



Unearth OnePlace

How-to Guide

Table of Contents

I. Account Homepage	3
A. General	3
B. Portfolio View	4
i. Layout	
C. Portfolio View: Table View	7
i. Search Bar	
ii. Properties Tab	
iii. Total Project Count	
iv. View and Edit Mode	
v. Table View Orientation	
vi. Filtering	
II. Create a New Project	10
A. How to Create a New Project in Uneath	10
B. Add New Assets to Your Project	12
C. Import Data	13
D. Filtering and Saved Views	15
E. Get Help	16

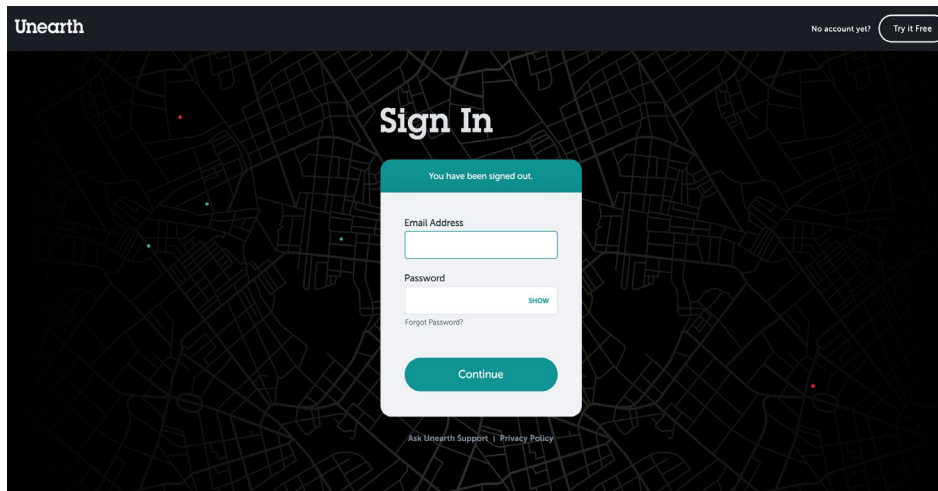
If you have any questions you can contact the Support Team through our Help Center, uneearthlabs.com/support, or at support@uneearthlabs.com.

I. Account Homepage

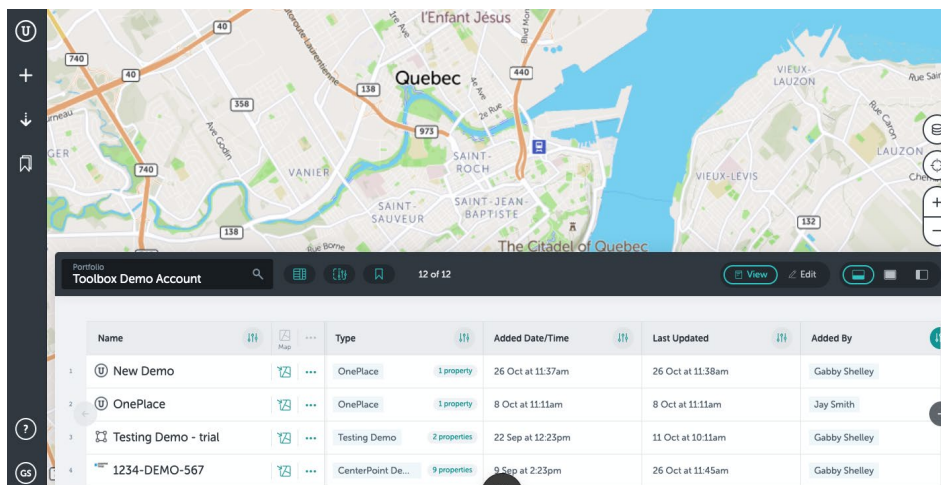
Using your new mapping system

General

Log into your Uneath account via app.unearthlabs.com.



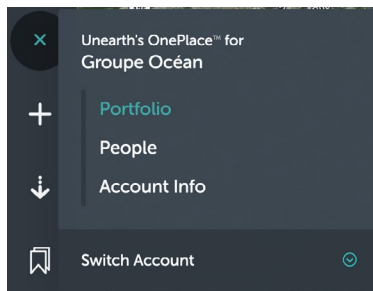
Your account will open to the Portfolio View, which includes a Map and Table View of your Projects. Visible Projects will depend on each user and whether a user has access to a particular Project or not.



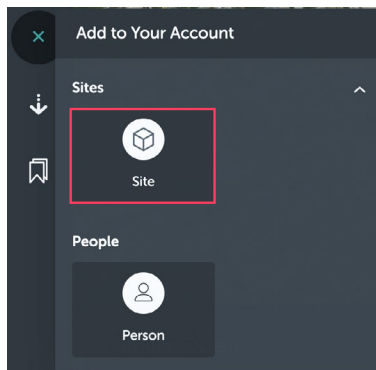
Portfolio View: Map

Layout

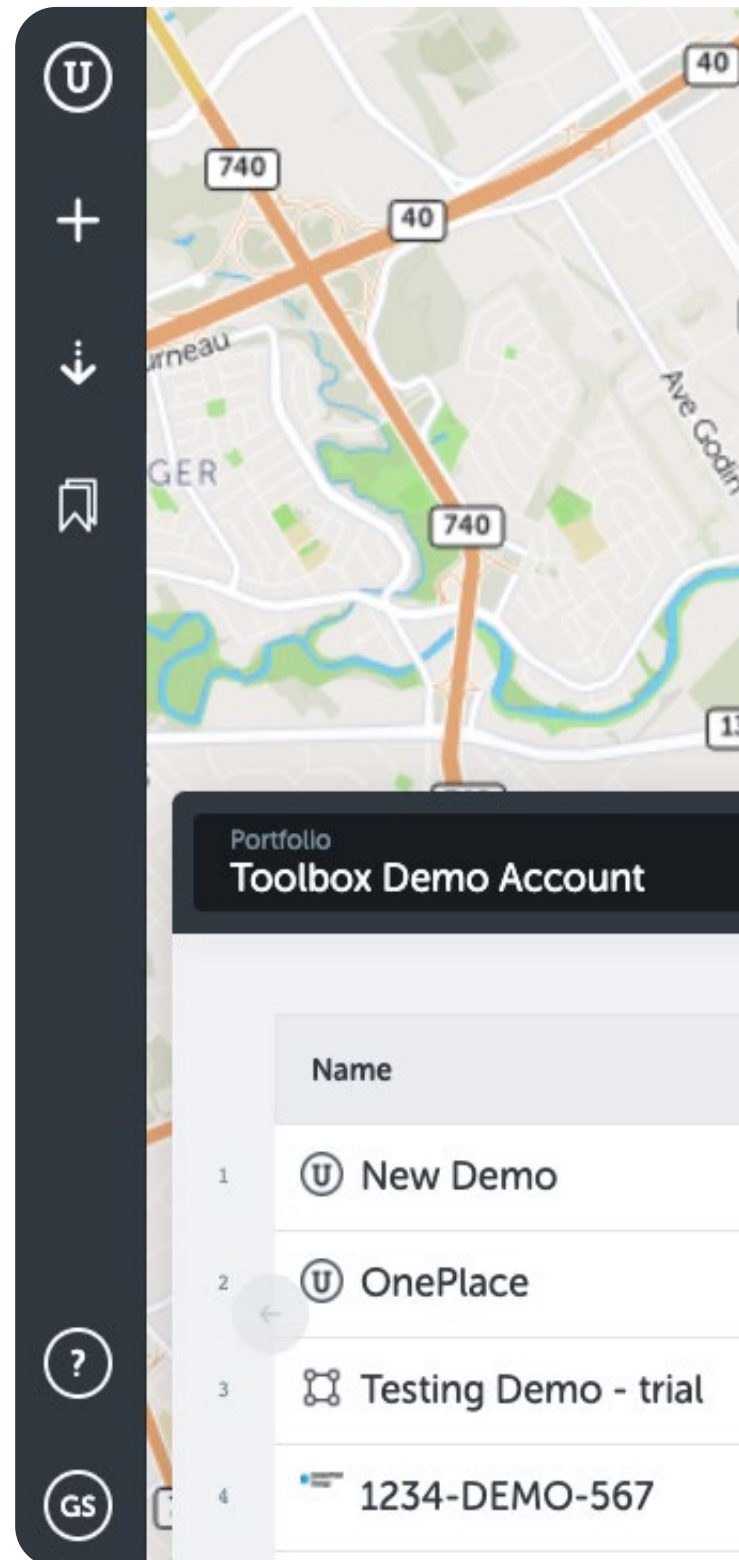
The left-side of the Portfolio View allows users to access account settings and support, create projects, add users, and export data.



Switch between Portfolio View, a complete list of users, and your Account info. If you are on more than one account, use 'Switch Account' to change accounts.



Click 'Site' to create a new project, see page 10 for instructions on creating your first project.





Export Data

Download a local file of all or some of your Projects. All of the data is pulled from what is shown in the Table View. Users can select what data is in the exported file by Filtering (see Page 11).



Get Help

Through the help menu, users can be instantly connected to Unearth's Support Team.

The fastest way to receive help is to start a chat - immediately notifying our team of your message.

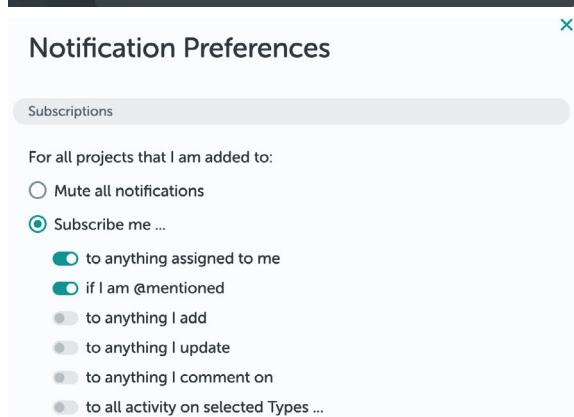
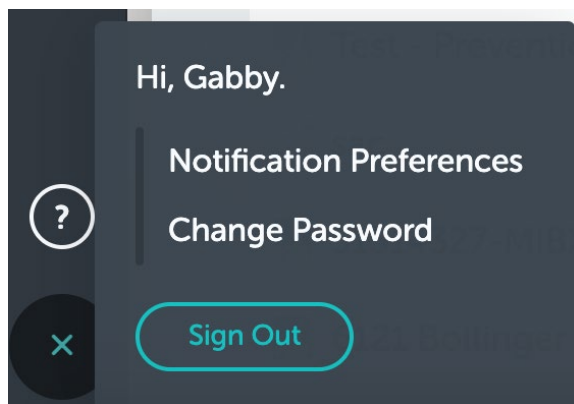
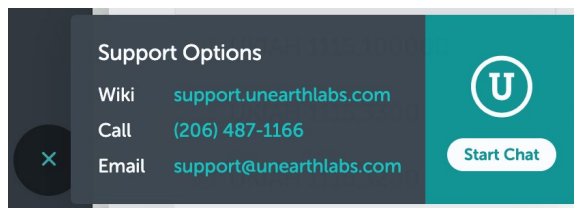
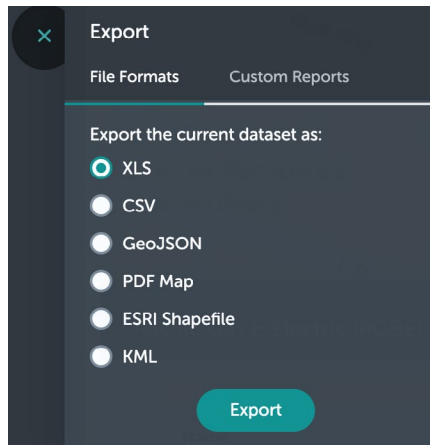
Not only can users chat directly from the Portfolio View, users also have quick access to Unearth's Help Articles and the Support Team email.

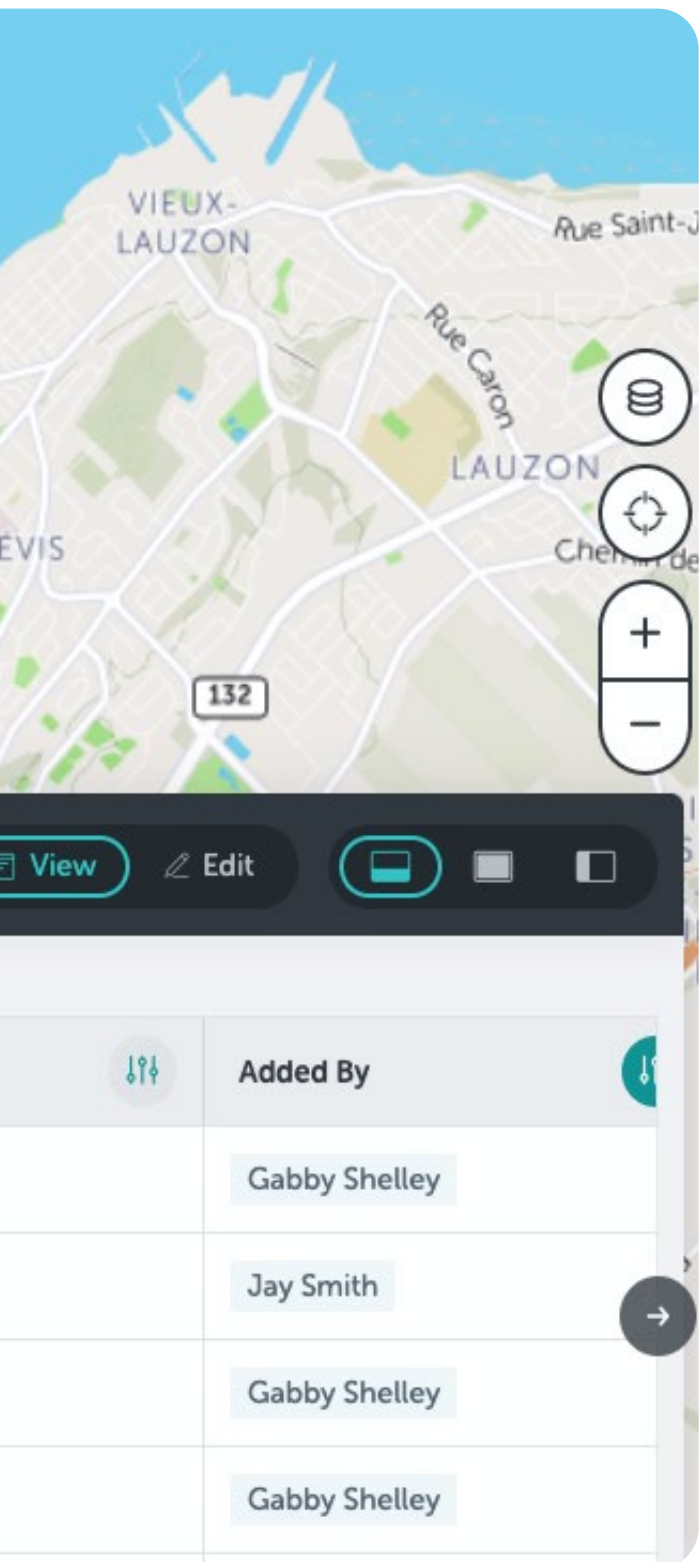


User Account Settings

Each user will see their initials in the bottom-left corner, this is where their account Password can be reset and where they can Logout.

Users can also set their Notification Preferences from the account settings.

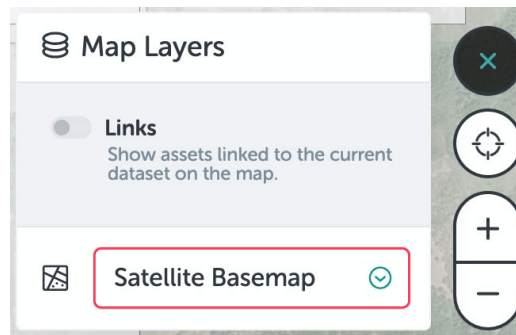




The right-side of the Portfolio View allows users to customize the map.



Map Layers



Users can control their basemap visualizations by choosing between the dropdown options under Basemap.



Find Location

Uneath allows users to turn on Location Services in order to locate their mobile device within the field. This will place a marker on the map in relation to the Projects/Assets that have been previously mapped.

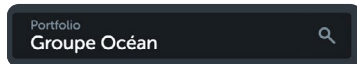


Zoom Levels

Users can zoom in and out when viewing the map using the '+' and '-' buttons, but can also zoom in by double-clicking on a specific place on the map.

Portfolio View: Table View

Layout



Search Bar

The Search Bar within Table View allows users to not only search for Projects within their account, but users can also search for any address, city, or location.

When a user searches for a current Project, that will be the only Project that appears on both the map and Table View.



Properties Tab



Properties

Type-specific Properties

Sites

Site
(5 properties)

All On | All Off

- ☐ Status
- ☐ Owner
- ☐ Location



Properties

Turn Property columns on/off.

All On | All Off

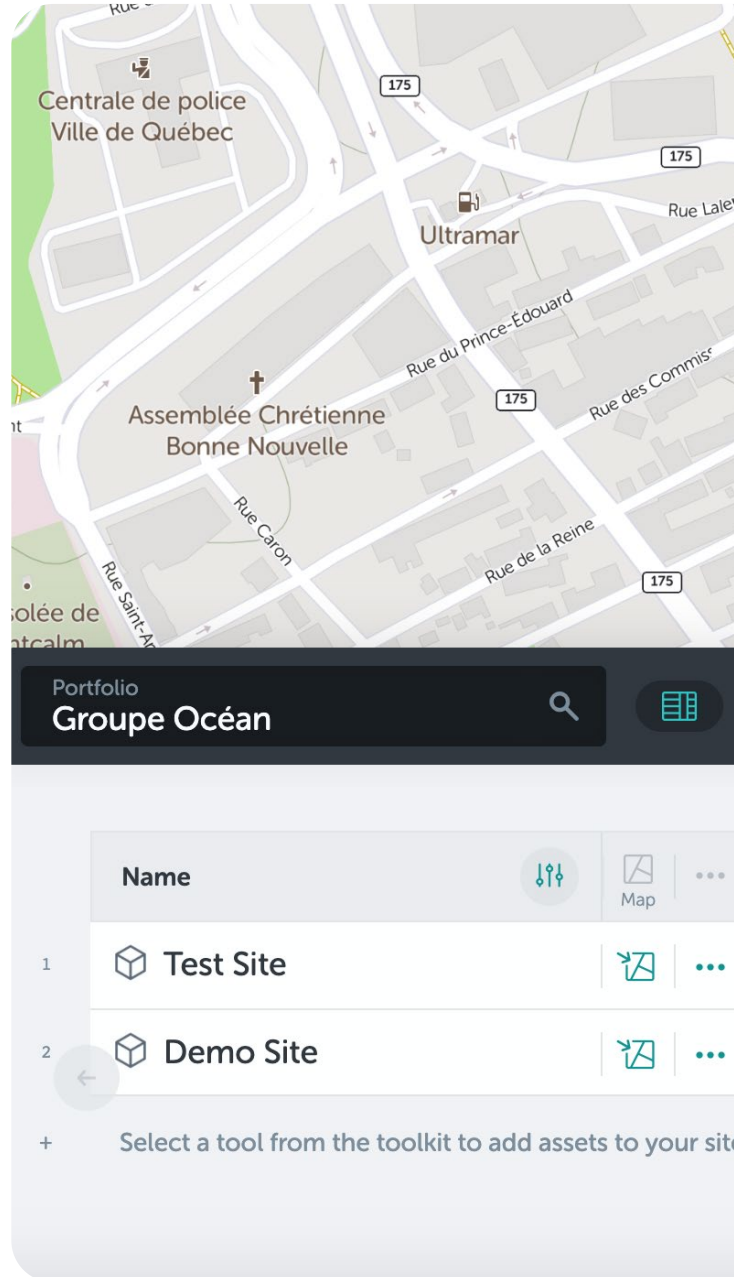
Common Properties
(5 properties)

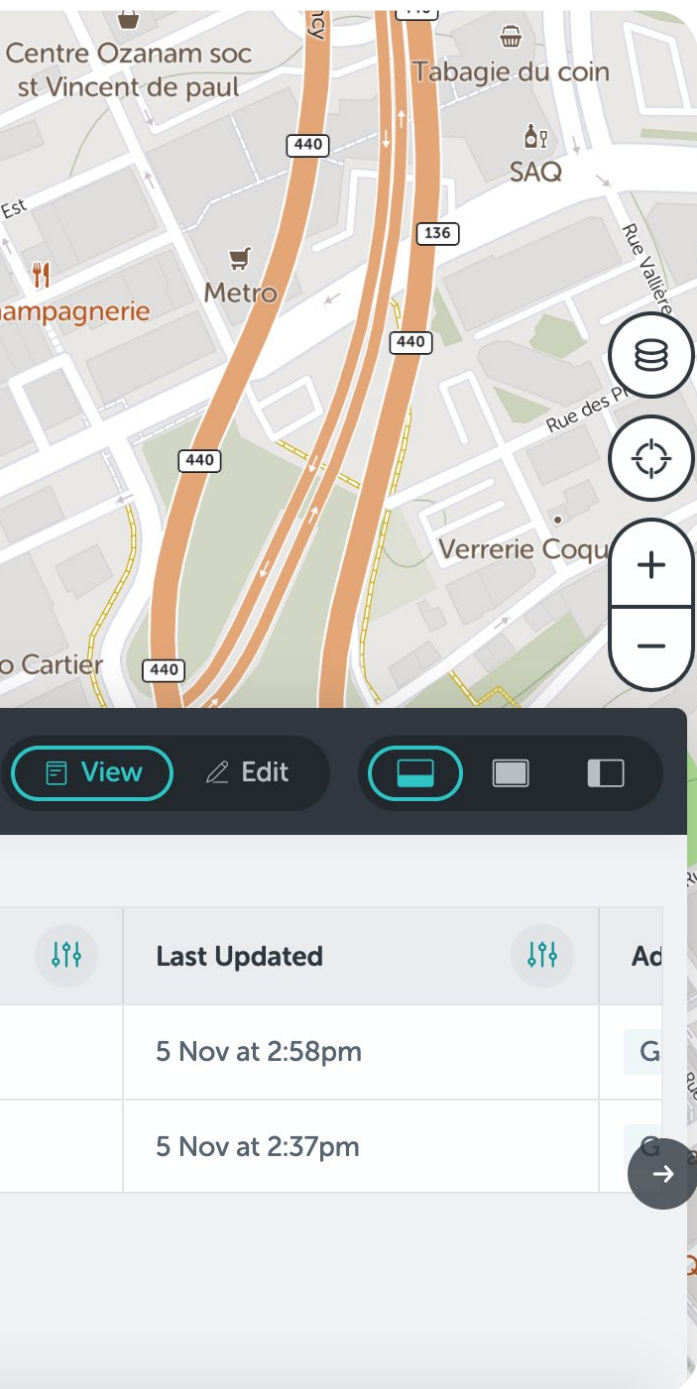
- ☒ Uneath ID
- ☒ Type
- ☒ Added Date/Time
- ☒ Last Updated

The data fields within each Project's Properties tab can be added as columns in Table View. The Properties button on Table View allows users to toggle particular fields on/off.

There are 'Common Properties' that are standard fields across Uneath Accounts.

'Type-specific Properties' are fields that are unique to each Account's Projects.





7 of 18

Reset Filters

Total Project Count

At the top of Table View, users will see the Project Count.

When users Filter Table View, the 'Reset Filters' icon will appear and the user is able to click that to see all of the Projects within the Account.

View

Edit

View and Edit Mode

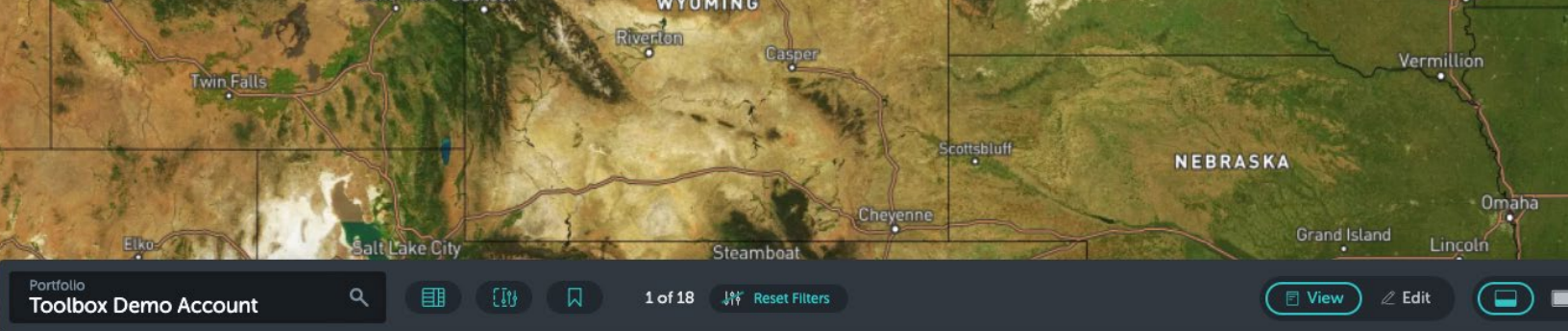
Users can easily edit data entered into the fields (columns) of Table View by turning on Edit Mode. Once Edit Mode is toggled on, any field that appears green is editable.

Portfolio Groupe Océan				
Name			Ided By	Status
1 Demo Site			abby Shelley	In Progress

Table View Orientation

Table View can be altered to different views. The first is the standard Half-Page view, the second is Full Screen, and, lastly, there is the Left-Side view.

Each user can determine which view fits their needs best.



Name	Type	Added Date/Time	Last Updated ↓	Added By
Utility Demo	Utility Demo 9 properties	6 Dec, 2021 at 12:20pm	6 Dec, 2021 at 12:38pm	Gabby Shelley

Utility Demo 9 properties Filtering Properties

Properties (fields) of Projects can be added to Table View and Filtered. A user can choose which Properties to add to Table View through the Properties button or by clicking '# Properties' under the Type column. Once certain Properties are toggled ON, they will appear as columns.

Site 5 properties

Turn on columns to view, filter, and sort by Type Properties.

All On | All Off

☐ Status

☐ Owner

☐ Location

☐ Notes

Site 5 properties

Turn on columns to view, filter, and sort by Type Properties.

All On | All Off

☒ Status

☒ Owner

☒ Location

☐ Notes

Filtering Values

1 of 1 View

Site Properties

Added By	Status	Owner
Gabby Shelley	In Progress	Marius Romy

Status

Select All | Deselect All

☐ Not Started

☒ In Progress

☐ Completed

☐ Incomplete

☐ On Hold

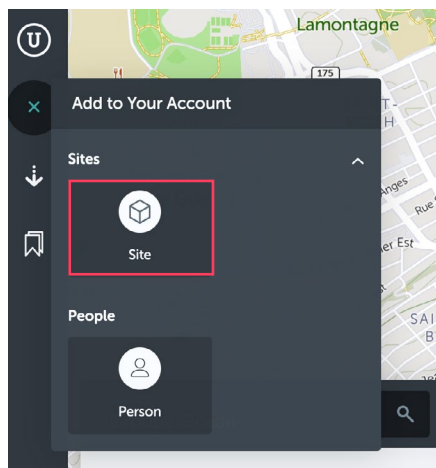
To Filter values out of Table View, users can select values to include or exclude. First, click the Filter Icon next to the Property you would like to Filter and then select which values you want to include. This will remove certain Projects from the Map if they do not fit into those Filters.

II. Create a New Project

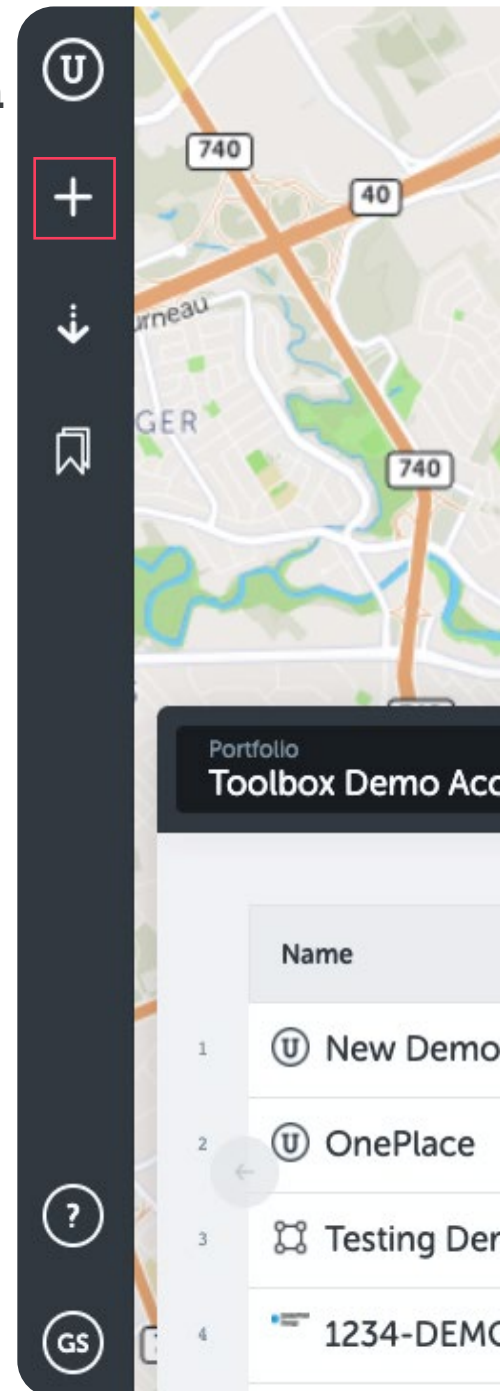
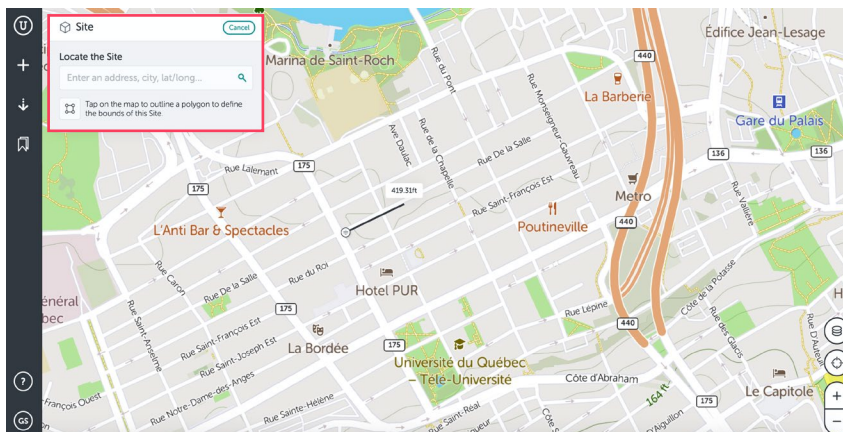
Project Overview

How to Create a New Project in Uneath

1. Log in to your account. Click the '+' and select Site.

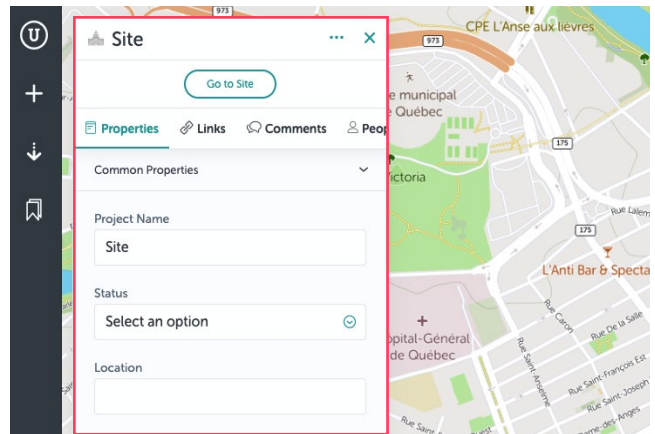


2. Enter an address/region or drag the map to your project's location.

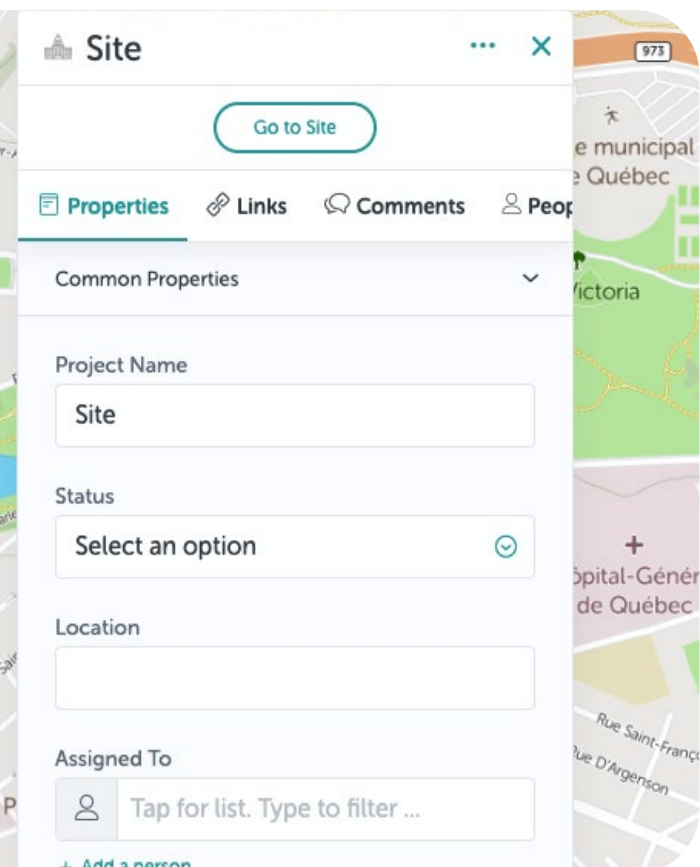
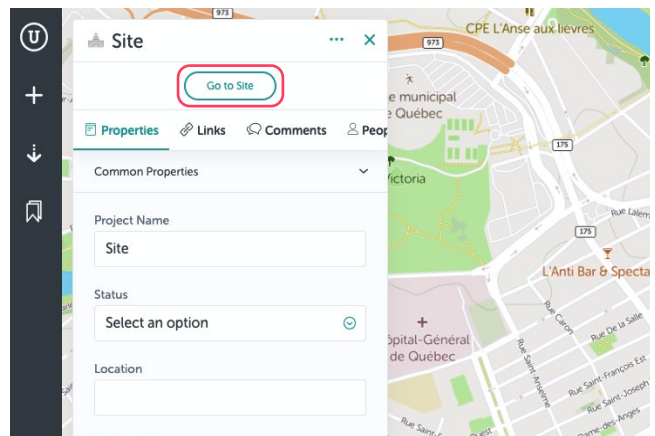


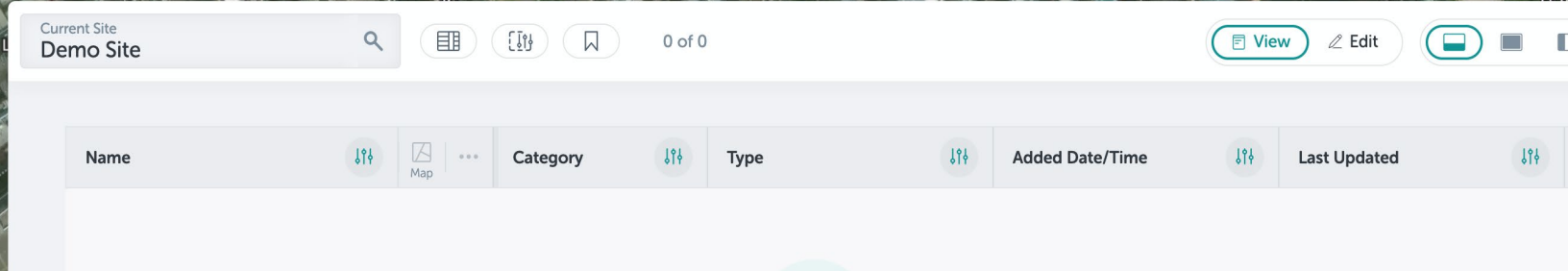


3. Once you have found your project's location, click the map to drop a point. You will draw a polygon to define the project's scope. Add at least 3 points to the shape.
4. Finish the polygon by double-clicking the first point, then the Project's Properties form will appear.
5. You can enter the Project Name, Status, Location, and additional information to the form. Each of these fields can be added as columns to Table View (see Page 11).



6. Click 'Go to Project' to open the new site/project or click 'Done' to return to the Table View orientation.





Add New Assets to Your Project

1. Open your new project by clicking on 'Go to Project' or the project's name in Table View.
2. Your project will open and, as you'll notice, it has the same layout as the Portfolio View. A few differences include:

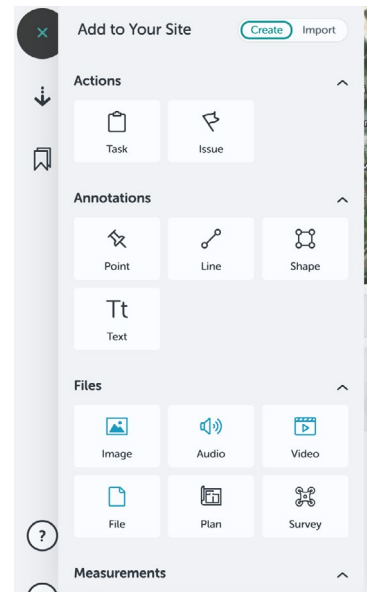
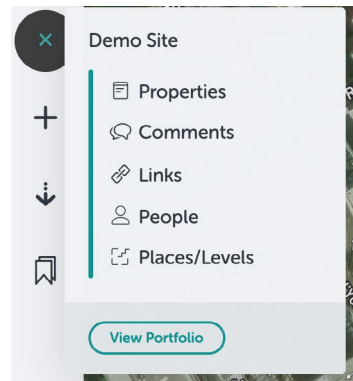


The Uneath Logo will take you back to the project's Properties form and the Portfolio View.



The '+' will open the project's Toolkit. This is where you will add new assets from.

3. Now, you can start adding assets to your project! Click on the '+' and select what you would like to add. Here's how you add the different types of assets:



Polygon - Just like the Project Boundary, add at least 3 points on the map and double-click the first point to close the shape.

Line - Drop at least 2 points and double-click the last point to finish the line.

Point - Click the location where you would like to add the point.

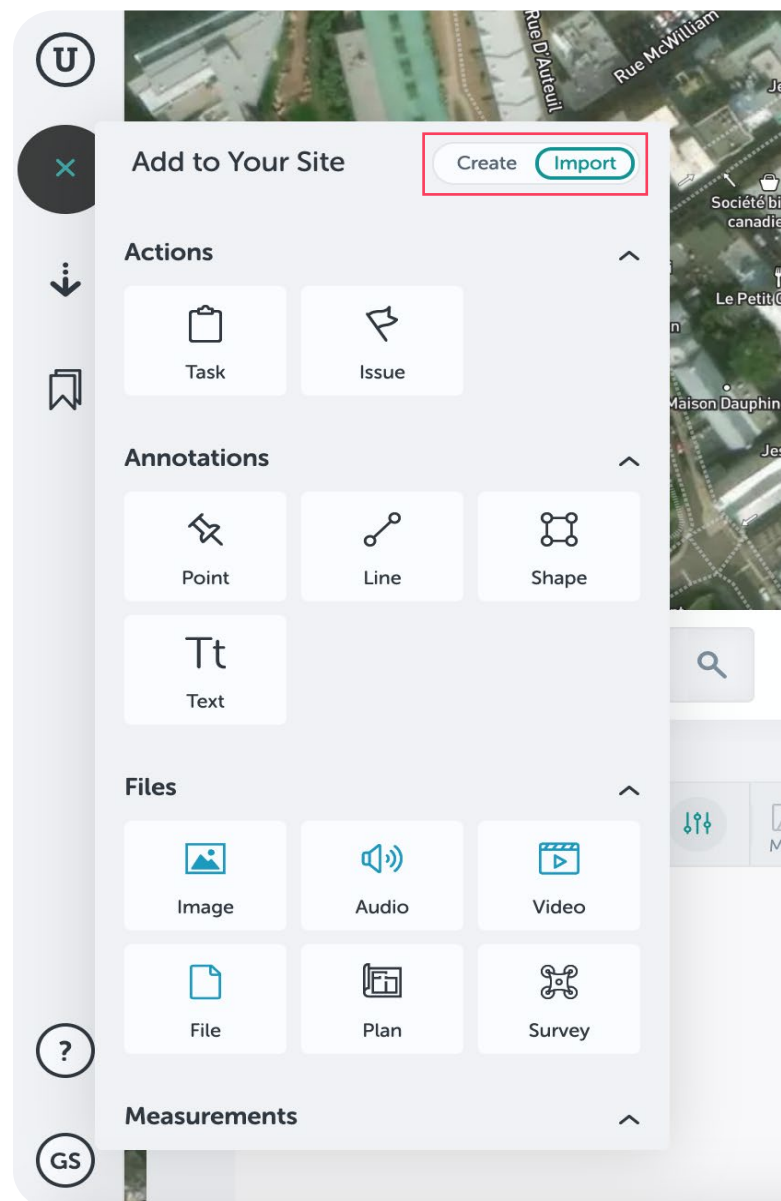
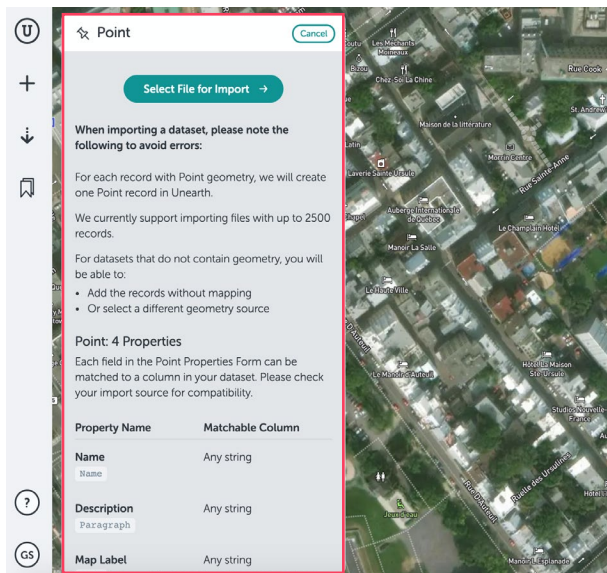
Import Data

You can import your GIS data into Uneath. A few tips:

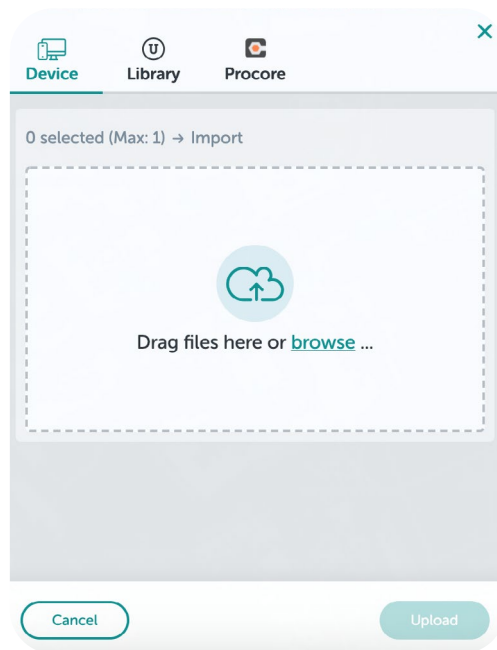
- Be sure your data is formatted to the CRS EPSG:4326.
- Know what attributes live within your GIS file. This will help when selecting what data you want to pull into Uneath.

Note: Under 'Record Count and Status' you might see a warning that says 10 records are queued for import, while the remainder of your total records do not have geometry. You can safely ignore this warning, as this is known issue with our messaging and will be resolved in an upcoming release.

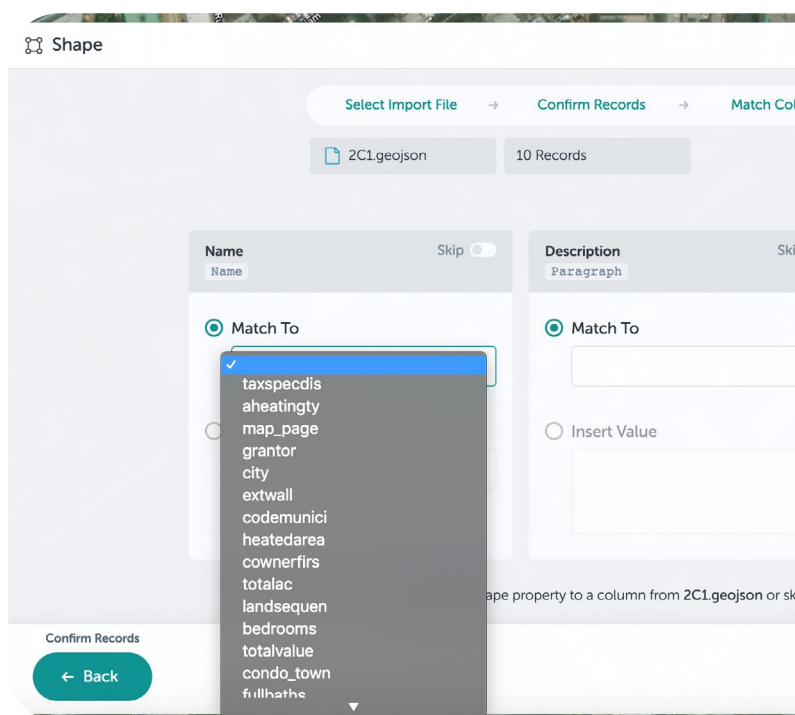
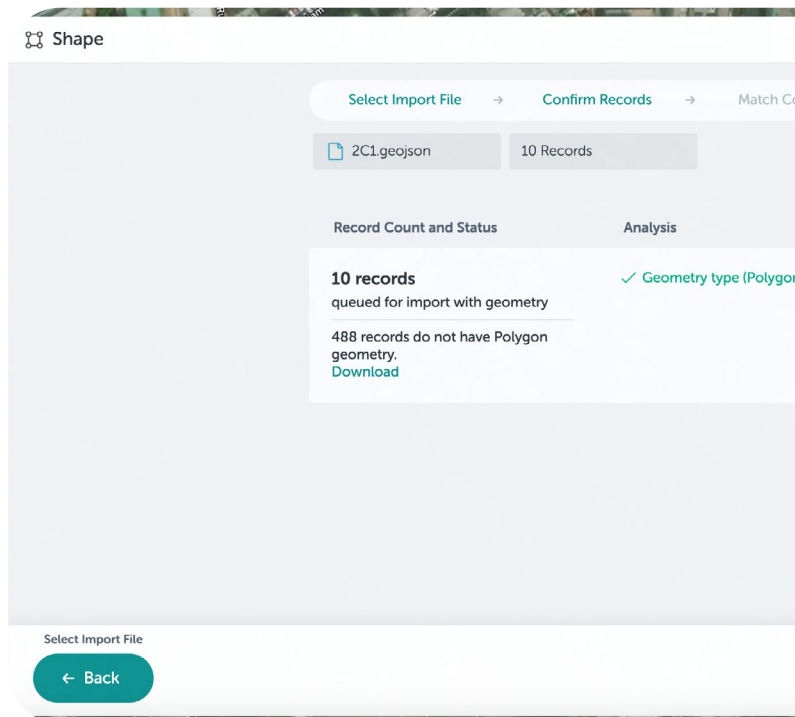
1. Open your project and open the toolkit ('+'). At the top-right corner of the window, you will see 'Create' and 'Import.' Toggle 'Import' ON.
2. Select the Asset that you would like to Import (i.e. Point). This will open the Import window, where you can see what data types the fields will accept (i.e. string, integer, etc.).



- Click 'Select File for Import' and drag the file to the OneUp window. Click 'Upload' to continue to the next step.

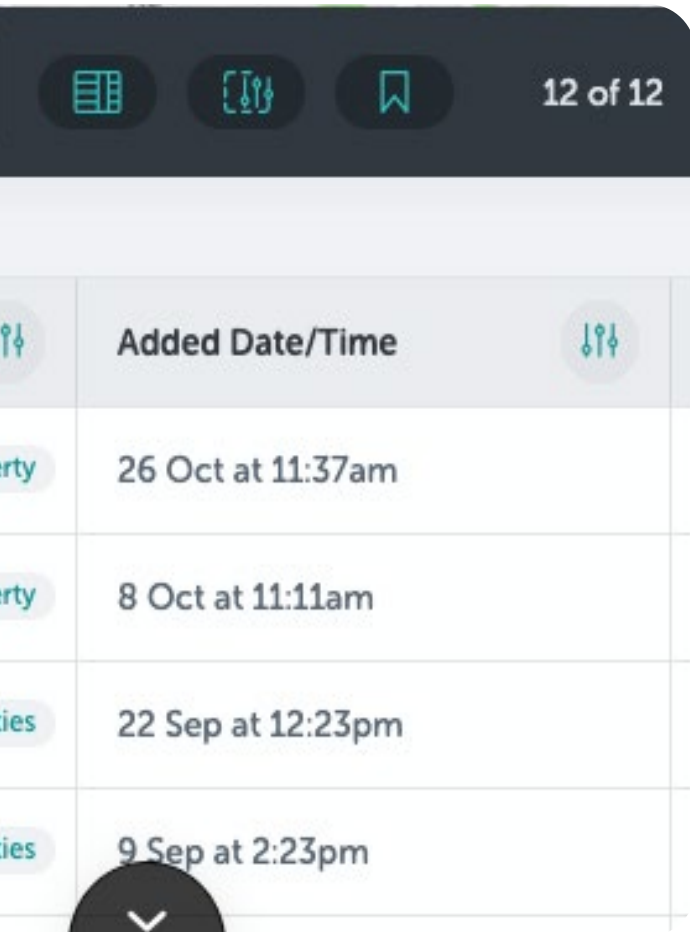


- The Import Flow will begin. On the first screen, you will see the record count. If this is correct, click 'Next.' Remember the 10 of X records. Make sure this matches the total number of assets you would like to upload.
- Use the dropdowns to match the Field Name/Type to the Attribute in your data file. Make sure the data types match (i.e. String, Integer, etc.). Click 'Next.'
- The Import Flow is complete! You will receive an email when the data is uploaded. When you open your project, give the browser a quick refresh to ensure it has been imported correctly.



Filtering and Saved Views

Manage your project and assets by Filtering your Table View. Follow the steps outlined on Page 11. When you have a Filter added, you can repeatedly apply this Filter using Saved Views. Here's how:

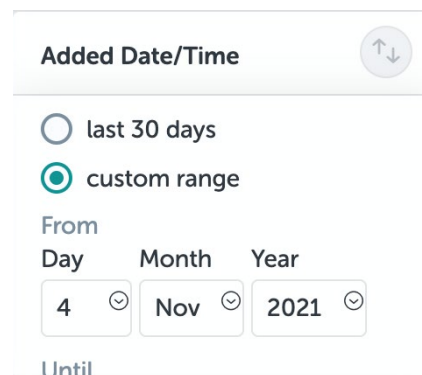


12 of 12	
	Added Date/Time
erty	26 Oct at 11:37am
erty	8 Oct at 11:11am
ies	22 Sep at 12:23pm
ies	9 Sep at 2:23pm

1. Let's look at a set of assets added between a specific time range. Go to your project and click the Filter Icon to the right of Added Date/Time.

Filtering Icon

2. Scroll down to 'Custom Range' and enter a specific date range you would like to review.



Added Date/Time

☐ last 30 days

☒ custom range

From

Day Month Year

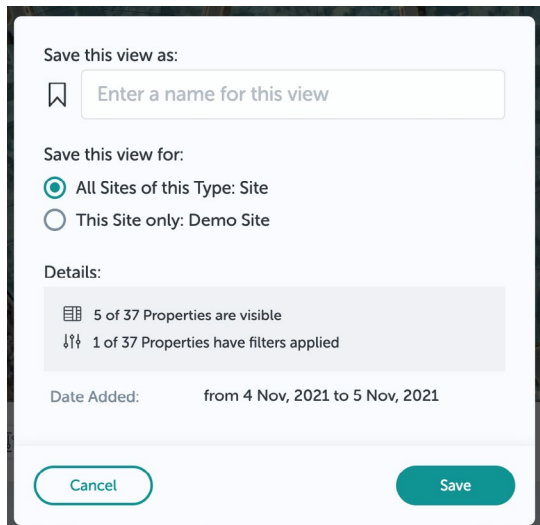
4 Nov 2021

Until

3. This will filter your map and Table View down. You can save this specific filter to return back to it with one click! To save this, click on the Saved Views Icon at the top of Table View.

Saved Views Icon

4. Enter a name for this Filter/Saved View and select if you would like it to apply to all of your projects or this specific one.



Save this view as:

Save this view for:

☒ All Sites of this Type: Site

☐ This Site only: Demo Site

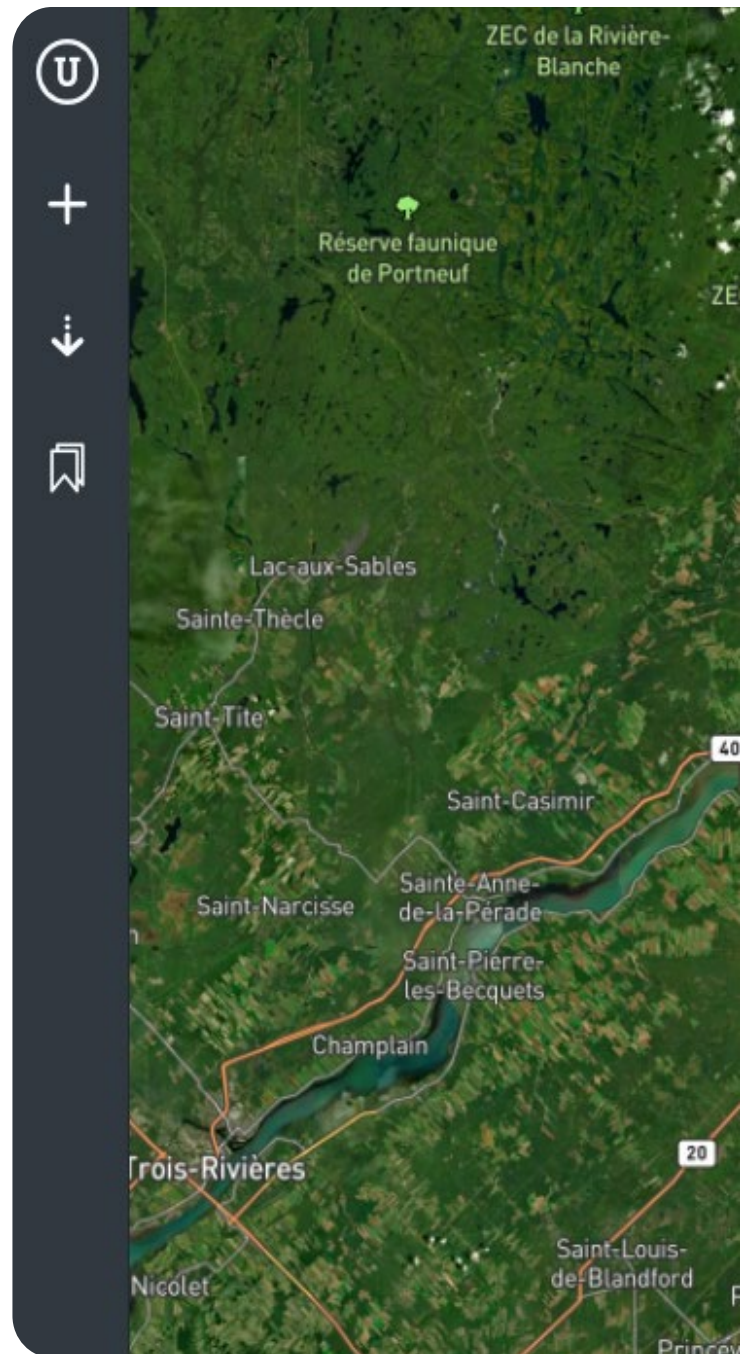
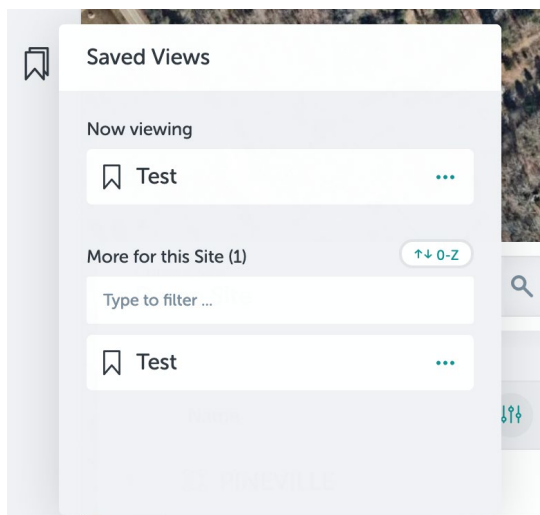
Details:

5 of 37 Properties are visible

1 of 37 Properties have filters applied

Date Added: from 4 Nov, 2021 to 5 Nov, 2021

5. You can find these in the Saved Views menu on the left-side of the screen.



Get Help

Reach out to the Uneath Support Team at support@uneearthlabs.com or use the Chat with any questions you may have!

An aerial photograph of a dense forest with a high-voltage power line tower and its associated cables visible in the upper center. The image is dark and serves as a background for the text.

Unearth

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