



spatial **offline**

SpatialOFFLINE User Guide

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Chapter 1 Security

1.1 Security

There are two types of users in spatialOFFLINE:

- **Regular** users have a user ID defined in Sync Server, can do markups (depending on how they have been set up), and periodically sync with the server.
- **Anonymous** users do not have a user ID defined, can view only, and do not sync with the server.

Access to the client requires a user license.

1.2 User Licenses

A user license defines which group the user is assigned to, has an expiration date, and is tied to the specific machine where the application is installed.

The administrator manages groups, users, and licenses, and runs map exports from the spatialNET database that are used by the spatialOFFLINE client.

1.3 Groups

Access to maps and what appears on the maps is managed by assigning users to groups. Attributes of the maps for each group include region(s), details of fiber visibility, and details of OSP visibility. The group also defines whether the user can create field jobs and/or view markups from all submitted field jobs. Note that the client must also be set up to subscribe to one or more of the region(s) available to the group.

1.4 Logging Into the Client for the First Time

1. Double-click the spatialOFFLINE icon on your desktop. The login window opens.



Figure 1: Login Window

2. For regular users (who have a user name defined in Server Manager and will connect to the Sync Server):
 - a. Values for the following fields are provided by the administrator. Complete these fields and click **Login**.
 - **Machine Name/IP Address**
 - **Port** (default to 8000)
 - **Sync Server URL** – This value is completed as you type the **Machine Name**
 - **User Name**
 - **Password**
 - b. Select the **Remember my User Name** check box.

The first time the user logs in, Sync Server gathers the activation code and machine name, adds the information to the license file, and sends the updated license file to the c:\Maps folder on the client along with the root-level files as defined by the group the user is assigned to.

Note: You must first subscribe to at least one region, which should have been completed during client installation. Refer to section 2.9.2, “Region Subscriptions”.
 - c. When the interface opens, select **Offline > Synchronize**. Sync Server copies the map files into your c:\Maps folder.
3. For anonymous users (who do not have a user name defined in Server Manager and will not be connecting with the server):
 - a. Copy and paste the Activation Code into an email to the administrator requesting an anonymous license.
 - b. Close the login window.
 - c. The administrator generates the license and emails it back, along with the appropriate root-level and map files as defined by the group.
 - d. Copy these files into the c:\Maps folder on the client. At that point, when the user attempts to log in, Sync Server finds the license and allows them to log in.

Chapter 2 Getting Started

2.1 Parts of the Interface

The spatialOFFLINE interface consists of seven major sections, which are described below.

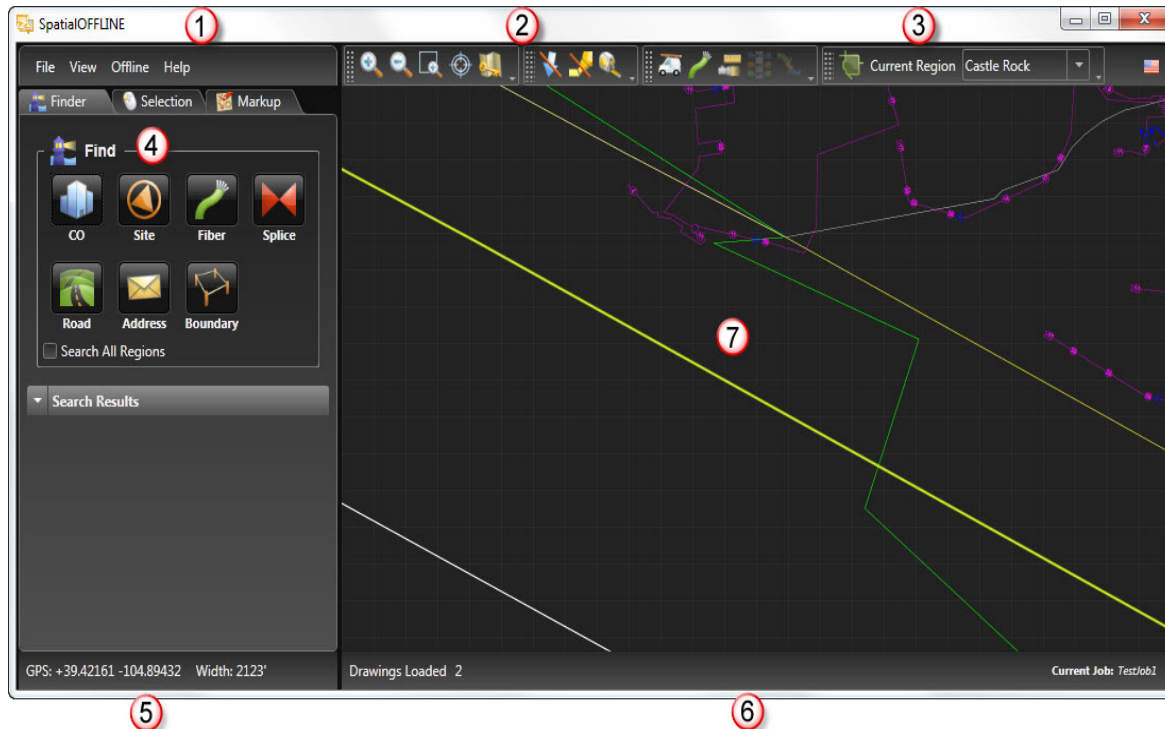


Figure 2: Parts of the Interface

Number	Name	Description
1	Menus	File (Exit), View (Zoom In, Zoom Out, Show Keymap, or View Preferences), Offline (Synchronize or System Settings), and Help (Show Help, Release Notes, and About).
2	Toolbar	Provides tools for zooming, finding a location using GPS coordinates, displaying the keymap, clearing selection or highlight, measuring distances, accessing Field Job Manager, and displaying splice diagram or fiber port list.
3	Current Region Selector	Select the region from the drop-down list.
4	Tabs	Finder: Provides icons to navigate to objects. Selection: Displays information about the selected object. Markup: Provides generic tools for marking up the map.
5	GPS Indicator	Displays the GPS coordinates of the selection shown on the map.
6	Status Bar	Displays various status messages. At a minimum, the number of drawings loaded and current field job indicator are displayed. The status bar on dialog boxes (e.g., Field Splicing Panel, Fiber Details) displays the status of the current operation.

Number	Name	Description
7	Map View	Displays current map boundaries or regions, equipment selections, or ISP/MDU schematics.

2.2 Menus

The menu consists of the following selections:







File	Exit – Closes the application.
View	Zoom In, Zoom Out, and Show Keymap – Operate the same as the corresponding icons on the toolbar (Zoom In/Out by a factor of 2, and redisplay the keymap). View Preferences – See section 2.10, “Setting View Preferences”.
Offline	Synchronize – Select to synchronize markups to the database on the server and/or to pull updated map information (such as when the administrator adds or deletes a region for the group or changes the attributes defining what is included in the export). System Settings – See section 2.9, “Applying System Settings”.
Help	Show Help – Opens the User Guide in PDF format. Release Notes – Opens the current Release Notes in PDF format. About – Displays the version, product, and copyright information for the installed version of spatialOFFLINE.

2.3 Toolbar



Figure 3: Toolbar

Icon	Description	Instructions
	Zooms in by a factor of 2	Refer to section 3.4, “Zooming”.
	Zooms out by a factor of 2	Refer to section 3.4, “Zooming”.
	Zoom Window – Allows you to drag out a boundary on the map and zoom the map to the extent of that window	Refer to section 3.4, “Zooming”.
	Enter an X,Y coordinate to find a location	Refer to section 3.2, “Finding an X,Y Coordinate”.
	Clears the list of currently selected items	Click the icon to clear the item(s) selected.
	Clears the current highlight	Click the icon to clear.
	Displays the keymap for the selected region/boundary	Click the icon to redisplay the keymap.

Icon	Description	Instructions
	Allows you to measure a distance on the view	Click the icon, click at the starting point on the map and then click again at the end point to measure the distance.
	Accesses the Field Job Manager dialog box	Refer to section 4.1, "Using Field Job Manager".
	Displays fiber port list for selected fiber	To activate, first select a fiber using the Finder tab, and click this icon to open the Fiber Details window. Refer to section 4.2, "Displaying a Fiber Port List"
	Performs an OTDR distance trace for the selected fiber	To activate, first select a fiber using the Finder tab, and click this icon to open the OTDR window. Refer to section 4.5, "Performing an OTDR Distance Trace".
	Displays splice diagram for selected splice case	To activate, select a splice case using the Finder tab, and click this icon to open the Fiber Splice Report window. Refer to section 4.3, "Displaying a Splicing Diagram".
	Allows you to record markups against fiber splice cases.	To activate, first select a fiber splice case using the Finder tab, and click this icon to open the Field Splicing window. Refer to section 4.6, "Recording Markups Against a Fiber Splice".

Notes:

- The **Fiber Analyzer** icon is only activated after a fiber is selected.
- The **Show Splicing** and **OTDR Trace** icons are only activated after a splice case is selected.

2.4 Current Region Selector

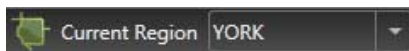


Figure 4: Current Region Selector

Select a region from the drop-down list. Region(s) in the list include those regions to which you have subscribed. Subscription information is set by selecting **Offline > System Settings** from the menu. See section 2.9, "Applying System Settings".

2.5 Tabs

2.5.1 Finder Tab



Figure 5: Finder Tab

Click the appropriate icon to find by Headend, Site, Fiber, Splice, Road, Address, Boundary, Active, or Power object on the map.

Note: Select the **Search All Regions** if you want to include all regions you are subscribed to in the search. If it is not selected, the search will only look in the current region.


See section 3.1, “Finding Objects on the Map” and 2.4, “Current Region Selector”.

2.5.2 Selection Tab





Figure 6: Selection Tab

Displays the properties and details for the selected item. If more information is available, an expandable list is displayed at the bottom of the Selection Properties section. See Displaying More Information About an Object.

If the object selected is a fiber, the Fiber Analyzer  icon becomes available. Refer to Displaying a Fiber Port List.

If the object selected is a splice case:

- The **Show Splicing**  icon becomes available. Refer to section 4.3, “Displacing a Splicing Diagram”.
- The **Field Splicing Tool**  icon becomes available. Refer to section 4.6, “Recording markups Against a Fiber Splice”.

Note: If the **Enable Map Hovering and Tooltips** option in section 2.10, “Setting View Preferences”, is selected, the bottom line of text under Selection Details indicates the object being hovered over, if any. Otherwise, it reads "No Hover".

2.5.3 Markup Tab

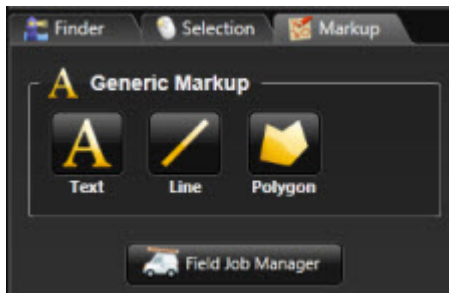


Figure 7: Markup Tab

Provides the tools for marking up the map (see section 3.5, “Marking Up the Map”) and access to the Field Job Manager (see section 4.1, “Using Field Job Manager”).

Note: In order to do markups, you must first create a field job. Anonymous users and some regular users (if the **Create Field Jobs** option is not selected) cannot access this functionality.

2.6 GPS Indicator

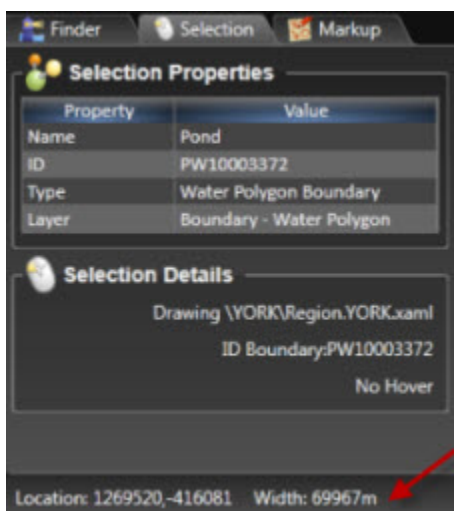


Figure 8: GPS Indicator

At startup, or when you select the **Keymap** icon, the GPS coordinates and width of the keymap are displayed. Otherwise, the coordinates and width of the selection, depending on the zoom level, are displayed at the bottom of the left panel.

2.7 Status Bar

The status bar on the main window displays messages that identify the number of drawings loaded for the selected region and the current field job name (if any). During synchronization, shows status of file transfer and registration.

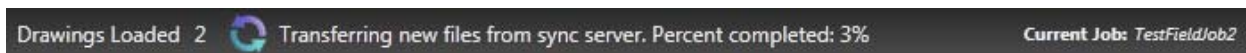


Figure 9: Status Bar

The status bar on dialog boxes displays the status of the current operation. For example, on the Fiber Details dialog box:

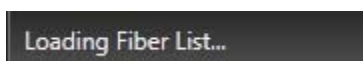


Figure 10: Loading Fiber List Message

2.8 Map View

Displays the map (keymap or your selection). Use the Finder tab to locate objects, or the toolbar icons to find by GPS coordinates, zoom, or return to keymap.

This is the view where you create the markup using the tools on the Markup tab (see section 3.5, "Marking Up the Map").

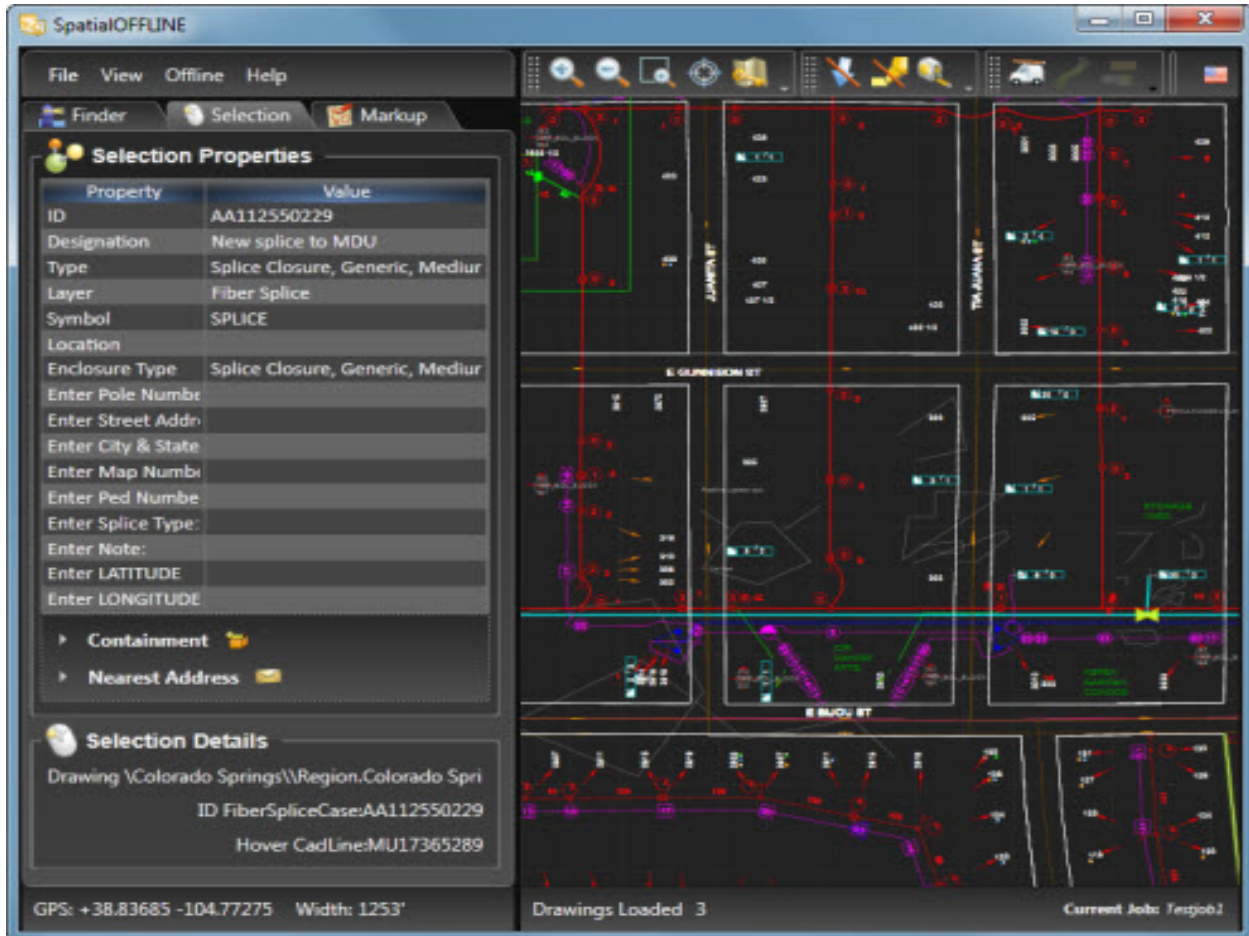


Figure 11: Map View

2.9 Applying System Settings

1. Access the System Settings dialog box by selecting **Offline > System Settings** from the menu.

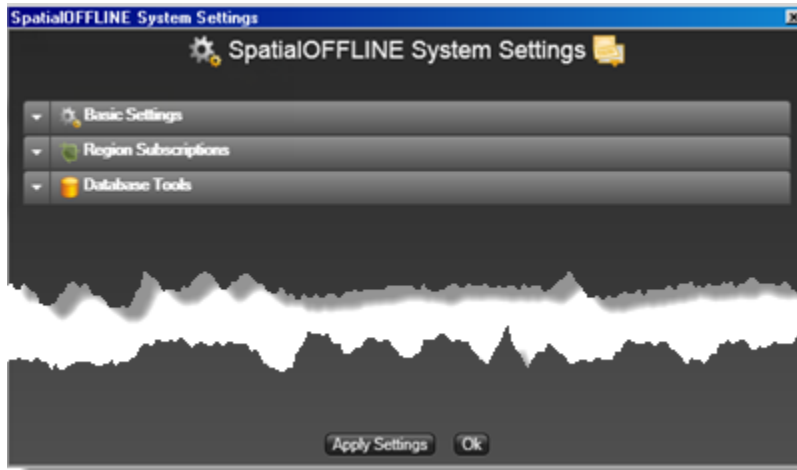


Figure 12: System Settings

2. Click the down arrow to open the appropriate section, and process as described below.

2.9.1 Basic Settings

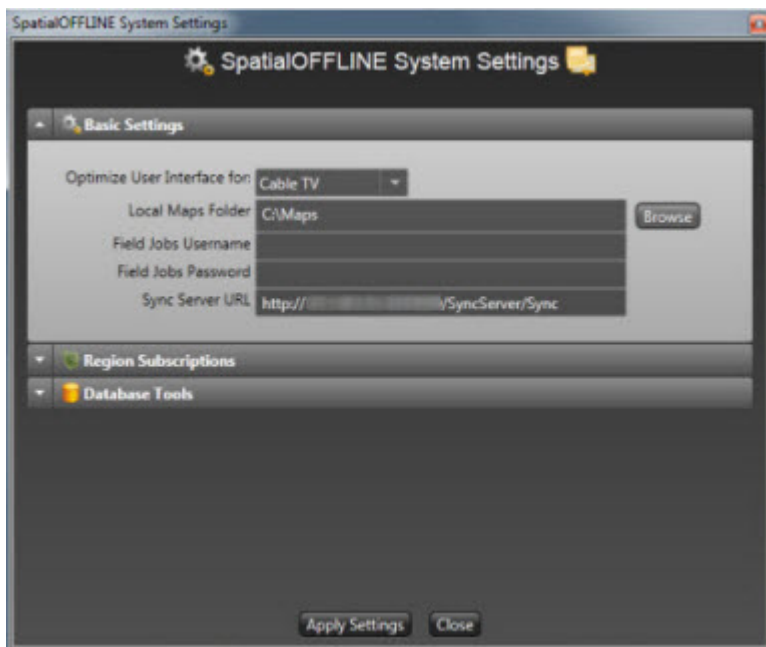


Figure 13: Basic Settings

1. Complete the following fields:
 - a. Select **Cable TV** or **Copper Telephone** to optimize the interface as desired.
 - b. Set the **Local Maps Folder**.
 - c. If applicable, enter the **Field Jobs Username** and **Password**.
 - d. Enter the **Sync Server URL**.
2. When finished, click **Apply Settings** and then click **Close**.

2.9.2 Region Subscriptions

As part of the spatialOFFLINE client setup, you must subscribe to a region or regions. If the administrator later adds new regions to the group, the administrator must run a new export. When the export is complete, the user must update the available regions and re-subscribe to the additional region(s).

1. Click **Update Available Regions List from Sync Server**. Region(s) available for the group you belong to are listed.
2. Select or clear the **Subscribe** check boxes for each region, as desired.
3. When finished, click **Apply Settings** and then click **Close**.



Figure 14: Region Subscriptions

2.9.3 Database Tools

1. Click the button to rebuild the Maps database.
2. When finished, click **Close**.



Figure 15: Database Tools

2.10 Setting View Preferences

View preferences can be changed at any time and do not affect the contents of the map files in your c:\Maps folder. You can turn layers or object types ON or OFF, and set view options, as needed.

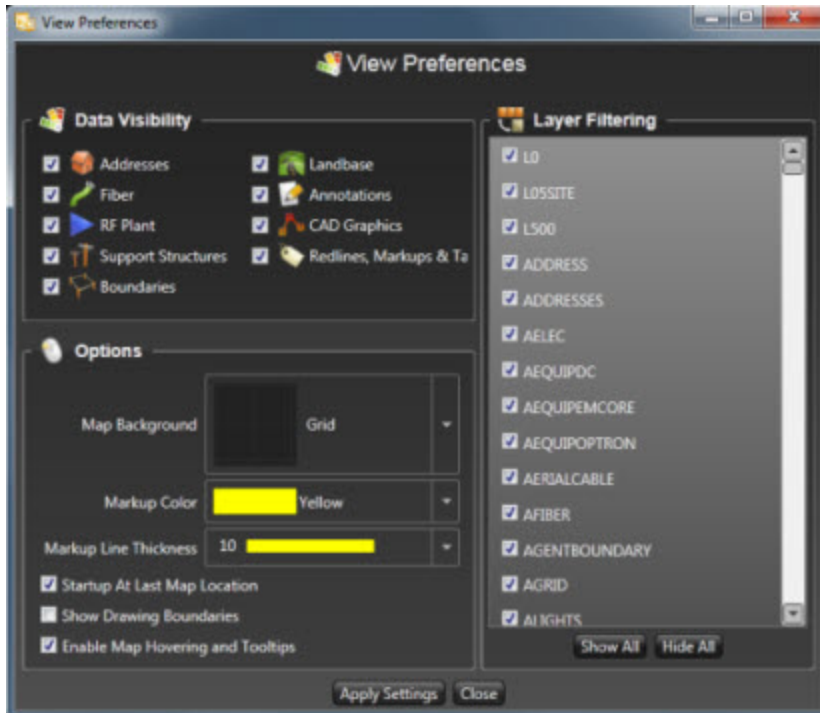


Figure 16: View Preferences

1. Access the View Preferences dialog box by selecting **View > View Preferences** from the menu.
2. Set any of the following preferences, as desired:
 - a. **Data Visibility** – Select check boxes for all objects you want to see in the map view.
 - b. **Options** – Select the map background, markup color and thickness; select/clear the following options:
 - Startup At Last Map Location
 - Show Drawing Boundaries
 - Enable Map Hovering and Tooltips (see note below).
 - c. **Layer Filtering** – Select all layers to be visible (or click **Show All**) or clear layers (or click **Hide All**) that you do not want visible.

Note: In spatialOFFLINE, hovering over an icon displays tooltips (including the icon name and description) or over objects (such as fiber or splice cases) displays the object ID and other information according to type. This function can be very resource intensive. If performance on the client machine is slow, clear this selection to speed things up.

3. When finished selecting/clearing options, click **Apply Settings** and then click **Close**.

Chapter 3 Map View

3.1 Finding Objects on the Map

Use the icons on the Finder tab to navigate to objects on the map.

1. Click an icon, such as **Fiber**.



Figure 17: Finder Tab

In this example, fibers are listed in the Search Results section of the panel.

Note: To search across regions, click the **Search All Regions** check box.

2. Scroll through the list, or type in the *Filter Results* text box, until the item you are looking for appears in the list, and click an item to select it.

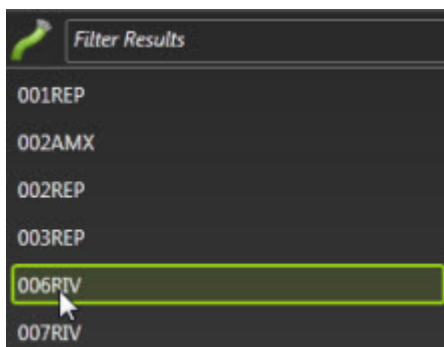


Figure 18: Search Results

The Selection tab opens, showing details of the selection, and the map zooms in to the object.

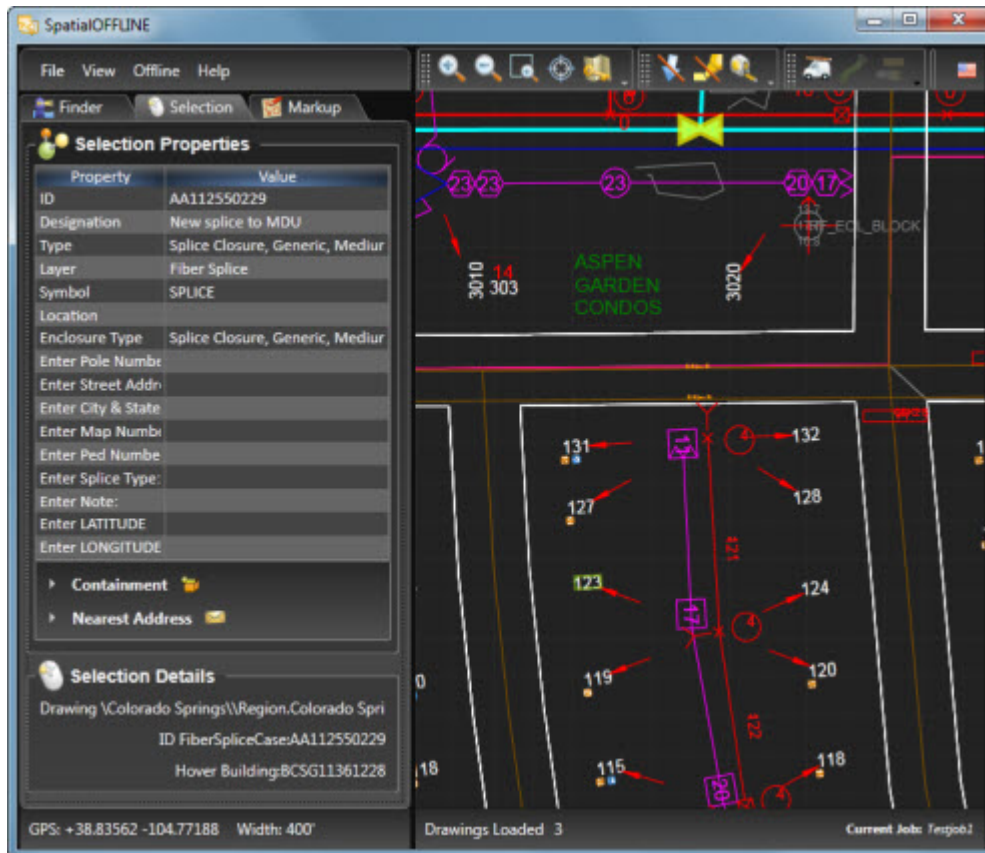



Figure 19: Selection Details and Map


3.2 Finding an X,Y Coordinate

To find a coordinate on the map:

1. Click the X,Y Coordinate  icon on the toolbar.
2. Enter longitude and latitude.
3. Click **Go to GPS Location** to zoom to the specified GPS location.

3.3 Panning

To move the map in any direction:

1. Point the mouse to a location on the map.
2. Click and hold the left mouse button and move the mouse until the pointer changes to the following: 
3. Continue to move the map until the desired section of the map is displayed and release the mouse button.

3.4 Zooming

There are several methods of zooming to an object or location on the map:




- Zoom in  or out  by a factor of 2 using the toolbar icons.
- Zoom in or out by a factor of 2 using the **View** menu.
- Point to a position on the map and scroll forward to zoom in or backward to zoom out using the scroll wheel on the mouse.
- Draw a rectangle on the map to focus the zoom using the **Zoom Window**  icon on the toolbar.



Figure 20: Zoom Window

The map redraws, zooming in on the focus area (zoom window).

3.5 Marking Up the Map

Before you can mark up the map, you must first create a field job. See section 4.1, “Using Field Job Manager” for instructions on creating a field job. While you can create multiple field jobs, only one can be open (current) at a time. Markups only apply to the current field job.

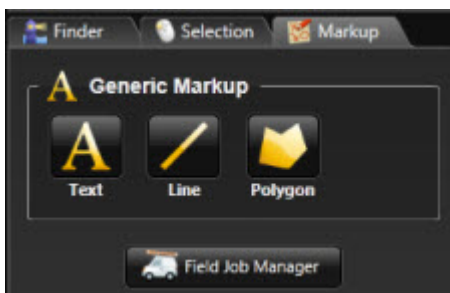


Figure 21: Markup Tools

There are three tools: **Text**, **Line**, and **Polygon**. Simply click on the map to place. As you would expect, the line tool requires a starting and ending point; the polygon tool requires at least three points, and you must click back on the starting point to close the shape. For the text tool, simply click on the map to place the text, and begin typing. Press **Esc** to exit the tool.

3.5.1 Text

1. Click the **Text** tool and point the mouse to the position on the map where you want to add text. The map background turns red and the pointer appears as a crosshair in the upper right corner of the text box.

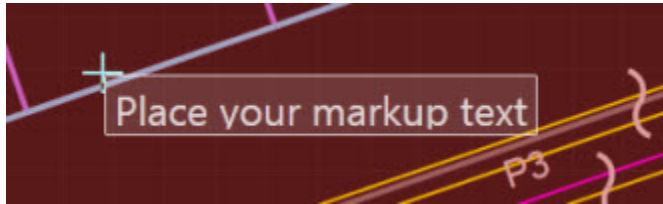


Figure 22: Placing Text on the Map

2. Click on the map to anchor the text.
3. Type the text and press **Enter** to finish. The box around the text disappears.
4. Click a different tool or press **Esc** to exit the **Text** tool.

3.5.2 Line

1. Click the **Line** tool and point the mouse to the position on the map where you want to start the line. The map background turns red and the pointer appears as a pen.



Figure 23: Placing a Line on the Map

2. Draw the line using one of the following methods:
 - Click on the map to anchor the line, move to where you want to end the line and click; OR
 - Press and hold the mouse button and draw the line; click at the end point.
3. Click a different tool or press **Esc** to exit the **Line** tool.

3.5.3 Polygon

1. Click the **Polygon** tool and point the mouse to the position on the map where you want to start the polygon. The map background turns red and the pointer appears as a pen.
2. Draw the shape, clicking on each corner.

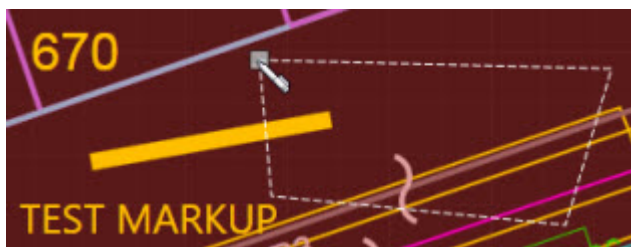


Figure 24: Placing a Polygon on the Map

3. Close the shape by clicking on the starting point.
4. Click a different tool or press **Esc** to exit the **Polygon** tool.

At any point before you submit a field job, you can delete any markup object you added (text, line, or polygons). Simply click on the object to select it and press **Delete**.

Note: You can adjust the color and line thickness of your markups, as well as the background color (the default is Grid). Refer to section 2.10, "Setting View Preferences".


Chapter 4 User Procedures

4.1 Using Field Job Manager

Before you begin marking up the map, you must first make a field job current. If you do not have a field job, and the group you belong to has that access, you can create it using Field Job Manager. You can create multiple field jobs, but only one can be open (current) at a time.

Note: You can only access Field Job Manager if the group you are assigned to was granted that access.

4.1.1 Creating a Field Job

1. Click the **Field Job Manager**  icon on the toolbar to open the Field Job Manager dialog box.

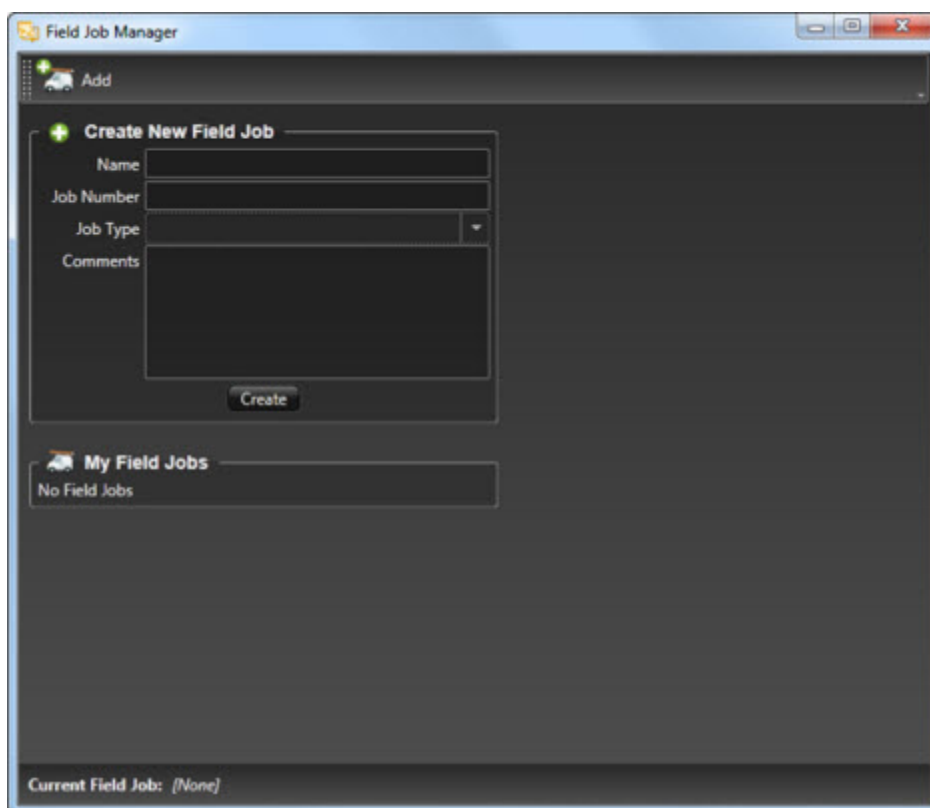



Figure 25: Field Job Manager

2. Click **Add** to open the Create New Field Job section.
3. Complete the fields and click **Create**.

4.1.2 Making a Field Job Current

The current field job is identified on the status bar and in the Field Job Manager.

1. Click the **Field Job Manager**  icon on the toolbar to open the Field Job Manager dialog box. Once you have created a field job or jobs, when you open the Field Job Manager the job(s) will be listed.

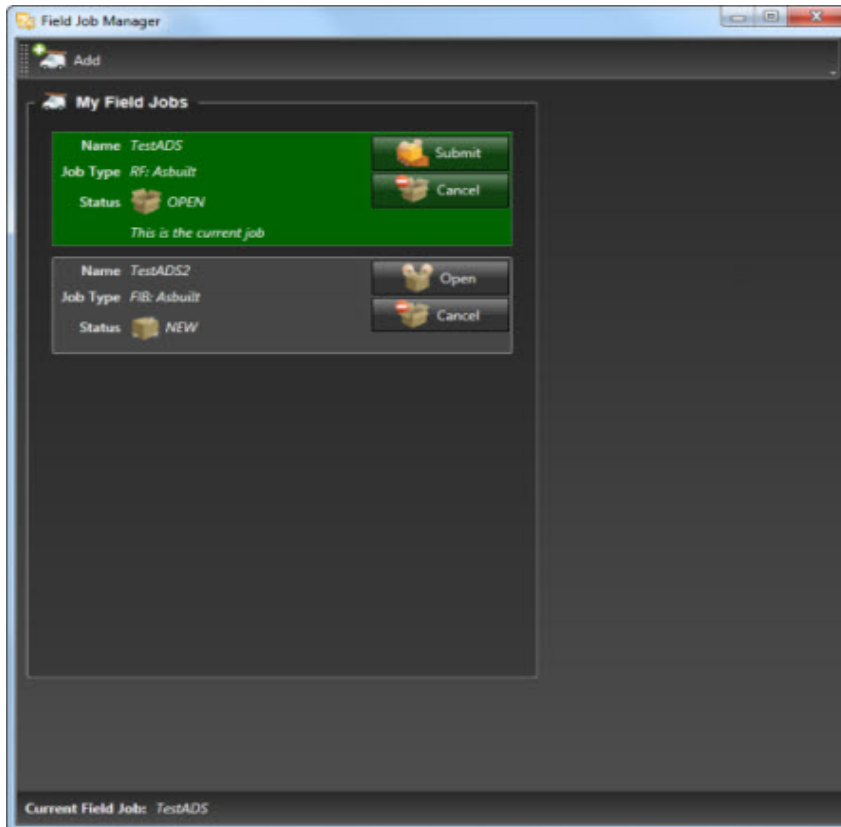


Figure 26: My Field Jobs

2. To open a job, click the **Open** button for that job.
3. To make a job current, click the **Make Current** button for that job.

4.1.3 Submitting a Field Job

1. With the Field Job Manager open, open the field job you want to submit.
2. Click **Submit**. The status changes to QUEUED.
Note: The job is not actually submitted until you re-synchronize with the server. If you decide to cancel the submission, you can do so any time BEFORE you re-synchronize.
3. Click the **X** in the upper right corner of the dialog box to close it.
4. Select **Offline > Synchronize** from the menu.
5. Re-open Field Job Manager. Notice that the status has changed to SUBMITTED.
6. Click the **X** in the upper right corner of the dialog box to close it.

4.2 Displaying a Fiber Port List

Once you have found a fiber (see section 3.1, “Finding Objects on the Map”) or by selecting it on the map, the

Fiber Analyzer  icon is activated.

1. Click the icon. SpatialOFFLINE generates the related fiber information and opens the Fiber Details Panel.

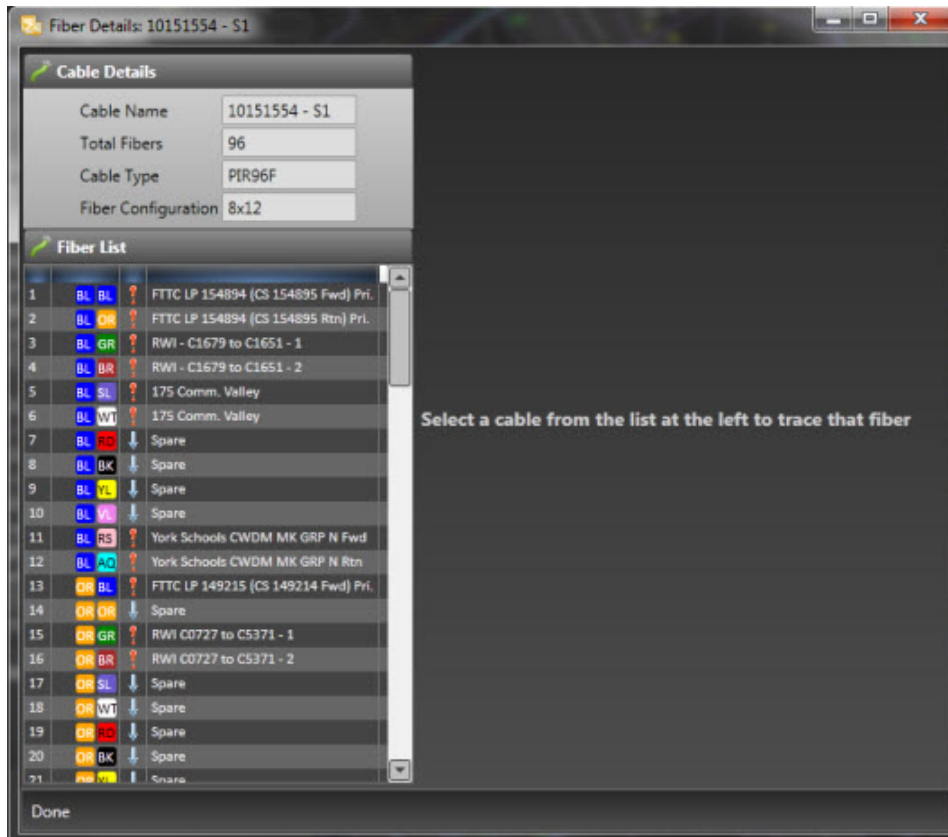


Figure 27: Fiber Details Panel

2. Select a cable.
 - If a trace is not found, a message to that effect is displayed in the status bar at the bottom.
 - If it is found, it appears in the upper section of the right pane.

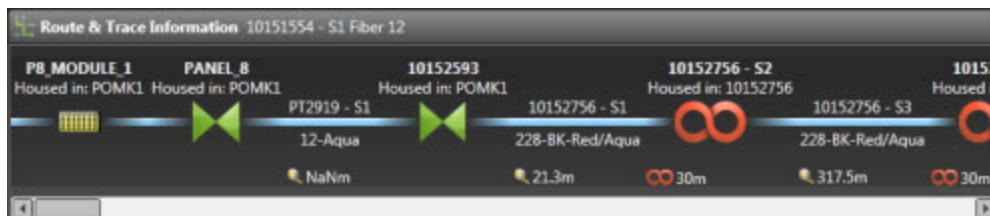


Figure 28: Fiber Detail Information

3. Scroll across to view all segments.

- Point to a segment to view its additional information (e.g., ID, location, length).

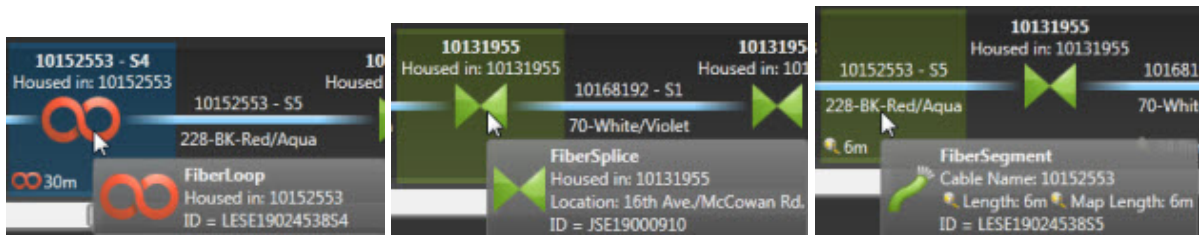


Figure 29: Segment Information

4.3 Displaying a Splicing Diagram

Once you have found a splice case (see section 3.1, “Finding Objects on the Map”) or by selecting it on the map,

the **Show Splicing**  icon is activated.

- Click the icon. SpatialOFFLINE generates the related splice case information and opens the Field Splicing Panel.

Note: It may take a few moments to generate. If you do not see the dialog box, try pointing to the spatialOFFLINE icon on the taskbar to display the thumbnails of the windows open for the application.

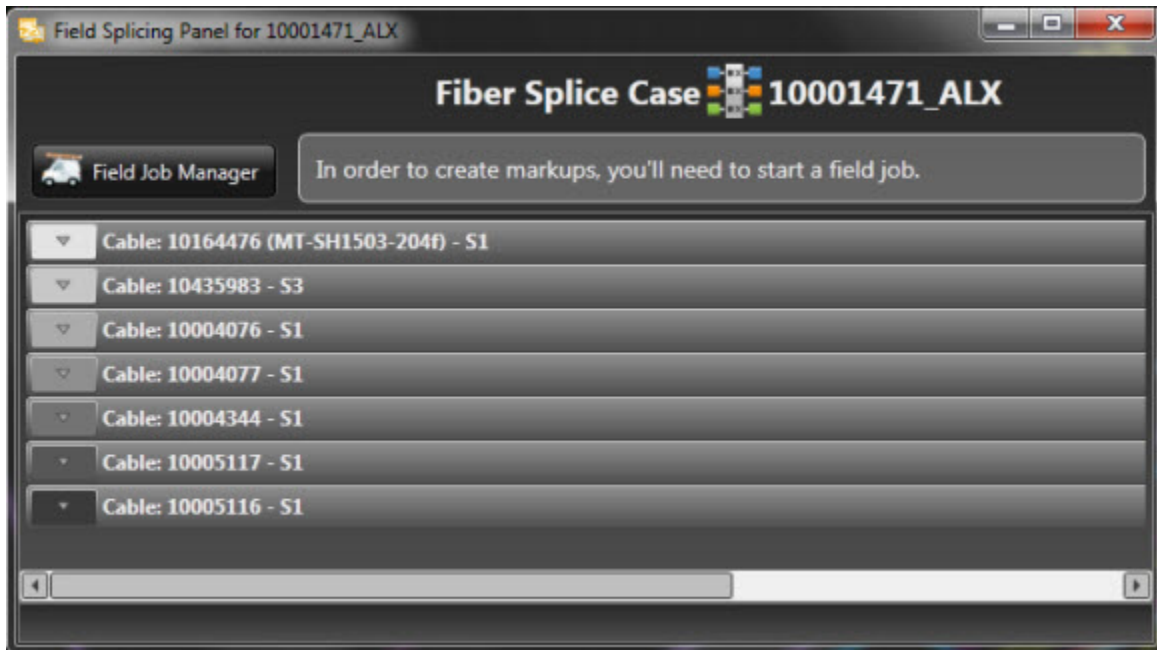


Figure 30: Field Splicing Panel

2. Click the down-arrow for a section of cable to open the section.



Figure 31: Field Splicing Panel – Cable Detail Expanded

3. Click on the colored icon at the left of any item to open it, showing its usage and connections.

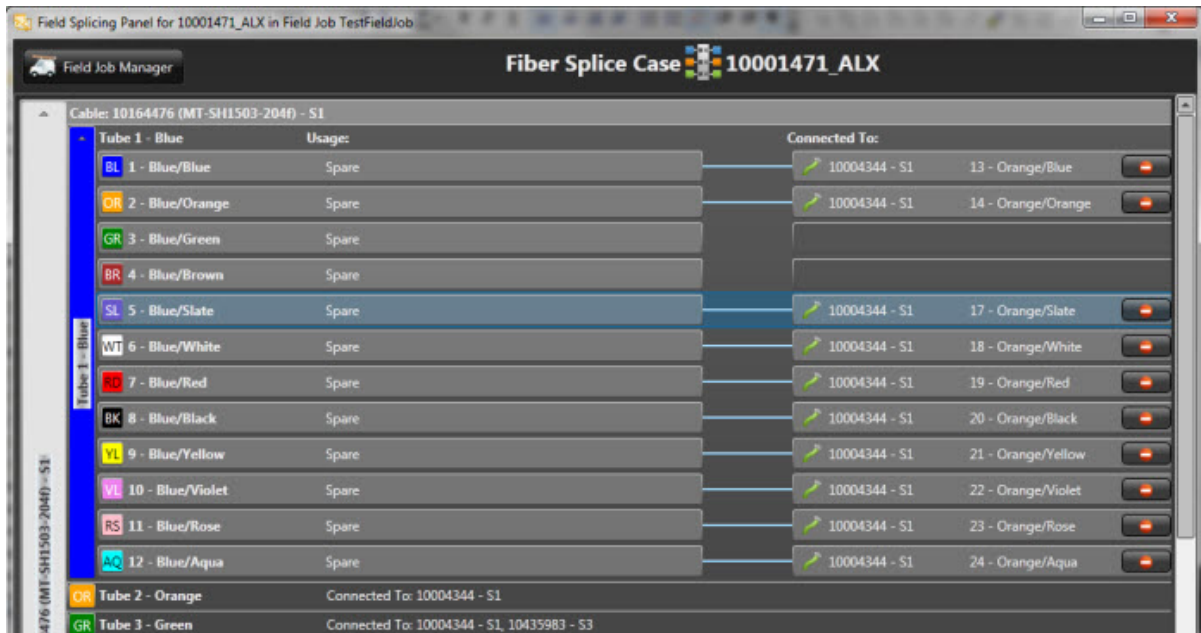



Figure 32: Field Splicing Panel – Fiber Expanded

3. To disconnect a fiber, click the **Disconnect**  icon at the right.
4. Click the **X** in the upper right corner of the window to close the panel.

4.4 Displaying More Information About an Object

When more information is available for a selected object, an expanding list (see red circled area in figure at right) is displayed at the bottom of the Selection Properties section on the Selection tab.

List Items – Click the arrowhead at the left of an item (e.g., Containment, Nearest Address, MduDrawings, RFPort, Cable Splicing) to expand its list.

MDU Drawings

1. Click on an item in the MduDrawings list to open the drawing.



Figure 33: MduDrawings List

Note: The Selection Properties and Selection Details sections on the Selection tab are cleared when the drawing opens.

2. Click on any item in the drawing to display its properties on the Selection tab.
3. If more information is available for the selected object, another expanding list is displayed. Click to expand.
4. When finished viewing, click the **X** in the MduDrawing indicator in the upper right corner to close the drawing.

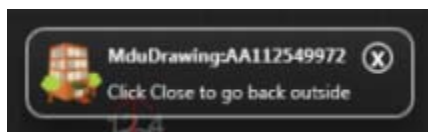


Figure 35: Close MDU Drawing

Note: The object that was selected in the map when you opened the MDU Drawing has been cleared, as well as all its properties and details, but the map is still zoomed into the location where you left it.

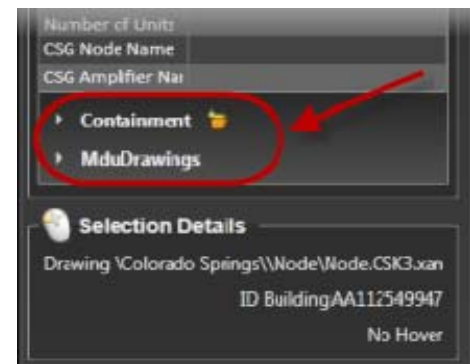
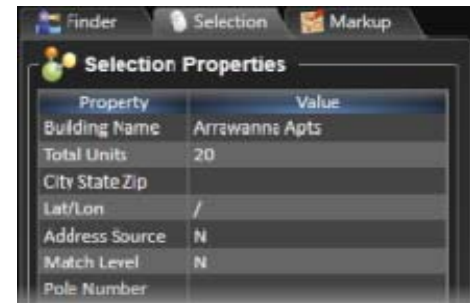



Figure 34: Selection Properties

4.5 Performing an OTDR Distance Trace

Once you have found a fiber (see section 3.1, “Finding Objects on the Map”) or by selecting it on the map, the **OTDR Trace**  icon is activated.

1. Click the icon. SpatialOFFLINE generates the related fiber information and opens the OTDR window.

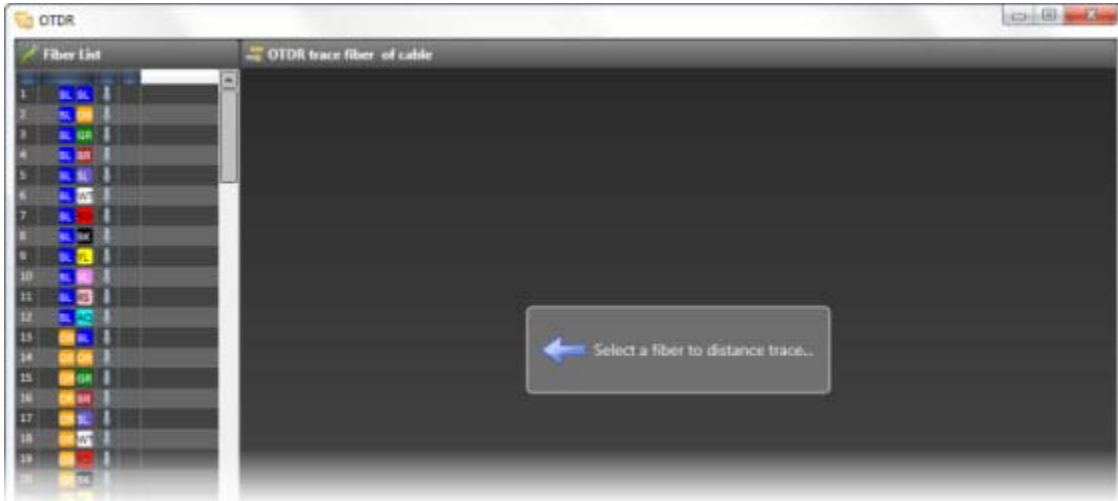


Figure 36: OTDR Window

2. Select a fiber from the **Fiber List** on the left to run the OTDR distance trace on. The input fields for that fiber appear on the window.

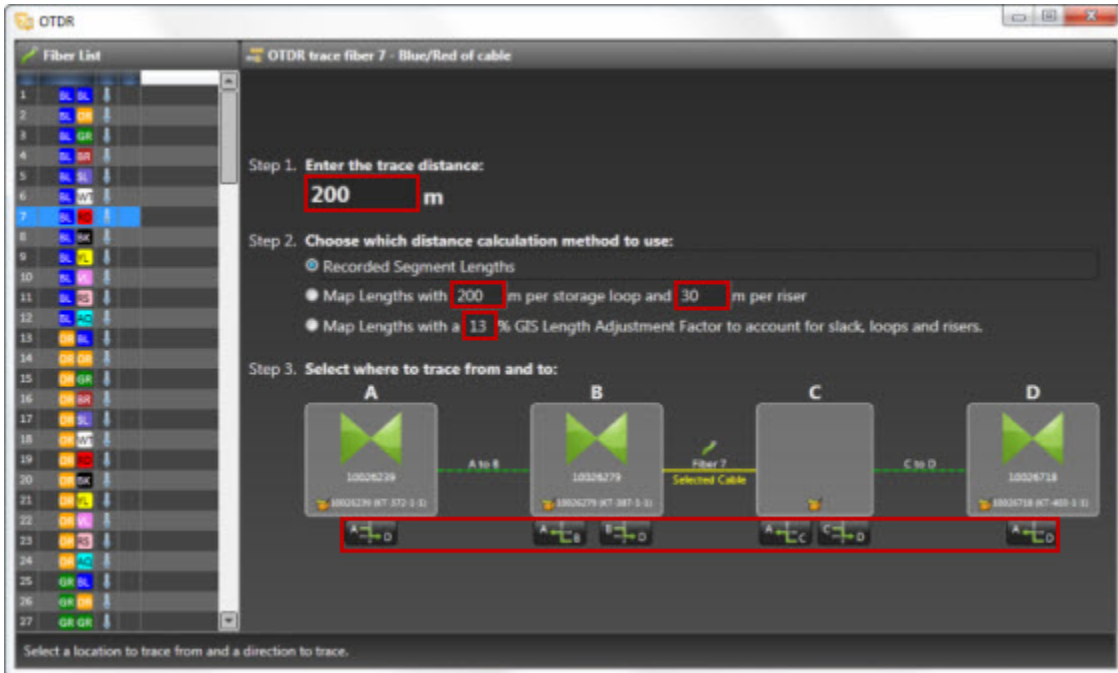


Figure 37: OTDR Window – Steps

Note: Units of measure (meters or feet) is determined in the customer database.

3. Complete the following:
 - a. **Step 1:** Enter the **trace distance** from the OTDR.
 - b. **Step 2:** Select the distance calculation method to use:
 - Recorded segment lengths
 - Map lengths with specified lengths for **storage loops** and **risers**
 - Map lengths with a specified percent for **GIS Length Adjustment Factor** to account for slack, storage loops and risers
 - c. **Step 3:** Click the segment to trace by clicking one of the buttons at the bottom. The trace results appear in the right section of the window.

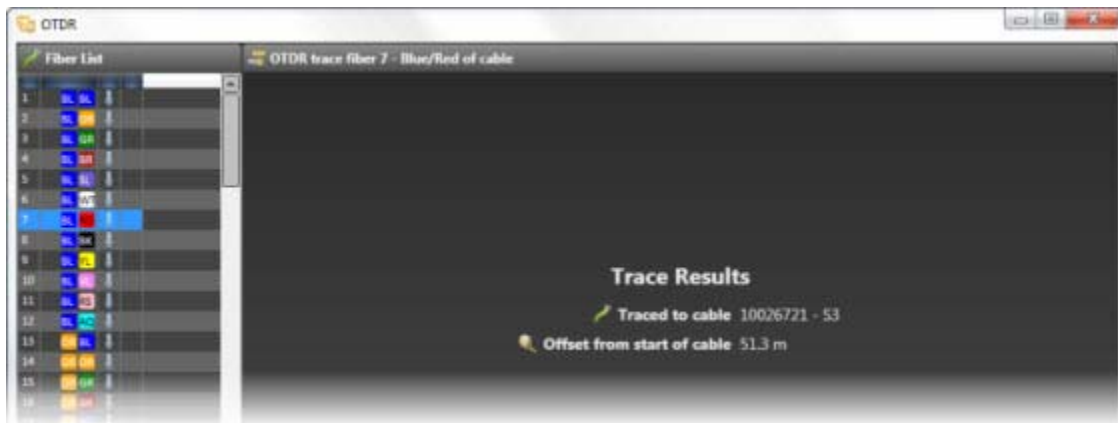


Figure 38: OTDR Window – Results

4. Close the OTDR window and return to the map.

Note: You may need to zoom in/out and/or pan to find the highlight, which appears as a construction icon.

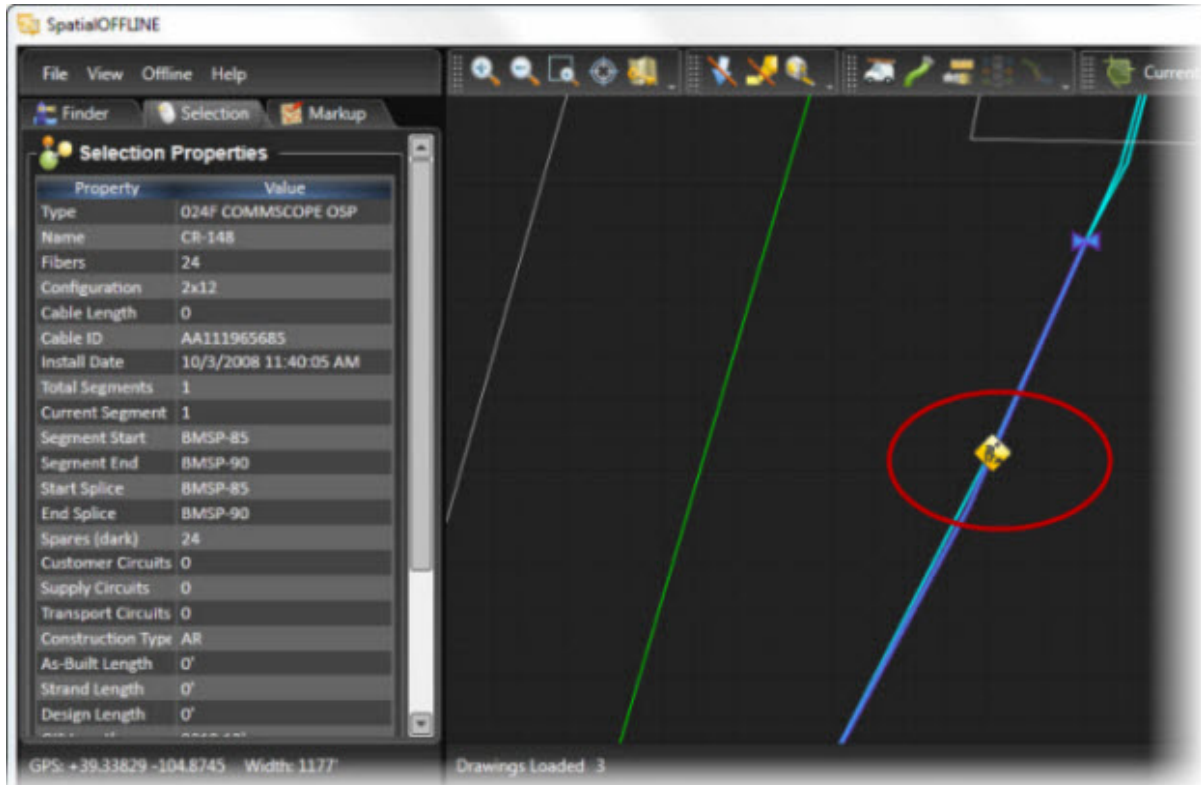





Figure 39: Location Highlighted on Map

- When finished, click the  icon to clear the highlight, and the  icon to clear the fiber selection.

4.6 Recording Markups Against a Fiber Splice

Once you have found a fiber splice case (see section 3.1, “Finding Objects on the Map”) or by selecting it on the map, the **Field Splicing Tool**  icon is activated.

- Click the icon. SpatialOFFLINE opens the Field Splicing Panel.



Figure 40: Field Splicing Panel

- Click the down-arrow at the left of the cables you want view to expand.

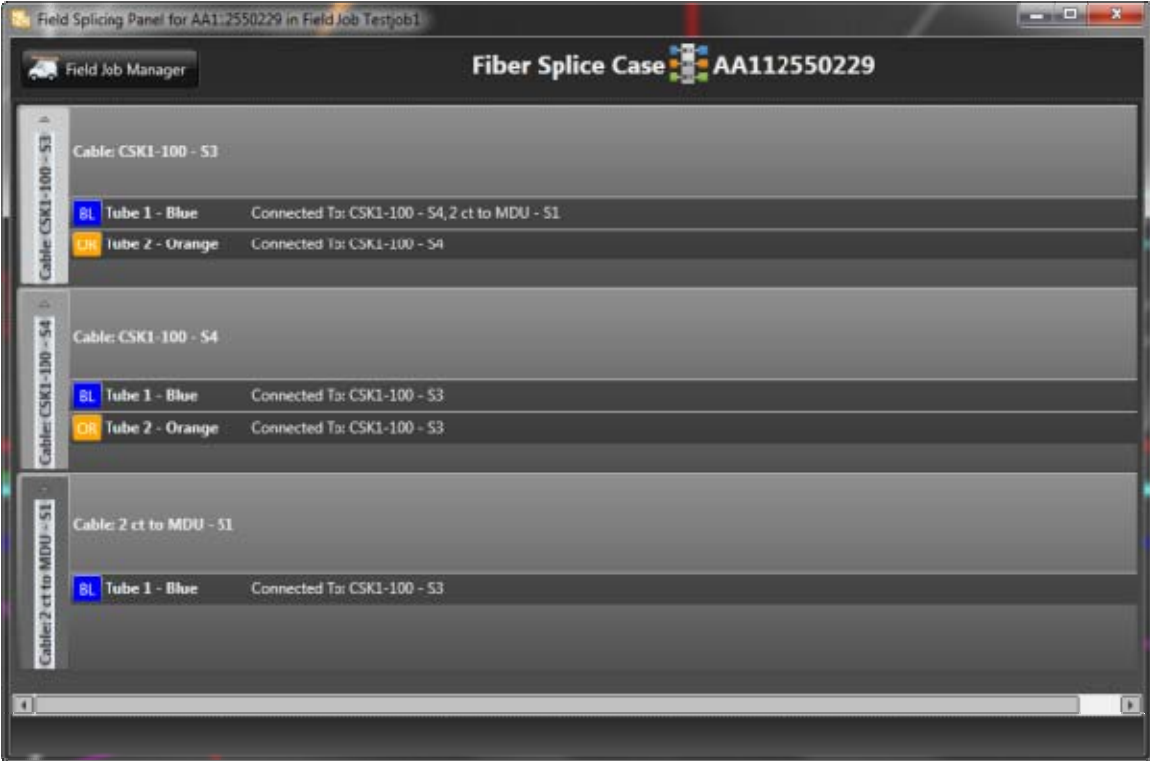


Figure 41: Field Splicing Panel

3. Click the tubes you want to expand.

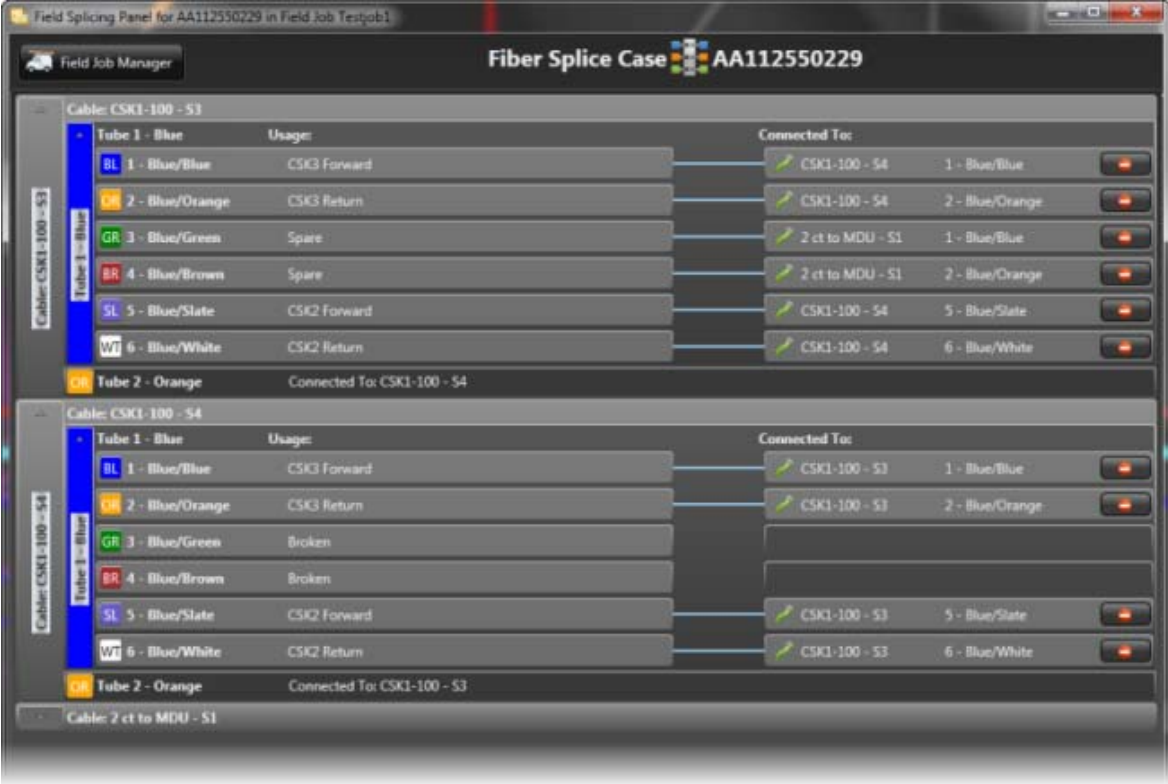


Figure 42: Field Splicing Panel


- If you need to delete an existing connection to move it, click the Disconnect  icon for that fiber.



Figure 43: Disconnect a Fiber

The **Connected To** space for the two connected fibers is now blank, and a blue vertical bar is placed at the left of each location.

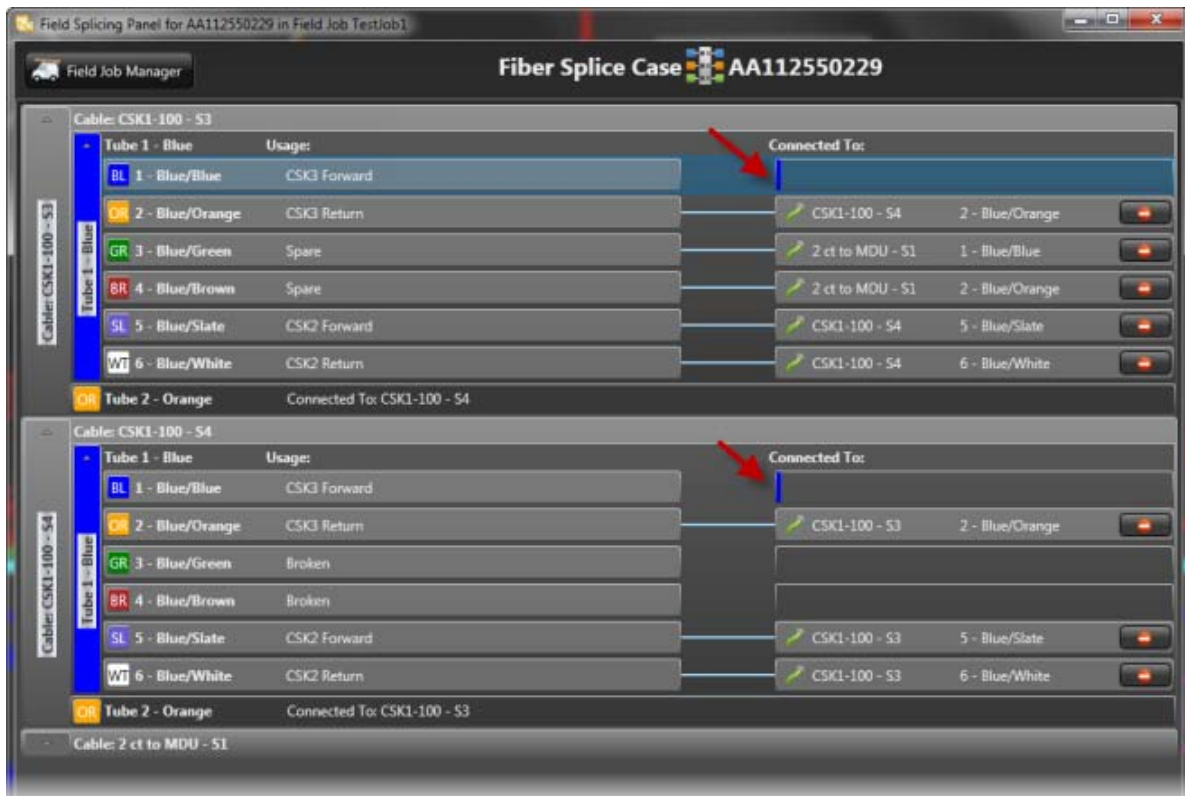


Figure 44: Field Splicing Panel

- Drag and drop the disconnected fiber to an available space (where **Connected To** space is blank). The pointer changes from a black "No" icon to a standard arrow pointer when the space is available. When the drag and drop operation is complete, the **Connected To** space for the two fibers you connected are filled, and a blue vertical bar appears at the left of each location.

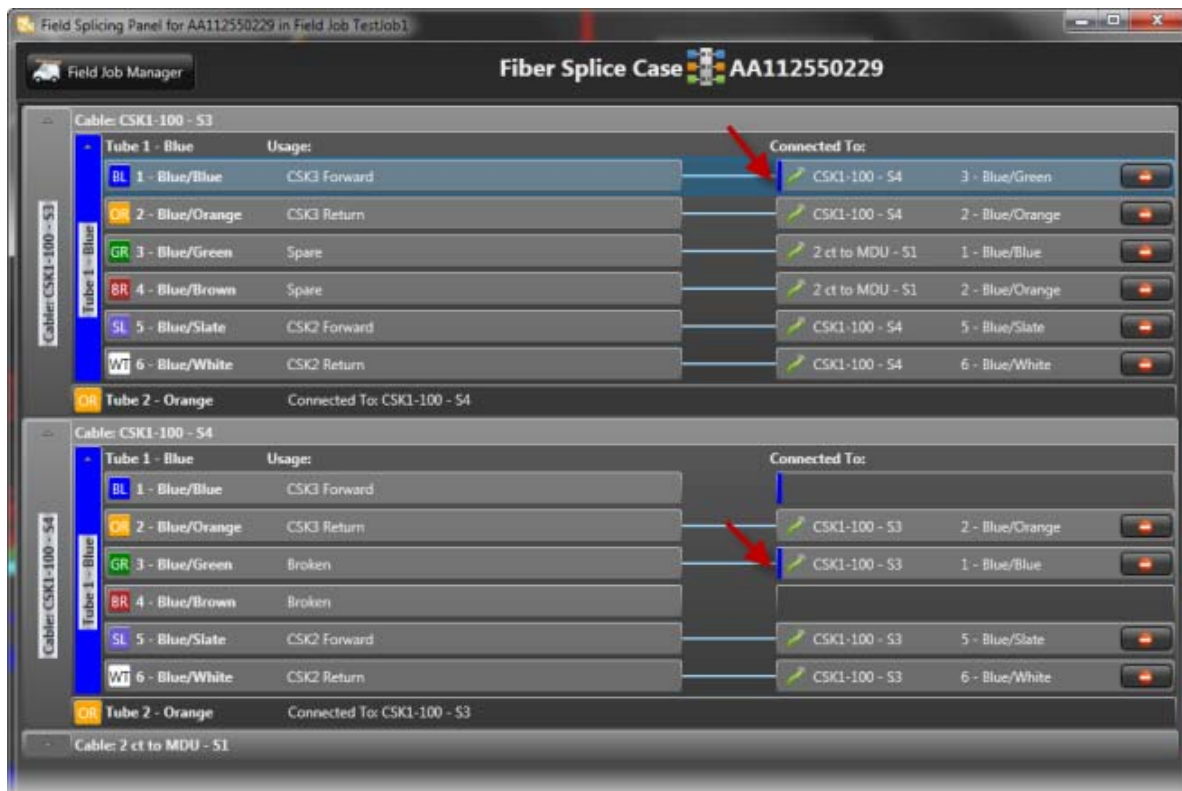


Figure 45: Re-Connect a Fiber

6. Repeat until changes are complete for this splice case.
7. If you have other changes to make for the field job, simply close the Field Splicing window and continue on.
8. If no other changes, click the **Field Job Manager** button in the upper left corner and submit the job.

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