
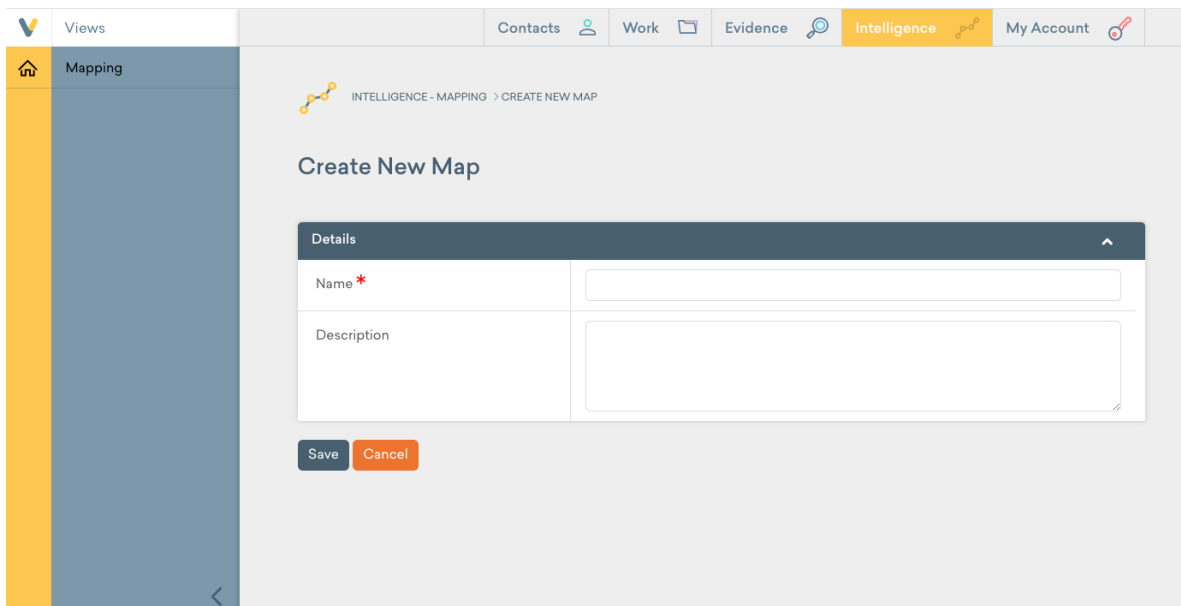


How to Use the Mapping Tool

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.



The screenshot shows the 'Create New Map' form within the Views Mapping Tool interface. The top navigation bar includes 'Views', 'Contacts', 'Work', 'Evidence', 'Intelligence' (highlighted), and 'My Account'. The left sidebar shows 'Mapping' selected. The main content area displays the breadcrumb 'INTELLIGENCE - MAPPING > CREATE NEW MAP' and the title 'Create New Map'. Below the title is a 'Details' section with two input fields: 'Name *' and 'Description'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Details	
Name *	<input type="text"/>
Description	<input type="text"/>

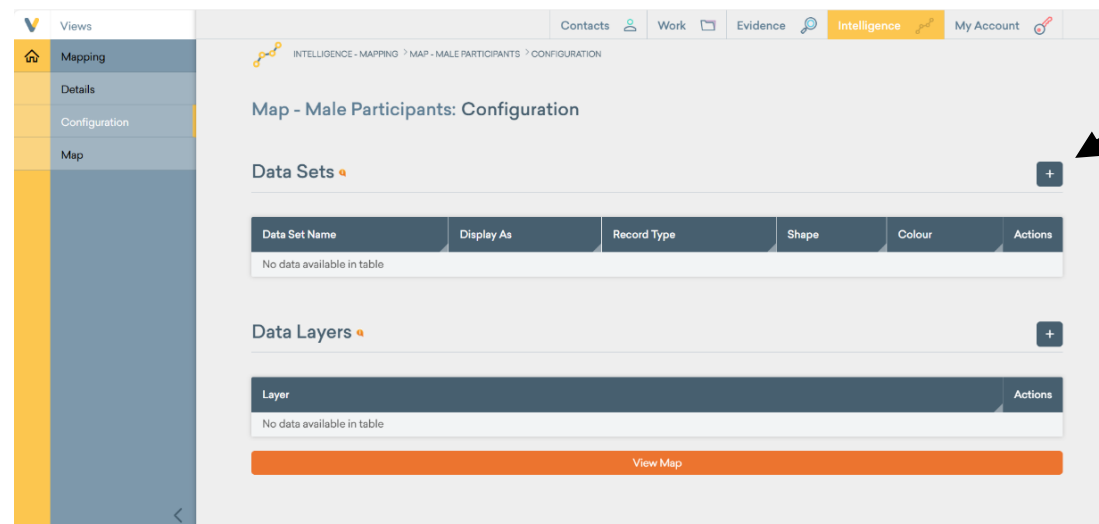
- Click **Save**.

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

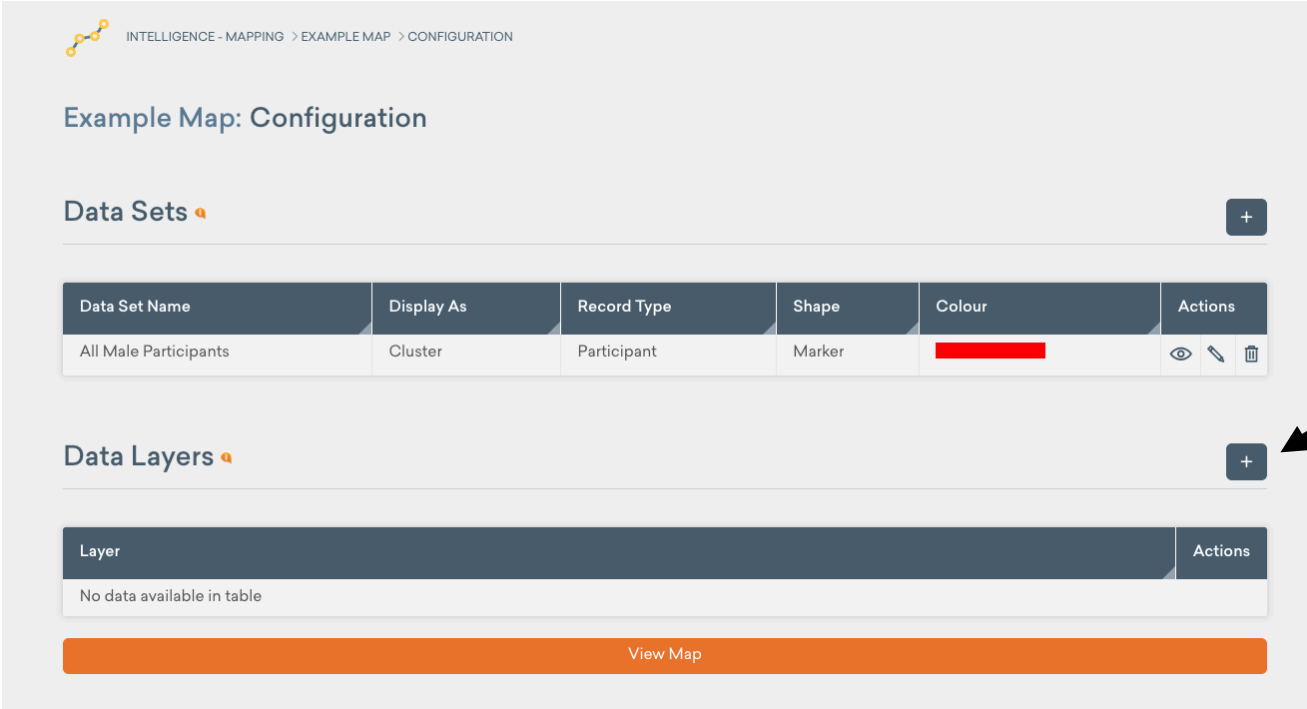
Marker Configuration	
Size	Medium
Shape	Marker
Colour	

- 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 +

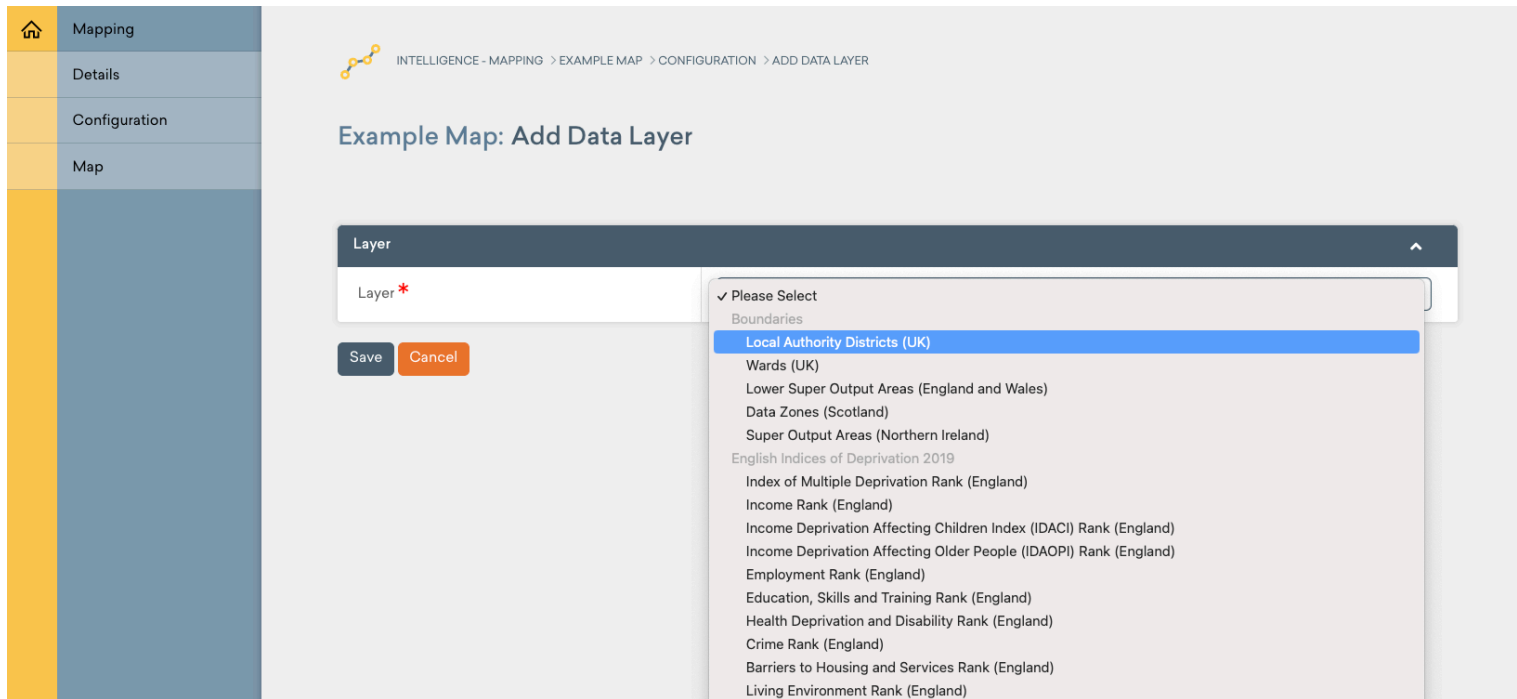
Data Set Name	Display As	Record Type	Shape	Colour	Actions
All Male Participants	Cluster	Participant	Marker		  

Data Layers +

Layer	Actions
No data available in table	

[View Map](#)

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

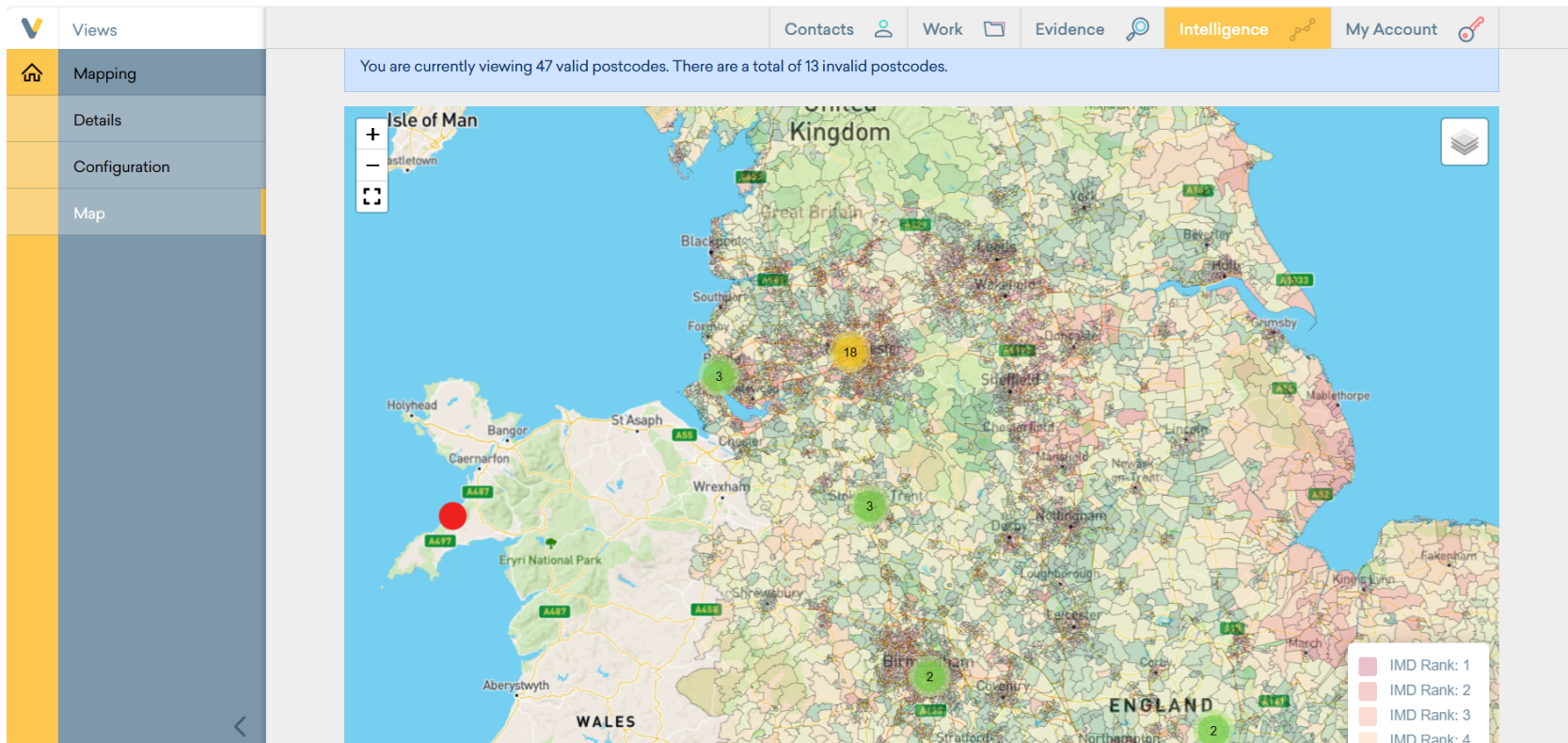


The screenshot shows the 'Add Data Layer' configuration screen in the Views application. On the left is a navigation sidebar with a home icon and menu items: Mapping, Details, Configuration, and Map. The main content area has a breadcrumb trail: INTELLIGENCE - MAPPING > EXAMPLE MAP > CONFIGURATION > ADD DATA LAYER. Below the breadcrumb is the title 'Example Map: Add Data Layer'. A modal window titled 'Layer' is open, showing a search input with the text 'Layer *' and a red asterisk. Below the input are 'Save' and 'Cancel' buttons. The modal displays a list of data layers under the heading 'Please Select'. The list is divided into two sections: 'Boundaries' and 'English Indices of Deprivation 2019'. The 'Boundaries' section includes 'Local Authority Districts (UK)' (highlighted in blue), 'Wards (UK)', 'Lower Super Output Areas (England and Wales)', 'Data Zones (Scotland)', and 'Super Output Areas (Northern Ireland)'. The 'English Indices of Deprivation 2019' section includes '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)', and '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**.

The screenshot displays the 'Views' application interface. The top navigation bar includes 'Views', 'Contacts', 'Work', 'Evidence', 'Intelligence', and 'My Account'. The left sidebar shows 'Mapping', 'Details', 'Configuration', and 'Map'. The main content area is titled 'Map - Male & Female: Configuration'. A 'Configure Display' panel is open, showing a 'Select Data' dropdown menu with options: 'Please Select...', 'Please Select...', 'Data Sets' (with sub-option 'Gender Male'), and 'Data Layers' (with sub-option 'Index of Multiple Deprivation Rank (England)'). Below the dropdown is a blue status bar that reads 'You are currently viewing 47 valid postcodes. There are'. At the bottom of the configuration panel is a map showing a geographical area with labels for Blackpool, Southport, Formby, Preston, Wakefield, Doncaster, Hull, Beverley, and Grimsby. The map is currently displaying 'Loading Data Layers...'.

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

