". The "Ordnance Survey" button is highlighted with a yellow underline.

Below the navigation menu, the main content area is split into two columns. The left column features a map of Edinburgh, followed by the "Ordnance Survey" logo and a navigation menu with links for "About", "Data", "Getting Started", "Access", "Help", and "FAQ". Below the menu is a text block: "Digimap is a web-based service delivering digital map data and high quality cartographic products. Access is convenient and on-demand to the best and most detailed mapping data currently available." and another text block: "Digimap's Ordnance Survey Collection is the original and definitive service providing a full range of topographic Ordnance Survey data for the UK higher".

The right column contains two large blue buttons with white text and icons. The top button is labeled "View, annotate & print a map" and contains a compass icon and the text "Roam >". The bottom button is labeled "Download data (for GIS/CAD)" and contains a compass icon and the text "Data Download >".



Digimap Site Representative Guidance

Collections Overview

The map data is provided by a range of different organisations. A link to an overview of each collection is given below:

Ordnance Survey Collection

The UK's national mapping agency provide a wide range of current maps of Great Britain. Map data is regularly updated. From 2019, Ordnance Survey Northern Ireland map data is also available.

Historic Digimap

Landmark Information Group provide historic Ordnance Survey maps of Great Britain, from the 1830s to the 1990s, including County Series and Town Plan maps.

Geology Digimap

British Geological Survey provide onshore geological maps of Great Britain at a range of scales, offshore map data, borehole index, permeability and hydrogeology map data.

Marine Digimap

OceanWise provide detailed marine charts and vector data for Great Britain, as well as smaller-scale worldwide marine charts.

Environment Digimap

The Centre for Ecology and Hydrology provide land cover data for Great Britain and Northern Ireland, for 4 survey dates – 1990, 2000, 2007 and 2015.

Aerial Digimap

Getmapping plc provide high resolution (25cm) vertical aerial image data for Great Britain, captured between 1998 and 2015.

Lidar Digimap

Lidar Digimap is a collection of open data from various national and government agencies, including the Environment Agency, Scottish Government, SEPA, Scottish Water and Natural Resources Wales. Data includes digital terrain models, digital surface models and point cloud data.

Global Digimap

Global Digimap offers three datasets; OpenStreetMap, Natural Earth and Collin's World Panorama. The service is still in development and it is possible that further datasets will be added in future.



Digimap Site Representative Guidance

Society Digimap

Society Digimap provides census and socio-economic data, visualised over Ordnance Survey data.

Geomni Digimap

Geomni Digimap provides mapping data from Geomni UK, including:

- **UKMap** - a modern, highly detailed, feature-rich mapping database of Greater London. Its unique, innovative design offers users a flexible choice of integrated map features within a single geographic information source.
- **UKBuildings** - a unique database created and regularly updated to help you understand the age, structure, characteristics and use, of commercial, public and residential buildings across GB.
- **UKLand** - a maintained, national land information database providing a detailed consistent breakdown of the use of land across the UK.

Pilot Digimap

Digimap's Pilot Collection provides access to data that we are evaluating against demand from users. Pilot currently offers:

- Sentinel 2 derived cloud free optical mosaic for the UK, 2019.
- Sentinel 2 derived Near Infrared mosaic for the UK, 2019.

The data included in Pilot Digimap are subject to revision and update.

Licence Agreements

The mapping data in each collection has been licensed by The University of Edinburgh from the data provider, under a licence agreement that makes the data available for educational use.

Commercial use of the map data is not permitted under the terms of any of the licence agreements.

Each collection has a separate licence agreement.

You can see the full text of each licence agreement and Frequently Asked Questions on licensing and copyright by Digimap users in our help pages.



Digimap Site Representative Guidance

What is EDINA's role?

EDINA is based at the University of Edinburgh. EDINA licenses and hosts the map data. We design, develop and support the Digimap Collections.

EDINA has a [Helpdesk](#) plus a support team of spatial data specialists to provide support materials and assist with queries on Digimap. We also run webinars, which are open to any user of the Digimap service. We are also happy to answer questions from any registered user, whether staff or student.

Technical Requirements

Do we need to install anything to use Digimap?

No. You do not need to install anything to start using Digimap.

Digimap is a browser-based service. Your users can access it and use it in any recent web browser.

Recommended Browsers

Digimap works with the latest versions of:

- Edge
- Safari
- Firefox
- Chrome

UK Federation

Digimap Collections are only accessible via the UK Federation. This means that all users must have a username and password which will operate with their local institutional systems. Each institution will operate a username and password system which will allow access to electronic resources using either their own UK Federation Identity Provider. Identity Providers can be run "in-house" or outsourced to other organisations (e.g. via OpenAthens).

Your UK Federation support person(s) will be responsible for ensuring the correct attributes are being released for user accounts. **To allow access to Digimap, they should be releasing eduPersonTargetedID and eduPersonScopedAffiliation**

Further information can be found on the UK Access Management Federation webpage:
<http://www.ukfederation.org.uk/content/Services/2008-01-04-digimap/>

Access via institutional IP address is not available for the Digimap Collections. However, Digimap for Colleges, our mapping-only service for FE Colleges, is accessible via IP address.



Digimap Site Representative Guidance

Does Digimap work on mobile devices?

Yes, Digimap works on Safari on an iPad.

We would not recommend using Digimap on a mobile phone, as the display area is too small to view maps clearly.

Problems using the service?

If users do experience problems using any of the Digimap services or are have issues gaining access we would ask them to get in touch with us.

It is useful for us to receive as much information as possible about the problem, along with which web browser and version is being used. If any error messages are being shown in the interface details of when they appear and what they say are very helpful.

If a user can't login into the service we need to know when during the login process the problem arises. Also, the text of any failure message or a screenshot is also very helpful. Users who forget their passwords need to seek help locally. EDINA does not store, issue or reset passwords.



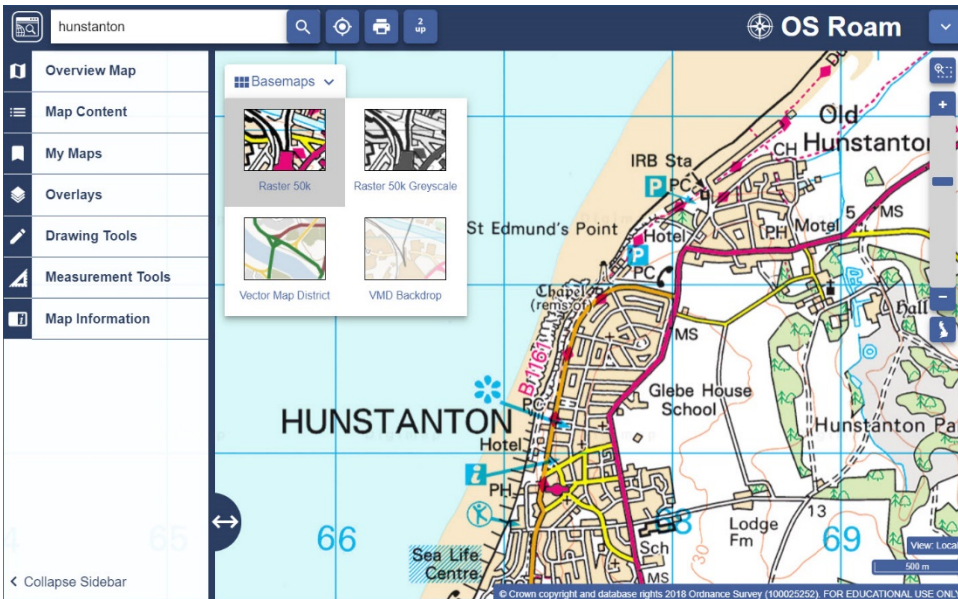
Digimap Site Representative Guidance

What can I do with Digimap?

Each Digimap Collection offers two main functions:

1. View, customise and print maps

Within each Digimap Collection you will find a **Roam** application, which enable users to quickly and easily view maps at fixed scales, as well as annotate, print and save maps within Digimap.



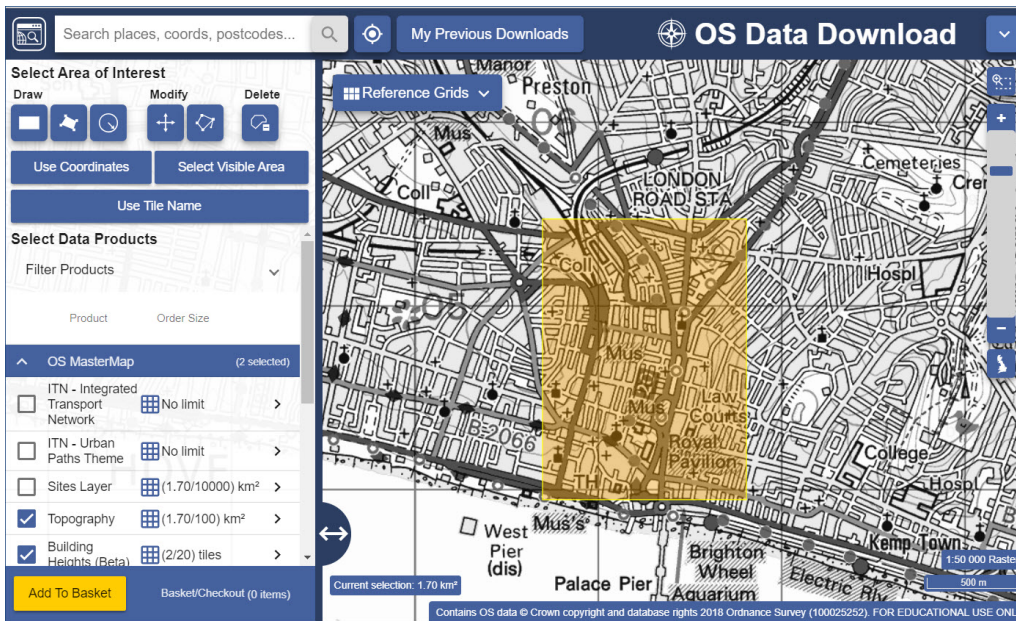
2. Download map data

Each service also offers a data download application. These allow users to download map data to their device. Users can then use the map data to create their own maps, perhaps combining it with their own data.

Access to specialist software is required to use the map data to create maps – have a look at the section [How to use downloaded map data](#).



Digimap Site Representative Guidance



How to use downloaded map data

As mentioned above, no specialist software is required to use Digimap Collections - users access Digimap through a web browser. However, if your users wish to download map data and create their own maps - as opposed to just viewing maps within Digimap - they are likely to require some specialist software, for example:

- GIS (Geographical Information Systems) software - used to display, edit and analyse digital map data and georeferenced data. Commonly used software packages include ArcGIS, MapInfo and QGIS.
- CAD (Computer Aided Design) software - used in many industries to create designs and technical drawings. In the context of Digimap, it is likely to be your architecture department who download map data and edit it in CAD. AutoCAD is commonly used.

Does your institution already have a licence for relevant software?

In order to support your users, it might be worthwhile checking with academic or technical staff whether licenses for any of the commonly used software packages have been purchased.

What help is available from Digimap on GIS?

Our help pages cover the essentials of using map data in the most popular software.



Digimap Site Representative Guidance

Who can access and use Digimap Collections

In order to access and use a Digimap Collection you must be an "**Authorised User**".

To be an Authorised User you must:

1. be permitted to access an Authorised Institution's electronic information services
2. and have registered for Digimap, accepting the relevant Digimap Licence Agreement(s)

This applies whether you are a student, member of staff (current or retired) or a consultant/ contractor to an Authorised Institution. See also information on page 1.

Your institution will need to subscribe to a Digimap Collection before users will be able to register to use a collection.

How do users login and register?

Login

Access to Digimap is controlled by your institution.

EDINA does not issue users with a Digimap username and password. Users log in with the username and password issued by their institution for accessing electronic resources and/or an institution's local web portal.

If a user has forgotten their personal account details, they should contact their local support staff who will be able to assist. EDINA cannot reset or remind users of their password.

Where do users login?

Digimap Collections page: <https://digimap.edina.ac.uk/>

Registration

Under the terms of the data licences, registration is required. We provide an overview of the registration process in our help pages .

Registration is an automated 2 step process.

Step 1



Digimap Site Representative Guidance

Requires a user to provide a correct and regularly used email address. The user is required to verify this email address before the registration can proceed.

Step 2

The second step involves the user agreeing to the end user licence for the Digimap Collection(s) they wish to use.

Registration complete?

Once a user has successfully verified their email and accepted a licence agreement we send them a 'Welcome to Digimap' email.

The email contains:

- Welcome message
- Login link
- Summary of the functions available within Digimap
- Information on logging out, registration deactivation and login security
- Tips on accessing help and support



Digimap Site Representative Guidance

Your institution's responsibilities

In this section we refer to the Sub-licence. When your institution subscribes to any Digimap Collection, it will agree to a sub-licence. There is one sub-licence for each Collection. All the sub-licences can be found here:

http://digimap.edina.ac.uk/webhelp/digimapsupport/about.htm#access/licence_agreements.htm

Institutional Contacts

It is the responsibility of every institution to provide names and contact details for at least one Site Representative.

Site Representatives

- a) You must inform us if the site representative's contact details change or if you nominate a different person to be the site representative.
- b) You may nominate more than one site representative. This may be particularly useful if your institution has several different campuses or sites.
- c) If you subscribe to more than one Digimap Collection, you may have one person as the site representative for all Collections, or one person per Collection. This is up to you.

What does the Site Representative need to do?

Given the numbers of institutions subscribing to Digimap, it is not possible for EDINA's Helpdesk to know enough about the arrangement for access to and support of electronic resources within every institution in order to help every user. We rely on site representatives to have local knowledge and be able to assist EDINA in helping users to identify appropriate sources of help where appropriate and necessary (e.g. where to find large format printing facilities, what to do if a user forgets their password, location of computing facilities with particular software).

- a) The site representative is EDINA's main point of contact with the institution.
- b) We would expect you to follow up enquiries relating to individual users if necessary (for example to assist a user in finding the appropriate source of help within the institution, depending upon their needs)
- c) Promoting use of the service locally in order that the institution makes the most of its subscription.
- d) Assisting and supporting users with Digimap as far as possible. Many requests for support can be answered more quickly and more effectively face to face rather than remotely.

Data Security Responsibilities

You may wish to nominate a "Responsible Officer" for Data Security. This could be someone already with a similar remit.



Digimap Site Representative Guidance

- a) The sub-licence requires each subscribing institution to take responsibility for ensuring the observance of the conditions for use of the Licensed Data under the terms of Sub-Licence Agreement by all Authorised Users of their Authorised Institution.
- b) The subscribing institution also has a duty to report to EDINA any suspected security weaknesses of the Digimap Service and to advise EDINA immediately of any actual incidences of misuse of the Licensed Data. We would also expect the subscribing institution to arrange implementation of changes to policies and procedures locally to ensure that the terms of the sub-licence are met.
- c) The subscribing institution also has a duty to ensure that action plans for resolution of incidents are implemented fully and to the satisfaction of all parties concerned. This includes the Licensor (e.g. Ordnance Survey) and the Licensee (EDINA, University of Edinburgh).
- d) In practice, it is helpful to nominate a member of staff to undertake this role when necessary. The concept of a “Responsible Officer” who is tasked with ensuring that the subscribing institution has policies and procedures in place which ensure it can meet the obligations of the sub-licence and that these policies and procedures are implemented appropriately, is very useful. Some examples of things that should be checked might be:
 - a. the Institution should have procedures in place which terminate access to electronic resources (including Digimap) on a timely basis when individuals cease to be members of that Institution (e.g. graduating students).
 - b. the institution must have in place rigorous controls for issuing and maintaining password security
 - c. the institution should ensure that students have access to secure data storage space for their academic work.

If we wish to nominate a Responsible Officer, who should it be?

- a) As demonstrated by the examples above, it is preferable that the Responsible Officer should be someone who has the authority to instigate changes to institution-wide policy and procedure or who can authorise reviews of policy and procedure to ensure that the terms of the sub-licence are met.
- b) The site representative can be the Responsible Officer for Data Security (or his/her Deputy), although this is often not practical given the different roles and responsibilities.
- c) We suggest you consider nominating your Institution’s Chief Information Officer, Head of Information Services, Information Services Operations Manager or suchlike to take on this role.
- d) It is also useful for the Responsible Officer to have a nominated Deputy with similar authority in the event that the Responsible Officer is absent or unavailable when action is required.

Security Incidents

In the event that the terms of any sub-licence are broken, we would expect there to be the following:

- a) A report giving details of the event or situation, to which both EDINA and the institution will contribute;
- b) Timely responses from the site representative (or the Responsible Office if one has been nominated) and any users involved regarding a resolution to the incident.
- c) We would expect resolution within 6 working weeks.

The sub-licences give some guidance in varying levels of detail on how incidents are to be resolved.

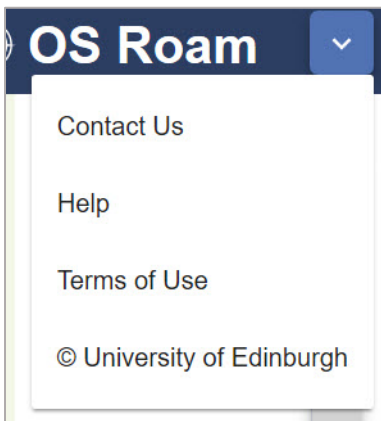


What support do you offer?

Help pages

A comprehensive set of help pages is available.

Select the arrow at the top right of any application, to see a link to Help.



User guides

We provide guides for our applications:

https://digimap.edina.ac.uk/webhelp/digimapsupport/learning_materials/quick_ref_guides.htm

Some short exercises to help you try out our applications are also available:

https://digimap.edina.ac.uk/webhelp/digimapsupport/learning_materials/roam_exercises.htm

Q & A Community Forum

In this community area users can submit questions and answer each other's questions. Our support staff also respond to questions. Some example question categories are Data Download, Licence, Use in GIS and Roam:

<http://digimap.blogs.edina.ac.uk/digimap-q-a/>



Digimap Site Representative Guidance

Webinars

The Digimap Support team run a regular schedule of free webinars, open to any user of any Digimap Collection. View Forthcoming events on the EDINA event page:

<https://edina.ac.uk/training-and-events>

Videos

A range of short videos showing how to use Digimap Collections is available via the Digimap YouTube channel. You will also find recordings of previous webinars here:

<https://www.youtube.com/user/EDINADigimap>

FAQs on licences

Frequently asked questions by Digimap users on copyright can be found at the page below, along with the full text of each licence agreement:

https://digimap.edina.ac.uk/webhelp/digimapsupport/about.htm#access/licence_agreements.htm

Social media

Blog

The Digimap Support team posts regular updates to the Digimap blog. This is a really useful source of information about new functions, new data added to the service, how to use data from Digimap and other sources of useful map data. We recommend you check the blog regularly:

<http://digimap.blogs.edina.ac.uk/>

Facebook, Twitter

Follow our other social media pages for links to event listings, blog posts and links to interesting mapping articles and data:



<https://www.facebook.com/EDINADigimap>



https://twitter.com/EDINA_Digimap/

Newsletter

Digimap users receive newsletters from the Digimap Support team. It details any forthcoming events, data updates, details of new functions within Digimap Collections and other useful links.

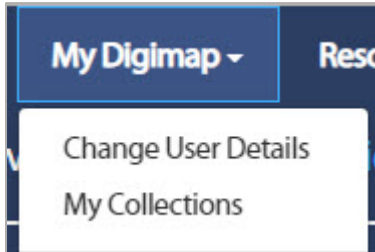


Digimap Site Representative Guidance

Are you subscribed?

Only users who subscribe to receive information from Digimap (by ticking a box when they register) will receive the newsletter. To check if you are subscribed:

- Select **My Digimap > Change User Details**



Check the box next to the text:

*I would like to receive information about additional Digimap services and other geospatial services from EDINA. **
Note that you will still receive important service-related announcements from Digimap even if you do not select this option.

*You can unsubscribe from this list at any time.

Helpdesk

The EDINA Helpdesk can take queries from Digimap users on any aspect of Digimap Collections.

All queries will receive an initial response within 24 hours.

- Email digimap@ed.ac.uk
- Phone +44 (0)131 650 3302

Chat service

In office hours, users can submit their queries directly to the Digimap support team and receive a quick response.

- Click Help in any Digimap Collection.
- Click **Contact the Digimap team** at the bottom of any help page.
- Complete your details and click **Send Chat Request**.



Digimap Site Representative Guidance

Chat with the Digimap team —

Please enter your name, email and institution and tell us how we can help you.

Have you seen our Q & A forum?
<http://digimap.blogs.edina.ac.uk/digimap-q-a/>

Name

Email

Please tell us what Educational Institution you are from and how we can help you.



Digimap Site Representative Guidance

Additional support for staff

Helpdesk

The EDINA Helpdesk staff can provide valuable assistance in the initial period of your Digimap subscription. Do not hesitate to contact them with any queries about your subscription and using the service.

All queries will receive an initial response with 24 hours.

- Email digimap@ed.ac.uk
- Phone 0131 650 3302

Usage Statistics

Helpdesk

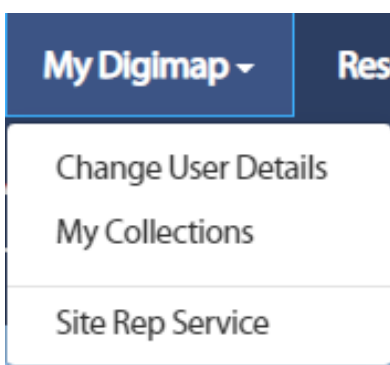
Each month Digimap site reps receive an email from the EDINA Helpdesk providing the combined total of sessions authenticated from the UK Federation.

Site-rep generated

Site reps can also generate their own statistics in the Site Rep Service area.

One benefit of this area is that site reps can see more detail on the departments that are using Digimap.

1. Select **My Digimap > Site Rep Service**. NOTE if you do not see this link, ask our Helpdesk to add it for you.



2. Select the type of statistic – five reports are available:



Digimap Site Representative Guidance

Type of statistic:

- Number of Logins
- Number of Logins**
- User Numbers by Status/Department
- List of Active Users
- Use of Mapping
- Download Orders

3. Next select the Digimap Collection.
4. Next choose month/annual and the month/year you require.
5. Click Generate to generate a CSV file which you can open in Excel.

Promotional materials

Posters and logos are supplied in our help pages for you to print and incorporate into your own promotional materials.

https://digimap.edina.ac.uk/webhelp/digimapsupport/digimap_at_your_institution/digimap_logos.htm