HOW TO

Search Data

These are the steps for searching data in the geoportal, using keywords and/or topics of interest.



Figure 1. Geoportal main page

1. Click the button on the geoportal main page (Figure 1) to open the data tab (Figure 2) and click on button provided on the opened data tab.



Figure 2. Data page

2. When the browse/search window (Figure 3) pops up, there are 5 sections that will help you search for data.

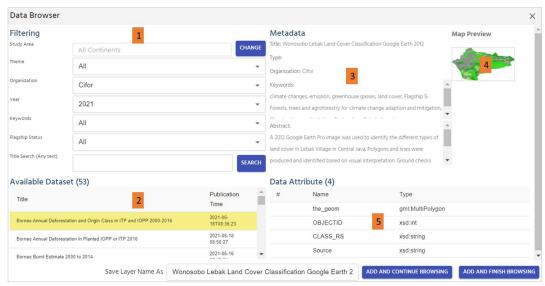


Figure 3. Browse page

- **Section 1** is the search criteria
- **Section 2** shows the results of your search
- **Section 3** is the information about the data from the metadata of the selected data on the list (search results in section 2)
- Section 4 shows the thumbnail for the selected data
- **Section 5** provides the users with information about the structure of the data (attribute table)
- 3. Filter your data selection using a dropdown list in each criterion and/or by typing in a keyword in the search title. The number of selected datasets that fit your search criteria, i.e. "Organisation=Cifor AND Year=2021" are given in the "Available Dataset" (in the bracket) on section 2.

You can also search data based on their location using a bounding box (an area defined by two longitudes and two latitudes) or a given administrative boundary. In order to do so, you can

click on Study Area button on the main page to open the study area tab (Figure 4), and click on either SELECT AREA to select your data based on administrative boundaries (Figure 5), or button to draw your own bounding box on the map viewer. Please be aware that the selection algorithm is based on the "overlap polygon topology rule".

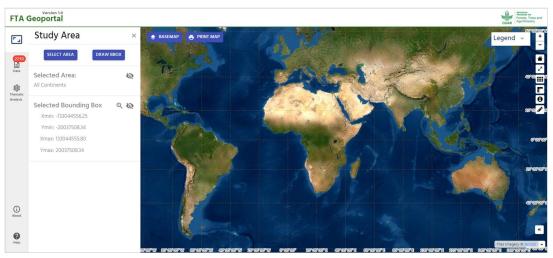


Figure 4. Study area page

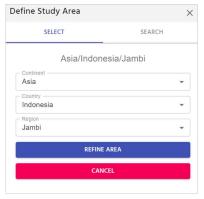


Figure 5. Study area selection

Add data to a map

Once you have finished with the data searching process and find your desired spatial data, select the dataset from the list and click the onto the map viewer and continue your data search, or you can click the hope and finish browsing if there is no more data to be selected.

When you have finished your browsing and add the selected data onto the map viewer, you can view the dataset (Figure 6) and use the functions provided by the geoportal.

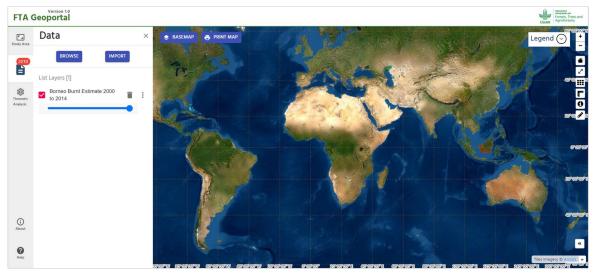


Figure 6. Map viewer

1. To zoom into the selected dataset, you can click on the layer and select "Zoom to layer" option.



Figure 7. Map viewer zoomed to the extent of the selected layer (map)

2. When using the map viewer there are two useful tools: 1) the thick box is used to activate or deactivate the data from the map viewer and 2) the sliding bar is used to set the opacity of the map presented in the map section. These functions are important for users working with two or more datasets. Another useful tool is the legend, which you can add or hide from the viewer.

Add (import) your own data to a map

Most of the time, spatial data users will have their own data and want to compare the available data from the geoportal with theirs, to see how their data fit with the available data or vice versa. Beside the data provided by and available from the geoportal, you can also add your own spatial data onto the map. The geoportal provides a very useful functionality to accommodate this need. To import your own data:

- 1. Click on the IMPORT button on the Data Section
- 2. Open the data selection window by clicking on the window (Figure 8). Please be aware that at this moment.
- 3. Search and select the data from your local data storage on the data selection window (Figure 9). Please be aware that at this moment, you can only add spatial data in a zipped shapefile format.

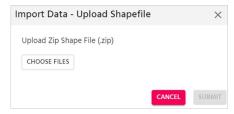


Figure 8. Import data window

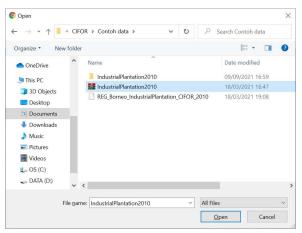


Figure 9. Data selection window

4. Submit the data file and your data will be imported to the map viewer. Users can perform similar activities with data from the geoportal repositories.

Analyse data

The geoportal provides basic functionalities for analysis including basic measurements and identification of the quality of the layers. To conduct basic analysis in the geoportal:

- 1. Add two datasets to the map viewer > Data > Browse > Add and finishing browsing Note: as a sample we will utilize data "Logging Roads of Borneo 1970 to 2010" and "Borneo Intact Logged Forest 2013".
- 2. You can zoom in and out and a , zoom to full extent (world extent) activate or deactivate the grid/graticule lines and , measurements and draw objects on the (map) screen.
- 3. Activate legends and explore the layer information

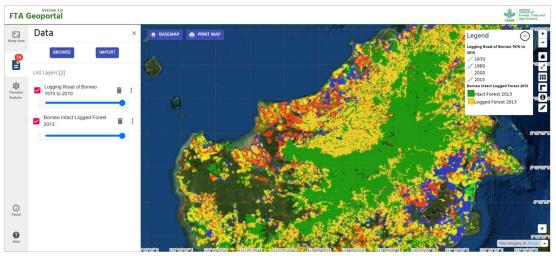


Figure 10. User selected maps

4. You can use **measurements** to check the distance from one specific information point to another (i.e., width or size of an intact forest)

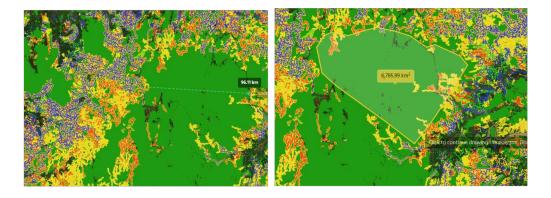


Figure 11. Measurements

5. You can conduct analysis of specific sites by utilising existing datasets and visual overlays on baseline maps and imageries (i.e., study the existing mills on Borneo and the relationship between roads and intact forests).

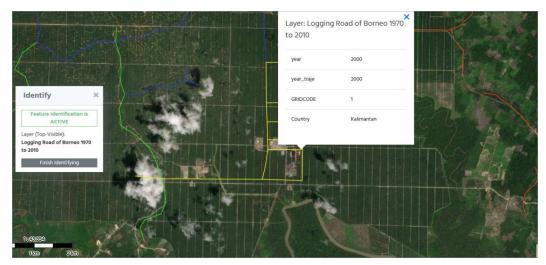


Figure 12. Identify



Figure 13. Distance Measurement

6. You can also **draw** objects to create your own map using available data from the geoportal.



Figure 14. Draw Objects

Comparing data

Data comparison can be conducted by overlapping two topics in the same location. We can assess the pattern quickly if there is a difference between the two datasets. To compare the data:

- Add the two datasets you want to compare, in the same location, to the map viewer (i.e., land cover and land use change in one specific location).
 Note: We can use land use and land cover in Irazola District from 2002 and 2015 to compare the change in land use and land cover over the 13-year period.
- 2. Activate and reactivate both layers to explore the patterns and the difference.
- 3. Utilize zoom-in and out to provide clear comparisons of both layers.
- 4. You can focus on specific information (i.e., urban area) to see the pattern of change.



Figure 15. Identify the layer

5. Explore the change and assess the spatial pattern and regional relationships



Figure 16. Urban Area 2002



Figure 17. Urban Area 2015

6. You can use the **measurement** tools to explore and compare two topics in the same location.

Downloading data

If the data is downloadable, the link Download will appear along with the format of the data. To download data, there are four main steps:

- 1. Load the dataset that you want to download into the map viewer.
- 2. Click on the layer and select the specific download format such as keyhole markup language (kml), shapefile or portable document format (pdf).



- 3. Select the format to open the download window.
- 4. Click ok to finish the download

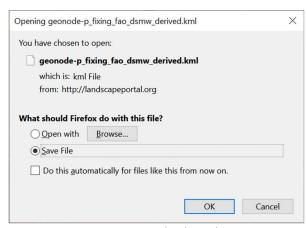


Figure 18. Dowmload Window